

SCOTTSDALE COMMUNITY COLLEGE
LEARN. GROW. ACHIEVE.



2014-15 GENERAL CATALOG &
STUDENT HANDBOOK





WELCOME TO SCOTTSDALE COMMUNITY COLLEGE!



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

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

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

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

Sincerely,

Jan L. Gehler, Ed.D.
President

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



LEARN. GROW. ACHIEVE.

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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SCC PHONE NUMBERS

Phone Numbers Use Area Code 480.

Academic and Career Advisement 423-6539
 Accounting/Statistics Learning Center 425-6717
 ACE Program (Achieving A College Education)..... 423-6138
Admissions, Registration and Records 423-6100
 Alumni/Development..... 423-6380
 American Indian Program 423-6531
 Assessment/Testing 423-6433
 Bookstore 423-6554
Bursar/Cashier's Office..... 423-6148
 Campus News 423-6410
 Campus Tours..... 425-6403
 Center for Civic and Global Engagement 423-6590
 Copy Center..... 423-6645
 Counseling..... 423-6524
 Culinary Arts Menu 423-6155
 Culinary Arts Reservations 423-6284
 Disability Resources and Services 423-6517
 Dual Enrollment..... 423-6302
 Faculty Resource Center 423-6490
 Financial Aid Answer Center (toll-free 24/7) 1-855-622-2332
 First Aid (Public Safety)..... 423-6175
 Fitness and Wellness Center 423-6604
 Help Desk (Technology) 423-6274
 Honors Program 423-6525
 Institutional Advancement and Community Engagement 423-6380
 Lost and Found (Public Safety) 423-6175
 Marketing and Public Relations 423-6380
 Math/Science Tutoring Center..... 423-6145
 Media Center 423-6652
 Natural Sciences Tutoring Center..... 425-6726
 Online Classes (ACC, BPC, CIS, MST, OAS classes only)..... 423-6588
 Outreach and Recruitment 423-6450
Registration by Telephone 423-6100
 Service-learning and Leadership..... 423-6545
 Social/Behavioral Sciences Learning Center..... 423-6223
 Southwest Studies Institute..... 423-6314
 Student TechCenter (Computer Lab) 423-6261
 Testing Center 423-6433
 Transcript Request Information Line..... 423-6151
 Veterans' Services 423-6515/423-6088
 Welcome Center..... 423-6700
 Writing Center (Tutoring Assistance)..... 423-6416

Chandler-Gilbert Community College (480) 732-7000
 2626 East Pecos Road, Chandler, AZ 85225-2499
www.cgc.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 85034-1795
www.gatewaycc.edu

Glendale Community College (623) 845-3000
 6000 West Olive Avenue, Glendale, AZ 85302-3090
www2.gccaz.edu

Mesa Community College (480) 461-7000
 1833 West Southern Avenue, Mesa, AZ 85202-4866
www.mesacc.edu

Paradise Valley Community College..... (602) 787-6500
 18401 North 32nd Street, Phoenix, AZ 85032-1200
www.paradisevalley.edu

Phoenix College (602) 285-7500
 1202 West Thomas Road, Phoenix, AZ 85013-4234
www.phoenixcollege.edu

Rio Salado College..... (480) 517-8000
 2323 West 14th Street, Tempe, AZ 85281-6941
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 85281-6942
www.maricopa.edu

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

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

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

Summer Session - 2014

Classes Begin Tuesday May 27
 Schedule Adjustments Tuesday–Wednesday May 27-28
 Observance of Independence Day (*campus closed*) Thursday July 3
 Summer Semester Ends Thursday July 31

Fall Semester - 2014

Saturday Classes Begin..... SaturdayAugust 23
 Day/Evening Classes Begin MondayAugust 25
 Observance of Labor Day (*campus closed*) MondaySeptember 1
 Last Day to File Application for December 2014 Graduation FridayOctober 3
 Last Day for Student Withdrawal **Without** Instructor's Signature +
 Observance of Veterans' Day (*campus closed*) TuesdayNovember 11
 Thanksgiving Recess (*campus closed*) Thursday–SundayNovember 27-30
 Last Day for Student Withdrawal **With** Instructor's Signature ++
 Last Day of Regular Classes..... SundayDecember 14
 *Final Exams Monday–ThursdayDecember 15-18
 Mid-Year Recess Begins for Students FridayDecember 19
 Fall Semester Ends FridayDecember 19
 Winter Break (*campus closed*) December 25 through January 2

Spring Semester - 2015

Saturday Classes Begin..... SaturdayJanuary 17
 Observance of M. L. King Birthday (*campus closed*) MondayJanuary 19
 Day/Evening Classes Begin TuesdayJanuary 20
 Observance of Presidents' Day (*campus closed*) MondayFebruary 16
 Last Day to File Application for May 2015 Graduation FridayMarch 6
 Last Day for Student Withdrawal **Without** Instructor's Signature +
 Spring Break (*campus closed March 19-20*) Monday–SundayMarch 16-22
 Last Day for Student Withdrawal **With** Instructor's Signature ++
 Last Day of Regular Classes..... SundayMay 10
 *Final Exams Monday–ThursdayMay 11-14
 Commencement FridayMay 15
 Spring Semester Ends FridayMay 15
 Observance of Memorial Day MondayMay 25

Summer Session - 2015 (Subject to 2015-2016 Catalog)

Classes Begin TuesdayMay 26
 Schedule Adjustments Tuesday–WednesdayMay 26-27
 Observance of Independence Day (*campus closed*) ThursdayJuly 2
 Summer Semester Ends ThursdayJuly 30

* 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 *each* class in which you are enrolled.
 ++ Refer to the Important Deadlines for Students to determine the Last Day Student Initiated Withdrawal will be accepted.

12/3/2014 Academic Calendar: Winter Break (campus closed) date changed from January 1 to January 2.

Applied Sciences**CHAIR: Myron Brower/480.423.6229**

AJS Administration of Justice Studies
 ARC Architectural Technology
 BLT Building Safety Technology
 EQS Equine Science
 FOR Forensic Science
 INT Interior Design

Business and Computer Information Systems**CHAIR: Tom Trolen/480.423.6265**

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

Counseling**CHAIR: Mitra Mehraban/480.425.6707**

CPD - Counseling and Personal Development

English, World Languages & Journalism**CHAIR: Susan Moore/480.423.6426**

CRE Critical Reading	World Languages:
CRW Creative Writing	FRE French
ENG English	ITA Italian
ENH English Humanities	SLG Sign Language
ESL English as a Second Language	SPA Spanish
	SPH Spanish Humanities
JRN Journalism	
MCO Mass Communication	
RDG Reading	

Fine Arts**CHAIR: Ted Uran/480.423.6334**

ADA Advertising Art
 ARH Art Humanities
 ART Art (Computer, Photographic, Visual)
 COM Communication Arts
 HUM Humanities
 LDR Leadership
 MHL Music: History and Literature
 MTC Music: Theory and Composition
 MUC Music: Commercial and Business
 MUP Music: Performance and Private Instruction
 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 SSH & SUS Sustainability
 DAN Dance
 EXS Exercise Science
 FON Food and Nutrition
 HES Health Science
 PED Physical Education
 REC Recreation
 WED Wellness Education

Health Sciences**CHAIR: Nick DeFalco/480.423.6717**

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

Hospitality, Tourism, and Culinary Arts**CHAIR: Larry Williams/480.423.6266**

CSM Customer Service Management
 CUL Culinary Arts
 HRM Hospitality & Tourism Management

Library Science**CHAIR: Patricia Lokey/480.423.6653**

IFS Information Studies

Mathematics and Sciences**CHAIR: Merry Wilson/480.423.6392**

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

Social and Behavioral Sciences**CHAIR: Dilip Kumar/480.423.6209**

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



LEARN. GROW. ACHIEVE.



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



**ANY
TIME
PLACE
DEVICE**

OVER 200 APPLICATIONS AVAILABLE ONLINE!

**SCC has an exciting new way to access hundreds of software applications...
*both on and off campus!***

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

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

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

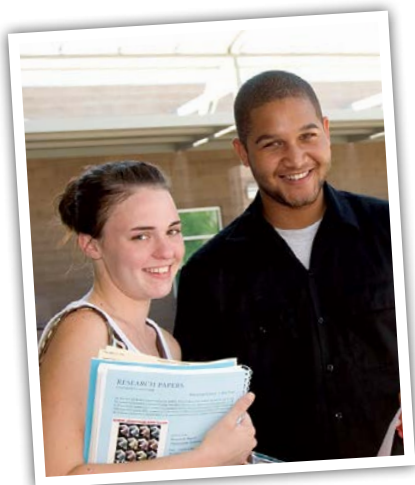
Work anywhere, free yourself!



myscc.scottsdalecc.edu

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.



THE ASSOCIATE IN ARTS, BUSINESS, ELEMENTARY EDUCATION, FINE ARTS, SCIENCE & TRANSFER (AA, ABUS, AAE, 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

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

◦ Classes • Certificates • Associate Degrees

BUSINESS & INFORMATION SYSTEMS

- Accounting ◦
- Bookkeeping ◦ ●
- Business (Fastrack) ◦ ● ●
- Business-Personal Computers ◦
- Computer Hardware & Network Support ◦ ●
- Computer Info Systems Technologies ◦ ● ●
- Database Development ◦ ●
- General Business ◦ ●
- International Business ◦
- Management ◦ ●
- Marketing ◦ ●
- Network Administration ◦ ● ●
- Programming and System Analysis ◦ ● ●
- Real Estate ◦
- Retail Management (*Districtwide program*) ◦ ●
- Retail Management and Marketing ◦ ●
- Small Business Management ◦ ●
- Society and Business ◦
- Software Development ◦ ●
- Web Design Technologies ◦ ● ●
- Web Development ◦ ● ●

◦ Classes • Certificates • Associate Degrees

COUNSELING

- Counseling and Personal Development ◦

ENGLISH, WORLD LANGUAGES AND JOURNALISM

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

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.

www.scottsdalecc.edu/advisement

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



◦ Classes • Certificates • Associate Degrees

FINE ARTS

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

HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

- Dance ◦ •
- Dance Humanities ◦
- Dance Technology ◦ • •
- Exercise Science & Personal Training ◦ • •
- Health Science ◦
- Nutrition ◦ •
- Physical Education ◦
- Recreation Management ◦ • •
- Sustainability ◦
- Wellness Education ◦
- Yoga Instruction ◦ •
- Yoga Therapy ◦ •

◦ Classes • Certificates • Associate Degrees

HEALTH SCIENCES

- Emergency Medical Technology ◦
- Health Care Related ◦
- Health Core Curriculum ◦
- Nurse Assisting ◦ •
- Nursing
(Continuing Education, Nursing Science) ◦ •
- Practical Nursing ◦ •

HOSPITALITY/TOURISM AND CULINARY ARTS

- Advanced Professional Culinary Arts ◦ • •
- Commercial Bakery and Pastry Arts ◦ • •
- Culinary Arts ◦ • •
- Culinary Arts Foundations ◦ • •
- Culinary Fundamentals ◦ • •
- Hospitality & Tourism/Golf Management ◦ • •
- Hospitality & Tourism/Hotel Management ◦ • •
- Hospitality & Tourism/Restaurant
Management ◦ • •
- Hospitality and Tourism/Spa and
Wellness Center Management ◦ • •
- Hospitality and Tourism/Tourism
Development and Management ◦ • •

LIBRARY SCIENCE

- Information Studies ◦

◦ Classes • Certificates • Associate Degrees

MATHEMATICS AND SCIENCES

- Astronomy ◦
- Biology ◦
- Chemistry ◦
- Computer Science ◦
- Geology ◦
- Mathematics ◦
- Physics ◦

SOCIAL AND BEHAVIORAL SCIENCES

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

ADMINISTRATIVE REGULATIONS

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

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

General Statement (AR 2.4.1)

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

Nondiscrimination Policy (AR 2.4.2)

(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 Discriminación

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, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genética. Así 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, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genética.

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

Equal Opportunity Statement (AR 2.4.3)

(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 discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genética. 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, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genética.

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. Daniel P. Corr, Vice President of Academic and Student Affairs, Scottsdale Community College, 9000 East Chaparral Road, Scottsdale, AZ 85256-2626, (480) 423-6317; daniel.corr@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.

Declaraciones 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 discriminarán o tolerarán discriminación en contra ningún aplicante o empleado debido a su discapacidad/incapacitación física o mental referente a cualquier posición para la cuál el aplicante o empleado ha calificado.

Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapie en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas prácticas de no discriminar por razones de raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genética. Así mismo, todo los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

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

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

ADA/504/Coordinador del Título IX: Dr. Daniel P. Corr, Vice President of Academic and Student Affairs, Scottsdale Community College, 9000 East Chaparral Road, Scottsdale, AZ 85256-2626, (480) 423-6317; daniel.corr@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 según el género.

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

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.

General Regulation (AR 2.1)

1. General Statement

Compliance with Policies, Rules and Regulations

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

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

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

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

The Maricopa County Community 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.

ADMISSION, REGISTRATION & ENROLLMENT

Admission Policy (AR 2.2.1)

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

Admission Classifications

1. Admission of Regular Students

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

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

2. Admission of Students Under 18 Years of Age

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

- i. a composite score of 93 or more on the Preliminary Scholastic Aptitude Test (PSAT)
- ii. a composite score of 930 or more on the Scholastic Aptitude Test (SAT)
- iii. a composite score of twenty-two or more on the American College Test (ACT)
- iv. a passing score on the relevant portions of the Arizona Instrument to Measure Standards test (AIMS)
- v. The completion of a college placement test designated by the community college district that indicates the student is at the appropriate college level for the course.
- vi. Is a graduate of a private or public high school or has a high school certificate of equivalency.

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

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

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

3. Specialized Vocational/Training Program

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

4. Western Undergraduate Exchange Program

The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE) and administered by the Arizona Board of Regents. Through WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming), and the Commonwealth of the Northern Marianas Islands (CNMI) 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	\$ 7,890 ¹
Living Expenses:	\$10,140 ²
Books	\$1,100 ³
Health Insurance	\$1,100* ⁴
Total	\$20,230* ⁵

**Pending revised fee schedule from District Business Services.*

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 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 2014-2015 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.

Admission Information (AR 2.2.2)

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

1. Student Status

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

2. Student Identification Number

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

3. Residency for Tuition Purposes (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.
 - 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. Beginning in the fall semester of 2011, 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's 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
 8. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.
- ii. Alien In-State Student Status
1. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.
 2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is 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
V	Spouses and Dependent Children of Lawful Permanent Residents
 4. Students who hold a current visa and have submitted an I-485 to Citizenship and Immigration Services (CIS) may establish residency if other domicile requirements have been met. Residency eligibility for I-485 applicants may be considered one year after the date on the CIS Notice of Action letter (I-797) confirming application for permanent resident status. Students must provide required residency documentation in addition to the Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester. 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 in-state 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.
 - A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.

- 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 document (work permit) or refugee travel document.
- 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.

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.

Other Admission Information (AR 2.2.3)

1. Veterans

By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two (2) years' service in the Armed Forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (Also see Withdrawal, Appendix S-7, page 45.)

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 mailed directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. It is the student's responsibility to ensure that official transcripts have been received and are complete.

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

4. Educational Assessment

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

Credit for Prior Learning (AR 2.2.4)

The Maricopa Community Colleges recognize that learning takes place in a variety of situations and circumstances. Many students have significant, demonstrable learning from experiences outside the traditional academic environment. Therefore, prior learning, not life experience, is the basis for the award of college credit. Students may be awarded no more than 30 credit hours, unless required by a specific program of study, within the Maricopa Community Colleges using one or more of the following assessment methods recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE): Articulated Programs, Credit by Evaluation, and/or College-Level Equivalency Examinations.

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some MCCCDC colleges for specially approved programs. No more than 20 credit hours may be applied to Arizona General Education Curriculum (AGEC). Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to meet with a program advisor or contact the college or university they plan to attend. For further information on Prior Learning Assessment, contact the Admissions and Records Office/Office of Student Enrollment Services.

1. Credit by Evaluation

The Maricopa Community Colleges offer credit by evaluation. The American Council on Education (ACE) evaluates military training and experiences as well as 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.

B. College Credit Recommendation Service (CREDIT)

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

- 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 MCCCDC colleges for their unique programs of study.

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

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2. College-Level Equivalency Examinations

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

A. Advanced Placement Examinations

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

English AP Recommendation

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

Math AP Recommendation

Exam	Score	Credit Hours/Equivalency
Math-Calculus AB	5, 4 or 3	MAT221
Math-Calculus BC	5 or 4 3	MAT221 and MAT231 MAT221
Computer Science A	4 or 5	CSC100 or CSC110

B. College Level Examination Program

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

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

College Composition

Exam	Score	Credit Hours/Equivalency
College Composition	50	With essay qualifies for ENG101 (3) and ENG297 (1)

The Maricopa Community Colleges do not award credit for ENG102 through CLEP examination.

Foreign Languages

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

Course	Spanish	French	German	Credit
101	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.

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

The Maricopa Community Colleges may award credit for the Defense Activity for Non-Traditional Education Support (DANTES) Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DANTES subject examinations. The Maricopa Community Colleges do not award credit for ENG102 through DANTES examination. Credit received through DANTES is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

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

D. American College Testing Proficiency Examination Program

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

E. Departmental Credit by Examination

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

Students may not request:

- i. To challenge a course a second time;
- ii. To challenge a course while currently enrolled in the course;
- iii. To establish credit in a previously completed course; and
- iv. To establish credit for a lower level of a course in which credit has been received.
 - Exceptions may be granted at some MCCCDC colleges for their unique programs of study.
 - Certain departments may have additional requirements which must be met before credit may be granted through departmental credit by examination.
 - Only grades of **A**, **B**, **C**, **D** or **P** earned as a result of this examination will be recorded on the student's transcript. Fees are not refundable after the examination has been administered, regardless of results.
 - When credit is granted as outlined above, a notation of "credit by examination," a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average.

F. International Baccalaureate Diploma/Certificate

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. MCCCDC College grants credit for college-level courses only. Credit is awarded according to the "International Baccalaureate Diploma/Certificate Credit" table.

International Baccalaureate Diploma/Certificate Credit

Note: Changes to exams and scores are determined by the respective statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by MCCCDC Instructional Councils (ICS). *DISCLAIMER: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.*

Table Revised March 2013

Examination	Score	Sem. Hrs.	MCCCDC Equivalency
Biology	7 or 6 5 or 4	8 4	BIO181, 182 BIO100 or equivalent
Business and Management	5 or higher	3	Elective Credit
Chemistry	7, 6, or 5 4	8 4	CHM151 & CHM151LL and CHM152 & CHM152LL CHM151 & CHM151LL
Economics	7, 6, or 5	6	ECN211, 212
English A	7, 6, or 5 4	6 3	ENG101, ENG100AB, AC, AD ENG100AB, AC, AD
English B	No Credit		None
Foreign Language A or B	7, 6, or 5 4	8 8	Foreign Language 201, 202 Foreign Language 101, 102
Geography (Previously Human Geography)	5 or higher	3	GCU102
History (Previously History – American)	7, 6, or 5 4	6 3	HIS103, 104 HIS103
History (Previously History – European)	7, 6, or 5 4	6 3	HIS101, 102 HIS101
Mathematics HL, Mathematics SL, Mathematical Studies SL, Further Mathematics SL (Previously Mathematics)	7, 6, or 5	4	MAT221
Physics	7, 6 or 5 4	8 4	PHY111 and 112 PHY111
Psychology	5 or higher	3	PSY101
Social and Cultural Anthropology	7, 6, 5, or 4	3	ASB102
Visual Arts (Previously Art/Design)	7, 6 or 5 4	6 3	ART111, 112 ART112

College Level Examination Program (CLEP)

Note: Changes to exams and scores are determined by the respective statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by MCCCDC Instructional Councils (ICS). *DISCLAIMER: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.*

Table Revised March 2013

Examination	MCCCDC			
	General	Score	Sem. Hrs.	Equivalency
College Composition		50 (July 1, 2001 or later), 600 (1986 version), 500 (1978 version)	4	With essay qualifies for ENG101(3) and ENG297(1)
College Composition-Modular		-	0	No credit
Humanities		50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	6	Elective Credit
Natural Sciences		50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	8	Elective Credit*
Social Sciences and History		50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	3	Elective Credit
Subject				
American Government		ACE Score	3	POS110
American Literature		ACE Score	6	ENH241, 242
Analyzing and Interpreting Literature		ACE Score	3	Elective Credit
Biology		ACE Score	8	BIO Elective Credit*
Calculus (Previously Calculus with Elem Functions)		ACE Score	4	MAT221
Chemistry		50 or higher	4	CHM151(3) and CHM151LL(1)
College Composition (Replaces English Composition with Essay)		50	4	With essay qualifies for ENG101, ENG297
English Literature		ACE Score	3	Elective Credit
Financial Accounting		50	3	Elective Credit
French Language, Level 1 (Previously French Language)		50-54 55-61	4 8	FRE101 FRE101, 102
French Language, Level 2 (Previously French Language)		62-65 66-80	12 16	FRE101, 102, 201 FRE101, 102, 201, 202
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		ACE Score	3	CIS Elective Credit
Intro to Educational Psychology		ACE Score	3	EDU Elective Credit
Introductory Business Law		50	3	Elective Credit
Introductory Psychology		ACE Score	3	PSY101
Introductory Sociology		50 or higher	3	SOC101
Macroeconomics, Principles of (Replaces Introductory Macroeconomics)		ACE Score	3	ECN211
Management, Principles of		50	0	No Credit
Marketing, Principles of		50	0	No Credit
Mathematics, College		ACE Score	3	MAT142
Microeconomics, Principles of (Replaces Introductory Microeconomics)		ACE Score	3	ECN212
Precalculus		50 or higher	5	MAT187
Spanish Language, Level 1 (Previously Spanish Language)		50-54 55-65	4 8	SPA101 SPA101, 102
Spanish Language, Level 2 (Previously Spanish Language)		66-67 68-80	12 16	SPA101, 102, 201 SPA101, 102, 201, 202
Trigonometry		ACE Score	3	MAT182
U.S. History I – Early Colonization to 1877		ACE Score	3	HIS103
U.S. History II – 1865 to the Present		ACE Score	3	HIS104
Western Civilization I – Ancient Near East to 1648		ACE Score	6	HIS100, 101
Western Civilization II – 1648 to the Present		ACE Score	3	HIS102
*The general studies requirement in natural sciences (SQ and SG) and Literacy and Critical Inquiry (L) are not satisfied by CLEP.				

Advanced Placement Credit

Note: Changes to exams and scores are determined by the respective statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by MCCCDC Instructional Councils (ICS). *DISCLAIMER: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.*

Table Revised March 2013

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	ART111, 112	6
	4	ART112	3
Art – Studio Art (3-D Design)	5 or 4	ART115	3
Art – Studio Art (Drawing) (Previously Art - Studio - Drawing)	5	ART111, 112	6
	4	ART111	3
Biology	5 or 4	BIO181, 182	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 BC (Previously Mathematics – Calculus BC)	5 or 4	MAT221 and MAT231	8
	3	MAT221	4
Chinese Language and Culture (Previously Chinese – Language)	5	CHI101, 102, 201 and 202	20
	4	CHI101, 102 and 201	15
	3	CHI101 and 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	ENG100AA, AC, AD and ENG101	6
English – Literature and Composition	5 or 4	ENG101 and ENH110	6
Environmental Science	5 or 4	No Credit	3
European History	5 or 4	HIS101, HIS102	6
French – Language	5, 4, or 3	FRE101, 102, 201, 202	16
French – Literature	5, 4, or 3	FRE101, 102, 201, 202	16
German – Language	5, 4, or 3	GER101, 102, 201, 202	16
German – Literature	5, 4, or 3	GER101, 102, 201, 202	16
Japanese Language and Culture (Previously Japanese – Language)	5	JPN101, 102, 201 and 202	20
	4	JPN101, 102 and 201	15
	3	JPN101 and 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	3
Physics B	5	PHY111 and 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

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

National/Regional Credential Recognition

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

Credit by Examination and Credit by Skills Demonstration Assessment

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

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

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

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

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

4. 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.

The Maricopa Community Colleges may transfer in coursework if:

- The coursework was completed at colleges and 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. The Maricopa Community Colleges will not award credit for courses completed at institutions not regionally accredited.
- 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).

Conditions of Transfer Credit:

- Acceptance and applicability of courses from another Maricopa Community College that fulfill requirements other than general education 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's 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 see the section for *Credit For Prior Learning*.

A. Transfer Credit from MCCCD 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's 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

- 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.
- 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://www.aztransfer.com/cgi-bin/WebObjects/Admin_CEG
- 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:
http://www.maricopa.edu/academic/ccta/artic/partner_list.php

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.

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

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.azsunsystem.com.

5. Servicemen's Opportunity College

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

Academic Advising and New Student Orientation (AR 2.2.6)**1. Academic Advising**

Students who will be attending college for the first time, and intend to earn an associate's 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 MCCCDC college.

- i. Recent high school students who received MCCCDC credits through dual/concurrent enrollment, ACE, Hoop of Learning, or any MCCCDC 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's degree or to transfer on 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 MCCCDC college.

- i. Recent high school students who received MCCCDC credits through dual/concurrent enrollment, ACE, Hoop of Learning, or any MCCCDC Early Outreach Program are considered first time to college.

Student Assessment and Course Placement (AR 2.2.7)**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.

Registration (AR 2.2.8)

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

The colleges reserve the right to enroll students in 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.
 - 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 alternate section of a course taught by the same instructor.
 - v. Enrollment in an alternate 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.

Appendix S4: Tuition and Fees Student Status

2014-2015 CREDIT HOURS	Maricopa County Resident (In County)	In County Resident Audit Rate	Out of County Resident	Non-Resident Living in Arizona	Non-Resident Study Abroad Program	Non-Resident Distance Learning	Western Undergraduate Exchange (WUE)
	IN-STATE			OUT-OF-STATE			
	A	B	C*	D**	E	F***/+	G
1	84.00	109.00	359.00	325.00	204.00	215.00	126.00
2	168.00	218.00	718.00	650.00	408.00	430.00	252.00
3	252.00	327.00	1,077.00	975.00	612.00	645.00	378.00
4	336.00	436.00	1,436.00	1,300.00	816.00	860.00	504.00
5	420.00	545.00	1,795.00	1,625.00	1,020.00	1,075.00	630.00
6	504.00	654.00	2,154.00	1,950.00	1,224.00	1,290.00	756.00
7	588.00	763.00	2,513.00	2,275.00	1,428.00	1,505.00	882.00
8	672.00	872.00	2,872.00	2,600.00	1,632.00	1,720.00	1,008.00
9	756.00	981.00	3,231.00	2,925.00	1,836.00	1,935.00	1,134.00
10	840.00	1,090.00	3,590.00	3,250.00	2,040.00	2,150.00	1,260.00
11	924.00	1,199.00	3,949.00	3,575.00	2,244.00	2,365.00	1,386.00
12	1,008.00	1,308.00	4,308.00	3,900.00	2,448.00	2,580.00	1,512.00
13	1,092.00	1,417.00	4,667.00	4,225.00	2,652.00	2,795.00	1,638.00
14	1,176.00	1,526.00	5,026.00	4,550.00	2,856.00	3,010.00	1,764.00
15	1,260.00	1,635.00	5,385.00	4,875.00	3,060.00	3,225.00	1,890.00
16	1,344.00	1,744.00	5,744.00	5,200.00	3,264.00	3,440.00	2,016.00
17	1,428.00	1,853.00	6,103.00	5,525.00	3,468.00	3,655.00	2,142.00
18	1,512.00	1,962.00	6,462.00	5,850.00	3,672.00	3,870.00	2,268.00

- * 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 entitled 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 MCCC and the company they work for. This rate does not apply 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.

Transcripts for Transfer (AR 2.3.10)

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

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

Tuition and Fees (AR 2.2.9)

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

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)

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

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

1. Time of Payment

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

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

(Effective July 1, 2014, for Fall, Spring and Summer Sessions)

Current information can be found at:

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

The tuition and fees schedule for 2014-2015 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.

See Appendix S-4, Tuition and Fee Schedule table on page 32.

Skill Center Tuition Rates

- Regular \$5.00 per contact hour
- Nursing Assistant \$6.00 per contact hour
- Practical Nursing \$6.00 per contact hour

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

- Regular Rate \$84.00 per credit hour
- Contract Rate \$42.00 per credit hour

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

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

Scottsdale Community College Specific Fees

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

Refund Policy (AR 2.2.10)

1. Refund Policy for Credit Classes

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

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

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

2. Refund Policy for 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 student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.
- Serious illness or death of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild, sibling, stepsibling, stepfather, stepmother, or spouse's/partner's father, mother, grandfather, grandmother, or in-laws in any one incident. Appropriate documentation must be provided before a refund can be given.
- Death of a student. Appropriate documentation must be provided before a refund can be given.
- A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

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

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

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

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. 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 www.maricopa.edu/foundation/apply/index.php or by calling 480-731-8400.

Distribution of Aid

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

Rights and Responsibilities

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

Satisfactory Academic Progress

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

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.

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

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

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

Course work Included in the Pace of Progression evaluation:

- All of those included in the semester evaluation
- All evaluated transfer credits

Course work Included in the Maximum Time Frame evaluation:

- All of those included in the Pace of Progression evaluation
- Any Associates degree or higher earned will be considered to have exhausted maximum timeframe eligibility
- All course work forgiven through the academic renewal process

Course work not Included in SAP evaluation:

- Audited courses
- Non-credit courses
- Credit by examination
- Credit for prior learning option (as outlined in the college general catalog)

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 MCCCDC 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, please 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, TEACH Grants, Stafford Loans, PLUS loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

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

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

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

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

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

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

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

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

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

Vaccinations (as required by 20 USC §1092(a)(1)V) (AR 2.2.12)

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.

Veterans Services (AR 2.9)

The Maricopa Community Colleges' veterans services offices act as liaisons with the Department of Veterans Affairs. Each program must be approved by the 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

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

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

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

SCHOLASTIC STANDARDS

Academic Load (AR 2.3.1)

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 45](#)).

Attendance (AR 2.3.2)

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

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

- Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.
- At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.
- Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college. Please refer to [Appendix S-7 for Withdrawal Procedures](#).

1. Official Absences

- A. Official absences are those which occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) **before** the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.
- B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.
- C. In the event of military commitments, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.
- D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as

soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

2. Religious Holidays

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

Grading (AR 2.3.3)

1. Policy

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

Grade Key

A	Excellent	4 grade points per credit hour
B	Above Average	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Passing	1 grade point per credit hour
F	Failure	0 grade 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

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

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

- A. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGECE (Arizona General Education Curriculum).
- B. **The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. (See "Important Deadlines for Students," page 43.)**
- C. In courses with credit/no credit (P/Z) grading, the student may request standard grading (A, B, C, D, F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office/ Office of Student Enrollment Services
- D. In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.
- E. It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

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

5. Audit Courses

- A. Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance 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 43.)**

Continued on page 44...

IMPORTANT DEADLINES FOR STUDENTS

(See Appendix S-12)

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

Academic Probation (Progress) (AR 2.3.4)

1. Probation

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

Credit Hours for Which Grade Points are Computed at Resident Maricopa Community College (A, B, C, D, F, and Y)	Minimum Grade Point Average Required
12-15	1.60
16-30	1.75
31-45	1.90
46+	2.00
<i>(Students should also be aware that graduation requires a cumulative minimum grade point average of 2.00.)</i>	

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

2. Continued Probation

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

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

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments has the right to appeal according to the approved procedures.

The appeal process for grades 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.

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.

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.

Withdrawal (AR 2.3.6)

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 34.

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 43.)

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 34)

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

Academic Renewal (AR 2.3.7)

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

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

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

4. The academic renewal policy may be used only once at each college and cannot be revoked once approved.
5. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

Honors Program (AR 2.3.8)

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

President's Honor List

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



WANT TO GET A GREAT EDUCATION AND GET THE MOST OUT OF YOUR COLLEGE BUDGET DOLLARS?

Start your Bachelor's degree at Scottsdale Community College by earning your Associate's degree first.

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

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

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

GENERAL GRADUATION REQUIREMENTS

General Graduation Requirements (AR 2.3.9)

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 Community Colleges Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition, students must:

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

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

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

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

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

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

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

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

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

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

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

8. Have paid required degree or certificate application fee.

See fee schedule for charges.

Graduation 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, one of which is conferred on each student who has completed a program of study. These certificates and degrees are as follows:

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

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

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

Licensure Disclaimer

Maricopa Community Colleges courses and programs prepare students for entry into a variety of professions. Many of these professions require that a person hold an occupational license or certificate in order to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are

established by county, state or federal agencies, and often are based on a person's character, or whether the person has been convicted of a criminal offense. It is possible for a student who has obtained a degree or certificate from a community college to be denied the right to work in a particular profession after completing the degree or certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

MCCCD General Education Statement

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

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

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

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

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

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

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

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

Transcripts for Transfer (AR 2.3.10)

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

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

Catalog Under Which a Student Graduates (AR 2.2.5)

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

Continuous Enrollment

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

EXAMPLE A:

Admitted and earned course credit at a public community college or university	Fall '05 (Active)
Continued at a public community college	Spring '06, Fall '06 (Active)
Transferred to a university	Spring '07 (2005 or any subsequent catalog)

EXAMPLE B:

Admitted and earned course credit at a public community college or university	Fall '02 (Active)
Enrolled but earned all W, Z or F grades	Spring '03 (Inactive)
Enrolled in audit courses only	Fall '03 (Inactive)
Nonattendance	Spring '04 (Inactive)
Transferred to a university	Fall '04 (2004 or any subsequent catalog)

Non-Continuous Enrollment

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

EXAMPLE A:

Admitted and earned course credit at a public community college or university	Fall '02 (Active)
Nonattendance	Spring '03, Fall '03, Spring '04 (Inactive)
Readmitted and earned course credit at a public community college	Fall '04 (Active)
Transferred to a university	Spring '05 (2004 or any subsequent catalog)

EXAMPLE B:

Admitted and earned course credit at a public community college or university	Fall '02 (Active)
Nonattendance	Spring '03 (Inactive)
Readmitted and earned course credit at a public community college	Fall '03, Spring '04 (Inactive)
Nonattendance	Summer '03 (Active)
Transferred to a university	Fall '04 (2002 or any subsequent catalog)

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

Summer Readmission

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

EXAMPLE:

Admitted and earned course credit at a public community college or university	Summer '04 (Active)
Continued at a public community college	Fall '04, Spring '05 (Active)
Nonattendance	Fall '05 (Inactive)
Readmitted and earned course credit at a public community college	Spring '06 (Active)
Transferred to a university	Summer '06 (2004 or any subsequent catalog)

Institutional Transfer

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

NOTE: 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.

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

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).


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



Taking the guesswork out of college transfer for Arizona students.

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 () 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: 35-38

Description

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

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

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

Purpose of the AGECEs

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

<http://www.aztransfer.com>

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

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

- Requires 35-38 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 GPA on a 4.0 grading scale or equivalent. A minimum of 60 semester credits in courses numbered 100 and

above to be completed with a grade of "C" or better. On an exception basis, P-grades may be allowed in the AGECE for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGECE granting/receiving institutions.

- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGECE;
- Uses the following policies to help students complete the required Core and Awareness areas without exceeding the 35-38 semester credits:
 1. Courses can satisfy a Core area and one or two Awareness areas simultaneously.
 2. A course cannot be used to satisfy more than one Core area requirement in the AGECE A and AGECE B.
 3. A course can be used to satisfy the L and SB or L and HU requirements simultaneously in the Core area for the AGECE S.
- Follows the general education policy below:

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

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

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

AGEC Requirements

The 35-38 semester credits required for each of the three AGECS follow. View specific course information via the following website:

<http://www.maricopa.edu/academic/ccta/>
 (Click on the statewide AGECS icon)

The AGECS A, B, S, and AGECS Matrix identify the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply.

A. CORE AREAS (35 credits):

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

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

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

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

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

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

AGECS A requires:

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

AGECS B requires:

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

AGECS S requires:

- a. Mathematics [MA] (4 credits) **AND**
Requires a calculus course (MAT220 or MAT221) OR any mathematics course for which MAT220 or MAT221 are prerequisites.
- 4. Humanities and Fine Arts [HU] 6

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

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

- 5. Social and Behavioral Sciences [SB] 6

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

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

- 6. Natural Sciences [SQ/SG] 8

To complete the Natural Sciences requirement:

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

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

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

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

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

B. AWARENESS AREAS:

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

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

AGEC Area Requirements Descriptions/Definitions

CORE AREAS

First-Year Composition (FYC)

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

Literacy and Critical Inquiry [L]

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

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

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

Mathematical Studies [MA/CS]

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

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

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

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

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

Mathematics [MA] AGEC A

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

Mathematics [MA] AGEC B

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

Mathematics [MA] AGEC S

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

Computer/Statistics/Quantitative Applications [CS]

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

Humanities and Fine Arts [HU]

Courses must be completed with a grade of "C" or better in the Humanities and Fine Arts Core area. Students are encouraged to choose coursework from more than one discipline. The Humanities and Fine Arts Core area enables students to broaden and deepen their consideration of basic human values and their interpretation of the experiences of human beings.

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

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

Social and Behavioral Sciences [SB]

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

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

Natural Sciences [SQ/SG]

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

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

Natural Sciences - Quantitative [SQ] A and B

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

Natural Sciences - General [SG] A and B

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

Natural Sciences - S

The AGE C S Natural Sciences Core area requires eight (8) semester credits of either university chemistry OR eight (8) semester credits of university physics OR eight (8) semester credits of general biology appropriate to the major.

SQ = Natural Science - Quantitative

SG = Natural Science - General

Subject Options (for AGE C S)

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

AWARENESS AREAS

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

Cultural Diversity in the United States [C]

The contemporary "culture" of the United States involves the complex interplay of many different cultures that exist side by side in various states of harmony and conflict. U.S. history involves the experiences not only of different groups of European immigrants and their descendants, but also of diverse groups of American Indians, Hispanic Americans, African Americans and Asian Americans—all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view oneself. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

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

Global Awareness [G]

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

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

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

Historical Awareness [H]

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

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

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

ASSOCIATE IN ARTS

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: 1) General Education which includes Arizona General Education Curriculum for Arts (AGEC-A) and MCCCD Additional Requirements; and 2) General Electives.

Purpose of the Degree

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

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

<http://www.aztransfer.com>

Academic Policies that Govern the Associate in Arts Degree

- Completion of the Associate in Arts and the AGECA provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGECA for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGECA granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGECA.
- The General Education Requirements for AGECA may be completed in 35 semester credits with the following stipulations:

1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 2. A course cannot be used to satisfy more than one Core Area.
- General Education courses can satisfy multiple areas within the degree simultaneously (AGECA Core Area, AGECA Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
 - Effective fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
 - Courses completed at one of the Maricopa Community Colleges to meet AGECA requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. View specific course information via the following website:

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

(Click on the statewide AGECA icon)

- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGECA or Associate in Arts Degree.
- Courses and their modular equivalents will satisfy AGECA and Associate in Arts requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

Degree Requirements

The 60-64 semester credits required for the Associate in Arts follow. View specific course information via the following website:

<http://www.maricopa.edu/academic/ccta/>
 (Click on the statewide AGEC icon)

The AGEC A, B, S and AGEC Matrix identify the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply.

I. MCCC General Education Credits

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

A. MCCC AGEC-A 35

1. Core Areas

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

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

- 1) Mathematics [MA] A (3 credits)
 Note: Requires a course in college mathematics (MAT142) or college algebra (MAT150, MAT151, MAT152) or precalculus (MAT187) or any other mathematics course designated with the MA general education value and for which college algebra is a prerequisite.

AND

- 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)
- d. Humanities and Fine Arts [HU] 6
 Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits.
- e. Social and Behavioral Sciences [SB] 6
 Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits.
- f. Natural Sciences 8
 Science-Quantitative [SQ] / Science-General [SG]

To complete the Natural Sciences requirement:

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

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

advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.

2. Awareness Areas

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

Cultural Diversity in the United States [C]

AND

Global Awareness [G]

OR

Historical Awareness [H]

B. MCCC Additional Requirements 0-6

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

1. Oral Communication

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

Select from the following options:

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

2. Critical Reading

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

CRE101 [L] **OR**

equivalent as indicated by assessment

II. General Electives

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

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

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

<http://www.aztransfer.com>

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

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

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

ASSOCIATE IN ARTS IN ELEMENTARY EDUCATION

TOTAL CREDITS: 60-63

Description

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

Purpose of the Degree

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

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

Academic Policies that Govern the Associate in Arts Elementary Education Degree

- Completion of the Associate in Arts and the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:

1. Courses can satisfy a Core Area and one or more Awareness Areas simultaneously.
2. A course cannot be used to satisfy more than one Core Area.
3. Courses can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously.
4. A course cannot satisfy both the Elementary Education Requirement and a Core Area Requirement simultaneously.

- Effective fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. View specific course information via the following website:

<http://www.maricopa.edu/academic/ccta/>
(Click on the statewide AGEC icon)

- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts Elementary Education degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts Elementary Education requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

Degree Requirements Credits

I. MCCC General Education Requirements 35-38

A. MCCC AGEC A

1. Core Areas

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

b. Mathematical Studies [MA] **AND**

- Computer/Statistics/Quantitative Applications [CS] 6
1) MAT142 [MA] College Mathematics, or higher
(NOTE: MAT156, 157, 182, and 206 are excluded.)

AND

- 2) CIS105 [CS] Survey of Computer Information Systems
OR
BPC110 [CS] Computer Usage and Applications

c. Literacy and Critical Inquiry [L] 3

- 1) Select the following:
COM225 Public Speaking

d. Humanities and Fine Arts [HU] 6

- 1) Select 3 semester credits from the following courses:
ARH100 Introduction to Art
ARH101 Prehistoric Through Gothic Art
ARH102 Renaissance Through Contemporary Art
THE111 Introduction to Theatre
DAH100 Introduction to Dance
DAH201 World Dance Studies
MHL140 Survey of Music History
MHL143 Music in World Cultures

AND

- 2) Select 3 semester credits from the following courses:
EDU/ENH291 Children's Literature
ENH110 Introduction to Literature
ENH241 American Literature Before 1860
ENH242 American Literature After 1860
HUM250 **OR** HUM251 Ideas and Values in the Humanities

e. Social and Behavioral Sciences [SB] 6

- 1) Select 3 semester credits from the following courses:
GCU/POS227 United States and Arizona Social Studies
HIS103 United States History to 1865
POS110 American National Government

AND

- 2) Select 3 semester credits from the following courses:
CFS205 Human Development
ECH/CFS176 Child Development
ECN211 Macroeconomic Principles
ECN212 Microeconomic Principles

GCU121 World Geography I: Eastern Hemisphere
GCU122 World Geography II: Western Hemisphere
HIS104 United States History 1865 to Present
PSY101 Introduction to Psychology

f. Natural Sciences

Science-Quantitative [SQ] and Science-General [SG] 8

To complete the Natural Sciences requirement:

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

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

AND

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

AGS - Agricultural Science

ASM - Anthropology

AST - Astronomy

CHM - Chemistry

GPH - Physical Geography

GLG - Geology

PHS - Physical Science

PHY - Physics

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

2. Awareness Areas

The MCCC AEE requires coursework in two Awareness Areas:

Cultural Diversity in the United States [C]

AND

Global Awareness [G]

OR

Historical Awareness [H]

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

B. MCCCDC Additional Requirements (0-3)

1. Oral Communication

Satisfied by COM225 taken for Literacy and Critical Inquiry Requirement

2. Critical Reading

CRE101 or exemption by testing

- EED215 Early Learning: Health, Safety, Nutrition and Fitness
- AAA/CPD115 Creating College Success

NOTE: The following courses meet the state teacher certification requirement for United States and Arizona Constitutions:

United States—HIS103, POS110, POS220, POS222, OR GCU/POS227

Arizona—POS220, POS221 OR GCU/POS227

II. Elementary Education Requirements 25-27

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

A. Education Foundations (18-20)

Complete the following courses to satisfy the Education Foundations requirements:

EDU220 Introduction to Serving English Language Learners

EDU221 Introduction to Education

EDU222 Introduction to the Exceptional Learner

EDU230 Cultural Diversity in Education

MAT156 Mathematics for Elementary Teachers I **OR**

MAT256 Investigating Quantity: Number, Operations and Numeration Systems

MAT157 Mathematics for Elementary Teachers II **OR**

MAT257 Investigating Geometry, Probability and Statistics

B. Restricted Electives (5-7)

A total of 5-7 semester credits are required to satisfy the Restricted 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.

Content Area Electives

Select 5-7 credits from the following:

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

ASSOCIATE IN ARTS, FINE ARTS - DANCE

TOTAL CREDITS: 64

Description

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

Purpose of the Degree

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

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

<http://www.aztransfer.com>

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

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

<http://www.maricopa.edu/academic/ccta/>
(Click on the statewide AGECE icon)
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGECE-A or Associate in Arts, Fine Arts - Dance Degree.
- Courses and their modular equivalents will satisfy AGECE-A and Associate in Arts, Fine Arts - Dance requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

Degree Requirements

The 64 semester credits required for the Associate in Arts, Fine Arts - Dance degree follow. View specific course information via the following website:

<http://www.maricopa.edu/academic/ccta/>
(Click on the statewide AGEC icon)

The AGEC A, B, S and AGEC Matrix identify the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply.

I. MCCCDC General Education

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

A. MCCCDC AGEC A

Credits

1. Core Areas: Credits 35

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

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

- 1) Mathematics [MA] A (3 credits)
Select a course in college mathematics or college algebra or precalculus or any other mathematics course for which college algebra is a prerequisite; AND
- 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)

- d. Humanities and Fine Arts [HU] 6

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

Select from the following options to complete three credits:

- DAH100 Introduction to Dance 3
- DAH201 World Dance Studies 3

- e. Social and Behavioral Sciences [SB] 6

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

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

To complete the Natural Sciences requirement:

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

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

- Select from the following options to complete four credits:
- BIO160 Introduction to Human Anatomy and Physiology 4
 - BIO202 Human Anatomy and Physiology I 4

2. Awareness Areas: Credits 0

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

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

B. MCCCDC Additional Requirements Credits: 0-6

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

1. Oral Communication: Credits 3

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

Select from the following options:

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

2. Critical Reading: Credits 3

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

Select from the following options to complete three credits:

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

II. Fine Arts Requirements - Dance 29-32

A minimum of 29 credits are required.

Part I: Credits 11

Select the following:

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

Part II: Credits 9

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

DAN120++	World Dance (any module)	1
DAN129	Musical Theatre Dance I	1
DAN130	Musical Theatre Dance II	1
DAN229	Musical Theatre Dance III	1
DAN230	Musical Theatre Dance IV	1
DAN131	Ballet I (1)	1-2
DAN134	Ballet II (1)	1-2
DAN231	Ballet III (1)	1-2
DAN231AA	Ballet III: Intensive (2)	2-4
DAN234	Ballet IV (1)	1-2
DAN234AA	Ballet IV: Intensive (2)	2-4
DAN237	Ballet Pointe I	1
DAN132	Modern Dance I (1)	1-2
DAN135	Modern Dance II (1)	1-2
DAN232	Modern Dance III (1)	1-2
DAN232AA	Modern Dance III: Intensive (2)	2-4
DAN235	Modern Dance IV (1)	1-2
DAN235AA	Modern Dance IV: Intensive (2)	2-4
DAN133	Jazz Dance I	1
DAN136	Jazz Dance II	1
DAN233	Jazz Dance III	1
DAN233AA	Jazz Dance III: Intensive	2
DAN236	Jazz Dance IV	1
DAN236AA	Jazz Dance IV: Intensive	2
DAN290++	Dance Conservatory I (any module)	1-3
DAN291++	Dance Conservatory II (any module)	1-3
DAN292++	Dance Conservatory III (any module)	1-3

Part III: Restricted Electives: Credits 3

Only three of the remaining credits may be selected from the following DAN prefixed courses:

DAN115++	Contemporary Dance (any module)	1
DAN120++	World Dance (any module)	1
DAN125++	Social Dance (any module)	1
DAN141	Dance Workshop	1
DAN164	Improvisation	1
DAN129	Musical Theatre Dance I	1
DAN130	Musical Theatre Dance II	1
DAN229	Musical Theatre Dance III	1
DAN230	Musical Theatre Dance IV	1
DAN133	Jazz Dance I	1
DAN136	Jazz Dance II	1
DAN233	Jazz Dance III	1
DAN233AA	Jazz Dance III: Intensive	2
DAN236	Jazz Dance IV	1
DAN236AA	Jazz Dance IV: Intensive	2
DAN140	Tap Dance I	1
DAN145	Tap Dance II	1

DAN146	Tap Dance Ensemble	1
DAN240	Tap Dance III	1
DAN245	Tap Dance IV	1
DAN150	Dance Performance I	1
DAN155	Dance Performance II	1
DAN250	Dance Performance III	1
DAN255	Dance Performance IV	1
DAN131	Ballet I	1
DAN134	Ballet II	1
DAN231	Ballet III	1
DAN231AA	Ballet III: Intensive (2)	2-4
DAN234	Ballet IV	1
DAN234AA	Ballet IV: Intensive (2)	2-4
DAN237	Ballet Pointe I	1
DAN132	Modern Dance I	1
DAN135	Modern Dance II	1
DAN232	Modern Dance III (1)	1-2
DAN232AA	Modern Dance III: Intensive	2
DAN235	Modern Dance IV (1)	1-2
DAN235AA	Modern Dance IV: Intensive	2
DAN290++	Dance Conservatory I (any module)	1-3
DAN291++	Dance Conservatory II (any module)	1-3
DAN292++	Dance Conservatory III (any module)	1-3
*DAN298++	Special Projects (any module)	1-3

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

DAH classes cannot be used as both a Humanities core requirement and Part IV Dance Theory Elective:

DAH100	Introduction to Dance	3
DAH110	Dance in Film	3
DAH190	Discovering Dance Careers	1
DAH201	World Dance Studies	3
DAH210	History of Ballet and Modern Dance	3
DAH250	Dance in Popular Culture	3
DAN138	Dance Seminar I	1
DAN201++	Special Topics: Dance	1-3
DAN211	Dance Production II	3
DAN222	Rhythmic Theory for Dance II	2
DAN238	Dance Seminar II	1
DAN241	Dance Notation I	3
DAN265	Choreography II	3
DAN272	Dance Technology	2
DAN282++	Service-Learning Experience in Dance	1-3
DAN296++	Cooperative Education (any module)	1-4
DAN293	Teaching Dance in Elementary Education	3
DAN294	Teaching Dance in Secondary Education	3
DAN295	Teaching and Management of Studio Dance	3
*DAN298++	Special Projects (any module)	1-3

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

ASSOCIATE IN ARTS, FINE ARTS - ART

TOTAL CREDITS: 63

Description

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

Purpose of the Degree

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

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

<http://www.aztransfer.com>

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

- Completion of the Associate in Arts, Fine Arts - Art degree and the AGECE-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Art degree.
- A minimum of 63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGECE for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGECE granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGECE.
- The General Education Requirements for AGECE-A may be completed in 35 semester credits with the following stipulations:

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

- General Education courses can satisfy multiple areas within the degree simultaneously (AGECE-A Core Area, AGECE Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGECE-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. View specific course information via the following website:

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

(Click on the statewide AGECE icon)

- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGECE-A or Associate in Arts, Fine Arts - Art Degree.
- Courses and their modular equivalents will satisfy AGECE-A and Associate in Arts, Fine Arts - Art requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

Degree Requirements

The 63 semester credits required for the Associate in Arts, Fine Arts - Art degree follow. View specific course information via the following website:

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

(Click on the statewide AGEC icon)

The AGEC A, B, S and AGEC Matrix identify the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply.

I. MCCC General Education

The MCCC General Education includes two areas:

MCCC AGEC-A and MCCC Additional Requirements.

A. MCCC AGEC-A

Credits

1. Core Areas: Credits 35

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

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

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

AND

- | | |
|---|---|
| 2) Computer/Statistics/Quantitative Applications [CS] (3 credits) | |
| d. Humanities and Fine Arts [HU] | 6 |

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

Select the following:

ARH101 Prehistoric Through Gothic Art (3 credits)

- | | |
|--|---|
| e. Social and Behavioral Sciences [SB] | 6 |
| f. Natural Sciences | |

Science-Quantitative [SQ] / Science-General [SG]	8
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To complete the Natural Sciences requirement:

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

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

also access the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) for information on equivalencies.

2. Awareness Areas: Credits 0

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

Cultural Diversity in the United States [C]

AND

Global Awareness [G]

OR

Historical Awareness [H]

B. MCCC Additional Requirements

Credits: 0-6

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

1. Oral Communication: Credits 0-3

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

Select from the following options:

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

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

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

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

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

COM230 [SB] (3 credits)

2. Critical Reading: Credits 0-3

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

Select from the following options to complete three credits:

CRE101 [L] (3 credits) **OR**

equivalent as indicated by assessment

II. Fine Arts Requirements - Art: Credits 28

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

Foundations: Credits 16

Select the following:

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

Restricted Electives: Credits 12

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

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



ASSOCIATE IN ARTS, FINE ARTS -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: 1) General Education which includes Arizona General Education Curriculum for Arts (AGEC A) and MCCCD Additional Requirements; and 2) Fine Arts Requirements - Theatre.

Purpose of the Degree

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

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

<http://www.aztransfer.com>

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

- Completion of the Associate in Arts, Fine Arts - Theatre degree and the AGEC A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Theatre degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC A may be completed in 35 semester credits with the following stipulations:

1. Courses can satisfy a Core area and one or two Awareness areas simultaneously.
 2. A course cannot be used to satisfy more than one Core area.
- General Education courses can satisfy multiple areas within the degree simultaneously (AGEC A Core area, AGEC Awareness area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
 - Effective fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
 - Courses completed at one of the Maricopa Community Colleges to meet AGEC A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. View specific course information via the following website:

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

(Click on the statewide AGEC icon)

- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC A or Associate in Arts, Fine Arts - Theatre Degree.
- Courses and their modular equivalents will satisfy AGEC A and Associate in Arts, Fine Arts - Theatre requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

Degree Requirements

The 60-64 semester credits required for the Associate in Arts, Fine Arts - Theatre degree follow. View specific course information via the following website:

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

(Click on the statewide AGEC icon)

The AGEC A, B, S and AGEC Matrix identify the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply.

I. MCCCDC General Education

The MCCCDC General Education includes two areas:

MCCCDC AGEC A and MCCCDC Additional Requirements.

A. MCCCDC AGEC A

Credits

1. Core Areas: Credits 35

- a. First-Year Composition (FYC) 6
- b. Literacy and Critical Inquiry [L] 3

Select the following:

- THE220 Modern Drama (3 credits) 6
- c. Mathematical Studies [MA/CS] 6

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

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

AND

- 2) Computer/Statistics/Quantitative Applications [CS] (3 credits) 6
- d. Humanities and Fine Arts [HU] 6

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

Select the following:

- HUM/THF205 Introduction to Cinema (3 credits)
- e. Social and Behavioral Sciences [SB] 6

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

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

To complete the Natural Sciences requirement:

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

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

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

2. Awareness Areas: Credits 0

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

Cultural Diversity in the United States [C]

AND

Global Awareness [G]

OR

Historical Awareness [H]

B. MCCCDC Additional Requirements

Credits: 0-6

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

1. Oral Communication: Credits 0-3

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

Select from the following options:

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

2. Critical Reading: Credits 0-3

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

Select from the following options to complete three credits:

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

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

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

Foundations: Credits 16-17

Select the following:

THE111	Introduction to Theatre	3
THF115	Makeup for Stage and Screen	3
THP112	Acting I	3
THP201AA	Theatre Production I (1) OR	
THP201AB	Theatre Production II (2)	1-2
THP213	Introduction to Technical Theatre	3
THP217	Introduction to Design Scenography	3

Restricted Electives: 9-12 Credits

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 specialization emphasis.

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

THE118	Playwriting	3
THF120AA	Audition Techniques for Stage and Screen: Prepared Monologue	1
THF120AB	Audition Techniques for Stage and Screen: Cold Readings	1

THF/HUM206	Introduction to Television Arts	3
THF209	Acting for the Camera	3
THF/HUM210	Contemporary Cinema	3
THF219	Advanced Acting for the Camera	3
THP130	Stage Combat	3
THP131	Stage Movement	3
THP151	Theatre for Youth	3
THP211	Creative Drama	3
THP212	Acting II	3
THP214	Directing Techniques	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
THP/MUP270	Musical Theatre Workshop	2
THP/COM271	Voice and Diction	3
THP281	Production and Acting I	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: 1) General Education which includes the Arizona General Education Curriculum for Science (AGEC-S) and MCCCD Additional Requirements; and 2) General Electives.

Purpose of the Degree

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

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

<http://www.aztransfer.com>

Academic Policies that Govern the Associate in Science Degree

- Completion of the Associate in Science and the AGEC-S provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Science degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC-S may be completed in 36-38 semester credits with the following stipulations:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.

2. A course cannot be used to satisfy more than one Core area in the AGEC A and B.
3. A course can be used to satisfy the L and SB or L and HU requirements simultaneously in the Core area for the AGEC-S.

- General Education courses can satisfy multiple areas within the degree simultaneously (AGEC-S Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-S requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. View specific course information via the following website:

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

(Click on the statewide AGEC icon)

- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-S or Associate in Science degree.
- Courses and their modular equivalents will satisfy AGEC-S and Associate in Science requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

Degree Requirements

The 60-64 semester credits required for the Associate in Science follow. View specific course information via the following website:

<http://www.maricopa.edu/academic/ccta/>
(Click on the statewide AGEC icon)

The AGEC A, B, S and AGEC Matrix identify the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply.

I. MCCC General Education

Credits

The MCCC General Education includes two areas:

MCCC AGEC-S and MCCC Additional Requirements.

A. MCCC AGEC-S

36-38

1. Core Areas

- a. First-Year Composition (FYC) 6
b. Literacy and Critical Inquiry [L] 0-3

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

- c. Mathematical Studies [MA] 4

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

- 1) Mathematics [MA] S (4 credits)
Select a calculus course, MAT220 or MAT221, **OR**
Any mathematics course for which MAT220 or MAT221 is a prerequisite.

- d. Humanities and Fine Arts [HU] 6

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

- e. Social and Behavioral Sciences [SB] 6

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

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

To complete the Natural Sciences requirement:

Select eight (8) semester credits of either general chemistry
CHM151 & CHM151LL, and CHM152 & CHM152LL

OR

Eight (8) semester credits of university physics
PHY115 & PHY116 **or** PHY121 & PHY131

OR

Eight (8) semester credits of general biology,
BIO181 & BIO182 appropriate to the major.

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

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

2. Awareness Areas

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

Cultural Diversity in the United States [C] **AND**

Global Awareness [G] **OR**

Historical Awareness [H]

B. MCCC Additional Requirements

0-6

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

1. Oral Communication

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

Select from the following options:

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

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

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

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

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

COM230 [SB] (3 credits)

2. Critical Reading

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

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

II. General Electives

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

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

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

<http://www.aztransfer.com>

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

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

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

ASSOCIATE IN BUSINESS GENERAL REQUIREMENTS

TOTAL CREDITS: 62-63

Description

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

Purpose of the Degree

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

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

Academic Policies that Govern the Associate in Business General Requirements Degree

- Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGECEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGECEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGECEC.
- Uses the following policies to help students complete the required Core and Awareness areas in AGECEC-B without exceeding the 35 semester credits:
 - Courses can satisfy a Core area and one or two Awareness Areas simultaneously.
 - A course cannot be used to satisfy more than one Core Area requirement.
- Uses the following policy to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits:

- Courses can satisfy multiple areas within the degree simultaneously (AGECEC-B Core Area, AGECEC-B Awareness Area, and/or Common Lower Division Program Requirements).
- Follows the general education policy below:

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

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

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

Degree Requirements

The 62-63 semester credits required for the Associate in Business General Requirements (ABus GR) follow. View specific course information via the following website:

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

Click on the statewide AGECEC icon.

Select Maricopa Community College District or any of the Maricopa Community Colleges.

Then click on the appropriate AGECEC A, B, S, or AGECEC Matrix.

The lists identify the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply.

I. MCCC General Education

Credits

A. MCCC AGEC B

35

1. Core Areas

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

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

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

AND

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

- d. Humanities and Fine Arts [HU] 6

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

- e. Social and Behavioral Sciences [SB] 6

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

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

To complete the Natural Sciences requirement:

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

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

2. Awareness Areas

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

Cultural Diversity in the United States [C]

AND

Global Awareness [G]

OR

Historical Awareness [H]

II. Common Lower Division Program Requirements

27

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

Complete the following:

Accounting

6

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

OR

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

*MCCC ACC111 and ACC112 together are equivalent to ACC211.

- ECN211 [SB] Macroeconomic Principles 3

- ECN212 [SB] Microeconomic Principles 3

- GBS205 Legal, Ethical, and Regulatory Issues in Business 3

- GBS221 [CS] Business Statistics 3

Quantitative Methods

3

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

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

Business Electives

6

Select from the following options:

- CIS114DE Excel Spreadsheet

- CIS133DA Internet/Web Development Level I

- CIS162AD C#: Level I

- GBS151 Introduction to Business

- GBS220*** Quantitative Methods in Business

- GBS233 [L] Business Communication

- GBS110 Human Relations in Business and Industry **OR**

- MGT251 Human Relations in Business

- IBS101 Introduction to International Business

MGT253	Owning and Operating a Small Business
MKT271	Principles of Marketing
PAD100	21st Century Public Policy and Service
REA179	Real Estate Principles I
REA180	Real Estate Principles II
SBU200	Society and Business

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

III. General Electives

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

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

ASSOCIATE IN BUSINESS SPECIAL REQUIREMENTS

TOTAL CREDITS: 62-63

Description

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

Purpose of the Degree

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

<http://www.aztransfer.com>

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

Academic Policies that Govern the Associate in Business Special Requirements Degree

- Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGECEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGECEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGECEC.
- Uses the following policies to help students complete the required Core and Awareness areas in AGECEC-B without exceeding the 35 semester credits:
 - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 - A course cannot be used to satisfy more than one Core Area requirement.

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

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

- Follows the general education policy below:

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

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

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

Degree Requirements

The 62-63 semester credits required for the Associate in Business Special Requirements (ABus SR) follow. View specific course information via the following website:

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

Click on the statewide AGECEC icon.

Select Maricopa Community College District or any of the Maricopa Community Colleges.

Then click on the appropriate AGECEC A, B, S, or AGECEC Matrix.

The lists identify the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply.

I. MCCC General Education Credits
A. MCCC AGEC B 35

1. Core Areas

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

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

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

AND

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

- d. Humanities and Fine Arts [HU] 6

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

- e. Social and Behavioral Sciences [SB] 6

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

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

To complete the Natural Sciences requirement:

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

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

2. Awareness Areas

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

Cultural Diversity in the United States [C]

AND

Global Awareness [G]

OR

Historical Awareness [H]

II. Common Lower Division Program Requirements 27

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

Complete the following:

Accounting 6

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

OR

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

*MCCC ACC111 and ACC112 together are equivalent to ACC211.

Programming I 3

- CIS162AD C#: Level I

Programming II 3

- CIS250 Management of Information Systems

- ECN211 [SB] Macroeconomic Principles 3

- ECN212 [SB] Microeconomic Principles 3

- GBS205 Legal, Ethical, and Regulatory Issues in Business 3

- GBS221 [CS] Business Statistics 3

Quantitative Methods 3

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

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

III. General Electives 0-6

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

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

ASSOCIATE IN GENERAL STUDIES

TOTAL CREDITS: MINIMUM OF 60

Description

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

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

Academic Policies that Govern the Associate in General Studies Degree

- Requires a minimum of 60 semester credits in courses numbered 100 and above.
- AGS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;
- Requires grades as listed for specific areas such as the General Education Core where a minimum grade of "C" is required. Courses applied to other areas may be completed with a minimum grade of "D";
- Uses the following policies for course(s) satisfying multiple program areas:
 - A course can simultaneously satisfy one Core area and one Distribution area. Courses that meet this criterion are **bold** print and underscored in the Core areas and Distribution areas.
 - 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.
- Follows the graduation policies within the general catalog;
- Includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in General Studies;
- Accepts one of the courses that is cross-referenced with other courses.

Degree Requirements

General Education Core

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

First-Year Composition: 6 credits

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

Oral Communication: 3 credits

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

Critical Reading: 3 credits

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

Mathematics: 3 credits

MAT Mathematics 102/120/121/122/122AA/122AB/122AC/126/140/141/142/150/151/151AA/151AB/151AC/151AD/152/156/172/182/187/206/212/213/220/221/230/231/240/241/261/262/276/277
Equivalent course/Satisfactory completion of a higher level Mathematics course

Computer Usage: 1 credit

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

ACC Accounting 115
 ADA Advertising Arts 169/170/170AA/170AB/173/173AA/173AB/173AC/175/175AA/175AB/177/177AA/177AB/any 180 modules/183/183AA/183AB/183AC/283/283AA/283AB/283AC/289/289AA/289AB/289AC
 AJS Administration of Justice Studies 205
 AMS Automated Manufacturing System 150
 ARC Architecture 243/244/245
 ART Art 100/169/170/170AA/170AB/173/173AA/173AB/173AC/175/175AA/175AB/177/177AA/177AB/179/179AA/179AB/any 180 modules/183/183AA/183AB/183AC/283/283AA/283AB/283AC/289/289AA/289AB/289AC
 BIO Biology 283
 BPC Business-Personal Computers
 Any BPC Course(s)
 CFS Child/Family Studies 180
 CIS Computer Information Systems Any CIS Course(s) (**EXCEPT** 159, 162, 162AC, 169, 183AA, 217AM, 259, 262)
 CSC Computer Science Any CSC Course(s) (**EXCEPT** 200, 200AA, 200AB, 210, 210AA, 210AB)

Diagonal (/) between numbers signifies "or."

CTR	Court Reporting 101/102	FRE	French 265
DFT	Drafting Technology 105AA/ 251/254AA/256AA	HCR	Health Care Related 210
ECH	Early Childhood Education 238	HIS	History 101/102/103/108/111/113/114/203/212/ 251/252/275
EEE	Electrical Engineering 120	HUM	Humanities Any HUM Course(s) (EXCEPT 120, 203, 207, 225)
ELE	Electronic 131/181/241/243/245/281	INT	Interior Design 115/120/225
ELT	Electronic Technology 131/241/243	LAT	Latin 201/202
ENG	English 100AE	MHL	Music: History/Literature 140/143/145/146/ 153/155/194/241/242/295
FON	Food and Nutrition 100	PHI	Philosophy Any PHI Course(s)
GBS	General Business 221	REL	Religious Studies Any REL Course(s)
GPH	Physical Geography 220	SLC	Studies in Language and Culture 201
HRM	Hotel Restaurant Management 126	SPA	Spanish 241/242/265/266
JAS	Justice & Government Agencies Admin 225	SPH	Spanish Humanities 245
JRN	Journalism 133	SSH	Sustainability/Social Sciences and Humanities 111
LAS	Paralegal Studies 229	STO	Storytelling 292/294
MAT	Mathematics 206	THE	Theatre 111/205/206/210/220
MET	Manufacturing Technology 264	THP	Theatre Performance/Production 241
MTC	Music Theory/Composition 180/191	WST	Women's Studies 209/284/285/290
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 and Fine Arts: 9 credits

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

AHU	Arabic Humanities 245
AIS	American Indian Studies 213
AJS	Administration of Justice Studies 123
ARH	Art Humanities Any ARH Course(s)
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
EDU	Education 291/292/294
ENG	English 200/213/218
ENH	English Humanities Any ENH Course(s) (EXCEPT 250)

Social and Behavioral Sciences: 9 credits

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

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
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 Technology 258
FUS	Future Studies 101
GCU	Cultural Geography 102/121/122/141/221/227

Diagonal (/) between numbers signifies "or."

HES	Health Science 100
HIS	History Any HIS Course(s) (EXCEPT 111, 170, 251, 252, 253, 254)
IBS	International Business 109
MCO	Mass Communications 120
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, 157, 215, 245, 253, 265, 270)
SSH	Sustainability/Social Sciences and Humanities 111
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
ASB	Anthropology 231
ASM	Anthropology 104/265
AST	Astronomy 101&102/106&107/111/112/113/114
BIO	Biology 100/101/102/105/107/108/109/111/145/149AF/149AH/149AK/149AL/149AM/149AN/156/160/181/182/201/202/205/241/245
CHM	Chemistry 107&107LL/130&130LL/130AA/150/150AA/151/151AA/151LL/152AA/152&152LL/154&154LL/230&230LL
ENV	Environmental Sciences 101
FON	Food and Nutrition 241 & 241LL
FOR	Forensic Science 105/106
GLG	Geology Any GLG Course(s)
GPH	Physical Geography 111/112&113/211/212&214/213&215
PHS	Physical Science 110/120
PHY	Physics 101/101AA/111/111AA/112/115/116/121/131
PSY	Psychology 275/290AB/290AC

Literacy and Critical Inquiry: 3 credits

AIS	American Indian Studies 213
BIO	Biology 294
COM	Communication 222/225/241
CPD	Counseling and Personal Development 160
CRE	Critical Reading 101
CUL	Culinary Arts 223
EDU	Education 282AC
ENG	English 111/200/215/216/217/218
ENH	English Humanities 254/255
EXS	Exercise Science 290
GBS	General Business 233
GPH	Physical Geography 267
HUM	Humanities 225/250/251
IFS	Information Studies 101
JRN	Journalism 201/234
MCO	Mass Communications 220
PHI	Philosophy 103/106/218
POS	Political Science 115
PSY	Psychology 290AB/290AC
REL	Religious Studies 203/205/207/210
THE	Theatre 220
THP	Theatre Performance/Production 241

Elective Courses (15-16 credits)

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

Diagonal (/) between numbers signifies "or."

ASSOCIATE IN APPLIED SCIENCE

TOTAL CREDITS: MINIMUM OF 60

Purpose of the Degree

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

Academic Policies that Govern the AAS Degree

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

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

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

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

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

Diagonal (/) between numbers signifies "or."

General Education Core

(15 credits with a grade of "C" or better)

Demonstrate college-level skills in the following areas:

First-Year Composition: 6 credits

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

Oral Communication: 3 credits

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

Critical Reading: 3 credits

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

Mathematics: 3 credits

MAT Mathematics 102/103AA&103AB/120/121/
122/122AA/122AB/122AC/126/140/141/142/
150/151/151AA/151AB/151AC/151AD/
152/156/172/182/187/206/212/213/220/
221/230/231/240/241/261/262/276/277
Equivalent course/Satisfactory completion
of a higher level Mathematics course

General Education Distribution Areas (9-10 Credits)

Humanities and Fine Arts: 2-3 credits

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

AHU	Arabic Humanities 245
AIS	American Indian Studies 213
AJS	Administration of Justice Studies 123
ARH	Art Humanities Any ARH Course(s)
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
EDU	Education 291/292/294
ENG	English 200/213/218
ENH	English Humanities Any ENH Course(s) (EXCEPT 250)
FRE	French 265
HCR	Health Care Related 210
HIS	History 101/102/103/108/111/113/114/203/ 212/251/252/275

HUM	Humanities Any HUM Course(s) (EXCEPT 120, 203, 207, 225)	MCO	Mass Communications 120
INT	Interior Design 115/120/225	PAD	Public Administration 200
LAT	Latin 201/202	POS	Political Science Any POS Course(s)
MHL	Music: History/Literature 140/143/145/146/ 153/155/194/241/242/295	PSY	Psychology 101/123/132/156/157/215/218/ 225/235/240/241/243/250/260/266/ 277/280/292
PHI	Philosophy Any PHI Course(s)	REC	Recreation 120
REL	Religious Studies Any REL Course(s)	SBU	Society and Business 200
SLC	Studies in Language and Culture 201	SLC	Studies in Language and Culture 201
SPA	Spanish 241/242/265/266	SOC	Sociology Any SOC course(s) (EXCEPT 143, 157, 215, 245, 253, 265, 270)
SPH	Spanish Humanities 245	SSH	Sustainability/Social Sciences and Humanities 111
SSH	Sustainability/Social Sciences and Humanities 111	SWU	Social Work 102/171/250/258/292
STO	Storytelling 292/294	WED	Wellness Education 110
THE	Theatre 111/205/206/210/220	WST	Women's Studies 100/161
THP	Theatre Performance/Production 241	YAQ	Yaqui Indian History and Culture 100
WST	Women's Studies 209/284/285/290		

Social and Behavioral Sciences: 3 credits

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

AFR	African American Studies 202
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 102/121/122/141/221/227
HES	Health Science 100
HIS	History Any HIS Course(s) (EXCEPT 111, 170, 251, 252, 253, 254)
IBS	International Business 109

Natural Sciences: 4 credits

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

AGS	Agricultural Science 164
ASB	Anthropology (Soc/Behv. Science) 231
ASM	Anthropology (Science/Math) 104/265
AST	Astronomy 101&102/106&107/111/112/113/114
BIO	Biology 100/101/102/105/107/108/109/111/145/ 149AN/156/160/181/182/201/202/205/241/245
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
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 Community College District Academic Certificate (area of emphasis) is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in an academic area. While this program of study can result in proficiency in specified skills and competencies, as well as mastery of knowledge, it is not designed to prepare someone for employment in a specific occupation. The content for an Academic Certificate (area of emphasis) may be derived from a variety of disciplines or it can be discipline specific. The Academic Certificate does not require a general studies component even though requirements of the certificate may include courses that currently meet specific general studies designations such as Humanities and Fine Arts, Social and Behavioral Sciences, etc.

Academic Policies that Govern the Academic Certificate

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

OCCUPATIONAL 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 individual programs, contact the colleges(s) listed as participating institutions.

Agriculture, Food, and Natural Resources

Agricultural Production and Management

(See also Agribusiness Sales and Service and Horticulture sections)

Urban Horticulture MC
(See also Horticulture section)

Environmental and Natural Resource Conservation PC

Equine Training and Management

Equine Science SC
Veterinary Technology/Animal Health MC

Horticulture

Landscape Aide MC
Landscape Specialist MC
(See also Agricultural Production and Management section)

Workforce Development: Horticulture RS
Workforce Development: Landscape Technology RS

Architecture and Construction

Air Conditioning and Refrigeration

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

Apprenticeship Related Instruction

Bricklaying and Tilesetting GW
Carpentry GW
Concrete Form Builder GW
Construction Management GW
Electricity GW
General Construction Worker GW
Heat and Frost Insulation GW

Heavy Equipment Operations GW
Ironworking GW
Mechanical Trades: Heating, Ventilating & Air Conditioning GW
Mechanical Trades: Plumbing GW
Mechanical Trades: Pipefitting GW
Mechanical Trades: Sheet Metal GW
Millwrighting GW
Painting and Drywalling GW
Plastering and Cement Masonry GW
Pipe Trades: Pipefitter-Refrigeration GW
Pipe Trades: Plumbing GW
Pipe Trades: Steamfitting GW
Power Plant Technology EM, GW
Pre-Apprenticeship GW
Sheet Metal GW

Building and Construction

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

Art, A/V Technology, and Communication

Home Economics

Adolescent Development GC, RS
Adult Development and Aging GC, RS
Advanced Interior Design PC
Alteration Specialist MC
Apparel Construction PC
Costume Design and Production MC

Costuming.....	PC
Family Life Education.....	GC, RS
Fashion Design.....	PC
Fashion Design Level I and II.....	PC
Fashion Illustration.....	PC
Interior Design.....	MC, PC, SC
Interior Design: Advanced.....	MC
Interior Design: Professional Level.....	SC
Interior Merchandising.....	EM, GC, MC, PC
Parent Education.....	GC, RS
Pattern Design Level I and II.....	PC
Textile and Apparel: Fashion Computer-Assisted Design (CAD) Technician.....	MC
Textile and Apparel: Fashion Illustration Specialist.....	MC
Textile and Apparel: Industrial Sewing Technician.....	MC
Textile and Apparel: Product Development.....	MC

Merchandising

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

Music

Audio Production Technologies.....	GC, MC, PC, PV, SC
Beginning Piano Pedagogy.....	MC, SC
Intermediate Piano Pedagogy.....	MC, SC
Dance Technology.....	SC
Disc Jockey Techniques.....	MC, SC
Music Business.....	CG, GC, MC, PC, PV, SC, SM

Commercial Art/Advertising Art

Computer Graphic Design.....	PC
(See also Media Technology section)	

Digital Media Arts.....	GC
Graphic Design: Visual Communication.....	SC
Journalism.....	GC, MC, PV, SC
Photography.....	GC, PC
Workforce Development: Graphic Arts Level I & II.....	RS

Aerospace and Aviation

Aviation and Aeronautics

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

Bioscience

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

Business, Management, and Administration

Accounting

Accounting.....	CG, EM, GC, GW, PC, RS, SM
Accounting Paraprofessional.....	GC
Accounting-Specialized Para-Professional.....	PV
Bookkeeping.....	SC
Microcomputer Accounting.....	PV
(See also Business Administration section)	

Business Administration

Business.....	MC, SC
Business (FASTRACK).....	SC
Entrepreneurial Studies Level I.....	GW, MC, PV, RS
Entrepreneurial Studies Level II.....	GW, MC, PV, RS
General Business.....	CG, GC, MC, PC, SC, SM, RS
(See also Management and Finance section)	

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

Management

Business Management.....	SM
General Business Specialized.....	PV
Human Resources Management.....	PC
Management.....	GC, MC, PC, PV, SC
Middle Management.....	GC, PV
Military Leadership.....	RS
Project Management.....	MC
Public Relations.....	GC
(See also Middle Management section)	

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

Middle Management

Public Relations.....	MC
(See also Management section)	

Office Occupations

Administrative Professional.....	PV
Administrative Professional.....	PC
Administrative Technology.....	GW
Business Technology Specialist.....	GW
Computer Applications.....	PC

Court Reporting (Broadcast Captioning, CART or Judicial)	PV
Management of Clinical Information Technology:	GW
Health Information & Technical Support.....	GW
Health Information Technology Technician Support	GW
Practice Workflow and Information Management Redesign	GW
Implementation Management.....	GW
Health Information Technology	GW
Office Technology.....	GW
Paralegal Studies	PC
Realtime Reporting Scoping	GW
Retail Pharmacy: Customer Service.....	FS
Technology Support Analyst	MC
Water Services: Customer Service	RS

Total Quality Management

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

Education and Training

Early Childhood Education

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

Education

Adult Learning and Development	RS
Adult Learning and Coaching Development	RS
Foundations of Student Services	EM

Gifted Education.....	EM
Instructional Assistance.....	MC, SM
Reading Specialist Endorsement	MC
Teacher Assisting	EM, GW

Library Media Technology

Workforce Development

Workforce Development and Community Re-Entry.....	RS
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Environmental Technology

Environmental Technology

Energy Systems Technology	FC, 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 Resources Technologies: Hydrologic Studies	GW
Water Treatment.....	GW

Finance

Finance

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

Government and Public Administration

Public Administration/Legal Services	RS
Tribal Development	SC

Health Science

Allied Health

Advanced Behavioral Health Sciences.....	GC, SM
Basic Behavioral Health.....	GC, SM
Clinical Research Associate	GW
Community Health Worker	SM
Computed Tomography	GW
Developmental Disabilities Specialist.....	GC
Diagnostic Medical Sonography.....	GW
Electroencephalography (END) Technology	GW
Healthcare Regulatory Compliance.....	GW
Health Information: Long Term Care Settings	PC
Health Information Technology	PC
Health Services Management	GW
Health Unit Coordinating/Patient Care Associate	GW
Histologic Technology.....	PC
Hospital Central Service Technology	GW

Laboratory Assisting.....	PC
Magnetic Resonance Imaging.....	GW
Medical Assisting.....	PC
Medical Billing and Coding: Physician-Based.....	PC
Medical Front Office.....	PC
Medical Laboratory Sciences.....	PC
Medical Radiography.....	GW
Medical Transcription.....	GW
Phlebotomy.....	PC
Physical Therapist Assisting.....	GW
Polysomnographic Technology.....	GW
Radiation Therapy.....	GW
Recovery Support.....	SM
Respiratory Care.....	GW
Speech Language Pathology Assistant.....	EM
Surgical Technology.....	GW
Surgical Technology for the Operating Room Nurse.....	GW

Dental

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

Emergency Medical Technology

Advanced Emergency Medical Technology (Paramedic).....	PC, PV
Community Emergency Response Team (CERT): Level I.....	PC
Emergency Communications and Deployment.....	PC
Intermediate Emergency Medical Technology.....	PC

Nursing

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

Hospitality and Tourism

Food and Nutrition

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

(See also Hospitality section)

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

Hospitality

Airline Operations: Ground Operations.....	RS
Airline Operations: Initial Flight Attendant.....	RS
Airline Operations: Passenger Services.....	RS
Airline Operations: Reservations.....	RS
Culinary Arts.....	SC

(See also Food and Nutrition section)

Hospitality and Tourism/Golf Management.....	SC
Hospitality and Tourism/Hotel Management.....	SC
Hospitality and Tourism/Restaurant Management.....	SC
Hospitality and Tourism/Spa and Wellness Center Management.....	SC
Hospitality and Tourism/Tourism Development and Management.....	SC
Hospitality/Hotel Management.....	EM

Human Services

Parks, Recreation, Leisure and Fitness Studies

Recreation Management.....	MC, SC
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Health and Physical Education/Fitness

Exercise Science and Personal Training.....	CG, GC, MC, PV, SC, SM
Group Fitness Instructor.....	MC
Personal Trainer.....	GC, MC
Personal Training Specialist.....	CG, EM, GC, MC, PV, SC, SM
Teaching, Healing, Meditation for Stress Management.....	PV
Therapeutic Massage.....	CG, PC
Yoga Instruction.....	SC
Yoga Therapy.....	SC

Family and Consumer Science

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

Mortuary Science.....	MC
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Social Sciences

Addictions and Substance Use Disorders: Level I and II.....	RS
Deaf Studies.....	PC
Interpreter Preparation.....	PC
Professional Addictions Counseling.....	RS

Social Services

Adolescent Studies.....	PC
Family Development.....	PC
Family Support.....	PC

Information Technology

Computer Science

Applications in Geospatial Technologies.....	MC
Business Office Computer Applications.....	GC
Computer and Information Technologies.....	SM
Computer Applications Technology.....	EM
Computer Applications: Microsoft Office Specialist/Advanced.....	MC

Computer Applications: Microsoft Office Specialist/Basic	MC
Computer Applications.....	GC
(See also Office Occupations section)	
Computer Applications: Office Specialist/Core Level	CG
(See also Office Occupations section)	
Computer Applications: Office Specialist/Expert Level	CG
(See also Office Occupations section)	
Computer Business Applications.....	CG
(See also Office Occupations section)	
Computer Hardware and Desktop Support.....	CG, EM,
Computer Hardware and Network Support.....	SC
Computer Information Systems.....	GC, GW, PC, PV
Computer Information Systems Technologies	SC
Computer and Information Technologies.....	SM
Computer Information Technology	PV
Computer Networking Technology	PV
Computer Programming.....	MC
Computer Systems Maintenance	PV
Computer Technology	RS
Computer Usage and Applications, Advanced.....	RS
Database Development	SC
Desktop Publishing.....	EM
Engineering Technology	CG, EM, GC
Game Technology	MC
Hardware and Networking Basics	RS
Information Security.....	GC
Information Security Technology.....	GC
Information Technology	CG
Information Technology: Cisco Networking	SM
Information Technology: Computer Applications Specialist	SM
Information Technology: Network Security	SM
Information Technology: Network Server	SM
Information Technology: Programming and Systems Analysis.....	SM
Information Technology: Web and Graphic Design.....	EM, SM
Information Technology Support	SM
IT and Power Systems Security	EM
Linux Associate	CG, EM, GC, MC
Linux Networking Administration.....	EM, GC, MC
Linux Professional.....	CG, EM, GC, GW, PC, MC, SC, SM, PV
Microsoft Certified Information Technology Professional (MCITP) Administrator	EM, GC, GW, PV
Microsoft Desktop Support Technology.....	EM, GC, PV
Microsoft Networking Technology	EM, GC, GW, PV
Microsoft Technical Specialist.....	EM, GC, GW, PV
Microsoft Server Administration	CG, EM, GC, PV
Mobile Apps Programming.....	EM, PV, RS, SM
Multimedia and Business Technology	MC
Network Administration.....	SC
Network Administration: Cisco Network Professional.....	CG, MC, SM
Microsoft Windows Server.....	CG, GW, MC
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.....	RS
Programming and System Analysis.....	CG, EM, GC, MC, PC, PV, SC, SM
Software Development	SC
Web Design.....	CG, EM, GC, PC, PV
Web Design Technologies	SC
Web Design: User Interface.....	RS
Web Designer.....	MC
Web Designer, Advanced	MC
Web Developer.....	EM, GC, MC, PC, PV
Web Development	SC
Web Server Administrator.....	MC

Media Technology

Adobe Foundations.....	GC, MC, SM
Adobe CS in Business: Master Suite Applications Specialist.....	GC, MC, SM
Adobe CS in Business: Print/Web Applications Specialist.....	GC, MC, PV, SC, SM
Adobe CS in Business: Production Applications Specialist.....	GC, MC, SM
Comic and Sequential Art	PC
Digital Arts.....	MC
Digital Design	RS
Digital Arts: Digital Illustration.....	MC
Digital Arts: Digital Photography	MC
Digital Arts: Graphic Design.....	MC
Digital Arts: Web Design.....	MC
Digital Cinema Arts.....	GC
Digital Photography	PC
eLearning Design Specialist	RS
Game Technology	GW, MC
Media Arts: Computer Art/Illustration	CG, PC
Media Arts: Digital Animation.....	PC
Media Arts: Digital Imaging.....	CG, PC
Media Arts: Web Design	PC
Motion Picture/Television Production	SC
Broadcast Production.....	SC
Editing	SC
Film Production	SC
Screenwriting	SC
Multimedia Technology.....	MC
Technical Theatre.....	PC, SC

Manufacturing

Drafting Technology

CAD Fundamental	GC
CAD/CAM/CNC Level I, II and III	MC
CAD Application	GC
CAD Technology	GC
CAD-BIM Technology	PC
Electro/Mechanical Drafting	MC
Electromechanical Manufacturing Technology	MC
Industrial Design Technology.....	GW
Industrial Design Technology: Design Specialist: Solid Works	GW
Machining I and II.....	MC
Manufacturing Engineering Technology	MC
Manufacturing Management	MC
Manufacturing Productivity: CNC CAD/CAM Programming.....	GW
Manufacturing Welding.....	MC

Micro Circuit Mask Design	MC
Production Technology	GW
Production Technology: CNC Technology.....	GW
Production Technology: Quality Assurance.....	GW

Electronics/Electrical Technology

Automation Technology: Level I, II, III	MC
Computer and Networking Technology	GC
Electric Utility Technology.....	CG
Electric Utility Design Technology.....	CG
Electrical Technology	GW
Electromechanical Automation Technology.....	MC
Electronics Engineering Technology	MC
Electronics Technology.....	MC
Meter Technology.....	CG
Network Maintenance	GC
Workforce Development: Electrical Level I & II.....	RS

Engineering

Surveying Technology	PC
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Welding Technology

Welding	MC
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(See also Manufacturing section)

Marketing, Sales and Service

Marketing

Marketing	GC, PC, PV, SC, SM
Salesmanship.....	MC

Law, Public Safety, Corrections, and Security

Administration of Justice

Administration of Justice.....	EM, GC, PC, PV
Administration of Justice - Comprehensive	PC
Administration of Justice - Fundamentals.....	PC
Administration of Justice Studies	CG, GW, MC, SC
Corrections (Advanced and Basic).....	RS
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
Evidence Technology	EM, PC
Fingerprint Classification and Identification.....	PC, SC
Forensic Investigation.....	MC
Forensic Science: Crime Lab.....	SC
Forensic Science.....	CG
Forensic Technology	PC
Global Citizenship	MC
Homeland Security	CG, GW
Judicial Studies	MC
Justice Studies	CG, SC
Law Enforcement.....	SC
Law Enforcement Investigator.....	GC

Law Enforcement Technology.....	RS
Law Enforcement Training Academy.....	CG, GC
Legal Studies	MC
Paralegal.....	RS
Police Academy Preparation: Level I	SC
Police Science.....	MC, SC
Police Supervision	GC
Public Safety Technology	RS
Victimology.....	MC

Law, Public Safety, Corrections and Security

Emergency Medical Technology	CG, GC, MC, PC, PV, (See also Allied Health section)
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Fire Investigation.....	CG, EM, GC, MC, PC, PV
Paramedicine	GC, MC, PC, PV

Fire Science

Driver Operator.....	CG, EM, GC, MC, PC, PV
Emergency Management.....	SM
Emergency Response and Operations.....	CG, EM, GC, MC, PC, PV,
Fire Academy	GC
Fire Officer Leadership.....	CG, EM, GC, MC, PC, PV
Fire Science	EM, MC, PV, RS
Firefighter Operations.....	CG, EM, GC, MC, PC, PV
Hazardous Materials Response	PC

Science, Technology, Engineering and Mathematics

AGEC S

Aerospace and Aviation/Aviation and Aeronautics

Aircraft Maintenance Technology.....	CG
Aircraft Maintenance Technology (Part 147)	CG
Airframe Maintenance (Part 147)	CG
Airway Science Technology, Flight Emphasis	CG
Certified Flight Instructor Instrument Airplane Rating	CG
Flight Technology	CG
Powerplant Maintenance (Part 147).....	CG

Bioscience

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

Transportation, Distribution, and Logistics

Automotive Technology

Air Conditioning.....	MC
Air Conditioning and Electrical Accessories	GW
Automotive Chassis.....	GC
Automotive Drive Trains	GW
Automotive Electrical Systems.....	MC
Automotive Engines and Drive Trains	GC
Automotive Engine Performance Diagnosis & Air Conditioning	GC

Automotive Performance Technology	MC
Automotive Suspension, Steering and Brakes.....	GW
Automotive Technology	GC, GW
Brakes, Alignment, Suspension and Steering.....	MC
Engine Performance and Diagnosis.....	GW, MC
Transmissions and Power Trains	MC
Workforce Development: Auto Technology Level I & II.....	RS

Maricopa Skill Center Areas/Programs/Certificates

The Maricopa Skill Center (MSC), a division of GateWay Community College, offers entry-level courses and programs for hands-on job training at 1245 East Buckeye Road, Phoenix, AZ. The more than 200 courses and 60 noncredit programs at Maricopa Skill Center certificates are open-entry/open-exit and self-paced. Several programs hold credit articulation agreements with ASU and GateWay Community College and most programs culminate in leading industry certifications.

- Accounting
- Administrative Assistant
- Auto Body
- Automation Technology
- Computer Aided Drafting
- Computer Repair and Networking
- Construction Trades
- Cosmetology
- Culinary Arts
- Customer Service
- Industrial Spray Painter
- Informaton Processor & Data Entry
- Machine Trades
- Meat Cutter
- Medical Assistant
- Nursing
- Online/Hybrid Delivery Programs
- Printing
- Soldering
- Travel & Tourism
- Welding

SouthWest Skill Center at EMCC Certificates

The SouthWest Skill Center at Estrella Mountain Community College, located at 3000 North Dysart Road, Avondale, offers entry-level courses and programs for hands-on job training. The programs are listed below and reference any certificate issued by that program.

- Distribution Logistics Technician Program
- Certified Distribution Logistics Technician (2/2008)
- Emergency Medical Technology Program
- Emergency Medical Technician (1/2008)
- Medical Assistant Program
- Medical Assistant Front Office/Back Office
- Medical Assistant Front Office
- Medical Assistant Back Office
- Medical Billing and Coding
- Phlebotomy
- Nursing Programs
- Nurse Assistant Program
- Practical Nurse Program

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Computer Hardware and Network Support	102
Computer Information Systems Technologies	103
Crime and Accident Scene Photography	92
Crime Scene Investigation	92
Crime Scene Technology	92
Culinary Arts	112
Culinary Arts Foundations	114
Culinary Fundamentals	115
Dance Technology	117
Database Development	102
Disc Jockey Techniques	139
Editing	136
Equine Science	121
Family Child Care Management	120
Film Production	135
Fingerprint Classification and Identification	93
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Hospitality and Tourism/Hotel Management	127
Hospitality and Tourism/Restaurant Management	128
Hospitality and Tourism/Spa and Wellness Center Management	129
Hospitality and Tourism/Tourism Development and Management	131
Infant and Toddler Development	121
Interior Design: Professional Level	132
Intermediate Piano Pedagogy	141
Justice Studies	93
Law Enforcement	93
Linux Professional	106
Management	100
Marketing	101
Music Business	138
Network Administration	105
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Personal Training Specialist	123
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Retail Management and Marketing	101
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Small Business Management	101
Software Development	103

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Technical Theatre	150
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Dance Technology	118
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Graphic Design: Visual Communication	124
Hospitality and Tourism/Golf Management	126
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Hospitality and Tourism/Restaurant Management	129
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ACCOUNTING

Business/CIS Division

AP 237A

ACC

480.423.6253

Certificate of Completion in Bookkeeping
27 credits

Students can earn a Certificate of Completion in Bookkeeping. Please see page 100 for detailed information on the required coursework.

AAS in General Business

61-63 credits

Students can earn an AAS degree in General Business with a specialization in Accounting. Please see page 99, "Business" for detailed information on the required coursework.

ADMINISTRATION OF JUSTICE STUDIES

Applied Sciences Division

AP 237B

480.423.6599

Program Director, Dr. John Kavanagh

AP 248

480.423.6345

The Administration of Justice Studies program is designed to prepare men and women for careers in the fields of law enforcement, courts, corrections, crime scene processing, forensic science and related technical occupations. The program also provides practitioners within the criminal justice field the opportunity for continuing education and growth and development, or the background to continue their education at a four-year institution. Upon satisfactory completion of the outlined program, the students will receive an Associate in Applied Science degree in Administration of Justice Studies (see page 94).

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, and Police Academy Preparation (Level I).

Crime Scene Investigation

Certificate of Completion - CCL 5490 (Shared)

16-18 credits

Description: The Certificate of Completion in Crime Scene Investigation is designed to develop knowledge and skills required to investigate and reconstruct crime scenes using scientific evidence and logical analysis. The program provides instruction in criminal investigation procedures, collection and preservation of physical and biological evidence, death investigation techniques, crime scene reconstruction methodology and presentation of testimony in court.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 16-18 credits

AJS215	Criminalistics: Physical Evidence (3) OR
AJS219	Crime Scene Technology: Physical Evidence (3) OR
FOR105	Forensic Science: Physical Evidence (4).....3-4

AJS216	Criminalistics: Biological Evidence (3) OR
FOR106	Forensic Science: Biological Evidence (4).....3-4
AJS/FOR223	Forensic Pathology: Death Investigation3
+ AJS243	Crime Scene Reconstruction3
AJS275	Criminal Investigation I3
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/Fingerprints3
AJS214	Evidence Technology/Photography3
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 Processing3
AJS290BN	Courtroom Testimony Seminar.....1

Crime and Accident Scene Photography

Certificate of Completion - CCL 5012 (Shared)

10 credits

Description: The Certificate of Completion (CCL) in Crime and Accident Scene Photography program is designed to prepare students for entry level positions in the field of crime and accident scene photography. Additional courses in the field of forensic technology can be taken to complete other programs.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 10 credits

AJS101	Introduction to Criminal Justice.....3
AJS214	Evidence Technology/Photography (3) OR
AJS241	Police Photography (3)3
AJS275	Criminal Investigation I3
AJS290BN	Courtroom Testimony Seminar.....1

(+) Indicates course prerequisites/corequisites (++) indicates any module

Fingerprint Classification and Identification

Certificate of Completion - CCL 5010 (Shared) 10 credits

Description: The Certificate of Completion (CCL) in Fingerprint Classification and Identification program is designed to prepare students for entry level positions in the field of fingerprint classification and identification. Additional options are available in the field of forensic technology.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 10 credits

AJS101	Introduction to Criminal Justice.....	3
AJS213	Evidence Technology/Fingerprints	3
AJS275	Criminal Investigation I	3
AJS290BN	Courtroom Testimony Seminar.....	1

Justice Studies

Certificate of Completion - CCL 5861 15 credits

Description: The Certificate of Completion in Justice Studies will provide a core of courses for students who are interested in pursuing a career in Justice Studies but have previously received a degree in a different field of study. For students who are pursuing an 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 5145 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.



(+) indicates course prerequisites/corequisites (++) indicates any module

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.
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.

(+) indicates course prerequisites/corequisites (++) indicates any module

General Education Requirements: 22-24 credits

CORE: 15-17 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area 6

Oral Communication

COM100 Introduction to Human Communication (3) **OR**
 COM100AA Intro to Human Communication Part I (1) **AND**
 COM100AB Intro to Human Communication Part II (1) **AND**
 COM100AC Intro to Human Communication Part III (1) **OR**
 + COM225 Public Speaking (3).....3

Critical Reading

+ CRE101 College Critical Reading (3) **OR**
 equivalent as indicated by assessment0-3

Mathematics

+ Any approved general education course in Mathematics area 3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

AJS123 Ethics and the Administration of Justice.....3

Social and Behavioral Sciences

Met by AJS101 in the Required Courses area.....0

Natural Sciences

+ Any approved general education course in Natural Sciences area.....4

Forensic Science: Crime Lab

Associate in Applied Science - AAS 3041
60-65 credits

Description: The Associate 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 Evidence3
 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 I3
 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 Laboratory1
 + 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 Courses1-12

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 Speaking3

Critical Reading

+ CRE101 College Critical Reading (3) **OR** Equivalent by assessment.. 3

Mathematics

+ MAT182 Trigonometry (3) **OR**
 + MAT187 Precalculus (5)3-5

DISTRIBUTION: 0 credits

Humanities and Fine Arts

Met by AJS123 in Required Courses area0

Social and Behavioral Sciences

Met by AJS101 in the Required Courses area0

Natural Sciences

Met by PHY111 **OR** PHY112 **OR** CHM151/151LL **OR**
 CHM154/154LL in the Required Courses area0

(+) indicates course prerequisites/corequisites (++) indicates any module

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
30 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 Associates 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: 30 credits

- ARC121 Introduction to Architectural Drafting: Manual.....3
- ARC141 Architectural CAD I: Introduction3
- + ARC142 Architectural CAD II: Plans and Elevations.....3
- ARC148 Methods and Materials of Construction3
- + ARC243 Architectural CAD III: Site Plans and Sections3
- + ARC244 Architectural CAD IV: Structural Systems.....3
- + ARC245 Architectural CAD V: Mechanical and Electrical Systems3

- ARC251 Introduction to Revit.....3
- + ARC270 Architectural Technology Synthesis.....3
- BLT263AK Building Codes: IBC.....3

Architectural Technology

Associate in Applied Science - AAS 3708
62-67 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.



(+) indicates course prerequisites/corequisites (++) indicates any module

Program Notes: Students must earn a grade of “C” or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 30 credits

ARC121	Introduction to Architectural Drafting: Manual.....	3
ARC141	Architectural CAD I: Introduction	3
+ ARC142	Architectural CAD II: Plans and Elevations.....	3
ARC148	Methods and Materials of Construction	3
+ ARC243	Architectural CAD III: Site Plans and Sections	3
+ ARC244	Architectural CAD IV: Structural Systems.....	3
+ ARC245	Architectural CAD V: Mechanical and Electrical Systems	3
ARC251	Introduction to Revit.....	3
+ ARC270	Architectural Technology Synthesis.....	3
BLT263AK	Building Codes: IBC.....	3

Restricted Electives: 11 credits

+ ARC++++	Any ARC Architecture courses except courses used to satisfy the Required Courses area.....	1-9
+ ARC296++	Cooperative Education (any suffixed courses)	1-4
ARH100	Introduction to Art	3
ART111	Drawing I.....	3
BLT263AL	Building Codes: IRC	3
+ CAD++++	Any CAD Computer-Aided Drafting courses.....	1-6
CIS++++	Any CIS Adobe Photoshop course	1-3
+ DFT++++	Any DFT Drafting Technology courses.....	1-6
INT115	Historical Architecture and Furniture	3
INT120	Modern Architecture and Furniture	3

General Education Requirements: 21-26 credits

CORE: 12-17 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area	6
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Oral Communication

Any approved general education course in Oral Communication area	3
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Critical Reading

+ CRE101 College Critical Reading (3) OR equivalent as indicated by assessment	0-3
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Mathematics

+ Any approved general education course in Mathematics area	3-5
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DISTRIBUTION: 9 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area	2
<i>(ARH100 in Restricted Electives area would satisfy this category; however, an additional 3 credits of Restricted Electives would then have to be taken.)</i>	

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area.....	3
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Natural Sciences

Any approved general education course in Natural Sciences area.....	4
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BUSINESS (FASTRACK)

For program information, contact Mark Barton, Program Director, FOB126, 480-425-6913.

The AAS in Business (FASTRACK) Program is designed for working adults seeking to update, upgrade or develop essential business skills. A specific objective of the program is to prepare students for job advancement and career opportunities in today’s business environment as defined by industry practitioners. A Business (FASTRACK) Certificate is also available to students with all of the features of the AAS Program, but does not include a General Studies component.

Program features include:

- Hands-on activities and projects in accelerated five-week formats.
- Two convenient course delivery options: on campus and online.
- Student-directed learning stressing the dynamic business environment, communication skills and leadership development.
- Utilization of Microsoft Office package including Word, Excel and PowerPoint.
- Integration of international business issues and practices.
- Practical application of study concepts to workplace situations.

On campus, instructor-led classes meet once per week for four hours with student teams obliged to complete group assignments outside of the classroom as prescribed by course/module requirements.

Fastrack classes begin every few weeks.

How online works:

1. Assignments are posted 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.
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. **Take the online skills quiz!**
 - Students may only withdraw within the first two weeks of each five-week class. Refund requests must be received by the Admissions Office within three calendar days including the start date.

Continued next page...

(+) indicates course prerequisites/corequisites (++) indicates any module

Business (FASTRACK)

Certificate of Completion - CCL 5152 33 credits

Description: The one-year Business “Fastrack” Certificate of Completion (CCL) program is designed for working adults seeking to update, upgrade, or develop essential business skills. A specific objective of the program is to prepare students for job advancement and career opportunities in today’s business environment as defined by industry practitioners. Each course/module includes learning activities and projects in an accelerated five-week format. In-person classes meet once per week for four hours with study groups obliged to meet extensively outside of the classroom as prescribed by course/module requirements. Classes will be limited to a maximum of 20 students. The program also features an Internet component in which the courses are self-paced. Students have a maximum of eight weeks to complete each course. Additional features of the program include: Student directed learning stressing the dynamic business environment, communication skills and leadership development; Utilization of Microsoft Office package including Word, Excel, and PowerPoint; Integration of international business issues and practices; Practical application of study concepts to workplace situations; Development of student portfolio intended for presentation to current/prospective employers.

A Business (FASTRACK) AAS Degree Program is also available. This program contains all of the features of the Certificate with the addition of comprehensive general education requirements. Prerequisites

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

Program Notes: Students must earn a grade of “C” or better in all courses within the program.

Admission Criteria: Minimum of two years of full-time employment, permission of Department/Division, and basic computer skills. (See prerequisite and success matrix on this page.)

Program Prerequisites: None

Required Courses: 33 credits

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

PREREQUISITES AND SUCCESS FACTORS BY DELIVERY TYPE

Criteria	On-campus	Online
Reading: Ability to review, understand, and follow multiple sets of written instructions.	X	X
Reading: Ability to read, understand, and accurately apply terms and concepts from course materials.	X	X
Very good organizational and time management skills.	X	X
Must feel comfortable in a self-directed learning environment.		X
Very good computer skills.	X	X
Internet skills including, but not limited to: sending emails with attachments, basic browser and software troubleshooting, and file management.		X
Microsoft Office software is used in all classes. (Office 2000 or better preferred. Office '97 at a minimum, Mac Office 2000.)	X	X
Reliable internet connection.		X
Two+ years of full-time work experience.	X	X

(+) indicates course prerequisites/corequisites (++) indicates any module

Business (FASTRACK)

Associate in Applied Science - AAS 3780

64-66 credits

Description: The Associate in Applied Science (AAS) in Business (FASTRACK) is designed for working adults seeking to update, upgrade, or develop essential business skills. A specific objective of the program is to prepare students for job advancement and career opportunities in today's business environment as defined by industry practitioners. Each course/module includes learning activities and projects in an accelerated five-week format. In-person classes meet once per week for four hours with study groups obliged to meet extensively outside of the classroom as prescribed by course/module requirements. Classes will be limited to a maximum of 20 students. The program also features an Internet component in which the courses are self-paced. Students have a maximum of eight weeks to complete each course. Additional features of the program include: Student directed learning stressing the dynamic business environment, communication skills and leadership development; Utilization of Microsoft Office package including Word, Excel, and PowerPoint; Integration of international business issues and practices; Practical application of study concepts to workplace situations; Development of student portfolio intended for presentation to current/prospective employers.

A Business (FASTRACK) Certificate is also available to students. This certificate contains all of the features of the AAS, but does not include a general education component. Prerequisites of the program include/s a minimum of two years of employment and/or current employment and permission of the department/division. Corequisites include appropriate BPC modules (3) or equivalent by assessment.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: Minimum of two years of full-time employment, permission of Department/Division, and basic computer skills. (See prerequisite and success matrix on page 98.)

Program Prerequisites: None

Required Courses: 36 credits

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

Restricted Electives: 3 credits

Any additional ACC, GBS, MGT **OR** MKT course(s) listed in the college catalog1-3

General Education Requirements: 25-27 credits

CORE: 15-17 credits

First-Year Composition

- + ENG101 First-Year Composition (3) **AND**
- + ENG102 First-Year Composition (3).....6

Oral Communication

- COM100 Introduction to Human Communication (3) **OR**
- COM110 Interpersonal Communication (3) **OR**
- + COM225 Public Speaking (3) **OR**
- COM230 Small Group Communication (3)3

Critical Reading

- + CRE101 College Critical Reading (3) **OR** equivalent as indicated by assessment.3

Mathematics

- + Any approved general education course in Mathematics area3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area (HUM205 is recommended.)3

Social and Behavioral Sciences

- ECN211 Macroeconomic Principles (3) **OR**
- ECN212 Microeconomic Principles (3) **OR**
- PSY101 Introduction to Psychology (3) **OR**
- SOC101 Introduction to Sociology (3)3

Natural Sciences

Any approved general education course in Natural Sciences area.....4

BUSINESS

Business/CIS Division

AP 237A

GBS

480.423.6253

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

General Business

Associate in Applied Science - AAS 3148 (Shared) 61-63 credits

Description: The Associate in Applied Science (AAS) in General Business program meets the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum 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.

(+) indicates course prerequisites/corequisites (++) indicates any module

In addition to the AAS degree, SCC also offers Certificates of Completion in Bookkeeping, Management, Marketing, Retail Management and Marketing, and Small Business Management.

Program Notes: Students must earn a grade of “C” or better in all courses within the program.

Admission Criteria: None

Program Prerequisites:

- + CRE101 College Critical Reading (3) **OR**
Equivalent by assessment.....3

Required Courses: 21 credits

- ACC111 Accounting Principles I3
- 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 Business3
- GBS205 Legal, Ethical, and Regulatory Issues in Business.....3
- + GBS233 Business Communication3
- MKT271 Principles of Marketing3

Restricted Electives: 18 credits

Any ACC, GBS, MGT, or MKT prefixed courses not listed in the Required Courses area.

- ACC++++ Any ACC Accounting prefixed course(s) except
courses used to satisfy Required Courses area1-18
- CIS114DE Excel Spreadsheet.....3
- CIS117DM Microsoft Access: Database Management3
- CIS133DA Internet/Web Development Level I3
- GBS++++ Any GBS General Business course(s) except
courses used to satisfy Required Courses area1-18
- IBS++++ Any IBS International Business course(s)1-18
- MGT++++ Any MGT Management course(s) except
courses used to satisfy Required Courses area1-18
- MKT++++ Any MKT Marketing course(s) except
courses used to satisfy Required Courses area1-18
- REA++++ Any REA Real Estate course(s).....1-18
- SBS++++ Any SBS Small Business Management course(s).....1-18

General Education Requirements: 22-24 credits

CORE: 12-14 credits

First-Year Composition

- + ENG101 First-Year Composition (3) **OR**
- + ENG107 First-Year Composition for ESL (3) **AND**
- + ENG102 First-Year Composition (3) **OR**
- + ENG108 First-Year Composition for ESL (3).....6

Oral Communication

Any approved general education course in Oral Communication area 3

Critical Reading

Met by CRE101 in Program Prerequisites area0

Mathematics

- + MAT120 Intermediate Algebra (5) **OR**
- + MAT121 Intermediate Algebra (4) **OR**
- + MAT122 Intermediate Algebra (3)3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area 3

Social and Behavioral Sciences

- ECN211 Macroeconomic Principles (3) **OR**
- ECN212 Microeconomic Principles (3) **OR**
- SBU200 Society and Business (3)3

Natural Sciences

Any approved general education course in Natural Sciences area.....4

Bookkeeping

Certificate of Completion - CCL 5157
27 credits

Description: There are a large number of relatively well-paid job opportunities for people who have basic bookkeeping skills. The Certificate of Completion (CCL) in Bookkeeping prepares students to work for CPA firms, corporate accounting departments and small businesses. People with work experience and the skills developed in this program would also be able to operate their small bookkeeping businesses.

Program Notes: Students must earn a grade of “C” or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 3 credits

- + ENG101 First-Year Composition (3) **OR**
- + ENG107 First-Year Composition for ESL (3) **OR**
permission of the Program Director3

Required Courses: 27 credits

- ACC105 Payroll, Sales and Property Taxes3
- ACC111 Accounting Principles I3
- + ACC112 Accounting Principles II3
- + ACC115 Computerized Accounting.....2
- + ACC212 Managerial Accounting3
- + ACC221 Tax Accounting3
- BPC110 Computer Usage and Applications3
- GBS151 Introduction to Business3
- + GBS233 Business Communication3
- OAS118 10-Key By Touch1

Management

Certificate of Completion - CCL 5729
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.

(+) indicates course prerequisites/corequisites (++) indicates any module

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 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 Salesmanship.....	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
MKT280++	Marketing Internship (any suffixed course).....	1-3

Retail Management and Marketing

Certificate of Completion - CCL 5517 30 credits

Description: The Certificate of Completion (CCL) in Retail Management and Marketing is designed to train students for careers in the retail clothing business: selling, merchandising and buying.

The program requirements include components of management, communications, merchandise presentation, and small business development. An Associate in Applied Science (AAS) in Business with a specialization in Retail Management and Marketing is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Required Courses: 30 credits

GBS120	Workplace Communication Skills (3) OR	
+ GBS233	Business Communication (3).....	3
GBS131	Business Calculations.....	3
MGT101	Techniques of Supervision	3
MGT253	Owning and Operating a Small Business	3
MKT/TEC109	Introduction to Fashion Merchandising.....	3
MKT/TEC151	Display and Visual Merchandising.....	3
MKT/TEC200	Retail Buying.....	3
MKT267	Principles of Salesmanship.....	3
MKT268	Merchandising.....	3
MKT210	Applied Marketing Strategies (3) OR	
MKT271	Principles of Marketing (3).....	3

Small Business Management

Certificate of Completion - CCL 5518 24-25 credits

Description: The Certificate of Completion (CCL) in Small Business Management is designed to prepare students to start up, organize and manage a small business operation. Areas of emphasis include effective management, utilization of resources, development of customer service culture, and marketing. An Associate in Applied Science (AAS) in Business with a specialization in Small Business Management is also available.

Program Notes:
 Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 23 credits

GBS120	Workplace Communication Skills	3
GBS205	Legal, Ethical, and Regulatory Issues in Business.....	3
MGT109	Development of Professional Skills and Standards.....	3
MGT251	Human Relations in Business.....	3
SBS200	Small Business Operations.....	2
SBS202	Small Business Bookkeeping and Tax Preparation.....	1
SBS203	Financing and Cash Management for a Small Business.....	1
SBS204	Small Business Marketing and Advertising.....	2
SBS213	Hiring and Managing Employees.....	1
SBS214	Small Business Customer Relations.....	1
SBS218	Establishing an Import/Export Business	1
SBS220	Internet Marketing for Small Business.....	2

Restricted Electives: 1-2 credits

SBS+++++	Any SBS Small Business Management course(s) except courses used to satisfy Required Courses	1-2
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(+) indicates course prerequisites/corequisites (++) indicates any module

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 computer systems. Career opportunities include LAN administrator, systems analyst, computer programmer, computer operator, computer hardware and software salesperson. The programs offered at SCC include a two-year career program that leads to an Associate in Applied Science in Computer Information Systems Technologies and a Certificate of Completion in Computer Information Systems Technologies. The Certificate of Completion in Computer Hardware and Network Support is designed to prepare students for entry-level network technician jobs and to help prepare them for multiple industry certification examinations. The Certificate of Completion in Database Development prepares students to design and implement the infrastructure for business solutions using database and programming tools. The Certificate of Completion in Software Development prepares students for entry-level positions in software development, including corporate web systems using interactive applications.

Scottsdale Community College participates in the Microsoft® Solutions Developers Network Academic Alliance (MSDNAA). These classes can help you prepare for MCP (Microsoft Certified Professional) examinations, and for CompTIA A+, Net+, and Security+ certifications.

ALSO SEE:

- Network Administration, page 105
- Web Design Technologies/Development, pages 108-110

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 Computer Maintenance: A+ Exam Prep Level I 3
- + BPC270 Computer Maintenance: A+ Exam Prep Level II 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 Microsoft Windows Professional (3) **OR**
- MST150++ Microsoft Windows Professional (any suffixed course) (3).... 3
- + MST152 Microsoft Windows Server (4) **OR**
- + MST152++ Microsoft Windows Server (any suffixed course) (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 (CCT260) 3
- + CIS226AL Internet/Intranet Server Administration-Linux 3
- CIS280 Current Topics in Computing 3

Database Development

Certificate of Completion - CCL 5083 27 credits

Description: The Certificate of Completion (CCL) in Database Development prepares students to design and implement the infrastructure for business solutions using database and programming tools. The Certificate focuses on administrative tasks and building database applications using programming skills such as data collection, query techniques and database creation.

Program Notes:

Students must earn a grade of “C” or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 27 credits

- CIS117DM Microsoft Access: Database Management 3
- + CIS217AM Advanced Microsoft Access: Database Management 3
- CIS105 Survey of Computer Information Systems 3
- + CIS119DO Introduction to Oracle: SQL and PL/SQL 3
- + CIS150 Programming Fundamentals 3
- + CIS159 Visual Basic Programming I (3) **OR**
- + CIS162AD C#: Level I (3) 3
- + CIS164AB Oracle: Developer PL/SQL Programming (3) **OR**
- + CIS276DA MySQL Database (3) **OR**
- + CIS276DB SQL Server Database (3) 3
- + CIS166AC Web Scripting with Active Server Pages (ASP).NET (3) **OR**
- + CIS166AE Web Scripting with PHP:Hypertext Preprocessor (PHP) (3)...3
- + CIS225AB Object-Oriented Analysis and Design 3

(+) Indicates course prerequisites/corequisites (++) indicates any module

Software Development

Certificate of Completion - CCL 5084

33 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 Systems3

Required Courses: 27 credits

CIS117DM Microsoft Access: Database Management3
 + CIS217AM Adv. Microsoft Access: Database Management (3) **OR**
 + CIS276++ Any Database Management Systems module (3) **OR**
 + CIS119DO Introduction to Oracle: SQL (3)3
 CIS126DL Linux Operating System3
 + CIS150 Programming Fundamentals3
 + CIS159 Visual Basic Programming I (3) **OR**
 + CIS162++ Any 100-level programming module (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 Preprocessor (PHP) (3).....3
 + CIS225AB Object-Oriented Analysis and Design3
 + CIS259 Visual Basic Programming II (3) **OR**
 + CIS262++ Any 200-level programming module (3)3
 + CIS276++ Any Database Management Systems module
 not used to satisfy other Required Courses credits3

Restricted Electives: 6 credits

Selected course will not apply in both required courses and restricted electives:

+ CIS119DO Introduction to Oracle: SQL3
 CIS133DA Internet/Web Development Level I3
 + CIS166AA Introduction to Javascripting3
 + CIS166AC Web Scripting with Active Server Pages (ASP).NET3
 + CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP)3
 + CIS217AM Advanced Microsoft Access: Database Management3
 + CIS224 Project Management Microsoft Project for Windows3
 + CIS233DA Internet/Web Development Level II3
 + CIS235 e-Commerce3
 CIS++++ Any CIS course not used to satisfy Required Courses area3

(+) indicates course prerequisites/corequisites (++) indicates any module

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.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 25 credits

CIS105 Survey of Computer Information Systems3
 CIS117DM Microsoft Access: Database Management3
 CIS121AB Microsoft Command Line Operations1
 CIS133DA Internet/Web Development Level I3
 + CIS150 Programming Fundamentals3
 + CIS159 Visual Basic Programming I (3) **OR**
 + CIS162AD C#: Level I (3)3
 + CIS166 Web Scripting/Programming (3) **OR**
 + CIS166++ Web Scripting/Programming (any suffixed course) (3)3
 + CIS190 Introduction to Local Area Networks3
 + CIS225AB Object-Oriented Analysis and Design3

Restricted Electives: 17 credits

BPC110 Computer Usage and Applications3
 + BPC170 Computer Maintenance: A+ Exam Prep Level I3
 + BPC270 Computer Maintenance: A+ Exam Prep Level II3
 CIS114DE Excel Spreadsheet3
 + CIS119DO Introduction to Oracle: SQL3
 CIS120++ Computer Graphics (any suffixed course)1
 CIS126DL Linux Operating System3
 + CIS151 Computer Game Development-Level I3

CIS162AD may be selected as a Restricted Elective if it is not used to satisfy Required Courses.

+ CIS162AD C#: Level I3
 + CIS163AA Java Programming: Level I3
 + CIS166++ Any Web Scripting/Programming course except
 course used to satisfy Required Courses3
 CIS175SA Interconnecting Cisco Network Devices (CCT260)3
 + CIS217AM Advanced Microsoft Access: Database Management3
 + CIS220++ Any Flash/Adobe suffixed course3
 CIS224 Project Management Microsoft Project for Windows3
 + CIS226AL Internet/Intranet Server Administration-Linux3

+ 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	Database Management Systems (3) OR	
+ CIS276++	Database Management Systems (any suffixed course) (3)....	3
+ CIS280	Current Topics in Computing	3
+ CIS290++	Computer Info Systems Internship (any suffixed course)	1-3
+ CIS296WC	Cooperative Education	3
+ MST+++++	Any MST Microsoft Technology course	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 (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++	Web Scripting/Programming (any suffixed course) (3)	3
+ CIS190	Introduction to Local Area Networks.....	3
+ CIS225AB	Object-Oriented Analysis and Design.....	3

Restricted Electives: 17 credits

BPC110	Computer Usage and Applications	3
+ BPC170	Computer Maintenance: A+ Exam Prep Level I.....	3
+ BPC270	Computer Maintenance: A+ Exam Prep Level II.....	3
CIS114DE	Excel Spreadsheet.....	3
+ CIS119DO	Introduction to Oracle: SQL	3

CIS120++	Computer Graphics (any suffixed course)	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 (CCT260)	3
+ CIS217AM	Advanced Microsoft Access: Database Management	3
+ CIS220++	Any Flash/Adobe suffixed course	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	Database Management Systems (3) OR	
+ CIS276++	Database Management Systems (any suffixed course) (3)....	3
+ CIS280	Current Topics in Computing	3
+ CIS290++	Computer Info Systems Internship (any suffixed course)	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 courses in First-Year Composition area	6
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Oral Communication

Any approved general education course in Oral Communication area	3
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Critical Reading

Met by CRE101 OR equivalent in assessment in the Program Prerequisites area	0
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Mathematics

+ Any approved general education course in Mathematics area	3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area	3
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Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area.....	3
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Natural Sciences

Any approved general education course in Natural Sciences area.....	4
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(+) indicates course prerequisites/corequisites (++) indicates any module

COMPUTER INFORMATION SYSTEMS CIS

Network Administration Program

Business/CIS Division AP 237A 480.423.6253
Program Director, Sheila Brandt CM 406 480.423.6256

Scottsdale Community College participates in the Microsoft® Solutions Developers Network Academic Alliance (MSDNAA). These classes can help you prepare for MCP (Microsoft Certified Professional) examinations, and for CompTIA A+, Net+, and Security+ certifications.

ALSO SEE:

- Computer Hardware and Network Support, page 102
- Computer Information Systems Technologies, page 103
- Linux Professional, page 106
- Network Administration, page 105
- Programming and System Analysis, page 106
- Web Design Technologies, page 108
- Web Development, page 109

Network Administration

Certificate of Completion - CCL 5200

40 credits

Description: The Certificate of Completion (CCL) is designed to provide the student with training for a variety of entry-level positions related to computer networks, including technical support. An Associate in Applied Science (AAS) is also available. Career opportunities include Local Area Network (LAN) administrator, systems analyst and technical support.

Program Notes: Students must earn a grade of “C” or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 34 credits

- + BPC170 Computer Maintenance: A+ Exam Prep Level I.....3
- + BPC270 Computer Maintenance: A+ Exam Prep Level II.....3
- CIS105 Survey of Computer Information Systems.....3
- CIS117DM Microsoft Access: Database Management (3) **OR**
- + CIS276 Database Management Systems (3) **OR**
- + CIS276++ Database Management Systems (any suffixed course) (3)....3
- CIS126DL Linux Operating System3
- CIS175SA Interconnecting Cisco Network Devices (CCT260)3
- + CIS190 Introduction to Local Area Networks.....3
- + CIS226AL Internet/Intranet Server Administration-Linux3
- + CIS270 Essentials of Network and Information Security3
- MST150 Microsoft Windows Professional (3) **OR**
- MST150++ Any MS Windows Professional (any suffixed course) (3).....3
- + MST152 Microsoft Windows Server (4) **OR**
- + MST152++ Any MS Windows Server (any suffixed course) (4)4

Restricted Electives: 6 credits

- CIS102 Interpersonal/Customer Svc. Skills for IT Professionals.....1
- CIS133DA Internet/Web Development Level I3
- + CIS150 Programming Fundamentals3
- + CIS159 Visual Basic Programming I.....3

- + CIS162AD C#: Level I.....3
- + CIS166 Web Scripting/Programming (3) **OR**
- + CIS166++ Web Scripting/Programming (any suffixed course) (3).....3
- CIS224 Project Management Microsoft Project for Windows3
- + CIS225AB Object-Oriented Analysis and Design.....3
- CIS280 Current Topics in Computing3
- + CIS290++ Computer Info Systems Internship (any suffixed course)1-3
- + CIS296WC Cooperative Education3
- + CIS298AC Special Projects3
- + MST++++ Any MST Microsoft Technology course except courses used to satisfy Required Courses area3

Network Administration

Associate in Applied Science - AAS 3794

62-67 credits

Description: The Associate in Applied Science (AAS) in Network Administration program is designed to provide the student with training for a variety of positions related to computer systems. Career opportunities include Local Area Network (LAN) administrator, systems analyst and technical support. A Certificate of Completion (CCL) is also available.

Program Notes: Students must earn a grade of “C” or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 0-3 credits

- + CRE101 College Critical Reading (3) **OR** equivalent by assessment0-3

Required Courses: 34 credits

- + BPC170 Computer Maintenance: A+ Exam Prep Level I.....3
- + BPC270 Computer Maintenance: A+ Exam Prep Level II.....3
- CIS105 Survey of Computer Information Systems.....3
- CIS117DM Microsoft Access: Database Management (3) **OR**
- + CIS276 Database Management Systems (3) **OR**
- + CIS276++ Database Management Systems (any suffixed course) (3)....3
- CIS126DL Linux Operating System3
- CIS175SA Interconnecting Cisco Network Devices (CCT260)3
- + CIS190 Introduction to Local Area Networks.....3
- + CIS226AL Internet/Intranet Server Administration-Linux3
- + CIS270 Essentials of Network and Information Security3
- MST150 Microsoft Windows Professional (3) **OR**
- MST150++ Any MS Windows Professional (any suffixed course) (3).....3
- + MST152 Microsoft Windows Server (4) **OR**
- + MST152++ Any MS Windows Server course (any module) (4).....4

Restricted Electives: 6 credits

- CIS102 Interpersonal/Customer Svc. Skills for IT Professionals.....1
- CIS133DA Internet/Web Development Level I3
- + CIS150 Programming Fundamentals3
- + CIS159 Visual Basic Programming I.....3
- + CIS162AD C#: Level I.....3
- + CIS166 Web Scripting/Programming (3) **OR**
- + CIS166++ Web Scripting/Programming (any suffixed course) (3).....3
- CIS224 Project Management Microsoft Project for Windows3
- + CIS225AB Object-Oriented Analysis and Design.....3
- CIS280 Current Topics in Computing3

(+) indicates course prerequisites/corequisites (++) indicates any module

- + CIS290++ Computer Info Systems Internship (any suffixed course)1-3
- + CIS296WC Cooperative Education3
- + CIS298AC Special Projects3
- + MST+++++ Any MST Microsoft Technology course except courses used to satisfy Required Courses area3

General Education Requirements: 22-24 credits

CORE: 12-14 credits

First-Year Composition

- + Any approved general education courses in First-Year Composition area6

Oral Communication

- Any approved general education course in Oral Communication area3

Critical Reading

- Met by CRE101 **OR** equivalent in assessment in the Program Prerequisites area0

Mathematics

- + Any approved general education course in Mathematics area3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

- Any approved general education course in Humanities/Fine Arts area3

Social and Behavioral Sciences

- Any approved general education course in Social/Behavioral Sciences area3

Natural Sciences

- Any approved general education course in Natural Sciences area4

Linux Professional

**Certificate of Completion - CCL 5204 (Shared)
12 credits**

Description: The Certificate of Completion (CCL) in Linux Professional program is designed to help to 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 System3
- + CIS238DL Linux System Administration3

Restricted Electives: 6 credits

- + BPC170 Computer Maintenance: A+ Exam Prep Level I3
- + BPC270 Computer Maintenance: A+ Exam Prep Level II3
- CIS105 Survey of Computer Information Systems 3
- + CIS197 VMware ESXI Server Enterprise 4

- CIS121AH Microsoft PowerShell/Command Line Operations 3
- + CIS226AL Internet/Intranet Server Administration-Linux 3
- + CIS239DL Linux Shell Scripting 3
- + CIS240DL Linux Network Administration 3
- + CIS241DL Apache Web Server Administration (Linux/Unix) 3
- + CIS270 Essentials of Network and Information Security 3
- + CIS271DL Linux Security 3
- + CIS190 Introduction to Local Area Networks (3) **OR**
- CNT140AA Cisco Networking Fundamentals (4) **OR**
- MST140 Microsoft Networking Essentials (3)3-4
- + CNT150AA Cisco Routing Protocols and Concepts4
- + MST150++ Microsoft Windows (any suffixed course)3
- CIS280 Current Topics in Computing3
- + CIS290++ Computer Information Systems Internship (any suffixed course)1-3

**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 Systems3
- CIS224 Project Management Microsoft Project for Windows3
- CIS126DA UNIX Operations System (3) **OR**
- CIS126DL Linux Operating System (3) **OR**
- MST150 Microsoft Windows Professional (3) **OR**
- + MST150VI Microsoft Windows Vista Administration (3) **OR**
- + MST150XP Microsoft Windows XP Professional (3)3
- + CIS150 Programming Fundamentals (3) **OR**
- + CIS150AB Object-Oriented Programming Fundamentals (3)3
- + CIS151 Computer Game Development - Level I (3) **OR**
- + CIS159 Visual Basic Programming I (3) **OR**
- + CIS162++ Any C Programming: Level I course (3) **OR**
- + CIS163AA Java Programming: Level I (3)3
- + CIS225 Business Systems Analysis and Design (3) **OR**
- + CIS225AB Object-Oriented Analysis and Design (3) **OR**
- + CIS250 Management of Information Systems (3)3
- + CIS217AM Advanced Microsoft Access: Database Mgmt. (3) **OR**
- + CIS119DO Introduction to Oracle: SQL (3) **OR**
- + CIS276DA My SQL Database (3)3

(+) Indicates course prerequisites/corequisites (++) indicates any module

Restricted Electives: 3 credits

- + CIS251 Computer Game Development - Level II3
- + CIS259 Visual Basic Programming II.....3
- + CIS262++ Any C Programming: Level II course3
- + CIS263AA Java Programming: Level II3

Select 2 courses for a total of 6 credits:

- + CIS151 Computer Game Development - Level I (3) **OR**
- + CIS159 Visual Basic Programming I (3) **OR**
- + CIS162 C Programming I (3) **OR**
- + CIS162AB C++: Level I (3) **OR**
- + CIS162AC Visual C++: Level I (3) **OR**
- + CIS162AD C#: Level I (3) **OR**
- + CIS163AA Java Programming: Level I (3).....6
- + GBS233 Business Communication3

Programming and System Analysis

**Associate in Applied Science - AAS 3844 (Shared)
64-67 credits**

Description: The Associate in Applied Science (AAS) program provides an in-depth exploration of different computer language and technical skills. The program includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. A Certificate of Completion (CCL) is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Consultation with an Academic Advisor is recommended for course selection.

Admission Criteria: None

Program Prerequisites: 0-3 credits

- + CRE101 College Critical Reading (3) **OR**
equivalent by assessment0-3

Required Courses: 36-37 credits

- ACC111 Accounting Principles3
- CIS105 Survey of Computer Information Systems3
- CIS224 Project Management Microsoft Project for Windows3
- CIS126DA UNIX Operations System (3) **OR**
- CIS126DL Linux Operating System (3) **OR**
- MST150 Microsoft Windows Professional (3) **OR**
- + MST150VI Microsoft Windows Vista Administration (3) **OR**
- + MST150XP Microsoft Windows XP Professional (3).....3
- + CIS150 Programming Fundamentals (3) **OR**
- + CIS150AB Object-Oriented Programming Fundamentals (3).....3
- + CIS166 Web Scripting/Programming (3) **OR**
- + CIS166AA Introduction to JavaScripting (3) **OR**
- + CIS166AB Web Scripting with Perl/CGI (3) **OR**
- + CIS166AC Web Scripting with Active Server Pages (ASP) .NET (3) **OR**
- + CIS166AD Web Scripting with Java Server Pages (JSP) (3) **OR**
- + CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) (3) **OR**
- + CIS166AF Web Scripting with Python (3)3
- + CIS190 Introduction to Local Area Networks (3) **OR**
- + CNT140 Cisco Networking Basics (4) **OR**
- MST140 Microsoft Networking Essentials (3)3-4
- + CIS225 Business Systems Analysis and Design (3) **OR**
- + CIS225AB Object-Oriented Analysis and Design (3) **OR**
- + CIS250 Management of Information Systems (3).....3
- + CIS217AM Advanced Microsoft Access: Database Mgmt. (3) **OR**
- + CIS119DO Introduction to Oracle: SQL (3) **OR**
- + CIS276DA My SQL Database (3).....3

Restricted Electives: 6 credits

- + CIS251 Computer Game Development - Level II3
- + CIS259 Visual Basic Programming II.....3
- + CIS262 C Programming II.....3
- + CIS262AB C++: Level II3
- + CIS262AC Visual C++: Level II.....3
- + CIS262AD C#: Level II.....3
- + CIS263AA Java Programming: Level II.....3

General Education Requirements: 22-24 credits

CORE: 12-14 credits

First-Year Composition

- + ENG101 First-Year Composition (3) **OR**
- + ENG107 First-Year Composition for ESL (3) **AND**
- + ENG102 First-Year Composition (3) **OR**
- + ENG108 First-Year Composition for ESL (3).....6

Oral Communication

Any approved general education course in Oral Communication area3

Critical Reading

Met by CRE101 in Program Prerequisites area0

Mathematics

- + MAT150 College Algebra/Functions (5) **OR**
- + MAT151 College Algebra/Functions (4) **OR**
- + MAT152 College Algebra/Functions (3)3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area3

Social and Behavioral Sciences

- ECN211 Macroeconomic Principles (3) **OR**
- ECN212 Microeconomic Principles (3) **OR**
- SBU200 Society and Business (3)3

Natural Sciences

Any approved general education course in Natural Sciences area.....4

(+) indicates course prerequisites/corequisites (++) indicates any module



COMPUTER INFORMATION SYSTEMS CIS

Web Design 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 102
- Computer Information Systems Technologies, page 103
- Network Administration, page 105
- Web Development, page 109

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 (3) OR
equivalent by assessment0-3

Required Courses: 30 credits

- CIS105 Survey of Computer Information Systems3
- CIS117DM Microsoft Access: Database Management3
- CIS120DB Computer Graphics: Adobe Illustrator3
- CIS120DC Adobe Flash Level I: Digital Animation3
- CIS120DF Adobe Photoshop Level I: Digital Imaging3
- CIS133DA Internet/Web Development Level I3
- + CIS220DC Flash: Advanced Animation and ActionScript3
- + CIS220DF Adobe Photoshop Level II: Advanced Digital Imaging3
- + CIS233DA Internet/Web Development Level II3
- + CIS235 e-Commerce3

Restricted Electives: 9 credits

- + ART/MMT190 Art of Web Site Design3
- CIS103 Introduction to Social Media3
- + CIS119DO Introduction to Oracle: SQL3
- CIS126DL Linux Operating System3
- + CIS138DA Desktop Design and Publishing Using Adobe InDesign3
- + CIS150 Programming Fundamentals3
- + CIS159 Visual Basic Programming I3
- + CIS162AD C#: Level I3
- + CIS166AA Introduction to JavaScripting3
- + CIS166AC Web Scripting with Active Server Pages (ASP).NET3

- + CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP)3
- CIS224 Project Management Microsoft Project for Windows3
- + CIS225AB Object-Oriented Analysis and Design3
- + CIS276 Database Management Systems (3) OR
- + CIS276++ Database Management Systems (any suffixed course)3
- + CIS290++ Computer Info Systems Internship (any suffixed course)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 (3) OR
equivalent by assessment0-3

Required Courses: 30 credits

- CIS105 Survey of Computer Information Systems3
- CIS117DM Microsoft Access: Database Management3
- CIS120DB Computer Graphics: Adobe Illustrator3



(+) Indicates course prerequisites/corequisites (++) indicates any module

CIS120DC	Adobe Flash Level I: 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

+ ART/MMT190	Art of Web Site Design.....	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	Database Management Systems (3) OR	
+ CIS276++	Database Management Systems (any suffixed course) (3)....	3
+ CIS290++	Computer Info Systems Internship (any suffixed course)....	1-3

General Education Requirements: 21-24 credits

CORE: 12-14 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area.....	6
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Oral Communication

Any approved general education course in Oral Communication area.....	3
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Critical Reading

Met by CRE101 College Critical Reading in Program Prerequisites area OR	
Equivalent as indicated by assessment.....	0

Mathematics

+ Any approved general education course in Mathematics area.....	3-5
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DISTRIBUTION: 9-10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area.....	2-3
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Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area.....	3
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Natural Sciences

Any approved general education course in Natural Sciences area.....	4
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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 102
- Computer Information Systems Technologies, page 103
- Network Administration, page 105
- Web Design Technologies, page 108

Web Development

**Certificate of Completion - CCL 5346
39 credits**

Description: The Certificate of Completion (CCL) in Web Development prepares students to design, create and administer interactive and professional web sites that utilize server side programming technologies. Web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions, including store front setup, are integral components of this degree which focuses on server-side programming. In addition to web page creation, students study object-oriented systems analysis and design methods, structured programming logic and design, programming in an Object Oriented Programming Language, and database design and development. Potential job opportunities following program completion include web designer, web developer, web marketing manager, web manager, e-commerce manager, web programmer, web technician, or web server administrator. An Associate 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 (3) OR	
	Equivalent by Assessment.....	0-3

Required Courses: 39 credits

CIS105	Survey of Computer Information Systems.....	3
CIS117DM	Microsoft Access: Database Management.....	3
CIS126DL	Linux Operating System.....	3
CIS133DA	Internet/Web Development Level I.....	3
+ CIS150	Programming Fundamentals.....	3
+ CIS166AE	Web Scripting with PHP: Hypertext Preproc. (PHP).....	3
+ CIS225AB	Object-Oriented Analysis and Design.....	3
+ CIS226++	Any Internet/Intranet Server Administration module.....	3
+ CIS233DA	Internet/Intranet Server Administration module.....	3
+ CIS235	e-Commerce.....	3
+ CIS119DO	Introduction to Oracle: SQL (3) OR	
+ CIS217AM	Adv. Microsoft Access: Database Management (3) OR	
+ CIS276++	Any Database Management Systems module (3).....	3

Continued next page...

(+) indicates course prerequisites/corequisites (++) indicates any module

- + CIS159 Visual Basic Programming I (3) **OR**
- + CIS162++ Any 100-level C Programming module (3) **OR**
- + CIS163AA Java Programming: Level I (3).....3
- + CIS166AA Introduction to JavaScripting (3) **OR**
- + CIS166AC Web Scripting with Active Server Pages (ASP).NET (3) **OR**
- + CIS262++ Any 200-level C Programming module (3).....3

Web Development

Associate in Applied Science - AAS 3031 60-63 credits

Description: The Associate in Applied Science (AAS) in Web Development prepares students to design, create and administer interactive and professional web sites that utilize server side programming technologies. Web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions, including store front setup, are integral components of this degree which focuses on server-side programming. In addition to web page creation, students study object-oriented systems analysis and design methods, structured programming logic and design, programming in an Object Oriented Programming Language and database design and development. Potential job opportunities following program completion include web designer, web developer, web marketing manager, web manager, e-commerce manager, web programmer, web technician, or web server administrator. A Certificate of Completion (CCL) in Web Development is also available.

Program Notes: Students must earn a grade of “C” or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 0-3 credits

- + CRE101 College Critical Reading (3) **OR**
Equivalent by Assessment.....0-3

Required Courses: 39 credits

- CIS105 Survey of Computer Information Systems3
- CIS117DM Microsoft Access: Database Management3
- CIS126DL Linux Operating System3
- CIS133DA Internet/Web Development Level I3
- + CIS150 Programming Fundamentals3
- + CIS166AE Web Scripting with PHP: Hypertext Preproc. (PHP).....3
- + CIS225AB Object-Oriented Analysis and Design3
- + CIS226++ Any Internet/Intranet Server Administration module3
- + CIS233DA Internet/Intranet Server Administration module3
- + CIS235 e-Commerce3
- + CIS119DO Introduction to Oracle: SQL (3) **OR**
- + CIS217AM Adv. Microsoft Access: Database Management (3) **OR**
- + CIS276++ Any Database Management Systems module (3)3
- + CIS159 Visual Basic Programming I (3) **OR**
- + CIS162++ Any 100-level C Programming module (3) **OR**
- + CIS163AA Java Programming: Level I (3).....3
- + CIS166AA Introduction to JavaScripting (3) **OR**
- + CIS166AC Web Scripting with Active Server Pages (ASP).NET (3) **OR**
- + CIS262++ Any 200-level C Programming module (3).....3

General Education Requirements: 21-24 credits

CORE: 12-14 credits

First-Year Composition

- + Any approved general education courses in First-Year Composition area6

Oral Communication

- Any approved general education course in Oral Communication area3

Critical Reading

- + Met by CRE101 **OR**
equivalent as indicated by assessment in Program Prerequisite area.....0

Mathematics

- + Any approved general education course in Mathematics area3-5

DISTRIBUTION: 9-10 credits

Humanities and Fine Arts

- Any approved general education course in Humanities/Fine Arts area 2-3

Social and Behavioral Sciences

- Any approved general education course in Social/Behavioral Sciences area..... 3

Natural Sciences

- Any approved general education course in Natural Sciences area.....4

COMPUTER SCIENCE

CSC

Mathematics/Sciences Division	NS 102A	480.423.6111
CSC Course Coordinator, Gerald Thurman	CM 424	480.423.6110

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

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

- + CHM151 General Chemistry I.....3
- + CHM152 General Chemistry II.....3
- + CSC110AA Introduction to Computer Science (Java)3
- + CSC200AA Principles of Computer Science (Java).....3
- + CSC200AB Principles of Computer Science (Java).....4
- + CSC210AB Data Structures and Algorithms (Java).....4
- + MAT220 Calculus with Analytic Geometry I5
- + MAT230 Calculus with Analytic Geometry II5
- + MAT240 Calculus with Analytic Geometry III5
- + MAT261 Differential Equations.....4
- + PHY115 University Physics I.....5
- + PHY116 University Physics II.....5

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

- CSC185 World Wide Web and Intro. Internet Programming.....3
- CSC285 Computer Programming in the WWW Environment4
- CSC294AA Special Topics in Computing3

Contact the CSC Course Coordinator for advice regarding particular needs.

(+) indicates course prerequisites/corequisites (++) indicates any module

CREATIVE WRITING

CRW

English, World Languages
and Journalism Division

LC 305 480.423.6459
LC 351 480.423.6415

Creative Writing

Academic Certificate - AC 6224 (Shared)

24 credits

Description: The Academic Certificate (AC) in Creative Writing degree 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) **OR**
- CRW155 Bilingual Creative Writing (3)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 Poetry3
- CRW170 Introduction to Writing Fiction3
- CRW172 Introduction to Comic Book Writing3

- CRW180 Introduction to Writing Nonfiction.....3
- CRW190 Introduction to Screenwriting3
- THE118 Playwriting3

Series II: Credits: 9

Students must complete three (3) of the following courses for a total of nine (9) credits.

- + CRW202 The Writer as Witness3
- + CRW203 Dialogue.....3
- + CRW204 Journaling3
- + CRW220 Intermediate Writing Children's Literature3
- CRW251 Topics in Creative Writing.....3
- + CRW260 Intermediate Poetry Writing3
- + CRW261 Topics in Writing: Poetry.....3
- + CRW270 Intermediate Fiction Writing3
- + CRW271 Topics in Writing: Fiction.....3
- + CRW272 Planning and Structuring the Novel3
- + CRW273 Writing the Novel3
- + CRW274 Revising the Novel.....3
- + CRW275 Writing the Mystery Story.....3
- + CRW281 Topics in Writing: Non-Fiction.....3
- + CRW290 Intermediate Screenwriting3
- + CRW291 Topics in Writing: Plays3

Restricted Electives: 3 credits

- COM243 Interpreter's Theatre3
- + CRW++++ Any CRW Creative Writing prefixed course not listed under Required Courses area1-3
- ENG235 Magazine Article Writing.....3
- + ENG236 Magazine Writer's Workshop.....3
- ENG/THE260 Film Analysis.....3
- + ENH++++ Any ENH English Humanities prefixed course.....3
- HUM/THE210 Contemporary Cinema.....3

CULINARY ARTS

CUL

Hospitality, Tourism,
and Culinary Arts Division
Program Director, Karen Chalmers

AP 253 480.423.6578
AP 254 480.423.6241

The Culinary Arts Program offers multiple certificate and AAS courses of study for students. Further information on all programs may be obtained by calling the Culinary Arts office (480-423-6241), the division office (480-423-6578), or by visiting the website at www.scottsdalecc.edu/culinary. The program is proud to be accredited by the American Culinary Federation.

Culinary Block Program

The Block Certificate Program accepts 36 students each semester through an application and interview process. Interested students are encouraged to apply well in advance of their intended semester of enrollment. A lab fee of \$525.00 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 home. These classes provide fundamental skills in Bakery/Pastry, Hot Foods and Garde Manger.

Continued next page...

(+) indicates course prerequisites/corequisites (++) indicates any module

NEW Evening Degrees

The Culinary Arts Foundations (page 114) and Commercial Bakery and Pastry Arts (page 113) programs offer 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 hot foods, garde manger, bakery and pastry as well as additional courses that cover owning and operating a bakery and food service management.

Culinary Arts

Certificate of Completion - CCL 5363
34 credits

Description: The Culinary Arts program is designed to train students who wish to become professional chefs. It offers the option of a Certificate of Completion (CCL) or an Associate in Applied Science (AAS) degree in Culinary Arts. The program requires 35 hours per week in direct class participation. Students must enroll concurrently in all courses in a block regardless of previously completed coursework. Students rotate through all areas of food preparation at lunch and also at dinner. A casual lunch dining room is operated in the first semester and a formal dining room is operated in the evening by the second semester students, providing practical work experience to enhance the lab experience.

Program Notes: Students must earn a grade of “C” or better in all courses within the program. Students must enroll concurrently in all courses in a block, regardless of previously completed coursework.

Admission Criteria: Formal application and admission to the program is required. A special fee of \$525.00 is required each semester in addition to the regular tuition fees.

Placement into 100-level English, reading and math classes on the ASSET test or completion of equivalent coursework.

Program Prerequisites: None

Required Courses: 34 credits

Block 1

CUL115	Food Service Sanitation, Safety and Stewarding	2
CUL120	Food Costing, Purchasing and Inventory Control	2
+ CUL130	Hot Foods I	3
CUL140	Culinary Principles and Kitchen Management I	3
+ CUL150	Garde Manger I.....	2
+ CUL160	Bakery and Pastry Production I	3
+ CUL170	Dining Room Operations I	2

Block 2

CUL210	Menu Planning and Facilities Design.....	2
CUL220	Food Service Nutrition	2
+ CUL230	Hot Foods II	3
+ CUL240	Culinary Principles and Kitchen Management II	3
+ CUL250	Garde Manger II.....	2
+ CUL260	Bakery and Pastry Production II	2
+ CUL270	Dining Room Operations II	3

Culinary Arts

Associate in Applied Science - AAS 3564
62-67 credits

Description: The Associate in Applied Science (AAS) in the Culinary Arts program is designed to train students who wish to become professional chefs. The program requires 35 hours per week in direct class participation. Students must enroll concurrently in all courses in a block regardless of previously completed coursework. Students rotate through all areas of food preparation at lunch and also at dinner. A casual lunch dining room is operated in the first semester and a formal dining room is operated in the evening by the second semester students, providing practical work experience to enhance the lab experience. 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.

Admission Criteria: Formal application and admission to the program is required. A special fee of \$525.00 is required each semester in addition to the regular tuition fees.

Placement into 100-level English, reading and math classes on the ASSET test or completion of equivalent coursework.

Program Prerequisites: None

Required Courses: 34 credits

Block 1

CUL115	Food Service Sanitation, Safety and Stewarding	2
CUL120	Food Costing, Purchasing and Inventory Control	2
+ CUL130	Hot Foods I	3
CUL140	Culinary Principles and Kitchen Management I	3
+ CUL150	Garde Manger I.....	2
+ CUL160	Bakery and Pastry Production I	3
+ CUL170	Dining Room Operations I	2

Block 2

CUL210	Menu Planning and Facilities Design.....	2
CUL220	Food Service Nutrition	2
+ CUL230	Hot Foods II	3
+ CUL240	Culinary Principles and Kitchen Management II	3
+ CUL250	Garde Manger II.....	2
+ CUL260	Bakery and Pastry Production II	2
+ CUL270	Dining Room Operations II	3

Restricted Electives: 6 credits

CUL++++	Any CUL Culinary Arts course(s) except courses used to satisfy Required 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

(+) indicates course prerequisites/corequisites (++) indicates any module

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition

- + ENG101 First-Year Composition (3) **OR**
- + ENG107 First-Year Composition for ESL (3) **AND**
- + ENG102 First-Year Composition (3) **OR**
- + ENG108 First-Year Composition for ESL (3).....6

Oral Communication

Any approved general education course in Oral Communication area3

Critical Reading

- + CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment0-3

Mathematics

+ Any approved general education course in Mathematics area3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area..... 3

Natural Sciences

Any approved general education course in Natural Sciences area.....4

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 Techniques3
- CUL119 Baking Theory and Retail Operations.....3
- CUL127 Commercial Baking: Classical Desserts3
- + CUL137 Specialty Breads and Breakfast Pastry3
- + CUL215 Advanced Pastry Arts3
- + CUL219 Professional Pastry Techniques3

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 Techniques3
- CUL119 Baking Theory and Retail Operations.....3
- CUL127 Commercial Baking: Classical Desserts3
- + CUL137 Specialty Breads and Breakfast Pastry3
- + CUL215 Advanced Pastry Arts3
- + CUL219 Professional Pastry Techniques3

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 Courses1-20
- FRE++++ Any FRE French courses.....1-4
- HRM++++ Any HRM Hotel Restaurant Management courses.....1-20
- MGT++++ Any MGT Management courses1-6
- 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 course in Oral Communication area3

Critical Reading

- + CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment0-3

Mathematics

+ Any approved general education course in Mathematics area3-5

(+) indicates course prerequisites/corequisites (++) indicates any module

DISTRIBUTION: 10 credits

- Humanities and Fine Arts
Any approved general education course in Humanities/Fine Arts area3
- Social and Behavioral Sciences
Any approved general education course in Social/Behavioral Sciences area.....3
- Natural Sciences
Any approved general education course in Natural Sciences area.....4

Culinary Arts Foundations

Certificate of Completion - CCL 5789
18 credits

Description: The Certificate of Completion (CCL) in Culinary Arts Foundations degree is designed to teach basic cooking techniques and fundamentals associated with the culinary industry. The emphasis is on development of skills required for positions in commercial operations. Instruction includes principles for preparation, storage and serving stocks, sauces, soups, and dairy products; study of products and production for cuisines from international cultures; preparation of both hot and cold foods suitable for commercial production; principles and techniques to perform supervisory roles in the food service industry.

Program Notes: Students must earn a grade of “C” or better in all courses within the program.

Admission Criteria:
Formal application and admission to the program is required.

Program Prerequisites: None

Required Courses: 18 credits

- CUL105 Principles and Skills for Professional Cooking.....3
- CUL107 Principles and Techniques of Garde Manger3
- + CUL201 International Cuisine3
- + CUL203 American Regional Cuisine3
- + CUL211BB Professional Cooking Practicum.....3
(CUL211BA, corequisite of CUL211BB, will be waived by the Instructor or Program Director.)
- CUL225 Supervisory Functions in Food Service3

Culinary Arts Foundations

Associate in Applied Science - AAS 3156
60 credits

Description: The Associate in Applied Science (AAS) in Culinary Arts Foundations degree is designed to teach basic cooking techniques and fundamentals associated with the culinary industry. The emphasis is on development of skills required for positions in commercial operations. Instruction includes principles for preparation, storage and serving stocks, sauces, soups, and dairy products; study of products and production for cuisines from international cultures; preparation of both hot and cold foods suitable for commercial production; principles

and techniques to perform supervisory roles in the food service industry.

Program Notes: Students must earn a grade of “C” or better in all courses within the program.

Admission Criteria:
Formal application and admission to the program is required.

Program Prerequisites: None

Required Courses: 18 credits

- CUL105 Principles and Skills for Professional Cooking.....3
- CUL107 Principles and Techniques of Garde Manger3
- + CUL201 International Cuisine3
- + CUL203 American Regional Cuisine3
- + CUL211BB Professional Cooking Practicum.....3
(CUL211BA, corequisite of CUL211BB, will be waived by the Instructor or Program Director.)
- CUL225 Supervisory Functions in Food Service3

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 Courses1-20
- FRE++++ Any FRE French courses.....1-4
- HRM++++ Any HRM Hotel Restaurant Management courses.....1-20
- MGT++++ Any MGT Management courses1-6
- 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 course in Oral Communication area3

Critical Reading

- + CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment0-3

Mathematics

- + Any approved general education course in Mathematics area3-5

DISTRIBUTION: 10 credits

- Humanities and Fine Arts
Any approved general education course in Humanities/Fine Arts area3
- Social and Behavioral Sciences
Any approved general education course in Social/Behavioral Sciences area..... 3
- Natural Sciences
Any approved general education course in Natural Sciences area.....4

(+) indicates course prerequisites/corequisites (++) indicates any module

Culinary Fundamentals

Certificate of Completion - CCL 5532

16 credits

Description: The Certificate of Completion (CCL) in Culinary Fundamentals is designed to equip students with basic skills in culinary arts. The program provides instruction in culinary concepts and terminology, kitchen safety and sanitation, equipment usage, basic nutritional guidelines, standard and metric measurements, food costing, and theory and practice in the production of culinary products. Courses emphasize fundamental cooking techniques and preparation methods for hot foods, breakfast items, salads, sandwiches, dressings, breads and pastries.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 16 credits

CUL101	Culinary Fundamentals: Culinary Basics	4
CUL102	Culinary Fundamentals: Hot Foods	4
CUL103	Culinary Fundamentals: Breakfast and Garde Manger	4
CUL104	Culinary Fundamentals: Bakery and Pastry	4

Culinary Fundamentals

Associate in Applied Science - AAS 3073

60 credits

Description: The Associate in Applied Science (AAS) in Culinary Fundamentals 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: 16 credits

CUL101	Culinary Fundamentals: Culinary Basics	4
CUL102	Culinary Fundamentals: Hot Foods	4
CUL103	Culinary Fundamentals: Breakfast and Garde Manger	4
CUL104	Culinary Fundamentals: Bakery and Pastry	4

Restricted Electives: 17-22 credits

Students should choose seventeen (17) to twenty-two (22) 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	1-22
FRE+++++	Any FRE French courses.....	1-4
HRM+++++	Any HRM Hotel Restaurant Management courses.....	1-22
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 course in Oral Communication area	3
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Critical Reading

+	CRE101	College Critical Reading (3) OR	
		equivalent as indicated by assessment	0-3

Mathematics

+		Any approved general education course in Mathematics area	3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

	Any approved general education course in Humanities/Fine Arts area	3
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Social and Behavioral Sciences

	Any approved general education course in Social/Behavioral Sciences area.....	3
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Natural Sciences

	Any approved general education course in Natural Sciences area.....	4
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Advanced Professional Culinary Arts

Certificate of Completion - CCL 5390

18 credits

Description: The Certificate of Completion (CCL) in Advanced Professional Culinary Arts program provides a comprehensive, hands-on course of study. It is designed to enhance and refine the skills of graduates from basic culinary arts certificate programs and to provide skills to advance the careers of current employees in the culinary industry. Instruction emphasizes specialized techniques in preparation and use of meats, seafoods, poultry and game, including production of stocks, sauces and butchering. Professional baking and pastry courses cover preparation of base products, sauces, breads and rolls, pastries, pies, cakes and decorative and design work with chocolate and sugar. Advanced garde manger instruction is provided in creating complex salads, sandwiches, appetizers and hors d'oeuvres.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

(+) indicates course prerequisites/corequisites (++) indicates any module

Program Prerequisites: 0-34 Credits

High School diploma or GED AND
 A score of 37 or higher on the math portion of the ASSET Placement Test AND
 Certificate of Completion in Culinary Arts (5363) (34)

OR

Two years of work experience in a professional kitchen position **OR**
 Permission of Program Director0-34

Required Courses: 18 credits

- + CUL235 Advanced Culinary Techniques I - Meats2
- + CUL236 Advanced Culinary Techniques II - Seafood2
- + CUL237 Advanced Culinary Techniques III - Game and Poultry2
- + CUL255 Advanced Garde Manger I - Salads and Sandwiches2
- + CUL256 Adv. Garde Manger II - Appetizers and Hors d'Oeuvres2
- + CUL265 Professional Baking I - Base Products and Sauces2
- + CUL266 Professional Baking II - Breads and Rolls2
- + CUL267 Professional Baking III - Pastries, Pies and Cakes.....2
- + CUL268 Professional Baking IV - Decorative and Design Work.....2

Advanced Professional Culinary Arts

Associate in Applied Science - AAS 3045
60 credits

Description: The Associate in Applied Science (AAS) in Advanced Professional Culinary Arts program provides a comprehensive, hands-on course of study. It is designed to enhance and refine the skills of graduates from basic culinary arts certificate programs and to provide skills to advance the careers of current employees in the culinary industry. Instruction emphasizes specialized techniques in preparation and use of meats, seafoods, poultry and game, including production of stocks, sauces and butchering. Professional baking and pastry courses cover preparation of base products, sauces, breads and rolls, pastries, pies, cakes and decorative and design work with chocolate and sugar. Advanced garde manger instruction is provided in creating complex salads, sandwiches, appetizers and hors d'oeuvres.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 0-34 Credits

High School diploma or GED AND
 A score of 37 or higher on the math portion of the ASSET Placement Test AND
 Certificate of Completion in Culinary Arts (5363) (34)

OR

Two years of work experience in a professional kitchen position **OR**
 Permission of Program Director0-34

Required Courses: 18 credits

- + CUL235 Advanced Culinary Techniques I - Meats2
- + CUL236 Advanced Culinary Techniques II - Seafood2
- + CUL237 Advanced Culinary Techniques III - Game and Poultry2
- + CUL255 Advanced Garde Manger I - Salads and Sandwiches2
- + CUL256 Adv. Garde Manger II - Appetizers and Hors d'Oeuvres2

- + CUL265 Professional Baking I - Base Products and Sauces2
- + CUL266 Professional Baking II - Breads and Rolls2
- + CUL267 Professional Baking III - Pastries, Pies and Cakes.....2
- + CUL268 Professional Baking IV - Decorative and Design Work.....2

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 Courses1-20
- FRE++++ Any FRE French courses.....1-4
- HRM++++ Any HRM Hotel Restaurant Management courses.....1-20
- MGT++++ Any MGT Management courses1-6
- 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 course in Oral Communication area3

Critical Reading

- + CRE101 College Critical Reading (3) **OR**
 equivalent as indicated by assessment0-3

Mathematics

+ Any approved general education course in Mathematics area3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area..... 3

Natural Sciences

Any approved general education course in Natural Sciences area.....4

(+) indicates course prerequisites/corequisites (++) indicates any module

DANCE TECHNOLOGY

DAN

HPERD Division PE 155 480.423.6606
 Program Director, Angela Rosenkrans PE 151 480.423.6600

Dance Technology

Certificate of Completion - CCL 5979
 40-44 credits

Description: The Certificate of Completion (CCL) in Dance Technology is designed for students who plan to enter the field of dance as performers, choreographers, teachers and multi-media technicians. The program provides classes in dance theory, performance and production and hands-on training in multi-media production 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, original sound design, choreography for camera and non-linear editing techniques. An Associate in Applied Science (AAS) degree in DanceTechnology is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 31-35 credits

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

+ ADA/ART177	Computer-Photographic Imaging.....	3
DAH100	Introduction to Dance.....	3
DAH110	Dance in Film.....	3
DAN131	Ballet I (1) OR	
+ DAN134	Ballet II (1) OR	
+ DAN231AA	Ballet III: Intensive (2) OR	
+ DAN234AA	Ballet IV: Intensive (2).....	2-4
DAN132	Modern Dance I (1) OR	
+ DAN135	Modern Dance II (1) OR	
+ DAN232	Modern Dance III (1) OR	
+ DAN235	Modern Dance IV (1) OR	
+ DAN232AA	Modern Dance III: Intensive (2) OR	
+ DAN235AA	Modern Dance IV: Intensive (2).....	2-4
DAN210	Dance Production I.....	3
DAN221	Rhythmic Theory for Dance I.....	2
DAN264	Choreography I.....	3
+ DAN272	Dance Technology.....	2
+ DAN280	Dance Practicum.....	2
MTC191	Electronic Music I.....	3
TCM100	Digital Multi Media.....	3

Restricted Electives: 9 credits

+ ADA/ART175	Electronic Publishing Design I.....	3
ART100	Introduction to Computer Graphic Art.....	1



ART131	Photography I.....	3
DAH190	Discovering Dance Careers.....	1
+ DAH201	World Dance Studies.....	3
+ DAH210	History of Ballet and Modern Dance.....	3
+ DAH250	Dance in Popular Culture.....	3
DAN120++	World Dance (any modules).....	1-2
DAN133	Jazz Dance I (1) OR	
+ DAN136	Jazz Dance II (1) OR	
+ DAN233	Jazz Dance III (1) OR	
+ DAN236	Jazz Dance IV (1).....	1-2
+ DAN138	Dance Seminar I.....	1
DAN140	Tap Dance I.....	1
DAN150	Dance Performance I.....	1-2
DAN164	Improvisation.....	1
DAN211	Dance Production II.....	3
+ DAN233AA	Jazz Dance III: Intensive (2) OR	
+ DAN236AA	Jazz Dance IV: Intensive (2).....	2
+ DAN238	Dance Seminar II.....	1
+ DAN285++	Multimedia Perform. Ensemble (any module) (MUP285++).....	3
+ DAN293	Teaching Dance in Elementary Education.....	3
+ DAN294	Teaching Dance in Secondary Education.....	3
+ DAN295	Teaching and Managing of Studio Dance.....	3
+ DAN296WA	Cooperative Education.....	1
MGT253	Owning and Operating a Small Business.....	3
MKT210	Applied Marketing Strategies.....	3
+ TCM134	Pre-Production for Motion Picture and Television.....	3
+ TCM135	Production for Motion Picture and Television.....	3
+ TCM136	Post-Production for Motion Picture and Television.....	3

(+) indicates course prerequisites/corequisites (++) indicates any module

Continued next page...

Dance Technology

Associate in Applied Science - AAS 3019 60-68 credits

Description: The Associate in Applied Science (AAS) degree in Dance Technology is designed for students who plan to enter the field of dance as performers, choreographers, teachers, and multimedia technicians. The program provides classes in dance theory, performance and production and hands on training in multimedia production 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, original sound design, choreography for camera and non-linear editing techniques. A Certificate of Completion (CCL) in Dance Technology is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 31-35 credits

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

+ ADA/ART177	Computer-Photographic Imaging.....	3
DAH100	Introduction to Dance.....	3
DAH110	Dance in Film.....	3
DAN131	Ballet I (1) OR	
+ DAN134	Ballet II (1) OR	
+ DAN231AA	Ballet III: Intensive (2) OR	
+ DAN234AA	Ballet IV: Intensive (2).....	2-4
DAN132	Modern Dance I (1) OR	
+ DAN135	Modern Dance II (1) OR	
+ DAN232	Modern Dance III (1) OR	
+ DAN235	Modern Dance IV (1) OR	
+ DAN232AA	Modern Dance III: Intensive (2) OR	
+ DAN235AA	Modern Dance IV: Intensive (2).....	2-4
DAN210	Dance Production I.....	3
DAN221	Rhythmic Theory for Dance I.....	2
DAN264	Choreography I.....	3
+ DAN272	Dance Technology.....	2
+ DAN280	Dance Practicum.....	2
MTC191	Electronic Music I.....	3
TCM100	Digital Multi Media.....	3

Restricted Electives: 10 credits

+ ADA/ART175	Electronic Publishing Design I.....	3
ART100	Introduction to Computer Graphic Art.....	1
ART131	Photography I.....	3
DAH190	Discovering Dance Careers.....	1
+ DAH201	World Dance Studies.....	3
+ DAH210	History of Ballet and Modern Dance.....	3
+ DAH250	Dance in Popular Culture.....	3
DAN120++	World Dance (any modules).....	1-2

DAN133	Jazz Dance I (1) OR	
+ DAN136	Jazz Dance II (1) OR	
+ DAN233	Jazz Dance III (1) OR	
+ DAN236	Jazz Dance IV (1).....	1-2
+ DAN138	Dance Seminar I.....	1
DAN140	Tap Dance I.....	1
DAN150	Dance Performance I.....	1-2
DAN164	Improvisation.....	1
DAN211	Dance Production II.....	3
+ DAN233AA	Jazz Dance III: Intensive (2) OR	
+ DAN236AA	Jazz Dance IV: Intensive (2).....	2
+ DAN238	Dance Seminar II.....	1
+ DAN285++	Multimedia Perform. Ensemble (any module)(MUP285++).....	3
+ DAN293	Teaching Dance in Elementary Education.....	3
+ DAN294	Teaching Dance in Secondary Education.....	3
+ DAN295	Teaching and Managing of Studio Dance.....	3
+ DAN296WA	Cooperative Education.....	1
MGT253	Owning and Operating a Small Business.....	3
MKT210	Applied Marketing Strategies.....	3
+ TCM134	Pre-Production for Motion Picture and Television.....	3
+ TCM135	Production for Motion Picture and Television.....	3
+ TCM136	Post-Production for Motion Picture and Television.....	3

General Education Requirements: 19-24 credits

CORE: 12-17 credits

First-Year Composition

+ ENG101	First-Year Composition (3) OR	
+ ENG107	First-Year Composition for ESL (3) AND	
+ ENG102	First-Year Composition (3) OR	
+ ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

Any approved general education course in Oral Communication area.....3

Critical Reading

+ CRE101	College Critical Reading (3) OR equivalent as indicated by assessment.....	0-3
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Mathematics

+ Any approved general education course in Mathematics area.....3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

Met by DAH100 listed in the Required Courses area.....0

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area.....3

Natural Sciences

Any approved general education course in Natural Sciences area.....4

DRAFTING

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 96.

(+) indicates course prerequisites/corequisites (++) indicates any module

EARLY LEARNING AND DEVELOPMENT

Social/Behavioral Sciences Division **SB 130 480.423.6206**
 Program Director, Dr. Rosanne Dlugosz **SB 126 480.423.6204**

The Early Learning and Development program at SCC is designed to prepare individuals to enter the workforce as Early Childhood Professionals and to assist individuals employed in the field of early care and education to upgrade and expand their skills. The program emphasizes the roles and responsibilities of professionals, family members, and citizens, who together meet the needs of young children today.

Coursework emphasizes: professionalism and contemporary early childhood work (EED200), philosophies and methods of early learning (ECH128, EED200), creating and managing an environment for young children (EED212, ECH126), an introduction to developmental science (EED205), and the impact of regulations and standards on practice (EED215, EED200). Individuals who are employed or assisting in state licensed early childhood programs must meet current regulatory personnel standards. This typically includes: fingerprinting checks, TB test, immunizations, CPR/first aid and food handler training.

The Associate in Applied Science Degree (AAS) in Early Learning and Development is a shared degree program where students complete the first tier of courses on-site at the SCC campus and continue the second tier of classes at Rio Salado Community College (RSC). Courses are offered in day, evening and Saturday format at SCC. Courses are delivered online via the Internet through RSC. This degree prepares students for work in private preschools, child care environments, and a variety of other program types which serve young children and their families.

SCC also offers Play Lab credit courses (ECH126) for adult students who may bring a child with them to the classroom. Play Labs are unique in welcoming toddlers aged 13 months through the preschool years! The labs provide an opportunity for all students to observe play in an intentionally prepared environment; to see up-close a model for parent involvement; and to participate in practical, hands-on application of the principles of “developmentally appropriate practice” in early childhood development.

Students whose long-term goal is employment in public school preschool and kindergarten classrooms will need an Arizona Early Childhood Teaching Certificate (birth to grade three). This requires transfer to a university for completion of a four-year degree. Early academic advisement (both at SCC and the university) will ensure that transfer students complete the required general studies courses for entry, as well as appropriate early childhood coursework.

NOTE: Courses with asterisk (*) are offered at Rio Salado College.

Early Learning and Development

Associate in Applied Science - AAS 3124 (Shared) 63-68 credits

Description: The Associate in Applied Science (AAS) in Early Learning and Development program is designed to prepare individuals to enter the workforce as Early Childhood Professionals and to assist individuals employed in the field to upgrade and expand their

CFS, ECH, EED, ITD

skills. The program emphasizes the roles of early care and education professionals, families and the wider society as they together meet the contemporary needs of young children. Course work includes the principles of developmental science, professionalism in early childhood work, philosophies and methods of early learning, and the impact of standards on practice. To apply planning, management and evaluation skills, students will observe, participate, and intern in state licensed early childhood programs.

Program Notes: Students must earn a grade of “C” or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 32 credits

ECH128	Early Learning: Play and the Arts	3
EED200	Foundations of Early Childhood Education.....	3
EED212	Guidance, Management and the Environment	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
EED220*	Child, Family, Community and Culture	3
EED222*	Intro to the Exceptional Young Child: Birth to Age Eight	3
EED245*	Early Learning: Language Acquisition and Literacy Dev.	3
+ EED255*	Portfolio Development and Writing for the Profession	3
+ EED260*	Early Childhood Infant/Toddler Internship	1
+ EED261*	Early Childhood Preschool Internship.....	1
+ EED278*	Early Learning: Curriculum and Instr. - Birth/Preschool.....	3
+ EED280*	Standards, Observation & Assessment of Typical/Atypical Behaviors of Young Children Birth to Age Eight.....	3

Restricted Electives: 9 credits

Students must complete one of the following Blocks:

Block One: Infant and Toddler Development:

+ ITD200*	The Physical Child: Birth to Age Three.....	3
+ ITD210*	Early Attachments/Relationships/Families: Birth to Age Three ..	3
+ ITD220*	Cognition and Communication: Birth to Age Three	3

Block Two: Family Child Care Management:

CFS163*	Family Child Care: Introduction to Business Mgmt.	3
CFS164*	Family Child Care: Curriculum and Environment.....	3
CFS207*	Organization and Community Leadership in Child and Family Organization.....	3

Block Three: Early Childhood Business Management

CFS206*	Child/Family Organizations: Mgmt. and Administration	3
CFS207*	Organization and Community Leadership in Child and Family Organization.....	3
CFS208*	Child/Family Organizations: Fiscal Management and Grant Writing.....	3

Block Four: Any CFS, ECH, EED, ITD or FCS prefixed courses not listed in the Required Courses Area

CFS++++	Any CFS Child/Family Studies course(s).....	1-9
ECH++++	Any ECH Early Childhood Education course(s).....	1-9
EED++++	Any EED Early Education course(s)	1-9
ITD++++	Any ITD Infant/Toddler Development course(s)	1-9
FCS++++	Any FCS Family and Consumer Science course(s)	1-9

(+) indicates course prerequisites/corequisites (++) indicates any module

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition

- + ENG101 First-Year Composition (3) **OR**
- + ENG107 First-Year Composition for ESL (3) **AND**
- + ENG102 First-Year Composition (3) **OR**
- + ENG108 First-Year Composition for ESL (3).....6

Oral Communication

Any approved general education course in Oral Communication area.....3

Critical Reading

- + CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment.0-3

Mathematics

- + Any approved general education course in Mathematics area3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area3

Social and Behavioral Sciences

- CFS/ECH176 Child Development (3) **OR**
- EED205 The Developing Child: Prenatal to Age Eight (3) **OR**
- CFS235* Developing Child:
Theory into Practice, Prenatal - Age 8 (3)3

Natural Sciences

Any approved general education course in Natural Sciences area.....4

Child and Family Professional Development

**Academic Certificate - AC 6238 (Shared)
16 credits**

Description: The Academic Certificate (AC) in Child and Family Professional Development is designed for practitioners in the early childhood, school-age, or home visitor field seeking coursework and portfolio/resource file assistance to meet a wide variety of national credentialing requirements (such as the Council for Professional Recognition CDA or the National Child Care Association CCP). Individuals completing this certificate will have fulfilled only the required training clock hours and resource file/portfolio prior to application to external credentialing organizations. Final credentialing assessment and award of the external credential is awarded by the external credentialing organization.

Program Notes: Students must earn a grade of “C” or better for all courses required within the program.

Individuals may be required to meet current state/local regulatory requirements such as fingerprint clearance, health/immunization record and/or CPR certificate.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 16 credits

Required Core: 3 credits

- ECH253* National Credential Portfolio Development.....3

Academic Specialization: 13 credits

Students must complete one of the following blocks:

Family Child Care:

- CFS163* Family Child Care: Introduction to Business Mgmt.3
- CFS164* Family Child Care: Curriculum and Environment.....3
- EED205 The Developing Child: Prenatal to Age Eight3
- EED215 Early Learning: Health, Safety, Nutrition and Fitness3
- + EED260* Early Childhood Infant/Toddler Internship (1) **OR**
- + EED261* Early Childhood Preschool Internship (1)1

Infant Toddler:

- EED205 The Developing Child: Prenatal to Age Eight3
- EED215 Early Learning: Health, Safety, Nutrition and Fitness3
- + EED260* Early Childhood Infant/Toddler Internship1
- + ITD210* Early Attachments/Relationships/Families: Birth to Age Three ..3
- + ITD220* Cognition and Communication: Birth to Age Three3

Preschool:

- ECH128 Early Learning: Play and the Arts3
- EED205 The Developing Child: Prenatal to Age Eight3
- EED212 Guidance, Management and the Environment3
- EED215 Early Learning: Health, Safety, Nutrition and Fitness3
- + EED261* Early Childhood Preschool Internship.....1

Home Visitor:

- CFS190* Home-Based Visitation3
- CFS205* Human Development3
- CFS220* Introduction to Parenting and Family Development.....3
- CFS225* Foundations of Parent Education3
- + FCS260* Family and Consumer Science Internship1

School Age:

- CFS167* School-Age Child Care Provider3
- CFS/ECH176 Child Development3
- CFS206* Child and Family Organizations: Management
and Administration3
- EED215 Early Learning: Health, Safety, Nutrition and Fitness3
- + FCS260* Family and Consumer Science Internship1

Family Child Care Management

**Certificate of Completion - CCL 5714 (Shared)
16 credits**

Description: The Certificate of Completion (CCL) in Family Child Care Management provides individuals with a foundation in early childhood care theories, practices and administration. Topics include curriculum development, health and safety guidelines, business procedures, and cognitive and physical development of the young child.

Program Notes: Students must earn a grade of “C” or better for all courses required within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 16 credits

- CFS163* Family Child Care: Introduction to Business Mgmt.3
- CFS164* Family Child Care: Curriculum and Environment.....3
- CFS207* Organization and Community Leadership in Child
and Family Organization.....3

(+) indicates course prerequisites/corequisites (++) indicates any module

EED205	The Developing Child: Prenatal to Age Eight	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
+ EED260*	Early Childhood Infant/Toddler Internship	1

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	Fundamentals of Writing (3) OR equivalent as indicated by placement test	0-3

Infant and Toddler Development

Certificate of Completion - CCL 5715 (Shared)

16 credits

Description: The Certificate of Completion (CCL) in Infant and Toddler Development prepares individuals with foundational knowledge on the development of the young child. Included topics are child health, physical milestones, and cognitive development. Also covered are adult/child relationship building, and communication and language acquisition.

Program Notes: Students must earn a grade of "C" or better for all courses required within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 16 credits

EED205	The Developing Child: Prenatal to Age Eight	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
+ EED260*	Early Childhood Infant/Toddler Internship	1
+ ITD200*	The Physical Child: Birth to Age Three	3
+ ITD210*	Early Attachments/Relationships/Families: Birth to Age Three ..	3
+ ITD220*	Cognition and Communication: Birth to Age Three	3

Required Courses: 37-38 credits

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3).....	3
+ EQS105	Principles of Equine Science	3
+ EQS120	Equine Anatomy and Physiology	4
+ EQS130	Equine Business and Law	3
+ EQS140	Equine Behavior	3
+ EQS162	Stable Management Techniques	2
+ EQS200	Principles of Equine Nutrition.....	3
+ EQS220	Equine Reproduction	3
+ EQS225	Equine Health and Disease Management	3
+ EQS250	Equine Evaluation.....	3
+ EQS264	Equine Management.....	4
+ EQS280	Equine Science Internship (3) OR	
+ EQS285	Equine Science Practicum (2)	2-3
+ EQS282	Special Event Internship.....	1

EQUINE SCIENCE

EQS

Applied Sciences Division	AP 237B	480.423.6599
Program Director, Dr. Pat Evans	AP 229	480.423.6231

Restricted Electives: 3 credits

EQS175	Introduction to Equine Therapies.....	2
<i>EQS280 may not be selected as a Restricted Elective if it is used to satisfy Required Courses credits.</i>		
+ EQS280	Equine Science Internship	3
+ EQS282	Special Event Internship (1).....	1-2
<i>(EQS282 may be repeated.)</i>		
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

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

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.

(+) indicates course prerequisites/corequisites (++) indicates any module

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 Fundamentals of Writing (3) **OR**
equivalent as indicated by placement test.....0-3

Required Courses: 37-38 credits

- BPC110 Computer Usage and Applications (3) **OR**
- CIS105 Survey of Computer Information Systems (3).....3
- + EQS105 Principles of Equine Science3
- + EQS120 Equine Anatomy and Physiology4
- + EQS130 Equine Business and Law3
- + EQS140 Equine Behavior3
- + EQS162 Stable Management Techniques2
- + EQS200 Principles of Equine Nutrition.....3
- + EQS220 Equine Reproduction3
- + EQS225 Equine Health and Disease Management3
- + EQS250 Equine Evaluation.....3
- + EQS264 Equine Management.....4
- + EQS280 Equine Science Internship (3) **OR**
- + EQS285 Equine Science Practicum (2)2-3
- + EQS282 Special Event Internship.....1

Restricted Electives: 3 credits

- EQS175 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 Internship3
- + EQS282 Special Event Internship (1).....1-2
(EQS282 may be repeated.)
- MGT251 Human Relations in Business.....3
- MKT101 Introduction to Public Relations3
- MKT263 Advertising Principles3
- + PSY250 Social Psychology.....3
- SPA115 Beginning Spanish Conversation I.....3

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition

- + ENG101 First-Year Composition (3) **OR**
- + ENG107 First-Year Composition for ESL (3) **AND**
- + ENG102 First-Year Composition (3) **OR**
- + ENG108 First-Year Composition for ESL (3).....6

Oral Communication

Any approved general education course in Oral Communication area3

Critical Reading

- + CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment.0-3

Mathematics

- + Any approved general education course in Mathematics area3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area3

Social and Behavioral Sciences

PSY101 Introduction to Psychology.....3

Natural Sciences

Any approved general education course in Natural Sciences area.....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 Intro. Exercise Science, Kinesiology and Physical Educ.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 Introduction to Professions in Nutrition and Dietetics 1
- + FON210 Sports Nutrition and Supplements for Physical Activity3
- FON230 Nutrition for Special Populations.....3
- + FON247 Weight Management Theory3

(+) indicates course prerequisites/corequisites (++) indicates any module

Personal Training Specialist

Certificate of Completion - CCL 5445 (Shared) 30-37 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: 26-31 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
EXS101	Intro. Exercise Science, Kinesiology and Physical Educ.....	3
EXS112	Professional Applications of Fitness Principles	3
EXS125	Introduction to Exercise Physiology.....	3
EXS130	Strength Fitness: Physiological Principles/Trng Techniques.....	3
EXS132	Cardio. Fitness: Physiological Principles/Trng Techniques	3
EXS145	Guidelines for Exercise Testing and Prescription	3
FON100	Introductory Nutrition (3) OR	
FON105	Nutrition Principles for Fitness Professionals (3) OR	
FON241	Principles of Human Nutrition (3).....	3
HES154	First Aid/Cardiopulmonary Resuscitation (3) OR	
	Proof of First Aid and CPR Certification	0-3
+ EXS239	Practical Applications of Personal Trng Internship (3) OR	
+ EXS239AA	Practical Applications of Personal Trng Internship (1) OR	
+ EXS239AB	Practical Applications of Personal Trng Internship (2).....	1-3

Restricted Electives: 4-6 credits

Choose a total of 4-6 credits from EXS, FON, HES, SPM, and/or WED courses except courses used to satisfy Required Courses area.

EXS+++++	Any EXS Exercise Science courses
FON+++++	Any FON Food and Nutrition courses
HES+++++	Any HES Health Science courses
SPM+++++	Any SPM Sports Management courses
WED+++++	Any WED Wellness Education courses

Exercise Science and Personal Training

Associate in Applied Science - AAS 3059 (Shared) 64-72 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) Health and Fitness Specialist Certification, 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: 36-39 credits

EXS101	Intro. Exercise Science, Kinesiology, and Physical Educ.....	3
EXS112	Professional Applications of Fitness Principles	3
EXS125	Introduction to Exercise Physiology.....	3
EXS130	Strength Fitness-Physiological Principles/Trng Techniques.	3
EXS132	Cardio. Fitness: Physiological Principles/Trng Techniques	3
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
HES154	First Aid/Cardiopulmonary Resuscitation (3) OR	
	BLS Health Care Provider and First Aid Certification	0-3

Restricted Electives: 6 credits

Choose a total of six (6) credits from EXS, FON, HES, SPM, and/or WED courses except courses used to satisfy Required Courses area.

EXS+++++	Any EXS Exercise Science courses
FON+++++	Any FON Food and Nutrition courses
HES+++++	Any HES Health Science courses
SPM+++++	Any SPM Sports Management courses
WED+++++	Any WED Wellness Education courses

(+) indicates course prerequisites/corequisites (++) indicates any module

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 (3) **OR**
equivalent as indicated by assessment.....0-3

Mathematics

- Any approved general education course in Mathematics area, except MAT102.
The following courses are recommended:
- + MAT120 Intermediate Algebra (5) **OR**
 - + MAT121 Intermediate Algebra (4) **OR**
 - + MAT122 Intermediate Algebra (3).....3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area3

Social and Behavioral Sciences

- HES100 Healthful Living (3) **OR**
- PSY101 Introduction to Psychology (3).....3

Natural Sciences

- BIO160 Introduction to Human Anatomy and Physiology (4) **OR**
- + BIO156 Introductory Biology for Allied Health (4) **OR**
- + BIO181 General Biology (Majors) I (4).....4

GRAPHIC DESIGN

ART

Fine Arts Division MB 139 480.423.6328
Program Director, Peggy Deal pdeal@earthlink.net

Graphic Design: Visual Communication

Certificate of Completion - CCL 5983
38 credits

Description: The Certificate of Completion (CCL) in Graphic Design: Visual Communication is designed for students who plan to enter the field of Design. Students will receive hands-on training in fine art foundations, design principles, and in computer-generated design including layout, illustrations, typeface, color principles, photographic manipulation, and prepress ready graphic design.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 30 credits

- ADA/ART112 Two-Dimensional Design.....3
- + ADA/ART169 Two-Dimensional Computer Design.....3
- + ADA/ART175 Electronic Publishing Design I.....3
- + ADA/ART177 Computer-Photographic Imaging.....3

- ARH110 History of Graphic Design.....3
- ART100 Introduction to Computer Graphic Art.....1
- ART103 Typography in the Digital Age.....3
- + ART113 Color.....3
- + ART181 Graphic Design I.....3
- ART255AA Self Promotion.....1
- + ART255AB The Portfolio.....1
- + ART291 Digital Prepress.....3

Restricted Electives: 8 credits

- + ADA/ART183 Computer Aided Graphic Arts I.....3
- ARH100 Introduction to Art.....3
- ART142 Introduction to Digital Photography.....3
- ART150 Digital Storytelling (COM/STO150).....3
- + ART182 Graphic Design II.....3
- + ART/MMT190 Art of Web Site Design.....3
- + ART289 Computer Illustration.....3
- + ART296++ Cooperative Education (any module).....1-4
- CIS133DA Internet/Web Development - Level I.....3

Graphic Design: Visual Communication

Associate in Applied Science - AAS 3052
60-65 credits

Description: The Associate in Applied Science (AAS) in Graphic Design: Visual Communication is designed for students who plan to enter the field of Design. Students will receive hands-on training in fine art foundations, design principles, and in computer-generated design including layout, illustrations, typeface, color principles, photographic manipulation, and prepress ready graphic design.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 30 credits

- ADA/ART112 Two-Dimensional Design.....3
- + ADA/ART169 Two-Dimensional Computer Design.....3
- + ADA/ART175 Electronic Publishing Design I.....3
- + ADA/ART177 Computer-Photographic Imaging.....3
- ARH110 History of Graphic Design.....3
- ART100 Introduction to Computer Graphic Art.....1
- ART103 Typography in the Digital Age.....3
- + ART113 Color.....3
- + ART181 Graphic Design I.....3
- ART255AA Self Promotion.....1
- + ART255AB The Portfolio.....1
- + ART291 Digital Prepress.....3

Restricted Electives: 11 credits

- + ADA/ART183 Computer Aided Graphic Arts I.....3
- ARH100 Introduction to Art.....3
- ART142 Introduction to Digital Photography.....3

(+) indicates course prerequisites/corequisites (++) indicates any module

ART150	Digital Storytelling (COM/STO150).....	3
+ ART182	Graphic Design II.....	3
+ ART/MMT190	Art of Web Site Design.....	3
+ ART289	Computer Illustration.....	3
+ ART296++	Cooperative Education (any module).....	1-4
CIS133DA	Internet/Web Development - Level I.....	3

General Education Requirements: 19-24 credits

CORE: 12-17 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area.....	6
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Oral Communication

Any approved general education course in Oral Communication area.....	3
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Critical Reading

+ CRE101	College Critical Reading (3) OR equivalent as indicated by assessment.....	0-3
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Mathematics

+ Any approved general education course in Mathematics area.....	3-5
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DISTRIBUTION: 7 credits

Humanities and Fine Arts

Met by ARH110 in Required Courses area.....	0
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Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area.....	3
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Natural Sciences

Any approved general education course in Natural Sciences area.....	4
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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
DAH201	World Dance Studies.....	3
DAN115	Contemporary Dance Trends.....	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

DAN140	Tap Dance I.....	1
DAN211	Dance Production II.....	3
DAN221	Rhythmic Theory for Dance I.....	2
DAN231AA	Ballet III: Intensive.....	2
DAN232	Modern Dance III.....	1
DAN232AA	Modern Dance III: Intensive.....	2
DAN233	Jazz Dance III.....	1
DAN233AA	Jazz Dance III: Intensive.....	2
DAN234AA	Ballet IV: Intensive.....	2
DAN235	Modern Dance IV.....	1
DAN235AA	Modern Dance IV: Intensive.....	2
DAN236	Jazz Dance IV.....	1
DAN236AA	Jazz Dance IV: Intensive.....	2
DAN237	Ballet Pointe I.....	1
DAN238	Dance Seminar II.....	1
DAN241	Dance Notation I.....	3
DAN264	Choreography I.....	3
DAN272	Dance Technology.....	2
EXS101	Intro Exercise Science, Kinesiology, and Physical Educ.....	3
EXS265	Theory of Coaching.....	3
EXS281	Methods of Coaching.....	3
FON100	Introductory Nutrition.....	3
FON210	Sports Nutrition and Supplements for Physical Activity.....	3
FON230	Nutrition for Special Populations.....	3
FON241	Principles of Human Nutrition (FON241LL Lab 1 Cr.).....	3
FON247	Weight Management Theory.....	3
HES100	Healthful Living.....	3
HES154	First Aid/Cardiopulmonary Resuscitation.....	3
HES201	Substance Abuse and Behavior.....	3
HES271	Prevention and Treatment of Athletic Injuries.....	3
PED+++	Physical Activities 101, 103, 201, 202.....	1
PED115	Lifetime Fitness.....	2
PED150	Tradition and Practice of Yoga I.....	2
PED155	Tradition and Practice of Yoga II.....	2
PED158	Tradition and Practice of Yoga III.....	2
PED177	History of Sports in the United States.....	3
PED210	Movement Analysis.....	1
PED270	Teaching Yoga: Level I.....	2
PED271	Teaching Yoga: Level II.....	2
PED280	Introduction to Yoga Therapy.....	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
REC210	Leisure Delivery Systems.....	3
WED151	Introduction to Alternative Medicine.....	3
WED162	Meditation and Wellness.....	1
WED165	Overview of Massage Therapy.....	2
WED172	Overview of Herbal Remedies.....	1
WED181	Essential Oil Properties and Formulation.....	1
WED183	Introduction to Ayurvedic Principles.....	2
WED185	Overview of Movement Therapy.....	2
WED195	Special Topics in Wellness Education.....	0.5-2
WED218	Aromatherapy.....	1

(+) indicates course prerequisites/corequisites (++) indicates any module

**HOSPITALITY AND TOURISM/
GOLF MANAGEMENT**

Hospitality, Tourism,
and Culinary Arts Division
Program Director, Larry Williams

AP 253 480.423.6578
AP 244 480.423.6266

HRM

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

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

CSM/TQM101	Quality Customer Service	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
+ HRM291	Directed Field Study - International	3
+ HRM292	Directed Field Study	3
+ HRM296WC	Cooperative Education (3) OR	
+ PED296WC	Cooperative Education (3).....	3
+ PSY215	Introduction to Sport Psychology	3

(+) Indicates course prerequisites/corequisites (++) indicates any module

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

CSM/TQM101	Quality Customer Service	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
+ HRM291	Directed Field Study - International	3
+ HRM292	Directed Field Study	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 (3) **OR**
equivalent as indicated by assessment0-3

Mathematics

- + Any approved general education course in Mathematics area3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area3

Social and Behavioral Sciences

- ECN211 Macroeconomic Principles (3) **OR**
- ECN212 Microeconomic Principles (3) **OR**
- PSY101 Introduction to Psychology (3) **OR**
- REC120 Leisure and the Quality of Life (3).....3

Natural Sciences

Any approved general education course in Natural Sciences area.....4

**HOSPITALITY AND TOURISM/
HOTEL MANAGEMENT**

HRM

Hospitality, Tourism,
and Culinary Arts Division **AP 253 480.423.6578**
Program Director, Larry Williams **AP 244 480.423.6266**

**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 Management3
- HRM120 Hotel Facility Management3
- HRM130 Guest Services Management3
- HRM140 Food Production Concepts3
- + HRM150 Hospitality and Tourism Information Systems I3
- + HRM220 Hospitality Managerial Accounting.....3
- + HRM250 Hospitality and Tourism Information Systems II3
- + HRM260 Hospitality Human Resource Management3
- + HRM270 Hospitality Marketing3
- + HRM280 Hospitality and Tourism Law.....3

Restricted Electives: 6 credits

- CSM/TQM101 Quality Customer Service3
- HRM142 Wine: From Vine to Table3
- HRM145 Events Management.....3
- HRM230 Beverage Management3
- + HRM235 Club Management3
- + HRM240 Commercial Food Production3
- HRM275 Restaurant Management3
- HRM285 Gaming Management3
- + HRM290 Ecotourism.....3
- + HRM291 Directed Field Study - International3
- + HRM292 Directed Field Study3
- HRM296WC Cooperative Education3
- REC210 Leisure Delivery Systems3

**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 Management3
- HRM120 Hotel Facility Management3
- HRM130 Guest Services Management3

(+) indicates course prerequisites/corequisites (++) indicates any module

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

CSM/TQM101	Quality Customer Service	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
HRM285	Gaming Management	3
+ HRM290	Ecotourism.....	3
+ HRM291	Directed Field Study - International	3
+ HRM292	Directed Field Study	3
+ HRM296WB	Cooperative Education	2
+ HRM296WC	Cooperative Education	3
REC210	Leisure Delivery Systems	3

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition

+ ENG101	First-Year Composition (3) OR	
+ ENG107	First-Year Composition for ESL (3) AND	
+ ENG102	First-Year Composition (3) OR	
+ ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

Any approved general education course in Oral Communication area.....3

Critical Reading

+ CRE101	College Critical Reading (3) OR equivalent as indicated by assessment	0-3
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Mathematics

+ Any approved general education course in Mathematics area3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area3

Social and Behavioral Sciences

ECN211	Macroeconomic Principles (3) OR	
ECN212	Microeconomic Principles (3) OR	
PSY101	Introduction to Psychology (3) OR	
REC120	Leisure and the Quality of Life (3).....	3

Natural Sciences

Any approved general education course in Natural Sciences area.....4

**HOSPITALITY AND TOURISM/
RESTAURANT MANAGEMENT**

HRM

Hospitality, Tourism,
and Culinary Arts Division **AP 253 480.423.6578**
Program Director, Larry Williams **AP 244 480.423.6266**

**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
+ HRM260	Hospitality Human Resource Management	3
+ HRM270	Hospitality Marketing	3
HRM275	Restaurant Management	3
+ HRM280	Hospitality and Tourism Law.....	3

Restricted Electives: 6 credits

CSM/TQM101	Quality Customer Service	3
HRM142	Wine: From Vine to Table	3
HRM145	Events Management.....	3
+ HRM235	Club Management	3
+ HRM240	Commercial Food Production	3
HRM285	Gaming Management	3
+ HRM291	Directed Field Study - International	3
+ HRM292	Directed Field Study	3
+ HRM296WC	Cooperative Education	3

(+) indicates course prerequisites/corequisites (++) indicates any module

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

CSM/TQM101	Quality Customer Service	3
HRM142	Wine: From Vine to Table	3
HRM145	Events Management.....	3
+ HRM235	Club Management	3
+ HRM240	Commercial Food Production	3
HRM285	Gaming Management	3
+ HRM291	Directed Field Study - International	3
+ HRM292	Directed Field Study	3
+ HRM296WB	Cooperative Education	2
+ HRM296WC	Cooperative Education	3

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition

+ ENG101	First-Year Composition (3) OR	
+ ENG107	First-Year Composition for ESL (3) AND	
+ ENG102	First-Year Composition (3) OR	
+ ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

Any approved general education course in Oral Communication area.....3

Critical Reading

+ CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment.0-3

Mathematics

+ Any approved general education course in Mathematics area3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area3

Social and Behavioral Sciences

ECN211	Macroeconomic Principles (3) OR	
ECN212	Microeconomic Principles (3) OR	
PSY101	Introduction to Psychology (3) OR	
REC120	Leisure and the Quality of Life (3).....	3

Natural Sciences

Any approved general education course in Natural Sciences area.....4

HOSPITALITY AND TOURISM/ HRM SPA AND WELLNESS CENTER MANAGEMENT

Hospitality, Tourism,

and Culinary Arts Division

Program Director, Larry Williams

AP 253 480.423.6578

AP 244 480.423.6266

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.

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

(+) indicates course prerequisites/corequisites (++) indicates any module

WED162	Meditation and Wellness.....	1
WED165	Overview of Massage Therapy.....	2
Restricted Electives: 6 credits		
CSM/TQM101	Quality Customer Service.....	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
+ HRM291	Directed Field Study - International.....	3
+ HRM292	Directed Field Study.....	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.....	0.5
WED195AB	Special Topics in Wellness Education.....	1
WED195AC	Special Topics in Wellness Education.....	2
WED218	Aromatherapy.....	1

Hospitality and Tourism/Spa and Wellness Center Management

Associate in Applied Science - AAS 3079 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

CSM/TQM101	Quality Customer Service.....	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
+ HRM291	Directed Field Study - International.....	3
+ HRM292	Directed Field Study.....	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.....	0.5
WED195AB	Special Topics in Wellness Education.....	1
WED195AC	Special Topics in Wellness Education.....	2
WED218	Aromatherapy.....	1

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 (3) OR equivalent as indicated by assessment.....	0-3
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Mathematics

+ Any approved general education course in Mathematics area.....	3-5
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(+) indicates course prerequisites/corequisites (++) indicates any module

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area3

Social and Behavioral Sciences

ECN211 Macroeconomic Principles (3) **OR**
 ECN212 Microeconomic Principles (3) **OR**
 PSY101 Introduction to Psychology (3) **OR**
 REC120 Leisure and the Quality of Life (3).....3

Natural Sciences

Any approved general education course in Natural Sciences area.....4

**HOSPITALITY AND TOURISM/ HRM
 TOURISM DEVELOPMENT AND MANAGEMENT**

**Hospitality, Tourism,
 and Culinary Arts Division** AP 253 480.423.6578
Program Director, Larry Williams AP 244 480.423.6266

**Hospitality and Tourism/Tourism
 Development and Management**

**Certificate of Completion - CCL 5607
 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 Management3
 HRM145 Events Management.....3
 + HRM146 International Meetings, Conventions and Exhibitions3
 + HRM150 Hospitality and Tourism Information Systems I3
 HRM160 Tourism Principles and Practices3
 + HRM260 Hospitality Human Resource Management3
 + HRM265 Financial Management for Hospitality and Tourism.....3
 + HRM270 Hospitality Marketing3
 + HRM280 Hospitality and Tourism Law.....3
 + HRM290 Ecotourism.....3
 REC210 Leisure Delivery Systems3

Restricted Electives: 6 credits

GCU121 World Geography I: Eastern Hemisphere (3) **OR**
 GCU122 World Geography II: Western Hemisphere (3)3

+ HRM235 Club Management3
 + HRM250 Hospitality and Tourism Information Systems II3
 HRM285 Gaming Management3
 + HRM291 Directed Field Study - International3
 + HRM292 Directed Field Study3
 + HRM296WC Cooperative Education3
 REC120 Leisure and the Quality of Life3

**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 Management3
 HRM145 Events Management.....3
 + HRM146 International Meetings, Conventions and Exhibitions3
 + HRM150 Hospitality and Tourism Information Systems I3
 HRM160 Tourism Principles and Practices3
 + HRM260 Hospitality Human Resource Management3
 + HRM265 Financial Management for Hospitality and Tourism.....3
 + HRM270 Hospitality Marketing3
 + HRM280 Hospitality and Tourism Law.....3
 + HRM290 Ecotourism.....3
 REC210 Leisure Delivery Systems3

Restricted Electives: 6 credits

GCU121 World Geography I: Eastern Hemisphere (3) **OR**
 GCU122 World Geography II: Western Hemisphere (3)3
 + HRM235 Club Management3
 + HRM250 Hospitality and Tourism Information Systems II3
 HRM285 Gaming Management3
 + HRM291 Directed Field Study - International3
 + HRM292 Directed Field Study3
 + HRM296WC Cooperative Education3

(+) indicates course prerequisites/corequisites (++) indicates any module

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 (3) **OR**
equivalent as indicated by assessment.....0-3

Mathematics

- + Any approved general education course in Mathematics area3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

- Any approved general education course in Humanities/Fine Arts area3

Social and Behavioral Sciences

- ECN211 Macroeconomic Principles (3) **OR**
- ECN212 Microeconomic Principles (3) **OR**
- PSY101 Introduction to Psychology (3) **OR**
- REC120 Leisure and the Quality of Life (3).....3

Natural Sciences

- Any approved general education course in Natural Sciences area.....4

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 equips students with a background in the conceptual, technical and historical aspects of interior design. Students study basic design, color, history of architecture and furniture, interior materials, hand and computer drafting, space planning, and presentation techniques. Studio projects allow students to identify, research, and solve design issues.

The mission of the Interior Design program is to provide a comprehensive educational experience with pathways leading to professional placement in the interiors industry. The two-tiered curriculum consists of an Associate in Applied Science (AAS) in Interior Design that provides foundational knowledge and skills and a Certificate of Completion (CCL) in Interior Design: Professional Level that offers specialized knowledge within the interiors industry.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 42 credits

- ARC121 Introduction to Architectural Drafting: Manual.....3
- ARC141 Architectural CAD I: Introduction3
- + ARC142 Architectural CAD II: Plans and Elevations.....3
- INT105 Introduction to Interior Design.....3
- INT115 Historical Architecture and Furniture3
- INT120 Modern Architecture and Furniture.....3
- + INT145 Drawing and Rendering3
- INT150 Color and Design.....3
- INT160 Fabrics for Interiors.....3
- + INT170 Interior Materials.....3
- + INT190 Space Planning.....3
- INT225 History of Decorative Arts3
- + INT230 Presentation Techniques3
- + INT240 Kitchen and Bath Design3

General Education Requirements: 19-24 credits

CORE: 12-17 credits

First-Year Composition

- + Any approved general education courses in First-Year Composition area6

Oral Communication

- Any approved general education course in Oral Communication area3

Critical Reading

- + CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment.....0-3

Mathematics

- + Any approved general education course in Mathematics area3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

- Met by INT115 and INT120 in Required Courses area0

Social and Behavioral Sciences

- Any approved general education course in Social/Behavioral Sciences area..... 3

Natural Sciences

- Any approved general education course in Natural Sciences area.....4

Interior Design: Professional Level

Certificate of Completion - CCL 5160
27 credits

Description: The Certificate of Completion (CCL) in Interior Design: Professional Level program is a post AAS certificate program offering specialized and technical knowledge within interior design that provides fundamental knowledge and skills for the design industry.

The mission of the Interior Design Program is to provide a comprehensive educational experience with pathways leading to professional placement in the interiors industry

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: Formal application and admission to the program is required, including Portfolio Review.

(+) indicates course prerequisites/corequisites (++) indicates any module

Program Prerequisites: 61 credits

Associate in Applied Science in Interior Design (3122) (61) **AND**
 permission of the Program Director.....61

Required Courses: 18 credits

+ INT215	Professional Practices	3
+ INT260	Interior Codes and Regulations	3
+ INT265	Building Systems	3
+ INT268	Lighting Design	3
+ INT270	Commercial Design	3
+ INT271AA-AC	Interior Design Internship (any suffixed courses)	3

Restricted Electives: 9 credits

ARH+++++	Any ARH Art Humanities courses.....	6
ASB+++++	Any ASB Anthropology course (3) OR	
PSY+++++	Any PSY Psychology course (3) OR	
SOC+++++	Any SOC Sociology course (3)	3

JOURNALISM

JRN

English, World Languages & Journalism Div. LC 305 **480.423.6459**
 Program Contact, Julie Knapp LC 350 **480.423.6410**

Journalism

Associate in Applied Science - AAS 3120
62 credits

Description: The Associate in Applied Science (AAS) in Journalism provides students with general, practical and marketable skills that will enable them to seek entry-level employment in news and feature writing for newspapers, magazines, community journals, online websites and radio and television. The program includes development of a portfolio that will exhibit students' abilities to write both news and feature stories. The development of news judgment is also a critical component of the program. An awareness of global and cultural differences also forms a key element of this degree for the successful graduate. The curriculum combines coursework in journalism with a General Education component.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 34-36 credits

CIS105	Survey of Computer Information Systems	3
+ ENG216	Persuasive Writing on Public Issues.....	3
+ JRN125	Photo Editing	3
+ JRN133	Development of Small Publications (3) OR	
JRN205	Copyediting (3)	3
+ JRN201	News Writing.....	3
+ JRN203	Writing for Online Media	3
JRN215	News Production.....	3
JRN225	Photojournalism.....	3

JRN234	Feature Writing	3
+ JRN240++	Journalism Internship.....	1-3
MCO120	Media and Society	3
+ MCO220	Cultural Diversity and the Media.....	3

Restricted Electives: 3 credits

ENH110	Introduction to Literature.....	3
ENH112	Chicano Literature	3
ENH113	Writers/Directors and Current Issues.....	3
ENH114	African-American Literature	3
ENH206	Nature and Environmental Literature.....	3
+ GBS233	Business Communication	3
HUM107	Humanities Through the Arts	3
HUM125	The Urban Experience.....	3
HUM201	Humanities: Universal Themes.....	3
+ HUM250	Ideas and Values in the Humanities	3
+ HUM251	Ideas and Values in the Humanities	3
+ JRN212	Broadcast Writing	3
+ JRN236	Advanced Practicum: Public Relations.....	3
MGT251	Human Relations in Business.....	3
REL100	World Religions.....	3

General Education Requirements: 25-27 credits

CORE: 15-17 credits

First-Year Composition

+ ENG101	First-Year Composition (3) AND	
+ ENG102	First-Year Composition (3) OR	
+ ENG111	Technical and Professional Writing (3).....	6

Oral Communication

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
+ COM225	Public Speaking (3) OR	
COM230	Small Group Communication (3)	3

Critical Reading

+ CRE101	College Critical Reading (3) OR equivalent as indicated by assessment.	3
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Mathematics

+ MAT102	Mathematical Concepts/Applications (3) OR	
+ MAT120	Intermediate Algebra (5) OR	
+ MAT121	Intermediate Algebra (4) OR	
+ MAT122	Intermediate Algebra (3) OR	
	Satisfactory completion of a higher level mathematics course.....	3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area.....3

Natural Sciences

Any approved general education course in Natural Sciences area.....4

(+) indicates course prerequisites/corequisites (++) indicates any module

MOTION PICTURE/TV PRODUCTION TCM

MP/TV Film School LC 404 480.423.6076
 Program Contacts:
 Shawn Mitchell (Day Chair) AP 208A 480.423.6323
 Chris Jensen (Evening Chair) AP 208B 480.423.6329

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, Broadcast Production, Film Production, and Editing programs are also available.

Requirements for the AAS Degree and Certificates of Completion

Program Common Core: 12-15 Credits

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

Required Courses: 12-15 credits

TCM100	Digital Multi Media (3) OR Permission of Program Director.....	0-3
TCM101	Fundamentals of Radio and TV	3
+ TCM134	Pre-Production for Motion Picture and Television	3
+ TCM135	Production for Motion Picture and Television	3
+ TCM136	Post-Production for Motion Picture and Television.....	3

Program Tracks

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

Track I: Certificate of Completion in Screenwriting.....	135
Track II: Certificate of Completion in Broadcast Production	135
Track III: Certificate of Completion in Film Production	136
Track IV: Certificate of Completion in Editing	136



Motion Picture/Television Production

**Associate in Applied Science - AAS 3572
68-78 credits**

The general studies requirement of 22-27 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 68-78 credits required for the AAS in Motion Picture/Television Production.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 40-51 credits
 See specialization track for list of courses.

Restricted Electives: 0-6 credits
 See specialization track for list of 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

Any approved general education course in Oral Communication area3

Critical Reading

+ CRE101	College Critical Reading (3) OR equivalent as indicated by assessment.	0-3
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Mathematics

+ Any approved general education course in Mathematics area3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities and Fine Arts area3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area..... 3

Natural Sciences

Any approved general education course in Natural Sciences area.....4

(+) indicates course prerequisites/corequisites (++) indicates any module

Screenwriting

Certificate of Completion - CCL 5993

46-49 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 Motion Picture/Television Production, in feature film and media theory. Students are also provided experiences to write a variety of screenplays for short films, feature films and television markets. 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: 0-3 credits

- + ENG101 First-Year Composition (3) **OR**
- + ENG107 First-Year Composition for ESL (3) **OR**
- Permission of Department0-3

Required Courses: 40-43 credits

- TCM100 Digital Multi Media (3) **OR**
- Permission of Program Director.....0-3
- TCM101 Fundamentals of Radio and TV3
- TCM111 Screenwriting I.....3
- TCM111AA Scripting for the Media.....3
- + TCM112 Writing the Situation Comedy (3) **OR**
- + TCM116 Writing the Television Drama (3)3
- + TCM117 Introduction to Cinematography.....3
- + TCM134 Pre-Production for Motion Picture and Television3
- + TCM135 Production for Motion Picture and Television3
- + TCM136 Post-Production for Motion Picture and Television.....3
- + TCM211 Screenwriting II.....3
- + TCM216 Screenwriting III.....3
- + TCM218 Screenwriting IV.....3
- TCM260 Film/Video Producing and Financing3
- + TCM263 Film Style, Theory and Analysis4

Restricted Electives: 6 credits

- + ENG210 Creative Writing3
- HUM/THE210 Contemporary Cinema.....3
- HUM211AA Foreign Films: Classics.....3
- + TCM230 Motion Picture Directing.....4
- + TCM248 Advanced Film Production Techniques4
- + TCM250 Documentaries for Social Change.....4
- + TCM265 Advanced Scheduling and Budgeting.....3
- + TCM275 Advanced Portfolio Production4
- + TCM285++ Special Topics: Motion Picture/TV Production (any module)....1-3
- + TCM290 Professional Media Marketing3
- + TCM296++ Cooperative Education (any suffixed course)1-4

Broadcast Production

Certificate of Completion - CCL 5973

47-50 credits

Description: The Certificate of Completion (CCL) in Broadcast Production 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: 44-47 credits

- TCM100 Digital Multi Media (3) **OR**
- Permission of Program Director.....0-3
- TCM101 Fundamentals of Radio and TV3
- TCM111AA Scripting for the Media.....3
- + TCM117 Introduction to Cinematography.....3
- + TCM/MTC120 Introduction to Sound Design for Film and Video3
- + TCM134 Pre-Production for Motion Picture and Television3
- + TCM135 Production for Motion Picture and Television3
- + TCM136 Post-Production for Motion Picture and Television.....3
- + TCM151 Broadcast Production3
- + TCM240 Advanced Television Commercial Production3
- + TCM241 AVID Media Composer Editing.....4
- + TCM242 Portfolio Non-Linear Editing.....2
- + TCM250 Documentaries for Social Change.....4
- + TCM251 Advanced Studio Production3
- + TCM263 Film Style, Theory and Analysis4

Restricted Electives: 3 credits

- + ADA/ART177 Computer-Photographic Imaging.....3
- ART131 Photography I3
- TCM111 Screenwriting I.....3
- TCM131 Radio-Television Announcing4
- + TCM217 Advanced Cinematography3
- + TCM248 Advanced Film Production Techniques4
- TCM260 Film/Video Producing and Financing3
- + TCM265 Advanced Scheduling and Budgeting.....3
- + TCM275 Advanced Portfolio Production4
- + TCM285++ Special Topics: Motion Picture/TV Production (any module)....1-3
- + TCM290 Professional Media Marketing3
- + TCM296++ Cooperative Education (any suffixed course)1-4

(+) indicates course prerequisites/corequisites (++) indicates any module

Film Production

Certificate of Completion - CCL 5989

48-51 credits

Description: The Certificate of Completion (CCL) in Film Production program is designed for students who plan to enter the production aspect of motion pictures. Students are provided 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: 48-51 credits

TCM100	Digital Multi Media (3) OR	
	Permission of Program Director.....	0-3
TCM101	Fundamentals of Radio and TV	3
TCM111	Screenwriting I.....	3
+ TCM117	Introduction to Cinematography.....	3
+ TCM/MTC120	Introduction to Sound Design for Film and Video	3
+ TCM134	Pre-Production for Motion Picture and Television	3
+ TCM135	Production for Motion Picture and Television	3
+ TCM136	Post-Production for Motion Picture and Television.....	3
+ TCM151	Broadcast Production	3
+ TCM206	Production Design	3
+ TCM230	Motion Picture Directing.....	4
+ TCM241	AVID Media Composer Editing.....	4
+ TCM242	Portfolio Non-Linear Editing.....	2
+ TCM248	Advanced Film Production Techniques	4
TCM260	Film/Video Producing and Financing	3
+ TCM263	Film Style, Theory and Analysis	4

Editing

Certificate of Completion - CCL 5981

46-49 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.

*Indicates course will not apply in both Required Courses and Restricted Electives area.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 46-49 credits

+ ADA/ART177	Computer-Photographic Imaging.....	3
TCM100	Digital Multi Media (3) OR	
	Permission of Program Director.....	0-3
TCM101	Fundamentals of Radio and TV	3
TCM111	Screenwriting I.....	3
+ TCM/MTC120	Introduction to Sound Design for Film and Video	3
+ TCM134	Pre-Production for Motion Picture and Television	3
+ TCM135	Production for Motion Picture and Television	3
+ TCM136	Post-Production for Motion Picture and Television.....	3
+ TCM241	AVID Media Composer Editing	4
+ TCM242	Portfolio Non-Linear Editing.....	2
+ TCM243	Introduction to Video Compositing and Title Animation	4
+ TCM244	Final Cut Pro Studio.....	4
+ TCM263	Film Style, Theory and Analysis	4
+ TCM280	The Art of Editing.....	3
+ TCM282	Advanced Non-Linear Editing Techniques	4

MUSIC

Music Department

Program Director, Ron Marschall

MTC, MUC

MB 144 480.423.6333

MB 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.

Two certificates in Piano Pedagogy and an academic certificate in Electronic Music are also offered. See pages 140-141 for more information on these programs.

Audio Production Technologies

Certificate of Completion - CCL 5334 (Shared)

37-41 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

(+) indicates course prerequisites/corequisites (++) indicates any module

completing the Audio Production program will gain the knowledge base, competency, and confidence they need to enter the commercial music marketplace.

Program Notes: Students must earn a grade of “C” or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 37-41 credits

MTC101	Introduction to Music Theory or higher level Music Theory	3
MTC103	Introduction to Aural Perception or higher level Aural Perception.....	1
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	
+ MTC/TCM120	Introduction to Sound Design for Film and Video (3)	3
+ MUC222	Sound Design II (3) OR	
+ MTC/TCM220	Advanced Sound Design for Film and Video (3)	3
+ MUC194	Introduction to Audio Mixing Techniques.....	3
+ MUC292	Sound Design III	3

Sound Design

Certificate of Completion - CCL 5686 (Shared) 41 credits

Description: The Certificate of Completion (CCL) in Sound Design program offers students an opportunity to learn concepts associated with Sound Design production and recording arts technologies while applying them in lab settings. Upon completion of the core courses, students will have acquired skills allowing them the opportunity to apply for a broad range of positions in the audio post-production field including: Film and Television, Animation, Radio, Theatre, and Commercial Advertising.

Program Notes: Students must earn a grade of “C” or better in all courses within the program.

Admission Criteria: Formal application and admission to the program is required.

Program Prerequisites: None

Required Courses: 41 credits

+ MTC105	Music Theory I	3
+ MTC106	Aural Perception I	1
+ MUC122	Sound Design I (3) OR	
+ MTC/TCM120	Introduction to Sound Design for Film and Video (3)	3
MTC191	Electronic Music I.....	3
+ MTC192	Electronic Music II.....	3
+ MUC222	Sound Design II (3) OR	
+ MTC/TCM220	Advanced Sound Design for Film and Video (3)	3
MUC109	Music Business: Merchandising and the Law.....	3
MUC110	Music Business: Recording and Mass Media	3
+ MUC111	Digital Audio Workstation I (DAW I).....	3
+ MUC112	Digital Audio Workstation II (DAW II).....	3
+ MUC194	Introduction to Audio Mixing Techniques.....	3
MUC195	Studio Music Recording I (3) OR	
MUC195AA	Studio Music Recording I (3)	3
+ MUC196	Studio Music Recording II.....	3
+ MUC297AA	Music Internship.....	1
+ MUC292	Sound Design III	3

Audio Production Technologies

Associate in Applied Science - AAS 3024 (Shared) 62 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.

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: 37-41 credits

MTC101	Introduction to Music Theory or higher level Music Theory	3
MTC103	Introduction to Aural Perception or higher level Aural Perception.....	1
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

(+) indicates course prerequisites/corequisites (++) indicates any module

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	
+ MTC/TCM120	Introduction to Sound Design for Film and Video (3)	3
+ MUC222	Sound Design II (3) OR	
+ MTC/TCM220	Advanced Sound Design for Film and Video (3)	3
+ MUC194	Introduction to Audio Mixing Techniques.....	3
+ MUC292	Sound Design III	3

General Education Requirements: 25-28 credits

CORE: 12-15 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area	6
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Oral Communication

Any approved general education course in Oral Communication area	3
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Critical Reading

+ CRE101	College Critical Reading (3) OR	
	equivalent as indicated by assessment.	0-3

Mathematics

+ Any approved general education course in Mathematics area	3
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DISTRIBUTION: 13 credits

Humanities and Fine Arts

Any approved general education courses in Humanities/Fine Arts area.....	6
Note: MHL140 OR MHL145 OR MHL153 recommended.	

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area	3
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Natural Sciences

Any approved general education course in Natural Sciences area.....	4
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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
MUC295AA	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

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
+ MUC209	Music Industry Entrepreneurship (3) OR	
MGT253	Owning and Operating a Small Business (3).....	3
MUC290AA	Music Business Internship	1
MUC295AA	Self Promotion for Music.....	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.

(+) indicates course prerequisites/corequisites (++) indicates any module

Free Electives: 12 credits

Students should choose twelve (12) credits from the following list of 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 higher level MTC Music: Theory/Composition course (3).....	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	Advanced Industry Topics: Concert Promotion and Training	3
+ MUC211	Advanced Industry Topics: Artist Management and Talent Dev....	3
MUC215	Music Industry Seminar: Innovation in Music Technology	1
+ MUC240	Creative Music Production.....	4
+ MUC241	Business Principles of Music Production	3
MUC274AB	Music Industry Study Tour	2
+ MUC295AB	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

General Education Requirements: 22-25 credits

CORE: 12-15 credits

First-Year Composition

Any approved general education course in First-Year Composition area 6

Oral Communication

Any approved general education course in Oral Communication area 3

Critical Reading

+ CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment. 0-3

Mathematics

+ Any approved general education course in Mathematics area 3

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area 3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area 3

Natural Sciences

Any approved general education course in Natural Sciences area..... 4

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
MUC295AA	Self-Promotion for Music	1

Restricted Electives: 6 credits

COM/THP271	Voice and Diction.....	3
+ COM225	Public Speaking	3
DAN115AA	Contemporary Dance Trends: Hip Hop	1
DAN115AB	Contemporary Dance Trends: Break Dancing	1
DAN125AC	Social Dance: Latin.....	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
+ MUC194	Introduction to Audio Mixing Techniques.....	3
MUC195	Studio Music Recording I.....	3
+ MUC196	Studio Music Recording II.....	3
+ MUC209	Music Industry Entrepreneurship	3
+ MUC295	Studio Music Recording III.....	3
TCM100	Digital Multi Media	3
TCM101	Fundamentals of Radio and TV	3
+ MTC/TCM120	Introduction to Sound Design for Film and Video	3
TCM131AA	Radio-Television Announcing	4
+ TCM202	The Music Video.....	4
+ MTC/TCM220	Advanced Sound Design for Film and Video	3
+ TCM290	Professional Media Marketing	3

(+) indicates course prerequisites/corequisites (++) indicates any module

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
MUC295AA	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.

COM/THP271	Voice and Diction	3
+ COM225	Public Speaking	3
DAN115AA	Contemporary Dance Trends: Hip Hop	1
DAN115AB	Contemporary Dance Trends: Break Dancing	1
DAN125AC	Social Dance: Latin	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
+ MUC194	Introduction to Audio Mixing Techniques	3
MUC195	Studio Music Recording I	3
+ MUC196	Studio Music Recording II	3
+ MUC209	Music Industry Entrepreneurship	3
+ MUC295	Studio Music Recording III	3
TCM100	Digital Multi Media	3
TCM101	Fundamentals of Radio and TV	3
+ MTC/TCM120	Introduction to Sound Design for Film and Video	3
TCM131AA	Radio-Television Announcing	4
+ TCM202	The Music Video	4

+ MTC/TCM220	Advanced Sound Design for Film and Video	3
+ TCM290	Professional Media Marketing	3

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition

+ Any approved general education course in First-Year Composition area	6
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Oral Communication

Any approved general education course in Oral Communication area	3
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Critical Reading

+ CRE101	College Critical Reading (3) OR equivalent as indicated by assessment.	0-3
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Mathematics

+ Any approved general education course in Mathematics area	3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area	3
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Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area	3
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Natural Sciences

Any approved general education course in Natural Sciences area	4
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Beginning Piano Pedagogy

Certificate of Completion - CCL 5743 (Shared) 15 credits

Description: The Certificate of Completion (CCL) in Beginning Piano Pedagogy program is for pianists who want to teach beginning piano students. Classes offered include learning various methods, techniques, repertoire, skills, style and musicianship necessary to teach piano effectively.

Program Prerequisites: Acceptance into the program and permission of Program Director is required.

Required Courses: 15 credits

+ MTC105	Music Theory I	3
+ MTC106	Aural Perception I	1
MUP102AD	Private Instruction: Piano	2
+ MUP123AA	Studio Class/Piano (0.5)	1
Two (2) semesters of course is required.		
+ MUP140	Elementary Piano Pedagogy	2
+ MUP152AD	Private Instruction: Piano	2
MUP181	Chamber Music Ensembles (1)	2
Two (2) semesters of course is required.		
+ MUP240	Piano Literature	2

(+) indicates course prerequisites/corequisites (++) indicates any module

Intermediate Piano Pedagogy

Certificate of Completion - CCL 5749 (Shared) 15 credits

Description: The Certificate of Completion (CCL) in Intermediate Piano Pedagogy program is for pianists who want to teach intermediate piano students. Classes offered include learning various methods, techniques, repertoire, skills, style and musicianship necessary to teach piano effectively.

Program Prerequisites:

Certificate of Completion in Beginning Piano Pedagogy (5743) 15

Required Courses: 15 credits

MHL140	Survey of Music History (3) OR	
+ MHL242	Music History and Literature 1750 to Present (3)	3
+ MUP123AA	Studio Class/Piano (0.5)	1
	Two (2) semesters of course is required.	
+ MUP141	Intermediate Piano Pedagogy	2
+ MUP166	Jazz Piano I	1
MUP181	Chamber Music Ensembles (1)	2
	Two (2) semesters of course is required.	
+ MUP202AD	Private Instruction: Piano	2
+ MUP241	Piano Artistry	2
+ MUP252AD	Private Instruction: Piano	2

Electronic Music

Academic Certificate - AC 6231 (Shared) 40 credits

Description: The Academic Certificate (AC) in Electronic Music is intended for the student who would like to obtain acknowledgment for completion of electronic music courses, and is not designed to prepare students for employment. While the completion of the certificate does not lead to a particular degree, it does provide and enhance the development of musicianship for enjoyment and personal growth. This program provides the student with fundamental musical skills covering a variety of topics, including theory, performance, composition, and history. In addition, students receive a high level of technical training in creating electronic music. As students complete courses in the program, they will build a portfolio of original compositions that may be used to seek admittance to a bachelor's-level music program.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 2-3 credits

MTC100	Fundamentals of Music (2) OR	
MTC101	Introduction to Music Theory (3) OR	
	Permission of Instructor	2-3

Required Courses: 40 credits

Note: Students are required to complete a total of six (6) credits of MTC240

+ MTC105	Music Theory I	3
MTC106	Aural Perception I	1
+ MTC155	Music Theory II	3
MTC156	Aural Perception II	1
+ MTC205	Music Theory III	3
MTC206	Aural Perception III	1
+ MTC255	Music Theory IV	3
MTC256	Aural Perception 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

In collaboration and partnership with the healthcare community and its response to the dynamic changes occurring in the healthcare arena and healthcare practice, the Maricopa Community Colleges integrated the curriculum of all allied health and nursing programs. All Allied Health or Nursing program pathways and educational offerings emphasize the achievement of relevant competencies and provide value to the individual, the employer, and the community. As a result, graduates of the various Allied Health or Nursing program pathways will meet the community's demand for a flexible, multi-skilled healthcare workforce that meets employer and consumer needs. Refer to individual college catalogs for specific healthcare program pathways.

For further information, <http://healthcare.maricopa.edu> is a comprehensive information source.

Allied Health or Nursing Assumption of Risk/Release of Liability

Most of the Allied Health or Nursing program pathways include a program of study in a clinical training environment 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).

(+) indicates course prerequisites/corequisites (++) indicates any module

Allied Health or Nursing Program College Attendance

As the Allied Health or Nursing programs are integrated across the Maricopa Community Colleges, college of attendance requirements for the completion of the healthcare program pathways can be met through the completion of coursework taken at all Maricopa Community Colleges and Skill Centers.

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 on or after September 1, 2011. 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 Number Verification
3. Residency History
4. Arizona Statewide Criminal offense Databases
5. Nationwide Criminal offense Databases
6. State of Arizona and National Sexual Offender Registries
7. Homeland Security Watch Lists

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 regardless of how long ago the conviction was
5. Any arrest warrant issued by any state
6. Any misdemeanor conviction for the following regardless of how long ago the conviction was:
 - A. Violent crimes
 - B. Sex crime of any kind including non-consensual sexual crimes and sexual assault
 - C. Murder, attempted murder
 - 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 relating to a controlled substance conviction in last 7 years
8. Any other misdemeanor conviction within last 3 years with the exception-any misdemeanor traffic misdemeanor [NOTE that a DUI is NOT considered a traffic misdemeanor.]

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.

Students Accepted in a Program before September 1, 2011

Students who are accepted in a program before September 1, 2011 will generally need to meet the requirements of each program that existed before that date. It is not MCCCD's intent to apply the standards effective on September 1, 2011 to students accepted in a program before that date. However, note that MCCCD always reserves the right to change the requirements for these programs, even after a student is accepted. Students should be aware of this right.

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 MCCCDC'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 MCCCDC 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

MCCCDC has no obligation to make repeated attempts to place a student when the reason for MCCCDC'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

MCCCDC 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

Health Sciences Division
Nurse Assisting Only

NUR

HES 123 480.423.6226
HES 122 480.423.6225

Nurse Assisting

**Certificate of Completion - CCL 5963 (Shared)
6 credits**

Description: The Certificate of Completion (CCL) in Nurse Assisting prepares students for entry-level employment in various health care settings as a nursing assistant. The program combines classroom instruction with clinical laboratory, skilled care and acute care experiences. Students who complete the program are eligible to take a written and practical certification examination and work as a

Certified Nursing Assistant. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

The MCCCDC Nurse Assisting 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, Mesa Community College/Boswell, Paradise Valley Community College, Phoenix College, Scottsdale Community College

Waiver of Licensure/Certification Guarantee:

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

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

All nurse assistant applicants for certification will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. All applicants with a positive history are investigated. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-889-5150).

Health Declaration:

It is essential that Nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. 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.

Health and Safety Requirements for MCCCDC Nursing Assisting Program:

1. Students must submit a completed Health and Safety Documentation Checklist and maintain current status throughout the program.
2. Students must submit CPR card for Health Care Provider and maintain current status throughout the program.
3. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College

(+) indicates course prerequisites/corequisites (++) indicates any module

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 MCCCDC background check policy.

4. Health Provider Signature Form signed by a licensed health care provider.
5. Negative urine drug screen.

Grade Requirements:

Student must obtain a “C” grade or better in all courses in program.

Course Fee Information:

Please see class schedule for information regarding course fees.

University Transfer Students:

For students planning a University Program

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

THE NURSE ASSISTING PATHWAY

The nurse assisting pathway is designed to prepare students to complete the Nurse Assistant Certification through the Arizona State Board of Nursing to practice in a health care agency as a certified nurse assistant. Completion of the nurse assistant program of study provides job ready skills as a nursing assistant. Students may apply to the Nursing Program after completing the prerequisite courses and admission requirements. **Call 480-423-6225 for more information.**

Program Notes: Students must earn a grade of “C” or better in all courses within the program. + indicates course has prerequisites and/or corequisites.

Admission Criteria: Application and acceptance into the program, high school graduate or GED, current Health Care Provider CPR Card required before beginning courses.

All students must submit a copy of a fingerprint clearance card with their application for the Maricopa Community College District Nursing Program.

Program Prerequisites: None

Required Courses: 6 credits

+ NUR158 Nurse Assisting.....6

Practical Nursing

**Certificate of Completion - CCL 5957 (Shared)
31-41 credits**

Description: The Practical Nursing Certificate of Completion (CCL) Program is available at eight of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. The Practical Nursing Program provides eligibility for students to apply for the national exam for the practical nurse license. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

The Practical Nursing Certificate of Completion (CCL) 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, Mesa Community College/Boswell, Paradise Valley Community College, Phoenix College, Scottsdale Community College

Waiver of Licensure/Certification Guarantee:

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

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

All nurse applicants for certification and licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-889-5150).

Health Declaration:

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

Health and Safety Requirements for the Nursing Program:

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. 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

(+) indicates course prerequisites/corequisites (++) indicates any module

comply with all requirements of the current MCCC background check policy.

Grade Requirements:

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

Course Fee Information:

Please see class schedule for information regarding course fees.

University Transfer Students:

For students planning a University Program

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate 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) are employed in acute, long-term, and community-based health care agencies under the direction of a registered nurse. Practical Nurses function within their legal scope of practice and use professional standards of care in illness care and health promotion activities for clients and families across the life span.

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

Program Notes: Students must earn a grade of "C" or better for all courses listed in the program. + indicates course has prerequisites and/or corequisites.

The Nursing Program's Core Values of Caring, Holism, Nursing Role Development, Critical Thinking, Safe Practice, and Information Management and Technology are integrated into the student learning outcomes/program competencies.

Admission Criteria: High school diploma or GED. Formal application and admission to the program is required. A passing score on a nursing program admission test is required to complete an application.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Board of Nursing. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

Program Prerequisites: 10-20 credits

Note: The credit hour range is subject to change depending on the student's educational experience.

+ BIO156	Introductory Biology for Allied Health (4) OR	
+ BIO181	General Biology (Majors) I (4) OR	One year of high school biology0-4
+ BIO201	Human Anatomy and Physiology I.....	4
+ CHM130	Fundamental Chemistry (3) AND	
+ CHM130LL	Fundamental Chemistry Lab (1) OR	One year of high school chemistry0-4
+ MAT120	Intermediate Algebra (5) OR	
+ MAT121	Intermediate Algebra (4) OR	
+ MAT122	Intermediate Algebra (3) OR	Satisfactory completion of higher level math course3-5
PSY101	Introduction to Psychology (3) OR	
+ PSY240	Developmental Psychology (3).....	3

Required Courses: 21 credits

+ NUR151	Nursing Theory and Science I	10
+ NUR171	Nursing Theory and Science II	8
+ NUR191	Practical Nursing Transition Course	3

Nursing

Associate in Applied Science - AAS 3812 (Shared) 61-74 credits

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. The Nursing Program provides eligibility for students 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 National League for Nursing Accrediting Commission (NLNAC), 61 Broadway 33rd Floor, New York, New York 10006, 212.363.5555, ext 153.

Program Offerings:

This program is offered at the following sites: Chandler Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Mesa Community College, Mesa Community College/Boswell, Paradise Valley Community College, Phoenix College, 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.

(+) indicates course prerequisites/corequisites (++) indicates any module

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

All nursing applicants for licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-889-5150).

Health Declaration:

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

Health and Safety Requirements for the Nursing Program:

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. 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 MCCCDC background check policy.

Grade Requirements:

Students must obtain a "C" grade or better in all courses required within the program.

Course Fee Information:

Please see class schedule for information regarding course fees.

University Transfer Students:

For students planning a University Program

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate 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.

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

Program Notes: Students must earn a grade of "C" or better for all courses listed in the program. + indicates course has prerequisites and/or corequisites.

The Nursing Program's Core Values of Caring, Holism, Nursing Role Development, Critical Thinking, Safe Practice, and Information Management and Technology are integrated into the student learning outcomes/program competencies.

Admission Criteria: High school diploma or GED. Formal application and admission to the program is required. A passing score on a nursing program admission test is required to complete an application. Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3. The final decision rests with the Nursing Program Chair at the College to which the student is accepted.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

Program Prerequisites: 10-20 credits

Note: The credit hour range is subject to change depending on student's educational experience.

+ BIO156	Introductory Biology for Allied Health (4) OR	
+ BIO181	General Biology (Majors) I (4) OR	
	One year of high school biology	0-4
+ BIO201	Human Anatomy and Physiology I.....	4
+ CHM130	Fundamental Chemistry (3) AND	
+ CHM130LL	Fundamental Chemistry Lab (1) OR	
	One year of high school chemistry	0-4
+ MAT120	Intermediate Algebra (5) OR	
+ MAT121	Intermediate Algebra (4) OR	
+ MAT122	Intermediate Algebra (3) OR	
	Satisfactory completion of higher level math course	3-5
PSY101	Introduction to Psychology (3) OR	
+ PSY240	Developmental Psychology (3).....	3

(+) indicates course prerequisites/corequisites (++) indicates any module

Required Courses: 35 credits

+ NUR151	Nursing Theory and Science I	10
+ NUR171	Nursing Theory and Science II	8
+ NUR251	Nursing Theory and Science III	8
+ NUR271	Nursing Theory and Science IV	7
+ NUR291	Nursing Clinical Capstone	2

General Education Requirements: 16-19 credits

CORE: 6-9 credits

First-Year Composition

+ ENG101	First-Year Composition (3) OR	
+ ENG107	First-Year Composition for ESL (3) AND	
+ ENG102	First-Year Composition (3) OR	
+ ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

Waived.....		0
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Critical Reading

+ CRE101	College Critical Reading (3) OR equivalent as indicated by assessment	0-3
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Mathematics

Met by MAT120 **OR** MAT121 **OR** MAT122 **OR**
Satisfactory completion of higher level mathematics course
in Program Prerequisites area.....0

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area2

Social and Behavioral Sciences

Met by PSY101 or PSY240 in Program Prerequisites area0

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 (Shared)
39-47 credits

Description: The Certificate of Completion (CCL) in Recreation Management is designed to prepare students with entry level skills for the expanding field of recreation. The program provides a foundation for the positive application of play, recreation, and leisure across the life span. Through classroom and experiential learning activities, students gain knowledge of and practical experience in the programming and delivery of recreation services, and develop communication, group facilitation, management and leadership skills. Participation in recreation activity courses equips students with the technical skills necessary to plan, lead and facilitate safe outdoor recreation adventures and programs.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 33-41 credits

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3).....	3
COM100	Introduction to Human Communications (3) OR	
COM110	Interpersonal Communication (3)	3
HES154	First Aid/Cardiopulmonary Resuscitation(3) OR	
REC240	Wilderness First Responder (3)	3
MGT101	Techniques of Supervision (3) OR	
MGT126	Customer Service Skills and Strategies (3) OR	
MGT175	Business Organization and Management (3)	3
REC120	Leisure and the Quality of Life	3
REC150AB	Outdoor Adventure Skills	3
REC210	Leisure Delivery Systems	3
REC230	Programming of Recreation Services (3) OR	
HRM145	Events Management (3)	3
REC250	Recreation Leadership.....	3
REC282AA	Volunteerism for Recreation (1) OR	
REC282AB	Volunteerism for Recreation (2) OR	
REC282AC	Volunteerism for Recreation (3).....	1-3
REC296AA	Cooperative Education (1) OR	
REC296AB	Cooperative Education (2) OR	
REC296AC	Cooperative Education (3) OR	
REC298AA	Special Projects (1) OR	
REC298AB	Special Projects (2) OR	
REC298AC	Special Projects (3).....	1-3

Physical/Recreational Activities

Students must select four (4) different activities from
from the following list

PED++++	Any physical education activity modules	
REC155++	Any recreational activity modules not used to satisfy other required courses	4-8

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

(+) indicates course prerequisites/corequisites (++) indicates any module

Recreation Management

Associate in Applied Science - AAS 3053 (Shared) 60-68 credits

Description: The Associate in Applied Science (AAS) in Recreation Management is designed to prepare students for entry level positions in the recreation field and provides the first half of a four year undergraduate program of study in Recreation Management and/ or Leadership. The program focuses on the positive application of play, recreation, and leisure across the life span. Along with required general education courses, the program includes foundational and practical experience in the programming and delivery of recreational services and the development of communication, group facilitation, management, leadership and technical skills.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

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 the following list.....4-8

PED+++++	Any physical education activity modules
REC155++	Any recreational activity modules not used to satisfy other required courses

Restricted Electives: 6 credits

AIS113	Proposal Writing	3
ARH145	History of American Indian Art.....	3
COM263	Elements of Intercultural Communication	3
COM281	Communication Activities.....	1
CPD102AS	Conflict Resolution.....	2

CPD103BL	Dynamics of Leadership (2) OR	
LDR101	Emerging Leaders I (2).....	2
EXS265++	Theory of Coaching	3
GBS120	Workplace Communication Skills	3
GBS205	Legal, Ethical, and Regulatory Issues in Business.....	3
GCU221	Arizona Geography.....	3
HES100	Healthful Living	3
HIS105	Arizona History	3
HIS106	Southwest History.....	3
HRM110	Introduction to Hospitality and Tourism Management	3
+ PSY230	Introduction to Statistics.....	3



General Education Requirements: 22-24 credits

CORE: 12-14 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area..... 6

Oral Communication

Met by COM100 or COM110 in the Required Courses area..... 0

Critical Reading

+ CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment. 3

Mathematics

+ Any approved general education course in Mathematics area3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area 3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area 3

Natural Sciences

Any approved general education course in Natural Sciences area..... 4

(+) indicates course prerequisites/corequisites (++) indicates any module

RETAIL MANAGEMENT AND MARKETING

MGT, MKT

Business/CIS Division AP 237A 480.423.6253

Certificate of Completion in Retail Management and Marketing (39 credits)

Students can earn a Certificate of Completion in Retail Management and Marketing. Please see page 101 for detailed information on the required coursework.

AAS in General Business (61-63 credits)

Students can earn an AAS degree in General Business with a specialization in Retail Management and Marketing. Please see page 99, "Business" for detailed information on the required coursework.

RETAIL MANAGEMENT Districtwide Program

Business/CIS Division AP 237A 480.423.6253
 Program Contact, Mark Barton FOB 126 480.425.6913

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: 39 credits

ACC111	Accounting Principles I	3
+ ACC230	Uses of Accounting Information I	3
+ ACC240	Uses of Accounting Information II	3
BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
COM110	Interpersonal Communication (3) OR	
IND133	Speaking in Business (3)	3
GBS110	Human Relations in Business and Industry (3) OR	
MGT251	Human Relations in Business (3)	3
GBS131	Business Calculations (3) OR	
+ GBS161	Mathematics in Business (3)	3

GBS205	Legal, Ethical, and Regulatory Issues in Business	3
+ GBS233	Business Communication	3
MGT101	Techniques of Supervision (3) OR	
MGT229	Management and Leadership I (3)	3
MGT179	Utilizing the Human Resources Department (3) OR	
MGT276	Personnel/Human Resources Management (3)	3
MKT268	Merchandising	3
MKT271	Principles of Marketing	3

General Education Requirements: 25 credits

CORE: 15 credits

First-Year Composition

+ ENG101	First-Year Composition (3) OR	
+ ENG107	First-Year Composition for ESL (3) AND	
+ ENG102	First-Year Composition (3) OR	
+ ENG108	First-Year Composition for ESL (3) OR	
+ ENG111	Technical and Professional Writing (3)	6
ENG102 OR ENG108	recommended for students pursuing a BAS degree at an Arizona university.	

Oral Communication

COM230	Small Group Communication	3
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Critical Reading

+ CRE101	College Critical Reading (3) OR equivalent as indicated by assessment.	3
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Mathematics

+ MAT102	Mathematical Concepts/Applications (3) OR Satisfactory completion of a higher level mathematics course	3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area	3
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Social and Behavioral Sciences

SBU200	Society and Business	3
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Natural Sciences

Any approved general education course in Natural Sciences area	4
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SMALL BUSINESS MANAGEMENT SBS

Business/CIS Division AP 237A 480.423.6253

Certificate of Completion In Small Business Management 24-25 credits

Students can earn a Certificate of Completion in Small Business Management. Please see page 101 for detailed information on the required coursework.

AAS in General Business 61-63 credits

Students can earn an AAS degree in General Business with a specialization in Small Business Management. Please see page 99, "Business" for detailed information on the required coursework.

(+) indicates course prerequisites/corequisites (++) indicates any module

TEACHER EDUCATION PARTNERSHIP (SCOTTSDALE)

EDU

Social/Behavioral Sciences Division SB 130 480.423.6206
 Program Director, Thomas Hansen SB 146 480.423.6668

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 45-credit program is completed two full days per week, Mondays and Tuesdays, for one year. The program uses a cohort model and begins in May each year. Students spend 14 hours per week in structured field experiences at schools. Applications for the program may be obtained by calling the Teacher Education office at (480) 423-6668 or online at:

<http://showcase.scottsdalecc.edu/teacherprep>

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

One-year Fast-track Program (summer, fall, and spring) to complete requirements for elementary teacher certification.

Program Prerequisites: Bachelor's Degree

Required Courses: 45 credits

EDU220	Introduction to Serving English Language Learners (ELL).....	3
EDU222	Introduction to the Exceptional Learner	3
EDU230	Cultural Diversity in Education.....	3
+ EDU254	Education Internship.....	1
+ EDU269	Methods of Integrating Technology into Curriculum	3
EDU270	Learning and the Brain	3
EDU270AA	Elementary Reading and Decoding	3
EDU271	Phonics Based Reading and Decoding	3
+ EDU272	Educational Psychology.....	3
EDU276	Classroom Management.....	3
+ EDU288AA	Student Teaching Lab - Elementary	8
+ EDU290	Science Methods and Curriculum Development.....	3
+ EDU293	Mathematics Methods and Curriculum Development.....	3
+ EDU295	Social Studies Methods and Curriculum Development.....	3

TECHNICAL THEATRE

THE, THF, THP

Theatre Arts
 Fine Arts Division

480.423.6356
 MB 139 480.423.6328

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
<i>THP203 must be repeated to complete a total of nine (9) credits.</i>		
+ 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

(+) indicates course prerequisites/corequisites (++) indicates any module

Track II: Sound Design - 24 credits

MTC191	Electronic Music I.....	3
+ MUC111	Digital Audio Workstation I (DAW I).....	3
+ 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

Theatre Arts
Fine Arts Division

THE, THF, THP
PA 133A 480.423.6356
MB 139 480.423.6328

The Theatre Arts program at SCC brings together the AAFA transfer degree, coursework, performance and production to provide its students an unparalleled experience and education as a theatre artist.

- The Associate of Arts, Fine Arts Degree in Theatre (AAFA) – combines the required lower division coursework for students transferring to an Arizona university with courses for a Theatre Arts major.
- THP – Theatre Performance and Production, 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 and Screen: Cold Readings...1	
THF205	Introduction to Cinema (HUM205).....	3

+ THF209	Acting for the Camera.....	3
THP112	Acting I.....	3
THP130	Stage Combat.....	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

TRIBAL DEVELOPMENT

Social/Behavioral Sciences Division SB 130 480.423.6206
Program Director, Manuel F. Pino SB 118 480.423.6221

Tribal Development

Certificate of Completion - CCL 5078
28 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.

(+) indicates course prerequisites/corequisites (++) indicates any module

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 (MGT203).....	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
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Critical Reading

+ CRE101	College Critical Reading (3) OR equivalent as indicated by assessment.	0-3
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Mathematics

+ Any approved general education course in Mathematics area	3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area3

Social and Behavioral Sciences

AIS141 Sovereign Indian Nations (SOC141)3

Natural Sciences

Any approved general education course in Natural Sciences area.....4

BIOLOGY - WILDLIFE EMPHASIS

BIO

Mathematics/Sciences Division **NS 102A** **480.423.6111**
Program Contact, Dr. Russell Haughey **NS 121** **480.425.6958**

MCCCD students can pursue a BS in wildlife at ASU Polytechnic by enrolling in the Applied Biological Sciences (Wildlife & Restoration Ecology) Maricopa Pathways program (MAPP). This program allows students to complete all of their 100- and 200-level courses for an ASU degree at MCCCD community colleges, then transfer for the last two years to ASU Polytechnic. This MAPP program helps save students money on tuition through the ASU Tuition Commitment from the time they enroll until they transfer to ASU, as long as eligibility requirements are met. Also, tuition rates at SCC are much lower than at ASU.

The BS in Applied Biological Sciences (Wildlife & Restoration Ecology) degree is designed to prepare students who wish to work in the field of nature-based biology; wildlife management, conservation biology, habitat restoration ecology or related fields with government employers as well as private companies or non-governmental organizations. Emphasis of this degree is on conservation and management of wild, free ranging wildlife, plants, habitats and ecosystems. Typical jobs that may be sought after graduation might include wildlife biologist, game biologist, habitat specialist, wildlife planner, game warden or ranger, migratory bird specialist, reptile biologist, and wildlife sustainability specialist.

For more information contact the program leader, Russ Haughey at 480-425-6958 or russell.haughey@scottsdalecc.edu

Courses offered only at SCC include*:

Course	Cr.	Semesters Offered
+ BIO140 Wildlife Field Techniques**	4	Fall 2014, 2016
+ BIO207 Applied Plant Taxonomy	3	Spring 2015, 2017
+ BIO270 Sustainable Biological Systems (Ecology)	3	Spring 2015, 2017*
+ BIO274 Introduction to Wildlife Mgmt.	4	Fall 2014, 2016

* All other lower division courses are offered at all MCCCD colleges.
 ** Not required for the BS degree but a highly recommended elective.

(+) Indicates course prerequisites/corequisites (++) indicates any module

YOGA INSTRUCTION

HPERD DIVISION
Program Director, Carlyn Sikes

PED
PE 155 480.423.6606
FW 110 480.423.6771

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 Director0-23

Required Courses: 25 credits

- + EXS250 Applied Kinesiology4
- PED102YO Yoga - Intermediate (1).....4
Four (4) semesters of PED102YO course is required.
- + PED158 Tradition and Practice of Yoga III2
- + PED280 Introduction to Yoga Therapy2
- + PED281 Yoga Therapy - Upper Body Principles2
- + PED283 Yoga Therapy - Low Back Principles.....2
- + PED284 Yoga Therapy - Knee Principles.....2
- + PED288 Yoga Therapy Practicum2
- WED162 Meditation and Wellness.....1
- WED183 Introduction to Ayurvedic Principles.....2
- WED185 Overview of Movement Therapy Systems2

Restricted Electives: 12 credits

- + BIO201 Human Anatomy and Physiology I..... 4
- + BIO202 Human Anatomy and Physiology II.....4
- + COM225 Public Speaking3
- EXS101 Introduction to Exercise Science, Kinesiology, and Physical Education3
- EXS125 Introduction to Exercise Physiology3
- EXS130 Strength Fitness-Physiological Principles and Training Techniques3
- FON241 Principles of Human Nutrition3
- + FON241LL Principles of Human Nutrition Laboratory 1
- + FON247 Weight Management Theory3
- HES271 Prevention and Treatment of Athletic Injuries.....3
- + PED288 Yoga Therapy Practicum (2).....2-6
PED288 may be repeated for additional Restricted Electives credits.

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 Physiology4
- 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 I2
- + PED155 Tradition and Practice of Yoga II2
- + PED270 Teaching Yoga: Level I.....2
- + PED271 Teaching Yoga: Level II.....2
- + PED272 Teaching Yoga: Alignments and Adjustments2
- + PED274 Teaching Yoga: Practicum.....1

Restricted Electives: 3 credits

- PED+++YA Any Astanga Yoga course(s) (0.5-1) **OR**
- PED+++YO Any Yoga course(s) (0.5-1) **OR**
- PED+++YK Any Kundalini Yoga course(s) (0.5-1) **OR**
- PED+++YP Any Power Yoga course(s) (0.5-1)1
- + PED280 Introduction to Yoga Therapy2
- + PED281 Yoga Therapy - Upper Body Principles2
- WED162 Meditation and Wellness.....1

(+) indicates course prerequisites/corequisites (++) indicates any module

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ACCOUNTING
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***(Fastrack)*Develops basic comprehension of the balance sheet, income statement and equity and cash flow statements. Explores usage of specialized journals and subsidiary ledgers in a computerized system. Studies the impact of various transactions on an enterprise, including payroll, receivables, payables, inventory, cash and credit card receipts. Prerequisites: None. *(Offered in both on-campus and online formats.)***ACC111** 3 credits 3 periods**Accounting Principles I**Fundamental theory of accounting principles and procedures.
Prerequisites: None.**ACC112** 3 credits 3 periods**Accounting Principles II**

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

ACC115 2 credits 3 periods**Computerized Accounting**Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable and payroll. Prerequisites: ACC107, or higher-level accounting course, or permission of Instructor. (Note: requires understanding of debits/credits.) *(Offered in online format.)***ACC211** 3 credits 3 periods**Financial Accounting** **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** **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: ACC111 or ACC211 or permission of department/division. *(ACC221 is offered only during the Fall semester.)***ACC230** 3 credits 3 periods**Uses of Accounting Information I**

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

ACC240 3 credits 3 periods**Uses of Accounting Information II**

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

ADMINISTRATION OF JUSTICE STUDIES AJS
Applied Sciences Division AP 237B 480.423.6599**AJS101** 3 credits 3 periods**Introduction to Criminal Justice**  **AJS1101***

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.)*

*Go to page 50 for more information on SUN courses.

AJS195 **3 credits** **3 periods**
International and Domestic Terrorism

An overview of the history, structure, goals, and activities of domestic and international terrorist groups. Explores theories explaining terrorism and reviews methods used to combat it. Prerequisites: None.

AJS200 **3 credits** **3 periods**
Current Issues in Criminal Justice

Examines current issues, techniques and trends in the Criminal Justice System. Prerequisites: None.

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 (FOR223)

An examination of the medical investigation of sudden, unnatural, unexplained or violent deaths. Explains the legal and medical roles of death investigators and medical examiners. Additional topics include the autopsy, documenting and evaluating the body, routine and special investigative techniques, and death event reconstruction. Prerequisites: None.

AJS225 **3 credits** **3 periods**
Criminology

Study of deviance, society's role in defining behavior; theories of criminality and the economic, social and psychological impact of crime; relationships between statistics and crime trends. Examines crime victimization and the various types of crime and categories of offenders. Required in the AJS curriculum. Prerequisites: None.

AJS230 **3 credits** **3 periods**
The Police Function

Theories of procedures and methods of operations of public police with emphasis on discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement presented. Prerequisites: None.

AJS240 **3 credits** **3 periods**
The Correction Function

Examines the history and development of correctional theories and institutions. Prerequisites: None.

AJS242 **3 credits** **3 periods**
Crime Scene Processing

Procedures and technology required to process crime scenes including how to protect a crime scene, collect information, search for, collect, and preserve physical and biological evidence, and conduct field tests. Practical experience in evidence collection and crime scene sketching and processing. Prerequisites: AJS213 and (AJS214 or AJS241) or permission of Instructor.

*Go to page 50 for more information on SUN courses.

AJS243 **3 credits** **3 periods**
Crime Scene Reconstruction

Examines techniques used to reconstruct the physical actions that occurred at a crime or accident scene. Involves the use of physical, testimonial, and documentary evidence, knowledge of criminal modus operandi and the scientific method, including deductive and inductive logic. Includes analysis of case studies. Prerequisites: AJS215, or AJS216, or AJS219, or AJS275, or FOR105, or permission of Instructor.

AJS245 **3 credits** **3 periods**
Forensic Pathology: Advanced Death Investigation (FOR245)

An advanced examination of the role of the medical examiner in crime scene investigations, mass disasters, motor vehicle accidents, and other unnatural deaths. Covers basic forensic biomechanics, advanced forensic anthropology and the role of the medical examiner as an expert court witness. Prerequisites: AJS/FOR223.

AJS255 **3 credits** **3 periods**
Forensic Psychology

An interdisciplinary course that draws from the fields of psychology, sociology, criminology, and law. Focuses on various psychological constructs including psychiatric assessment and treatment and the nomenclature of mental disorders as well as legal constructs including the medicalization of deviance as embodied in dealing with the mentally ill criminal offender. Explores the interaction between psychology and law in the areas of civil commitment and various civil competencies. Examines legal and ethical issues that face the clinician and his/her patient in such arenas as confidentiality and privilege, the right to treatment, the right to refuse treatment, and the doctrine of informed consent. Prerequisites: PSY101.

AJS258 **3 credits** **3 periods**
Victimology and Crisis Management

Focuses on victimology and techniques of crises intervention; and the importance of multicultural perspective. Includes coverage of sexual assault, family violence, child abuse, post-traumatic stress disorder, substance abuse, coping skills, stress management, and community resources. Prerequisites: None.

AJS260 **3 credits** **3 periods**
Procedural Criminal Law

Concerned with the understanding of procedural criminal law. Examines the rationale underlying major court holdings, the procedural requirements that stem from these holdings, and their effect on the daily operations of the criminal justice system. Prerequisites: None.

AJS263 **2.5 credits** **2.5 periods**
Courtroom Testimony For Track Evidence

Provides an overview with proper and effective methods and techniques in courtroom testimony as it relates to footwear and tire track examinations and comparisons. Numerous practical exercises related to public speaking utilized and implemented to emphasize and critique skills of the students to properly perform this level of training. Prerequisites: AJS163, AJS164, and AJS165.

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 Administration 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.

ADVERTISING ARTS

See **ART/ADVERTISING ART (ART/ADA)**, page 163.

*Go to page 50 for more information on SUN courses.

AMERICAN INDIAN STUDIES AIS
 American Indian Studies Office SB 118 480.423.6221
 AIS Course Coordinator, Manuel F. Pino

American Indian Studies at SCC is an interdisciplinary opportunity to develop a wider scope of understanding of American Indians, their traditions, struggles and aspirations for sovereignty and self-determination. Coursework offers students an opportunity to fulfill general education requirements 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.

AIS103 1 credit 1 period
Introduction to Indigenous Cultures

Introduction to political, economic and social structures of indigenous peoples. Examines the impact on indigenous peoples of contact with non-indigenous cultures. Prerequisites: None.

AIS105 3 credits 3 periods
Introduction to American Indian Studies (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: AIS/SOC105 or AIS/SOC141.

AIS201 3 credits 3 periods
Tribal Management Seminar

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

AIS203 3 credits 3 periods
Fundamentals of Economic Development for Indigenous Nations (MGT203)

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

*Go to page 50 for more information on SUN courses.

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 236.

ANTHROPOLOGY ASB and ASM

Social/Behavioral Sciences Division SB 130 480.423.6206

ASB102 3 credits 3 periods**Culture in a Globalizing World**

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

ASB214 3 credits 3 periods**Magic, Witchcraft, and Healing: An Introduction to Comparative Religion**

Origins, elements, and forms of religion; a comparative survey of religious beliefs, myths, rituals and symbolism including magic, witchcraft and healing as practiced in selected regions of the world; the place of religion in the total culture. Prerequisites: None.

ASB222 3 credits 3 periods**Buried Cities and Lost Tribes: Old World**

Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which tend to fragment societies. Examples drawn from Africa, Asia, Europe, the Pacific Islands, and Australia. Prerequisites: None.

ASB223 3 credits 3 periods**Buried Cities and Lost Tribes: New World**

Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of

archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which fragment societies. Examples drawn from North American, Central America, and South America. Prerequisites: None.

ASB230 3 credits 3 periods**Principles of Archaeology**

Introduction to archaeological methods and theory. Prerequisites: None.

ASB234 3 credits 3 periods**Art and Archaeology of Ancient Egypt**

Introduction to the major social, political, religious and economic institutions of Ancient Egypt. The historical events and people that shaped Egyptian civilization. Prerequisites: None.

ASB245 3 credits 3 periods**Indians of the Southwest**

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

ASM104 4 credits 5 periods**Bones, Stones and Human Evolution**

Study of human evolution and variation; including fossil hominids and their tools, primate anatomy and behavior, human genetics, and the environment and human biology. Prerequisites: None.

ASM275 3 credits 3 periods**Introduction to Forensic Anthropology (FOR275)**

Introduction to forensic anthropology. Survey of the role of forensic anthropologist, from the crime scene to the courtroom. Understand how a forensic anthropologist can determine life history of an individual. Contributions of forensic anthropology to crime scene and other legal investigations. How forensic anthropology is used to decipher historic cases, and how it is depicted in popular culture. Case studies involving criminal investigations, mass disaster incidents, and global human rights issues. Prerequisites: None.

*Go to page 50 for more information on SUN courses.

ARCHITECTURAL TECHNOLOGY **ARC**
(Computer-Aided Drafting)
 Applied Sciences Division **AP 237B 480.423.6599**

ALSO SEE: Building Safety Technology (BLT), page 170.

ARC101 **3 credits** **3 periods**
Introduction to Western Architecture
 Survey of Western Architecture from prehistory to current times. Includes social and philosophical factors shaping predominant styles and theory across the periods. Prerequisites: None. *(ARC101 is not offered every semester.)*

ARC121 **3 credits** **6 periods**
Introduction to Architectural Drafting: Manual
 Emphasis on basic techniques and principles of manual architectural drafting. Includes hand lettering, line work, dimensioning, multi-view projection, work in plan, section, and elevation views, design standards, wall details, office procedures, and portfolio development. Prerequisites: None.

ARC141 **3 credits** **6 periods**
Architectural CAD I: Introduction
 Introduction to Computer Aided Drafting (CAD) for Architecture, Interior Design, and related professions using AutoCAD software. Includes basic Windows operational systems, drawing set-ups, architectural formats, two-dimensional drawing and editing commands, dimensions, text, and plotting typical to the industries. Prerequisites: None. ARC121 suggested but not required. *Course Note: ARC141 may be repeated for a total of six (6) credit hours.*

ARC142 **3 credits** **6 periods**
Architectural CAD II: Plans and Elevations
 Computer Aided Drafting (CAD) instruction directed to the creation of fully annotated plan, elevation, and schematic section views including dimensions, notes, symbols, and schedules. Introduction to three-dimensional (3D) AutoCAD Architectural Desktop. Prerequisites: ARC141, or equivalent, or department permission. ARC121 suggested but not required.

ARC143 **3 credits** **6 periods**
Architectural CAD: Extended Study
 Reinforcement and extended study of basic two-dimensional computer aided drafting (CAD) skills for Architecture, Interior Design, and related professions using AutoCAD software. Includes sending/receiving drawing files on web; templates/set-ups; dimension/text formats; sheet management; external referencing, design center, basic/extended drawing and editing commands, and plotting. Prerequisites: ARC141 or permission of Instructor. *Course Note: ARC143 may be repeated for a total of six (6) credit hours.*

ARC146 **3 credits** **3 periods**
Architectural Print Reading
 Analysis and interpretation of architectural working drawings including written specifications and drawings prepared by consulting engineers. Prerequisites: None.

ARC148 **3 credits** **3 periods**
Methods and Materials of Construction
 Modern methods of construction and materials for residential, multiple, and commercial building, including the four types of structures used: wood, concrete, steel and masonry. Methods of assembly and how different materials can be used to create desired designs. Requirements of most recent building codes and the F.H.A. standards. Prerequisites: None.

ARC201 **3 credits** **3 periods**
Architectural History: Prehistory to Rococo
 In-depth analysis of Western Architecture from Prehistory to 1730. Includes social, religious, political, philosophical, scientific, and environmental factors shaping predominant styles of the historical periods. Prerequisites: None. *(ARC201 is not offered every semester.)*

ARC202 **3 credits** **3 periods**
Architectural History: Modern Architecture
 In-depth analysis of Western Architecture from the Industrial Revolution to current times. Includes social factors, theory, and polemics shaping predominant styles of the modern periods. Prerequisites: None. *(ARC202 is not offered every semester.)*

ARC243 **3 credits** **6 periods**
Architectural CAD III: Site Plans and Sections
 CAD-based (Computer-aided drafting) instruction directed to the creation of fully annotated site plans and sectional views. Development of professional quality site plans, wall sections, and building sections working from given residential and commercial layouts. Assignments incorporate applicable codes, construction materials and methods, and office practices typical to the local area. Prerequisites: ARC142 or permission of department. ARC121 suggested but not required.

ARC244 **3 credits** **6 periods**
Architectural CAD III: Structural Systems
 CAD-based (Computer-aided drafting) instruction for layout and completion of fully annotated structural drawings. Focuses on working from residential and commercial layouts to develop professional quality roof, roof framing, floor framing and foundation plans. Emphasis on the use of applicable codes, construction materials and methods, and office practices typical to the local area. Prerequisites: ARC142 or permission of department.

*Go to page 50 for more information on SUN courses.

ARC245 **3 credits** **6 periods**
Architectural CAD IV: Mechanical and Electrical Systems
 CAD-based (Computer-aided drafting) instruction for layout and completion of fully annotated building systems drawings. Focuses on working from residential and commercial layouts to develop professional quality electrical, mechanical (HVAC), plumbing and reflected ceiling plans. Emphasis on the use of applicable codes, construction materials and methods, and office practices typical to the local area. Prerequisites: ARC142 or permission of department.

ARC246 **3 credits** **6 periods**
Architectural CAD VI: Construction Details
 Typical southwestern construction systems and details. Creation of personal standard detail files for wood frame, concrete masonry and other specialized construction systems. Prerequisites: (ARC148 and ARC243), or permission of department.

ARC251 **3 credits** **6 periods**
Introduction to Revit
 Introduction to the use of Revit Design Development tools through the development of 3-D model(s) in working drawing and rendered formats. Includes completing a set of construction documents from creating walls, incorporating doors, windows, floor, stairs, etc., to adding views and annotation to various sheets and coordinating those sheets within the finished set. Prerequisites: None. Previous architectural and CAD experience strongly recommended. Course Note: ARC251 may be repeated for a total of six (6) credit hours.

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.*

ARC255 **3 credits** **6 periods**
Introduction to Revit Structure
 Introduction to Revit Structure software, addressing specialized options and processes used in structural engineering offices; includes project modeling, model analysis, reinforcement modeling, detailing, and documentation. Prerequisites: None. Previous educational/professional experience in architecture or structural engineering strongly recommended Course Note: ARC255 may be repeated for a total of six (6) credit hours.

ARC265 **3 credits** **6 periods**
Sketchup I: Introduction to Sketchup
 Provides students with introductory level instruction utilizing Sketchup rendering software for school and workplace applications. Addresses basic drawing/rendering commands, accessing external drawing files, and plotting through the creation of both three-dimensional schematic and rendered interior and exterior building views. Prerequisites: None. Previous CAD experience recommended but not required. *Course Note: ARC265 may be repeated for a total of six (6) credit hours.*

ARC266 **3 credits** **6 periods**
Sketchup II: Advanced Rendering Techniques
 Provides students with advanced instruction utilizing Sketchup, Google Earth, Sandbox and Podium rendering software for school and workplace applications. Creation of photo-realistic rendered three-dimensional interior and exterior building/site views. Prerequisites: ARC265 or permission of Instructor.

ARC270 **3 credits** **6 periods**
Architectural Technology Synthesis
 Provides students an opportunity to integrate and synthesize knowledge and skills acquired in prerequisite courses; includes completion of a full set of working drawings using AutoCAD under supervision comparable to workplace situations and practice in self-checking work, correcting and editing drawings and assembling a portfolio. Prerequisites: (ARC148, ARC243, ARC244, ARC245, and BLT263) or permission of Instructor. *Course Note: ARC270 may be repeated for a total of six (6) credit hours.*

Completed coursework will serve as a capstone assessment tool for the Architectural Technology Program and as a measure of student success in the program.

ARC296 - COOPERATIVE EDUCATION: Information about ARC296 courses can be found on page 181.

ARC298 - SPECIAL PROJECTS: Information about ARC298 courses can be found on page 240.

*Go to page 50 for more information on SUN courses.

ART/ADVERTISING ART

Art Department
Fine Arts Division

ART/ADA
AB 112 480.423.6344
MB 139 480.423.6328

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

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

ADVERTISING ARTS**ADA**

ADA109 3 credits 4 periods

Cartooning Methods

Production of cartoon drawing suitable for reproduction and submission to publishers. Introduction to greeting card design, editorial cartooning, comic strips and other uses of cartoons. Prerequisites: None. (*ADA109 is not offered every semester.*)

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.*)

ART150 3 credits 6 periods

Digital Storytelling (COM/STO150)

Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create, edit, produce and archive a digital story. Prerequisites: None.

ART169 3 credits 6 periods

Two-Dimensional Computer Design (ADA169)

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

ART175 3 credits 6 periods

Electronic Publishing Design I (ADA175)

Introduction to the multiple elements of commercial publishing using the microcomputer. Basic foundation in the use of electronic page layout techniques. Emphasis on publication design layout and concepts. Prerequisites or Corequisites: ART100 or permission of instructor.

ART177 3 credits 6 periods

Computer-Photographic Imaging (ADA177)

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

ART181 3 credits 6 periods

Graphic Design I

Basic understanding of design principles and the stages of graphic design, with an emphasis on final product and presentation. Prerequisites: ART100 or permission of Instructor.

*Go to page 50 for more information on SUN courses.

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: 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: 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**

Graphic Design Self Promotion

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: ART177 or (ART177AA and ART177AB).

ART274 **3 credits** **6 periods**

Advanced Computer Photographic Imaging

Advanced microcomputer-based photographic imaging techniques. Advanced manipulation techniques of photographic images. Continued development of aesthetic awareness and personal expression. Prerequisites: ART270.

ART280 **3 credits** **6 periods**

Graphic Design Studio

Advanced design course for graphic design majors allowing continuation in a subject field. Prerequisites: All 100 and 200 level graphic arts courses in the subject matter area, or permission of instructor.

ART281 **3 credits** **6 periods**

Graphic Design III

Advanced course in designing with letter forms and typestyles. Projects in creative use of lettering and type such as book covers, pamphlets, point of purchase, logo design and letterform used as shape for advertisement. Prerequisites: ART182 or permission of instructor.

ART282 **3 credits** **6 periods**

Graphic Design IV

Continuation of skill development reached in ART181, ART182 and ART281 with emphasis on new product development and advertising; creating design program for industry or major event; and preparing professional portfolio. Prerequisites: ART281 or permission of Instructor.

ART283 **3 credits** **6 periods**

Computer Aided Graphic Arts II (ADA283)

Advanced skill development of graphic design through use of microcomputer. Emphasis on computer design and techniques for producing all types of camera-ready advertising art for printed matter and package design. Includes illustration, typography, photo imaging, and color separation. Prerequisites: ADA183, or ART183, or permission of Instructor. *(ART283 is offered spring semester only.)*

ART289 **3 credits** **6 periods**

Computer Illustration (ADA289)

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

*Go to page 50 for more information on SUN courses.

Visual Arts

ART105 1 credit 2 periods

Art Beyond the Classroom

Visual arts experience. Includes field trips to galleries, museums, and collections as well as art lectures, demonstrations, and varied studio experiences. May be repeated for a total of four credits. Prerequisites: None. *(ART105 is not offered every semester.)*

ART111 3 credits 6 periods
Drawing I SUN# ART1111*

Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None.

ART112 3 credits 6 periods
Two-Dimensional Design (ADA112)

Study of fundamental elements and principles of two-dimensional design. Prerequisites: None.

ART113 3 credits 6 periods
Color

Investigation seeking visual solutions to a variety of problems concerning color in two and three dimensions and modes of color appearances, including light and effects in design and theory of design. Prerequisites: ART112.

ART115 3 credits 6 periods
Three-Dimensional Design (ADA115) 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: ART116.

ART122 3 credits 6 periods
Drawing and Composition II

Emphasis on composition and exploration of drawing media. Prerequisites: ART111.

ART

ART151 3 credits 6 periods

Sculpture I

Exploration of sculptural form and expression in clay, plaster, stone, wood and metal. Prerequisites or Corequisites: ART115 or permission of Instructor.

ART152 3 credits 6 periods

Sculpture II

Emphasis on control of sculptural media. Prerequisites: ART151.

ART165 3 credits 6 periods

Watercolor Painting I

Transparent and Gouache watercolor painting. Prerequisites: (ART111 and ART112), or permission of Instructor. *(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: 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: ART167 or permission of instructor.

ART171 3 credits 6 periods

Jewelry I

Fundamentals of jewelry making. Covers hand formed methods, including cutting, shaping, forging, soldering, and lost wax technique. Prerequisites: None.

ART172 3 credits 6 periods

Jewelry II

Further refinement of personal expression using techniques and design concepts of ART171. Prerequisites: ART171.

ART211 3 credits 6 periods

Drawing and Composition III

Advanced development of drawing skill with emphasis on compositional theory. Prerequisites: ART122 or permission of instructor.

*Go to page 50 for more information on SUN courses.

ART216 **3 credits** **6 periods**
Life Drawing III

Advanced creative study from model in various painting and drawing media. Prerequisites: ART117 or permission of Instructor.

ART217 **3 credits** **6 periods**
Life Drawing IV

Further development of skills in expressive drawing materials and techniques as applied to finished drawings of the human form. Prerequisites: ART216 or permission of Instructor.

ART222 **3 credits** **6 periods**
Drawing and Composition IV

Further study of drawing techniques with emphasis on individual problems and techniques. Prerequisites: ART211 or permission of instructor.

ART251 **3 credits** **6 periods**
Sculpture III

With emphasis on attention to individual problems and techniques. Prerequisites: ART152.

ART252 **3 credits** **6 periods**
Sculpture IV

Advanced sculpture problems and professional practices. Prerequisites: ART251.

ART255 **3 credits** **3 periods**
Art Marketing

Career goals, presentation of artist and art work (portfolio, résumé, business cards, catalog), pricing and selling works, networking, establishing a studio, promotion and publicity, writing press releases, proposal writing, business ethics, artist rights, copyright law, contracts and agreements, royalties, record keeping and communication skills. Prerequisites: None. *(ART255 is offered spring semester only.)*

ART255AA **1 credit** **1 period**
Self Promotion

Career goals, presentation of artist, communication skills, keeping files and records, developing self-promotional materials. Prerequisites: None. *(ART255AA is offered fall semester only.)*

ART255AB **1 credit** **1 period**
The Portfolio

Choosing the right pieces to include, presenting art work, developing the portfolio. Prerequisites: ART182, or ART/MMT185, or ART255AA or permission of Instructor. *(ART255AB is offered fall semester only.)*

ART265 **3 credits** **6 periods**
Watercolor Painting III

Continuation of watercolor painting with emphasis on control and expression. Prerequisites: ART166.

ART266 **3 credits** **6 periods**
Watercolor Painting IV

Advanced problems directed toward more personal expression. Prerequisites: ART265.

ART267 **3 credits** **6 periods**
Painting III

Development of materials and techniques of painting. Individual problem-solving. Prerequisites: ART168 or permission of instructor.

ART268 **3 credits** **6 periods**
Painting IV

Advanced problems in painting. Study with greater emphasis on personal expression. Prerequisites: ART267 or permission of instructor.

ART290AA-AC **1-3 credits** **2-6 periods**
Studio Art

Studio course for art majors allowing continuation in a subject field. Prerequisites: Permission of Instructor. *Course Note: ART290AA, ART290AB, and ART290AC may be repeated for credit.*

ART295AA-JC **1-3 credits** **2-6 periods**
Art Workshop/Seminar

Advanced-level workshop/seminar in art disciplines. Prerequisites: Minimum of three (3) credits introductory and three (3) credits intermediate-level courses in specific field or permission of department/division chair.

ART297AA-AC **1-3 credits** **1-3 periods**
Computer Graphic Design Internship

Computer graphic design work experience in a business or industry. 80 hours of designated work per credit. Maximum of 3 credits allowed. Prerequisites: Departmental approval. *(ART297 is not offered every semester.)*

*Go to page 50 for more information on SUN courses.

ART HUMANITIES

Art Department
Fine Arts Division

AB 112 480.423.6344
MB 139 480.423.6328

ARH

ARH100 3 credits 3 periods

Introduction to Art

Understanding and enjoyment of art through study of painting, sculpture, architecture design, photography, and decorative arts. Emphasis on contemporary topics and cultural diversity in the arts. Prerequisites: None.

ARH101 3 credits 3 periods

Prehistoric Through Gothic Art SUN# ART1101*

History of art from prehistoric through medieval period. Prerequisites: None.

ARH102 3 credits 3 periods

Renaissance Through Contemporary Art SUN# ART1102*

History of art from around the world from the Renaissance through contemporary period. Prerequisites: None.

ARH110 3 credits 3 periods

History of Graphic Design

Survey of the history of graphic design from its origins to the present. Traces the characteristics, aesthetics and the reciprocal influence of design and society. Includes movements and individual designers. Emphasizes the function of design as a distinct but equal branch of human visual communication and the role of design as the dominant visual exercise of the contemporary world. Prerequisites: None. (*ARH110 is offered fall semester only.*)

ARH115 3 credits 3 periods

History of Photography

Survey of history of photography from beginning to present. Emphasizes medium's impact upon society and other visual arts. Technical developments, aesthetic concerns, and individual photographers studied. Prerequisites: None. (*ARH115 is not offered every semester.*)

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

Mathematics/Sciences Division

NS 102A 480.423.6111

AST

The astronomy courses satisfy the natural sciences requirement for the Associate in Arts degree and most four-year curricula. When taken together, AST101 and AST102 satisfy ASU's general science requirement (SG). AST111 and AST112 fulfill ASU's natural sciences requirement (SG, SQ) when they are taken with AST113 and AST114, respectively.

AST101 3 credits 3 periods

Survey of Astronomy

Survey of astronomy for the nontechnical student. The history, content and evolution of the solar system and the universe in general. Astronomical principles and instrumentation. The planets, moons, sun, comets, stars and star formation, galaxies and cosmology. Prerequisites: None.

AST102 1 credit 3 periods

Survey of Astronomy Laboratory

Astronomical observations and exercises designed to familiarize students with the sky, telescopes, and methods used in astronomy. Prerequisites: None. May accompany AST101.

NOTE: AST111 and AST112 are each a first course in astronomy. Either course can be taken alone or both can be taken in either order.

AST111 3 credits 3 periods

Introduction to Solar System Astronomy

Introduction to astronomy for the non-science major. History of astronomy, properties of light, instruments, the solar system and nearby stars. Prerequisites: MAT092 or equivalent.

AST112 3 credits 3 periods

Introduction to Stars, Galaxies, and Cosmology

Introduction to astronomy for the non-science major. Structure and evolution of stars; star clusters; galaxies; cosmology. Prerequisites: MAT092 or equivalent.

*Go to page 50 for more information on SUN courses.

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

Mathematics/Sciences Division

NS 102A

480.423.6111

BIO

ALSO SEE: Pre-Professional Programs, page 232.

The biology curriculum is designed to satisfy the requirements for the first two years of most four-year curricula leading to the preparation of a student to enter such career fields as marine biology, wildlife biology, biological research, biology teacher or other professional biological science careers. The curriculum assumes the student has had a strong science and mathematics background in high school, including one or two years of biology, a year of chemistry, a year of physics and three years of mathematics. Students who have not had this kind of background should consult a science advisor to select courses that should be taken to strengthen their science and mathematics background before pursuing the biology curriculum. Recommended courses to be taken in sequence are BIO181 and BIO182. Supporting courses include CHM151, CHM152 or CHM154, CHM230 or (CHM235 and CHM236), PHY111, PHY112, MAT150 or MAT151, MAT182 and MAT212. Consultation with the catalog of the college to which you plan to transfer may recommend a more rigorous math sequence as follows: MAT150 or MAT151, MAT182, MAT220, MAT230 and MAT240. In addition to the general education courses required for the Associate in Arts degree, BIO109, BIO205, BIO241 and BIO280 are suggested electives. Since there is some variation in specific courses required by various universities and colleges, students should consult the catalog of the school to which they will transfer and select courses accordingly. Students who take BIO181 and BIO182 should plan to take both of these courses at SCC to ensure that no course information is missing. Students registering for any of the following courses should be aware that many of these courses require field trip activities at students' expense.

BIO100 **4 credits** **6 periods**

Biology Concepts

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.

BIO140 **4 credits** **6 periods**

Wildlife Field Techniques

Introduces field techniques used in Wildlife or Conservation Biology; includes field research, and survey techniques for wildlife populations including mammals, fish, birds, reptiles and vegetation, habitat and range. Reviews job opportunities in the field. Includes assisting working biologists with research or management projects. Covers basic field skills including camping skills, four-wheel drive vehicles, hazards, working conditions in the field, and safe practices. Prerequisites: BIO100 or BIO182, or permission of Instructor.

BIO145 **4 credits** **6 periods**

Marine Biology

A survey of marine environments and their biotic communities with emphasis on the natural history of marine organisms. Prerequisites: None.

BIO149 **1-4 credits** **7-28 days**

Field Biology

Field expeditions designed to study natural history of selected geographical locations. Field observations of behavior, distribution and adaptations of organisms within natural communities emphasized. May be repeated for up to four hours elective credit. Prerequisites: None.


BIO156 **4 credits** **6 periods**


Introductory Biology for Allied Health


An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetics. Prerequisites: Grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by appropriate reading placement test score. One year high school chemistry or one semester of college-level chemistry recommended.


*Go to page 50 for more information on SUN courses.


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  **BIO1181***
 Principles of structure and function of living things at molecular, cellular and organismic levels of organization. Field trips may be required at students' expense. Prerequisites: Grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by appropriate reading placement test score. One year of high school or one semester of college-level biology and chemistry is strongly recommended.

BIO182 **4 credits** **6 periods**
General Biology (Majors) II  **BIO1182***
 Additional principles of structure and function of living things at molecular, cellular, and organismic and higher levels of organization. Field trips may be required at students' expense. Prerequisites: A grade of "C" or better in BIO181.

BIO201 **4 credits** **6 periods**
Human Anatomy and Physiology I  **BIO2201***
 Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Prerequisites: (BIO156 or BIO181 with a grade of "C" or better or one year of High School biology with a grade of "C" or better) and (a grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by reading placement test score). CHM130 or higher or one year of High School chemistry suggested but not required.

BIO202 **4 credits** **6 periods**
Human Anatomy and Physiology II  **BIO2202***
 Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance. Prerequisites: A grade of "C" or better in BIO201.

BIO205 **4 credits** **6 periods**
Microbiology  **BIO2205***
 Study of microorganisms and their relationship to health, ecology, and related fields. Prerequisites: (BIO156 or BIO181 with a grade of "C" or better or one year of High School biology with a grade of "C" or better) and (a grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by reading placement test score). CHM130 or higher or one year of High School chemistry suggested but not required.

BIO207 **3 credits** **3 periods**
Applied Plant Taxonomy
 Overview of the flora and vegetation types of Arizona, emphasizing species and vegetation of central Arizona; covers morphology, taxonomy, identification, and natural history of important plant families, and important exotic and invasive species; examination of live plant material both in class and during field trips. Prerequisites: BIO182, or permission of Instructor. *Course Note: BIO207 includes field trips during class and on some Fridays/Saturdays.*

BIO270 **3 credits** **3 periods**
Sustainable Biological Systems (ABS274)
 Course to introduce concepts in Ecology covering abiotic and biotic systems, population biology and ecology, community ecology, biotic communities, disturbance and succession, biogeography, fire ecology, evolution in changing environments, human population biology, and issues in ecology. Prerequisites: BIO181.

BIO274 **4 credits** **6 periods**
Introduction to Wildlife Management
 Introduction to the field of wildlife biology/management and the legal, cultural, ecological, and population dynamics of wildlife biology and management. Covers wildlife management objectives, management techniques, research techniques, and the organizational environment that wildlife biologists work in; provides an overview of careers in the field and guidance in planning a career. Prerequisites: High school biology with a grade of "C" or better, or BIO100, or BIO181, or permission of Instructor.

BUILDING SAFETY TECHNOLOGY **BLT**
Applied Sciences Division **AP 237B** **480.423.6599**

ALSO SEE: Architectural Technology (ARC), page 161.

BLT120 **3 credits** **3 periods**
Techniques of Building Inspection
 Theory and practice of zoning, foundation, structural, mechanical and electrical inspection in modern residential and commercial construction. Prerequisites: None.

BLT121 **3 credits** **3 periods**
Electrical Codes
 Principles of safe electrical installations and proper inspection procedures. Topics include conduit installation, transformer service, raceways, control circuits, grounding and bonding; hazardous occupancies and the National Electrical Code. Prerequisites: None.

*Go to page 50 for more information on SUN courses.

BLT124 **3 credits** **3 periods**
Designing for the Americans with Disabilities Act (ADA)
 In-depth analysis of federal standards described in the Americans with Disabilities Act (ADA). Reviews the state of Arizona's enforcement document (AzDAAG). Focuses on helping designers, architects, and building officials create barrier-free buildings and facilities. Prerequisites: None. *(BLT124 is not offered every semester.)*

BLT127 **3 credits** **3 periods**
Plumbing Codes
 Code requirements and construction practices. Topics include underground and above-ground plumbing, venting and finish plumbing. Prerequisites: None.

BLT128 **3 credits** **3 periods**
Mechanical Codes
 Code requirements and construction practices. Topics include duct work, conductors and fuel supply, insulation, and controls. Prerequisites: None.

BLT140 **3 credits** **3 periods**
Environmentally Responsible Building
 An overview of environmentally responsible building and a historical survey of building methodologies. Introduces design concepts and strategies related to the mitigation of environmental impacts. Examines building processes, environmental issues and the interdependent nature of our built environment. Topics include human impacts, climate and geography, sustainability, renewable energies, water use and energy, resource efficiency, building materials, indoor air quality and waste reduction. Prerequisites: None. *(BLT140 is not offered every semester.)*

BLT142 **3 credits** **3 periods**
Green Building Codes, Standards and Rating Systems
 Surveys green building rating systems, environmental building standards and green construction codes; addresses the broader scope of public health, safety and general welfare in the context of regulations and the natural environment; examines site development and land use, material resource conservation, energy efficiency, water resource conservation, indoor environmental quality, building commissioning, operation and maintenance; includes exercises demonstrating the use of tools and applying the principles discussed during the course. Prerequisites: None.

BLT263AK **3 credits** **3 periods**
Building Codes: IBC
 Designed specifically to acquaint students with safety principles of building construction under the International Building Code (IBC), including structural requirements for wood, masonry and concrete, fire resistance of building construction, fire resistant materials, and ratings and occupancy requirements. Prerequisites: None.

BLT263AL **3 credits** **3 periods**
Building Codes: IRC
 Designed specifically to acquaint students with safety principles of building construction under the International Residential Code (IRC), including structural requirements for wood, masonry and concrete, fire resistance of building construction, fire resistant materials, and ratings and occupancy requirements. Prerequisites: None.



*Go to page 50 for more information on SUN courses.

BUSINESS (Fastrack)

Business/CIS Division **AP 237A 480.423.6253**

For course descriptions in the Business (Fastrack) Program, see:

- ACC110 – page 155
- GBS120 and 200 – pages 172
- IBS201 – page 214
- MGT109, 126, 127, 179, 206 and 253 – pages 215-216
- MKT210 – page 217

BUSINESS

Business/CIS Division **GBS and SBU AP 237A 480.423.6253**

See requirements listed for certificate programs and associate degrees under Business.

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. *(Offered in online format only.)*

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.)*

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.)*

GBS200 3 credits 3 periods

Understanding the Business Environment (Fastrack)

Provides an overview of the major external factors and issues affecting the contemporary business environment. Prerequisites: None. *(Offered in both hybrid 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: 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.)*

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.)*

*Go to page 50 for more information on SUN courses.

BUSINESS-PERSONAL COMPUTERS **BPC**

CIS Department Office **CM 404 480.423.6588**

ALSO SEE: Computer Information Systems (CIS), page 176
Microsoft Networking Technology (MST), page 221
Office Automation Systems (OAS), page 228

BPC100 **2 credits** **2 periods**

Business-Personal Computers

Introduction to the use of personal computers in the business environment. Computer hardware components, operating system functions and concepts. Procedures for running and using business application software to produce documents and spreadsheets. Prerequisites: None. *(Offered in 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.)*

BPC170 **3 credits** **4 periods**

Computer Maintenance: A+ Exam Prep Level I

Explore technical aspects of personal computers, including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis placed on proper usage of tools, safety procedures, and professionalism. Helps prepare students for the CompTIA A+ examinations. Prerequisites: CIS105, or permission of Instructor.

BPC171 **1 credit** **2 periods**

Recycling Used Computer Technology

Use of hardware maintenance knowledge and skills to refurbish used computers. Prerequisites or Corequisites: BPC170 or permission of Instructor. *Course Note: BPC171 may be repeated for a total of three (3) credits.*

BPC270 **3 credits** **4 periods**

Computer Maintenance: A+ Exam Prep Level II

Explore advanced technical aspects of maintaining and servicing computers. Emphasis placed on installation, maintenance, mobile devices, security, troubleshooting, and resolving various computer problems. 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**

Mathematics/Sciences Division **NS 102A 480.423.6111**

The chemistry curriculum recommended for students who plan to become majors in chemistry, biology, pre-medical, pre-dental or pre-pharmacy is CHM150/151, 152, 235 and 236 with the corresponding labs. Other chemistry courses currently required at one or more of the state universities are:

Nursing	CHM130
Home Economics	CHM130
Textiles	CHM130
Engineering	CHM150/151, CHM152

CHM107 **3 credits** **3 periods**

Chemistry and Society

A survey of chemistry and its impact on the environment. Completion of CHM107LL is required to meet the Natural Science requirement. Prerequisites: None.

CHM107LL **1 credit** **3 periods**


Chemistry and Society Laboratory

Laboratory experience in support of CHM107. Prerequisites or Corequisites: CHM107.

*Go to page 50 for more information on SUN courses.

CHM130 **3 credits** **3 periods**
Fundamental Chemistry  **CHM1130***

A survey of the fundamentals of general chemistry. Emphasis on essential concepts and problem solving techniques. Basic principles of measurement, chemical bonding, structure and reactions, nomenclature, and the chemistry of acids and bases. Preparation for students taking more advanced courses in chemistry. Designed to meet needs of students in such diverse areas as agriculture, nursing, home economics, physical education and water technology. Prerequisites: Grade of C or better in CHM090, or MAT090, or MAT091, or MAT092, or MAT093, or MAT102, or (MAT103AA and MAT103AB), or satisfactory score on math placement exam.

CHM130LL **1 credit** **3 periods**
Fundamental Chemistry Lab  **CHM1130***

Laboratory experience in support of CHM130. Prerequisites or Corequisites: CHM130.

CHM150 **4 credits** **4 periods**
General Chemistry I

Detailed study of principles of chemistry for science majors and students in pre-professional curricula. Prerequisites: [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry with a grade of "C" or better taken within the last five years], and completion of MAT151 or higher level mathematics course with grade of "C" or better. Completion of all prerequisites within the last two years is recommended. *Course Note: Students may receive credit for only one of the following: CHM150 or CHM151.*

CHM151 **3 credits** **3 periods**
General Chemistry I  **CHM1151***

Detailed study of principles of chemistry for science majors and students in pre-professional curricula. Prerequisites: [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry with a grade of "C" or better taken within the last five years], and completion of MAT151 or higher level mathematics course with grade of "C" or better. Completion of all prerequisites within the last two years is recommended. *Course Note: Students may receive credit for only one of the following: CHM150 or CHM151.*

CHM151LL **1 credit** **3 periods**
General Chemistry I Lab  **CHM1151***

Laboratory experience in support of CHM150 or CHM151. Prerequisites: CHM130LL or equivalent. Prerequisites or Corequisites: CHM150 or CHM151.

CHM152 **3 credits** **3 periods**
General Chemistry II  **CHM1152***


A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Completion of CHM152LL required to meet the Natural Science requirement. Prerequisites: CHM150 or CHM151 and CHM151LL. Completion of CHM150 or CHM151 and CHM151LL within the last two years recommended.

CHM152LL **1 credit** **3 periods**
General Chemistry II Lab  **CHM1152***

Laboratory experience in support of CHM152. Prerequisites: CHM151LL or permission of Instructor. Prerequisites or Corequisites: CHM152 or equivalent.

CHM230 **3 credits** **3 periods**
Fundamental Organic Chemistry  **CHM2230***

Chemistry of representative groups of organic compounds, emphasizing biological applications. Prerequisites: (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL). Completion of (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL) within the last two years recommended. *Course Note: CHM230 course content is designed to meet the needs of students in such areas as agriculture, home economics, nursing, pre-physician assistant, and physical education among others.*

CHM230LL **1 credit** **3 periods**
Fundamental Organic Chemistry Lab  **CHM2230***

Laboratory experience in support of CHM230. Prerequisites: CHM130LL, or CHM151LL, or equivalent. Prerequisites or Corequisites: CHM230.

CHM235 **3 credits** **3 periods**
General Organic Chemistry I  **CHM2235***

Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized. Prerequisites: CHM152 and CHM152LL, or CHM154 and CHM154LL. Completion of (CHM152 and CHM152LL) or (CHM154 and CHM154LL) within the last two years recommended.

CHM235LL **1 credit** **4 periods**
General Organic Chemistry I Lab  **CHM2235***

Laboratory experience in support of CHM235. Prerequisites: CHM152LL, or CHM154LL, or equivalent. Prerequisites or Corequisites: CHM235.

*Go to page 50 for more information on SUN courses.

COM263 **3 credits** **3 periods**
Elements of Intercultural Communication
 Basic concepts, principles, and skills for improving oral communication between persons from different minority, racial, ethnic, and cultural backgrounds. Prerequisites: None.

COM271 **3 credits** **3 periods**
Voice and Diction (THP271)
 Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None.

COM298 - SPECIAL PROJECTS: Information about COM298 courses can be found on page 240.

COMPUTER INFORMATION SYSTEMS **CIS**
CIS Department Office **CM 404 480.423.6588**

ALSO SEE: Business Personal Computers (BPC), page 173
 Microsoft Networking Technology (MST), page 221

CIS102 **1 credit** **1 period**
Interpersonal and Customer Service Skills for IT Professionals
 Examines behaviors necessary to develop and support an effective client service organization. Focuses on methods of increasing the effectiveness of help-desk professionals when responding to a range of customer conditions. Prerequisites: None.

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.)*

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 credit** **5 periods**
Excel Spreadsheet
 Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, projections, macro programming, database searching, extraction, linking, statistics, and matrix manipulation. Production of graphs and reports. Project design using multiple, integrated spreadsheets. Prerequisites: None.

CIS117DM **3 credits** **5 periods**
Microsoft Access: Database Management
 Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program. Prerequisites: None. *Course Note: Combines the contents of CIS117AM and CIS117BM and CIS117CM.*

CIS118DB **3 credits** **5 periods**
Desktop Presentation: PowerPoint
 Use of PowerPoint to produce professional-quality presentation visuals with animation and sound. Prerequisites: None.

CIS119DO **3 credits** **4 periods**
Introduction to Oracle: SQL
 Use of Oracle tools and methodologies to fulfill real-world business information requirements. Hands-on exercises for designing and creating database structures to store, retrieve, update, and display data in a relational database using the SQL programming language. Creating and maintaining database objects. Advanced retrieval techniques. Prerequisites: CIS105 or permission of Instructor.

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.

*Go to page 50 for more information on SUN courses.

CIS120DC **3 credits** **4 periods**

Adobe Flash Level I: Digital Animation

Focuses on entry-level skill expectations for digital animation using Adobe Flash. Covers basic animation techniques used in the creation, manipulation, and editing of Flash animation graphics. Helps students prepare for the Adobe certifications related to Adobe Flash. 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.

CIS126DL **3 credits** **4 periods**

Linux Operating System

Introduction to the Linux Operating system. Develop knowledge and skills required to install, configure and troubleshoot a Linux-based workstation including basic network functions. Learn basic command line and Graphical User Interface (GUI) desktop environment utilities and applications. Fundamental abilities to achieve the entry-level industry certification covered. Prerequisites: None.

CIS133DA **3 credits** **4 periods**

Internet/Web Development Level I

Overview of the Internet/WWW and its resources. Hands-on experience with various Internet/WWW communication, resource discovery and information retrieval tools. Web page development also included. Prerequisites: None.

CIS138DA **3 credits** **4 periods**

Desktop Design and Publishing Using Adobe InDesign

Use of Adobe InDesign to compose and print textual and graphic materials of high quality. Includes word processing of copy, use of graphics programs, layout of design elements, printing alternatives, and file formats. Prerequisites: CIS105, or BPC110, or permission of Instructor.

CIS150 **3 credits** **4 periods**

Programming Fundamentals

Structured program design and logic tools. Use of computer problems to demonstrate and teach concepts using appropriate programming language. Prerequisites: CIS105, or permission of Instructor.

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: CIS105 or permission of Instructor.

CIS159 **3 credits** **4 periods**

Visual Basic Programming I

Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: CIS105, or permission of Instructor.

CIS162AD **3 credits** **4 periods**

C#: Level I

Introduction to C# programming. Including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: CIS105, or permission of Instructor.

CIS163AA **3 credits** **4 periods**

Java Programming: Level I

Introduction to Java programming. Includes features needed to construct Java Applets, Java Applications, control structures, methods, arrays, character and string manipulation, graphics, and object-oriented programming. Prerequisites: CIS105, or permission of Instructor. *(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: 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: CIS133CA or CIS133DA or permission of Instructor.

*Go to page 50 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: 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: (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: CIS133CA or CIS133DA or permission of Instructor.

CIS175SA **3 credits** **4 periods**

Interconnecting Cisco Network Devices (CCT260)

Procedures for interconnecting existing computer networks. Emphasis on internetworking, layer usage, and software configuration. Covers router and switch usage, protocol suite and wide-area networking, as well as Internet protocol address and routing configuration. Also includes frame relay and X.25 configuration, access list traffic management, and alternate router access information. Prerequisites: None.

CIS190 **3 credits** **4 periods**

Introduction to Local Area Networks

Overview of local area networks. Emphasis on the elements of a local area network, current issues and products, and use of a local area network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Prerequisites: CIS105, or permission of Instructor.

CIS217AM **3 credits** **4 periods**

Advanced Microsoft Access: Database Management

Advanced database concepts including database design, primary and secondary key selection and relationships between tables. Queries, subforms, macros, events, Visual Basic modules and Access Internet features also covered. Prerequisites: (CIS117DM or CIS117CM).

CIS220DC **3 credits** **4 periods**

Flash: Advanced Animation and ActionScript

Advanced Flash programming, action scripting, tweening, advanced buttons and user input, movie clips, using dynamic sound and text, managing information flow, Object-Oriented Programming concepts in relation to Flash. Prerequisites: CIS120DC or permission of Instructor.

CIS220DF **3 credits** **4 periods**

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: (CIS120AF, CIS120BF and CIS120CF) or CIS120DF, or permission of Instructor.

CIS224 **3 credits** **4 periods**

Project Management Microsoft Project for Windows

Introduction to project management concepts while working with MS Project to solve complex project management networks, including creating Gantt and PERT charts, tracking project progress, planning for restrictions, and integrating MS Project with other software packages such as Excel, Word, PowerPoint and cc Mail. Prerequisites: None.

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.

CIS226AB **3 credits** **4 periods**

Internet/Intranet Server Administration: Windows

Set up and management of internet/intranet services, including World Wide Web (WWW) and Simple Mail Transfer Protocol (SMTP) in a Windows server environment. Includes coverage of security issues. Prerequisites: CIS133DA and CIS191DL or permission of Instructor.

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: CIS126 (any module) or permission of Instructor.

*Go to page 50 for more information on SUN courses.

CIS233DA **3 credits** **4 periods**
Internet/Web Development Level II

Design and create pages on the World Wide Web with a variety of markup languages, programming languages, scripts, and multimedia. Hands-on experience authoring and preparing sophisticated web documents. Exploration of best practices/issues for web design and publishing and careers in web development and e-commerce. Prerequisites: CIS133CA or CIS133DA or permission of Instructor.

CIS234 **3 credits** **4 periods**
XML Application Development

The use of Extensible Markup Language (XML) to make documents smarter, simplify Web automation, and to communicate between databases, both within and between corporations. Includes techniques for XML generation, data extraction and sharing, and transformation and managing of XML files. Prerequisites: CIS133CA or CIS133DA, or permission of the instructor. *(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: CIS133CA, or CIS133DA, or permission of Instructor.

CIS239DL **3 credits** **4 periods**
Linux Shell Scripting

Linux Shell Scripting syntax and methods including the automation of system tasks as well as interpreted user-level programming. Course includes the Linux Borne Again Shell (BASH) as well as a variety of industry competitors. Prerequisites: CIS126DL or permission of instructor.

CIS250 **3 credits** **4 periods**
Management of Information Systems

The study of business information systems and its management, communication, e-business strategies, emerging technologies, database concepts, and project management. Overview of systems analysis and design. Learn about the competitive and strategic uses of information systems and how they are transforming organizations and their management. Prerequisites: CIS105. *(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: 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: 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: 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: CNT150, or (MST150 or MST150 any module), or permission of Instructor.

CIS276DA **3 credits** **4 periods**
MySQL Database

A broad overview of the MySQL database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install MySQL, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: CIS105 or permission of Instructor.

CIS276DB **3 credits** **4 periods**
SQL Server Database

A broad overview of the Microsoft SQL Server database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install SQL Server, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: CIS105 or permission of Instructor.

*Go to page 50 for more information on SUN courses.

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.

CIS296 - COOPERATIVE EDUCATION: Information about CIS296 courses can be found on page 181.

COMPUTER SCIENCE

CSC

Mathematics/CSC Department Office **CM 404 480.423.6581**
CSC Course Coord., Gerald Thurman **CM 464 480.423.6110**

CSC100AA **3 credits** **4 periods**

Introduction to Computer Science (C++)

Concepts of problem solving, structured programming in C++, fundamental algorithms and techniques, and computer system concepts. Social and ethical responsibilities. Intended for majors other than Computer Science. Prerequisites: MAT120, or MAT121, or MAT122.

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: MAT120, or MAT121, or MAT122.

CSC180AA **3 credits** **4 periods**

Computer Literacy

Introduction to computers and technology and their impact on society. Explores technology, current topics in computing, applications and related issues. Students gain fluency in integrating technology to solve problems using computational thinking. Use of application software to create documents, spreadsheets, databases, e-mail and text files, and use of Internet browsers. Prerequisites: None.

CSC185 **3 credits** **3 periods**

World Wide Web and Introductory Internet Programming

Organization of and access to information on the Internet. Design, creation and publication of interactive web pages with HTML, multimedia, animated custom graphics, applets and JavaScript programming. Ethical issues, including security and privacy on the World Wide Web. Prerequisites: None.

CSC205AB **4 credits** **4 periods**

Object Oriented Programming and Data Structures

Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms. Prerequisites: CSC110, or permission of Instructor.

CSC283 **3 credits** **4 periods**

Bioinformatics and Scientific Computing

Introduction to Bioinformatics, including history, concepts, major genetic databases and access tools. Computer software and techniques for analyzing one nucleotide or protein sequence, searching for similar sequences, and aligning and comparing two or multiple sequences. Microarray analysis and phylogenetic trees. Application of standard software to bioinformatic computing tasks, including word processing of reports, and use of spreadsheets for statistical analysis and graphing. Text editors, Unix, Internet web site searching and construction, and ethics. Prerequisites: [(BIO156 or BIO181) and (MAT120 or MAT121 or MAT122)], or permission of Instructor. Concurrent enrollment in, or previous completion of, BIO208 or BIO212AA is strongly suggested but not required.

CSC285 **4 credits** **4 periods**

Computer Programming in the WWW Environment

Software development paradigms and environments including Advanced HTML, JavaScript, Common Gateway Interface (CGI) and CGI scripting languages. Security and large scale data management. Prerequisites: CSC185 and prior programming experience/coursework.

CSC294AA-AE **1-3 credits** **1-4 periods**

Special Topics in Computing

Investigation of special topics in computing technology and applications. Examination of industry trends to solve problems and/or investigate issues. Prerequisites: Permission of Instructor.

*Go to page 50 for more information on SUN courses.

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:

XXX296WC Cooperative Education 3 credits 15 periods

Tuition for the Cooperative Education credits is the same as for other academic credits.

Veterans and Financial Aid Benefits

Veterans and financial aid recipients must also have written departmental approval for any courses not listed as electives or core courses within a specific program. Failure to do so may result in a pro rata reduction in financial assistance.

COUNSELING & PERSONAL DEVELOPMENT**Counseling Services****CPD****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.

CPD150AA 1 credit 1 period

College Orientation and Personal Growth (AAA150AA)

Emphasis on increasing student success through college orientation, identification of learning style and the use of time management, goal-setting, and interpersonal communication strategies. Prerequisites: None.

*Go to page 50 for more information on SUN courses.

CPD150AB **1 credit** **1 period**

Study Skills Development (AAA150AB)

Emphasis on increasing student success through the use of study strategies including materials organization, note-taking, reading, test-taking, memory, and critical and creative thinking. Prerequisites: None.

CPD150AC **1 credit** **1 period**

Educational and Career Planning (AAA150AC)

Emphasis on increasing student success through educational and career planning. Prerequisites: None.

CPD160 **3 credits** **3 periods**

Introduction to Multiculturalism

Examination of the multiple cultures and subcultures within the contemporary United States. Personal exploration of awareness and appreciation of multiculturalism. Activities for experiencing diverse cultural perspectives. 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.

CPD195AA **0.5 credits** **0.5 periods**

Special Topics: Counseling and Personal Development

Introduction to current topics and contemporary issues related to promoting and enhancing personal development. Prerequisites: None.

CPD195AB **1 credit** **1 period**

Special Topics: Counseling and Personal Development

Introduction to current topics and contemporary issues related to promoting personal development. Focuses on a variety of techniques and strategies to improve personal and interpersonal effectiveness. Prerequisites: None.

CREATIVE WRITING

CRW

English, World Languages and Journalism Division

LC 305 480.423.6459

CRW150 **3 credits** **3 periods**

Introduction to Creative Writing

Introduces the student to elements and techniques of creative writing in a variety of genres; teaches terminology and concepts needed for successful participation in writing workshops; facilitates writing practice and evaluation; offers individual guidance on the student's development as a writer. Prerequisites: None.

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.



*Go to page 50 for more information on SUN courses.

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: CRW150 or permission of Instructor. *Course Note: CRW200 may be repeated for a total of six (6) credits.*

CRW251 3 credits 3 periods
Topics in Creative Writing

Analysis, writing, and revision focused on a selected element applicable to all genres of creative writing. Prerequisites: None. CRW150 recommended. *Course Note: CRW251 may be repeated, topic must be different, for a total of nine (9) 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 workshoping. Prerequisites: 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 workshoping. Prerequisites: 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: CRW150 or permission of instructor.

CRITICAL READING **CRE**
English, World Languages
and Journalism Division LC 305 480.423.6459

ALSO SEE: Reading (RDG), pages 199 and 233.

CRE101 3 credits 3 periods
College Critical Reading

Apply critical inquiry skills to varied and challenging reading materials. Includes analysis, synthesis, and evaluation 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 grade of "C" or better in RDG091 or RDG095 or permission of Instructor).

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 210.

The Culinary Arts Program offers multiple certificate and AAS courses of study for students (see pages 112-116). Further information on all programs may be obtained by calling the Culinary Arts office (480-423-6241), the division office (480-423-6578), or by visiting the website at www.scottsdalecc.edu/culinary. The program is proud to be accredited by the American Culinary Federation.

CUL101 4 credits 4 periods
Culinary Fundamentals: Culinary Basics

Theory and practice of basic elements of culinary arts fundamentals. Emphasis on safety, sanitation and uniform requirements, culinary terminology, basic nutritional guidelines, equipment needs and usage, standard measurements, knife selection and care, basic knife cuts, and fruit and vegetable identification and preparation. Prerequisites: None.

CUL102 4 credits 4 periods
Culinary Fundamentals: Hot Foods

Cooking techniques and preparation of varied meat, fish and poultry items. Theory and practice of production of stocks, sauces and soups. Study of butchering, yields, purchasing and grade classification. Prerequisites: None.

CUL103 4 credits 4 periods
Culinary Fundamentals: Breakfast and Garde Manger

Cooking techniques and preparation of breakfast items, salads, sandwiches, and dressings. Theory and practice of production of egg, pasta, cheeses, and fruit dishes, canapes and hors d'oeuvre creations. Study of lettuces, fruits, grains, cheeses and dressings as components of salads and sandwiches. Prerequisites: None.

CUL104 4 credits 4 periods
Culinary Fundamentals: Bakery and Pastry

Provides a study of cooking techniques and preparation methods for cakes, pies, cookies and simple desserts as well as production of doughs and breads. Includes preparation of various bakery sauces and toppings, uses of chocolate, and appropriate presentation methods for various types of desserts. Prerequisites: None.

*Go to page 50 for more information on SUN courses.

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 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.

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.

CUL130 **3 credits** **7.5 periods**

Hot Foods I

Studies all facets of hot foods; including vegetable preparation, stocks, sauces, soups and line work for an American-style grill. Emphasis on techniques, taste, speed, organization, communication, teamwork and the development of professional knife skills. Reviews ingredients, production and plating techniques unique to grill kitchens. Prerequisites: None.

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: 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.

*Go to page 50 for more information on SUN courses.

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 **2 credits** **4 periods**
Dining Room Operations I

Focuses on theory and practice of operating a casual dining room; includes set-up and clean-up, food and beverage service, proper etiquette, point-of-sale operation and presenting guest checks. Emphasis on service techniques and customer accommodations. Prerequisites: None.

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.

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.

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: (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: CUL113 and CUL127, or permission of Program Director. *Course Note: CUL215 may be repeated for a total of six (6) credits.*

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: 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.

*Go to page 50 for more information on SUN courses.

CUL230 **3 credits** **7 periods**

Hot Foods II

Hot food product utilization, preparation and display for a fine dining kitchen. Focuses on classical preparation skills with an emphasis on contemporary food production, organization, communication, teamwork and plating skills. Prerequisites: CUL130.

CUL235 **2 credits** **2 periods**

Advanced Culinary Techniques I - Meats

Theory and practice of the varied uses and preparation of protein products. Emphasis on butchering, creating stocks, soups and sauces, cooking methodologies, cost-effective applications, plating and selection of appropriate accompaniments and garnishes. Prerequisites: CUL230 or industry equivalent.

CUL236 **2 credits** **2 periods**

Advanced Culinary Techniques II - Seafood

Theory and practice of the varied uses and preparation of seafood products. Emphasis on butchering, creating stocks, soups and sauces, cooking methodologies, cost-effective applications, plating and selection of appropriate accompaniments and garnishes. Prerequisites: CUL230 or industry equivalent.

CUL237 **2 credits** **2 periods**

Advanced Culinary Techniques III - Game and Poultry

Theory and practice of the varied uses and preparation of game and poultry products. Emphasis on butchering, creating stocks, soups and sauces, cooking methodologies, cost-effective applications, plating and selection of appropriate accompaniments and garnishes. Prerequisites: CUL230 or industry equivalent.

CUL240 **3 credits** **3 periods**

Culinary Principles and Kitchen Management II

Advanced culinary and management practices instruction. Emphasis on principles and terminology used in contemporary kitchens. Identification and use of fish, shellfish, and game. Understanding of wine, beer and spirits. Study of diversity of international cuisines and menu development. Special emphasis on management functions and practices for kitchen supervisors and chefs, staff hiring, training and evaluation, point of sale system components, cost accounting procedures, legal regulations and maintenance of records to understand and control profit and loss. Prerequisites: CUL140.

CUL250 **2 credits** **4 periods**

Garde Manger II

Refinement of skills required in a Garde Manger Department. Preparation of appetizers, hors d'oeuvres, salads, salad dressings,

use of grains and legumes, production of charcuterie and display pieces. Emphasis placed on eye appeal, texture, color contrast, artistic touch, taste and processing. Includes study of production and storage of ingredients, sanitation and hygiene standards. Prerequisites: CUL150.

CUL255 **2 credits** **2 periods**

Advanced Garde Manger I - Salads and Sandwiches

Theory and practice of creating simple and complex salads and sandwiches. Emphasis on use of multiple ingredients for hot and cold products, dressings, emulsified oils and vinegars, condiments, production methodologies, cost-effective applications, plating and appropriate accompaniments and garnishes. Prerequisites: CUL250 or industry equivalent.

CUL256 **2 credits** **2 periods**

Advanced Garde Manger II - Appetizers and Hors d'oeuvres

Theory and practice of the key elements in production of appetizers and hors d'oeuvres. Emphasis on ingredient selection, flavor combinations, preparation methodologies, cost-effective applications, displaying, garnishing and plating. Prerequisites: CUL250 or industry equivalent.

CUL260 **2 credits** **5 periods**

Bakery and Pastry Production II

Focuses on theory and practice of operating a bakery or pastry shop in a hotel or restaurant kitchen. Provides experience in planning, ordering, scheduling and producing fine French and American pastries and baked goods. Emphasis placed on rapid, high-quality hand production and assembly of breads, desserts and garnishes. Prerequisites: CUL160.

CUL265 **2 credits** **2 periods**

Professional Baking I - Base Products and Sauces

Theory and practice of the preparation of base products and sauces. Emphasis on creating finished products using basic components, creating sauces, and study of cooking methodologies, cost-effective applications and plating techniques. Prerequisites: CUL260 or industry equivalent.

CUL266 **2 credits** **2 periods**

Professional Baking II - Breads and Rolls

Theory and practice of cooking techniques and procedures in the preparation of breads and rolls. Emphasis on hands-on production of scratch recipes, understanding formulas, ratios and ingredient interaction for producing high quality breads and rolls, cooking methodologies, and cost-effective applications. Focus on production of yeast-leavened breads, quick breads, laminated dough, unleavened dough and artisan style breads. Prerequisites: CUL260 or industry equivalent.

*Go to page 50 for more information on SUN courses.

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: 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: DAN131PA or permission of Department or Division. *Course Note: DAN134PA may be repeated for credit. Course is not intended for dance majors.*

DAN135 **1 credit** **3 periods**
Modern Dance II

Theory and practice of modern dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN132 or permission of Instructor. *Course Note: DAN135 may be repeated for credit.*

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: 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: DAN133 or permission of Instructor. *Course Note: DAN136 may be repeated for credit.*

DAN138 **1 credit** **1 period**
Dance Seminar I

Level I scientific evaluation and in-depth discussion of the theory and practice of work done in dance technique class. Prerequisites: None. Corequisites: Any ballet, modern dance, or jazz dance technique course.

DAN140 **1 credit** **3 periods**
Tap Dance I

An introduction to the theory and practice of tap dance. May be repeated for a total of two (2) semester credit hours. Prerequisites: None. *Course Note: DAN140 may be repeated for credit.*

DAN150 **1 credit** **3 periods**
Dance Performance I

An introduction to the process and practice of dance performance. Prerequisites: None. *Course Note: DAN150 may be repeated for credit.*

DAN155 **1 credit** **3 periods**
Dance Performance II

Continued study of the process and practice of dance performance at a level II. Prerequisites: DAN150 or permission of Instructor. *Course Note: DAN155 may be repeated for credit.*

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.*

*Go to page 50 for more information on SUN courses.

DAN201AA-AC **1-3 credits** **1-3 periods**
Special Topics: Dance

Exploration of current topics, issues and activities related to one or more aspects of dance. Prerequisites: Permission of Instructor. Course Note: Designed to offer special topics and/or specialized training for students in dance. Activities may also be appropriate for portfolio enhancement.

DAN210 **3 credits** **3 periods**
Dance Production I

Introduction to the elements of light, sound, and scenery as they relate to the art of dance. Prerequisites: None.

DAN211 **3 credits** **3 periods**
Dance Production II

Introduction to the theory and practice of makeup and costuming as they relate to dance. Prerequisites: None.

DAN221 **2 credits** **3 periods**
Rhythmic Theory for Dance I

Exploration of the ways in which music, time, pitch and energy work with the art of dance. Emphasis on reading and writing music notation and performing movement that correlates to the notation and vice versa. Prerequisites: None.

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: 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: 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: DAN134PA or permission of Department or Division. Course Note: DAN231PA may be repeated for credit. Course is not intended for dance majors.

DAN232 **1 credit** **3 periods**
Modern Dance III

Theory and practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN135 or permission of Instructor. Course Note: DAN232 may be repeated for credit.

DAN232AA **2 credits** **5 periods**
Modern Dance III: Intensive

Theory and intensive practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN135 or permission of Instructor. Course Note: DAN232AA may be repeated for credit.

DAN232PA **0.5 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: 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: 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: DAN136 or permission of Instructor. Course Note: DAN233AA may be repeated for credit.

DAN234AA **2 credits** **5 periods**
Ballet IV: Intensive

Theory and intensive practice of ballet at the advanced intermediate level. Development of movement quality and performance skills. Prerequisites: DAN231AA or permission of Instructor. Course Note: DAN234AA may be repeated for credit.

DAN235 **1 credit** **3 periods**
Modern Dance IV

Theory and practice of modern dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN232 or permission of Instructor. Course Note: DAN235 may be repeated for credit.

DAN235AA **2 credits** **5 periods**
Modern Dance IV: Intensive

Theory and intensive practice of modern dance at the advanced intermediate level. Development of movement quality and performance skills. Prerequisites: DAN232AA or permission of Instructor. Course Note: DAN235AA may be repeated for credit.

*Go to page 50 for more information on SUN courses.

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: 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: 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: DAN138 or permission of Instructor. Corequisites: Any ballet, modern dance, or jazz dance technique course.

DAN264 3 credits 3 periods

Choreography I

Study of basic dance choreography to include construction of a phrase, structure and form in a composition and the basic elements of time, space and energy. Prerequisites: None.

DAN272 2 credits 3 periods

Dance Technology

Survey of the expanding field of technology as it pertains to the study and performance of dance. Prerequisites: DAN264 or permission of Instructor.

DAN280 2 credits 6 periods

Dance Practicum

A culmination of coursework for the dance major requiring completion of an extended choreographic work from conception to performance. Also requires a final evaluative paper on the successes and challenges encountered throughout the project. Prerequisites: Permission of Instructor.

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.

*Go to page 50 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: (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: (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: (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

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.

DAH201 **3 credits** **3 periods**
World Dance Studies

Exploration, analysis, synthesis, and evaluation of the role of dance in various cultures around the world. Prerequisites: None. DAH100 strongly suggested but not required.

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.

DRAFTING (Architectural Technology)

See **ARCHITECTURAL TECHNOLOGY**

(Computer-Aided Drafting) (ARC), page 161.

EARLY CHILDHOOD DEVELOPMENT **ECH**
Social/Behavioral Sciences Division **SB 130** **480.423.6206**

ALSO SEE: Early Education (EED), page 192.

ECH126AB **1 credit** **2 periods**
Play Lab-Toddlers

Participant observation within a laboratory play environment with children 13-35 months of age. Focus on preparation, management and evaluation of developmentally appropriate activities. Prerequisites: None. *ECH126AB may be repeated for credit.* (*ECH126AB is offered at SCC each semester.*)

ECH126AC **1 credit** **2 periods**
Play Lab-Preschoolers

Participant observation within a laboratory play environment with children 3-5 years of age. Focus on preparation, management and evaluation of developmentally appropriate activities. Prerequisites: None. *ECH126AC may be repeated for credit.* (*ECH126AC is offered at SCC each semester.*)

*Go to page 50 for more information on SUN courses.

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. Includes SEI, ESL, and bilingual strategies. Prerequisites: None. *Course Note: Approved school-based practicum is required. EDU220 incorporates the 45-clock hour curricular framework for provisional 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, one who differs from the average or normal, with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mildly disabled, severely disabled, emotionally and behaviorally disordered, intellectually disabled, and gifted students. Prerequisites: None. *Course Note: EDU222 requires an approved field experience.*

EDU230 **3 credits** **3 periods****Cultural Diversity in Education (EPD230)**

Examination of the relationship of cultural values to the formation of the child's self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on teacher preparation (preservice and/or inservice) to offer an equal educational opportunity to students of all cultural groups. Prerequisites: None.

EDU233 **3 credits** **3 periods****Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods**

Methods of planning, developing, and analyzing lesson plans in all content areas using English Language Learners (ELL) Standards. Emphasis on components of curriculum content, teaching strategies, development/evaluation/adaptation of teaching

materials, and the role of culture in learning. Examines the alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. Covers multiple assessment techniques, tracking of student progress using the state mandated English language proficiency assessment, and use of assessment results for placement and accommodation. Prerequisites: (EDU220 or EPD220 or EDU225), or permission of Department or Division. *Course Note: Approved school-based practicum required. EDU233 incorporates curricular framework for the 45-clock hour requirement for SEI endorsement through the Arizona Department of Education.*

EDU236 **3 credits** **3 periods****Classroom Relationships**

Analysis of K-12 classroom interactions, classroom environment, and classroom management skills from a teacher's point of view. Focus on classroom as a multidimensional environment in which principles of classroom design, communication, management, and resources determine effectiveness. Prerequisites: None. EDU221 suggested but not required. *Course Note: EDU236 requires a 20-hour field experience in a K-12 classroom.*

EDU250 **3 credits** **3 periods****Teaching and Learning in the Community College**

The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Includes focus on the design and practice of effective community college teaching and learning with special emphasis on the Maricopa County Community College District. Prerequisites: None.

EDU254 **1 credit** **5 periods****Education Internship**

Teaching experience in PK-12 classroom setting. Required to work 100 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: Permission of department or division, and admission into a post-baccalaureate teacher certification program. *Course Note: EDU254 may be repeated for a total of two (2) credits with permission of department.*

EDU269 **3 credits** **3 periods****Methods of Integrating Technology into Curriculum**

Overview and practical application of teaching methodology for integrating technology into curriculum development for teachers. Examination of the necessary skills students need to meet national technology standards. Lesson plan development emphasized. Prerequisites: EDU260 or Permission of Department.

*Go to page 50 for more information on SUN courses.

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

Classroom management techniques. Classroom discipline models, student behavior and misbehavior, group dynamics, student self-motivation and learning styles covered. Professional Teaching Standards emphasized. Includes current research findings related to classroom management methods. 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.*

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.

*Go to page 50 for more information on SUN courses.

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.

EDUCATION PROFESSIONAL DEVELOPMENT**Social/Behavioral Sciences Division** **SB 130** **480.423.6206** **EPD****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).

EMERGENCY MEDICAL TECHNOLOGY **EMT****Health Sciences Division****HES 124** **480.423.6225****EMT200** **2 credits** **2.7 periods****Refresher Course for Certified Emergency Medical Technicians**

Designed to meet National and Arizona Department of Health Services (A-DHS) recertification for EMTs. Enhances the knowledge base of the Emergency Medical Technician (EMT) and reinforces basic skills competencies. Prerequisites: Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or permission of Instructor.

EMT240 **2 credits** **4 periods****Advanced Cardiac Life Support**

Designed to provide the healthcare professional with comprehensive information to identify emergency cardiovascular care and protocols for the patient in cardiac arrest, post-resuscitative patient management, and core cases in Advanced Cardiac Life Support (ACLS) according to current *Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care 2004*. Includes the ACLS approach to cardiovascular emergencies, elements of emergency cardiovascular care, ethical and legal issues, airway assessment and management, ventilation techniques, oxygen therapy, intravenous therapy, analyzing and interpreting the electrocardiogram (ECG), analyzing and interpreting the 12-lead ECG, myocardial ischemia, injury, and infarction, electrical interventions, cardiovascular pharmacology, acute coronary syndromes, emergency cardiovascular care algorithms, acute stroke and transient ischemic attack, and special resuscitation situations. Prerequisites: Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer, and (EMT235 and EMT236, or permission of Instructor).

EMT273 **3.5 credits** **4 periods****Advanced Life Support Refresher Course: Part I**

Designed to meet requirements for EMT-Intermediate and EMT-Paramedic under guidelines of the U.S. Department of Transportation (U.S. DOT), National Registry of EMTs (NREMT) as recognized by the Arizona Department of Health Services (A-DHS) Bureau of Emergency Services (B-EMS). Provides updated knowledge and skills related to hypoperfusion states, respiratory arrest or insufficiency, seizure states, cardiovascular emergencies, unconscious of undetermined etiology, head injury with altered levels of consciousness, and chest trauma. Validates requisite knowledge, validates skills, reviews and informs students of new standards and technologies. Trains and educates out of state applicants in knowledge, procedures, medications, and skills

*Go to page 50 for more information on SUN courses.

specific to Arizona's system. Remediates students who have been unsuccessful three times on the certification examinations, and refreshes information for those who have expired certifications and desire re-entry into the EMS system. Prerequisites: (EMT - Advanced Paramedic certification or EMT - Intermediate certification or proof of current paramedic registry with the National Registry of Emergency Medical Technicians[NREMT]) or permission of Instructor.

ENGLISH **ENG**
English, World Languages
and Journalism Division **LC 305 480.423.6459**

ENG071 **3 credits 3 periods**
Language Skills: Speaking and Writing Standard English
 Emphasis on basic Standard English speaking and writing skills with a focus on essential grammar in developing effective sentence-level speaking and written strategies. Prerequisites: Appropriate writing placement test score or permission of Department or Division.

ENG081 **3 credits 3 periods**
Basic Writing Skills
 Emphasis on preparation for college-level composition with a focus on foundational skills. Establishing effective writing strategies through six or more writing projects comprising at least 1,500 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG071 or ESL077, or permission of Department or Division.

ENG091 **3 credits 3 periods**
Fundamentals of Writing
 Emphasis on preparation for college-level composition with a focus on organizational skills. Developing effective writing strategies through five or more writing projects comprising at least 2,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG081 or ESL087, or permission of Department or Division.

ENG091AB **1 credit 1 period**
Essay Conventions
 Emphasis on preparation for college-level composition with a focus on organizational skills. Establishing effective writing strategies through two or more writing projects comprising at least 700 words in total. Prerequisites: Appropriate English placement test score or a grade of C or better in ENG091AA, or permission of Department or Division Chair. *Course Notes: Students may register for ENG091AA, ENG091AB, and ENG091AC in the same semester but, they must be successfully completed in order.*

ENG101 **3 credits 3 periods**
First-Year Composition **SUN# ENG1101***
 Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

ENG102 **3 credits 3 periods**
First-Year Composition **SUN# ENG1102***
 Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Grade of C or better in ENG101.

ENG107 **3 credits 3 periods**
First-Year Composition for ESL
 Equivalent of ENG101 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

ENG108 **3 credits 3 periods**
First-Year Composition for ESL
 Equivalent of ENG102 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Grade of C or better in ENG107.

ENG200 **3 credits 3 periods**
Reading and Writing About Literature
 Emphasis on critical analysis of various genres of literature; includes study of necessary terminology, introduction to methods of literary criticism, and practice in interpretation and evaluation. Prerequisites: ENG102.

ENG210 **3 credits 3 periods**
Creative Writing
 Skills and techniques used in the production of marketable materials for contemporary publications that buy prose fiction, poetry, and expository articles. May be repeated for a total of six (6) credit hours with departmental approval. Prerequisites: ENG102 with a grade of "C" or better, or permission of department.

*Go to page 50 for more information on SUN courses.

ESL041 **3 credits** **3 periods**
English as a Second Language IV - Listening and Speaking

Emphasis on academic skills. Listening to lectures, note taking, peer interaction, accessing and using media resources, formal oral presentations. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or ESL030 or ESL031 or ESL032 or RDG030.

ESL042 **3 credits** **3 periods**
ESL IV - Writing with Oral Practice

Emphasis on paragraph writing and oral recitation of complex sentences and paragraphs. Introduction to the prewriting and writing process for short essays. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of "C" or better in ESL032, or permission of Instructor.

ESL046 **3 credits** **3 periods**
Reading English as a Second Language IV (RDG046)

Developed for students of English as a second language. Development of advanced vocabulary, comprehension skills, and culture awareness. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in ESL/RDG036, or permission of Instructor.

ESL051 **3 credits** **3 periods**
Pronunciation Improvement for ESL Speakers

Individualized pronunciation practice and drills for English as a second language (ESL) speakers. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of "C" or better in (ESL020 or ESL021 or ESL022 or RDG020), or permission of Instructor. *(ESL051 is not offered every semester.)*

ESL054 **3 credits** **3 periods**
American Culture

Reading and writing about American culture including history, institutions and sports, and entertainment. Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL040, or (ESL040AA, ESL040AB, and ESL040AC), or RDG040, or permission of Instructor. *(ESL054 is not offered every semester.)*

ESL097 **3 credits** **3 periods**
Fundamentals of Writing for English Language Learners

Emphasis on writing paragraphs and short essays using correct, idiomatic English. Prerequisites: Appropriate writing placement score, or a grade of C or better in ESL087 or ENG081, or permission of Department or Division.

ENG107 **3 credits** **3 periods**
First-Year Composition for ESL

Equivalent of ENG101 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

ENG108 **3 credits** **3 periods**
First-Year Composition for ESL

Equivalent of ENG102 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

Reading English as a Second Language **RDG**

RDG036 **3 credits** **3 periods**
Reading English as a Second Language III (ESL036)

Designed for students who are learning English as a second language. Instruction for more advanced vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in ESL/RDG026, or permission of Instructor.

RDG046 **3 credits** **3 periods**
Reading English as a Second Language IV (ESL046)

Developed for students of English as a second language. Development of advanced vocabulary, comprehension skills, and culture awareness. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in ESL/RDG036, or permission of Instructor.

*Go to page 50 for more information on SUN courses.

ENGLISH HUMANITIESEnglish, World Languages
and Journalism Division

LC 305 480.423.6459

ENH**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.

ENH114 **3 credits** **3 periods****African-American Literature**

Survey of major African-American writers from Colonial period through the present; analysis of trends and movements within African-American literary history; analysis of literary types and selected works. Prerequisites: None.

ENH130 **3 credits** **3 periods****Mystery Fiction from the Nineteenth Century to the Present**

A study of mystery fiction as a literary genre and as a reflection of culture through the writings of significant authors. Prerequisites: None.

ENH201 **3 credits** **3 periods****World Literature Through the Renaissance**

Examines a selection of the world's literary masterpieces within their cultural contexts, from ancient times through the Renaissance. Analyzes the influences of major literary philosophies, themes, genre, and styles. Assesses the contributions of major writers. Introduces the terminology of literary analysis. Prerequisites: None.

ENH202 **3 credits** **3 periods****World Literature After the Renaissance**

Includes a selection of the world's literary masterpieces from the Renaissance to modern times. Prerequisites: None.

ENH241 **3 credits** **3 periods****American Literature Before 1860**

Includes literature written prior to 1860 in the United States. Prerequisites: None.

ENH242 **3 credits** **3 periods****American Literature After 1860**

Includes literature written after 1860 in the United States. Prerequisites: None.

ENH251 **3 credits** **3 periods****Mythology**

Deals with the myths and legends of civilizations with the greatest influence upon the development of the literature and culture of the English speaking people, and compares those myths with myths from other cultures. Prerequisites: None.

ENH254 **3 credits** **3 periods****Literature and Film**

Presents works of literature and their film versions and analyzes distinguishing techniques of each medium. Prerequisites: ENG101, or ENG107, or equivalent.

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: 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.

ENH275 **3 credits** **3 periods****Modern Fiction**

Includes novels and short stories of modern writers which reflect significant themes of our time. Prerequisites: None.

ENH285 **3 credits** **3 periods****Contemporary Women Writers (WST285)**

Explores twentieth century literature (short stories, essays, plays, and poetry) written by women and about women. Focus on themes relevant to women's lives regardless of age, creed, or ethnic background. Prerequisites: None. (*ENH285 is not offered every semester.*)

*Go to page 50 for more information on SUN courses.

EQS225 **3 credits** **3 periods**
Equine Health and Disease Management

Aspects of equine health and disease prevention. Emphasis on preventive maintenance. Preventive medicine and necessary managerial practices needed to keep the equine athlete, broodmare, or family horse in good health. Prerequisites: (EQS105 and EQS120) or department approval.

EQS250 **3 credits** **6 periods**
Equine Evaluation

Fundamental relationship between good conformation and ability of the horse to remain sound and useful. Includes basic skeletal structure, common blemishes and evidence of unsoundness. Breed conformation standards and performance events for the more common breeds. Prerequisites: EQS105 and EQS120, or permission of Department or Division.

EQS264 **4 credits** **4 periods**
Equine Management

Hands-on practice sessions devoted to good horsekeeping skills. Includes assessment of vital signs, methods of restraint, intramuscular injections, oral medications, leg wraps, leg sweats and poultice applications, body clipping and fitting sheets and blankets. Prerequisites: (EQS120, EQS140, and EQS162) or permission of Department or Division.

EQS280 **3 credits** **15 periods**
Equine Science Internship

Equine industry work experience at faculty approved site. Focus of internship is immersion in an area of interest in or related to equine industry. Prerequisites: (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.*

EQS282 **1 credit** **2 periods**
Special Event Internship

Hands-on career track experience before, during and after a major equine event. Emphasis on event coordination and management issues. Prerequisites: EQS105 or permission of Department or Division. *Course Note: EQS282 requires a minimum of 30 contact hours. EQS282 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: EQS120 and EQS162. *Course Note: EQS285 may be repeated for a total of four (4) credit hours. EQS280 may be taken as an option.*

EXERCISE SCIENCE
HPERD Division

EXS
PE 149 480.423.6606

EXS101 **3 credits** **3 periods**
Introduction to Exercise Science, Kinesiology, and Physical Education

Introductory course that will provide the student with a general overview of the disciplines and professions associated with the fields of Exercise Science, Kinesiology and Physical Education. Basic history, philosophy, and theory of each discipline will be examined as well as relevant career potential and options. Prerequisites: None.

EXS112 **3 credits** **3 periods**
Professional Applications of Fitness Principles

Basic principles of fitness for the prospective fitness professional and characteristics of quality communication and fitness leadership. Topics include behavior modification, enhancing motivation components of fitness, fitness assessment, risk stratification, exercise programming and modifications. Prerequisites: None.

EXS125 **3 credits** **3 periods**
(Formerly PED125)
Introduction to Exercise Physiology

Principles of exercise science applied to teaching fitness/aerobics. Major factors related to the function of the human body. Emphasis on anatomy/physiology, exercise physiology, and biomechanics. Prerequisites: None. BIO160 recommended but not required.

EXS130 **3 credits** **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.

*Go to page 50 for more information on SUN courses.

EXS138 **1 credit** **1 period****Starting Your Own Personal Training Business**

Overview of the personal training business in the fitness industry. Skills for becoming a successful and effective personal training business owner. Prerequisites: None.

EXS145 **3 credits** **4.5 periods****(Formerly PED145)****Guidelines for Exercise Testing and Prescription**

Follows the current ACSM guidelines for health appraisal, risk assessment, safety of exercise, exercise testing, and exercise prescription. Prerequisites: None.

EXS214 **2 credits** **3 periods****(Formerly EXS212FL)****Instructional Competency: Flexibility and Mind-Body Exercises**

Fundamental methods of instructing and leading fitness activities including flexibility activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS216 **2 credits** **3 periods****(Formerly EXS212SC)****Instructional Competency: Muscular Strength and Conditioning**

Fundamental methods of instructing and leading fitness activities including strength and conditioning activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS218 **2 credits** **3 periods****(Formerly EXS212CR)****Instructional Competency: Cardiorespiratory Exercises and Activities**

Fundamental methods of instructing and leading fitness activities including cardiorespiratory exercises and activities. Core competencies identified by professional certification agencies. Prerequisites: None.

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.*

EXS241 **3 credits** **3 periods****(Formerly PED241)****History of Sports in the United States**

Traces the development of sports in the United States. Explores the heritage of major sports and reviews significant historical and current issues related to sports in America. Prerequisites: None.

EXS265 **3 credits** **3 periods****(Formerly PED265)****Theory of Coaching**

Discusses the impact of sports on the American culture, legal liabilities of coaching, principles of a coaching philosophy, the role of teaching skill, physical conditioning and nutrition in coaching, components of team/group psychology and dynamics, motivation and aggression in sport. Prerequisites: None. EXS281, suggested but not required. *(EXS265 may be offered for baseball, basketball, golf, soccer, softball, tennis or volleyball.)*

EXS281 **3 credits** **3 periods****(Formerly PED281)****Methods of Coaching**

Comprehensive overview of the art and science of coaching, including development of coaching philosophy, techniques of sport pedagogy, practical application of sports skill teaching, sport physiology, nutrition, sport/team management and self management. Prerequisites: None. EXS265 suggested but not required. *(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.*

*Go to page 50 for more information on SUN courses.

FITNESS AND WELLNESS CENTER

See PHYSICAL EDUCATION (PED), page 231.

FOOD AND NUTRITION

HPERD Division

PE 149 480.423.6606

FON

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.

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: FON100 or FON241.

FON230 **3 credits** **3 periods**

Nutrition for Special Populations

Managing and understanding the nutrition needs of special populations. These populations include people who are diagnosed with heart disease, diabetes, women who are pregnant, children who are suffering from obesity, and senior adults. Prerequisites: FON100 or permission of instructor.

FON241 **3 credits** **3 periods**

Principles of Human Nutrition

Scientific principles of human nutrition. Emphasis on health promotion and concepts for conveying accurate nutrition information in a professional setting. Addresses therapeutic nutrition principles for treatment of common health conditions. Includes exploration of food sources of nutrients, basic metabolism

of nutrients in the human body, relationship between diet and other lifestyle factors, use of supplements, current recommendations for food selection throughout the life cycle, and use of nutrition tools for planning food intake or assessment of nutritional status. Prerequisites: None.

FON241LL **1 credit** **3 periods**

Principles of Human Nutrition Laboratory

Self-evaluative laboratory experience to complement FON241, Principles of Human Nutrition using anthropometric, biochemical, and dietary analysis. Includes the use of qualitative and quantitative methodology to determine nutritional status and evaluate methodological applications. Prerequisites or Corequisites: FON241.

FON247 **3 credits** **3 periods**

Weight Management Theory

Comprehensive study of genetic, physiological, psychological, metabolic, and environmental influences on body weight. In-depth study of the theories of body weight with emphasis on distinguishing between behavioral and biological approaches. Focus on discovering successful healthful long-term weight management strategies. Prerequisites: FON100 or FON241 or permission of Instructor.

FORENSIC SCIENCE

Applied Sciences Division

AP 237B 480.423.6599

FOR

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.

*Go to page 50 for more information on SUN courses.

FOR223 **3 credits** **3 periods**
Forensic Pathology: Death Investigation (AJS223)

An examination of the medical investigation of sudden, unnatural, unexplained or violent deaths. Explains the legal and medical roles of death investigators and medical examiners. Additional topics include the autopsy, documenting and evaluating the body, routine and special investigative techniques, and death event reconstruction. Prerequisites: None.

FOR245 **3 credits** **3 periods**
Forensic Pathology: Advanced Death Investigation (AJS245)

An advanced examination of the role of the medical examiner in crime scene investigations, mass disasters, motor vehicle accidents, and other unnatural deaths. Covers basic forensic biomechanics, advanced forensic anthropology and the role of the medical examiner as an expert court witness. Prerequisites: AJS/FOR223.

FRENCH LANGUAGE

English, World Languages
and Journalism Division

LC 305 480.423.6459

FRE

FRE101 **4 credits** **4 periods**
Elementary French I **SUN# FRE1101***

Basic grammar, pronunciation and vocabulary of the French language. Includes the study of French culture; practice of listening, speaking, reading and writing skills. Prerequisites: None.

FRE102 **4 credits** **4 periods**
Elementary French II **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: FRE101 or FRE101AA, or permission of Department or Division. Completion of prerequisites within the last three years is required.

FRE115 **3 credits** **3 periods**
Beginning French Conversation I

Conversational French. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in French. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None. *(FRE115 is not offered every semester.)*

FRE116 **3 credits** **3 periods**
Beginning French Conversation II

Continued development of speaking and listening skills for effective communication in French. Prerequisites: FRE115 or permission of Department or Division. Completion of prerequisites within the last three years is required.

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 not offered every semester.)*

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 not offered every semester.)*

GEOGRAPHY

Social/Behavioral Sciences Division

GCU and GPH

SB 130 480.423.6206

The cultural geography courses (GCU), which provide social/behavioral science credit, are listed first, followed by the physical geography courses (GPH), which provide natural science credit.

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.

GCU121 **3 credits** **3 periods**
World Geography I: Eastern Hemisphere

Description and analysis of spatial variations in culture, social, economic, and political phenomena in major world regions. Emphasis on the major cultural realms of Europe, North Africa, and Asia. Prerequisites: None.

GCU122 **3 credits** **3 periods**
World Geography II: Western Hemisphere

Description and analysis of variations in social, economic, and political phenomena in major world regions. Emphasis on Sub-Saharan Africa, Latin America, and Anglo America. Prerequisites: None.


*Go to page 50 for more information on SUN courses.

GLG101 **3 credits** **3 periods**
Introduction to  **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  **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.

GLG105 **4 credits** **6 periods**
Introduction to Planetary Science

A survey of solar system objects and their geologic evolution, surfaces, interiors, and atmospheres, and the methods used to study them; weekly laboratory for data analysis and experiments; possible weekend field trip. Prerequisites: None.

GLG110 **3 credits** **3 periods**
Geological Disasters and the Environment

Acquaints students with the use and importance of geological studies as they apply to the interactions between people and the earth. Includes geological processes and hazards such as floods, earthquakes, and landslides; use of fossil fuels; mining of raw materials. Prerequisites: None.

GLG111 **1 credit** **3 periods**
Geological Disasters and the Environment Lab

May accompany GLG110. Basic geological processes and concepts. Emphasis on geology-related environmental problems concerning Arizona. Case histories and field studies. May require field trips. Prerequisites: None.

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: BIO202 or BIO205 or equivalent.

HEALTH CORE CURRICULUM **HCC**
Health Sciences Division **HES 123 480.423.6226**

HCC109 **0.5 credits** **0.5 periods**
CPR for Health Care Provider (EMT/RES109)

Current American Heart Association standards for one and two rescuer cardiopulmonary resuscitation (CPR) and obstructed airway procedures on the adult, infant, and pediatric victim. Use of automated, external defibrillation and resuscitation equipment. Prerequisites: None.

HCC130 **3 credits** **3 periods**
Fundamentals in Health Care Delivery

Overview of current health care professions including career and labor market information. Health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

*Go to page 50 for more information on SUN courses.

HCC145 **3 credits** **3 periods**

Medical Terminology for Health Care Workers

Medical terminology used in health care, with special care populations and in special services. Body systems approach to terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using word parts. Medical abbreviations and symbols and term spelling. Prerequisites: None.

HCC145AA **1 credit** **1 period**

Medical Terminology for Health Care Workers I

Introduction to medical terms used in health care. Body systems approach to selected terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using basic word parts. Selected medical abbreviations and symbols and term spelling. Prerequisites: None.

HEALTH SCIENCE (HPERD) **HES**
HPERD Division **PE 149** **480.423.6606**

Health Science courses are designed for the student who desires to transfer to university programs in the areas of Health, Physical Education, 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.

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.*

HISTORY **HIS**
Social/Behavioral Sciences Division **SB 130** **480.423.6206**

HIS100 **3 credits** **3 periods**

History of Western Civilization to Middle Ages

Survey of the origin and development of Western civilization and its institutions from prehistory through the Ancient World and the Middle Ages. Prerequisites: None.

HIS101 **3 credits** **3 periods**

History of Western Civilization Middle Ages to 1789

Survey of the origin and development of Western civilization and its institutions from the Renaissance and Reformation through Age of Enlightenment. Prerequisites: None.

HIS102 **3 credits** **3 periods**

History of Western Civilization 1789 to Present

Survey of origin and development of Western civilization and its institutions from French Revolution through the present. Prerequisites: None.

HIS103 **3 credits** **3 periods**

United States History to 1865

The political, economic, and social development of the United States from the Pre-Columbian period through the end of the Civil War (1865). Prerequisites: None.

*Go to page 50 for more information on SUN courses.

HIS104 **3 credits** **3 periods****United States History 1865 to Present**

The political, economic, and social development of United States from 1865 to the present time. Prerequisites: None.

HIS105 **3 credits** **3 periods****Arizona History**

The prehistoric and contemporary Native American experience, Spanish colonial times, the Mexican National period, the U.S. federal territorial years, and Arizona's political and economic development during the twentieth century. Prerequisites: None.

HIS106 **3 credits** **3 periods****Southwest History**

Survey of Hispanic, Anglo, African-American and Native cultures of the peoples who have settled the American Southwest. Emphasis on cattle, mining, fur trade and transportation industries and role development of the region. Prerequisites: None.

HIS107 **3 credits** **3 periods****Selected Issues in United States History**

Survey of selected major issues in history of United States from early times to present. Prerequisites: None.

HIS108 **3 credits** **3 periods****United States History 1945 to the Present**

Survey of American history from 1945 to the present. Focuses on the political, social, economic and cultural history of the United States from the end of World War II to the present time. Includes domestic developments and foreign policy. Prerequisites: None.

HIS110 **3 credits** **3 periods****World History to 1500**

Survey of the economic, social, cultural, and political elements of world history from the beginning of human civilization to 1500. Prerequisites: None.

HIS111 **3 credits** **3 periods****World History 1500 to the Present**

Survey of the economic, social, cultural, and political elements of world history from 1500 to the present. Prerequisites: None.

HIS140 **3 credits** **3 periods****American Indian History (AIS140)**

Survey of American Indian history with emphasis on the last 200 years including developments in the 20th century. Focuses on selected groups such as the Cherokee, Iroquois Confederation, Navajo, Sioux and Indians of the Southwest in relation to cultural,

economic, political and social continuity and changes. Topics include development and influence of federal policies, past and present issues confronting Native Americans and how Native American individuals and communities maintain their identities as they confront social changes. Prerequisites: None.

HIS173 **3 credits** **3 periods****United States Military History**

Focuses on the impact of the United States military in both peace and war on American society, politics and foreign relations from the colonial period to the present. Prerequisites: None.

HIS204 **3 credits** **3 periods****African-American History 1865 to Present**

Multifaceted experiences of African-American people from the post-Civil War period (1865) to the present, including the collective struggle for freedom, equality, and self-determination in the United States. Prerequisites: None. (*HIS204 not offered every semester.*)

HIS251 **3 credits** **3 periods****History of England to 1700**

History of England to 1660. Analysis of the major political, cultural, social, and intellectual, and social factors in English historical development from its earliest times till 1660.

Prerequisites: None.

HIS252 **3 credits** **3 periods****History of England 1700 to Present**

Analysis of the major political, cultural, social, and intellectual factors in English historical development from 1650 to present.

Prerequisites: None.

HIS273 **3 credits** **3 periods****United States Experience in Vietnam 1945-1975**

Survey of the United States experience in Vietnam, 1945-1975, in view of political, economic and social forces of the Cold War.

Prerequisites: None.

HIS277 **3 credits** **3 periods****The Modern Middle East**

Survey of the political, religious and economic development of the Middle East since 1500. Emphasis on the decline of the Moslem empire(s), the resurgence of contemporary Pan-Arabism, the Palestinian-Israeli question, jihadism, fundamentalist terrorism, the Taliban and Al Qaeda, and the impact of oil production on the region and the rest of the world. Prerequisites: None.

*Go to page 50 for more information on SUN courses.

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 234**HRM110 3 credits 3 periods****Introduction to Hospitality and Tourism Management**

A fundamental overview of the hotel, restaurant, and tourism segments of the hospitality and tourism industry. Provides an overview of the operational sectors of the industry and reviews management components and skills. Contains components to develop communication skills and a professional career plan. Prerequisites: None.

HRM120 3 credits 3 periods**Hotel Facility Management**

Fundamental duties and responsibilities of hotel facility management. Emphasis on detail tasks, including personnel, cleaning, purchasing, equipment, textiles, maintenance, and safety. Examines basic systems for hotel facility management record keeping. Prerequisites: None.

HRM130 3 credits 3 periods**Guest Services Management**

Examines organization and management of the hotel front office and guest service operations. Explores key front office functions and related systems and skills necessary to ensure guest satisfaction and efficient operations. Prerequisites: None.

HRM140 3 credits 3 periods**Food Production Concepts**

Concepts related to preparation of hot foods, pantry, and bakery items for commercial kitchens. Emphasis on essential components and techniques of food production, food cost control, setting standards, ordering, and inventory. Prerequisites: None.

HRM142 3 credits 3 periods**Wine: From Vine to Table**

An overview of the history, culture, viticulture techniques, production, distribution, control, and consumption in the wine industry. Provides an overview of wine and health issues, interpreting wine labels, alcohol service laws, and general operational concepts of the wine industry. Prerequisites: None.

HRM145 3 credits 3 periods**Events Management**

Introduction to organizing special events from concept through completion, including planning, coordination, marketing, financing and risk management. Overview of the critical stages and functions

involved in staging and managing special events including meetings, conferences, entertainment, expositions, conventions and sporting events. Prerequisites: None.

HRM146 3 credits 3 periods**International Meetings, Conventions and Exhibitions**

Introduces the planning and executing of multinational and multicultural meetings, conventions and exhibitions. Emphasizes coordination, logistics, venue selection, budgeting and cultural competencies critical to a global business environment. Prerequisites: HRM110.

HRM150 3 credits 3 periods**Hospitality and Tourism Information Systems I**

Overview of current computer technology, concepts and terminology as it applies to the hospitality and tourism industry. Use of software applications including word processing, spreadsheet, database and presentation graphics. Discussion of social and ethical issues related to computers. Exploration of relevant and emerging technologies in the industry. Prerequisites: HRM110.

HRM160 3 credits 3 periods**Tourism Principles and Practices**

Introduces the fundamental principles and practices of tourism. Examines tourism sectors, consumer behavior, and factors that influence tourism. Focuses on the interaction of tourism with the economy, environment and people. Prerequisites: None.

HRM220 3 credits 3 periods**Hospitality Managerial Accounting**

Study of financial statement analysis, asset management, ratio analysis, analytical techniques, and investment decision making. Emphasis on planning, budgeting, and management decisions. Prerequisites: 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.

HRM235 3 credits 3 periods**Club Management**

Examines organization and management of private clubs. Emphasis on member services and operations management. Explores key functions including food and beverage, golf operations, fitness and recreation programs. Prerequisites: HRM110.

*Go to page 50 for more information on SUN courses.

HRM240 **3 credits** **3 periods**
Commercial Food Production

Application of food preparation principles, procedures and techniques to small and large quantity food production. Emphasis on techniques and procedures used in contemporary commercial kitchens. Prerequisites: HRM110 and HRM140.

HRM250 **3 credits** **3 periods**
Hospitality and Tourism Information Systems II

Use of computer systems to generate information needed for management of lodging, tourism and food service businesses. Emphasis on computer-based hotel property and restaurant management systems. Includes basic ledger principles. Prerequisites: (HRM110 and HRM150) or permission of Instructor.

HRM260 **3 credits** **3 periods**
Hospitality Human Resource Management

Examines concepts and applications of human resource management in the hospitality industry. Topics include recruitment, selection, training and evaluation. Emphasis on current management methods and productivity in the service environment. Prerequisites: HRM110 or approval of instructor.

HRM265 **3 credits** **3 periods**
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: 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: HRM110.

HRM275 **3 credits** **3 periods**
Restaurant Management

Overview of restaurant industry with focus on the major segments. Emphasis on developing plans for marketing, accounting system, staffing, training, menu development and cost controls for restaurant operation. Special emphasis on safety and sanitation, and legal regulations in the restaurant industry. Prerequisites: None.

HRM280 **3 credits** **3 periods**
Hospitality and Tourism Law

Examines legal aspects of hotel, restaurant and tourism management. Uses case study approach to develop understanding of the laws and regulations governing guest relationships, contracts, employee relations, civil rights, alcoholic beverages, safety and product liability. Prerequisites: HRM110.

HRM285 **3 credits** **3 periods**
Gaming Management

History, development, and management of casinos and gaming. Emphasis on environment, operations, regulation, accounting, auditing, and taxation of casinos and gaming operations. Prerequisites: None.

HRM290 **3 credits** **3 periods**
Ecotourism

Overview of ecotourism planning and development with emphasis on contemporary issues associated with environmentally sound, culturally sensitive and economically viable tourism development. Examines the history and emergence of ecotourism and the establishment of policies and management practices associated with sustainable development that conserves natural resources while providing economic benefits. Prerequisites: HRM110.

HRM291 **3 credits** **15 periods**
Directed Field Study – International

Directed international field study in hospitality or tourism at an approved site working with industry, government or the nonprofit sector. Designed to provide students the opportunity to integrate theories, principles, and practices from their program of study through practical application in an international setting. Includes a minimum of 240 documented hours of contact with the employer/subject of study at minimum. Prerequisites: Completion of 15 credits in the Hospitality and Tourism Program, a 3.0 or higher grade point average, and permission of the program director. *Course Note: May be repeated for a total of six (6) credits with permission of the program director.*

HRM292 **3 credits** **15 periods**
Directed Field Study

Directed field study in hospitality or tourism at an approved site working with industry, government or the nonprofit sector. Designed to provide students the opportunity to integrate theories, principles, and practices from their program of study through practical application. Includes a minimum of 240 documented hours of contact with the employer/subject of study. Prerequisites: Completion of 15 credits in the Hospitality and Tourism Program, a 3.0 or higher grade point average, and permission of the program director. *Course Note: May be repeated for a total of six (6) credits with permission of the program director.*

*Go to page 50 for more information on SUN courses.

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.

HUMANITIES

Communication & Performance Arts Dept. **LC 305** **480.423.6347**
Fine Arts Division **MB 139** **480.423.6328**

HUM

HUM190AA-AI **1 credit** **1 period**

Honors Forum

Interdisciplinary studies of selected issues confronting the individual and society. Formal lectures followed by informal discussions with outstanding scholars and social leaders. Supplemented by readings and pre- and post-forum discussion and critique. Varied content from module to module due to changing forum themes and issues. Prerequisites: Admission to the College Honors Program or permission of Instructor.

HUM205 **3 credits** **3 periods**

Introduction to Cinema (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.

HUM211AA **3 credits** **3 periods**

Foreign Films: Classics

Analysis of contributions of foreign directors to the art and history of motion pictures through a study of selected films. Prerequisites: None.

HUM212 **3 credits** **3 periods**

Documentary Film

Survey of documentary (non-fiction) film with an emphasis on international issues. Focus on primary types of documentary film, including direct address, direct cinema, interviews, etc. Prerequisites: None.

HUM250 **3 credits** **3 periods**

Ideas and Values in the Humanities

An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the early civilizations to the Renaissance, including western and non-western cultures. Prerequisites: ENG101. (*HUM250 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: ENG101. (*HUM251 is offered Spring semester only.*)

INFORMATION STUDIES

Library Division **Library Building** **480.423.6653**

IFS

IFS201 **3 credits** **3 periods**

Research in the Digital Age

Development of skills and competency in accessing, evaluating and using information resources while examining the social and historical context, as well as the technological implications of the use and organization of information. Prerequisites: A grade of "C" or better in ENG101, or ENG107.

IFS215 **3 credits** **3 periods**

Cultural Context of Health Information

Examines impact of cultural diversity (ex: linguistic, religious, racial, ethnic, and gender groups) on health information seeking behavior and health literacy. Examines characteristics of culturally competent health information and provides information on how to locate high quality, culturally competent health information. Examines characteristics of low literacy health information and provides information on how to locate high quality, low literacy health information. Prerequisites: A grade of "C" or better in ENG101 or ENG107.

*Go to page 50 for more information on SUN courses.

INTERIOR DESIGN

Applied Sciences Division

INT
AP 237B 480.423.6599

INT105 **3 credits** **3 periods**

Introduction to Interior Design

Introduction to the profession of interior design, including design process, elements and principles of design, and basic concepts of space planning and furniture layout. Development of design vocabulary relative to architectural details, furnishings, and finishes. Prerequisites: None.

INT115 **3 credits** **3 periods**

Historical Architecture and Furniture

Historical survey of the development of furniture, interiors, and architecture from antiquity to the 19th Century. Prerequisites: None.

INT120 **3 credits** **3 periods**

Modern Architecture and Furniture

Survey of the development of furniture, interiors, and architecture from the 19th Century to the present. Emphasis is on modern architects and designers. Prerequisites: None.

INT145 **3 credits** **6 periods**

Drawing and Rendering

Development of basic freehand sketching and perspective drawing skills. Explores styles and techniques with emphasis on quick sketch and presentation type drawings as used by design professionals. Prerequisites: ARC121 or INT100.

INT150 **3 credits** **6 periods**

Color and Design

Introduction to the theory and application of color as related to the elements and principles of design. Light and its effect on color. Emphasis on the development of presentation skills for the field of interior design. Prerequisites: None.

INT160 **3 credits** **3 periods**

Fabrics for Interiors

Study of the properties, design, and performance characteristics of interior fabrics. Psychological and cultural impact of textiles on the built environment. Role of the interior designer in working with textiles. Introduction to regulations and codes within the textile industry. Prerequisites: None.

INT170 **3 credits** **6 periods**

Interior Materials

Properties, performance, maintenance, sustainability and general characteristic of interior finishes, furnishings, and equipment. Emphasis on building a resource file of interior finishes,

furnishings, and equipment sources. Prerequisites: INT105 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: INT105 and (ARC121 or INT100). Prerequisites or Corequisites: INT140 or ARC141.

INT215 **3 credits** **3 periods**

Professional Practices

Marketing and business processes used in interior design studios. Ethical issues facing interiors industry. Development of business plan. Prerequisites: INT190. (**Note: Students must be enrolled in the SCC INT third-year Professional Level Certificate Program.**)

INT225 **3 credits** **3 periods**

History of Decorative Arts

Survey of historical art, furniture and interiors with an emphasis on decorative arts from various cultures. Prerequisites: INT115 and INT120.

INT230 **3 credits** **6 periods**

Presentation Techniques

Advanced freehand sketching and perspective drawing skills. Explores a variety of styles and techniques with emphasis on presentation type drawings and portfolio development techniques used by design professionals. Prerequisites: INT145.

INT235 **3 credits** **3 periods**

Universal Design

The study of innovative, strategic, problem-solving and crucial design principles as it pertains to the constructed surroundings and those using space. Prominence will be placed on Universal Design principles and how they relate to the design process and tasks to be performed within the environment. Emphasis on the creative execution through the application of universal design elements and principles. Prerequisites: INT190 or permission of Instructor. (**JRN212 is not offered every semester.**)

INT240 **3 credits** **6 periods**

Kitchen and Bath Design

Exploration into the specific requirements associated with kitchen and bath design. Emphasis on the design process and computer-based tools for interior design. Prerequisites: INT190 and (ARC141 or INT140).

4/10/15 INT145 and INT190: Corrected prerequisites.

*Go to page 50 for more information on SUN courses.

INT260 **3 credits** **3 periods**
Interior Codes and Regulations

Study of interior building codes, regulations, and standards and their impact on the health, safety, and welfare of the public. Emphasis on occupancy classifications, means of egress, fire protection, finish/furniture standards and testing, and Americans with Disabilities Act Accessibility Guidelines (ADAAG). Prerequisites or Corequisites: INT190 or permission of Department or Division.

INT265 **3 credits** **3 periods**
Building Systems

Study of building systems and their impact on the health, safety and welfare of the public. Prerequisites: AAS Degree in Interior Design or permission of Department or Division.

INT268 **3 credits** **6 periods**
Lighting Design

Study of interior lighting design and its impact on the health, safety and welfare of the public. Prerequisites: AAS Degree in Interior Design or permission of Department or Division.

INT270 **3 credits** **6 periods**
Commercial Design

Creation of design solutions for commercial spaces. Focuses on issues affecting the health, safety and welfare of the public. Prerequisites: AAS Degree in Interior Design or permission of Instructor.

INT271AA **1 credit** **5 periods**
Interior Design Internship

Interior design work experience in the interiors industry. Required to work 80 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: 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: Permission of Department or Division.

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.

IBS201 **3 credits** **3 periods**
International Studies for Business (Fastrack)

Provides an overview of the major issues faced by managers in international business. Focuses on cultural sensitivity issues and applying concepts to real-world business situations through case studies and experiential exercises. Prerequisites: None. *(Offered in both on-campus and online formats.)*

ITALIAN LANGUAGE **ITA**
English, World Languages
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: 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.

ITA116 **3 credits** **3 periods**
Beginning Italian Conversation II

Continued development of speaking and listening skills for effective communication in Italian. Prerequisites: ITA115 or permission of Department or Division. Completion of prerequisites within the last three years is required.

4/10/15 INT265, INT268, INT271AA and INT271AB: Corrected prerequisites.

*Go to page 50 for more information on SUN courses.

ITA201 4 credits 4 periods
Intermediate Italian I SUN# ITA2201*

Review of essential grammar of the Italian language and study of the Italian culture. Continued practice and development of reading, writing, and speaking skills. Prerequisites: ITA102, or 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: 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

JRN101 3 credits 3 periods
Professional Writing Fundamentals

Examines the fundamentals of grammar, punctuation, spelling, style and structure necessary in professional writing fields, including media writing. Prerequisites: Placement in ENG101 on District approved English Placement Test, or a grade of C or better in ENG091. *(JRN101 is not offered every semester.)*

JRN201 3 credits 5 periods
News Writing SUN# JRN2201*

Writing news for the print media. Composing at the computer keyboard. Associated Press editing style, writing skills and organizational structure for news. Prerequisites: ENG101 or ENG107 or equivalent.

JRN203 3 credits 3 periods
Writing for Online Media

Writing using the modes and resources available on the Internet. Use of information and resources available on the Internet in writing, as well as writing for the Internet itself. Prerequisites: Placement into ENG101 on a District-approved writing placement test. *(JRN203 is not offered every semester.)*

JRN212 3 credits 5 periods
Broadcast Writing

Writing techniques for basic broadcast scripts: promotions, commercials, public service announcements, news leads, news stories, audio and video, sports, weather, traffic checks, five-minute newscasts, reports, using broadcast style rules. Prerequisites: ENG101. *(JRN212 is not offered every semester.)*

JRN215 3 credits 5 periods
News Production

Writing, editing and publishing the student newspaper. Emphasis on news judgment, page design, computer pagination, photo usage, headline writing, editorial writing, newsroom management, and legal and ethical considerations. Emphasis may vary according to student goals. Prerequisites: None.

JRN225 3 credits 3 periods
Photojournalism

Reporting the news as a photojournalist, with emphasis on the development and creation of news photographs. Experience in shooting, editing and transmitting digital photos using Photoshop, InDesign and QuarkXpress software. Prerequisites: None. *(JRN225 is not offered every semester.)*

JRN234 3 credits 3 periods
Feature Writing

Emphasis on crafting stylized stories for publications. Includes research, interviewing, writing techniques, editing and professional concerns. Prerequisites: ENG101 or ENG107 or equivalent.

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: JRN215.

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.

*Go to page 50 for more information on SUN courses.

LEADERSHIP

Communication & Performance Arts Dept. LC 305 480.423.6347
 Fine Arts Division MB 139 480.423.6328

LDR

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.)*

LDR101 2 credits 2 periods

Emerging Leaders I

Concepts and application of leadership skills and service learning to promote social change and value clarification. Development of organizational leadership skills through experiential learning. Prerequisites: None. *(LDR101 is not offered every semester.)*

MANAGEMENT

Business/CIS Division AP 237A 480.423.6253

MGT

See requirements listed for certificate programs and associate degrees under Business, Business (Fastrack), Small Business Management, or Retail Management.

MGT101 3 credits 3 periods

Techniques of Supervision

Overview of the foundations of supervision and how to get things done within an organization through other people. The functions of planning, organizing, staffing, motivating and controlling presented. Prerequisites: None. *(Offered in online format.)*

MGT109 3 credits 3 periods

Development of Professional Skills and Standards (Fastrack)

Explores the skills and qualities necessary to develop and maintain a successful professional life. Topics include management/leadership skill development, effective job search, image development, career advancement, gender issues, professional conduct, time/financial management, and human relations. Prerequisites: None. *(Offered in both on-campus and online formats.)*

MGT122 3 credits 3 periods

Health Care Supervision

Initial course for health care supervisors who are technically competent in a health care field and who are responsible for supervision of other health care workers. Prerequisites: None. *(Offered in online format.)*

MGT126 3 credits 3 periods

Customer Service Skills and Strategies (Fastrack)

Explores strategies to help improve job performance and develop a service-oriented philosophy. Uses practical training concepts and techniques to demonstrate how superior customer service can lead to competitive advantage and profitability in business. Focuses on both internal and external customers, interactions among people, processes, and systems within the organization and how to integrate these areas into a total quality delivery program. Prerequisites: None. *(Offered in both on-campus and online formats.)*

MGT127 3 credits 3 periods

Managing and Leading for Competitive Advantage (Fastrack)

Practical training in the development of skills and expertise necessary to achieve organizational goals, with and through people. Examines functions and work activities that result in a more productive and harmonious workforce. Prerequisites: None. *(Offered in 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 both on-campus and online formats.)*

MGT179 3 credits 3 periods

Utilizing the Human Resources Department (Fastrack)

Provides the opportunity to learn how to appropriately utilize the human resources department within an organization in order to improve job performance. Topics include staffing, training and development, manpower planning, compensation and benefits, federal labor laws and why people seek outside representation. Prerequisites: None. *(Offered in online format.)*

MGT203 3 credits 3 periods

Fundamentals of Economic Development for Indigenous Nations (AIS203)

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

*Go to page 50 for more information on SUN courses.

MGT206 **3 credits** **3 periods**
Business Research Project (Fastrack)
 Reviews basic principles and techniques for conducting research. Includes criteria for evaluation of research. Involves an in-depth analysis of a selected topic related to contemporary business. Focuses on selection of topic, research design, collection and analysis of data, and preparation and presentation of a research report. Prerequisites: Completion of a minimum of 15 credits in the Business "Fastrack" Program with a grade of "C" or better. *(MGT206 is not offered every semester.)*

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.)*

MGT275 **3 credits** **3 periods**
Office Management and Procedures
 Covers basic administrative office services and systems, including analysis and management of operations, information systems, human resources, and facilities design. Prerequisites: None. MGT175, or MGT229 suggested but not required. *(Offered in online format.)*

MARKETING **MKT**
 Business/CIS Division **AP 237A 480.423.6253**

See requirements listed for certificate programs and associate degrees under Business.

MKT101 **3 credits** **3 periods**
Introduction to Public Relations
 Emphasizes public relations techniques used both within and outside the business organization, including operation of a PR counseling firm. Prerequisites: None. *(Offered in both on-campus and online formats.)*

MKT109 **3 credits** **3 periods**
Introduction to Fashion Merchandising (TEC109)
 Explores the various levels and specialized segment of the fashion industry, the principles of fashion, the fundamentals of merchandising apparel, consumers' influence on demand and marketing activities. Prerequisites: None. *(Offered in online format.)*

MKT151 **3 credits** **4 periods**
Display and Visual Merchandising (TEC151)
 An examination of the principles of design including line, color, balance, and texture as they relate to the display of merchandise. Participation in displays, field trips, and individual projects. Prerequisites: None. *(Offered in online format.)*

MKT200 **3 credits** **3 periods**
Retail Buying (TEC200)
 Examines management/buyer role in investment, pricing, planning, controlling sales and inventories. Prerequisites: None. Any CIS spreadsheet course recommended. *(Offered in online format.)*

MKT210 **3 credits** **3 periods**
Applied Marketing Strategies (Fastrack)
 Examines the principles and terminology utilized in the marketing function and their value and application in the day-to-day operation of a business. Focuses on marketing planning, market segmentation, positioning, targeting and aspects of international marketing. Reviews product development, pricing, promotion and distribution and explores careers in marketing. Prerequisites: None. *(Offered in both on-campus and online formats.)*

MKT263 **3 credits** **3 periods**
Advertising Principles
 Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns. Prerequisites: None. MKT271 suggested, but not required. *(Offered in online format.)*

MKT267 **3 credits** **3 periods**
Principles of Salesmanship
 Analyzes and applies the steps and techniques used in personal selling. Highlights the role of the professional sales representative and his/her functions as they relate to the company's mission and customer expectations. Prerequisites: None. *(Offered in online format.)*

MKT268 **3 credits** **3 periods**
Merchandising
 Surveys structure and operation of retail organizations. Emphasizes merchandising to include price, location, time promotion and quantity. Prerequisites: None. MKT271 suggested but not required. *(Offered in online format.)*

*Go to page 50 for more information on SUN courses.

MAT102 **3 credits** **3 periods**
Mathematical Concepts/Applications

A problem-solving approach to mathematics as it applies to life and the world of work. Development, demonstration, and communication of mathematical concepts and formulas that relate to measurement, percentage, statistics, and geometry. Prerequisites: Grade of "C" or better in MAT082, or equivalent, or satisfactory score on District placement exam.

MAT108 **2 credits** **2 periods**
Tutored Mathematics

Structured tutorial assistance and math study skills to help students achieve success in a mathematics course in which they are concurrently enrolled. Mathematics study skills emphasized. Prerequisites: None. Corequisites: MAT082, or MAT090, or MAT091, or MAT092, or MAT120, or MAT121, or MAT122, or MAT140, or MAT 141, or MAT 142, or MAT150, or MAT151, or MAT152, or permission of department chair. *Course Note: MAT108 may be repeated for a total of ten (10) credits.*

MAT120 **5 credits** **5 periods**
Intermediate Algebra

Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. May receive credit for only one of the following: MAT120, MAT121, or MAT122. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, or MAT093, or equivalent, or a satisfactory score on the District placement exam.

MAT121 **4 credits** **4 periods**
Intermediate Algebra

Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. May receive credit for only one of the following: MAT120, MAT121, or MAT122. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, or MAT093, or equivalent, or a satisfactory score on the District placement exam.

MAT122 **3 credits** **3 periods**
Intermediate Algebra

Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. May receive credit for only one of the following: MAT120, MAT121, or MAT122. Prerequisites: Grade of "B" or better in MAT090, MAT091, MAT092, or MAT093, or equivalent, or a satisfactory score on the District placement exam.

MAT141 **4 credits** **4 periods**
College Mathematics

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122 or equivalent, or satisfactory score on District placement exam. *Course Note: appropriate for the student whose major does not require college algebra or precalculus.*

MAT142 **3 credits** **3 periods**
College Mathematics

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122 or equivalent, or satisfactory score on District placement exam. *Course Note: Appropriate for the student whose major does not require college algebra or precalculus.*

MAT150 **5 credits** **5 periods**
College Algebra/Functions

Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam. *Course Note: Students may receive credit for only one of the following: MAT150, MAT151, MAT152 or MAT187.*

MAT151 **4 credits** **4 periods**
College Algebra/Functions  **MAT1151***

Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam. *Course Note: Students may receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.*

*Go to page 50 for more information on SUN courses.

MAT156 **3 credits** **3 periods**
Mathematics for Elementary Teachers I

Focuses on numbers and operations. Algebraic reasoning and problem solving integrated throughout the course. Prerequisites: Grade of "C" or better in MAT142 or MAT150 or MAT151 or MAT152 or equivalent, or satisfactory score on District placement exam.

MAT157 **3 credits** **3 periods**
Mathematics for Elementary Teachers II

Focuses on measurement, geometry, probability and data analysis. Appropriate technologies, problem solving, reasoning, and proof are integrated throughout the course. Prerequisites: MAT156 or equivalent.

MAT182 **3 credits** **3 periods**
Plane Trigonometry

A study of measures of angles, properties of graphs of trigonometric functions, fundamental identities, addition and half-angle formulas, inverse trigonometric functions, solutions of trigonometric equations, complex numbers and properties of triangle solution. May receive credit for only one of the following: MAT182 or MAT187. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or equivalent, or concurrent registration in MAT150, or MAT151, or MAT152, or satisfactory score on District placement exam.

MAT187 **5 credits** **5 periods**
Precalculus **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

Basic concepts and applications of statistics, including data description, estimation and hypothesis tests. Prerequisites: (A grade of "C" or better in MAT140 or MAT141 or MAT142) or (A grade of "C" or better in MAT150 or MAT151 or MAT152) or equivalent, or satisfactory score on District placement exam.

MAT212 **3 credits** **3 periods**
Brief Calculus

Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187, or appropriate Math placement test score. *Course Note: Students may receive credit for only one of the following: MAT212 or MAT213.*

MAT217 **3 credits** **3 periods**
Mathematical Analysis for Business

An introduction to the mathematics required for the study of business. Includes multivariable optimization, Lagrange multipliers, linear programming, linear algebra, probability, random variables, discrete and continuous distributions. Prerequisites: Grade of "C" or better in MAT212 or MAT213.

MAT220 **5 credits** **5 periods**
Calculus with Analytic Geometry I **SUN# MAT2220***

Limits, continuity, differential and integral calculus of functions of one variable. Prerequisites: Grade of "C" or better in [MAT182 and (MAT150, MAT151 or MAT152)], or MAT187, or appropriate Math placement test score. *Course Note: Students may receive credit for only one of the following: MAT220 or MAT221.*

MAT225 **3 credits** **3 periods**
Elementary Linear Algebra

Introduction to matrices, systems of linear equations, determinants, vector spaces, linear transformations and eigenvalues. Emphasizes the development of computational skills. Prerequisites: Grade of "C" or better in MAT212, or MAT220, or MAT221, or equivalent.

MAT230 **5 credits** **5 periods**
Calculus with Analytic Geometry II **SUN# MAT2230***

Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series. Prerequisites: Grade of "C" or better in MAT220 or MAT221 or equivalent. *Course Note: Students may receive credit for only one of the following: MAT230 or MAT231.*

MAT240 **5 credits** **5 periods**
Calculus with Analytic Geometry III

Multivariate calculus including vectors, vector-valued functions, partial differentiation, multiple integration, and an introduction to vector fields. Prerequisites: Grade of "C" or better in MAT230 or MAT231. *Course Note: Students may receive credit for only one of the following: MAT240 or MAT241.*

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.*

*Go to page 50 for more information on SUN courses.

MAT276 **4 credits** **4 periods**
Modern Differential Equations

Introduces differential equations, theoretical and practical solution techniques with applications. Problem solving using MATLAB. Prerequisites: Grade of "C" or better in MAT230, or MAT231, or permission of Department or Division. *Course Note: Students may receive credit for only one of the following: MAT276 or MAT277.*

MAT295 **1 credit** **1 period**
Special Topics in Mathematics

Conceptual and computational aspects of a special topic in modern mathematics. Prerequisites: Permission of Instructor.

MICROSOFT TECHNOLOGY **MST**
CIS Department Office **CM 404** **480.423.6588**

ALSO SEE: Business-Personal Computers (BPC), page 173
 Computer Information Systems (CIS), page 176
 Office Automation Systems (OAS), page 228

MST150 **3 credits** **4 periods**
Microsoft Windows Professional

Knowledge and skills necessary to perform day-to-day administrative tasks in a Microsoft Windows-based network. Preparation for Microsoft certification examination. Prerequisites or Corequisites: CIS190, or MST140, or permission of Instructor.

MST150SV **3 credits** **4 periods**
Microsoft Windows 7 Configuration

Knowledge and skills necessary to perform installation and day-to-day 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.

MOTION PICTURE/TV PRODUCTION CLASSES

See **TELECOMMUNICATIONS (TCM)**, page 240.

MUSIC

Music Department **MB145** **480.423.6333**
Fine Arts Division **MB 139** **480.423.6328**

Scottsdale Community College offers the first two years of basic instruction needed for theory, voice and/or instrumental majors. In addition, courses are offered to meet the requirements of general education in the humanities, commercial music and special interest areas. Private instruction is offered in the areas of piano, voice, band and orchestral instruments. A special fee is charged for private instruction, except for approved music majors. Music majors are required to participate in a performance group each semester. All potential music majors are encouraged to contact the music department, (480) 423-6333, for further information.

Music: History & Literature

MHL

MHL143 **3 credits** **3 periods**

Music in World Cultures

Non-European musical traditions including the study of music in rituals, musical instruments and the impact of cultures on musical styles. Prerequisites: None.

MHL145 **3 credits** **3 periods**

American Jazz and Popular Music

The study of cultural and social contributions to the evolution of American jazz and popular music from the mid-1800s to present. Prerequisites: None.

MHL153 **3 credits** **3 periods**

Rock Music and Culture

History of rock music and how cultural, social, political, and economic conditions have shaped its evolution. Prerequisites: None.

MHL241 **3 credits** **3 periods**

Music History and Literature to 1750

In-depth study of music history from the primitive era through the Baroque period. Prerequisites or Corequisites: MTC155 and MTC156, or permission of Instructor.

MHL242 **3 credits** **3 periods**

Music History and Literature 1750 to Present

In-depth study of music history from the Classical period through the Contemporary period. Prerequisites: MHL241 or permission of Instructor.

*Go to page 50 for more information on SUN courses.

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: MTC100, or MTC101, or permission of Instructor. Corequisites: MTC106.

MTC106 **1 credit** **2 periods****Aural Perception I**

The development of listening and performing skills through dictation, sight singing and keyboard harmony. Prerequisites: None. Corequisites: MTC105.

MTC120 **3 credits** **3 periods****Introduction to Sound Design for Film and Video (TCM120)**

Basic principles of recording and mixing sound for film and video. Includes voice-over, automatic dialog replacement (ADR), foley, ambience, special effects and music. Emphasis on analog and digital recording techniques in the field as well as in a controlled environment. Prerequisites: (TCM100 and TCM136) or permission of Instructor.

MTC155 **3 credits** **3 periods****Music Theory II**

A continuation of Music Theory I with emphasis on harmony and part-writing procedures. Prerequisites: MTC105. Corequisites: MTC156.

MTC156 **1 credit** **2 periods****Aural Perception II**

A continuation of Aural Perception I, including harmonic practices. Prerequisites: None. Corequisites: MTC155.

MTC191 **3 credits** **4 periods****Electronic Music I**

An introduction to producing music with Musical Instrument Digital Interface (MIDI) configurations consisting of computers, printers, synthesizers, and other compatible MIDI instruments. Prerequisites: None.

MTC192 **3 credits** **4 periods****Electronic Music II**

Continued study of the production of music with Musical Instrument Digital Interface (MIDI) configurations. Emphasis on more complex configurations and their applications in song arrangements. Prerequisites: MTC191.

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: MTC191 or permission of Instructor.

MTC205 **3 credits** **5 periods****Music Theory III****SUN# MUS2222***

The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. Prerequisites: MTC155. Corequisites: MTC206. *(MTC205 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: 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: (MTC105 and MTC106, or equivalent) , and permission of Instructor. *Course Note: MTC240 may be repeated for total of twelve (12) credit hours.*

*Go to page 50 for more information on SUN courses.

MTC255 **3 credits** **3 periods**
Music Theory IV **SUN# MUS2223***
 A continuation of Music Theory III, including 20th Century theories and techniques. Prerequisites: MTC205. Corequisites: MTC256. *(MTC255 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.)*

MTC296 - COOPERATIVE EDUCATION: Information about MTC296 courses can be found on page 181.

MTC298 - SPECIAL PROJECTS: Information about MTC298 courses can be found on page 240.

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: 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: 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.*

MUC136 **3 credits** **3 periods**
Turntablism: The Art of the Scratch DJ
 Covers the skills required in vinyl manipulation; examines the development of turntable techniques and the contributions made by individual turntable artists. Prerequisites: None. *Course Note: MUC136 may be repeated for a total of six (6) credits.*

MUC137 **3 credits** **3 periods**
Digital DJ Performance Techniques
 Covers the skills required for live performance employing digital media with an emphasis on programs such as Serato Scratch Live and Ableton Live. Prerequisites: None. *Course Note: MUC137 may be repeated for a total of six (6) credits.*

MUC138 **1 credit** **3 periods**
Disc Jockey Laboratory
 Operation, scope, roles and responsibilities in the commercial music production process. Prerequisites: None. *Course Note: MUC138 may be repeated for a total of six (6) credit hours.*

MUC139 **3 credits** **3 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: MUC112 and MUC195 or permission of Instructor. *(MUC194 is not offered every semester.)*

*Go to page 50 for more information on SUN courses.

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: MUC195 or MUC195AA.

MUC197 **3 credits** **3 periods**
Live Sound Reinforcement I

Basic principles of live sound engineering. Emphasis on signal flow, acoustic, sound reinforcement set-ups and installation, signal processing, microphone selections and placement. Includes setting up sound systems and mixing live music. Prerequisites: None.

MUC198 **3 credits** **3 periods**
Live Sound Reinforcement II

Emphasis on musical production decisions. Front-of-house and monitor console placement, loudspeaker arrangements, power considerations, program material and sound pressure levels. Includes setting up of sound system and mixing live performances with various styles of music. In addition to mixing at alternate locations. Prerequisites: MUC197. (*MUC198 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: 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.)*

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.*

MUC295 **3 credits** **6 periods**
Studio Music Recording III

Producing and engineering a recording project. Covers how recording studios work and how recording projects are organized from pre-production through delivery of the final mix. Prerequisites: (MUC195 or MUC195AA) or MUC196 and instructor approval.

MUC295AA **1 credit** **1 period**
Self Promotion for Music

Career goal development. Includes self-presentation and communication skills, keeping files and records, and developing self-promotional materials. Prerequisites: None. (*MUC295AA is not offered every semester.*)

MUC297AB **2 credits** **2 periods**
Music Internship

Music Internship work experience in a business or industry eighty (80) hours of designated work per credit. A maximum of 12 credits allowed. Prerequisites: MUC110.

MUC298AA-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.

*Go to page 50 for more information on SUN courses.

MUP165 **2 credits** **3 periods**
Jazz Improvisation II
 Intermediate theoretical and performance skills in many styles of jazz improvisation. Prerequisites: MUP164 or permission of Instructor. *Course Note: MUP165 may be repeated for a total of six (6) credit hours.*

MUP181 **1 credit** **2 periods**
Chamber Music Ensembles
 Practical and performance experience in instrumental, vocal, and mixed ensembles. May be repeated for credit. Prerequisites: None.

MUP209 **2 credits** **2 periods**
Elements of Conducting
 Essentials of conducting techniques used in choral and instrumental ensembles including terminology, interpretation, and styles. Prerequisites: None.

MUP225 **2 credits** **3 periods**
Class Guitar I
 Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style playing. Stresses development of efficient practice techniques and proper sitting and hand positions. Prerequisites: None.

MUP226 **2 credits** **3 periods**
Class Guitar II
 Note-reading range including second position and parts of higher positions. Classical, popular, Latin, and other styles of music. Theory including scales, keys, and chord construction. Technical exercises of both hands. Prerequisites: MUP225 or permission of Instructor.

MUP227 **2 credits** **3 periods**
Class Guitar III
 Additional fingerboard positions. Ensemble techniques and performance. Prerequisites: MUP226 or permission of Instructor.

MUP228 **2 credits** **3 periods**
Class Guitar IV
 Advanced fingerboard positions. Duet and trio performances. Advanced ensemble techniques. Prerequisites: MUP227 or permission of Instructor. *Course Note: MUP228 may be repeated for credit.*

MUP231 **2 credits** **3 periods**
Class Piano III
 Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns, and secondary dominants. Prerequisites: MUP132 or permission of Instructor.

MUP232 **2 credits** **3 periods**
Class Piano IV
 Continuation of Piano III including modulation techniques, improvisation of piano accompaniments, advanced chromatic harmony, and sight reading of advanced literature. Prerequisites: MUP231 or permission of Instructor.

MUP270 **2 credits** **5 periods**
Musical Theatre Workshop (THP270)
 Workshop in the study and performance of Musical Theatre repertoire including audition techniques, talent evaluation criticism, rehearsal techniques, vocal acting styles, stage movement, and performance. May be repeated for credit. Prerequisites: None.

MUP298 - SPECIAL PROJECTS: Information about MUP298 courses can be found on page 240.

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.*

*Go to page 50 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.*

NURSING SCIENCE
Health Sciences Division

NUR
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.*



NUR151 **10 credits** **20 periods**
Nursing Theory and Science I

Introduction to fundamentals of nursing theory and practice utilizing critical thinking based on the nursing process and principles of evidence based practice. Focus on meeting basic human needs within the wellness/illness continuum. Theoretical concepts related to holistic care of well, geriatric, and adult clients. Provides safe nursing care to clients with selected alterations in health. Introduction to professional nursing practice. Applies concepts of health promotion, disease/illness prevention. Provides care based upon integration of pathophysiology, nutrition, communication and physical, biological, and psychosocial sciences. Uses information technology in performing and evaluating client care. Prerequisites: Admission into the Nursing Program.

For questions about the Nurse Assisting program, contact the Health Sciences Division, HES 124, 480-423-6225.

NUR158 **6 credits** **10 periods**
Nurse Assisting

Introduction to the role of the nursing assistant for clients across the wellness/illness continuum within the nurse assisting scope of practice. Includes basic problem solving processes specific to meeting the basic and holistic needs of clients, therapeutic communication skills essential for the nursing assistant, interventions to ensure the needs and safety of the client, specific types of diseases, conditions and alterations in behavior of the client, and principles of nutrition and fluid balance. Focus is on special needs of the elder client in the acute and long-term care settings, and basic emergency care skills and procedures. Provides opportunity for the development of clinical competency in the performance of selected nurse assisting skills and procedures through participation in the care of clients. Prerequisites: College Placement Exam indicating eligibility for CRE101, or HESI-A2 exam English Composite score of 75% or higher. Completed MCCD Background Clearance check, Health and Safety Documentation, and Health Care Provider signature form.

NUR171 **8 credits** **16 periods**
Nursing Theory and Science II

Application of nursing theory and practice utilizing critical thinking based on the nursing process and evidence based practice. Holistic nursing concepts of health promotion, disease/illness prevention, and health restoration for adult and geriatric clients. Role development as the professional nurse member of the health care team. Participation in client teaching and discharge planning. Application of previous knowledge of physical, biologic, psychosocial sciences, and the cultural and spiritual aspects of nursing care. Application of nursing concepts in the development of plan of care to include pathophysiology, nutrition, pharmacology, and skills in communication. Uses information technology in planning, documenting, and evaluating client care. Prerequisites: NUR151 or permission of Nursing Department Chairperson.

*Go to page 50 for more information on SUN courses.

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: (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.*

*Go to page 50 for more information on SUN courses.

POS120 **3 credits** **3 periods**
World Politics  **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.

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.

POS227 **3 credits** **3 periods**
United States and Arizona Social Studies (GCU227)

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.

PRE-PROFESSIONAL PROGRAMS

Mathematics/Sciences Division **NS 102A** **480.423.6111**

Scottsdale Community College offers opportunities for students to pursue transfer programs of study in the following preprofessional areas: Pre-Dental, Pre-Forestry, Pre-Medical, Pre-Medical Technology, Pre-Mortuary Science, Pre-Optometry, Pre-Pharmacy, Pre-Physical Therapy and Pre-Veterinary. Although professional schools require substantially the same preparatory program during the first two years of college, significant differences exist; therefore, suggested transfer programs are not included in this section. Students who desire to pursue a preprofessional program of study are urged to establish an early advisement relationship with a member of the science faculty so that a specific program may be planned.

PSYCHOLOGY **PSY**
Social/Behavioral Sciences Division **SB 130** **480.423.6206**

PSY101 **3 credits** **3 periods**
Introduction to Psychology  **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.

PSY156 **3 credits** **3 periods**
Understanding Death and Dying

Designed to give the student an understanding of the research and theories of death, dying and the bereavement process. Prerequisites: None.

PSY201AC **3 credits** **3 periods**
Selected Issues in Psychology

In-depth investigation of topical issues in Psychology. Promotes understanding of the psychological theory, application, and critical reasoning about the selected psychological issues and topics. Potential topics may include, but not limited to, parenting, gender, applied cognitive psychology, personality, perception, applied-experimental interventions, motivation, emotion, cultural psychology, methodology paradigms, history and systems, development, and intelligence. Prerequisites: PSY101 or permission of Instructor. *Course Note: PSY201AC may be repeated with change of topic.*

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.

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

*Go to page 50 for more information on SUN courses.

REC155AE **1 credit** **2 periods**
Indoor Rock Climbing

Basic indoor rock climbing skills. Includes belaying, climbing techniques, rope systems, anchor systems and safety.
Prerequisites: None. *Course Note: REC155AE may be repeated for a total of four (4) credits.*

REC155AF **1 credit** **2 periods**
Backpacking

Covers basic skills and techniques of backpacking and the application of these to wilderness travel. Prerequisites: None.
Course Note: REC155AF may be repeated for a total of four (4) credits.

REC155AG **1 credit** **2 periods**
Hiking

Development of safe and enjoyable hiking skills. Essentials and requirements for safe hiking. Prerequisites: None. *Course Note: REC155AG may be repeated for a total of four (4) credits.*

REC155AH **1 credit** **2 periods**
Mountain Biking

Covers basic skills and techniques for mountain biking and the application of these skills as a recreational lifetime activity. Includes bicycle riding and maintenance techniques, trail etiquette, and safety considerations. Prerequisites: None. *Course Note: REC155AH may be repeated for a total of four (4) credits.*

REC155AI **1 credit** **2 periods**
Outdoor Cooking

Covers the planning and preparation of delicious meals in various outdoor settings. Presents the use of the Dutch oven and mini stove and methods of cooking over a campfire. Prerequisites: None. *Course Note: REC155AI may be repeated for a total of four (4) credits.*

REC155AJ **1 credit** **2 periods**
Outdoor Survival

Introduction to and practice of essential skills needed for procuring shelter, water and fire in a wilderness environment. Prerequisites: None. *Course Note: REC155AJ may be repeated for a total of four (4) credits.*

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*

7/31/2014 REC155AK: Corrected prerequisites.

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 50 for more information on SUN courses.

RELIGIOUS STUDIES**Social/Behavioral Sciences Division SB 130 480.423.6206 REL****ALSO SEE:** Philosophy (PHI), page 228.**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: ENG101, or ENG107, or equivalent.

REL270 3 credits 3 periods**Introduction to Christianity**

The nature and content of the Christian tradition developed over time, with overview of the New Testament, major historical trends and figures, major Christian ideas and practices, and survey of denominations. Prerequisites: None.

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 recently opened an office, in part, 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**English, World Languages
and Journalism Division****LC 305 480.423.6459 SLG****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.

SMALL BUSINESS MANAGEMENT**Business/CIS Division****AP 237A 480.423.6253 SBS**

See requirements listed for certificate programs and associate degrees under Business.

SBS200 2 credits 2 periods**Small Business Operations**

In-depth analysis of and individual plan development for the "day-to-day" problems encountered in the operation of a small business. Includes the development of an individual business operations plan including finance, purchasing, production scheduling, maintenance, shipping/receiving, personnel management and insurance/risk management requirements. Investigation of daily problems related to inventory control and business expansion. Prerequisites: None.

*Go to page 50 for more information on SUN courses.

SBS202 **1 credit** **1 period**
Small Business Bookkeeping and Tax Preparation
 Introduces accounting and record-keeping with emphasis on practical use of financial data for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and preparation for small business owners. Designed for the non-financially oriented owner/manager of a small business. Prerequisites: None.

SBS203 **1 credit** **1 period**
Financing/Cash Management for a Small Business
 Planning for and meeting the financial needs of the small business including cash flow planning, identification of financial needs and sources, equity and debt financing, and preparation of loan packages. Participants complete a financial plan for their individual company, with emphasis on cost controls, sales revenue projection, expense allocation, and inventory cost control. Day-to-day operational budgeting also included. Prerequisites: None.

SBS204 **2 credits** **2 periods**
Small Business Marketing and Advertising
 Introduction to marketing and advertising strategies and methods including business image, target market analysis, and customer buying behavior profile. Analysis and selection of advertising/business promotion methods and timing. Methods of deciding product and market segment focus included. Design of an individual marketing and advertising/promotion plan. Prerequisites: None.

SBS210 **1 credit** **1 period**
Tax Planning and Preparation
 Explores the areas of tax planning and preparation essential to small business operation. Includes tax requirements and forms, special tax topics affecting business decisions, tax planning techniques, and common tax problems for the small business. Prerequisites: None.

SBS213 **1 credit** **1 period**
Hiring and Managing Employees
 Methods and techniques for managing employees in a small business. Includes supervisor's role, leadership styles, interpersonal communications, staff planning, employee work styles, techniques for handling problem employees, and employee motivation. Focuses on real life situations to enable the business owner to gain high performance from their employee team. Includes segment on hiring, new employee orientation, training, benefits, and developing future staffing needs assessment. Prerequisites: None.

SBS214 **1 credit** **1 period**
Small Business Customer Relations
 Developing and improving customer relations for the small business. Planning and delivering quality customer service. Includes topics on attitude of employees, customer perceptions and motivations, handling customer dissatisfaction, and developing customer, supplier, vendor, and distributor loyalty. Prerequisites: None.

SBS215 **1 credit** **1 period**
Managing Stress in Small Business
 Explores the common causes of stress related to the operation of a small business. Includes discussion of the physiological and psychological effects of stress, and specific methods for dealing with the small business owner or manager stresses in business and personal life. Prerequisites: None.

SBS216 **2 credits** **2 periods**
Planning for a Small Business
 Relates business management issues to a specific small business through development of an individual study plan. Provides on-site review of business operation by trained instructor. Prerequisites: SBS200 and SBS204 or permission of instructor. *(SBS216 is not offered every semester.)*

SBS218 **1 credit** **1 period**
Establishing an Import/Export Business
 Basic marketing and management techniques for exporting and importing. Includes researching viability of an import/export business, marketing an export or securing a product for import, and implementing the transaction. Prerequisites: None.

SBS220 **2 credits** **2 periods**
Internet Marketing for Small Business
 Focuses on "e-Commerce" - doing business on the Internet and planning a website. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Internet services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and on-going operations of the Internet site. Prerequisites: None.

SOCIETY AND BUSINESS

See **SOCIETY AND BUSINESS (SBU)**, page 172.

*Go to page 50 for more information on SUN courses.

SOCIOLOGY

Social/Behavioral Sciences Division

SB 130

480.423.6206

SOC**SOC101** **3 credits** **3 periods****Introduction to Sociology**  **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.

SOC110 **3 credits** **3 periods****Drugs and Society**

Explores drugs as a social problem. Examines social-cultural factors contributing to use and abuse and effects of commonly used drugs on the individual and society. Reviews current theories and research relating to drug use. Explores prevention, intervention, and treatment. Examines public policies concerning drug related issues. Prerequisites: None.

SOC112 **3 credits** **3 periods****American Indian Policy (AIS112)**

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

SOC130 **3 credits** **3 periods****Human Sexuality**

Examination of the physical, social, cultural, and institutional contributions to human sexuality. Examination of facts and myths, literature, and changing mores regarding human sexuality to acquire knowledge about cultural and social events and processes. Explores the sexuality of males and females in contemporary society. Prerequisites: Student must be 18 years or older.

SOC140 **3 credits** **3 periods****Racial and Ethnic Relations**  **SOC2215***

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.

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 both the fan and the athlete, as well as how both professional and amateur sport have at times played a transformative role in society. Prerequisites: None.

SOC266 **3 credits** **3 periods****Sociology Through Film**

Examines movie-going and the experience of spectatorship. Studies how motion pictures reflect, influence, and are influenced by American culture and societal institutions. Explores the role of the movie industry as a vehicle for social commentary, analysis, and criticism. Prerequisites: None.

*Go to page 50 for more information on SUN courses.

SOUTHWEST STUDIES

Southwest Studies Office

AD 120 480.423.6314

Director, Marshall Trimble

Southwest Studies at Scottsdale Community College is a unique program designed to offer students an opportunity to fulfill part of their general education requirements with a series of classes concentrating on Arizona and the Southwest. The Southwest Studies program offers a variety of courses using an interdisciplinary approach in the humanities, life, physical and social/behavioral sciences, with Arizona and the Southwest as its central theme and brings to students not only the opportunity to expand their knowledge of the area in which they live, but will provide a new sense of relationship to their fellow man.

Southwest Studies Courses

- ASB230 Principles of Archaeology
- ASB245 Indians of the Southwest
- BIO109 Natural History of the Southwest
- ENH260 Literature of the Southwest
- HIS105 Arizona History

Southwest Studies course descriptions are listed under various prefixes according to the above list.

SPANISH LANGUAGEEnglish, World Languages
and Journalism Division

SPA

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: 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: SPA226 or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA236 3 credits 3 periods**Advanced Spanish Conversation II**

Further development of skills in conversational fluency. Grammar presented only to clarify student errors. Prerequisites: SPA235 or 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: 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: SPA265, or permission of Department or Division. Completion of prerequisites within the last three years is required.

*Go to page 50 for more information on SUN courses.

SPANISH HUMANITIES

English, World Languages and Journalism Division

LC 305 480.423.6459

SPH245 **3 credits** **3 periods**

Hispanic Heritage in the Southwest

A survey of Hispanic heritage in the Southwest. Cultural and social institutions and their contribution to the development of the region and its heritage Prerequisites: None.

SPECIAL PROJECTS

Special projects are available in a variety of disciplines and provides opportunities for individualized learning experiences for students.

XXX298AA	Special Projects	1 credit	1 period
XXX298AB	Special Projects	2 credits	2 periods
XXX298AC	Special Projects	3 credits	3 periods

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

SUSTAINABILITY

HPERD Division

SSH/SUS
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.

SPH

TELECOMMUNICATIONS

Film/Motion Picture/TV Production Classes

TCM

MP/TV Film School
Fine Arts Division

LC 404 480.423.6076
MB 139 480.423.6328

The Film School at SCC offers the AAS in Motion Picture/Television Production. The program is designed for students who plan to enter the field of motion pictures and/or television production. Students will receive “hands-on” practical training in a fine arts learning environment and may select one or more of several specialization “tracks” within the AAS degree. Certificates of Completion in Screenwriting, Broadcast Production, Film Production, and Editing are also available.

TCM100 **3 credits** **3 periods**

Digital Multi Media

Introduction to the major components of a multi media project. Prerequisites: None.

TCM101 **3 credits** **3 periods**

Fundamentals of Radio and TV

History of American radio and television, government regulations, self-regulation of broadcasting, the relationship of networks and stations, the social and political aspects of radio and television programming, the role of mass communications in America, the socioeconomic pressures on the medium, and the responsibilities and purposes of mass communications. Prerequisites: None.

TCM111 **3 credits** **3 periods**

Screenwriting I

Provides an introduction to screenwriting for feature films. Prerequisites: None. **(Note: Completion of ENG101 and ENG102 prior to this course is strongly recommended.)**

TCM111AA **3 credits** **3 periods**

Scripting for the Media

Provides an overview of screenwriting for short documentaries, training films, advertising commercials and infomercials. Prerequisites: None.

TCM112 **3 credits** **3 periods**

Writing the Situation Comedy Spec Script

Workshop for writing a spec script for the situation comedy. Prerequisites: TCM111. **(TCM112 is not offered every semester.)**

TCM116 **3 credits** **3 periods**

Writing the Television Drama Spec Script

Workshop for writing a spec script for the television drama. Prerequisites: TCM111. **(TCM116 is not offered every semester.)**

*Go to page 50 for more information on SUN courses.

TCM117 **3 credits** **5 periods**
Introduction to Cinematography

Introductory workshop focusing on basic film and video camera operation and lighting. Emphasis on the role of the cinematographer, basic camera operation and lens selection, introduction to cinematic storytelling to include interpreting the script, basic lighting techniques, exposure meters, film stocks, and planning for the editing style. Prerequisites: TCM100, or TCM/VPT105, or permission of Instructor.

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: (TCM100 and TCM136) or permission of Instructor.

TCM131/TCM131AA **4 credits** **6 periods**
Radio-Television Announcing

Theory and practice in news reporting, commercial announcing, interviewing, studio anchoring, and of on-air technique in radio. Development of basic commercial announcing techniques including the study and practice of various dialects and characterization styles. Use of radio control room including radio equipment and specialized audio software programs for development of commercials. Prerequisites: None. *(TCM131/TCM131AA 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: 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: TCM134 or permission of Department or Division.

TCM136 **3 credits** **3 periods**
Post-Production for Motion Picture and Television

Introduction to elements of post-production for motion picture and television. Focuses on editing, titles, sound design and

marketing strategies. Post-production and marketing of one film and one video required. Prerequisites: TCM135 or permission of department.

TCM140 **3 credits** **3 periods**
Modern Media Concepts

Introduction to the mechanics of a variety of media including computation systems, still photography, film, sound recording systems, telegraph/telephone, radio, television/video, electricity, satellite and analogue/digital systems. Emphasis on the impact of these media on the individual, culture, and society. Prerequisites: None. *(TCM140 is not offered every semester.)*

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: TCM100, or TCM/VPT105, or permission of Instructor.

TCM180/180AA **4 credits** **6 periods**
Television Production Techniques

Introduction to basic concepts of video production. Emphasis on operation of camcorders, microphones, lights, editing and post-production equipment. Prerequisites: TCM136 or permission of Instructor. *(TCM180/180AA is not offered every semester.)*

TCM202 **4 credits** **6 periods**
The Music Video

Designed to instruct in the art and technical aspects of music videos. Significant content related to past and current music videos, the concepts they represent, and the creation and organization process as it relates to producing a music video. Covers the development of a beginning, middle, and end for a music video, and video treatments. Skills associated with camera, directing, lighting, producing, grip and electric, etc., as guided by artistic expression. Specific team functions for the creation of a music video. Prerequisites: Permission of Instructor. *Course Note: TCM202 may be repeated for a total of twelve (12) credits. (TCM202 is not offered every semester.)*

TCM204 **3 credits** **3 periods**
Writing the Television Drama Original Script

Advanced workshop for writing an original script for the television drama. Prerequisites: TCM116 or permission of Instructor. *(TCM204 is not offered every semester.)*

TCM206 **3 credits** **3 periods**
Production Design

Intermediate workshop on Film Production Design focusing on areas such as script breakdowns for design elements, theories for symbolic and iconic visual content, color and lighting theory, miniatures and model construction and other aspects of production design. Prerequisites: TCM136 or permission of Instructor.

*Go to page 50 for more information on SUN courses.

TCM211 Screenwriting II Workshop in screenwriting for feature films and television. Prerequisites: TCM111 or permission of Instructor.	3 credits	3 periods	TCM230 Motion Picture Directing Theory and practice in directing the motion picture. Includes overview of the roles and responsibilities of the film director, examples of film directing, and practice sessions in analyzing a script, creating a scene, working with actors, conducting rehearsals, planning the camera movements and overseeing elements of a production. Prerequisites: TCM/MTC120 and (TCM215, or TCM215AA, or TCM215AB) or permission of Instructor.	4 credits	4 periods
TCM212 Writing the Situation Comedy Original Script Advanced workshop for writing an original script for the situation comedy. Prerequisites: TCM112 or permission of Instructor. <i>(TCM212 is not offered every semester.)</i>	3 credits	3 periods	TCM240 Advanced Television Commercial Production Advanced workshop in television production. Emphasis on directing techniques, working with a crew, shooting and sound for advertising commercials. Prerequisites: (TCM111AA, TCM117, and TCM241) or permission of Instructor. <i>(TCM240 is not offered every semester.)</i>	3 credits	3 periods
TCM213AA Motion Picture Workshop: On-Location Shooting Practical work and classes in film production. Features on-location shooting. Prerequisites: TCM136 or permission of Instructor. <i>(TCM213AA is not offered every semester.)</i>	4 credits	4 periods	TCM241 AVID Media Composer Editing Editing on a Media Composer non-linear editing system, including time-line editing, trimming, dialog and action editing, refining audio, basic multi-layer motion, and 3D effects; also covers basic and intermediate color correction, intermediate and three-dimension titling, working with tape and file based media, and media management. Prerequisites: TCM136 or permission of Instructor.	4 credits	6 periods
TCM214 Television Workshop Practical work and classes in television production. Prerequisites: TCM136 or permission of Instructor. <i>Course Note: TCM214 may be repeated for a total of twelve (12) credits. (TCM214 is not offered every semester.)</i>	3 credits	5 periods	TCM242 Portfolio Non-Linear Editing Explores techniques and applications used in editing an individual project on a non-linear editing system. Prerequisites: (TCM241 and independent footage) or permission of Instructor. <i>Course Note: May be repeated for a total of six (6) credits.</i>	4 credits	4 periods
TCM216 Screenwriting III Advanced workshop in narrative screenwriting for film and television. Prerequisites: TCM211. <i>(TCM216 is not offered every semester.)</i>	3 credits	7 periods	TCM243 Introduction to Video Compositing and Title Animation Introduction to computer-based video compositing and title animation. Prerequisites: TCM241 or permission of Instructor. <i>(TCM243 not offered every semester.)</i>	2 credits	4 periods
TCM217 Advanced Cinematography Advanced workshop focusing on film and video camera operation and lighting. Emphasis on the role of the cinematographer and camera department, in-depth camera operation and lens selection, advanced cinematic storytelling to include interpreting the script, advanced lighting techniques, exposure meters, film stocks, and planning for the editing style. In-depth analysis of on-set communication and collaboration between the Cinematographer and other key crew members. Prerequisites: TCM241 and TCM117, or permission of Instructor. <i>Course Note: TCM217 may be repeated for a total of six (6) credits. (TCM217 is not offered every semester.)</i>	3 credits	5 periods	TCM244 Final Cut Pro Studio Introduction to the Final Cut Pro Studio non-linear editing system and applications. Prerequisites: TCM241 or permission of Instructor.	4 credits	6 periods
TCM218 Screenwriting IV Advanced workshop for writing a screen/teleplay. Prerequisites: TCM216. <i>(TCM218 is not offered every semester.)</i>	3 credits	7 periods	TCM248 Advanced Film Production Techniques Advanced workshop in the techniques of film production. Emphasizes real world simulation of production departments. Prerequisites: (MTC/TCM120 and TCM117) or permission of Instructor.	4 credits	6 periods
TCM220 Advanced Sound Design for Film and Video (MTC220) Explores techniques and advanced applications used in designing sound using original student footage on a non-linear editing system. Prerequisites: MTC/TCM120 or permission of Instructor. <i>(TCM220 is not offered every semester.)</i>	3 credits	5 periods			

*Go to page 50 for more information on SUN courses.

TCM250	4 credits	6 periods	TCM275	4 credits	7 periods
Documentaries for Social Change			Advanced Portfolio Production		
Study of and practical application in social documentary production. Focuses on diverse voices and styles of social documentaries, philosophical issues faced by the filmmaker, technical considerations, and business elements required for financial and commercial success of the social documentary. Prerequisites: TCM136 or permission of Instructor. <i>Course Note: TCM250 may be repeated for a total of twelve (12) credits.</i>			Advanced workshop in portfolio development for Producers, Directors, Cinematographers, Production Designers, Editors, and Screenwriters. Prerequisites: Permission of Instructor. <i>Course Note: All students must submit an application. TCM275 may be repeated for a total of twelve (12) credits. (TCM275 not offered every semester.)</i>		
TCM251	3 credits	5 periods	TCM280	3 credits	5 periods
Advanced Studio Production			The Art of Editing		
Advanced video production within a studio environment. Prerequisites: (TCM151, TCM111AA, TCM117, and TCM241) or permission of Instructor. <i>(TCM251 is not offered every semester.)</i>			A lab intensive post-production course. Emphasizes the art of editing movie and television media and the development of editing skills. Editing products, including demo reels, from instructor provided or student provided quality raw footage. Prerequisites: TCM241 or permission of Instructor. <i>Course Note: TCM280 may be repeated for a total of nine (9) credits. (TCM280 is not offered every semester.)</i>		
TCM260	3 credits	4 periods	TCM282	4 credits	6 periods
Film/Video Producing and Financing			Advanced Non-Linear Editing Techniques		
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.			Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system. Prerequisites: TCM241 or permission of Instructor. <i>(TCM282 is not offered every semester.)</i>		
TCM263	4 credits	4 periods	TCM282AA	4 credits	6 periods
Film Style, Theory and Analysis			Advanced Non-Linear Editing Techniques: AVID		
Survey of the development of the art and theory of motion pictures, including study and criticism of stylistic elements. Tailored toward teaching different approaches and techniques of filmmaking as demonstrated in a variety of historic film movements. Designed for students focusing on filmmaking. Prerequisites: TCM136 or permission of Instructor. <i>(TCM263 not offered every semester.)</i>			Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system. Prerequisites: TCM241 or permission of Instructor. <i>(TCM282AA is not offered every semester.)</i>		
TCM265	3 credits	4 periods	TCM282AB	4 credits	6 periods
Advanced Scheduling and Budgeting			Adv. Non-Linear Editing Techniques: Final Cut Pro		
Advanced workshop in the techniques of breaking down, scheduling and budgeting a script. Emphasis on scheduling principles incorporating location, studio, artists and union agreements. Prerequisites: TCM260 or permission of Instructor. <i>(TCM265 not offered every semester.)</i>			Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system. Prerequisites: TCM241 or permission of Instructor. <i>(TCM282AB is not offered every semester.)</i>		
TCM271AA	4 credits	6 periods	TCM285AA-AC	1-3 credits	1-3 periods
Advanced Non-Linear Effects and Compositing: AVID			Special Topics: Motion Picture/Television Production		
Advanced non-linear techniques for effects and compositing creation. Prerequisites: (TCM241 and independent footage) or permission of Instructor.			Exploration of current topics, issues and aspects of motion picture and television production. Prerequisites: TCM136 or permission of Instructor. <i>Course Note: May be repeated for a total of three to nine credits.</i>		
TCM271AB	4 credits	6 periods	TCM290	3 credits	3 periods
Advanced Non-Linear Effects and Compositing: Final Cut Pro			Professional Media Marketing		
Advanced non-linear techniques for effects and compositing creation. Prerequisites: (TCM241 and independent footage) or permission of Instructor.			Designed to equip media students with marketing tools for career development and promotion. Prerequisites: TCM136 or permission of Instructor.		

*Go to page 50 for more information on SUN courses.

TCM296 - COOPERATIVE EDUCATION: Information about TCM296 courses can be found on page 181.

TCM298 - SPECIAL PROJECTS: Information about TCM298 courses can be found on page 240.

THEATRE ARTS

Communication & Performance Arts Dept. LC 305 480.423.6347
 Fine Arts Division MB 139 480.423.6328

THE111 3 credits 3 periods

Introduction to Theatre

A survey of theatre, including basic elements and principles of production, styles and/or historical perspectives of theatre, dramatic literature, and criticism. Prerequisites: None.

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

 **THE220***

Analysis of dramatic literature studied within political, historical, and cultural contexts and examined from the perspective of the playwright's structure and style. Prerequisites: ENG101 or ENG107 or equivalent. *(THE220 is offered in the Spring semester only.)*

THEATRE AND FILM

Communication & Performance Arts Dept. LC 305 480.423.6347
 Fine Arts Division MB 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.

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.)*

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: 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: THF115. *(THF215 is not offered every semester.)*

THF219 3 credits 4 periods

Advanced Acting for the Camera (Formerly THP220)

Focuses on special technical aspects of advanced acting before a camera. Prerequisites: THF209 or permission of Instructor.

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

Theatre Arts Dept. PAC 1032 480.423.6356
 Fine Arts Division MB 139 480.423.6328

THP112 3 credits 4 periods

Acting I

Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization. Prerequisites: None.

THP130 3 credits 4 periods

Stage Combat

Analysis and practice of physical movement, including basic techniques in staged personal combat with and without weapons. Emphasis on stunt fighting and fencing. Prerequisites: None.

*Go to page 50 for more information on SUN courses.

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: 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: 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: THP213 or permission of Instructor. *(THP216 is not offered every semester.)*

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: THP213 or permission of Instructor.

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.

THP241 **3 credits** **3 periods**
Oral Interpretation of Literature (COM241)

The study, analysis, and preparation of prose, poetry, and dramatic literature. Preparation of material for public audiences. Prerequisites: ENG101 or ENG107 or equivalent.

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: THP263.

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.

*Go to page 50 for more information on SUN courses.

THP267 **3 credits** **4 periods**
Painting Techniques for Film, TV and Theatre
 Theory and skills in scenic artistry. Techniques of painting two-dimensional and three-dimensional scenery, tools, and the use of color. Prerequisites: THP213.

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. May be repeated for credit. Prerequisites: None.

THP271 **3 credits** **3 periods**
Voice and Diction (COM271)
 Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None.

THP281 **3 credits** **4 periods**
Production and Acting I
 Provides the continuing acting student with opportunities to expand the versatility of characterization skills. Emphasis on relating the actor's work to the total production process. Performance of monologues, scenes, and one-act plays. Prerequisites: Departmental approval.

THP282 **3 credits** **4 periods**
Production and Acting II
 Provides the continuing acting student with opportunities to expand the versatility of characterization skills. Emphasis on relating the actor's work to the total production process. Performance of monologues, scenes, and one-act plays. Prerequisites: THP281 or departmental approval.

THP298 - SPECIAL PROJECTS: Information about THP298 courses can be found on page 240.

SCOTTSDALE CONSERVATORY THEATRE
SCT Hotline **480.423.6718**

THP291AA **1 credit** **2 periods**
Summer Conservatory: Stage Movement
 Techniques of body centering, coordination, relaxation, energization, and physical expression for the actor. May be

repeated for a total of three (3) credit hours. Prerequisites: By audition and interview only.

THP291AB **1 credit** **2 periods**
Summer Conservatory: Voice and Diction
 Basic principles and techniques of voice production and stage speech for the actor. May be repeated for a total of three (3) credit hours. Prerequisites: By audition and interview only.

THP291AC **1 credit** **1 period**
Summer Conservatory: Script Analysis (ACT)
 Theory and practice in analysis of dramatic literature for the actor. Emphasis on techniques of character analysis for interpretation. May be repeated for a total of three (3) credit hours. Prerequisites: By audition and interview only.

THP291AD **1 credit** **2 periods**
Summer Conservatory: Improvisation
 Techniques of improvisation to develop the actor's creativity. Emphasis on inner resources, sensory memory, and emotional memory. May be repeated for a total of three (3) credit hours. Prerequisites: By audition and interview only.

THP291AE **3 credits** **4 periods**
Summer Conservatory: Scene Study
 Basic methodology and process of rehearsing and creating a character through prepared scenes for faculty critique and analysis. May be repeated for a total of nine (9) credit hours. Prerequisites: By audition and interview only.

THP291AF **1 credit** **2 periods**
Summer Conservatory: Career Development (ACT)
 Principles of the business of being an actor. Emphasis on audition techniques. May be repeated for a total of three (3) credit hours. Prerequisites: By audition and interview only.

THP291AG **4 credits** **5 periods**
Summer Conservatory: Production (ACT)
 Practicum in rehearsal and stage performance through public productions. May be repeated for a total of twelve (12) credit hours. Prerequisites: By audition and interview only.

TOTAL QUALITY MANAGEMENT **TQM**
Business/CIS Division **AP 237A** **480.423.6253**

TQM200 **2 credits** **2 periods**
Leadership for Front-Line Employees
 Methods of traditional management concepts and their application to a quality oriented environment for the front-line employee. Covers planning, goal-setting, problem-solving, motivation, time management, adaptability, flexibility and dependability in

*Go to page 50 for more information on SUN courses.

a quality setting. Prerequisites: None. TQM101 or TQM101AA and TQM101AB are recommended. *(TQM200 is offered in online format.)*

WELLNESS EDUCATION

HPERD Division

PE 149 480.423.6606

WED

WED151 3 credits 3 periods

Introduction to Alternative Medicine

Definition of health; exploration of mind-body-spirit connection in health; various therapeutic modalities; identification of strengths and limitations of alternative therapies. Also includes development of ability to critically review written material in the alternative therapy area. Prerequisites: None.

WED162 1 credit 1 period

Meditation and Wellness

Physiology of meditation and its effects on physical and mental health; scholastic abilities and interpersonal relationships; differentiation between meditation and other relaxation techniques. Prerequisites: None.

WED165 2 credits 2 periods

Overview of Massage Therapy

History of massage; overview of bodywork systems; benefits and indications of massage; legal requirements for practice in Arizona. Prerequisites: None.

WED172 1 credit 1 period

Overview of Herbal Remedies

History and evolution of herbs for healing applications. Preparation, usage, and effects of certain herbs used for healing purposes. Basic literature review skills in the area of herbal medicine. Prerequisites: None. *(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

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 205
- Italian (ITA) - see page 214
- Sign Language (SLG) - see page 236
- Spanish (SPA) - see page 239
- Spanish Humanities (SPH) - see page 240

*Go to page 50 for more information on SUN courses.

STUDENT SERVICES

Academic and Career Advisement

480.423.6539

www.scottsdalecc.edu/admissions/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 and transferring to other colleges.

Advising offers students an opportunity to meet one-on-one with a concerned faculty or staff member to make decisions about college and to receive referrals to a wide variety of campus resources.

Students are strongly encouraged to seek advisement prior to registering for each semester. To prepare for advisement, students should gather their transcripts, placement test scores and any other information that might be relevant to their educational planning.

Academic and Career Advisement is open Monday through Thursday from 8:00 a.m. to 6:00 p.m. (*in-person services available at the Welcome Center until 7:00 p.m.*) and Friday from 10:00 a.m. to 5:00 p.m. Summer hours are Monday through Wednesday from 8:00 a.m. to 7:00 p.m.; Thursday from 9:00 a.m. to 7:00 p.m.; closed on Friday.

Admissions, Registration & Records

480.423.6100

www.scottsdalecc.edu/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 ID Correction
- Transcripts
- Verification Letters
- Withdrawal

Photo ID is required for all transactions.

See My.maricopa.edu Online Student Center, page 253, 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 7:00 p.m.; Friday from 10:00 a.m. to 5:00 p.m. Summer hours are Monday through Wednesday from 8:00 a.m. to 7:00 p.m.; Thursday from 9:00 a.m. to 7:00 p.m.; closed on Friday.

American Indian Program

480.423.6531

www.scottsdalecc.edu/american-indian-program

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

Students can obtain special services such as college counseling, academic advisement, financial aid advisement and general assistance through the Support Services component. The Curriculum component provides the American Indian Program and Instructional Divisions the opportunity to develop transferable courses in American Indian Studies, Tribal Development and programs responsive to tribal education needs. The American Indian Program Office also provides academic outreach services to surrounding Indian communities 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 7:00 p.m. and Friday from 10:00 a.m. to 5:00 p.m. Summer hours are Monday through Wednesday from 8:00 a.m. to 6:00 p.m.; Thursday from 9:00 a.m. to 6:00 p.m.; closed on Friday.

Bookstore/Follett

480.423.6554

www.scottsdalecc.edu/student-life *Click on the Bookstore Link*

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 8:00 a.m. to 5:00 p.m.; closed on Friday. Also see Bookstore Policies, page 258.

Bursar/Cashier's Office

480.423.6148

www.scottsdalecc.edu/admissions/cashiers-office

The services performed by the Bursar/Cashier's Office are as follows:

Payment

Payments for tuition, fees, debts and college activities.

Disbursement

Financial aid monies, honors awards, fee waivers, refunds, and scholarships.

The following information will provide the student with efficient service while conducting business at the Bursar/Cashier's Office:

1. A picture ID is required for all transactions.
2. The student's Student Identification Number must appear on the front of any check presented for payment.

The Bursar/Cashier's Office is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday 10:00 a.m. to 5:00 p.m. Summer hours are Monday through Wednesday from 8:00 a.m. to 7:00 p.m.; Thursday from 9:00 a.m. to 7:00 p.m.; closed on Friday.

Campus Tours

480.425.6961

www.scottsdalecc.edu/admissions/visit-scc

Campus Tours are available Mondays at 4 p.m. and Thursdays at 9 a.m. and by appointment through the Outreach and Recruitment office. We are happy to accommodate larger group tours at an alternate time. To request an appointment or schedule a tour, please send an email to timothy.marrinan@scottsdalecc.edu.

Center for Civic and Global Engagement

480.423.6590

www.scottsdalecc.edu/student-life/civic-global-engagement

The Center for Civic and 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 Student Leadership Forum, the formation of student clubs and organizations, voter registration, and processes student IDs, transit passes and student health insurance. The programs and special events for this year can be found on the website listed above.

Clubs/Organizations for Students

480.423.6590

www.scottsdalecc.edu/student-life/clubs-organizations

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

The Center for Civic and 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

American Indian Honor Society	Outdoor Adventure Club
Artie's Animal Allies	Phi Theta Kappa
Artie's Community for Service (ACeS)	SCC ASID (Interior Design)
Artists Creating Theatre	SCC Chess Club
Black Student Union	SCC Creative Connect
Center for Native & Urban Wildlife	SCC Green Club
Collegiate DECA @ SCC	SCC Kenpo Karate
Electronic Gaming Club	SCC Philosophical Society
Global Artichokes	SCC Robotics Club
Hospitality, Sales & Marketing Association	SCC Veterans Association
IKONS (Women's Empowerment)	SPARK
Latino Student Association	Student Christian Club
Music Industry Club	Student Leadership Forum
Odyssey of the Mind	Sun Earth Alliance Indian Club

Counseling Services

480.423.6524

www.scottsdalecc.edu/student-life/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 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.; closed 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

www.scottsdalecc.edu/culinary

The Culinary Arts Department operates student-run dining facilities for both lunch and dinner during the fall and spring semesters. Located in the Applied Sciences Building on the northeast area of campus, the Artichoke Grill features an *à la carte* luncheon menu Tuesday through Friday from 11:30 a.m. to 1:00 p.m. with prices ranging from \$3.50 to \$7.95. The Desert Oasis is open Wednesday through Friday from 6:00 p.m. to 8:00 p.m. and serves complete five-course meals for \$21.95 plus beverage and tax.

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

www.scottsdalecc.edu/academics/departments/htca/culinary-arts

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

www.scottsdalecc.edu/disability-services

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

Students who wish to receive academic accommodations are required to contact the DRS office and follow an intake eligibility process prior to receiving accommodations. Appropriate 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 or 1-800-842-4681 for more information. Office hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 10:00 a.m. to 5:00 p.m. Summer hours are Monday through Wednesday from 8:00 a.m. to 6:00 p.m.; Thursday from 9:00 a.m. to 6:00 p.m.; closed on Friday.

Facility Requests

480.423.6506

www.scottsdalecc.edu/facilities

The Facilities Office is responsible for coordinating the use of campus facilities including: the Student Center, athletic facilities, outdoor campus spaces, and meeting and conference rooms. Any individual or organization wishing to hold events on the SCC campus must begin by submitting a Reservation Request to the Facilities Office.

Any student club wishing to schedule a meeting, event or fundraiser on the SCC campus must begin by having the Club Advisor submit an online Facility Reservation Request at:

www.scottsdalecc.edu/events

Events that raise money for a specific cause must also meet the college's requirements for fundraising (see "Fundraising Policy," page 259). All requests must be received no later than fourteen (14) business days prior to an event.

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

www.scottsdalecc.edu/facilities

View the Events Calendar at:

www.scottsdalecc.edu Click on EVENTS

Or contact the Facilities Office at 480-423-6506.

Financial Aid

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

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 in the Financial Aid Office, located in the Student Services Building, Room SS141, and also online (see link above).

The Financial Aid Office is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 10:00 a.m. to 3:00 p.m. Summer hours are Monday through Wednesday from 8:00 a.m. to 7:00 p.m.; Thursday from 9:00 a.m. to 7:00 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. A snack bar is located on the east side of campus, north of the IT Building.

Fall and Spring semesters, the Cafeteria is open from 8:00 a.m. - 7:00 p.m. Monday through Thursday, and 8:00 a.m. - 1:00 p.m. on Friday; and the Snack Shack is open 8:00 a.m. - 3:00 p.m. Monday through Thursday and closed on Friday. The Cafeteria is open 8:00 a.m. - 1:00 p.m. Monday through Thursday in the Summer and closed on Friday. The Snack Shack is closed in the Summer.

Vending Machines

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

HelpDesk

SCC IT

480.423.6274 (Option 3)

www.scottsdalecc.edu/college-resources/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.)

<http://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.

Honors Program

480.423.6525

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/honors. Call for office hours or consult with an academic advisor in Academic and Career Advisement (480) 423-6539.

Housing

480.423.6590

www.scottsdalecc.edu/student-life/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 and Global Engagement.

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, soccer, baseball, and football. SCC men's teams have competed nationally in baseball, basketball, golf, football, 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/>

The SCC Library is the focal point for information services on the SCC campus. The collection includes books, periodicals, reference works, online databases, maps, 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 in all 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.

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 for individual or group study.

Library hours are Monday through Thursday from 7:30 a.m. to 9:30 p.m.; Friday, 7:30 a.m. - 4:00 p.m.; Saturday, 12:00 p.m. to 4:00 p.m.; and closed on Sunday. Please note the Library may be closed on certain holidays. **Call or check the web site for holiday, intersession and summer hours.**

Mailboxes

480.423.6645

Faculty and support staff mailboxes are located in the copy center in the southwest corner of the library building in Room LB127B. Material to be mailed or distributed may be left with a copy center team member, or in the basket at the window. Bins for intercampus mail, outgoing mail and district mail are located inside the center to the far right of the entrance. Individual stamps for personal mail may also be purchased on a convenience basis. Call the copy and mail center during its hours of operation: 6:30 a.m. until 7:30 p.m., Mondays through Thursdays, and until 5:00 p.m. on Fridays. **Call or check the web site for holiday, intersession and summer hours.**

Media Center

480.423.6652

www.scottsdalecc.edu/college-resources/media-center

SCC's Media Center 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. The Media Center 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.

5/12/15 Intercollegiate Athletics was added, and Men's Athletics was removed.

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 7:00 p.m.; Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Wednesday from 8:00 a.m. to 7:00 p.m.; Thursday from 9:00 a.m. to 7:00 p.m.; closed on Friday.**

mySCC Any • Time • Place • Device

www.scottsdalecc.edu/college-resources/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 Helpdesk at 480-423-6247 (Option 3) if you have questions.

Orientation Sessions (SOAR)

480.423.6450

www.scottsdalecc.edu/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

480.423.6590

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 Center for Civic and Global Engagement for more information.

Service-learning and Leadership

480.423.6545

www.scottsdalecc.edu/serve-learn-lead

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

www.scottsdalecc.edu/student-life/civic-global-engagement

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 Center for Civic and Global Engagement in SC185.

Student Leadership Forum

480.423.6590

www.scottsdalecc.edu/student-life/civic-global-engagement

The Student Leadership Forum (SLF) serves as a foundation for unity, as well as a sense of community, among students and student groups at SCC. As the official voice of students, SLF includes eight executive officers, 12 students-at-large and numerous club representatives. Recruitment occurs at the end of the Spring term and the start of the Fall term; interested students should stop by the Center for Civic and Global Engagement, SC-185, to pick up an application, or call (480) 423-6590.

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

Student TechCenter

480.423.6261

www.scottsdalecc.edu/college-resources/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

www.scottsdalecc.edu/testingcenter

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

The Testing Center is an integral part of services provided to incoming and enrolled students at Scottsdale Community College. Students come to the Testing Center for course placement (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 student ID number when they arrive. New students must also submit a completed Student Information Form to the Admissions and Records Office prior to taking course placement tests.

Placement tests are administered Monday through Thursday from 8:00 a.m. to 5:00 p.m.; Friday from 10:00 a.m. to 3:00 p.m. Results are provided after testing is completed.

Other tests and services, such as the HESI AZ, and proctoring for distance learning classes 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 7:00 p.m.; Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Wednesday from 8:00 a.m. to 7:00 p.m.; Thursday from 9:00 a.m. to 7:00 p.m.; closed on Friday.**

Transit Service

Students may qualify for a reduced Transit Pass through SCC's Transit Subsidy program. Students must complete the Scottsdale Community College Transit Subsidy Form, available online at:

<http://scottsdalecc.edu/transit-pass>

For in-person assistance, visit the Center for Civic and Global Engagement (SC 183). Once the form is submitted and approved, passes may be purchased from the Scottsdale Community College Bookstore.

Tutoring Services

www.scottsdalecc.edu/tutoring

Accounting/Statistics Learning Center (AP 292)

480.425.6717

www.scottsdalecc.edu/business-learning-center

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

- 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/Science Center (CM 441A)

480.423.6145

Natural Sciences Center (NS 107)

480.425.6726

www.scottsdalecc.edu/academics/departments/math-sciences/math-science-tutor-center

Services offered at the Math/Science Center, CM 441A

- Drop-in tutoring for math and physics in an open study lab with math help always available; check tutor schedule for physics
- Computers/software/printing
- Calculator assistance/programs/check out for hourly use
- Math DVD/video tutorials
- Text, solution manuals, and study guides available for use in center.

Services offered at the Natural Sciences Center, NS 107

- Drop-in tutoring for astronomy, biology, chemistry, geology, and physics; check tutor schedule for availability
- Computers/software/printing/copier
- Science DVD tutorials/molecular model structure kits
- Text, solution manuals, and study guides available for use in center.

The Math and Science Centers are also available for possible assistance with math or science tutoring for other SCC courses in which students may be enrolled.

The Math/Science Center is open Monday through Thursday from 8 a.m. to 7:30 p.m.; Friday from 8: a.m. to 2 p.m.; Saturday from 10 a.m. to 2 p.m. Summer hours are Monday through Thursday from 8 a.m. to 6 p.m.

The Natural Sciences Center is open Monday through Thursday from 8 a.m. to 5:30 p.m.; Friday from 8: a.m. to 12 p.m. Summer hours are Monday through Thursday from 8 a.m. to 6 p.m.; closed on Friday.

Social/Behavioral Sciences Learning Center (SB 158)

480.423.6223

www.scottsdalecc.edu/sb-learning-center

The primary focus of the Social/Behavioral Sciences Learning Center is to help students develop the skills to become independent, effective and efficient learners. Tutoring is offered in anthropology, economics, physical/cultural geography, history, philosophy, political science, psychology and sociology.

The following services are free to all SCC students:

- Individual or group study and tutoring;
- Assistance with preparation of class materials;
- Curriculum tutorials available on computer, compact disk, video cassette and printed materials;
- Computers (Macintosh or IBM) and VCRs available;
- Online and phone tutoring for select classes; and
- Internet access.

The SB Learning Center is located off the center hall in the Social/Behavioral Science Building, Room 158. Hours are Monday through Thursday from 8:00 a.m. to 8:00 p.m.; Friday from 10:00 a.m. to 2:00 p.m. Summer hours are Monday through Thursday, 8:00 a.m. to 8:00 p.m.; closed on Friday.

Writing Center (LC 379)

480.423.6416

www.scottsdalecc.edu/writingcenter

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

In-Person Tutoring:

- English and ESL tutors to assist students with all SCC writing assignments (not just those assigned in English classes)
- Foreign language tutors to help students develop grammar, pronunciation, and conversation skills
- Group conversation practice for ESL and foreign language students

Online Assistance:

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

Computing:

- Word processing (both PC and Macintosh)
- Internet access
- English grammar drills
- ESL and foreign language grammar and pronunciation drills
- On-site lab technicians to troubleshoot hardware and software problems

Other Services:

- Make-up viewing of videos for English, foreign languages and journalism classes
- Reference materials for help with research papers and other writing assignments

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

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

Veterans Services

480.423.6515

www.scottsdalecc.edu/veterans

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 rooms SC131 and 132 of the Student Center Building, and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 10:00 a.m. to 5:00 p.m. Summer hours are Monday Wednesday from 8:00 a.m. to 7:00 p.m.; Thursday from 9:00 a.m. to 7:00 p.m.; closed on Friday.

Volunteerism and Community Service

480.423.6545

www.scottsdalecc.edu/serve-learn-lead

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, *LDR100 The Leader in You*. 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

www.azsos.gov/election/voterregistration.htm

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

Welcome Center

480.423.6700

www.scottsdalecc.edu/student-life/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 7:00 p.m.; Friday from 10:00 a.m. to 5:00 p.m.

Summer hours are Monday through Wednesday from 8:00 a.m. to 7:00 p.m.; Thursday from 9:00 a.m. to 7:00 p.m.; closed on Friday.

5/12/15 Intercollegiate Athletics was added on page 252. Women's Athletics was removed from this page.

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 6:00 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 5:00 p.m.; closed on Friday. Textbooks can be rented and purchased online at:

<http://www.scottsdalecc.edu/student-life>

click on the Bookstore link

Bulletin Board Policy

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

Public Safety Policies

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

Accidents on Campus

It is important that Public Safety be notified of accidents that take place in the classroom or any other area of the college as soon as possible. All accidents must be documented by Public Safety. The situation will also be assessed with the intent of referring students/staff for further medical attention.

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

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 Public Safety by dialing (480) 423-6175 or by using a "Blue Light" security phone. If emergency personnel are required, call "9-1-1" immediately from an outside location away from the building; then remain clear of the building so that emergency personnel can safely approach the scene.

Emergency Vehicle Assistance

The Public Safety Office will assist persons with vehicles requiring “jump starts.” Contact Public Safety at (480) 423-6175.

Lost and Found

The Public Safety Office is responsible for lost and found property on the SCC campus. If you have lost or found an item, please contact Public Safety in Room LB-152, 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 Public Safety Office or the Dean of Student Services Office.

1. Parking is permitted within designated parking areas. Student parking permits are not required.
2. Parking is not permitted on grass, unpaved areas or on sidewalks.
3. Vehicles parking in STAFF parking spaces must display a valid permit.
4. Parking in HANDICAPPED parking spaces is reserved for vehicles displaying valid permits or license plates.
5. The maximum speed limit in parking lots is 15 MPH.
6. Parking or leaving a vehicle unattended in a red curb fire lane is prohibited.
7. Pull-through or back-in parking is prohibited.

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

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

Campus Crime Statistics

The Campus Crime Statistics and Security 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 Public Safety section of the SCC website.

<http://www.scottsdalecc.edu/public-safety/annual-disclosure-of-crime-statistics>

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 and 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 and 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 Wednesday from 8:00 a.m. to 6:00 p.m.; Thursday from 9:00 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.

COLLEGE ENVIRONMENT

Sexual Harassment Policy (AR 2.4.4 & 5.1.8-5.1.16)

Sexual Harassment Policy for Employees and Students (AR 2.4.4)

See the EEO/AA Section of the Administrative Regulations (AR 5.1.8).

Sexual Harassment Policy for Employees and Students (AR 5.1.8)

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Each college has designated its vice president for student affairs as Title IX Coordinator, and student complaints of sexual harassment must be reported to him or her. Sexual violence against employees is prohibited by Title VII of the Civil Rights Act of 1964. Employee complaints of sexual harassment must be reported to the District Office of Equity, Opportunity, and Engagement.

Sexual harassment is unwelcome, verbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it alters working conditions and creates a hostile environment for employees, or 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 sexual harassment complaints. Sexual harassment by and between, employees; students; employees and students; and campus visitors and students or employees, is prohibited by this policy.

Due process is afforded any employee, student, or visitor accused of sexual harassment. On receipt of a complaint, an immediate preliminary investigation will be conducted to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, then a prompt, thorough, impartial investigation will be conducted by the authorized administrator. If the final decision is that sexual harassment occurred, the college will take immediate action to eliminate the hostile environment, prevent its recurrence, and address its effects. Remedies for the complainant 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 occurs both on and off campus and covers students, employees, and visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the MCCCD Equal Employment Opportunity/Affirmative Action (EEO/AA) Office.

Examples of Policy Violations (AR 5.1.9)

It shall be a violation of MCCCD's Sexual Harassment Policy for any employee, student or campus visitor to:

1. Make unwelcome sexual advances to another employee, student, or campus visitor;
2. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
3. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way: (A) influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or (B) influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
4. Engage in verbal or physical conduct of a sexual nature that: (A) has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or (B) 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.

Additional Policy Violations (AR 5.1.10)

Supervisors, managers, administrators and faculty who disregard or fail to report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or a witness) are in violation of this policy.

Responsibility for Policy Enforcement (AR 5.1.11)

Employees and students must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

Employees and students are encouraged (but not required) to inform perceived offenders of this policy that the commentary/conduct is offensive and unwelcome.

Complaints (AR 5.1.12)**1. Employees**

Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college president or to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

2. Students

Students who experience sexual harassment 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 MCCCDC 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 MCCCDC 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 MCCCDC EEO/AA Office.
- B. The college/center/MCCCDC 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/MCCCDC.

Confidentiality (AR 5.1.13)

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCDC's legal obligation to investigate and resolve issues of sexual harassment.

Violations of Law (AR 5.1.14)

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under MCCCDC policy. Disciplinary action by MCCCDC may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

False Statements Prohibited (AR 5.1.15)

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate disciplinary action, up to and including employment termination or academic dismissal.

Retaliation Prohibited (AR 5.1.16)

Retaliation against an employee or student for filing a sexual harassment complaint, or participating in the investigation of a complaint, is strictly prohibited. MCCCDC will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

Discrimination Complaint Procedures for Students**Internal Complaint Procedure**

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or prohibited discrimination by the Maricopa County Community College District (MCCCDC), 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 utilize the Report process (as described below) in addition to the Informal and Formal Resolution processes. 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 MCCCDC's Discrimination Complaint procedure for Students is also available from the Office of General Counsel's Office of Public Stewardship at 480-731-8880.

A. Informal Resolution of Discrimination Complaints

1. Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person's supervisor or department head. The student may choose to ask the Vice President of Student Affairs to assist in the informal resolution

process. The Vice President of Student Affairs may designate an employee to provide such assistance. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.

2. Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a written complaint under the formal resolution procedure of this policy.
3. If the complaint cannot be informally resolved to the satisfaction of the complainant, the complainant has the right to file a written complaint within 300 days of the most recent alleged discriminatory act and to proceed under formal resolution procedures.

B. Formal Resolution of Discrimination Complaints

1. A student who contends that unlawful or MCCCDC-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. The Vice President of Student Affairs will accept complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.
2. A complaint must be signed by the student and filed on the form prescribed by the Office of General Counsel. A student may also contact the Office of General Counsel to obtain the name and phone number of the college or center official designated to respond to discrimination complaints.
3. The complaint must identify the action, decision, conduct, or other basis that constituted an alleged act or practice of unlawful or MCCCDC-prohibited discrimination. The complaint must also allege that the action, decision, or occurrence was taken or based on the complainant's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, physical or mental disability, veteran status, genetic information, or any other unlawful discriminatory grounds.
4. Upon receipt of a complaint, the Vice President of Student Affairs will notify the college president or provost and the Office of General Counsel. The Office of General Counsel will assign a case number to the complaint.
5. A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs. Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted.
6. Respondent must provide a written response to the complaint within fifteen (15) calendar days of his or her receipt of the complaint.

7. After accepting a complaint, the Vice President of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The Vice President of Student Affairs may serve as complaint investigator. Within ninety (90) calendar days following receipt of the complaint, the complaint investigator shall deliver to the Vice President of Student Affairs the investigator's written findings and the results of the investigation, including summaries of all interviews and all documents received as part of the investigation. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs will submit to the President or Provost the investigator's written findings and the Vice President's recommendations as to the disposition of the complaint.
8. The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the complainant and respondent within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs.
9. When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures. Both complainant and respondent receive notice of the outcome. The institution will take appropriate steps to prevent further occurrences.

C. MCCCDC Administrative Review Process: Request for Reconsideration

1. A complainant or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, in writing, administrative review of the decision, by his or her college president or provost.
2. The request for administrative review must state specific reasons why the complainant or respondent believes the finding was improper.
3. The president or provost will review the results of the investigation and written findings and respond to the request within ten (10) working days from receipt of the request.
4. If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation.
5. If the president or provost determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will deny the request for administrative review. At this point, the complainant has exhausted the Internal Discrimination Complaint Procedure.

D. Complaint Process

Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs in accordance with these Procedures. The Vice President of Student Affairs and any complaint investigator who participates in a complaint resolution pursuant to these Procedures shall administer every resolution process in an impartial manner, and shall fully consider all facts discovered in the course of any investigation before a resolution is reached. Each party in any complaint resolution shall have full opportunity to present all information and documentation the party feels is germane to the complaint. At no time shall a student who has made an allegation of discrimination under these procedures be asked or required in any way by a college official to engage in any direct confrontation with any person alleged to have committed an act of discrimination. The Vice President shall ensure that every effort is made to obtain information from each witness to every act of alleged discrimination or from any other person possessed of information that is relevant and material to the complaint resolution. The Vice President of Student Affairs shall ensure that all appropriate corrective action that is warranted as a result of any complaint resolution will be taken, and shall employ best efforts to ensure that the college prevents recurrence of discrimination in the future.

E. Maintenance of Documentation

Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the MCCCD Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.

F. Right to Assistance

A complainant or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

G. Confidentiality of Proceedings

Every effort will be made by the college and MCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD's legal obligation to investigate and resolve issues of discrimination.

H. Retaliation Prohibited

Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the

authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action.

I. False Statements Prohibited

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline.

Filing a Report of Sexual Harassment

A student who believes that he or she is, or has been, the victim of sexual harassment as prohibited by MCCCD policy may Report (either orally or in writing) the harassment to the Vice President of Student Affairs at each college or center. The Report should be made within 180 calendar days of the most recent alleged incident of sexual harassment. A student who is or has been the victim of a sexual assault, or witness to a sexual assault on campus, may also report the incident to College Public Safety (CPS). In this case, the Title IX Coordinator and College Public Safety will each conduct an investigation, sharing information as appropriate.

Upon receipt of the report, the Title IX Coordinator will have a meeting with the alleged harasser. The meeting shall include: identifying the behavior as described in the Report, alerting the alleged harasser to the perception of the impact of his or her behavior, providing the individual with a copy of the MCCCD Sexual Harassment Policy, encouraging completion of the Office of General Counsel's Sexual Harassment Online Tutorial, and encouraging greater awareness of behaviors that may lead to perceptions of sexual harassment. Neither the Report nor the meeting with the alleged harasser shall in any way constitute a finding of sexual harassment. The name of the complainant shall not be identified to the respondent during the Report process; however, complainants should be aware that they may be called as witnesses in subsequent disciplinary or due process proceedings, as well as in litigation. The meeting with the alleged harasser must be conducted within ten (10) working days of receipt of the report.

External Filing of Discrimination 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

Emissions Control Compliance (AR 2.4.6)

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

Petition Signature Solicitation (AR 2.4.8)

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county- or state-wide election.
2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
4. Representatives shall notify the designated official at each college or center of their intent to be present on college premises no fewer than three (3) working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

Specific procedures on how to implement the Petition Signature regulation can be found in Appendix S-14.

Use of College Grounds by Non-MCCCD-Affiliated Users (AR 2.4.9)

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.

Children on Campus (AR 2.4.10)

- Children (younger than 18) may not attend any class unless they are officially registered for the class.
- Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

Crime Awareness and Campus Security Act (AR 2.4.11)

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

Workplace Violence Prevention (AR 2.4.12)

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 MCCCDC to report any occurrence of such conduct to MCCCDC Public Safety. Every employee, student, contractor, and visitor on MCCCDC 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 MCCCDC 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 MCCCDC, 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 MCCCDC. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

Student Right to Know (AR 2.4.13)

Under the terms of the Student Right to Know Act, the college must maintain and report statistics on the number of students receiving athletically-related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general reported by race and sex, and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

STUDENT RIGHTS AND RESPONSIBILITIES

Copyright Act Compliance (AR 2.4.5)

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

Copyright Regulation (AR 3.2)

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 re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

To learn more about copyright, go to:

www.maricopa.edu/legal/ and click on **Intellectual Property**

While you're there, you should read the Maricopa Community Colleges' Copyright Guidelines. You should also review the complete text of the Technology Resource Standards that can be found under the “Information Technology” link. The Standards also appear in college catalogs and student handbooks.

Taping of Faculty Lectures (AR 3.4)

MCCCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

Each faculty member shall inform his/her students within the first week of classes as to his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his/her taping policy.

Technology Resource Standards (AR 4.4)

Introduction

The Maricopa County Community College District (MCCCD) provides its students, 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 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 MCCC technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources MCCC-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-MCCC Technology

Under Arizona's public records law, MCCC 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 MCCC 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-MCCC technology resources for communication of any type of MCCC business is heavily discouraged because those records are less capable of being managed according to MCCC's process for ensuring retention, retrieval and disclosure set forth in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."

Additionally, an MCCC employee who receives a communication allegedly from another MCCC employee using a non-MCCC 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 MCCC's technology resources, including websites created by MCCC employees and students, is limited to educational, research, service, operational, and management purposes of the MCCC and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via MCCC's technology resources are limited to the same purposes.

Frequently, access to MCCC's technology resources can be obtained only through use of a password known exclusively to the MCCC employees, Governing Board members, or students. It is those users' responsibility to keep a password confidential. While MCCC 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 MCCC 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 MCCC employees are authorized to access information on an MCCC 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 MCCC technology resources including through use of personal e-mail systems is permitted, except as described in item 16 under "Prohibited Conduct." MCCC employees are responsible for exercising good judgment about personal use in accordance with this regulation, Colleges' consistent local guidelines and MCCC ethical standards. Personal use refers to activities which only affect the individual and that are not related to an employee's outside business. MCCC employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violation 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 MCCC's technology resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCC 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-MCCC 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 MCCC's Governing Board, including, but not limited to, MCCC'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 MCCC 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 MCCCDC'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 MCCCDC'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 MCCCDC, and approved by the Vice Chancellor of Information Technology Services, even when the e-mail account copies all outgoing and incoming messages to the MCCCDC 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 MCCCDC grievance, investigation or review, or other lawful request for the record.
20. Deleting or altering a technology record on an MCCCDC device in anticipation or after receipt of a public records request, subpoena, or a complaint filed as part of an MCCCDC 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 MCCCDC 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 MCCCDC'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 MCCCDC website must display, or link to, the following disclaimer in a conspicuous manner:

All information published online by MCCCDC is subject to change without notice. MCCCDC 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. MCCCDC 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 MCCCDC 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, MCCCDC may unilaterally delete any violative content and terminate the user's access to MCCCDC'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 MCCCDC's grievance procedures or resolution of controversy.

Hazing Prevention Regulation (AR 2.6)

The Maricopa County Community College District (MCCCDC) 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 MCCCDC is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCDC 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 MCCCDC; 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 MCCCC Hazing Prevention Regulation.
 7. Hazing activities and situations include, but are not limited to, the following:
 - A. Pre-pledging, illegal pledging or underground activities.
 - B. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
 - C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
 - D. Encouraging or forcing use of alcohol or drugs.
 - E. Any type of student club/organization scavenger hunt, quest, road trip or activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
 - F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy (AR 5.1.8).
 - G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
 - H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
 - I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
 - J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
 8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with the student disciplinary code, all other college and MCCCC policies, and local and state laws.

Alleged violations of the MCCCC 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 MCCCC 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 MCCCC policies, and local and state laws.

Any MCCCC faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and MCCCC 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 MCCCC 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 MCCCC.
 - B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.
 13. For the purposes of the Maricopa Community Colleges hazing prevention regulation: "Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with Maricopa Community Colleges, whose membership consists primarily of students enrolled at Maricopa Community Colleges and that may also be classroom-related or co-curricular in nature.

Abuse-Free Environment (AR 2.4.7)

See 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 MCCCDC premises, while conducting MCCCDC business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCDC; and use of illegal drugs.

3. MCCCDC 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 MCCCDC 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: <http://www.maricopa.edu/publicstewardship/governance/adminregs/appendices/print/AS-6.doc>. On signing the form, the Chancellor will provide a copy of it to the requestor and to the MCCCDC Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCDC 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:
- 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.;
 - The gathering must be by invitation only, and not open to the public;
 - The gathering may not exceed 300;
 - Invitees may not be charged any fee for either the event or the beer or wine; and
 - 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:
- 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;
 - The entity completes the form available at: <http://www.maricopa.edu/publicstewardship/governance/adminregs/appendices/print/AS-7.doc>. 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;
 - 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;
 - The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;
 - 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;
 - The contractor provides all of the beverages served as well as the servers or bartenders;
 - 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
 - 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 MCCCDC, 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 MCCC 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 MCCC property, the Director of the culinary program shall assign an MCCC 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.

Smoke-Free/Tobacco-Free Environment (AR 4.12)

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.

Statement on the Arizona Medical Marijuana Act (Proposition 203) (Appendix S-16)

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.

Eligibility for Accommodations and Required Disability Documentation (AR 2.8.1)

Purpose

To specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate 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 MCCCDC 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 MCCCDC 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 approved academic adjustments 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. MCCCDC 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
- 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

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-IV, including all five axes.
 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-IV diagnosis, including all five axes
- 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-IV diagnosis, including all five axes
- 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

Eligibility of Students Taking Reduced Course Loads (AR 2.8.2)

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of academic eligibility.
2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.
3. The reduced credit load may result in an adjusted financial aid package. ***There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.***
4. Eligibility for Federal Stafford Loans will be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.

5. The amount of Federal Financial Aid (Title IV) awarded is based on the actual number of credit hours taken.
6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.
7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V, Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

Application Process

1. Applications for reduced course loads must be submitted to the Disability Resource 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 re-submit 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.

Academic Misconduct (AR 2.3.11)

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.

Disciplinary Standards (AR 2.5.1)

1. Disciplinary Probation and Suspension

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents—the chancellor, administration and faculty—are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:

- A. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records.
- B. Actions or verbal statements which threaten the personal safety of any faculty, staff, students or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions.
- C. Violation of Arizona statutes and/or college regulations and policies.
- D. Use of college computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4), which may result in notification of law enforcement authorities.

2. Disciplinary Removal from Class

A faculty member may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

Student Conduct Code (AR 2.5.2)

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Article I: Definitions

The following are definitions of terms or phrases contained within this Code:

1. **Accused student** means any student accused of violating this Student Conduct Code.
2. **Appellate boards** means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board's determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.
3. **College** means a Maricopa Community College or center.
4. **College premises** means all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the college or District.
5. **College official** means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of this Student Conduct Code.
6. **Complainant** means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
7. **Day** means calendar day at a time when college is in session, and shall exclude weekends and holidays.
8. **Disruptive behavior** means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.
9. **District** means the Maricopa County Community College District.
10. **Faculty member** means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.
11. **May** is used in the permissive sense.
12. **Member of the college community** means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the college president.
13. **Organization** means any number of persons who have complied with the formal requirements for college recognition.
14. **Policy** is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.
15. **Shall** is used in the imperative sense.
16. **Student** means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".

17. **Student Conduct Administrator** means a college official authorized on a case-by-case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.
18. **Student Conduct Board** means any person or persons authorized by the college president to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.
19. **Threatening Behavior** means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

Article II: Judicial Authority

1. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.
2. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

Article III: Prohibited Conduct

1. Jurisdiction of the College

The Student Conduct Code shall apply to conduct that occurs on college or District premises, or at college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, certificate, or similar indicator of completion of a course of study, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

2. Temporary Removal of Student

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, college safety may be summoned. For involuntary removal from more than one class period, the faculty member should invoke the procedures prescribed in the Student Conduct Code.

3. Conduct - Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- A. Acts of dishonesty, including but not limited to the following:
 - i. Furnishing false information to any college official or office.
 - ii. Forgery, alteration, or misuse of any college document, record or instrument of identification.
 - iii. Tampering with the election of any college-recognized student organization.
- B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to the appropriate due process procedures.
- C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.2. above.
- D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
- E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
- G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc., or available electronically on the college's or District's website.
- H. Violation of federal, state, or local law.
- I. Use, possession, manufacturing or distribution of illegal or other controlled substances, except as expressly permitted by law.
- J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
- K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, causes fear to others, or property damage.
- L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.

- M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised 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 MCCC 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 MCCC 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 not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.
- C. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

Article V: Interpretation and Revision

Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.

Student Records (AR 2.5.3)

1. Definitions

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

- A. **College** includes all colleges, educational centers, skill centers and district office.
- B. **Educational Records** are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
 - i. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
 - ii. An employment record of an individual whose employment is not contingent on the fact that s/he is a student, provided the record is used only in relation to the individual's employment.
 - iii. Records maintained by the college's security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.
 - iv. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student.

2. Records Request

Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

3. Fees

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

4. Annual Notification (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 MCCC 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 MCCC 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 policies 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 MCCC 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:

www.maricopa.edu/publicstewardship/governance/adminregs/appendices/S8.php

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.

Student Employment (AR 2.5.4)

1. District Student Employees

A. Introduction

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

B. Philosophy and Workload for Student Employees

- i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses; however, the scholastic endeavor should

be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study, and participation in activities.

- ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the college president or his/her designee.
- iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president, or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

C. Student Employee Benefits

As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

D. Student Employment Records

Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the Vice President of Student Affairs.

E. Student Compensation

The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

F. Employee Contracts and Forms (See Appendix FM-3)

G. Student Employee Grievance Procedure

Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process (AR 2.3.12).

2. Student Security Guards

A. Introduction and Philosophy

Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

B. Workload of Student Security Guards

- i. Student security guards shall be enrolled for a minimum of three (3) semester hours.
- ii. Student security guards shall be limited to 20 hours per week when the work week starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may

be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.

C. Students not in Administration of Justice Program

- i. Use of student other than those in Administration of Justice Program:
 1. Selection of the student must be personally approved by the vice president of student affairs and chief of security.
 2. Selection of a student should not extend beyond one semester without the approval of the vice president of student affairs.
 3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.
- ii. Recommended program for students other than those in Administration of Justice programs: Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to, instruction in:
 1. Wearing of the uniform, general appearance, and demeanor
 2. The use of the various security report forms and how to properly complete them to provide requested information; general report writing methods
 3. Public relations methods used on the campus
 4. Crime prevention methods used on the campus; patrol methods used in buildings and grounds
 5. Basic techniques for interviewing students, faculty and visitors relative to the incidents
 6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
 7. Basic first aid

D. Student Security Guards Employee Benefits

As student employees there are not entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

E. Student Employment Records

The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the vice president of student affairs.

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.

Student Governance (AR 2.5.5)

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college president who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college.

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.

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 A.R.S. §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 MCCCCD 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 A.R.S. §15-1863 allows religious and political organizations to determine their internal affairs and the selection of their leaders and members, the MCCCCD non-discrimination policy is applicable to all other aspects of these student clubs and organizations.

Consensual Relationships (AR 4.18)

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:

<http://www.maricopa.edu/disclosure/>

4. Failing to Follow Requirements

An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.



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COMMUNITY
COLLEGES®**

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 The Grayhawk Classic Residents' Foundation
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 Troon Country Club Scholarship Foundation
 Wilna G. Tygum Nursing Scholarship
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 Valley Hotel and Resort Association
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 Calvin H. van der Wall Nursing Scholarship
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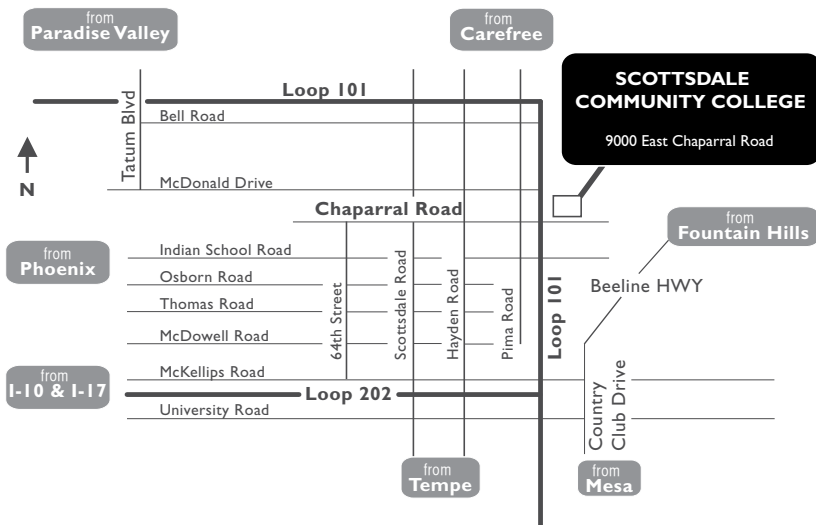
SCC CAMPUS MAP



MAP LEGEND

- | | | | | | | | |
|-----|--|-----|---|-------|--------------------------------------|----|-------------------------------|
| ? | Welcome Center (SC 118) | * | Institutional Advancement & Community Engagement | P | Portables - CNUW Office | | Service-learning & Leadership |
| AB | Art Building | IT | Information Technology | PAC | Performing Arts | | Testing Center - SC 150 |
| AD | Administration | | Student Tech Center - IT 100 | PE | Physical Education | | Turquoise Meeting Rm - SC 164 |
| | Dean of Students Office | | Media Center | | North & South Gyms | | Veterans Services |
| AP | Applied Sciences | LIB | Library (under construction)** | | Weight Rooms | | Welcome Center - SC 118 |
| | Accounting/Statistics Learning Center - AP 292 | | College Safety - LIB 160 | SB | Social/Behavioral Sciences | SL | Science Lecture |
| | AVID Lab | | Copy Center/Mail Room - LIB 127 | SS/BS | SS/BS Learning Center - SB 158 | SN | Snack Bar |
| | Culinary Arts Dining Room | | Human Resources - LIB 116 | SC | Student Center | SS | Student Services |
| | Film and Television Studios | | **Library resources temporarily relocated to Student Center, Room 209, during remodel | | Academic & Career Advisement | | Admissions and Records Office |
| CM | Computer Technology and Mathematics | LC | Language/Communications | | American Indian Program | | Bursar/Cashier's Office |
| | Math/Science Center - CM 441 | | Writing Center - LC 379 | | Azurite Meeting Room - SC 172 | | Financial Aid Office - SS 141 |
| CS | Concession Stand (Athletics) | MB | Music Building | | Bookstore | UC | University Center |
| FO | Faculty Office Building | | Recital Hall - MB 115 | | Cafeteria | | NAU extended campus |
| | Honors Program - FOB 104 | ME | Mechanical Plant | | Center for Civic & Global Engagement | | |
| FSH | Film School Hub | NS | Natural Sciences | | Copper Meeting Room - SC 171 | | |
| | | | NS Tutor Center - NS 107 | | Counseling Services | | |
| FW | Fitness & Wellness Center | | | | Disability Resources & Services | | |
| HES | Health Sciences Building | | | | Food Services | | |
| | Nursing and EMT Classes | | | | Library Resources - SC 209 | | |

* Institutional Advancement & Community Engagement Office (IACE) is located at:
8701 E. McDowell Rd, Scottsdale, AZ 85257



REGISTRATION IS EASY!

register online: my.maricopa.edu
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SCC helps support sustainability by producing an eCatalog instead of a paper version. To learn more about SCC sustainability efforts go to:

showcase.scottsdalecc.edu/green



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