GLENDALE COMMUNITY COLLEGE

www.gccaz.edu

General Catalog & Student Handbook
2012-2013

2012 - 2013 Academic Calendar

Calendar Applies to GCC, GCC North, and GCC at Other Valley Locations

Colleges/Centers may modify start dates in order to meet special needs. Dates listed below which are directly related to instruction refer to the traditional academic year. Some courses may be offered over time periods for which these dates are not applicable.

Summer School - 2012 (Subject to 2012-2013 Catalog)

Priority Registration (Continuing Students with Appointments).....March 26-30
Open Registration Begins (All Students).....April 2
Last Date to Register Before Classes Begin.....May 24
Observance of Memorial Day.....May 28
First 5-week/8-week Session Begins.....May 29
Schedule Adjustment, First 5- and 8-week Sessions.....May 29-30
Applications Due for Summer 2012 Graduation.....June 18
First 5-week Session Ends.....June 28
Second 5-week Session Begins.....July 2
Schedule Adjustment, Second 5-week Session.....July 2-3
Observance of Independence Day.....July 4
8-week Session Ends.....July 19
Second 5-week Session Ends.....August 2

2012

Fall Semester - 2012

Priority Registration (Continuing Students with Appointments).....March 26-30
Open Registration Begins (All Students).....April 2
Last Date to Register Before Classes Begin.....August 17
Classes Begin.....August 18
Schedule Adjustment.....August 18, 20-24
Observance of Labor Day.....September 3
Priority Registration Appointments for Spring 2013
Available (Continuing Students).....September 4
Applications Due for December 2012 Graduation.....September 24
Last Day for Withdrawal Without Instructor's Signature.....+
Observance of Veterans' Day.....November 12
Thanksgiving Holiday.....November 22-25
Last Day Student Initiated Withdrawal Accepted.....++
Last Day of Regular Classes.....December 9
Final Exams, Day and Evening Classes.....December 10-13
Mid-Year Recess Begins for Students.....December 14
Fall Semester Ends.....December 14

Spring Semester - 2013

Priority Registration Appointments Available (Continuing Students).....September 4
Priority Registration (Continuing Students with Appointments).....October 15-19
Open Registration Begins (All Students).....October 22
Last Date to Register Before Classes Begin.....January 11
Classes Begin.....January 12
Schedule Adjustment.....January 12, 14-18
Observance of Martin Luther King Birthday.....January 21
Priority Registration Appointments for Summer-Fall 2013
Available (Continuing Students).....January 28
Observance of Presidents' Day.....February 18
Applications Due for May 2013 Graduation.....February 25
Last Day for Withdrawal Without Instructor's Signature.....+
Spring Break.....March 11-17
Last Day Student Initiated Withdrawal Accepted.....++
Last Day of Regular Classes.....May 5
Final Exams, Day and Evening Classes.....May 6-9
Commencement.....May 10
Spring Semester Ends.....May 10

2013

Summer School - 2013 (Subject to 2013-2014 Catalog)

Early Registration Appointments Available (Continuing Students).....January 28
Early Registration (Continuing Students with Appointments).....March 25-29
Open Registration Begins (All Students).....April 1
Last Date to Register Before Classes Begin.....May 24
Observance of Memorial Day.....May 27
First 5-week/8-week Session Begins.....May 28
Schedule Adjustment, First 5- and 8-week Sessions.....May 28-29
Applications Due for Summer 2013 Graduation.....June 17
First 5-Week Session Ends.....June 27
Second 5-Week Session Begins.....July 1
Schedule Adjustment, Second 5-week Session.....July 1-3
Observance of Independence Day.....July 4
8-Week Session Ends.....July 18
Second 5-Week Session Ends.....August 1

+ 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.

A Word from the President

Welcome to Glendale Community College!

On behalf of our extraordinary faculty and dedicated staff, I wish you success in this 2012-2013 academic year. As you review the programs and courses at GCC, you will find a wide array of options. Whether you are training for a new job, earning your Associate Degree, looking to transfer to a university, upgrading your existing skills or exploring life-enrichment opportunities, we have these programs and more at GCC.

You have chosen one of the best colleges in the Maricopa County Community College District. Founded in 1965, GCC has provided more than 485,000 students with educational excellence. You join 33,000 current students who are living the GCC experience. You are encouraged to enhance your learning experience to include activities in and outside of the classroom, such as joining a student club or organization.

We offer an excellent assortment of music, drama, visual arts, sports and other entertainment venues found throughout the campus community. Please take time to enjoy them!

GCC North has a vibrant campus including supportive student services, a fitness center, bookstore, cafeteria, library, computer commons, laboratory sciences and student study spaces. Opportunities grew at the GCC main campus with the grand openings of our Center for Teaching, Learning and Engagement, Veteran Services Center and Honors program facilities. Our partnership and inclusion in the Communiversity @ Surprise brings needed credit programs to the West Valley. Our facilities are here to support your learning and success.

This catalog, the student handbook and our Web site at www.gccaz.edu are useful tools for you to discover your personal GCC experience. We invite you to take advantage of our free counseling, career advising and tutoring. Student success is at the center of our mission – to support you in attaining your personal, professional and completion goals. You have my best wishes for success on your academic journey,

Irene H. Kovala, Ed.D.
President, Glendale Community College

Glendale Community College Established 1965

Glendale Community College (GCC) keeps pace with the constant growth of the West Valley, offering increased breadth and depth of educational opportunity. Last year, more than 30,000 students enrolled in courses or pursued degree and certificate programs at one of two GCC campuses, making the College's enrollment the third largest in the Maricopa County Community College District (MCCCD). Since 1965, more than 485,000 students have enrolled in credit courses at GCC to prepare for transfer, to advance or change their careers, to earn a degree or certificate, or to enrich their lives through special interest classes.

Created in 1962 with one college, the MCCCD currently consists of ten separately accredited colleges. MCCCD is one of the largest community college districts in the United States. On April 12, 1965, GCC was established by the Governing Board as the second MCCCD college, and charged with serving the higher educational needs of the West Valley. In August 1967, the North Central Association of Colleges and Secondary Schools first accredited GCC as an individual college. Accreditation continues today through The Higher Learning Commission/North Central Association and includes the GCC Main and GCC North campuses.

Higher Learning Commission
230 South La Salle St., Suite 7-500
Chicago, IL, 60604
312.263.0456
www.ncahlc.org

GCC Main Campus

Located at 59th and Olive Avenues, the GCC Main campus spans 147 acres and serves as a focal point for diverse community activities. The College offers a friendly, welcoming environment for learning. During GCC's inaugural fall semester, 2,000 students enrolled in classes held at two temporary locations. September 16, 1966, was the first day of classes on this beautiful, palm tree-lined campus.

A dynamic, future-oriented Facilities Master Plan guides the ongoing development of GCC Main campus to accommodate the changing needs and interests of thousands more students and community members. The recently constructed three story Life Science building that houses Biology, Nursing and Psychology, along with the multi-level Public Safety Sciences building that houses Administration of Justice, Emergency Medical Technology, Fire Science and Law Enforcement, have been completed as a result of the voter-approved 2004 capital development bond.

GCC North Campus

GCC continually reaches out to where students live. A good example is GCC North, a campus extension at 57th Avenue and Happy Valley Road. GCC North opened in fall 2000 with 797 students; its fall 2008 enrollment was 1,884. GCC North offers a variety of courses, programs and student services. GCC North is projected to enroll close to 8,000 students by 2014. The 75-acre site has a Facilities Master Plan that incorporates four new buildings and renovation of the original site. All new services opened Fall 2008. These improvements are possible due to funding from the voter-approved 2004 capital development bond.

GCC Classes at Other Valley Locations

Expanding its efforts to offer classes at multiple sites for the convenience of students, GCC now also offers classes at the "Communiversity" a partnership between the Maricopa Community Colleges and the City of Surprise. This new facility near Surprise's new City Hall offers programs from at least three of the Maricopa Community Colleges and five universities.

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GCC Vision

GCC fosters student success by providing innovative, quality learning experiences for all members of the community.

GCC Mission

Glendale Community College prepares students for further higher education, employment and advancement, and successful participation in a global society.

How Well Is GCC Helping You Achieve Your Goals?

At GCC we want to have no doubts that we are doing our best to help you, our students, achieve your goals. As our mission indicates, "…GCC prepares students..." At GCC, that's not just a lofty statement. In order to determine how thoroughly we are accomplishing our mission, we measure and track key pieces of information; this is formally known as Institutional Effectiveness.

What does GCC measure and track in order to determine how effective we are as a community college? How about how well GCC graduates can write, read critically, and reason critically. Also, how well can our students give a speech, locate and evaluate information, and use technology like computers and email?

Additionally, we care about how extensively GCC prepares you for work or to transfer to a university. Also, we want to know if we are helping you start and successfully complete each semester, or complete a degree or certificate - if that is what you want to accomplish. We also care about how successfully GCC is preparing you to make decisions every day in life, for the rest of your life!

And finally, we really care about serving you, our students, along every step of your journey at GCC. In the classroom and out, we want to have no doubts that we are doing the best we can to help you achieve your goals.

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GENERAL STATEMENT (AR 2.4.1)

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

NONDISCRIMINATION POLICY (AR 2.4.2)

It is the policy of the Maricopa Community Colleges (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Southwest Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, and South Mountain Community College) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination 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 Community Colleges to provide an environment for each job applicant, employee, and student 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.

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

EQUAL OPPORTUNITY STATEMENT (AR 2.4.3)

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

AFFIRMATIVE ACTION STATEMENTS

Affirmative Action Policy Statement for Individuals with Disabilities

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

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

In conformation with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250(k), Maricopa County Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disability or veteran status in all human resources section and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these practices without regard to race, color, religion, 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 3 days' duration, and part-time employment. Finally, all applicants, employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Coordinator: Dean of Student Life, ADA/504/Title IX Coordinator, Glendale Community College, 6000 W. Olive Avenue, Glendale, AZ 85302, 623.845.3528.

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

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

MANDATO DE NO DESCRIMINACIÓN

Es el mandato de los Colegios Comunitarios del Condado de Maricopa (The Maricopa Community Colleges) que consisten del Centro de Apoyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella Mountain, Gateway, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South Mountain y el Centro de Capacitación de Maricopa, proveer igualdad en las oportunidades de empleo mediante un programa continuo y positivo. Esto significa que Maricopa no descriminará o tolerará descriminación en empleo o educación en contra de ningún aplicante, empleado, o estudiante debido a su raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genèsica. Asi mismo, es el mandato de los Colegios Comunitarios proveer para cada aplicante, empleado, y estudiante un ambiente libre de acoso sexual como también libre de acoso e intimidación referente a raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genèsica.

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

DECLARACIÓN DE IGUALDAD DE OPORTUNIDAD

Es el mandato de los Colegios Comunitarios del Condado de Maricopa promover igualdad en las oportunidades de empleo mediante un programa continuo y positivo. Esto significa que Maricopa no descriminará o tolerará descriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genèsica. Agregando, es el mandato de los Colegios Comunitarios promover para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a la raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genèsica

DECLARACIÓN DE ACCIÓN AFIRMATIVA

Mandato y Declaración de Acción Afirmativa para Individuos con Incapacidades
De acuerdo a las provisiones en la Sección 503 de la Ley de Rehabilitación de 1973, como enmienda, y las leyes de implementación, 41 CFR 60-741.5 (a), declara que el Distrito de Colegios Comunitarios de Maricopa no descriminarán o tolerarán descriminación en contra ningún aplicante o empleado debido a su desabilidad/incapacitación física o mental referente a cualquier posición para la cuál el aplicante o empleado ha calificado. Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapie en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, recrutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas prácticas de no descriminar por razones de raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genèsica. Asi mismo, todo los aplicantes y empleados estan protegidos en contra de coacción, intimidación, interferencia o descriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

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

Notificación del Acta de Americanos con Impedimentos (ADA)/Sección 504 del Acta de Rehabilitación/Coordinador del Título IX: Dean of Student Life, ADA/504/Coordinador del Título IX Glendale Community College, 6000 W. Olive Avenue, Glendale, AZ 85302, 623.845.3528.

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

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

Maricopa Community Colleges

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.

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

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. **Compliance With Policies, Rules, 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 Community Colleges Vision, Mission and Values that are featured in the Common Pages are a part of approve 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 Community Colleges accomplish this mission, student outcomes will be assessed as part of the continuous improvement process.

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

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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 college 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 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.

   For information about related registration policy, please see Registration (AR 2.2.8).

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 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 Office of Admissions and Records 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 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 test);

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:	$ 7,690 [1]
Living Expenses:	10,140 [2]
Books:	1,200 [3]
Health Insurance:	1,000 [4]
Total:	**$ 20,030** [5]

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

E. Health Insurance
All F-1 students who have an I-20 issued by one of the Maricopa Community Colleges are required to purchase the Maricopa Community Colleges' international student health insurance plan. Health insurance coverage for dependents of F-1 students is highly recommended. The Maricopa Community Colleges' contracts with an insurance provider annually to offer a health insurance plan for F-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 2011-2012 tuition and fee schedule.
(2) Based on estimated living expenses for 2 semesters (10 months).
(3) Based on average new and used textbook prices. Assumes books are sold at the end of the semester.
(4) Based on 2009-2010 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 (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 (ARS §§15-1801et 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 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 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 residency 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 hours 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.

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 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 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 shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:

   a. Registered to vote in this state.

   b. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:
      1. An Arizona driver license.
      2. Arizona motor vehicle registration.
      3. Employment history in Arizona.
      4. Transfer of major banking services to Arizona.
      5. Change of permanent address on all pertinent records.
      6. Other materials of whatever kind or source relevant to domicile or residency status.

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), a person who was not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state student pursuant to A.R.S. § 15-1802 or entitled to classification as a county resident pursuant to A.R.S. § 15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of status is received in the office of Admissions and Records/Enrollment Services and (eligibility for) residency is determined. 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 Trader

   G Principal Resident Representative of Recognized Foreign Member Government to International Staff

   K Spouse or Child of Spouse of a US 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 the 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.

   In the event that an alien student's parent is domiciled in this state and is allowed to claim the student as an exemption for state or federal tax purposes (3.c.i.2.a), the student's parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in paragraph 3. above.

iii. 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.

iv. Proof of Residency
When a student's residency is questioned, the following proof will be required:

1. <u>In-State Residency</u>
   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. <u>County Residency</u>
   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 federal 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 years' service in the Armed Forces of the United States. Students admitted or re-admitted 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.)

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 B, 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 B, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, and is beyond the age of compulsory high school attendance, 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 B, 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 official transcripts 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 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).

CREDIT FOR PRIOR LEARNING (AR 2.2.4)

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

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

- Articulated Programs
- Credit By Evaluation
- College-Level Equivalency Examinations.

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some MCCCD colleges for their unique programs of study. No more than 20 semester credit hours may be applied to 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 Educational Credit for Training Programs.* If a student has received training which 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 fee 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 MCCCD 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.

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(s) 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	4 or 5	6 credit hrs/ENG 101, ENG 100 AA, AC, AD eligible for Honors ENG 102
English-Literature and Composition	4 or 5	6 credit hrs/ENG 101 ENH 110 eligible for Honors ENG 102

Math AP Recommendation:

Exam	Score	Credit for Course
Math-Calculus AB	3, 4 or 5	MAT 220 or MAT 221
Math-Calculus BC	3	MAT 220 or MAT 221
Math-Calculus BC	4 or 5	MAT 220 or MAT 221, and MAT 230 or MAT 231 upon completion of MAT 241
Computer Science A and AB	4 or 5	CSC 100

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.

i. Credit received through CLEP is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

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

English Composition:

Students pursuing credit for ENG 101 must take the English Composition with Essay. The Maricopa Community Colleges do not award credit for ENG 102 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	40-49	39-48	39-45	4 (101)
102	50-54	49-53	46-50	8 (101, 102)
201	55-61	54-62	51-59	12 (101, 102, 201)
202	62-80	63-80	60-80	16 (101, 102, 201, 202)

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

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 ENG 102 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 MCCCD 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.

20 College Level Examination Program (CLEP)

Examination	MCCCD		
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 5	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
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
Precalculus	50 or higher	5	MAT187
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

Examination	Score	MCCCD	Sem. Hrs.
Art – History	5 or 4 3	ARH101, 102 ARH101 or 102	6 3
Art—Studio Art (2-D Design) (Previously Art – Studio – General)	5 4	ART111, 112 ART112	6 3
Art—Studio Art (Drawing) (Previously Art – Studio – Drawing)	5 4	ART111, 112 ART111	6 3
Biology	5 or 4 3	BIO181, 182 BIO100 or Equivalent	8 4
Chemistry	5 or 4	CHM151/151LL	4
Calculus AB (Previously Mathematics – Calculus AB)	5, 4, or 3	MAT221	4
Calculus BC (Previously Mathematics – Calculus BC)	5 or 4 3	MAT221 or MAT231 MAT221	8 4
Comparative Government and Politics (Previously Political Science – Comparative Government and Politics)	5 or 4	POS140	3
Computer Science A	5 or 4	CSC100	3
Computer Science AB	5 or 4	CSC100	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 4 3	JPN101, 102, 201 and 202 JPN101, 102 and 201 JPN101 and 102	20 15 10
Latin: Vergil (Previously Latin – Language)	5 4 3	LAT101, 102, 201, 202 LAT101, 102, 201 LAT101, 102	16 12 8
Music Theory (Previously Music)	5 or 4	MTC105	3
Physics B	5 4	PHY111, and PHY112 PHY111	8 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

22 International Baccalaureate Diploma/Certificate Credit

F. International Baccalaureate Diploma/Certificate
Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. Maricopa Community Colleges grant credit for college-level courses only. Credit is awarded according to the "International Baccalaureate Diploma/Certificate Credit" table.Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. Maricopa Colleges grant credit for college-level courses only. Credit is awarded according to the "International Baccalaureate Diploma/Certificate Credit" table.

Examination	Score	Sem. Hrs.	MCCCD Equivalency
Biology	7, 6, or 5 4	8 4	BIO181, 182 BIO100 or equivalent
Business and Management	5 or higher	3	Elective Credit
Chemistry	7, 6, or 5 4	9 4	CHM151, 152 CHM151
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, 4, or 3	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 or 6 5	8 4	PHY111 and 112 PHY111
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

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. ***Information and forms can be found at*** http://healthcare.maricopa.edu/healthcarecourses.php. Credit by Examination in the HCIES determined through the use of Allied Health or Nursing Program Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the Allied Health or Nursing Program Integrated Competency Assessment Network (ICAN). Students may apply for Allied Health or Nursing 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:

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

Certain health care pathways/programs have additional requirements which must be met before credit may be granted through Allied Health or Nursing Program 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:

A. 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.
B. The coursework was earned with a grade of C or better.
C. 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:

A. Acceptance and applicability of courses from another Maricopa Community College that fulfill requirements other than general education is determined by individual Maricopa Community Colleges.
B. 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.
C. Developmental coursework (below 100-level) is accepted for the purpose of fulfilling course prerequisites. The credit does not apply toward a degree or certificate.
D. 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.
E. The age of credit may be considered in applying credit toward degrees and certificate programs.
F. 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.
G. 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.

B. Articulation and Transfer Agreements:

i. Maricopa Skill Center and the Southwest Skill Center: The Maricopa Community Colleges have articulation agreements with the Maricopa Skill Center and the Southwest Skill Center in limited areas of study. Students who have participated in these agreements may be granted credit for prior learning. No fees will be assessed for credits awarded for prior learning. Articulated course/program credit is transferable within the Maricopa Community Colleges, but may not necessarily be transferable to other universities and colleges. Students should contact the admissions and records office/office of student enrollment services for specific information related to these agreements.

ii. Arizona Public Community Colleges and Universities: Maricopa is a participant in the Arizona statewide transfer system. The aztransfer.com website is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on aztransfer.com is the course equivalency guide (CEG), which shows how institutions have agreed to transfer coursework from Arizona public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and the University of Arizona. The transferability of a course does not indicate directly how the course will apply to meet requirements for specific bachelor's degrees. https://www.aztransfer.com/cgi-bin/WebObjects/Admin_CEG

iii. Domestic (U.S) and International Institutions: The Maricopa Community Colleges have transfer agreements with U.S. universities and colleges that are regionally accredited as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through district-wide articulation agreements and are designed to help students maximize their transfer credit toward a bachelor's degree. To access a list of institutions with which Maricopa has established articulation agreements, visit: 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.

i. Remedial/developmental courses or courses numbered below 100
ii. Arizona government university courses
iii. Cooperative education
iv. Experimental courses
v. Post baccalaureate courses
vi. Contractual training for business, industry, and government
vii. Some forms of credit for prior learning
viii. Non-credit courses

D. Time Limit for Transfer Coursework:

Students should be aware other colleges and universities may have age of credit limits on certain coursework to be used in transfer. Students should refer to the policy of their intended transfer institution regarding time limits for transfer coursework.

E. Shared Unique Numbering (SUN) System Course Information

Senate Bill 1186, which passed into law in 2010, mandated the creation of a shared numbering system for public college and university courses in Arizona to identify courses that transfer from community colleges to universities toward a baccalaureate degree. The shared unique number (SUN) system is a college course numbering system designed to help students locate and enroll in courses that have direct equivalents for transfer among Arizona's public community colleges and three state universities. However, even if a course at the Maricopa Community Colleges is not designated as a SUN course, it could still transfer to other Arizona public institutions with a direct equivalent as per the course equivalency guide on aztransfer.com. The SUN system does not address the applicability of courses. Students are encouraged to work with an academic advisor on course selections. To access a list of SUN courses, visit www.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 (AR 2.2.6)

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

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

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

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

With the help of an academic advisor, students will:

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

STUDENT COURSE PLACEMENT PROCESS (AR 2.2.7)

The Maricopa Community Colleges are committed to providing students with opportunities for successful academic experiences. Student academic achievement is directly related to the proper initial course placement. Students choosing to enroll will register for the courses indicated by their English, mathematics, or reading course placement tests, or in a lower level course. Initial course placement should be discussed with an advisor or counselor who is skilled in assessing the student's needs and factors that affect student success.

1. Testing for Course Placement

A. Students will be required to complete course placement tests under any one of the following conditions:

i. The student is taking his or her first college credit English, reading and/or math course, or any college course for which English, reading or math is a prerequisite.

ii. The student is pursuing a degree and does not have current valid district approved course placement scores on file or does not have previous college credit in English, reading and math.

iii. The student does not have a high school diploma or GED

iv. 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.

v. College may determine additional conditions under which students would be required to complete course placement testing. Contact the college for additional conditions.

B. Students will be strongly encouraged to complete a course placement test under any one of the following conditions:

i. The student is taking a math course and has a college-level prerequisite on file that is more than five (5) years old.

ii. The student is taking a college course for which English, reading or math is a prerequisite, and such credit is more than five (5) years old.

C. Students MAY 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.

ii. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher, and such credit is no more than five (5) years old.

iii. The student has currently valid district approved course placement scores on file.

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

2. Course Placement

A. Students choosing to enroll in the courses indicated will be advised and placed into courses based on highest test or retest scores.

B. Students will be permitted one re-test in English, reading or by math level after at least a 24-hour waiting period. An additional re-test is permitted one year from the date of student's original or re-test at any course placement testing site.

C. 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.

D. Students may request a Course Placement Waiver from the appropriate department/division chair or designee. The waiver will be granted at the chair/designee's discretion. Additional testing may also be required. 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, with the exception of the reading exemption, will be valid for two years from the date of the original or re-test.

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.

TRANSCRIPTS FOR TRANSFER (AR 2.3.10)

The transcript is issued upon written request only. Those students who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcripts be sent from the 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 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 section). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the Tuition and Fees Schedule for charges for other official transcripts.

TUITION AND FEES (AR 2.2.9)

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

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

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

Residency for tuition purposes is determined in accordance with state law (A.R.S. §15-1801, et. 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 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**
   (Effective July 1, 2012 for Fall, Spring and Summer Sessions)
   Current information can be found at:
   www.maricopa.edu/publicstewardship/governance/adminregs/appendicies/S-4.php.

The following is a tuition and fees schedule for 2012-2013 and 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.

2012-2013	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			
Credit Hours	A	B	C*	D**	E	F***/+	G
1	76.00	101.00	317.00	317.00	196.00	215.00	114.00
2	152.00	202.00	634.00	634.00	392.00	430.00	228.00
3	228.00	303.00	951.00	951.00	588.00	645.00	342.00
4	304.00	404.00	1,268.00	1,268.00	784.00	860.00	456.00
5	380.00	505.00	1,585.00	1,585.00	980.00	1,075.00	570.00
6	456.00	606.00	1,902.00	1,902.00	1,176.00	1,290.00	684.00
7	532.00	707.00	2,219.00	2,219.00	1,372.00	1,505.00	798.00
8	608.00	808.00	2,536.00	2,536.00	1,568.00	1,720.00	912.00
9	684.00	909.00	2,853.00	2,853.00	1,764.00	1,935.00	1,026.00
10	760.00	1,010.00	3,170.00	3,170.00	1,960.00	2,150.00	1,140.00
11	836.00	1,111.00	3,487.00	3,487.00	2,156.00	2,365.00	1,254.00
12	912.00	1,212.00	3,804.00	3,804.00	2,352.00	2,580.00	1,368.00
13	988.00	1,313.00	4,121.00	4,121.00	2,548.00	2,795.00	1,482.00
14	1,064.00	1,414.00	4,438.00	4,438.00	2,744.00	3,010.00	1,596.00
15	1,140.00	1,515.00	4,755.00	4,755.00	2,940.00	3,225.00	1,710.00
16	1,216.00	1,616.00	5,072.00	5,072.00	3,136.00	3,440.00	1,824.00
17	1,292.00	1,717.00	5,389.00	5,389.00	3,332.00	3,655.00	1,938.00
18	1,368.00	1,818.00	5,706.00	5,706.00	3,528.00	3,870.00	2,052.00

* *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 or 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 US 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 MCCCD 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
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.

There may also be additional course fees for classes, please refer to the college schedule for course fees.

If you choose to audit a class, add an additional fee of $25 per credit hour.

Additional course fees may apply for specific courses. Check with the college's admissions and records office/office of student enrollment services for a current listing of course fees.

D. Pay Your Fees
Payment of fees may be made by cash, check, money order, Visa, Mastercard, Discover or American Express. Payment plan options are also available.

Note: if you do not pay your tuition and fees at the time of registration or by the specified due date, you may be dropped from your classes and may be responsible for the tuition and fees based on the refund schedule which outlines the refund deadlines for each course.

Skill Center Tuition Rates
Regular .....$5.00 per contact hour
Nursing Assistant .....$6.00 per contact hour
Practical Nursing .....$6.00 per contact hour

Credit by Examination & Credit by Evaluation
(excludes Allied Health courses)
Regular Rate .....$74.00 per credit hour
Contract Rate.....$37.00 per credit hour

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

Check Returned from Bank **$15.00**

Child Care Fees: (per clock hour)
GCC **$2.25**
- Drop-in **$2.50**
- For each 15 minutes of late pick-up **$6.00**
- Registration per semester - Students **$15.00**
All other colleges .....**Rates vary per college**

Course Materials Fee .....**Actual cost**

Distance Learning Fees .....**Actual cost**

Emergency Medical Technology (EMT).....**Not to exceed $400.00**

Excessive Laboratory Breakage .....**Actual cost**

Field Studies .....**Actual cost**

Fitness Center **$20.00**

GED
- First Test.....**Based on State DOE**
- Test repeat (per section) .....**Based on State DOE**

General Laboratory & Course Fees .....**Not to exceed** **$25.00**

Graduation Fees:
- Application/Recording/Issuance Fee (Degrees/Certificates - 25 or more credits) ..**No Charge**
- Commencement Fee (One time fee refundable up to 2 weeks prior to graduation) **$25.00**

Allied Health or Nursing Program Skills Demonstration Assessment Fee .....**Actual cost**

Health Education Systems, Inc. Practical Nurse (HESI-PN) for advanced placement .....**Actual cost**

Library Fines - lost materials ....**(Item List price) + $5.00**

Nursing Entrance Test (NET).....**Actual cost**

Parking Fines:
(All fines are doubled if not paid within 15 working days.)
Fees are subject to change upon adoption of the schedule for the new fiscal year. For current fee amounts, please contact College Safety or visit: http://www.maricopa.edu/public-stewardship/governance/adminregs/appendices/S-4.php.

-Displaying an altered or substituted permit **$50.00**
-Expired parking permit.....**$15.00**
-Failure to register a vehicle and display a parking permit **$30.00**
-Falsifying information on vehicle registration application ..**$50.00**
-Improper display of parking permit (i.e., not affixed to window) **$15.00**
-Obstructing a properly parked/moving vehicle **$15.00**
-Parking in an unauthorized parking area.....**$25.00**
-Parking by a college employee or student in a visitor area ..**$15.00**
-Parking in a Fire Lane **$50.00**
-Parking on or blocking a pedestrian path **$15.00**
-Parking outside stall lines **$15.00**
-Parking beyond posted time limit **$15.00**
-Parking in an undesignated, restricted, or unauthorized off-pavement area **$25.00**
-Pulling through or backing into an angled parking space **$15.00**
-Removing a barricade or failure to obey vehicle control device.....**$25.00**
-Violating disabled parking stall or access **$50.00**

PED Special Course Charge .....**Actual cost**

Private Music Lessons:

Music Majors

- First 1/2 hr per wk/per semester **$0.00**
- Each additional 1/2 hr per wk/per semester **$115.00**

Non-Music Majors

- First 1/2 hr per wk/per semester **$360.00**
- Each additional 1/2 hr per wk/per semester **$360.00**

Registration Processing Fee: **$15.00**

- Assessed on a per student, per semester, per college basis
- Refundable only if the student drops all credit classes at a particular college during the 100% refund period

Skill Centers Materials Fee

- Specific clothing & headwear issued to students
- Prorated for course of program less than 21 days .....**See schedule**

Transcript Fee **$5.00**

College Specific Fees

Please check with your College Admissions & Records or Cashier's Office.

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

Non-Credit Courses/Seminars/Workshops/Community Services

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

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 college fiscal agent is responsible for:
   i. verifying the student's districtwide debt,
   ii. attempting to notify the student of the debt,
   iii. attempting to collect the debt.

B. All Maricopa Community College services will be withheld pending payment of debt at college fiscal 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 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 A.R.S. §42-1122;
   iii. litigation, requiring payment of court costs and legal fees by the student.

D. Debt Holds may be lifted by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:
   i. MCCCD staff verify that full payment has been made to another College;
   ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);
   iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
   iv. It is determined and verified with the appropriate MCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

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 Colleges waives tuition and student activity fees for employees and their dependents, and for legislative mandated groups. Special fees and fees for Non-Credit/Special Interest Community Services courses are not waived.

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 Indian Community who live on the Pima-Maricopa Reservation.

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

REFUND POLICY (AR 2.2.10)

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 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.

Official Withdrawal Deadlines

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

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

2. **Refund Policy for Non-Credit Classes**
   Unless otherwise specified, students must drop non-credit classes prior to the course start date to be eligible for a 100% refund.

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

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

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

1. 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;
2. A transcript or other record received from another institution the student may have attended;
3. 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;
4. 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/. Caution: Other web sites may charge a fee. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

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

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

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

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

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

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
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.

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.

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).

Credits Attempted*	Min GPA
≤ 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 during the semester.
- **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

Coursework 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 coursework 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, P, W, X, Y, or Z is received.
- CGPA (Cumulative Grade Point Average) – The MCCCD grading policy is published in the administrative regulations at 2.3.3. The CGPA does not include credits accepted in transfer.
- Appeal – “A process by which a student who is not meeting the institution’s satisfactory academic progress standards petitions the institution for reconsideration of the student’s eligibility for title IV, HEA program assistance."
- Extenuating Circumstance – Examples are: personal injury or illness, serious illness or death within the immediate family, or other circumstance beyond the reasonable control of the student.
- Supporting Documentation – Examples could include: an obituary notice, divorce decree, an accident report, or a letter from a physician, attorney, social services agency, etc.
- Financial Aid Probation - “A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.” A student in this status “may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student."
- Academic Plan – A plan developed through the SAP Appeal Process which will lead a student to qualify for further title IV, HEA program funds.
- Financial Aid Suspension – The status assigned upon failing to meet the minimum SAP standards or the terms of a probationary status. Students in this status are not eligible to receive title IV, HEA assistance.

For more information, 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 to 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 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 www.maricopa.edu/publicstewardship/governance/adminregs/students/2_2.php.

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 program. Application forms, counseling, advisement and tutoring are available for students who are eligible for veteran's educational benefits. Students applying for veteran's educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours or clock hours for which a student is enrolled and the length of the 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 & 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.

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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.

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

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

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

Students who are working, have considerable extra-curricular 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).

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

B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup 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 which includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

GRADING (AR 2.3.3)

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 point per credit hour

I Incomplete.....Not computed in grade point average

IP Course In Progress.....Not computed in grade point average

N Audit .....Not computed in grade point average

P* Credit.....Not computed in grade point average

W Withdrawn, passing .....Not computed in grade point average

Y Withdrawn, failing (effective Fall 2000)....0 grade point per credit hour

Z No Credit .....Not computed in grade point average

* A "P" is judged to be equivalent to a grade of C or higher.

2. Incomplete Grade
Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.

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

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 AGEC (Arizona General Education Curriculum).

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

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."

6. Important Deadlines for Students

(See chart on next page)

IMPORTANT DEADLINES FOR STUDENTS

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

Class Length	Deadline for Students to Withdraw with Guaranteed Grade of W	Deadline for Students to Withdraw from a Course (Instructor Signature Required)	Deadline for Students to Request Complete Withdrawal from the College	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

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

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 & 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 expires one year 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, should discuss the issue first with the faculty member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

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, national origin, gender, age, disability, veteran status, 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 take:

1. If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten working days following the previous deadline. The written complaint will be given to the faculty member five days before any official meetings are convened.

2. Upon receipt of a written complaint, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.

3. If the grievance is not resolved at this level within ten working days, the student should forward to vice president of academic affairs or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The 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.

Note: The appeal process for grades expires one year from the date the grade was issued.

NON-INSTRUCTIONAL COMPLAINT RESOLUTION PROCESS (AR 2.3.12 and 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 college/center dean and/or associate dean, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean and/or associate dean will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.

5. If the associate dean and/or dean or designee do not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

WITHDRAWAL (AR 2.3.6)

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

The official date of withdrawal is date the withdrawal is received in the Admissions and Records Office/Office of Student Enrollment Services. The official date of withdrawal determines refunds.

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

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 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 enrolled 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 (Instructional Grievance Process).

   **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." 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 30.)

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 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." Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees.*

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

Faculty Withdrawal Procedures
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 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." 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 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 Service 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 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.

Graduation Requirements

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Graduation

GENERAL GRADUATION REQUIREMENTS

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

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

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

2. have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula 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 determined by the college/center.

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

4. have a minimum cumulative grade point average of 2.000 at the college granting the degree.

5. have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements.

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

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

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

8. have paid required degree or certificate application fee.

See fee schedule for charges.

See Graduation with Honors for more information on honors designation.

Graduation Grade Point Average
Students must meet all requirements for graduation. Graduation requires a minimum grade point average of 2.00. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements. For more information, see the General Graduation Requirements section.

Graduation with Honors
All courses used to fulfill graduation requirements, including courses from other accredited institutions, will be entered in the grade point average calculation for honors designations.

Students who have the following grade point averages will graduate with the following distinctions:

3.50 to 3.69	"with distinction"
3.70 to 3.89	"with high distinction"
3.90 to 4.0	"with highest distinction"

Graduation - Honors Program
Students who meet all the requirements of the Honors Program at the district college granting the degree will be designated as Honors Program Graduate.

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 MCCCD Governing Board.

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

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

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

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

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

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

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

GENERAL EDUCATION DESIGNATIONS
(example: (FYC), [SB], [HU], etc.)
Effective Fall 2000 the course evaluation and/or general education designation as listed in the Arizona 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.

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

1. A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit 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 & Earned Course Credit at a Public Community College or University.....F05 (Active)

Continued at a Public Community College .....S06, F06 (Active)

Transferred to a University .....S07 (2005 or Any Subsequent Catalog)

EXAMPLE B:

Admitted & Earned Course Credit at a Public Community College or University.....F02 (Active)

Enrolled But Earned All Ws, Zs, or Fs .....S03 (Inactive)

Enrolled in Audit Courses Only.....F03 (Inactive)
Nonattendance .....S04 (Inactive)

Transferred to a University .....F04 (2004 or Any Subsequent Catalog)

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

EXAMPLE A:

Admitted & Earned Course Credit at a Public Community College or University.....02 (Active)

Nonattendance.....S03, F03, S04 (Inactive)

Readmitted & Earned Course Credit at a Public Community College .....F04 (Active)

Transferred to a University .....S05 (2004 or Any Subsequent Catalog)

EXAMPLE B:

Admitted & Earned Course Credit at a Public Community College or University.....F02 (Active)

Nonattendance .....S03 (Inactive)

Readmitted & Earned Course Credit at a Public Community College .....Su03 (Active)

Nonattendance .....F03, S04 (Inactive)

Transferred to a University .....F04 (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.

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 & Earned Course Credit at a Public Community College or University Su04 (Active)

Continued at a Public Community College F04, S05 (Active)

Nonattendance F05 (Inactive)

Readmitted & Earned Course Credit at a Public Community College S06 (Active)

Transferred to a University Su06 (2004 or Any Subsequent Catalog)

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

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

MCCCD Degrees and Certificates - University Transfer

Each public university major is matched with one of the following Maricopa Community Colleges Associate Degree Pathways. Some majors at the Arizona public universities are not matched with any of the Transfer pathway degrees below, due to sequencing or upper division requirements.

Students should consult with an advisor to determine the specific degree requirements for the selected major, or visit the following website: http://az.transfer.com/.

AZ General Education Curriculum Certificate (AGEC) →

AZ General Education Curriculum Certificate (AGEC - A, B, S)
35-38 credits

- Core Areas
  1. First-Year Composition (FYC) 35-38 Credits
  2. Literacy and Critical Inquiry [L]
  3. Mathematical Studies [MA/CS]
  4. Humanities and Fine Arts [HU]
  5. Social and Behavioral Sciences [SB]
  6. Natural Sciences [SQ/SG]
- Awareness Areas 0 credits
  1. Cultural Diversity in the United States [C] AND
  2. Global Awareness [G] OR
  3. Historical Awareness [H]

(Awareness areas may simultaneously satisfy a Core area as well as an Awareness area)

Associate in Arts (AA) →

Associate in Arts
60-64 credits

- AGEC A
  1. Core Areas 35 Credits
  2. Awareness Areas
- MCCCD Requirements (Communication, Reading) 0-6 credits
- General Electives (Select courses to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.)

Associate in Arts, Fine Arts (AAFA) →

Associate in Arts, Fine Arts - Art
63 credits

- AGEC A
  1. Core Areas 35 Credits
  2. Awareness Areas
- MCCCD Requirements (Communication, Reading) 0-6 credits
- Fine Arts Requirements
  1. Foundations 28 credits
  2. Restricted Electives

Associate in Arts, Fine Arts - Dance
64 credits

- AGEC A
  1. Core Areas 35 Credits
  2. Awareness Areas
- MCCCD Requirements (Communication, Reading) 0-6 credits
- Fine Arts Requirements
  1. Part I 29 credits
  2. Part II
  3. Part III: Restricted Electives

Associate in Arts, Fine Arts - Theatre
60-64 credits

- AGEC A
  1. Core Areas 35 Credits
  2. Awareness Areas
- MCCCD Requirements (Communication, Reading) 0-6 credits
- Fine Arts Requirements
  1. Foundations 25-29 credits
  2. Restricted Electives

Associate in Arts Elementary Education (AAEE) →

Associate in Arts Elementary Education 60-63 credits	• AGEC A 1. Core Areas 35-38 Credits 2. Awareness Areas • Elementary Education Requirements 25 credits - Education Foundations (15 credits) - Electives for AZ Professional Teacher Standards (10 credits)

Associate in Business (ABus) →

Associate in Business General Requirements ABus-GR Pathway 62-63 credits All Business Majors except ACC & CIS	• AGEC B 1. Core Areas 35 Credits 2. Awareness Areas • Common Lower Division Requirements 27-28 credits • General Electives (Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits.)
Associate in Business Special Requirements ABus-SR Pathway 62-63 credits CIS Majors	• AGEC B 1. Core Areas 35 Credits 2. Awareness Areas • Common Lower Division Requirements 27-28 credits • General Electives (Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits.)

Associate in Science (AS) →

Associate in Science 60-64 credits	• AGEC S 1. Core Areas 36-38 Credits 2. Awareness Areas • MCCCD Requirements (Communication, Reading) 0-6 credits • General Electives (Select courses to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.)

Additional Programs for University Transfer

Associate in General Studies (AGS) →

60 credits	• General Education Core Areas (16 credits) • General Education Distribution Areas (28-29 credits) • Elective Courses (15-16 credits)

Associate in Applied Science (AAS) →

60 credits	• General Education Core Areas (15 credits) • General Education Distribution Areas (9-10 credits) • Required Courses (credits vary) • Restricted Electives (credits vary)

Arizona General Education Curriculum (AGEC) AGEC-A, AGEC-B, AGEC-S

Description

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

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

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

Purpose of the AGECs

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

1. The **AGEC A** is designed to satisfy requirements in many liberal arts majors as well as other majors that articulate with the Associate in Arts (e.g., social sciences, fine arts, humanities). AGEC A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement. AGEC A Mathematics requirement is less stringent than the AGEC B and AGEC S. AGEC A and AGEC B Natural Sciences requirements are less stringent than AGEC S.

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

3. The **AGEC S** is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements. AGEC S articulates with the Associate in Science. AGEC S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement, and a minimum of eight credits of either university chemistry, university physics or general biology to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six to eight additional credits of math and/or science appropriate to the major.

Academic Policies that Govern the AGEC A, 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 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; 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;

- 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.
  3. A course can be used to satisfy the [L] and [SB] or [L] and [HU] requirements simultaneously in the Core area for the AGEC S.

- follows the general education policy below:

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

Effective Fall 2000 the course evaluation and/or the 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 AGEC;
- accept one of the courses that is cross-referenced with other courses;
- provide for exemption from Arizona university admission requirements for: Students who complete the AGEC A, AGEC B, or AGEC S with a minimum 2.5 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 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

AGEC Requirements

The 35-38 semester credits required for each of the three AGECs follow. See the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S for specific course information via the following website: http://www.maricopa.edu/academic/ccta/.

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

	Credits
A. Core Areas:	**35**
1. First-Year Composition (FYC)	**6**
2. Literacy and Critical Inquiry [L]	**0-3**

AGEC A & AGEC B: Select a course that satisfies the [L] requirement (3).
AGEC 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 AGEC A, AGEC B, and AGEC S. To complete the Mathematical Studies requirement for AGEC A and AGEC B, select one course to satisfy Mathematics [MA], and a second course from Computer/ Statistics/Quantitative Applications [CS]. AGEC S does not require the [CS] area.

AGEC A requires:

a. **Mathematics [MA] (3 credits) AND**
(Requires a course in college mathematics (MAT142) or college algebra (MAT 150, MAT 151, MAT152) or pre calculus (MAT 187) or any other mathematics course designated with the MA general education value and for which college algebra is a pre-requisite.)

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

AGEC B requires:

a. **Mathematics [MA] (3 credits) AND**
(Requires a course in brief calculus (MAT212) or a higher level mathematics course (MAT216, MAT220, or MAT221) or any course for which these courses are prerequisites).

b. **Computer/Statistics/Quantitative Applications [CS] (3 credits)**
CIS105 Survey of Computer Information Systems

AGEC S requires:

a. **Mathematics [MA] (3 credits) AND**
(Requires a calculus course (MAT220 or MAT221) or any course for which MAT220 or MAT221 are prerequisites **OR** if pursuing a degree at ASU in Life Sciences select MAT251 Calculus for Life Science).

4. Humanities and Fine Arts [HU] 6

AGEC A and AGEC B: Students are encouraged to choose courses from more than one discipline for a total of six semester credits.
AGEC S: Recommend selecting a course that satisfies both [L] and [SB] or [L] and [HU] requirements simultaneously.

5. Social and Behavioral Sciences [SB] 6

AGEC A and AGEC B: Students are encouraged to choose courses from more than one discipline for a total of six semester credits.
AGEC S: Recommend selecting a course that satisfies both [L] and [SB] or [L] and [HU] requirements simultaneously.

6. Natural Sciences [SQ/SG] 8

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

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

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

7. **Subject Options**
(Subject based on major)(AGEC S) 6-8
Students completing AGEC S, through careful selection of courses that meet the other major or pre-requisite 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 MCCCD 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 AGECS, 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
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, pre-calculus, or any other mathematics course for which college algebra is a prerequisite.

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

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

Computer/Statistics/Quantitative Applications [CS]
AGEC A and B [CS] requires: courses that emphasize the use of statistics or other mathematical methods in the interpretation of data and in describing and understanding quantitative relationships, 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 course work from more than one discipline.

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

Natural Sciences [SQ/SG]
Courses must be completed with a grade of "C" or better in the Natural Sciences Core area.

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

Natural Sciences [SQ] A & 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 [SG] A & B
The AGEC A and B Natural Sciences Core area requires a second laboratory course in the natural sciences, for example, from anthropology, astronomy, biology, chemistry, experimental psychology, geology, microbiology, physical anthropology, physical geography, physics, plant biology.

Natural Sciences S
The AGEC S Natural Sciences Core area requires eight semester credits of either university chemistry or eight semester credits of university physics or eight semester credits of general biology appropriate to the major.

SQ = Natural Science-Quantitative
SG = Natural Science-General

Subject Options (for AGEC S)
Students completing AGEC S, through careful selection of courses that meet the other major or pre-requisite 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.

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 (AA)

Description

The Maricopa County Community College District Associate in Arts degree requires 60-64 semester credits for the program of study. The degree includes the following components:

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

II. General Electives

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: www.aztransfer.com.

Academic Policies that Govern the Associate in Arts 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 non-residents.

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

- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).

- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.

- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.maricopa.edu/academic/ccta/.

- 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 an elective 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 Degree.

- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts requirements.

- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

- 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. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.maricopa.edu/academic/ccta/. This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

I. MCCCD General Education

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

MCCCD AGEC-A

1. Core Areas 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 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 (MAT 150, MAT 151, MAT152) or pre calculus (MAT 187) or any other mathematics course designated with the MA general education value and for which college algebra is a pre-requisite.

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 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 semester credits.

f. Natural Sciences [SQ/SG] 8

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

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

2. Awareness Areas:

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

3. MCCCD 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 semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

a. 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)

b. Critical Reading
A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE 101 and apply it to AGEC-A Core Requirements or if the 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: 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 CEG within the AZCAS. For appropriate course selection, students should consult with an advisor.

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

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

Associate in Arts Total Credits: 60-64

Associate in Arts - Elementary Education (AAEE)

Description

The 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:

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

II. Elementary Education Requirements
Education Foundations
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 non-residents.
- 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. 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.

- Is governed by the following policies to enable students to satisfy AGEC-A requirements without exceeding the 35 semester credits:

- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:

  - o Courses can satisfy a Core Area Requirement and one or more Awareness Areas simultaneously.
  - o Courses can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously.
  - o A course cannot satisfy more than one Core Area Requirement.
  - o A course cannot satisfy both the Elementary Education Requirement and a Core Area Requirement simultaneously.

- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.

- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.maricopa.edu/academic/ccta/.

- 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, student 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 the Associate in Arts Elementary Education degree.

- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts in 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.

I. MCCCD General Education Requirements Credits

A. MCCCD AGEC - A

1. Core Areas 35-38

a. First-Year Composition [FYC] 6

ENG101/102 **OR**
ENG107/108

b. Mathematics Studies [MA] and Computer/Statistics/Quantitative Applications [CS] 6

1) MAT142 [MA] College Mathematics, or higher (**NOTE:** MAT156, MAT157, MAT182, and MAT206 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, **OR**

d. Humanities and Fine Arts [HU] 6

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

e. Social and Behavioral Sciences [SB] 6

1) Select 3 semester credits from the following courses:
   HIS103 United States History to 1865
   POS110 American National Government
   AND
2) Select 3 semester credits from the following courses:
   ECH/CFS176 Child Development
   CFS205 Human Development
   HIS104 United States History 1865 to Present
   PSY101 Introduction to Psychology
   GCU121 World Geography I: Eastern Hemisphere
   GCU122 World Geography II: Western Hemisphere
   ECN211 Macroeconomic Principles
   ECN212 Microeconomic Principles

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

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

Select SQ (Life Science) and SG (Physical Sciences, Earth/Space Sciences) courses from the following categories:

1) Life Sciences-Select 4 semester credits of SQ or SG from BIO **AND**
2) Physical Sciences **OR** Earth/Space Sciences - Select 4 semester hours of SQ or SG credits from the following prefixes: AGS, ASM, AST, CHM, GPH, GLG, PHS, PHY.

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

g. Awareness Areas 0

The MCCCD AAEE requires coursework in two Awareness Areas:

Cultural Diversity in the U.S. [C]
AND
Historical Awareness [H] **OR**
Global Awareness [G]

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

2. MCCCD Additional Requirements 0-3

a. Oral Communication

Satisfied by COM225 taken for Literacy and Critical Inquiry Requirement

b. Critical Reading

CRE101 or exemption by testing

II. Elementary Education Requirements 25

A total of 25 semester credits are required to satisfy the Elementary Education Requirements.

A. Education Foundations 18

Complete the following courses to satisfy the Education Foundations requirements:
EDU220 Intro 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
MAT157 Mathematics for Elementary Teachers II

B. Restricted Electives 7

A total of 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 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 7 credits from the following:
Any ARH, ART, CIS, BPC, ENG, ENH, GPH, HIS, MHL, MTC, POS, THE, THP prefixed course(s)
Any EDU prefixed course(s) (except EDU250)
Any MAT (courses numbered higher than 142 except MAT156 and MAT157)
Any Foreign Language course(s)
Any Natural Science course(s)
CFS/ECH176 Child Development
CFS205 Human Development
EED215 Early Learning: Health, Safety, Nutrition and Fitness
FON100 Introductory Nutrition
AAA/CPD115 Creating College Success

AAEE Total Credits: 60-63

NOTE: The following courses meet the state teacher certification requirement for United States and Arizona Constitutions:
United States—HIS 103, POS 110, POS 220, and POS 222
Arizona—POS 220 and POS 221

Associate in Arts, Fine Arts (AAFA)- Art

Description

The Maricopa County Community College District Associate in Arts, Fine Arts - Art degree requires a minimum of 63 semester credits for the program of study. The degree includes the following components:

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

II. Fine Arts Requirements - Art

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: 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 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 non-residents.
- 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 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:
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A courses cannot be used to satisfy more than one Core Area
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.maricopa.edu/academic/ccta/.
- 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 Degree.
- Courses and their modular equivalents will satisfy AGEC-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. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.maricopa.edu/academic/ccta/. This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

I. MCCCD General Education

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

MCCCD AGEC-A

1. Core Areas 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 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 (MAT 150, MAT 151, MAT152) or pre calculus (MAT 187) or any other mathematics course designated with the MA general education value and for which college algebra is a pre-requisite.

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 semester credits.

Select the following:

ARH101 Prehistoric Gothic Art 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 semester credits.

f. Natural Sciences [SQ/SG] 8

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

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

2. Awareness Areas:

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

3. MCCCD 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 semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

a. 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)

b. Critical Reading
A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE 101 and apply it to AGEC-A Core Requirements or if the 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. Fine Arts Requirements - Art **28**

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

Foundations		**16**
ADA/ART112	Two-Dimensional Design	3
ADA/ART115	Three-Dimensional Accounting	3
ARH102	Renaissance Through Contemporary Art	3
ART111	Drawing I	3
ART113	Color	3
ART255AB	The Portfolio	3

Restricted Electives		**12**
ART116	Life Drawing	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	3

AAFA-Art Total Credits: 63

Associate in Arts, Fine Arts (AAFA) - Dance

Description

The Maricopa County Community College District Associate in Arts, Fine Arts - Dance degree requires a minimum of 64 semester credits for the program of study. The degree includes the following components:

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

II. Fine Arts Requirements - 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: 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 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 non-residents.

- 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 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
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A courses cannot be used to satisfy more than one Core Area

- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).

- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.

- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.maricopa.edu/academic/ccta/.

- 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-Dance Degree.

- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts, Fine Arts - Dance requirements.

- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

- 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. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.maricopa.edu/academic/ccta/. This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

I. MCCCD General Education

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

MCCCD AGEC-A

1. Core Areas 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 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 or college algebra or pre calculus or any other mathematics course for which college algebra is a pre-requisite.

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 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 semester credits.

f. Natural Sciences [SQ/SG] 8

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

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

Select from the following options to complete four credits:

BIO160	Introduction to Human Anatomy and Physiology	4
BIO201	Human Anatomy and Physiology I	4

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 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]

3. MCCCD 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 semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

a. 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)

b. Critical Reading
A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE 101 and apply it to AGEC-A Core Requirements or if the 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. Fine Arts Requirements - Dance 29
A minimum of 29 credits are required to satisfy the Fine Arts Requirements - Art

Part I 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 9
Select from the following options to complete a minimum of nine-semester credits. Students must attain Level III competency in ballet and modern dance courses:

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

Part III: Restricted Electives 9
The remaining credits from DAH and DAN prefixed courses should be selected as prescribed by the dance advisor. Only three of the remaining credits may be selected from the following DAN prefixed courses:

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

DAN115++	Contemporary Dance Trends (any module)	1
DAN120++	World Dance (any module)	1
DAN125++	Social Dance (any module)	1
DAN129	Musical Theatre Dance I	1
DAN130	Musical Theatre Dance II	1
DAN133	Modern Jazz Dance I	1
DAN136	Modern Jazz Dance II	1
DAN140	Tap Dance I	1
DAN141	Dance Workshop	1
DAN145	Tap Dance II	1
DAN146	Tap Dance Ensemble	1
DAN150	Dance Performance I	1
DAN164	Improvisation	1
DAN230	Musical Theatre Dance IV	1
DAN231	Ballet III	1
DAN231AA	Ballet III: Intensive	2
DAN232	Modern Dance III	1
DAN233	Modern Jazz Dance III	1
DAN234	Ballet IV	1
DAN234AA	Ballet IV: Intensive	2
DAN235	Modern Dance IV	1
DAN236	Modern Jazz Dance IV	1
DAN237	Ballet Pointe I	1
DAN290++	Dance Conservatory I (any module)	1-3
DAN291++	Dance Conservatory II (any module)	1-3
DAN292++	Dance Conservatory III (any module)	1-3
*DAN298++	Special Projects (any module)	1-3

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

AAFA-Dance Total Credits: 64

Associate in Arts, Fine Arts (AAFA) - Theatre

Description

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

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

II. Fine Arts Requirements - Theatre

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 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: www.aztransfer.com.

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

- Completion of the Associate in Arts, Fine Arts - Theatre 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 non-residents.

- 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

  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A courses cannot be used to satisfy more than one Core Area

- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).

- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.

- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.maricopa.edu/academic/ccta/.

- 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 follow. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.maricopa.edu/academic/ccta/. This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

I. MCCCD General Education

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

MCCCD AGEC-A

1. Core Areas **35**

a. First-Year Composition (FYC) **6**

b. Literacy and Critical Inquiry [L] **3**

Select the following:

THE220 Modern Drama **3**

c. Mathematical Studies [MA/CS] **6**

To complete the Mathematical Studies requirement, select one course to satisfy 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 or college algebra or pre calculus or any other mathematics course for which college algebra is a pre-requisite.

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 semester credits.

Select from the following:

HUM/THE205 Introduction to Cinema **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 semester credits.

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

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

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

2. Awareness Areas:

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

3. MCCCD 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 semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

a. 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)

b. Critical Reading

A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE 101 and apply it to AGEC-A Core Requirements or if the 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. Fine Arts Requirements - Theatre 25-29

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

Foundations 13

Select the following:

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

Restricted Electives 12-16

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

Select from the following options to complete a minimum of 12 semester credits:

HUM/THE206	Introduction to Television Arts	3
HUM/THE210	Contemporary Cinema	3
THP120AA	Audition Techniques: Monologue	1
THP120AB	Audition Techniques: Cold Readings	1
THP130	Stage Combat **OR**	
THP131	Stage Movement	3
THP210	Acting: TV/Film	3
THE118	Playwriting	3
THP211	Creative Drama	3
THP212	Acting II	3
THP214	Directing Techniques	3
THP216	Beginning Stage Lighting	3
THP217	Introduction to Design Scenography	3
THP219	Introduction to Puppetry	3
THP267	Painting Techniques for Film, TV and Theatre	3
COM/THP271	Voice and Diction	3

AAFA-Theatre Total Credits: 60-64

Associate in Science (AS)

Description

The Maricopa County Community College District Associate in Science degree requires 60-64 semester credits for the program of study. The degree includes the following components:

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

II. 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: 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 non-residents.

- 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

  - o Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - o A courses cannot be used to satisfy more than one Core Area in the AGEC A and B.
  - o A courses can be used to satisfy the [L] and [SB] or [L] and [HU] requirements simultaneously in the Core area for the AGEC S.

- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-S Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).

- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.

- Courses completed at one of the Maricopa Community Colleges to meet AGEC-S requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC S for specific course information via the following website: http://www.maricopa.edu/academic/ccta/.

- 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. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC S for specific course information via the following website: http://www.maricopa.edu/academic/ccta/. This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

I. MCCCD General Education

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

MCCCD AGEC S

1. Core Areas: 36-38

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 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 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 semester credits. Select a course that satisfies both [L] and [HU] requirements simultaneously

f. Natural Sciences 8

To complete the Natural Sciences requirement: Select eight (8) semester credits of either general chemistry CHM151 & CHM151LL, and CHM152 & CHM152LL **OR**

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

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

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

Students completing AGEC S, through careful selection of courses that meet the other major or pre-requisite 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.

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]

3. MCCCD 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 MCCCD Additional Requirements.

a. 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)

b. Critical Reading

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

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

II. General Electives

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

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

The list of Common Courses for each major is included in the Arizona Transfer Pathway Guides. University Transfer Guides are also available for the Arizona public universities. These guides, both statewide and institutional, are accessible on the following web site: 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 CEG within the 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 Science Total Credits: 60-64

Associate in Business (ABus) - General Requirements (GR)

Description

The Maricopa County Community College District 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:

I. MCCCD General Education, which includes Arizona General Education Curriculum for Business (AGEC-B),

II. Common Lower Division Program Requirements,

III. 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:

- A minimum of 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 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.

- uses the following policies to help students complete the required Core and Awareness Areas in AGEC B without exceeding the 35 semester credits

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

- uses the following policies 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 (AGEC B Core Area, AGEC B Awareness Area, and/or Common Lower Division Program Requirements)

- follows the general education policy below:

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

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

- requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript

- follows the graduation policies within the general catalog

- includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Business General Requirements

- accepts one of the courses that is cross-referenced with other courses

- provides for exemption from Arizona university admission requirements for students who complete the ABus GR degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

Degree Requirements

The 62-63 semester credits required for the Associate in Business General Requirements follow. See the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S for specific course information via the following website: http://www.maricopa.edu/academic/ccta/.

- Click on page labeled Curriculum
- Select Matrix of Courses that Can be Used to Satisfy MCCCD AGEC A, B and/or S

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

I. MCCCD General Education — **Credits**

A. MCCCD AGEC B

1. Core Areas: — **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 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 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 semester credits.

f. Natural Sciences [SQ/SG] — **8**

To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of (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 semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

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

II. Common Lower Division Program Requirements: — **27-28**

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

Complete the following:

Accounting: — **6-7**
ACC111 & ACC230 & ACC240 **OR**
*ACC211 & ACC212

*MCCCD ACC111 and ACC112 together are equivalent to ACC211.

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

Quantitative Methods — **3**
GBS220 Quantitative Methods in Business **OR**
*MAT217 Mathematical Analysis for Business **OR**
*MAT218 Mathematical Analysis for Business

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

Business Elective: 3

Select from the following options:

CIS114DE	Excel Spreadsheet
CIS133DA	Internet/Web Development Level I
CIS159 [CS]	Visual Basic Programming I
CIS162AD	C#: Level I
GBS151	Introduction to Business
GBS233 [L]	Business Communication
**GBS220	Quantitative Methods in Business
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
REA179	Real Estate Principles I
REA180	Real Estate Principles II
MKT271	Principles of Marketing
SBU200	Society and Business

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

III. General Electives

Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits. General Electives 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 students plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.

ABus GR Degree Total Credits: 62-63

Associate in Business (ABus) - Special Requirements (SR)

Description

The Maricopa County Community College District 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:

I. MCCCD General Education which includes the Arizona General Education Curriculum for Business (AGEC B),

II. Common Lower Division Program Requirements,

III. 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: 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:

- A minimum of 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 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.

- uses the following policies to help students complete the required Core and Awareness Areas in AGEC B without exceeding the 35 semester credits
  - o Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  - o 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 (AGEC B Core Area, AGEC B Awareness Area, and/or Common Lower Division Program Requirements)

- follows the general education policy below:

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

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

- requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG). 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 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents

Degree Requirements

The 62-63 semester credits required for the Associate in Business Special Requirements follow. See the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S for specific course information via the following website: www.maricopa.edu/academic/ccta/.

- Click on page labeled Curriculum
- Select Matrix of Courses that Can be Used to Satisfy MCCCD AGEC A, B and/or S

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

I. MCCCD General Education — Credits

A. MCCCD AGEC B

1. Core Areas: 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] 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]
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 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 semester credits

f. Natural Sciences [SQ/SG] 8

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

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

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

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

II. Common Lower Division Program Requirements: 27-28

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

Complete the following:

Accounting: 6-7
ACC111 & ACC230 & ACC240
OR
*ACC211 & ACC212

*MCCCD ACC111 and ACC112 together are equivalent to ACC211.

Programming I: 3
CIS162AD C#: Level I

Programming II: 3
CIS250 Management of Information Systems

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

Quantitative Methods : 3
GBS220 Quantitative Methods in Business **OR**
*MAT217 Mathematical Analysis for Business **OR**
*MAT218 Mathematical Analysis for Business

III. General Electives 0 - 6

Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits for the program. General Electives semester credits may be necessary if courses selected for the 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 students plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.

ABus SR Total Credits: 62-63

Associate in General Studies (AGS) Degree

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;
  1. A course can simultaneously satisfy one Core area and one Distribution area. Courses that meet this criterion are bold print and <u>underscored</u> in the Core areas and Distribution areas.
  2. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area.
  3. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.
- follows the graduation policies within the general catalog;
- includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in General Studies;
- accepts one of the courses that is cross-referenced with other courses.

General Education Core (16 credits - grade of "C" or better)

First-Year Composition (6 credits)

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

Oral Communication (3 credits)

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

Critical Reading (3 credits)

CRE Critical Reading **<u>101</u>**/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
AGB Agribusiness 139••
AJS Administration of Justice Studies **<u>119</u>**••/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 module/183/183AA/183AB/183AC/283/283AA/283AB/283AC/289/289AA/289AB/289AC
BIO Biology 294
BPC Business-Personal Computers Any BPC Course(s)
CFS Child/Family Studies 180
CIS Computer Information Systems Any CIS Course(s) (EXCEPT 162, 162AC, 169, 183AA, 217AM, 259, 262)
CSC Computer Science Any CSC Course(s) (EXCEPT 200, 200AA, 200AB, 210, 210AA, 210AB, 283••)
CTR Court Reporting 101/102
DFT Drafting Technology 103/105••/any 105 module/150/251/any 254 module/256AA
ECH Early Childhood Education 238
EEE Electrical Engineering 120

ELE Electronic 131/181/241/243/245/281
ELT Electronic Technology 131/241/243
ENG English 100AE
ENV Environmental Sciences 119
FON Food & Nutrition 100/100AA/100AC/100AD
GBS General Business 221
GPH Physical Geography 220
HRM Hotel Restaurant Management 126
JAS Justice & Government Agencies Admin 225
JRN Journalism 133
LAS Paralegal Studies 229
MAT Mathematics 206
MET Manufacturing Technology 264
MTC Music Theory/Composition 180/191
NET Networking Technology 181/181AA
OAS Office Automation Systems 111AA/111AB/113/119/130DK/135DK/235DK
PSY Psychology 230
RTR Realtime Reporting 101/102
SBS Small Business 211
SMT Semiconductor Manufacturing Technology 150
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. Select nine (9) credits from the following:

AIS American Indian Studies 213
AJS Administration of Justice Studies 123
ARH Art Humanities Any ARH Course(s)
ASB Anthropology 211/214*/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 101/102/103/108/111/113/114/243/253/254/275
HUM Humanities Any HUM course(s) (EXCEPT 120, 203, 207,225•)
INT Interior Design 115••/120••/225
LAT Latin 201/202
MHL Music: History/Literature 140/143/145•••/146/153•••/155•••/241•••/242•••
PHI Philosophy Any PHI Course(s)
REL Religious Studies Any REL Course(s) (EXCEPT 271)
SLC Studies in Language & Culture 201
SPA Spanish 241/242/265/266
SPH Spanish Humanities 245
SSH Sustainability/Social Sciences and Humanities 111
STO Storytelling 292/294
THE Theater 111/205/206/210/220
THP Theater/Performance/Production 241
WST Women's Studies 209/284/285/290

Social and Behavioral Sciences (9 credits)
Students are encouraged to choose courses from more than one discipline.

AFR African American Studies 202/203••/204••
AIS American Indian Studies 101/140/141/160
AJS Administration of Justice Studies 101/**119**/162••/200/225/258/259/270
ASB Anthropology 102/202/211/214••/222/223/226*/230••/235••/238••/245••/252
ASM Anthropology 104/275
CFS Child/Family Studies 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 285
FUS Future Studies 101
GCU Cultural Geography 102/121/122/141/221/223••
HES Health Science 100
HIS History any HIS Course(s) (EXCEPT 111, 135,170,203••,251••,252••)
IBS International Business 109
MCO Mass Communications 120
POS Political Science Any POS course(s)
PSY Psychology 101/123/132/156/157/215/218/225/235/240/241/243/245/250/258/260/266/270/277/280/292
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 102/171/258/292
WED Wellness Education 110
WST Women's Studies 100/161
YAQ Yaqui Indian History and Culture 100

Natural Sciences (7-8 credits)
Two lecture courses and one corresponding laboratory course are to be selected. The lecture and corresponding laboratory course(s) may carry separate credit. For appropriate course selection students should consult with an advisor.

AGS	Agricultural Science 164/260•
ASB	Anthropology 231
ASM	Anthropology 104/265
AST	Astronomy 101/102/111/112/113/114
BIO	Biology 100/101/102/105/107/108/109•/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/151/151LL/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) (EXCEPT 105••)
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 & Critical Inquiry (3 credits)

AIS	American Indian Studies 213
BIO	Biology 294
COM	Communication /222/**225**/241
CRE	Critical Reading **101**
CUL	Culinary Arts 223*
ENG	English 111/200/215/216/217/218
ENH	English Humanities 254/255
GBS	General Business 233
GPH	Physical Geography 211
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	Theater 220
THP	Theater Performance/Production 241

Elective Courses (15-16 credits)
May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas.

AGS Degree Total Credits: 60

• value loss end of Fall 2011;
•• value loss end of Spring 2012;
••• value loss end of Fall 2012

Associate in Applied Science (AAS) Degree

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 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. 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;

  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;

General Education Core
(15 credits - 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.

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 101/102/103/108/111/113/114/243/253/254/275
HUM Humanities Any HUM course(s) (EXCEPT 120, 203, 207, 225•)
INT Interior Design 115••/120••/225
LAT Latin 201/202
MHL Music: History/Literature 140/143/145•••/146/153•••/155•••/241•••/242•••
PHI Philosophy Any PHI Course(s)
REL Religious Studies Any REL Course(s) (EXCEPT 271)
SLC Studies in Language and Culture 201
SPA Spanish 241/242/265/266
SPH Spanish Humanities 245
SSH Sustainability/Social Sciences and Humanities 111
STO Storytelling 292/294
THE Theater 111/205/206/210/220
THP Theater/Performance/Production 241
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 202/203••/204••
AIS American Indian Studies 101/140/141/160
AJS Administration of Justice Studies 101/162••/200/225/258/259/270
ASB Anthropology 102/202/211/214••/222/223/226*/230••/235••/238••/245••/252
ASM Anthropology 104/275
CFS Child/Family Studies 157/159/176/205/235/259
COM Communications 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 102/121/122/141/221/223••
HES Health Science 100
HIS History Any HIS course(s) (EXCEPT 111, 135, 170, 203••, 251••, 252••)
IBS International Business 109
MCO Mass Communications 120
POS Political Science Any POS course(s)
PSY Psychology 101/123/125/132/156/157/215/218/225/235/240/241/243/245/250/258/260/266/270/277/280/292
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 102/171/258/292
WED Wellness Education 110
WST Women's Studies 100/161
YAQ Yaqui Indian History and Culture 100

Natural Sciences (4 credits)
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection.

AGS	Agricultural Science 164/260
ASB	Anthropology 231
ASM	Anthropology 104
AST	Astronomy 101/102/111/112/113/114
BIO	Biology 100/101/102/105/107/108/109•/149AN/145/156/160/181/182/201/202/205/241/245
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) (EXCEPT 105••)
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

• value loss end of Fall 2011
•• value loss end of Spring 2012
••• value loss end of Fall 2012

Academic Certificate (AC)

Purpose of the Academic Certificate (area of emphasis)

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 (area of emphasis):

- 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.

Programs and Courses

GCC Career and Technical Degrees and Certificates Index 82
MCCCD Career and Technical Degrees and Certificates Index 83
Programs and Course Descriptions 90

Associate in Applied Science (AAS)

Associate in Applied Science degrees prepare students to immediately enter specific careers or occupations. AAS degrees may transfer into a Bachelor of Applied Science (B.A.S.) at some universities.

- Accounting Paraprofessional
- Administration of Justice
- Advanced Behavioral Health Sciences
- Audio Production Technologies
- Automotive Technology
- Biotechnology & Molecular Biosciences
- Business Office Computer Applications
- CAD Technology
- Computer & Networking Technology
- Computer Information Systems
- Digital Media Arts
- Early Childhood Administration & Management
- Early Childhood Education
- Emergency Response & Operations
- Engineering Technology
- Family Life Education
- General Business
- Information Security
- Linux Networking Administration
- Microsoft Networking Technology
- Middle Management
- Music Business
- Networking Technology: Cisco
- Nursing
- Programming & Systems Analysis
- Public Relations
- Retail Management
- Strength, Nutrition & Personal Training
- Video Production Technology

Certificate of Completion (CCL)

Certificates of Completion require fewer courses than degrees are a good choice if you seek immediate entry into the work force or on-the-job advancement. Some certificates lead to an Associate in Applied Science degree. Courses do not necessarily transfer to a university.

- Accounting
- Adolescent Development
- Adult Development & Aging
- Advanced Behavioral Health Sciences
- Audio Production Technologies
- Automotive Chassis
- Automotive Engines & Drive Trains
- Automotive Engine Performance, Diagnosis & Air Conditioning
- Basic Behavioral Health
- Basic CAD
- Business Office Computer Applications
- CAD Application
- Child & Family Organizations Management & Administration
- Child Development Associate (CDA) Preparation
- Computer Information Systems
- Developmental Disabilities Specialist
- Driver Operator
- Early Childhood Education
- Emergency Medical Technology
- Fire Academy
- Fire Investigation
- Fire Officer Leadership
- Firefighter Operations
- Fire Science
- General Business
- Group Fitness Instructor
- Information Security Forensics
- Information Security Technology
- Information Security Wireless Networks
- Interior Merchandising
- Journalism
- Law Enforcement Investigator
- Law Enforcement Training Academy
- Linux Associate
- Linux Networking Administration
- Linux Professional
- Microsoft Certified Information Technology Professional (MCITP) Administrator
- Microsoft Desktop Support Technology
- Microsoft Server Administration
- Microsoft Technical Specialist
- Nurse Assisting
- Music Business
- Network Maintenance
- Networking Administration: Cisco
- Networking Technology: Cisco
- Nutrition for Fitness & Wellness
- Paramedicine
- Parent Education
- Personal Trainer
- Personal Training Specialist
- Police Supervision
- Practical Nursing
- Programming & System Analysis
- Retail Management
- Small Business Entrepreneurship
- Small Business Start-Up
- Supervision
- Web Design
- Web Developer

Academic Certificate (AC)

Academic Certificates are recommended for students who wish to gain additional expertise in an academic area. The AC is not designed to prepare someone for employment in a specific occupation or for university transfer.

- Communication Competence in the Workplace
- Communication Skills for Non-Native English Speakers
- Creative Writing
- Electronic Music
- Language and Literary Culture in the USA
- Language Studies
- Oral Com. Fluency for Non-Native English Speakers
- Sustainability and Ecological Literacy

LEGEND

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

AGRICULTURE, FOOD, AND NATURAL RESOURCES

Agricultural Production and Management

Agribusiness .....MC
(See Agribusiness Sales and Service and Horticulture sections for additional programs and related areas)

Urban Horticulture .....MC
(See Horticulture section for additional programs and related areas)

Equine Training and Management

Equine Science .....SC
Veterinary Technology/Animal Health .....MC

Horticulture

Landscape Aide .....MC
Landscape Specialist .....MC
(See Agricultural Production and Management section for additional programs and related areas)

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

Construction Trades: Bricklaying and Tilesetting .....GW
Construction Trades: Carpentry .....GW
Construction Trades: Concrete Form Builder .....GW
Construction Trades: Construction Management .....GW
Construction Trades: Millwrighting .....GW
Construction Trades: Painting and Drywalling .....GW
Construction Trades: Pre-Apprenticeship .....GW
Construction Trades: Plastering and Cement Masonry .....GW
Construction Trades: Sheet Metal .....GW
Construction Trades: Electricity .....GW
Construction Trades: Heat and Frost Insulation .....GW
Construction Trades: Ironworking .....GW
Construction Trades – Mechanical Trades: Heating, Ventilating and Air Conditioning .....GW
Construction Trades – Mechanical Trades: Plumbing .....GW
Construction Trades – Mechanical Trades: Pipefitting .....GW
Construction Trades – Mechanical Trades: Sheet Metal .....GW
Construction Trades: Millwright .....GW
Construction Trades: Pipe Trades – Pipefitter-Refrigeration .....GW
Construction Trades: Pipe Trades –Plumbing .....GW
Construction Trades: Roofing .....GW
Construction Trades: Pipe Trades – Steamfitting .....GW
Heavy Equipment Operations .....GW
Power Plant Technology .....GW, EM

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 .....EM, MC
Building Safety and Construction Technology .....PC
Building Safety Technology .....SC
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
Plan Review .....MC
Pre-Contractor Licensing .....MC
Residential Drafting CADD Level II .....MC
Survey and Civil Drafting - CADD Level II .....MC
Workforce Development: Carpentry Level I .....RS
Workforce Development: Carpentry Level II .....RS
Workforce Development: Furniture Construction/ Refinishing Level I .....RS
Workforce Development: Furniture Construction/ Refinishing Level II .....RS

ART, A/V TECHNOLOGY, AND COMMUNICATION

Home Economics

Adolescent Development .....**GC**, RS
Adolescent Studies .....PC
Adult Development and Aging .....**GC**, RS
Advanced Interior Design .....PC
Alteration Specialist .....MC
Apparel Construction .....PC
Costume Design and Production .....MC
Costuming .....PC
Family Development .....PC
Family Life Education .....**GC**, SC, RS
Family Support .....PC
Fashion Design .....PC
Fashion Design Level I .....PC
Fashion Design Level II .....PC
Fashion Illustration .....PC

Interior Merchandising.....EM, **GC**, MC, PC
Interior Design .....MC, PC, SC
Interior Design: Advanced .....MC
Interior Design: Professional Level.....SC
Kitchen and Bath Design .....PC
Parent Education .....**GC**, RS, SC
Pattern Design Level I .....PC
Pattern Design Level II .....PC

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

Music
Audio Production Technologies.....**GC**, MC, PC, PV, SC
Dance Technology .....SC
Music Business .....CG, **GC**, MC, PC, PV, SC, SM

Commercial Art/Advertising Art
Computer Graphic Design .....PC
(See Media Technology section for additional programs and related areas)

Digital Media Arts .....**GC**
Graphic Design: Visual Communication .....SC
Journalism .....**GC**, PV, SC, MC
Workforce Development: Graphic Arts Level I .....RS
Workforce Development: Graphic Arts Level 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
Software Quality Assurance .....MC
(See Business Administration for additional programs and related areas)

Business Administration
Business .....MC, SC
Business (Fastrack) .....SC
General Business .....CG, **GC**, MC, PC, RS, SC, SM
(See Management and Finance section for additional programs and related areas)

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

Management
Business Management.....SM
General Business Specialized .....PV
Human Resources Management .....PC
Management .....PC, MC, SC
Management I.....PC
Management II .....PC
Middle Management.....**GC**, PV
Military Leadership .....RS
Project Management .....MC
Public Relations .....**GC**
(See Middle Management section for additional programs and related areas)

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

Middle Management
Public Relations .....MC
(See Management section for additional programs and related areas)

Office Occupations
Administrative Office Professional .....PV
Administrative Technology.....GW
Business Technology Specialist.....GW
Computer Applications .....PC
Computer Software Applications.....PV
Court Reporting: Broadcast Captioning.....GW
Court Reporting: CART .....GW
Court Reporting: Judicial .....GW
Customer Service / Information Professional .....PV
Data Entry Clerk .....EM
General Office Secretary.....EM
Office Automation Systems .....SC, SM
Office Technology .....GW
Paralegal Studies .....PC
Realtime Reporting Scoping .....GW
Receptionist .....EM
Management of Clinical Information Technology.....GW

Management of Clinical Information Technology: Health Information Technology Implementation Support.....GW
Management of Clinical Information Technology: Health Information Technology Technical Support .....GW
Management of Clinical Information Technology: Practice Workflow and Information Management Redesign ....GW
Management of Clinical Information Technology: Implementation Management.....GW
Management of Clinical Information Technology: Health Information Technology Training .....GW
Technology Support Analyst Level I .....MC
Technology Support Analyst Level II .....MC

Total Quality Management
Automobile Insurance: Customer Service .....RS
Automotive Insurance Claims: Customer Service .....RS
Automobile Policy: Customer Service .....RS
Broadband Telecommunications: Account Services.....RS
Broadband Telecommunications.....RS
Broadband Telecommunications: Field Operations .....RS
Broadband Telecommunications: Technical Field Operations.....RS
Broadband Telecommunications: Technical Support Services.....RS
Credit Counseling: Customer Service .....RS
Customer Service Management.....EM
Human Services-Assistance: Customer Service .....RS
Human Services-Long Term Care: Customer Service ....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, PC
Organizational Management .....CG, EM, GW, MC, PC, ...PV, RS
Pharmacy: Customer Service.....SM
Quality Customer Service.....RS
Quality Process Leadership .....GW, RS
Travel Agency: Customer Service .....RS
Utilities Customer Service.....RS

EDUCATION AND TRAINING

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

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

Education
Bilingual Endorsement .....MC
ESL Endorsement .....MC
Gifted Education .....EM
Foundations of Student Services .....EM
Instructional Assistance.....MC, PC
Reading Specialist Endorsement .....MC
Teacher Assisting .....EM, GW

Library Media Technology
Library Information Technology .....MC
Library Information Technology: Advanced .....MC
Library Information Technology: Basic .....MC
Library Information Technology: Practitioners .....MC
Library Information Technology: School Library Media Center .....MC

ENVIRONMENTAL TECHNOLOGY

Environmental Technology
Environmental Science Technology.....GW
Geospatial Technologies .....MC
Occupational Safety and Health Technology.....GW
Radiation Protection Technology .....EM
Safety, Health and Environmental Studies .....PV
Wastewater Treatment.....GW
Water Resources Technologies.....GW
Water Resources Technologies: Hydrologic Studies.....GW
Water Treatment .....GW

FINANCE

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

Government and Public Administration
Public Administration .....RS
Tribal Development.....SC

HEALTH SCIENCE

Allied Health

Advanced Behavioral Health Sciences .....**GC**, SM
Advanced Nursing .....SM
Basic Behavioral Health.....**GC**, SM
Clinical Laboratory Sciences .....PC
Clinical Research Associate .....GW
Community Health Worker .....SM
Computed Tomography .....GW
Developmental Disabilities Specialist .....**GC**
Diagnostic Medical Sonography .....GW
Electroneurodiagnostics .....GW
Health Information: Long Term Care Settings .....PC
Health Information Technology .....PC
Health Services Management .....GW
Health Unit Coordinating .....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 Radiography.....GW
Medical Transcription.....GW
Perioperative Nursing .....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

Emergency Medical Technology

Advanced Emergency Medical Technology
(Paramedic) ..... PC, PV, SC
Emergency Medical Technology .....**GC**, MC, PC,
.....PV, SC
Community Emergency Response Team (CERT):
Level I .....PC
Emergency Communications and Deployment .....PC
Intermediate Emergency Medical Technology .....MC, PC
Paramedicine .....**GC**, MC, PC, PV, SC
Secondary Basic Emergency Medical Technology.....PC

Dental

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

Nursing

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

HOSPITALITY AND TOURISM

Food and Nutrition

Advanced Professional Culinary Arts .....SC
Baking and Pastry .....EM
Basic Culinary Studies .....EM
Commercial Baking.....PC
Commercial Food Preparation .....PC
Culinary Arts .....SC
Culinary Studies.....EM, PC, MC
Culinary Fundamentals.....SC
(See Hospitality section for additional programs and related areas)

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

Hospitality

Airline Operations .....RS
Airline Operations: Ground Operations .....RS
Airline Operations: Initial Flight Attendant.....RS
Airline Operations: Passenger Services .....RS
Airline Operations: Reservations .....RS
Airline Operations: Vacations .....RS
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/Hotel Management .....EM
Hospitality and Tourism/Tourism Development and
Management .....SC

HUMAN SERVICES

Parks, Recreation, Leisure and Fitness Studies

Recreation Management.....MC, SC

Health and Physical Education/Fitness

Group Fitness Instructor .....GC, MC
Personal Trainer .....GC
Personal Trainer Specialist .....CG, EM, GC, GW, MC, ...PV, SC, SM
Strength, Nutrition and Personal Training .....CG, EM, GC, MC, PV, SC, SM
Teaching, Healing, Meditation & Stress Management ....PV
Therapeutic Massage .....CG, PC
Yoga Instruction .....SC

Family and Consumer Science

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

Social Sciences

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

Social Services

Gerontology .....RS
Gerontology: Aging Services Management .....RS
Gerontology: Eldercare.....RS
Gerontology: Foundations .....RS
Gerontology: Generalist .....RS
Gerontology: Program Development .....RS

Mortuary Science

Mortuary Science .....MC

INFORMATION TECHNOLOGY

Computer Science

Advanced Computer Usage and Applications .....RS
Advanced Web Designer .....MC
Business Office Computer Applications .....CG, GC
(See Office Occupations section for additional programs and related areas)

Computer and Information Technologies .....SM
Computer Applications Technology .....EM
Computer Applications: Microsoft Office Specialist/Advanced .....MC
Computer Applications: Microsoft Office Specialist/Basic.....MC
Computer Hardware and Desktop Support .....CG, EM, SC
Computer Hardware and Network Support .....SC
Computer Information Systems .....CG, GC, GW, PC, SM
Computer Information Systems Technologies .....SC
Computer Information Technology .....PV
Computer Networking Technology .....PV
Computer Programming.....MC
Computer Systems Maintenance .....PV
Computer Technology.....RS
Computer Usage and Applications .....RS
Database Development .....SC
Desktop Publishing.....EM
Engineering Technology.....CG, GC
Game Technology .....GW, MC
Geographic Information Systems.....MC
Information Security .....GC
Information Security Technology .....GC
Information Security Wireless Networks .....GC
Information Technology .....CG
Information Technology: Cisco Networking Professional .....SM
Information Technology: Computer Applications Specialist.....SM
Information Technology: Programming and Systems Analysis .....SM
Information Technology: Web and Graphic Design .....SM
Information Technology: Network Server .....SM
Information Technology: Network Security .....SM
Information Technology Support.....SM
Linux Associate.....CG, EM, GC, MC
Linux Networking Administration .....EM, GC, MC
Linux Professional .....CG, EM, GC, MC, PV

Microcomputer Applications: Office Specialist/ Core Level .....CG
(See Office Occupations section for additional programs and related areas)

Microcomputer Applications: Office Specialist/ Expert Level .....CG
(See Office Occupations section for additional programs and related areas)

Microsoft Desktop Support Technology.....EM, GC, PV
Microsoft Networking Technology .....EM, GC, GW, PV
Microsoft Technical Specialist .....EM, GC, GW, PV
Microsoft Applications Development.....PV
Microsoft Server Administration.....EM, GC, PV
Microsoft Certified Information Technology Professional (MCITP) Administrator.....EM, GC, GW, PV
Multimedia and Business Technology .....MC
Network Administration .....SC
Network Administration: CISCO Network Professional .....CG, MC, SM
Network Administration: Microsoft Windows Server .....CG, EM, 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.....GC, EM, PC, PV
Web Design Technologies .....SC
Web Designer.....MC

Advanced Web Designer .....MC
Web Developer .....GC, GW, MC, PC, PV, EM
Web Development .....SC
Web Design: User Interface .....RS
Web Server Administrator .....MC
Web Technology.....MC

Media Technology
Broadcast Production .....SC
Comic and Sequential Art .....PC
Digital Arts .....MC
Digital Design .....RS
Digital Photography.....PC
Digital Arts: Digital Illustration.....MC
Digital Arts: Digital Photography.....MC
Digital Arts: Graphic Design .....MC
Digital Arts: Web Design .....MC
Editing .....SC
eLearning Design Specialist .....RS
Film Production .....SC
Game Technology .....MC, GW
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
Multimedia Technology.....MC
Screenwriting .....SC
Technical Theatre .....PC, MC, SCC
Video Production Technology .....GC

MANUFACTURING

Drafting Technology
CAD Technology .....GC
Basic CAD .....GC
CAD Application .....GC
CAD-BIM Technology .....PC
CAD/CAM/CNC I .....MC
CAD/CAM/CNC II.....MC
Commercial Drafting CADD Level II .....MC
Computer Aided Design and Drafting CADD Level I .....MC
Electro/Mechanical Drafting .....MC
Electromechanical Manufacturing Technology.....MC
Industrial Design Technology.....GW
Industrial Design Technology: Design Specialist:
SolidWorks .....GW
Machining I.....MC
Machining II .....MC
Machining and Product Development Technology.....MC
Manufacturing Engineering Technology .....MC
Manufacturing Management .....MC
Manufacturing Productivity: CNC CAD/CAM
Programming .....GW
Manufacturing Productivity: Conventional Machines
Level I .....GW
Manufacturing Productivity: Conventional Machines
Level II .....GW
Manufacturing Productivity: Engineering Graphics .....GW
Manufacturing Productivity: Process Improvement .....GW
Manufacturing Productivity: Team Leadership.....GW
Manufacturing Welding.....MC
Mechanical Drafting .....MC
Micro Circuit Mask Design .....MC
Production Technology .....MC
Production Technology: CNC Technology .....GW
Production Technology: Quality Assurance .....GW
Public Works Leadership .....EM

Electronics/Electrical Technology
Automation Technology .....EM, MC
Automation Technology Level I.....EM, 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
Industrial Education .....MC
Meter Technology .....CG
Network Maintenance .....GC
Telecommunications Technology .....SM
Workforce Development: Electrical Level I.....RS
Workforce Development: Electrical Level II .....RS

Engineering
Surveying Technology.....PC

Welding Technology
Welding .....MC
(See Manufacturing section for additional programs and related areas)

MARKETING, SALES, AND SERVICE

Marketing
Marketing .....MC, PC, SC
Marketing I .....PC
Marketing II .....PC
Salesmanship.....MC

LAW, PUBLIC SAFETY, CORRECTIONS, AND SECURITY

Emergency Medical Technology

Advanced Emergency Medical Technology (Paramedic) .....MC, PC, PV, SC
Emergency Medical Technology .....**GC**, MC, PC, ...PV, SC
Community Emergency Response Team (CERT): Level I .....PC
Emergency Communications and Deployment .....PC
Fire Investigation .....CG, EM, **GC**, MC, PC, PV, SC
Intermediate Emergency Medical Technology .....PC
(See Allied Health section for additional programs and related areas)
Paramedicine .....**GC**, MC, PC, PV, SC

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
Advanced Corrections .....RS
Basic Corrections .....RS
Corrections .....RS
Crime and Accident Scene Photography.....PC, SC
Crime and Intelligence Analysis .....CG
Crime Scene Investigation.....PC, SC
Crime Scene Technology.....PC, SC
Detention Services .....RS
Evidence Technology .....EM, PC
Fingerprint Classification and Identification.....PC, SC
Forensic Investigation .....MC
Forensic Science .....CG
Forensic Technology.....PC
Forensic Science: Crime Lab .....SC
Global Citizenship .....MC
Homeland Security.....CG
Information Security Forensics .....**GC**
Judicial Studies .....MC
Justice and Government Agency Administration Level I .....MC
Justice and Government Agency Administration Level II .....MC
Justice and Government Agency Administration .....MC
Justice Studies.....CG, MC, SC
Law Enforcement .....SC
Law Enforcement Field Training .....RS
Law Enforcement Investigator.....**GC**
Law Enforcement Technology.....RS
Law Enforcement Training Academy .....**GC**, CG
Legal Studies .....MC
Paralegal.....RS
Police Academy Preparation Level I.....SC
Police Science.....MC, SC
Police Supervision.....**GC**
Public Safety Technology .....RS
Victimology.....MC

Fire Science

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

SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS

AGEC-S

TRANSPORTATION, DISTRIBUTION, AND LOGISTICS

Automotive Technology

Air Conditioning and Electrical Accessories .....GW
Air Conditioning .....MC
Automotive Chassis .....**GC**
Automotive Drive Trains .....GW
Automotive Electrical Systems.....MC
Automotive Engines and Drive Trains .....**GC**
Automotive Engine Performance Diagnosis & Air Conditioning .....**GC**
Automotive Performance Technology .....MC
Automotive Suspension, Steering and Brakes .....GW
Automotive Technology.....**GC**, GW
Brakes, Alignment, Suspension and Steering .....MC
Caterpillar Technician Training.....MC
Engine Performance and Diagnosis .....GW, MC
Transmissions and Power Trains.....MC
Workforce Development: Automotive Technology Level I .....RS
Workforce Development: Automotive Technology Level II.....RS

Accounting

For Information: Scott Stroher
Phone: 623.845.3453

http://www.gccaz.edu/business/Accounting.html

Student Goals: Transfer to a University or Career Related

Accountants function in different ways. They offer their services to the public on a fee basis (public accounting), or are employed by individual profit or nonprofit organizations (private accounting), or work for governmental units (governmental accounting). Accountants provide financial information about an organization to its owners, managers, and creditors, as well as to appropriate governmental authorities. They also design, install, manage, and maintain information systems which produce this important information.

There is considerable demand for accountants and demand should increase. Pay is relatively high, and the accounting field offers many opportunities for professional growth and advancement.

Students take Accounting courses to:

- **Prepare for Employment**. An associate degree (AAS) program is available to prepare students for immediate employment as a paraprofessional accountant.
- **Prepare for a Major** in accounting at a four-year institution. Students may complete most or all of their lower division requirements at Glendale. Students should follow the ABus-GR and consult with a business department advisor to plan for transfer.

Students should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner.

Accounting Paraprofessional

Associate in Applied Science - AAS 3131
68-73 credits
Checksheet

Program Description: The Associate in Applied Science (AAS) in Accounting Paraprofessional program is designed to provide a sound background in fundamental accounting skills for individuals planning to enter the field at the paraprofessional level. Some of the goals of this program are to develop students' abilities (1) to critically and constructively analyze the function of accounting systems in relation to the organization, its management, and its goals (2) to understand accounting management and, in particular, how these roles affect various profiles of the company.

Program Prerequisites: (0-3 credits) **Credits**

CRE101	Critical and Evaluative Reading I (3) **or** appropriate Reading placement test score	**0-3**

Required Courses: (28-31 credits) **Credits**

Students must earn a grade of "C" or better for each course listed under Required Courses.

Select one of the following three core sequences:

Sequence 1:

ACC111	Accounting Principles I (3) **and**	
ACC230	Uses of Accounting Information I (3) **and**	
ACC240	Uses of Accounting Information II (3)	**9**

or

Sequence 2:

ACC111	Accounting Principles I (3) **and**	
+ ACC112	Accounting Principles II (3) **and**	
+ ACC212	Managerial Accounting	**9**

or

Sequence 3:

ACC211	Financial Accounting (3) **and**	
+ ACC212	Managerial Accounting (3)	**6**

In addition to the core sequences, complete the following required courses:

ACC107	Bookkeeping Theory and Practice	**4**
+ ACC219	Intermediate Accounting I	**3**
+ ACC221	Tax Accounting	**3**
CIS105	Survey of Computer Information Systems (3) **or** Satisfactory completion of a higher level CIS course (3)	**3**
CIS114__	Excel Spreadsheet (any module)	**3**
GBS151	Introduction to Business	**3**
GBS205	Legal, Ethical, & Regulatory Issues in Business	**3**

(+) indicates course has prerequisite and/or corequisites.

Restricted Electives: (9 credits) **Credits**

Students should select from the following courses in consultation with a department advisor:

ACC216	*Fraud Examination*	*3*
+ *ACC260*	*Certified Bookkeeper (CB) Preparation Seminar I*	*2*
+ *ACC262*	*Certified Bookkeeper (CB) Preparation Seminar II*	*2*
CIS117DM	Microsoft Access: Database Management	3
CWE198__	Career/Work Experience (any module)	1-3
ECN211	Macroeconomic Principles	3
ECN212	Microeconomic Principles	3
GBS220	Quantitative Methods in Business	3
+ GBS221	Business Statistics	3
+ GBS233	Business Communications	3
+ GBS261	Investments I	3
MGT101	Techniques of Supervision	3
+ MGT175	Business Organization and Management	3
+ MGT251	Human Relations in Business	3
+ MKT271	Principles of Marketing	3

GCC does not currently offer ACC216, ACC260, or ACC262. Interested students should inquire at other Maricopa Community Colleges to pursue these options.

"Free" Electives: (6 credits)

General Education Requirements: (25 credits)

Core: (15 credits) **Credits**

First-Year Composition: 6

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

Oral Communication: 3

COM100 Introduction to Human Communication (3) **or**
+ COM230 Small Group Communication (3) 3

Critical Reading: 3

Met by CRE101 or appropriate Reading placement test score in the Program Prerequisites area.

Mathematics: 3-5

Any approved general education course in the Mathematics Area, except MAT102.

The following courses are recommended:
+ MAT120 Intermediate Algebra (5) **or**
+ MAT121 Intermediate Algebra (4) **or**
+ MAT122 Intermediate Algebra (3)

Distribution: (10 credits) **Credits**

Humanities and Fine Arts: 3

Any approved course, see page 79.

Social and Behavioral Sciences*: 3

ECN211 Macroeconomic Principles (3) **or**
ECN212 Microeconomic Principles (3)

Natural Sciences: 4

Any approved course, see page 80.

* Students should consult with a department advisor before selecting from these courses, so that future educational/career plans are appropriately considered.

Accounting

Certificate of Completion - CCL 5665
23-26 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Accounting is designed for students seeking to gain skills and knowledge in the field of accounting. Possible entry-level positions for this program include accounting clerk, accounts payable/receivable clerk, claims clerk, credit clerk, full-charge bookkeeper, accounting intern, or comparable positions. An Associate in Applied Science (AAS) is also available.

This program is also offered at Chandler-Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Phoenix College, Rio Salado College, and South Mountain Community College.

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

Consultation with an Academic Advisor is recommended for course selection.

Required Courses: (23-26 credits) **Credits**

Select one of the following options for a total of 6-9 credits:

Sequence 1:
ACC111 Accounting Principles I (3) **and**
+ ACC230 Uses of Accounting Information I (3) **and**
+ ACC240 Uses of Accounting Information II (3) 9

or

Sequence 2:
+ ACC230 Uses of Accounting Information I (3) **and**
+ ACC240 Uses of Accounting Information II (3) **and**
ACC250 Introductory Accounting Lab (1) 7

or

Sequence 3:
ACC111 Accounting Principles I (3) **and**
+ ACC112 Accounting Principles II (3) **and**
+ ACC212 Managerial Accounting (3) 9

or

Sequence 4:
ACC211 Financial Accounting (3) **and**
+ ACC212 Managerial Accounting (3) 6

In addition to the core sequences, complete the following required courses:

ACC105	Payroll, Sales and Property Taxes	3
+ *ACC115*	*Computerized Accounting*	*2*

GCC will accept ACC107 in lieu of ACC105 and ACC115.

CIS114DE	Excel Spreadsheet	3
CIS105	Survey of Computer Information Systems	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical and Regulatory Issues in Business	3

Course Descriptions

Accounting (ACC)

ACC107 **4 credits** **5 periods**
Bookkeeping Theory and Practice
Fundamental accounting practices; application to retail stores, professional firms, and personal service operations. Prerequisites: None.

ACC111 **3 credits** **3 periods**
Accounting Principles I
Fundamental theory of accounting principles and procedures. Prerequisites: None.

ACC112 **3 credits** **3 periods**
Accounting Principles II
Continuation of the fundamental theory of accounting principles and procedures, including interpretation of general purpose financial statements. Prerequisites: ACC111 with a grade of "C" or better, or permission of department/division.

ACC115 **2 credits** **3 periods**
Computerized Accounting
Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable and payroll. Prerequisites: ACC107, or higher level accounting course, or permission of instructor.

ACC211 SUN# **ACC2201** **3 credits** **3 periods**
Financial Accounting
Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None.

ACC212 SUN# **ACC2202** **3 credits** **3 periods**
Managerial Accounting
Development and analysis of accounting information for managerial planning and control. Prerequisites: A grade of "C" or better in (ACC111 and ACC112), or ACC211, and (CIS105 or permission of department/division).

ACC219 **3 credits** **3 periods**
Intermediate Accounting I
Theory and practice applicable to determination of asset values, liabilities, and related problems of income determination. Prerequisites: ACC212 or ACC240 with a grade of "C" or better, or permission of Department/Division.

ACC220 **3 credits** **3 periods**
Intermediate Accounting II
Continuation of the theory and practice applicable to liabilities and owner's equity; special problems and financial reporting. Prerequisites: ACC219 with a grade of "C" or better, 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.

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

For AJS Course Information: Paul Brown
Phone: 623.845.3913

For Law Enforcement Training Academy/Operations Information: Penny Babb
Phone: 623.845.3161

Visit the following GCC web sites for more information:

GCCLETA.com **(Law Enforcement Training Academy)**
GCCLEO.com **(Law Enforcement Operations)**

For Law Enforcement Officers, see LEO section of the catalog.

Student Goals: Career-related, Personal

AJS courses provide information for personal interest and related careers, but are designed primarily for those interested in careers in law enforcement and related fields. Students take these courses to:

- **Prepare for Employment**. An associate degree (AAS) and certificate programs are available. The certificate program is designed for reserve police officers in Maricopa County.

Police officers and detectives are responsible for protecting life and property, enforcing laws, preventing and investigating crimes, and apprehending criminals. Officers working in small communities have many duties, while officers employed by large police departments are usually assigned to specific types of duty such as traffic, narcotics, robbery, or homicide. Those assigned to patrol a regularly-assigned area work alone or in pairs. Related law enforcement careers are in security, probation, corrections, etc.

- **Enhance Employment**. The AJS290 seminar series provides specialized training for those in law enforcement desiring to enhance their skills. These seminars are available on a limited basis.

- To **Prepare for Related Fields**. Students in other fields may well find courses such as AJS101, or 225 of interest.

- For **Personal Interest**. Those seeking training in the safe and ethical use of firearms may enroll in AJS151, 153, and/or 154.

Administration of Justice

Associate in Applied Science - AAS 3397
64 credits
Checksheet

The Administration of Justice program is designed to inform and prepare men and women for careers in the fields of law enforcement, corrections, and related technical occupations. In addition, the program provides practitioners of law enforcement and corrections the opportunity for professional growth and development in their field, or the background to continue their education at a four-year institution. (Students planning to transfer to a four-year institution should satisfy the general education requirements for the Associate in Arts (AA) degree, as listed on page 54).

Students should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, degree seeking students may find it necessary to extend completion time lines and attend both day and evening classes.

Special Qualifications: A peace officer in the state of Arizona must meet the following minimum standards:

1. United States citizenship
2. A high school graduation or GED equivalency
3. A completed background investigation with local, state, and national fingerprint check
4. No felony conviction in any state or federal jurisdiction
5. A medical examination by a licensed physician attesting that no physical conditions exist which would adversely affect the performance of duties as a peace officer
6. Proportionate height and weight
7. Minimum age as required by law

LEO102 and 202 (Law Enforcement Training Academy Certificate) may be applied towards partial completion of this degree; and after completing the following courses: AJS200, AJS225 and AJS230 the student may be eligible to satisfy all AJS requirements for this degree. See an advisor or contact the Registrar for details. Some university transfer restrictions may apply.

Program Description: The Associate in Applied Science (AAS) in Administration of Justice degree is interdisciplinary in nature and is designed to provide the student with a broad based knowledge of the criminal justice field. It is designed to prepare the students of excellent character and reputation for careers in Administration of Justice, including, but not limited to: law enforcement, corrections, probation/parole officer, and social services in community based agencies/organizations.

Required Courses: (30 credits) **Credits**

Students must earn a grade of "C" or better for each course listed under Required Courses.

AJS101	Introduction to Criminal Justice	3
AJS109	Substantive Criminal Law	3
AJS110	Law and Legal Review I	3
AJS200	Current Issues in Criminal Justice	3
AJS205	Criminal Justice Report Writing	3
AJS210	Constitutional Law	3
AJS225	Criminology	3
AJS260	Procedural Criminal Law	3
AJS270	Community Relations	3
AJS275	Criminal Investigation I	3

Restricted Electives: (9 credits) **Credits**

Students must take any combination of CWE198 and any approved AJS prefixed courses to total 9 credits.

AJS___	Select any AJS prefixed course approved by department advisor	6-8
CWE198__	Career Work Experience (any suffixed course)	1-3

General Education Requirements: (25 credits)

Core: (15 credits) **Credits**

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

Oral Communication: 3
COM100 Introduction to Human Communication (3) **or**
COM110 Interpersonal Communication (3) **or**
+ COM225 Public Speaking (3) **or**
+ COM230 Small Group Communication (3)

Critical Reading: 3
+ CRE101 College Critical Reading (3) **or**
+ CRE111 Critical Reading for Business and Industry (3)

Mathematics: 3
+ MAT102 Mathematical Concepts/Applications (3) **or**
+ MAT122 Intermediate Algebra (3) **or**
Equivalent

Distribution: (10 credits) **Credits**

Humanities and Fine Arts: 3
Any approved course, see page 79.

Social and Behavioral Sciences: 3
Any approved course, see page 79.

Natural Sciences: 4
Any approved course, see page 80.

Law Enforcement Investigator

Certificate of Completion - CCL 5899
6 credits
Checksheet

Program Description: This certificate program is designed to prepare the law enforcement officer to become a specialist in the investigation of criminal activity and to successfully assist in prosecution. Courses address case management, legal aspects of interviewing, search and seizure, and courtroom presentations. Students will demonstrate skills related to these areas in a crime scene scenario.

Admission Criteria: Student must be Law enforcement personnel or permission of instructor.

Required Courses: (6 credits) **Credits**

Students must earn a grade of "C" or better for each course listed under Required Courses.

+ LEO281AA	Criminal Investigations Certification I	1
+ LEO281AB	Criminal Investigations Certification II	1
+ LEO281AC	Criminal Investigations Certification III	1
+ LEO281AD	Criminal Investigations Certification IV	1
+ LEO281AE	Criminal Investigations Certification V	.5
+ LEO281AF	Criminal Investigations Certification VI	.5
+ LEO281AG	Criminal Investigations Certification VII	1

(+) indicates course has prerequisite and/or corequisites.

Law Enforcement Training Academy

Certificate of Completion - CCL 5485
30 credits
Checksheet

The Glendale Community College Law Enforcement Training Academy is fully certified by the Arizona Peace Officer Standards Training Board (AZPOST), which is the peace officer certification agency in the state. The academy spans two semesters with the first certifying the successful participants as Limited Authority Officers with full peace officer powers when in the presence of a fully certified officer. The second semester completes their basic training and they become fully certified. Because the training is conducted over two semesters, most participants are appointed to a reserve officer position with their agency.

Persons interested in attending the academy may be sent by a law enforcement agency or apply for college appointment. For agency sponsorship, they contact an agency they are interested in becoming a reserve officer with and participate in their testing process. If they are successful, the agency authorizes the academy to accept them. The testing normally consists of a written exam, an oral board evaluation, a polygraph test, a psychological evaluation, a background investigation, a medical exam, and a fitness test. For college appointment details, please refer to GCCLETA.com.

The program is a challenging and very demanding curriculum, requiring physical and intellectual stamina. However, the certification attained allows successful participants to enter an exciting and rewarding career.

Arizona statutes allow academies to appoint cadets to complete peace officer training. Upon successful completion of the academy, these cadets will have 9 months to seek employment with a law enforcement agency. If appointed to a position with an agency, they will be eligible for AZPOST peace officer certification.

Those interested in attending the academy while being affiliated with an agency will need to contact the human resource or personnel departments at a law enforcement agency and inquire about their application process.

College appointed cadets will be responsible for all costs pertaining to the qualification process and their training. For further information regarding the open enrollment program, to GCCLETA.com.

This program is also offered at Chandler-Gilbert Community College.

Admission Criteria:

Must meet AzPOST minimum requirements for a law enforcement officer and meet any physical requirements by the Academy Director.

Required Courses: (30 credits) Credits

Students must earn a grade of "C" or better for each course listed under Required Courses.

+ LEO102	Peace Officer Certification I	17
+ LEO202	Peace Officer Certification II	13

Police Supervision

Certificate of Completion - CCL 5901
15 credits
Checksheet

Program Description: This certificate program is designed to prepare law enforcement officers for career advancement to the first line supervisor or mid-management level. Courses address supervision and management skills, planning strategies, and communication techniques.

Admission Criteria:

Student must be a certified police officer, or permission of instructor.

Required Courses: (15 credits) Credits

Students must earn a grade of "C" or better for each course listed under Required Courses.

AJS131	Police Management Techniques I	3
+ AJS132	Police Management Techniques II	3
AJS211	Police Planning	3
AJS/LEO288AA	Community Policing	1
AJS/LEO288AB	Cultural Awareness for Police Supervisors	1
+ AJS/LEO288AC	Ethics and Professionalism	1
AJS/LEO290BC	Police Supervision	1
AJS290BS	Stress in Law Enforcement	1
AJS290BW	Communication in Criminal Justice	1

Course Descriptions

Administration of Justice Studies (AJS)
Law Enforcement Operations (LEO)

Administration of Justice (AJS)

AJS101 **3 credits** **3 periods**
Introduction to Criminal Justice
An introduction to crime and society's responses to it. Examines the nature and causes of crime, the criminal law, constitutional safeguards, and the organization and operation of the criminal justice system including the police, courts, jails, prisons, probation and parole departments, and community corrections agencies. Covers the history of the criminal justice system, terminology and career opportunities. Prerequisites: None.

AJS107 **3 credits** **3 periods**
Patrol Procedures
Specialized areas of the patrol function, including responding to crowds, riots, bomb threats, intoxication, hazardous materials, fires, and domestic disputes. Partially fulfills Arizona POST (Peace Officer Standards and Training) requirements for proficiency skills academy attendance. Prerequisites: None.

AJS109 **3 credits** **3 periods**
Substantive Criminal Law
Covers philosophy of legal sanctions and historical development from the common law to modern American criminal law, classifications of crimes, elements of and parties to crimes, general definition of crimes, common defenses utilized. Includes specific offenses and the essential elements of each offense. Required in AJS curriculum. Prerequisites: None.

AJS110 **3 credits** **3 periods**
Law and Legal Review I
In-depth study of the Arizona laws governing arrest by peace officers, as well as, an intensive study of the Arizona substantive criminal law code (ARS Title 13). Focuses on specific sections of ARS Title 4 and ARS Title 8, as they apply to peace officers in Arizona. Partially fulfills the Arizona POST (Peace Officer Standard and Training) Board requirements for Proficiency Skills Academy attendance. Prerequisites: None.

AJS111 **3 credits** **3 periods**
Law and Legal Review II
Study of Arizona laws governing search and seizure, rules of evidence, juvenile laws and procedures, and constitutional law pertaining to law enforcement officers. Course partially fulfills the Arizona POST (Peace Officer Standard and Training) Board requirement for Proficiency Skills Academy attendance. 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.

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

AJS131 **3 credits** **3 periods**
Police Management Techniques I
Police supervisory techniques for planning, organization, coordination, reporting, budgeting and handling related personnel problems. Prerequisites: None.

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

AJS140AA **1 credit** **1 period**
Patrol Rifle Concepts
Pre-law enforcement employment course relating to how rifles are used in the patrol function. Prerequisites: None.

AJS140AB **1 credit** **1 period**
Precision Rifle Concepts
Pre-law enforcement employment class relating to how precision rifles are used in the law enforcement function. Prerequisites: None.

AJS150 **1 credit** **1 period**
Defensive Tactics
Skills in the protection against persons armed with dangerous and deadly weapons, demonstration and drill in a limited number of holds and come alongs, and restraint of prisoners and the mentally ill. May be repeated twice for credit. Prerequisites: None.

AJS151 **1 credit** **1 period**
Firearms I
Moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms, and the firing of sidearms and shotguns. Prerequisites: None. ***Note:*** *Persons that will be 21 years of age or older within six months of taking AJS151 and complete it successfully are eligible for the Arizona Concealed Weapon permit.*

AJS151AA **.5 credit** **.5 period**
Arizona Concealed Weapon Permit
A course meeting the requirements of the State of Arizona for issuance of a concealed weapon permit, including the responsibilities of the firearm owner regarding safety, legal aspects of using force and a demonstration of proficiency. Prerequisites: Must be legally able to possess a firearm.

AJS153 **1 credit** **1 period**
Firearms II/Handguns
Advanced familiarization with handguns. Variations of basic shooting stance. Legal and moral repercussions of self-defense. Includes range practice. Prerequisites: AJS151 or approval of instructor.

AJS154 **1 credit** **1 period**
Firearms III/Long Weapons
Familiarization with different types of long weapons and associated ammunition. Emphasis on safety techniques for use and storage of weapons. Limited use of range for practice. Prerequisites: None.

AJS156 **1 credit** **1 period**
Home and Vehicle Personal Defense
Development of personal safety plans, confrontation avoidance, and effective self-defense tactics. Legal and safe use of firearms. Includes range practice. Prerequisites: AJS151 or permission of instructor.

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

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

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

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

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

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

AJS214 **3 credits** **3 periods**
Evidence Technology/Photography
The use of photography and other aids in identification and preservation of evidence such as fingerprints, footprints and impressions. Techniques in crime scene and traffic accident photography. Prerequisites: None.

AJS215 **3 credits** **3 periods**
Criminalistics: Physical Evidence
The scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection, and preservation of evidence. Topics include fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson. Prerequisites: None.

AJS216 **3 credits** **3 periods**
Criminalistics: Biological Evidence
The scientific analysis and examination of biological evidence with emphasis on collection and preservation of evidence. Topics discussed include blood, drugs, blood alcohol, hairs and fibers, and topics of special interest in criminalistics. Prerequisites: None.

AJS218 **3 credits** **3 periods**
Special Investigations: Drugs
Advanced course in the specialized investigation area of drug enforcement. Emphasis on the pharmacological properties of abused drugs, field testing, evidence requirements, and specialized investigation techniques utilized in narcotic and dangerous drug investigations. 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.

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.

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.

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

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

AJS298 **1-3 credits**
Special Projects
See page 284.

Law Enforcement Operations (LEO)

LEO102 **17 credits** **30 periods**
Peace Officer Certification I
Training program for limited authority peace officers, leading to certification by the Arizona Peace Officer Standards and Training Board (AzPOST) - The statutory agency for certifying peace officers - all person with arrest powers - in Arizona.) Includes: introduction to law enforcement, law and legal matters, patrol procedures, traffic control, and police proficiency skills. Prerequisites: Student must comply with AzPOST employment standards for peace officers.

LEO202 **13 credits** **22.5 periods**
Peace Officer Certification II
A continuation of the basic, entry-level training program leading to full authority peace officer certification as required by the Arizona Peace Officer Standards and Training Board I (AzPOST). Subjects to include: Patrol Procedure, Accident Investigation, Records and Report Writing, Community Relations, Criminal Investigations, and Officer Survival. Prerequisites: Grade of "C" or better in AJS/LEO102 or AzPOST Limited Authority Peace Officer certification.

LEO110AA **.5 credit** **.5 period**
Arizona Security Guard
Preparation for State of Arizona armed security guard certification. Includes criminal laws, legal authority, communication and emergency response procedures. Prerequisites: None.

LEO110AB **1 credit** **1 period**
Arizona Armed Security Guard
Preparation for State of Arizona armed security guard certification. Includes firearm safety, firearm nomenclature, legal aspects of firearm usage, basic marksmanship, and live fire qualification. Prerequisites: None.

LEO110AC **.5 credit** **.5 period**
Arizona Armed Security Guard Refresher
Preparation for State of Arizona armed security guard recertification. Includes firearm safety, legal aspects of firearm usage, basic marksmanship and live fire qualification. Prerequisites: None.

LEO212 **1 credit** **1.25 periods**
Advanced Tactical Driving
Advanced tactical driving course for police officers; defensive driving techniques and driving police vehicle under hazardous conditions. Includes time spent on driving track for practical application. Prerequisites: Arizona P.O.S.T. certified police officer or permission of Department or Division. **Course Notes:** LEO/LET212 may be repeated for a total of five (5) credit hours.

LEO233AA **1.25 credits** **1.25 periods**
High Risk Vehicle Stops Instructor Certification
Proper instructional procedures for teaching how to conduct high risk/known risk vehicle stops. Prerequisites: Arizona P.O.S.T. (Peace Officer Standard and Training) General Instructor certificate.

LEO236 **1 credit** **1 period**
Police Submachine Gun Operator
Proper manipulation, marksmanship, and tactical deployment of closed bolt type submachine gun. Focus on weapon's use in law enforcement situations including critical incident perimeter security, methodical "stealth" building searches, and crisis entry (raids). Prerequisites: Certified law enforcement personnel.

LEO264 **3 credits** **3 periods**
Law Enforcement Instructor Certification
Designed for criminal justice trainers. The adult learner, developing a course, characteristics of effective instruction, evaluation methods. Prerequisites: None.

LEO281AA **1 credit** **1 period**
Criminal Investigations Certification I
Overview of information, strategies, techniques, and resources available to detectives investigating property crimes, sex crimes, forged documents, and death investigations. Prerequisites: Certified law enforcement personnel.

LEO281AB **1 credit** **1 period**
Criminal Investigations Certification II
Review of laws regarding search and seizure. Updated information regarding new laws as they apply to search and seizure. Prerequisites: Certified law enforcement personnel.

LEO281AC **1 credit** **1 period**
Criminal Investigations Certification III
The legal framework for admissible confessions and other information gathered through interviews and interrogations. Prepares law enforcement personnel for obtaining confessions and other incriminating information from suspects used in court. Prerequisites: Certified law enforcement personnel.

LEO281AD **1 credit** **1 period**
Criminal Investigations Certification IV
Emphasizes the necessity for good reports in criminal investigations. Characteristics of pre-report preparation, preparing the body of the report, and assembling the case report. Process of handling submission of a case report, processing turndowns, and furthers. Prerequisites: Certified law enforcement personnel.

LEO281AE .5 credit .5 period
Criminal Investigations Certification V
Provides the criminal investigator with a working knowledge to properly prepare case documents for submittal to the attorney and to prepare for trial. Prerequisites: Certified law enforcement personnel.

LEO281AF .5 credit .5 period
Criminal Investigations Certification VI
Various types of electronic evidence and the procedures required to be submitted to the court for prosecution. Prerequisites: Certified peace officer or permission of the instructor.

LEO281AG 1 credit 1 period
Criminal Investigations Certification VII
Utilizes the skills acquired in criminal investigation certification courses. Practical application of crime scene processing, search warrant application, collection and preservation of evidence, diagramming, supplemental reports, analysis, and case presentation. Prerequisites: AJS/LEO281AA, AJS/LEO281AB, AJS/LEO281AC, AJS/LEO281AD, AJS/LEO281AE, and AJS/LEO281AF.

LEO283 2 credits 2 periods
Crime and Intelligence Analysis
A course on how information is used to analyze crimes and crime trends, current methods of intelligence collection and information organization, and information distribution. Includes analysis charting, link analysis, and computer software applications commonly used in crime analysis. Prerequisites: Employee of a law enforcement agency.

LEO286 5 credits 5 periods
Law Enforcement Firearm Instructor
A "train the trainer" course for police firearm instructors. Covers instructional techniques for the pistol, revolver, and shotgun. Prerequisites: AzPost (Peace Officer Standard and Training) Certified Police General Instructor or permission of department.

LEO286AA 5 credits 5 periods
Law Enforcement Patrol Rifle Instructor
Techniques on proper manipulation and marksmanship skills needed by a patrol officer/deputy in the use of the patrol rifle, and techniques of teaching those skills to other officers/deputies. Prerequisites: AzPOST (Peace Officer Standard and Training) certified law enforcement firearms instructor, or permission of instructor.

LEO287AA 1 credit 1 period
Law Enforcement Carbine Operator I
A skill building course on the proper manipulation and marksmanship of the police carbine. A basic course covering foundation techniques, including firing positions. Prerequisites: Certified law enforcement officer.

LEO287AB 1 credit 1 period
Law Enforcement Carbine Operator II
Advanced techniques of carbine deployment. Includes use of barricades, pivots, turns, and moving while shooting. Prerequisites: AJS/LEO287AA and (certified law enforcement officer, or corrections officer, or permission of instructor).

LEO288AA 1 credit 1 period
Community Policing
Methods for incorporating community-oriented policing into the police environment. Prerequisites: None.

LEO288AB 1 credit 1 period
Cultural Awareness for Law Enforcement Supervisors
Explores the complex issues of multiculturalism and law enforcement in the United States, and the possible effects into the next century. Addresses the historical perspectives of the formation of the Anglo-Saxon Northern European culture along with the formation and structure of the "police culture." Aspects and responsibilities of leadership and supervision in a multicultural world. Understanding complex cultural communication and the challenge of community-based law enforcement. Prerequisites: None.

LEO288AC 1 credit 1 period
Ethics and Professionalism
Ethics defined; principles of ethics; professional demeanor and integrity in law enforcement. Prerequisites: Certified law enforcement personnel or permission of department.

LEO289AA 1 credit 1 period
Law Enforcement Precision Rifle Operator I
Use, deployment, and marksmanship of the police precision rifle. Includes related equipment and circumstances in which the precision rifle may be deployed. Prerequisites: Certified law enforcement personnel or permission of department.

LEO289AB 1 credit 1 period
Law Enforcement Shotgun Operator
Proper and safe manipulation and deployment of the police shotgun in the law enforcement environment. Prerequisites: Certified law enforcement personnel or permission of department.

LEO289AG .5 credit .5 period
Negotiation Techniques for First Responders
Crisis negotiating for peace officers responding to the scene of a barricaded situation. Prerequisites: Certified peace officer or permission of instructor.

LEO289AH .5 credit .5 period
Negotiation Techniques for 911 Operators
Crisis negotiating for emergency telephone operators. How to communicate in a critical situation such as a barricaded or suicidal subject. Prerequisites: None.

LEO289AI 1 credit 1 period
Law Enforcement Tactical Operations
Command structure, individual responsibilities, and types of equipment and tactics used in law enforcement tactical operations. Prerequisites: Certified peace officer or permission of the instructor.

LEO289AJ 1 credit 1 period
Street Gangs I
Introduction to street gang identification, history, culture, and current trends, specifically in the western United States. Prerequisites: Certified officer or permission of instructor.

LEO289AK **1.5 credits** **1.5 periods**
Officer Survival I
Officer safety considerations while responding to high risk incidents. Prerequisites: Certified peace officer or permission of instructor.

LEO289AL **1 credit** **1 period**
Law Enforcement Precision Rifle Operator II
Advanced techniques of precision rifle deployment. Includes advanced range distances, internal and external ballistics, moving target considerations, and range estimation. Prerequisites: AJS/LEO289AA and (certified law enforcement officer or permission of the instructor.)

LEO289AM **1 credit** **1 period**
Tactical Firearms I: Individual Officer Tactics
Tactical deployment of the duty handgun and shotgun in the patrol function. Prerequisites: Certified peace officer or permission of instructor.

LEO289AO **1 credit** **1 period**
Tactical Firearms III: Team Tactics
Tactical deployment of the handgun and shotgun while working with a partner in the patrol function. Prerequisites: Certified peace officer or permission of instructor.

LEO289AR **1 credit** **1 period**
Law Enforcement Precision Rifle Operator III
Advanced techniques of police precision rifle deployment with the emphasis on extended range considerations. Includes range estimation, effects of wind and other factors, extended range ballistics, target identification, and equipment considerations. Prerequisites: AJS/LEO289AA and AJS/LEO289AL, and certified law enforcement officer, or permission of Instructor.

LEO290BC **1 credit** **1 period**
Law Enforcement Supervision
Skills needed to be an effective frontline supervisor, including personnel relations, communication techniques and administrative policies and procedures. Prerequisites: None.

Aeronautics

For information: Gary Marrer
Phone: 623.845.3235

Course Descriptions

Aeronautics (AET)

Aeronautics courses may be used for elective credit for the AGS and AAS degrees.

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

AET201 **3 credits** **3 periods**
Instrument Rating Ground School, FAR Part 61
Federal Aviation Regulation (FAR) Part 61 ground school in preparation for the Federal Aviation Administration (FAA) Instrument rating written examination. Includes instrument, navigation, and engine indication systems; airspace; Federal Aviation Regulations applicable to instrument flight; weather, air traffic control procedures; and charts and approach plates. Flight planning, operations, and physiology. Prerequisites: Completion of AET101 with a grade of "C" or better, or FAA Private Pilot Certificate, or permission of instructor.

Aerospace Studies - Air Force ROTC

For Information: Air Force ROTC
Phone: 480.965.3181

The Aerospace Studies curriculum consists of the General Military Course for freshmen and sophomores and the Professional Officer Course for juniors and seniors. Through an arrangement with Arizona State University at Tempe, students at Glendale Community College can take the General Military Course (GMC) at Arizona State University. Upon receiving a four-year bachelor's degree and completion of the Professional Officer Course (POC) at any university offering Air Force ROTC, the student will receive a commission as a Second Lieutenant in the Air Force.

A formal application is not required for students entering the GMC. Students register for Air Force ROTC at the same time and in the same manner as other courses. During the first two years, students enroll in the GMC normally taking one Aerospace Studies course each semester. AFROTC students not on AFROTC scholarship incur no military obligation.

Students must apply for the POC and be accepted before enrolling in POC classes. Those students accepted will attend a four-week field training encampment at an air force base between their sophomore and junior years. They must complete their AFROTC requirements at a university offering the POC program.

Air Force ROTC offers scholarships to outstanding young men and women on a nationwide competitive basis. Scholarships cover full college tuition as well as books, fees, and a monthly tax-free allowance ranging from $350-$500.

Air Force ROTC graduates can go on to become pilots, navigators, space and missile officers, or serve in one of literally hundreds of technical and non-technical career fields. For more information contact Air Force ROTC at 480-965-3181.

Course Descriptions

Aerospace Studies (AES)

AES101 **2 credits** **2 periods**
Air Force Today I
Introduction to U.S. Air Force and AFROTC. Topics include: the Air Force mission and organization, customs and courtesies, officer opportunities, officership and professionalism. Prerequisites: None.

AES103 **2 credits** **2 periods**
Air Force Today II
Introduction to U.S. Air Force and AFROTC. Topics include: the Air Force mission and organization, customs and courtesies, officer opportunities, officership, and professionalism. Prerequisites: AES101 or ASU Department of Aerospace Studies approval.

AES201 **2 credits** **2 periods**
Evolution of USAF Air and Space Power I
Further preparation of AFROTC candidate. Topics include: Air Force heritage and leaders, communication skills, ethics, leadership, quality Air Force, and values. Prerequisites: AES103 or ASU Department of Aerospace Studies approval.

AES203 **2 credits** **2 periods**
Evolution of USAF Air and Space Power II
Topics include: the air Force mission and organization, customs and courtesies, officer opportunities, officership, and professionalism. Prerequisites: AES201 or ASU Department of Aerospace Studies approval.

AES294 **1 credit** **3 periods**
Air Force Physical Fitness
Beginning instruction in adapted physical activities and a variety of sports and sports activities to include calisthenics, sit-ups, push-ups, running, basketball, volleyball, and other physical events. Prerequisites: None. Corequisites: AES101, or AES102, or AES201, or AES202. **Course Note:** May be repeated for credit.

AES298 **1-3 credits**
Special Projects
See page 284.

American Indian Studies

For Information: Hannes Kvaran
Phone: 623.845.3696

Course Descriptions

American Indian Studies (AIS)

AIS105 **3 credits** **3 periods**
Introduction to American Indian Studies
Introduction to political, economic, and social structures of American Indian Nations. Provides overview of American Indian tribal cultures prior to contact, the impact of European contact, and the influence of western social systems on tribal nations. Prerequisites: None.

Anthropology

For Information: Dean Wheeler
Phone: 623.845.3903

Student Goals: General Education, Career-related, Personal

Anthropology courses examine the origins, cultures, biology, and social behaviors of human beings in both the past and the present. Students take these courses:

- For **Personal Interest**. ASB102 emphasizes different cultures around the world, while ASM104 focuses on human origins and variation. ASB202 looks at the relationships of different groups in the U.S., past and present. ASB214 discusses religions from around the world. ASB222, ASB223 and ASB230 introduce students to the methods and discoveries of archaeology. ASB235 covers past Native American culture in the Southwest. All courses transfer to Arizona universities.

- To meet **General Education Requirements**: Anthropology courses may also be used to meet the following requirements for any associate degree and will also transfer:

  Humanities: ASB211, ASB220, ASB222, ASB223

  Social and Behavioral Sciences: ASB102, ASB211, ASB214, ASB222, ASB223, ASB230, ASB235, ASM104

  Natural Sciences: ASB231, ASM104

  Global Awareness: ASB102, ASB211, ASB214, ASB222, ASB223

  Historical Awareness: ASB202, ASB222, ASB223, ASB235, ASM104

  Cultural Diversity: ASB202, ASB235

- To **Prepare for a Major at ASU-Main**: Those intending to transfer as anthropology majors should complete ASM104, ASB102, and either ASB222 or ASB223. Consult with Dr. Dean Wheeler, Social Science department, in selecting additional anthropology courses for transfer to ASU-Main.

Course Descriptions

Anthropology (ASB,ASM)

Anthropology: Social/Behavioral Science (ASB)

ASB102 **3 credits** **3 periods**
Introduction to Cultural and Social Anthropology
Principles of cultural and social anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics and language. Prerequisites: None.

ASB211 **3 credits** **3 periods**
Women in Other Cultures
Cross-cultural analysis of the economic, social, political, and religious factors that affect women's status in traditional and modern societies. 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.

(+) indicates course has prerequisite and/or corequisites.

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 life ways, 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.

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.

ASB298 **1-3 credits**
Special Projects
See page 284.

Anthropology: Science/Mathematics (ASM)

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
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.

ASM298 **1-3 credits**
Special Projects
See page 284.

Art

For Information: Art Department
Phone: 623.845.3757

Art - Fine Art Emphasis Associate in Arts (AA)
Associate in General Studies (AGS)
Associate in Arts, Fine Arts - Art (AAFA-Art)

Student Goals: Career-related

Fine Arts occupations are concerned with creating fine arts works whose primary purpose is to be viewed for aesthetic content. The major factor distinguishing occupations in this group from those in commercial art is the retention of responsibility for selection of theme, subject matter, medium, and manner of execution.

Opportunities for this occupation rest largely with a person's own talent, determination, and luck. This program prepares students to be practicing artists in a number of different media as well as providing the artistic preparation to become successful art instructors.

Program Description: This program is designed for students who wish to specialize in fine art. If the student intends to transfer to a four-year institution, he or she should consult the catalog of that institution for appropriate lower division courses which can then be taken at Glendale.

Required courses may not be available every semester, students, degree seeking or transfer, should consult with an advisor in planning their academic schedule in order to complete degree requirements in an expedient manner.

Recommended Courses: **Credits**

The following courses would be acceptable at most four-year schools for lower division credit. If the student is seeking the AA degree, he or she should choose those needed for that degree, plus additional courses from the list that best suit his or her needs.

ARH101*	Prehistoric Through Gothic Art	3
ARH102*	Renaissance Through Contemporary Art	3
ART100	Introduction to Computer Graphic Art	1
ART111	Drawing I	3
ART112	Two-Dimensional Design	3
+ ART113	Color	3
+ ART115	Three-dimensional Design	3
ART116	Life Drawing I	3
+ ART117	Life Drawing II	3
+ ART122	Drawing and Composition II	3
ART131	Photography I	3
+ ART132	Photography II	3
+ ART151	Sculpture I	3
+ ART152	Sculpture II	3
ART161	Ceramics I	3
+ ART162	Ceramics II	3
+ ART165	Watercolor Painting I	3
+ ART166	Watercolor Painting II	3
+ ART167	Painting I	3
+ ART168	Painting II	3
+ ART169	Two-Dimensional Computer Design	3
+ ART177	Computer-Photographic Imaging	3
+ ART181	Graphic Design I	3
+ ART182	Graphic Design II	3
+ ART184	Computer Animation	3
+ ART284	Intermedia Animation	3

General Education Requirements:
See approved list for AA degree, or AGS degree, pages 54 and 76 respectively.

Course Descriptions

Art (ARH, ART)

Art Humanities/Art History (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 SUN# **ART1101** **3 credits** **3 periods**
Prehistoric Through Gothic Art
History of art from prehistoric through medieval period. Prerequisites: None.

ARH102 SUN# **ART1102** **3 credits** **3 periods**
Renaissance Through Contemporary Art
History of art from around the world from the Renaissance through contemporary period. Prerequisites: None.

ARH112 **3 credits** **3 periods**
History of Modern Art
Development and significant aspects of modern art, including comparisons of relationships in expressionism, abstractions, fantasy, and art since mid-century. Prerequisites: None.

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.

ARH298 **1-3 credits**
Special Projects
See page 284.

(+) indicates course has prerequisite and/or corequisites.

Drawing (ART)

ART111 SUN# **ART1111** **3 credits** **6 periods**
Drawing I
Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None.

ART122 **3 credits** **6 periods**
Drawing and Composition II
Emphasis on composition and exploration of drawing media. Prerequisites: ART111.

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.

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.

Art Design Basics (ART)

ART112 **3 credits** **6 periods**
Two-Dimensional Design
Study of fundamental elements and principles of two-dimensional design. Prerequisites: None.

ART113 **3 credits** **6 periods**
Color
Investigation seeking visual solutions to a variety of problems concerning color in two and three dimensions and modes of color appearances, including light and effects in design and theory of design. Prerequisites: None.

ART115 **3 credits** **6 periods**
Three-Dimensional Design
Fundamental principles of three-dimensional design. Prerequisites: ART112.

Life Drawing (ART)

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.

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.

Photography (ART)

ART131 **3 credits** **6 periods**
Photography I
Basic photographic principles and techniques. Basic camera functions and controls. Experience in the image-making process by creating and editing photographs for various display environments. Introduction to the photographic aesthetic and photography's role in society. Prerequisites: None. **Course Notes:** Camera required.

ART132 **3 credits** **6 periods**
Photography II
Advanced camera and darkroom techniques. Aesthetic awareness with personal expression. Prerequisites: ART131 or permission of instructor.

ART133 **3 credits** **6 periods**
Photography III
Refinement of aesthetic and technical aspects producing convincing images of highest quality. Prerequisites: ART132 or permission of instructor; ART111 and ART116 recommended but not required.

ART134 **3 credits** **6 periods**
Photography IV
Emphasis on personal statement and style. Related graphic art forms explored. Development of portfolio. Prerequisites: ART133 or permission of instructor.

ART137 **3 credits** **6 periods**
Alternative Photographic Processes
Emphasis on development of alternative photographic processes including technique, aesthetics, and creative imagery. Exploration of various types of non-silver photographic processes including cyanotype, Van Dyke, Polaroid imaging, and others. Prerequisites: None.

ART142 **3 credits** **6 periods**
Introduction to Digital Photography
Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output, and theory of digital photography. Prerequisites: None. **Course Note:** Digital camera required.

ART143 **3 credits** **6 periods**
Intermediate Digital Photography
Intermediate theory and techniques of digital photography. Aesthetic awareness and personal expression from image capture through intermediate techniques in the digital darkroom. Introduction to high-resolution digital output. Prerequisites: ART142 or permission of instructor. **Course Note:** Semi-adjustable, high-resolution digital camera is required.

ART145 **3 credits** **6 periods**
Digital Storybook
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.

Sculpture (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.

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.

Ceramics (ART)

ART161 **3 credits** **6 periods**
Ceramics I
Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potters' wheel. Prerequisites: None.

ART162 **3 credits** **6 periods**
Ceramics II
Major emphasis on wheel throwing, glaze making and decorating techniques. Prerequisites: ART161.

ART261 **3 credits** **6 periods**
Ceramics III
Emphasis on wheel throwing skill and individual style development. Prerequisites: ART162.

ART262 **3 credits** **6 periods**
Ceramics IV
Experimental work in clays and glazes. Prerequisites: ART261.

Watercolor (ART)

ART165 **3 credits** **6 periods**
Watercolor Painting I
Transparent and Gouache watercolor painting. Prerequisites: (ART111 and ART112) or permission of instructor.

ART166 **3 credits** **6 periods**
Watercolor Painting II
Painting in water soluble media. Emphasis on individual techniques and design. Prerequisites: ART165.

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.

Painting (ART)

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.

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 problem in painting. Study with greater emphasis on personal expression. Prerequisites: ART267 or permission of instructor.

Art (ART)

ART250 **3 credits** **6 periods**
Introduction to Printmaking
Introduction to concepts and techniques involved in Fine Art field of printmaking. Deals with three most basic printmaking modes of Serigraphy, Woodcut, and Monoprinting in first part of course. Overview of etching, lithography and papermaking in second part of course. Prerequisites: ART111 and ART113.

ART255 **3 credits** **3 periods**
Art Marketing
Career goals, presentation of artist and art work (portfolio, resume, 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.

Studio Art (ART)

ART290AC **3 credits** **6 periods**
Studio Art
Studio course for art majors allowing continuation in subject field. Prerequisites: Permission of instructor. **Course Note:** ART290AC students must have completed advanced courses in the subject field.

Art Workshop/Seminar (ART)

ART295GC **3 credits** **6 periods**
Art Workshop/Seminar: Ceramics
ART295HC **3 credits** **6 periods**
Art Workshop/Seminar: Mixed Media
ART295LC **3 credits** **6 periods**
Art Workshop/Seminar: Glazing Techniques
ART295MC **3 credits** **6 periods**
Art Workshop/Seminar: Clay Bodies
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.

ART298 **1-3 credits**
Special Projects
See page 284.

Art, Animation & Graphic Design

For Information: Art Department
Phone: 623.845.3757

Digital Media Arts

(was *Graphic Design, Animation and Web Publishing Design*)
Associate in Applied Science - AAS 3567
61-66 Credits
Checksheet

Student Goals: Career-related

Program Description: The Associate in Applied Science (AAS) in Digital Media Arts program offers two tracks of study: Design and Time-Based Media. Students in the program receive training in design, animation, interactivity, and multimedia production. The program emphasizes critical thinking, written communication, and teamwork by challenging students to develop their own design method, production workflow, and conceptual aesthetic. Upon completion of the program, students will have compiled an online multimedia portfolio positioning them to enter the job market or transfer to a four year program. Digital Media Arts graduates are qualified to apply for positions in graphic design, animation, web design, and video production.

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

Required Courses: (39 credits) — Credits

Core: 24 credits

ART100	Introduction to Computer Graphic Art	1
ADA/ART112	Two-Dimensional Design	3
ART142	Digital Photography	3
+ ADA/ART169	Two-dimensional Computer Design	3
+ ART181	Graphic Design I	3
+ ADA/ART/MMT184	Computer Animation	3
+ ART202	Digital Arts Survey	3
+ ART280	Graphic Design Studio	3
+ ART295KA	Art Workshop/Seminar: Graphics/Animation (1) **and/or**	
+ ART255AB	The Portfolio (1) **and/or**	
+ ART297AA	Internship (1)	2

Students must select one (1) of the following two (2) tracks:

Track I:Design Credit: 15

ART111	Drawing I	3
+ ART182	Graphic Design II	3
+ ART/MMT190	Art of Web Site Design	3
+ ART/MMT192	Advanced Web Presentation Design	3
+ ART210	Design Tools for Imagery, Production, and Publishing	3

Track II: Time-Based Credits: 15

ART116	Life Drawing I	3
+ ART/MMT185	3-D Modeling for Animation	3
+ ART200	Animation and Interactivity	3
MTC191	Electronic Music I	3
+ ART240	Cinematography and Directing for 3D Animation	3

General Education Requirements: (22-27 credits)

Core: (12-17 credits) — **Credits**

First-Year Composition: 6
+ ENG101 First-Year Composition (3) **or**
+ ENG107 First-Year Composition for ESL (3) **and**
+ ENG111 Technical and Professional Writing (3) **or**
+ ENG102 First-Year Composition (3) **or**
+ ENG108 First-Year Composition for ESL (3)

Oral Communication: 3
COM110 Interpersonal Communication (3) **or**
+ COM230 Small Group Communication (3)

Critical Reading: 0-3
+ CRE101 College Critical Reading (3) **or**
+ CRE111 Critical Reading for Business and Industry (3) **or** equivalent as indicated by assessment.

Mathematics: 3-5
MAT102 Mathematical Concepts/Applications (3) **or**
+ MAT120 Intermediate Algebra (5) **or**
+ MAT121 Intermediate Algebra (4) **or**
+ MAT122 Intermediate Algebra (3)

Distribution: (10 credits) — **Credits**

Humanities and Fine Arts: 3
ARH102 Renaissance through Contemporary Art

Social and Behavioral Sciences: 3
Any approved course, see page 79.
COM110 Interpersonal Communication (3) **or**
+ COM230 Small Group Communication (3) (recommended) (may not be shared with General Education Core)

Natural Sciences: 4
Any approved course, see page 80.

(+) indicates course has prerequisite and/or corequisites.

Course Descriptions

Art (ART)

ART100 **1 credit** **2 periods**
Introduction to Computer Graphic Art
Conceptualization, visualization, and production of art using the computer. Prerequisites: None.

ART164 **3 credits** **6 periods**
Introduction to Drawing and Digital Paint
Essential skills, concepts and use of digital media for drawing and painting. From concept to line-drawing; use of value, texture, color, lighting, space and scale elements to execute a finished rendering. Prerequisites: ART100 or permission of instructor.

ART169 **3 credit** **6 periods**
Two-Dimensional Computer Design
Generation of electronic two-dimensional images and traditional methods of visual problem solving. Understanding of computer techniques and art presentation methods. Prerequisites or Corequisites: ART100 or permission of instructor.

ART174 **1 credit** **2 periods**
Electronic Color Principles
Interactive use of color for graphic communication. Color theory, color relationships and electronic color manipulation for computer graphic art, animation, and multimedia. Prerequisites or Corequisites: ART100.

ART180AC **1 credit** **2 periods**
Designer's Tools: QuarkXPress
Introduction to the multiple elements of QuarkXPress, a visual art adaptation software package using the Macintosh microcomputer. Basic foundation course in the use of electronic techniques, including appropriate input and output production devices. Prerequisites: ART100 or permission of instructor.

ART180AD **1 credit** **2 periods**
Design Tools: Adobe Illustrator
Introduction to the multiple elements of Adobe Illustrator, a visual art adaptation software package using the Macintosh microcomputer. Basic foundation course in the use of electronic techniques, including appropriate input and output production devices. Prerequisites: ART100 or permission of instructor.

ART180AE **1 credit** **2 periods**
Designer's Tools: Adobe Photoshop
Introduction to the multiple elements of Adobe Photoshop software package using the microcomputer. Basic foundation in the use of electronic techniques including appropriate input and output production devices. Prerequisites: ART100 or permission of instructor.

ART180AK **1 credit** **2 periods**
Designer's Tools: Adobe Premiere
Basic functions and use of Adobe Premiere video editing software. Applications for computer animation, multimedia, and digital video production. Prerequisites: ART100. ART184 is strongly recommended, but not required.

ART180AM **1 credit** **2 periods**
Designer's Tools: Dreamweaver
Introduction to Dreamweaver Software and Web editing process. Developing sites, automating production, Web design integration using graphics, and graphics output. Learn powerful Web editing methods. Prerequisites: ART100 or permission of instructor.

ART180AN
Designer's Tools: Flash **1 credit** **2 periods**
Introduction to Flash software. Basic foundation in Flash vector graphics, 2D and 3D animation and creation of full motion video with sound. Prerequisites: (ART180AD and ART180AE), or permission of instructor.

ART180AP **1 credit** **2 periods**
Designer's Tools: Photoshop for Multimedia
Advanced Adobe Photoshop techniques for multimedia. Foundations in imaging for animation, Web, graphics, digital video and offset graphics. Prerequisites: ART180AE or permission of instructor.

ART180AR **1 credit** **2 periods**
Designer's Tools: Final Cut Pro
Introduction to non-linear editing using Final Cut Pro software for graphics, animation and the Web applications. Prerequisites: ART100 or permission of instructor.

ART180AS **1 credit** **2 periods**
Designer's Tools: Adobe InDesign
Basic functions and operations of Adobe InDesign software. Application for graphic design, publishing, digital pre- press production and web layout. Prerequisites: ART100 or permission of instructor.

ART180AT **1 credit** **2 periods**
Designer's Tools: Adobe After Effects
Introduction to Adobe After Effects software. Digital effects and motion graphics for the WEB, CD-ROM, DVD, video, film and animation. Prerequisites: ART100 or permission of instructor.

ART181 **3 credits** **6 periods**
Graphic Design I
Introduction to development of lettering and design skills through functional and aesthetic use of typography. Concentration on lettering for reproduction, type indication, historical development, type specification, and use of letter forms as design elements. Prerequisites: ART112 or permission of instructor.

ART182 **3 credits** **6 periods**
Graphic Design II
Concept development and design solutions to problems in consumer advertising, sales promotion and public relations material. Interpreting art form and copy through creative graphic solutions. Pasteup and production processes. Prerequisites: ART181 or permission of instructor.

ART184 **3 credits** **6 periods**
Computer Animation
The art of animation (animated sequences, special effects, titles, etc.) using the computer. Construction characters, background graphics, color, scaling, storyboard, cells, timing, editing, and surface rendering. Screening and discussion of selected animated short films and videos. Prerequisites: ART100, or ART111, or ART116, or permission of instructor.

ART185 **3 credits** **6 periods**
3-D Modeling for Animation
Basic concepts of 3-D modeling. Anatomy of computer geometry; basic elements that make computer models-curves, surfaces, nurbs, and polygons. 3-D translation, shading, materials, and rendering. Prerequisites: ART/MMT184 or ART/MMT184AC or permission of the instructor.

ART187 **3 credits** **6 periods**
Perspective Drawing for Animation
Perspective techniques for creating depth illusion as applied to principles of 3D modeling and animation. Study of size relationships, size and space variation, converging lines, vanishing points, overlapping planes. 3D lighting systems and light changes over distance. Prerequisites: None.

ART190 **3 credits** **6 periods**
Art of Web Site Design
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.

ART192 **3 credits** **6 periods**
Advanced Web Presentation Design
Advanced interactive application and training for Web designers and graphic artists using Quark, Illustrator, Photoshop, HTML Flash, Dreamweaver and Digital Video site optimization techniques. Development of design concepts for web pages that communicate and deliver Web content creatively. Prerequisites: ART/MMT190 or permission of instructor. ART180AM and ART180AN suggested but not required.

ART210 **3 credits** **6 periods**
Design Tools for Imagery, Production, and Publishing
Industry standard development of image manipulation, digital production, digital negatives, typography, and desktop publishing. New techniques using integrated software with multiple platform applications. Emphasis on alternative processes including: technique, aesthetics and creative imagery. Prerequisites: ART100 and [ART169 or (ADA/ART180AD, ADA/ART180AE, and ART180AS)] and ART181, or permission of Instructor.

ART240 **3 credits** **6 periods**
Cinematography and Directing for 3D Animation
Essential skills, concepts and the use of the virtual camera in 3D animation environment: Planning, pre-production, storyboards and pre-visualization using real-world camera principles is combined with rendering, sound and postproduction in a non linear environment. Prerequisites: ADA/ART/MMT184 or permission of instructor.

ART255 **3 credits** **3 periods**
Art Marketing
Career goals, presentation of artist and art work (portfolio, resume, 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.

ART255AA **1 credit** **1 period**
Self Promotion
Career goals, presentation of artist, communication skills, keeping files and records, developing self-promotional materials. Prerequisites: None.

ART255AB **1 credit** **1 period**
The Portfolio
Choosing the right pieces to include, presenting art work, developing the portfolio. Prerequisites: ART182, or ART185, or ART255AA, 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 bookcovers, pamphlets, point of purchase, logo design and letterform used as shape for advertisement. Prerequisites: ART182 or permission of instructor.

ART284 **3 credits** **6 periods**
Intermedia Animation
Elements of electronic animation with interactive text graphics, photography, sound, film, and video construction. Prerequisites: ADA/ART/MMT184 or permission of instructor.

ART290AC **3 credits** **6 periods**
Studio Art
Studio course for art majors allowing continuation in subject field. Prerequisites: Permission of instructor.

ART297AA 1 credit 1 period
Computer Graphic Design Internship
ART297AB 2 credits 2 periods
Computer Graphic Design Internship
ART297AC 3 credits 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.

ART298 1-3 credits
Special Projects
See page 284.

Astronomy

For information: David Raffaelle
Phone: 623.845.3676

Student Goals: General Education, Personal Interest

Astronomy courses will meet the Natural Science part of the General Education requirements for the AA, AAS, and AGS degrees.

Course Descriptions

Astronomy (AST)

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. **Note**: AST111 is not a prerequisite for AST112.

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.

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.

AST294 3 credit 3 periods
Special Topics in Astronomy
Conceptual, experimental, and computational aspects of a special topic in astronomy. Prerequisites: Permission of Department or Division. **Course Notes:** AST294 may be repeated for credit.

Automotive Technology

For General Program Information: Jay Covey
Phone: 623.845.3950

For CAP Program Information: Greg Dragiewicz
Phone: 623.845.3167

For ASSET Program Information: Don Davis
Phone: 623.845.3972

For ASEP Program Information: Gar Gaekel
Phone: 623.845.3188

Constant increases in the number of vehicles on the road as well as their increasing complexity promises a steady stream of new career openings within the automotive service industry both locally and nationally.

Mobility within the automotive service industry is almost limitless. The experienced technician who demonstrates quality workmanship, willingness to learn, organizational skills, reliability and good communication skills will find opportunities to move into other jobs within the industry such as management, sales, field service, business ownership or teaching.

Automobile technicians diagnose, repair and perform maintenance operations on cars, trucks, buses and other motor vehicles. The most critical attributes of an automotive technician are the ability to accurately diagnose the causes of malfunctions and to demonstrate quality workmanship in making repairs. Thorough knowledge and understanding of the vehicle and component being serviced, combined with good testing and service skills, insures fast and efficient work.

Automotive Technology

Associate in Applied Science - AAS 3481
67-68 credits
Checksheet

The Automotive Technology Department at GCC offers four automotive programs:

- **General**
- **ASEP (General Motors)**
- **ASSET (Ford)**
- **CAP (DaimlerChrysler)**

The **General Program** is a non-factory sponsored program. This program is designed for students who may wish to work in an independent repair facility as well as those who simply want to broaden their automotive repair skills. This program allows students to take courses at their own pace. Students may choose to follow a recommended schedule for completing the program or may choose classes at his/her convenience.

There is no specific time frame for completion of this program. Classes for students in the general program are offered at various times including days and evenings.

The **Factory Sponsored Programs** at Glendale are designed with the intention of placing the student in a dealership. The goal of these programs is to enable the student to achieve entry level as a technician. The programs are intensive and require full time status of each student. The student will require four semesters to complete this course of study. During those four semesters the student will also be employed by his or her dealership whenever classes are not in session. This allows the student to experience working conditions and grow into a professional technician. To register in one of the factory sponsored programs, students must be sponsored by a dealership as a technician apprentice (we will help potential students with the interview process and steer them to dealerships that have already agreed to sponsor apprentices.)

The **Automotive Service Educational Program (ASEP)** combines GCC's Automotive Technology AAS degree program with General Motors dealership experience.

The **Automotive Student Service Educational Training Program (ASSET)** combines GCC's Automotive Technology AAS degree program with Ford dealership experience.

The **Chrysler College Automotive Program (CAP)** combines GCC's Automotive Technology AAS degree program with a Chrysler, Dodge or Jeep dealership experience.

Students sponsored through ASEP/ASSET/CAP programs may be required to take additional classes.

Transferability: Coursework has been generally transferable to ASU's and NAU's Department of Industrial Education, but the transfer student may need 75-80 more hours to receive the B.S. degree. When a transfer is planned, the student should consult as early as possible with the school and program to which he or she plans to transfer.

Certification: Certified by the National Institute for Automotive Service Excellence (ASE) and evaluated by National Automotive Technicians Education Foundation (NATEF).

Due to limited course availability, students should consult with a department advisor and/or Automotive department instructor in planning their academic schedule in order to complete degree requirements in an expedient manner.

Special Skill Levels Needed: Students wishing to pursue an AAS degree are advised to follow the recommendations of the Basic Studies Advisors for English and Reading placements.

Program Description: This program is designed to prepare students for employment as automotive technicians. Instruction is given in both the theoretical and practical aspects of automotive operation, maintenance, and service. Directed lab activities provide experience in transmissions, differentials, fuel systems (both conventional and electronic), brakes, air conditioning, automotive electricity/electronics, diagnosis, emission control, engine service, suspension and steering systems. Modern, fully equipped facilities provide students with excellent opportunities for pre-employment experience.

All AUT courses taken relative to the ASEP/ASSET/CAP programs must be taken within the program so that they are product specific to that manufacturer's vehicle.

Required Courses: (49-50 credits) **Credits**

Students must earn a grade of "C" or better for each course listed under Required Courses.

AUT101AA	Internal Combustion Engines Theory	3
AUT103AB	Automotive and Electrical/Electronic Systems I	4
AUT104AA	Automotive Fuel Systems	3
AUT105AA	Engine Performance and Diagnosis	3
AUT106AA	Engine Overhaul and Reconditioning	4
AUT107AC	Automotive Air Conditioning	3
AUT108AB	Front-End Suspension, Steering, and Alignment	4
AUT109AC	Automotive Brake Systems	4
AUT110AC	Automotive Power Trains	4
AUT123AA	Automatic Transmissions	4
+ AUT215AA	Automotive and Electrical/Electronic Systems II	4
+ AUT233	Computerized Engine Control Systems	3
+ AUT270__	Automotive Technology Internship (any module) (1-3) **or**	
AUT298__	Special Projects (any module) (1-3)	3-4
GTC107	Technical Mathematics I	3

General Education Requirements: (18 credits)

Core: (12 credits) **Credits**

First-Year Composition: 6
+ ENG101 First-Year Composition (3) **and**
+ ENG111 Technical and Professional Writing (3)
(ENG102 or ENG108 is acceptable if ENG111 is not available.)

Oral Communication: 3
COM100 Introduction to Human Communication (3) **or**
COM110 Interpersonal Communication (3) **or**
+ COM225 Public Speaking (3) **or**
+ COM230 Small Group Communication (3)

Critical Reading: 3
+ CRE101 College Critical Reading (3) **or**
+ CRE111 Critical Reading for Business and Industry (3) **or** equivalent by assessment

Mathematics: 0
Mathematics waived.

Distribution: (6 credits) **Credits**

Humanities and Fine Arts: 3
Any approved course, see page 79.

Social and Behavioral Sciences: 3
Any approved course, see page 79.

Natural Sciences: 0
Natural Sciences waived.

Automotive Engines and Drive Trains

Certificate of Completion - CCL 5451
15 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Automotive Engine and Drive Trains program is designed to provide students with skills needed by technicians specialized in the maintenance and repair of automotive engines and drive trains. This course grouping also helps prepare the student for the Automotive Service Excellence (ASE) certification tests for engine repair, automatic transmissions and transaxles, and manual drive train and axles.

Required Courses: (15 credits) **Credits**

AUT101AA	Internal Combustion Engines Theory	3
AUT106AA	Engine Overhaul and Reconditioning	4
AUT110AC	Automotive Power Trains	4
AUT123AA	Automatic Transmissions	4

Automotive Engine Performance Diagnosis and Air Conditioning

Certificate of Completion - CCL 5455
16 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Automotive Engine Performance Diagnosis and Air Conditioning program is designed to provide students with skills needed by automotive technicians specialized in the areas of driveability and engine performance as well as an heating and air conditioning. This course grouping also helps prepare the student for the Automotive Service Excellence (ASE) certification tests for electrical/electronic systems, heating and air conditioning, and engine performance.

Required Courses: (16 credits)		**Credits**
+ AUT103AB	Automotive & Electrical/Electronic Systems I (4) **or**	
AUT103DA	Basic Automotive Electrical Theory (1.1) **and**	
+ *AUT103DB*	*Automotive Batteries (0.6)* ***and***	
AUT103DC	*Automotive Charging Systems (0.9)* ***and***	
AUT103DD	*Automotive Starting Systems (0.6)* ***and***	
+ *AUT103DE*	*Automotive Lighting, Indicator, and Warning Circuits (0.8)*	4
AUT104AA	Automotive Fuel Systems	3
AUT105AA	Engine Performance and Diagnosis	3
AUT107AC	Automotive Air Conditioning	3
+ AUT233	Computerized Engine Control Systems	3

GCC does not currently offer the courses in italics. Interested students should contact the Automotive Department for more information.

Automotive Chassis

Certificate of Completion - CCL 5447
16 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Automotive Chassis program is designed to provide students with skills needed by technicians specialized in the maintenance and repair of automotive chasses, brakes, and drivetrains. This course grouping also helps prepare the student for the Automotive Service Excellence (ASE) certification tests for suspension and steering, brakes, automatic transmissions and transaxles, and manual drive train and axles.

Required Courses: (16 credits)		**Credits**
AUT108AB	Front-End Suspension, Steering, and Alignment	4
AUT109AC	Automotive Brake Systems	4
AUT110AC	Automotive Power Trains	4
AUT123AA	Automatic Transmissions	4

Course Descriptions

Automotive Technology (AUT)

AUT097 — **3 credits** — **3 periods**
General Automotive Maintenance
A study of automotive systems operation and maintenance for the consumer. Purchasing service for cars and performing minor maintenance. Prerequisites: None. **Note:** This course will not apply toward degree requirements for Automotive technology majors.

AUT101AA — **3 credits** — **4 periods**
Internal Combustion Engines Theory
Study of construction and operating principles of internal combustion engines and related lubrication, cooling, fuel, and electrical systems. Prerequisites: None.

AUT103AB — **4 credits** — **7 periods**
Automotive and Electrical/Electronic Systems I
Designed for beginning automotive students. The principle of electricity; the mathematical computations involved with Ohm's Law; the use of meters; electrical schematic; the theory of electrical components as they relate to automobiles; the diagnosis, testing, service and repair of batteries, starting systems and charging systems, lighting systems and instrumentation. Prerequisites: None.

AUT103DA — **1.1 credits** — **2 periods**
Basic Automotive Electrical Theory
Covers introductory level automotive electrical theory. This includes shop safety and procedures, Circuits, Ohm's Law, use of meters, oscilloscopes, and other basic test equipment, as well as diagnosis of problems in and caused by electrical circuits. Repair of these problems also covered. Prerequisites: None.

(+) indicates course has prerequisite and/or corequisites.

AUT104AA **3 credits** **5 periods**
Automotive Fuel Systems
Theory and operation of fuel injection, engine control management, turbo charging and fuel systems, training in diagnosis, service and reconditioning procedures. Prerequisites: AUT103AA, or AUT103AB, or permission of instructor.

AUT105AA **3 credits** **5 periods**
Engine Performance and Diagnosis
The theory and fundamentals of automotive engine management troubleshooting and oscilloscope testing as it pertains to diagnosis and tune-up of the modern day automobile. Emphasis on interpretation of oscilloscope patterns and Scantool Data as they relate to engine performance. Prerequisites: (AUT103AA or AUT103AB) and AUT104AA), or permission of instructor.

AUT106AA **4 credits** **8 periods**
Engine Overhaul and Reconditioning
Diagnostic and service skills essential to service and repair automotive internal combustion engines. Includes valve guide, seat reconditioning, cylinder block, piston, rod and crankshaft service. Prerequisites: None.

AUT107AC **3 credits** **6 periods**
Automotive Air Conditioning
The theory and principles of refrigeration and air conditioning. Training in diagnosis, servicing, and reconditioning procedures of automotive air conditioning systems. Prerequisites: None.

AUT108AB **4 credits** **7 periods**
Front-End Suspension, Steering, and Alignment
The fundamentals and principles of suspension and steering systems. Diagnosis, service, and reconditioning procedures. Laboratory emphasis on front-end service and alignment. Prerequisites: None.

AUT109AC **4 credits** **7 periods**
Automotive Brake Systems
Designed for beginning automotive students. Fundamentals of drum, disc, and ABS brakes. Includes training in diagnosis, testing, service, and repair. Prerequisites: None.

AUT110AC **4 credits** **7 periods**
Automotive Power Trains
Designed for beginning automotive students. Operation, diagnosis, service, and repair of the automotive power train. Includes clutches, torque converters, standard and automatic transmissions and transaxles, front and rear drive axles, drive shafts, differentials and transfer case. Prerequisites: None.

AUT123AA **4 credits** **8 periods**
Automatic Transmissions
Theory of operation and servicing procedures for current domestic automatic transmissions; includes diagnostics and testing of mechanical, electrical, and hydraulic components. Prerequisites: None.

AUT130 **4 credits** **7 periods**
Automotive Quick Service
Use of standard service publications; performance of commonly used service operations following published service procedures; emphasis on good attitude development and safety habits about automotive service. Prerequisites: None.

AUT215AA **4 credits** **7 periods**
Automotive and Electrical/Electronic Systems II
Electrical accessory circuits including horns, wipers, defoggers, automatic door locks, power mirrors, power windows and power seats. Focuses on introduction to body computers, advanced lighting circuits and instrumentation, and chassis electronic control systems. Includes training in diagnosis, testing, service, and repair. Prerequisites: AUT103AA, or AUT103AB, or permission of Instructor.

AUT233 **3 credits** **5 periods**
Computerized Engine Control Systems
Presents the reasons for developing and using computerized engine control systems. Explores system operation, examining each component. Emphasizes diagnosis and repair of system faults. Prerequisites: AUT103AB and AUT104AA, or permission of instructor.

AUT270AA **1 credit** **1 period**
Automotive Technology Internship
AUT270AB **2 credits** **2 periods**
Automotive Technology Internship
AUT270AC **3 credits** **3 periods**
Automotive Technology Internship
Automotive work experience in the automotive service industry. 80 hours of designated work per credit. Maximum of four (4) credits can be earned by taking combinations of AUT270AA, or AUT270AB, or AUT270AC. Prerequisites: Departmental approval.

AUT298
Special Projects **1-3 credits**
See page 284.

Behavioral Health Sciences

For Information: Bruce Thomas
Phone: 623.845.3064

Prior to taking Behavioral Health Science courses, students must provide a copy of thier English and reading Accuplacer test scores to the Counseling Department. A reading score of 56 or higher or a C or better in RDG081 is recommended.

Students must earn a grade of "C" or better in all courses that will be applied toward a certificate or degree.

Advanced Behavioral Health Sciences

Associate in Applied Science - AAS 3067
71-74 credits
Checksheet

Program Description: The Associate in Applied Science in Advanced Behavioral Health Sciences/Recovery Program prepares students for careers as behavioral health technicians, case managers, parent aides, family advocates, respite care workers, and paraprofessional counselors. The program includes courses designed to provide students with the skills necessary to deliver basic, specialized, and comprehensive behavioral health services. The core focus of the program is practical training and service learning experiences.

This program is also offered by South Mountain Community College.

Students must earn a cumulative GPA of 2.5.

Required Courses: (37 credits)

		Credits
BHS101	Introduction to Ethical Counseling Issues	3
+ BHS105	Introduction to Human Relations	2
BHS115	Group Dynamics	3
BHS130	Chemical Dependency	3
+ BHS151	Communication Skills in Counseling I	3
+ BHS156	Supervised Practice	3
+ BHS204	Counseling in a Multicultural Setting	3
+ BHS205	Therapeutic Intervention Models	3
+ BHS215	Group Process	3
+ BHS260	Case Report Writing	1
+ BHS263	Applied Case Report Writing	1
+ BHS290	Child and Family Advocacy	3
PSY101	Introduction to Psychology	3
+ PSY240	Developmental Psychology (3) **or**	
+ PSY266	Abnormal Psychology (3)	3

Restricted Electives: (9-10 credits)

Students must select one of the following four Tracks:

Track 1: Violence & Abuse Prevention

		Credits
AJS101	Introduction to Criminal Justice	3
BHS265	Violence & Abuse Matters	2
+ BHS266	Violence & Abuse Counseling	3
BHS268	Grief and Bereavement Issues	2

Track 2: Grief & Bereavement Recovery

BHS168	Hospice Volunteer Training	2
+ BHS268	Grief and Bereavement Issues	2
+ BHS269	Grief Counseling Techniques	3
+ BHS281	Introduction to Art Therapy	3

Track 3: General Integrated Track

Select a total of 10 credits from the following courses:

+ BHS264	Understanding Trauma	3
BHS265	Violence & Abuse Matters	2
+ BHS266	Violence & Abuse Counseling	3
+ BHS267	Introduction to Play Therapy	3
BHS268	Grief and Bereavement Issues	2
+ BHS269	Grief Counseling Techniques	3
+ *BHS270*	*Introduction to Dance & Movement Therapy*	*3*

GCC does not currently offer BHS270. Interested students should inquire at South Mountain Community College.

+ BHS272	Managing Difficult Children	3
+ BHS281	Introduction to Art Therapy	3
+ BHS285	Facilitating Art Therapy Groups	3
STO289AC	*Storytelling In Healing Settings*	*1*

GCC does not currently offer STO289AC. Interested students should inquire at South Mountain Community College.

Track 4: Employment Support

GCC does not currently offer the courses in this Track option. Interested students should inquire at South Mountain Community College.

CPD125	*Employee Development: Problem Solving/Decision Making*	*1*
ESS101	*Introduction to Employee Support*	*3*
+ *ESS103*	*Employment Support Systems Practices*	*3*
ESS110	*Americans with Disabilities Act Overview*	*2*

General Education Requirements: (22-27 Credits)

Core: (12-17 credits)

		Credits
First Year Composition:		**6**
+ ENG101	First-Year Composition (3) **and**	
+ ENG102	First-Year Composition (3) **or**	
+ ENG107	First-Year Composition for ESL (3) **and**	
+ ENG108	First-Year Composition for ESL (3)	
Oral Communication:		**0-3**
COM100	Intro 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**	
COM110	Interpersonal Communication (3) **or**	
COM230	Small Group Communication (3)	
Critical Reading:		**0-3**
+ CRE101	College Critical Reading (3) **or** Equivalent as indicated by assessment	
Mathematics:		**3-5**

Any approved course, see page 79.

(+) indicates course has prerequisite and/or corequisites.

Distribution: (10 credits)	**Credits**
Humanities and Fine Arts:	**3**
Any approved course, see page 79.	
Social and Behavioral Sciences:	**3**
Any approved course, see page 79.	
Natural Sciences:	**4**
Any approved course, see page 80.	

Advanced Behavioral Health Sciences

Certificate of Completion - CCL 5521
46-47 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Advanced Behavioral Health Sciences is designed to prepare students for careers as behavioral health technicians, case managers, parent aides, family advocates, respite care workers, and paraprofessional counselors. The program includes courses designed to provide students with the skills necessary to deliver basic, specialized, and comprehensive behavioral health services. The core focus of the program is practical training and service learning experiences.

This program is also offered by South Mountain Community College.

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

Required Courses: (37 credits)		**Credits**
BHS101	Introduction to Ethical Counseling Issues	3
+ BHS105	Introduction to Human Relations	2
BHS115	Group Dynamics	3
BHS130	Chemical Dependency	3
+ BHS151	Communication Skills in Counseling I	3
+ BHS156	Supervised Practice	3
+ BHS204	Counseling in a Multicultural Setting	3
+ BHS205	Therapeutic Intervention Models	3
+ BHS215	Group Process	3
+ BHS260	Case Report Writing	1
+ BHS263	Applied Case Report Writing	1
+ BHS290	Child and Family Advocacy	3
PSY101	Introduction to Psychology	3
+ PSY240	Developmental Psychology (3) **or**	
+ PSY266	Abnormal Psychology (3)	3

Restricted Electives: (9-10 credits)		**Credits**
Students must select one of the following four Tracks:		
Track 1: Violence & Abuse Prevention		
AJS101	Introduction to Criminal Justice	3
BHS265	Violence & Abuse Matters	2
+ BHS266	Violence & Abuse Counseling	3
BHS268	Grief and Bereavement Issues	2
Track 2: Grief & Bereavement Recovery		
BHS168	Hospice Volunteer Training	2
+ BHS268	Grief and Bereavement Issues	2
+ BHS269	Grief Counseling Techniques	3
+ BHS281	Introduction to Art Therapy	3

Track 3: General Integrated Track
Select a total of 10 credits from the following courses:

+ BHS264	Understanding Trauma	3
BHS265	Violence & Abuse Matters	2
+ BHS266	Violence & Abuse Counseling	3
+ BHS267	Introduction to Play Therapy	3
BHS268	Grief and Bereavement Issues	2
+ BHS269	Grief Counseling Techniques	3
+ BHS270	*Introduction to Dance & Movement Therapy*	*3*

GCC does not currently offer BHS270. Interested students should inquire at South Mountain Community College.

+ BHS272	Managing Difficult Children	3
+ BHS281	Introduction to Art Therapy	3
+ BHS285	Facilitating Art Therapy Groups	3
STO289AC	*Storytelling In Healing Settings*	*1*

GCC does not currently offer STO289AC. Interested students should inquire at South Mountain Community College.

Track 4: Employment Support
GCC does not currently offer the courses in this Track option. Interested students should inquire at South Mountain Community College.

CPD125	*Employee Development: Problem Solving/Decision Making*	*1*
ESS101	*Introduction to Employee Support*	*3*
+ ESS103	*Employment Support Systems Practices*	*3*
ESS110	*Americans with Disabilities Act Overview*	*2*

(+) indicates course has prerequisite and/or corequisites.

Basic Behavioral Health

Certificate of Completion - CCL 5522
19 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Basic Behavioral Health is designed to prepare students for careers as behavioral health technicians, case managers, parent aides, family advocates, respite care workers, and paraprofessional counselors. The program includes courses designed to provide students with the skills necessary to deliver basic behavioral health services. The core focus of the program is practical training and service learning experiences.

This program is also offered by South Mountain Community College.

Required Courses: (19 credits) **Credits**

Students must earn a grade of "C" or better in all courses that will be applied toward a certificate or degree.

BHS101	Introduction to Ethical Counseling Issues	3
+ BHS105	Introduction to Human Relations	2
+ BHS151	Communication Skills in Counseling I	3
+ BHS204	Counseling in a Multicultural Setting	3
+ BHS205	Therapeutic Intervention Models	3
+ BHS260	Case Report Writing	1
+ BHS290	Child and Family Advocacy	3
CWE198AA	Career Work Experience	1

Course Descriptions

Behavioral Health Services Technology (BHS)

BHS101 **3 credits** **3 periods**
Introduction to Ethical Counseling Issues
Explanation of expectations and limitations of the role of the behavioral health professional on a counseling team. Exposure to the variety of modes of work available to the behavioral health professional, the ethical obligations and responsibilities of working with clients under professional supervision. Prerequisites: None.

BHS105 **2 credits** **2 periods**
Introduction to Human Relations
Introduction to the field of Behavioral Health Professionals including exposure to basic counseling skills. Prerequisites: None.

BHS115 **3 credits** **3 periods**
Group Dynamics
Participation in group processes with focus on group dynamics. Exploration of group developmental stages and various counseling approaches and techniques. Prerequisites: None.

BHS130 **3 credits** **3 periods**
Chemical Dependency
Sociological, psychological and physiological aspects of chemical abuse. Consideration of a variety of treatment programs offered in community agencies. Prerequisites: None.

BHS151 **3 credits** **3 periods**
Communication Skills in Counseling I
Development of communication skills important in establishing and maintaining effective helping relationships. Emphasis on rapport building, effective listening skills, appropriate feedback and the helping process. Prerequisites: BHS105 with a grade of "C" or better.

BHS156 **3 credits** **15 periods**
Supervised Practice I
Familiarization with social service agencies through conducting intake interviews, observing agency practices, and attending staff meetings. Prerequisites: BHS115, BHS130, and BHS151, and departmental approval.

BHS168 **2 credits** **2 periods**
Hospice Volunteer Training
Exploration of hospice care and related medical, social, emotional and spiritual concepts for the helping professional working with patients and their families. Prerequisites: None.

BHS204 **3 credits** **3 periods**
Counseling in Multicultural Setting
Values, perceptions, attitudes, behaviors emphasizing intercultural communication patterns. Techniques for establishing rapport and interaction methodologies in a multicultural context. Competencies, strategies, and treatment modalities necessary for the paraprofessional working successfully with the multicultural clients. Prerequisites: BHS101, and BHS151, or departmental approval.

BHS205 **3 credits** **3 periods**
Therapeutic Intervention Models
Familiarization with at least five models of therapeutic intervention. Defines the key concepts, therapeutic process, techniques and procedures of each model. Prerequisites: BHS105 or CHD102 or permission of Department or Division.

(+) indicates course has prerequisite and/or corequisites.

BHS215 **3 credits** **3 periods**
Group Process
Evaluate and demonstrate the methods and techniques for influencing change in group settings. Prerequisites: BHS151 or departmental approval.

BHS260 **1 credit** **1 period**
Case Report Writing
Terminology, technical forms and techniques of observation necessary to create and maintain records. Prerequisites: BHS151 or departmental approval.

BHS263 **1 credit** **1 period**
Applied Case Report Writing
Application of observation and documentation techniques necessary to maintain clinical records in a variety of community based behavioral health settings. Application of legal issues to case report writing. Prerequisites: BHS260.

BHS265 **2 credits** **2 periods**
Violence and Abuse Matters
Exploration of topics relative to the development of helping professionals involved with perpetrators and individuals directly affected by traumatic or continuous physical or emotional violence and abuse. Prerequisites: None.

BHS266 **3 credits** **3 periods**
Violence and Abuse Counseling
Techniques, strategies, and treatment modalities necessary for the helping professional working with the victims and perpetrators of violence and abuse. Prerequisites: BHS105 or department approval. Corequisite: BHS265.

BHS267 **3 credits** **3 periods**
Introduction to Play Therapy
Exploration and application of therapeutic play techniques and strategies for the helping professional working with children. Prerequisites: (BHS105 and BHS151) or department approval.

BHS268 **2 credits** **2 periods**
Grief And Bereavement Issues
Exploration of topics related to the development of helping professionals involved with loss, bereavement, and grief work. Prerequisites None.

BHS269 **3 credits** **3 periods**
Grief Counseling Techniques
Techniques, strategies, and treatment modalities necessary for the helping professional working with the bereaved and others affected by traumatic loss. Prerequisites: BHS168 or BHS268 or permission of department.

BHS272 **3 credits** **3 periods**
Managing Difficult Children
Strategies for training and reinforcing positive interaction with children. Covers behavior management strategies and techniques for oppositional, defiant and explosive children. Prerequisites: PSY240 or permission of Department or Division.

BHS281 **3 credits** **3 periods**
Introduction to Art Therapy
Exploration of the process, dynamics and objectives of the therapeutic art experience. Emphasis on Art Therapy from both the psychological and artistic perspectives. Highlights topics in the history, theory and practice of Art Therapy. Prerequisites: BHS105 or departmental approval

BHS285 **3 credits** **3 periods**
Facilitating Art Therapy Groups
Emphasis on facilitating art therapy groups in a variety of settings using visual art as a medium. Process, dynamics, and objectives of group work and the therapeutic art process. Prerequisites: BHS215 and BHS281.

BHS290 **3 credits** **3 periods**
Child and Family Advocacy
Define and clarify the role of advocacy in relation to multiple systems affecting children and their families. Emphasis on identifying appropriate systems, community resources, wrap around theory and navigation skills in a variety of children's systems to facilitate family support and needs. Prerequisites: BHS105.

Biology

For Information: Philip Fernandez
Phone: 623.845.3909
http://www.gccaz.edu/biology/

Student Goals: Career-related, General Education, Transfer

The primary focus of biology is the study of life. This includes all living organisms from the smallest bacterium to the largest and most complex plants and animals. The technological impact of the biological sciences on society and the increasing responsibility of the scientist to our society require that a basic knowledge of biology should become a part of everyone's education. Students take biology courses to:

- provide the **needed background** for careers in fields such as nursing, medicine, health, human services, nutrition, physical education, agriculture, or forestry. Nursing students, pursuing either the AAS degree or a university transfer program, must complete several prerequisite biology courses before applying for admission to the nursing program.
- prepare for a **major in biology (or related field)** at a four-year institution. Those individuals intending to transfer as biology majors should complete BIO181 and 182 at GCC. Other recommended courses include at least two semesters of CHM, two semesters of PHY, and at least one semester of Calculus. The particular courses selected will depend on the student's background and the degree requirements of the transfer institution. It is recommended that those students planning to transfer to a public university in Arizona complete a minimum of the AGEC-S to facilitate transfer. Students should consult with an advisor and / or the catalog of the transfer institution to determine which AGEC (and/or Associates degree) best meets their needs.
- prepare for **careers in the biotechnology industry** and **transfer to bachelor's programs** in the field of molecular biology.
- meet the General Education requirement in **Natural Science**. Most BIO courses meet this requirement for the AGEC and for the college's associate degrees. BIO101, 102, 105, 107, 109, 145, and 160 are especially recommended for students not majoring in biology.

Transfer students should consult the catalog of the transfer institution for their general education requirements.

Students should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, degree seeking students may find it necessary to extend completion time lines and attend both day and evening classes.

Biotechnology and Molecular Biosciences

Associate in Applied Science - AAS 3034
62-67 credits
Checksheet

Program Description: The Associate in Applied Science (AAS) in Biotechnology and Molecular Biosciences program will specifically train technicians to work in research and development, biomanufacturing, and the drug discovery and testing field of Biotechnology. The exposure to an academic environment that simulates the contemporary biotechnological workplace, inclusive of analytical, critical thinking and problem-solving skills, will form a strong technical foundation sought by employers. The successful completion of the program will also provide the educational background for those wishing to pursue a career in the pharmaceutical industry, clinical laboratory medicine, forensics or environmental testing laboratories.

Students must earn a grade of "C" or better for each course listed in the Required Courses area.

Program Prerequisites: (0-2 credits)		**Credits**
BIO173	Basic Instrumentation and Lab Math (1) **or**	
BIO175	Research Methods in Biology (1)	**0-2**

Program prerequisites may waived by program director depending on student's background.

Required Courses: (44-48 credits)		**Credits**
+ BIO181	General Biology (Majors) I	**4**
+ BIO205	Microbiology	**4**
+ BIO208	Nucleic Acids Methods	**3**
+ BIO209	Biomolecular Separations	**3**
+ BIO210	Advanced Lab Instrumentation	**3**

Select 3 credit hours of Biology Seminar (BIO211AA and BIO211AB may each be repeated to apply toward Seminar credit total):

BIO211AA	Biotechnology Seminar: Biomedical Applications (1) **or**	
+ BIO211AB	Biotechnology Seminar: Laboratory Protocol (1) **or**	
BIO211AE	Biotechnology Seminar: Business and Regulatory Issues (1)	**3**
+ BIO215	Biotechnology Internship (3)	**6**

Two (2) semesters of internship are required.

+ CHM151	General Chemistry I (3) **and**	
+ CHM151LL	General Chemistry I Laboratory (1)	**4**
+ CHM230	Fundamental Organic Chemistry (3) **and**	
+ CHM230LL	Fundamental Organic Chemistry Laboratory (1)	

OR

+ CHM235	General Organic Chemistry I (3) **and**	
+ CHM235LL	General Organic Chemistry I Laboratory (1) **and**	
+ CHM236	General Organic Chemistry IIA (3) **and**	
+ CHM236LL	General Organic Chemistry IIA Laboratory (1)	**4-8**
+ CHM260	Biochemistry	**3**
+ BIO/CSC283	Bioinformatics and Scientific Computing	**3**

(+) indicates course has prerequisite and/or corequisites.

+ BIO182	General Biology for Majors II (4) **or**	
+ BIO220	Biology of Microorganisms (4) **or**	
+ BIO240	General Genetics (4) **or**	
+ BIO247	Applied Biosciences: Biotechnology (4) **or**	
+ CHM130	Fundamental Chemistry (3) **and**	
+ CHM130LL	Fundamental Chemistry Lab (1) **or**	
+ CHM152	General Chemistry IIA(3) **and**	
+ CHM152LL	General Chemistry IIA Lab (1) **or**	
+ PHY___	Any PHY Course (4)	**4**

CHM152 and CHM152LL recommended for those choosing two semester organic chemistry option.

General Education Requirements: (18-23 Credits)

Core: (12-17 credits)		**Credits**
First Year Composition:		**6**
+ ENG101	First-Year Composition (3) **or**	
+ ENG107	First-Year Composition for ESL (3) **and**	
+ ENG111	Technical Writing (3) **or**	
+ ENG102	First-Year Composition (3) **or**	
+ ENG108	First-Year Composition for ESL	
Oral Communication:		**3**
COM100	Introduction to Human Communication (3) **or**	
+ COM225	Public Speaking (3) **or**	
+ COM230	Small Group Communication (3)	
Critical Reading:		**0-3**
+ CRE101	Critical and Evaluative Reading I (3) **or**	
	Equivalent as indicated by assessment	
Mathematics:		**3-5**
+ MAT120	Intermediate Algebra (5) **or**	
+ MAT121	Intermediate Algebra (4) **or**	
+ MAT122	Intermediate Algebra (3) **or**	
	Higher level Mathematics course	

Distribution: (6 credits)		**Credits**
Humanities and Fine Arts:		**3**
PHI213	Medical and Bio-Ethics	
Social and Behavioral Sciences:		**3**
Any approved course, see page 79.		
Natural Sciences:		**0**
Met by BIO181 or (CHM151 and CHM151LL) in Required Courses area.		

Course Descriptions

Biology (BIO)

BIO101 **4 credits** **6 periods**
General Biology (Non-Majors): Selected Topics
Selected biological topics, including methods used by biologists to make discoveries and evaluate scientific data. Field trips may be required at students' expense. Prerequisites: None.

BIO102 **4 credits** **6 periods**
General Biology (Non-Majors): Additional Topics
Biological topics not covered in BIO101. Reviews methods used by biologists to make discoveries and evaluate scientific data. Field trips may be required at students' expense. Prerequisites: None.

BIO105 **4 credits** **6 periods**
Environmental Biology
Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense. Prerequisites: None.

BIO107 **4 credits** **6 periods**
Introduction to Biotechnology
Introduction to biotechnology and its global impact on society. Covers applications, laboratory techniques, limitations and the international economic benefits, risks, and legal and moral issues associated with biotechnology. Prerequisites: None.

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.

BIO149AK **1 credit** **7 periods**
Field Biology: Ecological and Environmental Field Experience
Field expeditions in which ecological and environmental principles and concepts are observed and studied. May be repeated for a total of four (4) credit hours. Prerequisites: None.

(+) indicates course has prerequisite and/or corequisites.

BIO149AL **2 credits** **14 periods**
Field Biology: Ecological and Environmental Field Experience
Field expeditions in which ecological and environmental principles and concepts are observed and studied. May be repeated for a total of four (4) credit hours. 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.

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.

BIO173 **1 credit** **1 period**
Basic Instrumentation and Lab Math
Introductory course covering basic equipment, measurements, and calculations used in biotechnology laboratories. Prerequisites: None. BIO156 or BIO181 recommended.

BIO175 **1 credit** **2 periods**
Research Methods in Biology
Fundamentals of planning and conducting biological experiments, including ones that simultaneously vary multiple experimental variables. Subsequent analysis, interpretation, and reporting of results. Prerequisites: None. BIO156 or BIO181 recommended.

BIO181 SUN# **BIO1181** **4 credits** **6 periods**
General Biology (Majors) I
Principles of structure and function of living things at molecular, cellular, and organismic levels of organization. Field trips may be required at students' expense. Prerequisites: 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 SUN# **BIO1182** **4 credits** **6 periods**
General Biology (Majors) II
Additional principles of structure and function of living things at molecular, cellular, and organismic and higher levels of organization. Field trips may be required at students' expense. Prerequisites: A grade of "C" or better in BIO181.

BIO201 SUN# **BIO2201** **4 credits** **6 periods**
Human Anatomy and Physiology I
Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Prerequisites:(BIO156 or BIO181 with a grade of "C" or better or one year 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 SUN# **BIO2202** **4 credits** **6 periods**
Human Anatomy and Physiology II
Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance. Prerequisites: A grade of "C" or better in BIO201.

BIO205 SUN# **BIO2205** **4 credits** **6 periods**
Microbiology
(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.

BIO208 **3 credits** **6 periods**
Nucleic Acid Methods
Intensive introduction to laboratory methods for the isolation, purification, manipulation analysis and quantification of nucleic acids. Prerequisites: [BIO156, or BIO181, and (BIO173 and BIO175)], or permission of instructor.

BIO209 **3 credits** **6 periods**
Biomolecular Separation
Introduction to industrial laboratory biotechnology with intensive focus on the recovery of heterologous proteins and other biomolecules from cultivated cells and the subsequent recovery, purification and characterization of these molecules. Prerequisites: [BIO181, or BIO156, and (BIO173 and BIO175)], or permission of instructor.

BIO210 **3 credits** **6 periods**
Advanced Lab Instrumentation
Provides training in the principles, operation and interpretation of data from laboratory instrumentation. Prerequisites: BIO208, or BIO209, or permission of instructor.

BIO211AA **1 credit** **1 period**
Biotechnology Seminar: Biomedical Applications
Special topics in biotechnology with an emphasis on current issues not covered in other life science courses. Prerequisites: None. **Course Note:** BIO211AA may be repeated for a total of two (2) credit hours.

BIO211AB **1 credit** **1 period**
Biotechnology Seminar: Laboratory Protocol
Special topics in biotechnology with an emphasis on current issues not covered in other life science courses. Prerequisites: BIO211AA or permission of instructor. **Course Note:** BIO211AB may be repeated for a total of two (2) credit hours.

BIO211AE **1 credit** **1 period**
Biotechnology Seminar: Business and Regulatory Issues
Selected topics in biotechnology with an emphasis on current issues not covered in other life science courses. Prerequisites: None.

BIO215 **3 credits** **3 periods**
Biotechnology Internship
Internship experience in a biotechnology laboratory. Setting, achieving, and evaluating goals for hands-on learning experience in a biotechnology laboratory. Development of skills and knowledge needed to work in a biotechnology laboratory. Prerequisites: Permission of Program Director and (BIO212AA, or BIO212BA, or BIO208, or BIO209). **Course Note:** Requires 240 clock hours in the laboratory setting.

BIO298 **1-3 credits**
Special Projects
See page 284.

Business and Information Technology

For Information: Gary Marrer
Phone: 623.845.3235

www.gc.maricopa.edu/business/

University Transfer Program

Associate in Business - General Requirements (ABus-GR): 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's 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 (ABus-SR) 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.

Associate in Business-Special Requirements (ABus-SR): 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 website: 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.

Business and Personal Computers

For Information:

GCC main campus: John Gibson
Phone: 623.845.3419

GCC North campus: Sheryl Benavides
Phone: 623.845.4196

Student Goals: Personal, Career-related

These eCourses and traditional structured courses develop skills in using IBM and/or Macintosh microcomputers and their related software. Students take these courses:

- For **Personal Development** of microcomputer skills. Beginning courses are available, such as BPC101 (introductory), 110 (computer applications), and 111 (keyboarding). Students may wish to continue in more advanced courses.
- To **Prepare for or Enhance Employment**. Both an Associate in Applied Science (AAS) degree program and a Certificate of Completion program are available. With proper choices, a student who completes the Certificate may apply all those courses toward the Associate Degree program. For either program, students should consult with a department advisor to plan their academic schedules.

Required courses may not be available every semester, students, degree seeking or transfer, should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner.

For more information and course availability on the Business and Personal Computers program, visit us on the web at: www.gccaz.edu/business.

Business Office Computer Applications

(was Microcomputer Business Applications)

Associate in Applied Science - AAS 3546
64-67 credits
Checksheet

This degree can be applied to a Bachelor of Applied Science degree at the ASU West campus.

Program Description: The Associate in Applied Science (AAS) in Business Office Computer Applications degree includes courses in the following areas: general office computer usage and applications, operating systems, word processing, database, and spreadsheets. Other business skills, including accounting, English, math (including statistics), and business systems analysis and design, are integrated in the program. The curriculum is designed to help prepare students to use common business computer application software in a professional office setting.

GCC now offers eCourse delivery.

Required Courses: (32-35 credits) **Credits**

Students must earn a grade of "C" or better for each course listed in the "Required Courses" area.

ACC111	Accounting Principles I (3) **or**	
ACC211	Financial Accounting (3)	3
CIS105	Survey of Computer Information Systems	3
CIS113DE	Microsoft Word: Word Processing	3
CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
CIS118AB	PowerPoint: Level I	1
+ CIS118BB	PowerPoint: Level II	1
CIS120__	Computer Graphics (any module)	1
+ CIS213DE	Advanced Microsoft Word: Word Processing (3) **or**	
+ CIS214DE	Advanced Excel Spreadsheet: Level II (3)	3
+ CIS217AM	Advanced Microsoft Access: Database Management (3) **or**	
+ CIS164AG	Oracle: Data Modeling and Relational Database Design (2)	2-3
CIS133DA	Internet/Web Development Level I	3
+ CIS250	Management of Information Systems	3
+ GBS233	Business Communication	3
OAS101AA	Computer Typing I: Keyboard Master (1) **and**	
+ OAS101AB	Computer Typing I: Letters,Tables & Reports **or** Equivalent 35 wpm typing skills	0-2

(+) indicates course has prerequisite and/or corequisites.

Business Office Computer Applications

(was Microcomputer Applications)

Certificate of Completion - CCL 5212
28-34 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Business Office Computer Applications program includes courses in the following areas: general office computer usage and applications, operating systems, word processing, database, and spreadsheets. Other business skills, including accounting, business calculations and English, are integrated in the program. The curriculum is designed to help prepare students to use common business computer application software in a professional office setting.

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

Required Courses: (26-30 credits) — Credits

Students must obtain a satisfactory score on math placement test to enroll in MAT120, MAT121, or MAT122.

ACC111	Accounting Principles I (3) **or**	
ACC211	Financial Accounting (3)	3
CIS105	Survey of Computer Information Systems	3
CIS113DE	Microsoft Word: Word Processing	3
CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
CIS118AB	PowerPoint: Level I	1
+ CIS118BB	PowerPoint: Level II	1
CIS133DA	Internet/Web Development Level I	3
OAS101AA	Computer Typing I: Keyboard Master (1) **and**	
+ OAS101AB	Computer Typing I: Letters, Tables & Reports (1) **or**	
	Equivalent 35 wpm typing skills	0-2
GBS131	Business Calculations (3) **or**	
+ MAT120	Intermediate Algebra (5) **or**	
+ MAT121	Intermediate Algebra (4) **or**	
+ MAT122	Intermediate Algebra (3)	3-5
OAS108	Business English (3) **or**	
+ ENG101	First-Year Composition (3)	3

Restricted Electives: (2-4 credits) — Credits

Students may select additional courses from any combination of the following prefixes for a total of 2-4 credits. BPC106AH and BPC106BH recommended.

+ ACC	Any Accounting course
+ BPC	Any Business and Personal Computer course
+ CIS	Any Computer Information Systems course
+ GBS	Any General Business course
+ MGT	Any Management course
+ OAS	Any Office Automation Systems course

Restricted Electives: (7-10 credits) — Credits

Students may select any combination of additional courses from the following prefixes for a total of 7-10 credits. BPC106AH and BPC106BH recommended. Required courses and restricted electives must total a minimum of 42 credits.

+ ACC	Any Accounting course
+ BPC	Any Business and Personal Computer course
+ CIS	Any Computer Information Systems course
+ GBS	Any General Business course
+ MGT	Any Management course
+ OAS	Any Office Automation Systems course

General Education Requirements: (22-25 credits)

Core: (12-15 credits) — Credits

First-Year Composition:		6
+ ENG101	First-Year Composition (3) **and**	
+ ENG111	Technical and Professional Writing (3)	
ENG102 is acceptable if ENG111 is not available		
Oral Communication:		3
COM100	Introduction to Human Communication (3) **or**	
COM110	Interpersonal Communication (3) **or**	
+ COM225	Public Speaking (3) **or**	
COM230	Small Group Communication (3)	
Critical Reading:		0-3
+ CRE101	College Critical Reading (3) **or**	
+ CRE111	Critical Reading for Business and Industry (3) **or**	
	Equivalent by assessment	
Mathematics:		3
+ MAT122	Intermediate Algebra (3) **or**	
	Equivalent	

Distribution: (10 credits)

Humanities and Fine Arts:		3
Any approved course, see page 79.		
Social and Behavioral Sciences:		3
SBU200	Society and Business (3) **or**	
ECN___	Any ECN course (3)	
Natural Sciences:		4
Any approved course, see page 80.		

(+) indicates course has prerequisite and/or corequisites.

Course Descriptions

Business-Personal Computers (BPC)

BPC005 **.25 credit** **.25 period**
Brief Introduction to Computers
Introductory course in fundamentals of computers, including hardware components, operating system characteristics, and basic software applications. Prerequisites: None.

BPC100AA **.5 credit** **.5 period**
Business-Personal Computers I
Introduction to the use of personal computers in the business environment. Computer hardware components, operating system functions and concepts. Running application software. Prerequisites: None.

BPC100AB **.5 credit** **.5 period**
Business-Personal Computers II
Use the personal computer to create, store and retrieve information. Procedures for running and using business application software to produce documents and spreadsheets. Prerequisites: BPC100AA or permission of instructor.

BPC101AA **1 credit** **2 periods**
Introduction to Computers I
Computer software applications for the personal computer, including electronic spreadsheet and word processing, keyboarding review, and a desktop environment. Prerequisites: None.

BPC101BA **1 credit** **1 period**
Introduction to Computers II
Computer software applications for the personal computer, including database management, computer graphics, electronic spreadsheet, and word processing, and operating system commands. Prerequisites: BPC101AA.

BPC101CA **1 credit** **1 period**
Introduction to Computers III
Individualized advanced applications of software selected to solve specific problems on the personal computer. Prerequisites: BPC101BA or permission of instructor.

BPC106AH **.5 credit** **.5 period**
MS Outlook: Level I
Messaging and word processing functions of a Microsoft Outlook electronic work state. Prerequisites: None.

BPC106BH **.5 credit** **.5 period**
Microsoft Outlook: Level II
Microsoft Outlook features including sort, filter and group items; templates and forms; information sharing by public folders and Net Folders; share and fax contacts; and record activities in the Journal. Outlook environment customization also covered. Prerequisites: BPC106AH or permission of instructor.

BPC109AA **.5 credit** **.5 period**
Using PowerPoint: Level I
Use of PowerPoint software to create, modify and display presentations on a microcomputer. Prerequisites: None.

BPC110 **3 credits** **4 periods**
Computer Usage and Application
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.

BPC111AA **1 credit** **1.7 periods**
Computer Keyboarding I
Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None.

BPC113 **1 credit** **1.7 periods**
Micro-Alphabetic Indexing
Mastery of essential microcomputer filing skills. Emphasis on indexing and alphabetizing individual and business names; subject, geographic, and numeric methods; and cross-referencing. Prerequisites: None.

BPC128 **1 credit** **2 periods**
Introduction to Desktop Publishing
Presents basic concepts of commercially prepared software used to do desktop publishing. Incorporates a combination of narrative and pictorial/graphic creation and presentation, including set up, text entry, graphic generation, text and graphic merging, and other computer-based functions. Prerequisites: None.

BPC135DK ***Now CIS113DE***
Word: Level I
See CIS113DE Microsoft Word: Word Processing on page 159.

BPC138AB **3 credits** **4 periods**
Macintosh Desktop Design & Publishing
Use of Macintosh based microcomputers and appropriate commercial software packages to compose and print textual and graphic materials of high quality. Includes overview of micro operating system, word processing of copy, use of graphics programs, layout of design elements, and printing alternatives. Prerequisites: CIS105 or BPC110 or permission of instructor.

(+) indicates course has prerequisite and/or corequisites.

BPC170 **3 credits** **4 periods**
Computer Maintenance I: A+ Essentials Prep
Technical aspects of the microcomputer, including system setup (hardware and software) and basic troubleshooting. Emphasis on basic troubleshooting, use of tools, hardware components and hardware/software interfacing. Prerequisites: CIS105 or permission of instructor.

BPC235DK ***Now CIS213DE*** **2 credits** **2 periods**
Word: Level II
See CIS213DE Advanced Microsoft Word: Word Processing on page 162.

BPC298 **1-3 credits**
Special Projects
See page 284.

Career Work Experience

For Information: Diane Taylor
Phone: 623.845.3062

Many students are undecided about their career goals and directions and need some knowledge, experience, or investigation to help them make a decision. Others wish to enter the work world for the first time but learn that it is often difficult to obtain employment without actual work experience. Still other students may be dissatisfied with their present job or career and wish to explore other careers while still employed. These critically important needs may be met by this course which helps students gain work experience, on-the-job training, and exploration of a work environment by interning or volunteering to work in a business or agency of their choice. In addition, this course will aid in the student's career development by focusing on resume writing, interviewing techniques, job hunting strategies, and the concept of person/job fit.

Credit for Career/Work Experience will be assigned on the following basis:

Option 1 - Required attendance at a seminar once a week for 4 weeks

or

Option 2 - Open-entry, self-paced, contact and meet with instructor.

Plus:

3 work hours weekly = 1 credit
6 work hours weekly = 2 credits
9 work hours weekly = 3 credits

Courses numbered 198 may be used as an elective toward fulfilling requirements for degrees offered by the Maricopa Community Colleges. They also may transfer to other colleges and universities as electives.

Course Descriptions

Career Work Experience (CWE)

CWE198AA **1 credit**
Career/Work Experience
CWE198AB **2 credits**
Career/Work Experience
CWE198AC **3 credits**
Career/Work Experience
Participation in a work experience, gaining on-the-job training, and/or exploring a career or field of choice. Helps students relate their education to the real work world. Resume writing and interviewing skills. Development of employability skills. Prerequisites: None.

Chemistry

For Information: Debbie Leedy
Phone: 623.845.4770

http://www.gc.maricopa.edu/chemistry

Student Goals: General Education, Career-related, Transfer

Chemists study the behavior of substances, and create new or improved materials for special purposes: faster semiconductor circuits, new drugs, and new personal care products to name a few. They use their knowledge to study the complex chemistry of living systems vital to research efforts in the field of medicine. They also analyze samples for trace elements in fields such as forensic science, medical labs and environmental chemistry. And sometimes, they engage in pure research that just might lead to an unexpected discovery!

Students studying chemistry often find employment in a variety of related fields: medicine, pharmacy, industrial safety, engineering, geology, environmental science and biology, as well as in education or the traditional chemistry lab. There is a continuing demand for BS, MS, and PhD chemists in business, government and industry. Although the Phoenix area has some positions in medical labs, government labs, and the semiconductor industry, opportunities for local employment are somewhat limited. The national picture is more encouraging.

Transfer Program: Students intending to major in chemistry should regard this program as a guide for preparing to transfer to a baccalaureate degree granting institution. The program is designed to generally parallel the first two years of course work required by most four-year institutions. For individual requirements at specific institutions, the student should refer to the Chemistry department website or consult with a Chemistry Department advisor.

Transferability: All 100 level and above courses transfer.

Students should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner. Required courses may not be available every semester. Due to limited course offerings, degree seeking students may find it necessary to attend both day and evening classes.

Special Skill Levels Needed: College level reading and writing skills. MAT120, Intermediate Algebra, or MAT122, Intermediate Algebra, or the equivalent of 4 years high school math.

Departmental Recommendations for Chemistry majors:		Credits
+ CHM151	General Chemistry I	3
+ CHM151LL	General Chemistry I Laboratory	1
+ CHM152	General Chemistry II	3
+ CHM152LL	General Chemistry II Laboratory	1
+ CHM235	General Organic Chemistry I	3
+ CHM235LL	General Organic Chemistry I Laboratory	1
+ CHM236	General Organic Chemistry II	3
+ CHM236LL	General Organic Chemistry II Laboratory	1

Other Recommendations:		Credits
+ MAT220	Calculus with Analytic Geometry I	5
+ MAT230	Calculus with Analytic Geometry II	5
+ MAT241	Calculus with Analytic Geometry III	4
+ MAT262	Differential Equations	3
+ PHY115*	University Physics I	5
+ PHY116*	University Physics II	5

* Student should take PHY111 and PHY112, General Physics, if transferring to the University of Arizona.

General Education Recommendations:
Individual universities may require foreign language. Others accept computer literacy to fulfill the language requirement. In any case, computer courses are strongly recommended.

Course Descriptions

Chemistry (CHM)

CHM090 **1 credit** **1 period**
Preparation for Fundamental Chemistry
A developmental course designed to review basic math and chemistry principles of students deficient or insecure in these areas. Stresses individualized instruction and "hands-on" experience. Serves to prepare the student for CHM130. Prerequisites: None.

CHM107 **3 credits** **3 periods**
Chemistry and Society
A survey of chemistry and its impact on the environment. Completion of CHM107LL is required to meet the Natural Science requirement. Prerequisites: None.

CHM107LL **1 credit** **3 periods**
Chemistry and Society Laboratory
Laboratory experience in support of CHM107. Prerequisites or Corequisites: CHM107.

CHM130 SUN# **CHM1130** **3 credits** **3 periods**
Fundamental Chemistry
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 SUN# **CHM1130** **1 credit** **3 periods**
Fundamental Chemistry Laboratory
Laboratory experience in support of CHM130. Prerequisites or Corequisites: CHM130.

CHM150 **4 credits** **4 periods**
General Chemistry I
Detailed study of principles of chemistry for science majors and students in pre-professional curricula.Prerequisites: [(CHM130 and CHM130LL), or 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 SUN# **CHM1151** **3 credits** **3 periods**
General Chemistry I
Detailed study of principles of chemistry for science majors and students in pre-professional curricula. Prerequisites: [(CHM130 and CHM130LL), or 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 SUN# **CHM1151** **1 credit** **3 periods**
General Chemistry I Laboratory
Laboratory experience in support of CHM151. Prerequisites: CHM130LL or permission of instructor. Prerequisites or Corequisites: CHM150 or CHM151.

CHM152 SUN# **CHM1152** **3 credits** **3 periods**
General Chemistry II
A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Completion of CHM152LL required to meet the Natural Science requirement. Prerequisites: CHM151 and CHM151LL. Completion of CHM151 and CHM151LL within the last two years recommended.

CHM152LL SUN# **CHM1152** **1 credit** **3 periods**
General Chemistry II Laboratory
Laboratory experience in support of CHM152. Prerequisites: CHM151LL or equivalent. Prerequisites or Corequisites: CHM152.

CHM230 SUN# **CHM2230** **3 credits** **3 periods**
Fundamental Organic Chemistry
Chemistry of representative groups of organic compounds, emphasizing biological applications. Prerequisites: (CHM130 and CHM130LL), or (CHM150 or CHM151 and CHM151LL). Completion of (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL) within the last two years recommended. **Course Note:** Course content designed to meet the needs of students in agriculture, home economics, nursing, pre physician assistant, and physical education among others.

CHM230LL SUN# **CHM2230** **1 credit** **3 periods**
Fundamental Organic Chemistry Laboratory
Laboratory experience in support of CHM230. Prerequisites: CHM130LL, or CHM151LL, or equivalent. Prerequisites or Corequisites: CHM230.

CHM235 SUN# **CHM2235** **3 credits** **3 periods**
General Organic Chemistry I
Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized. Prerequisites: CHM152 and CHM152LL, or CHM154 and CHM154LL. Completion of (CHM152 and CHM152LL) or (CHM154 and CHM154LL) within the last two years recommended.

CHM235LL SUN# **CHM2235** **1 credit** **4 periods**
General Organic Chemistry I Laboratory
Laboratory experience in support of CHM235. Prerequisites: CHM152LL, or CHM154LL, or equivalent. Prerequisites or Corequisites: CHM235.

CHM236 SUN# **CHM2236** **3 credits** **3 periods**
General Organic Chemistry IIA
Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized. Prerequisites: CHM235 and CHM235LL. Completion of CHM235 and CHM235LL within the last two years recommended.

CHM236LL SUN# **CHM2236** **1 credit** **4 periods**
General Organic Chemistry IIA Laboratory
Laboratory experience in support of CHM236. Prerequisites: CHM235LL or equivalent. Prerequisites or Corequisites: CHM236.

CHM260 **3 credits** **3 periods**
Fundamental Biochemistry
Structures, properties, and functions of proteins, enzymes, nucleic acids, carbohydrates and lipids; the utilization and synthesis of these materials by living systems and the relationship of the processes to energy production and utilization. Designed for students in agriculture, dental hygiene, home economics, nursing, and physical therapy. Prerequisites: CHM230 and CHM230LL, or CHM236 and CHM236LL, or CHM238 and CHM238LL. Completion of CHM230 and CHM230LL, or CHM236 and CHM236LL, or CHM238 and CHM238LL within the last two years recommended.

CHM298 **1-3 credits**
Special Projects
See page 284.

Child & Family Studies

For Information: Michele Parker
Phone: 623.845.3577

Early Childhood Administration and Management

Associate in Applied Science - AAS 3109
63-65 credits
Checksheet

Program Description: The Associate in Applied Sciences (AAS) in Early Childhood Administration and Management is an integrated program of study that provides an educational foundation in early childhood education plus administrative and management courses specifically related to the business needs and practices of early childhood directors, owners and other management-level staff.

Students must earn a grade of "C" or better for each course listed in the program.

This program is also offered at Mesa Community College, Rio Salado College, and South Mountain Community College.

Required Courses: (35 credits) **Credits**

CFS206	Child and Family Organizations: Management and Administration	3
CFS207	Organization and Community Leadership in Child and Family Organizations	3
CFS208	Child and Family Organizations: Fiscal Management and Grant Writing	3
EED200	Foundations of Early Childhood Education	3
EED212	Guidance, Management and the Environment	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
EED220	Child, Family, Community and Culture	3
EED222	Introduction to the Exceptional Young Child	3
+ EED260	Early Childhood Infant/Toddler Internship (1) **or**	
+ EED261	Early Childhood Preschool Internship (1)	1
+ EED278	Early Learning: Curriculum and Instruction - Birth/Preschool	3
+ EED280	Observation and Assessment of Typical and Atypical Behaviors	3
+ FCS250	Portfolio Development and Professional Writing	3
+ FCS260	Family and Consumer Science Internship	1

Restricted Electives: (3 credits) **Credits**

Students must select courses from any combination of the following prefixes for a total of 3 credits.

+ CFS___	Any CFS Child/Family Studies Course	1-3
+ CIS105	Survey of Computer Information Systems	3
+ ECH___	Any ECH Early Childhood Education Course	1-3
+ EED___	Any EED Early Education Course (not in required core)	1-3
+ ITD___	Any ITD Infant/Toddler Development Course	1-3

General Education Requirements: (25-27 credits)

Core: (15-17 credits) **Credits**

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

Oral Communication: 3
+ COM207 Introduction to Communication Inquiry (3) **or**
+ COM225 Public Speaking (3) **or**
+ COM230 Small Group Communication (3) **or**
+ GBS233 Business Communication (3)

Critical Reading: 3
+ CRE101 College Critical Reading (3) **or** equivalent by assessment

Mathematics: 3-5
+ MAT102 Mathematical Concepts/Applications (3) **or**
+ MAT120 Intermediate Algebra (5) **or**
+ MAT121 Intermediate Algebra (4) **or**
+ MAT122 Intermediate Algebra Accelerated (3) **or**
Equivalent as indicated by assessment **or**
Approved mathematics course which is required in a specific AAS program **or**
Satisfactory completion of a higher level mathematics course

Distribution: (10 credits) **Credits**

Humanities and Fine Arts: 3
ENH291 Children's Literature

Social and Behavioral Sciences: 3
CFS205 Human Development

Natural Sciences: 4
Any approved courses, see page 80.

(+) indicates course has prerequisite and/or corequisites.

Early Childhood Education

Associate in Applied Science - AAS 3007
66-68 credits
Checksheet

Program Description: The Associate in Applied Science (AAS) in Early Childhood Education program is designed to prepare individuals to work within the field of early childhood education (ECE), focusing on programs serving children birth through 8 years of age. The courses are based on current ECE theory and practice, are offered in a variety of formats, and are scheduled to accommodate those who are already working in the ECE field.

Required courses may not be available every semester. Students, degree seeking or transfer, should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner.

Required Courses: (41 credits) **Credits**

Students must earn a grade of "C" or better for each course listed under Required Courses.

CFS/ECH176	Child Development	3
EED111	Multimedia and the Early Childhood Education Classroom	3
EED200	Foundations of Early Childhood Education	3
EED210	Creative and Cognitive Play	3
EED211	Language Acquisition in the Young Child	3
EED212	Guidance, Management and the Environment	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
EED220	Child, Family, Community and Culture	3
EED222	Introduction to the Exceptional Young Child	3
EED250	Early Literacy Development	3
+ EED255	Portfolio Development and Writing for the Profession	3
+ EED260	Early Childhood Infant/Toddler Internship (1) **or**	
+ EED261	Early Childhood Preschool Internship (1)	2
Two (2) semesters of Internship are required		
+ EED278	Early Learning: Curriculum and Instruction - Birth/Preschool	3
+ EED280	Observation and Assessment of Typical and Atypical Behaviors	3

General Education Requirements: (25-27 credits)

Core: (15-17 credits) **Credits**

First-Year Composition:		6
+ ENG101	First-Year Composition (3) **and**	
+ ENG102	First-Year Composition (3) **or**	
+ ENG107	First-Year Composition for ESL (3) **and**	
+ ENG108	First-Year Composition for ESL (3)	
Oral Communication:		3
Any approved course, see page 79.		
Critical Reading:		3
+ CRE101	College Critical Reading (3) **or** equivalent by assessment	
Mathematics:		3
MAT102	Mathematical Concepts/Applications (3) **or**	
+ MAT120	Intermediate Algebra (5) **or**	
+ MAT121	Intermediate Algebra (4) **or**	
+ MAT122	Intermediate Algebra (3) **or** Equivalent	

Distribution: (10 credits) **Credits**

Humanities and Fine Arts:		3
Any approved course, see page 79.		
Social and Behavioral Sciences:		3
CFS157	Marriage and Family Life	
Natural Sciences:		4
Any approved courses, see page 80.		
The following courses are recommended by the department:		
FON241	Principles of Human Nutrition (3) **and**	
+ FON241LL	Principles of Human Nutrition (1)	

Early Childhood Education

Certificate of Completion - CCL 5374
41 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Early Childhood Education program is designed for individuals interested in working in the field of early childhood education (ECE), particularly in programs serving children birth through 8 years of age. The courses are based on current ECE theory and practice, are offered in a variety of formats, and are scheduled to accommodate those who are already working in the ECE field.

Students should consult with a department advisor in planning their academic schedule in order to complete certificate requirements in an expedient manner. Required courses may not be available every semester or year.

Students must earn a grade of "C" or better for each course listed in the program.

Required Courses: (41 credits) **Credits**

CFS/ECH176	Child Development	3
EED111	Multimedia and the Early Childhood Education Classroom	3
EED200	Foundations of Early Childhood Education	3
EED210	Creative and Cognitive Play	3
EED211	Language Acquisition in the Young Child	3
EED212	Guidance, Management and the Environment	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
EED220	Child, Family, Community and Culture	3
EED222	Introduction to the Exceptional Young Child	3
EED250	Early Literacy Development	3
+ EED255	Portfolio Development and Writing for the Profession	3
+ EED260	Early Childhood Infant/Toddler Internship (1) **or**	
+ EED261	Early Childhood Preschool Internship (1)	2
Two (2) semesters of internship are required.		
+ EED278	Early Learning: Curriculum and Instruction - Birth/Preschool	3
+ EED280	Observation and Assessment of Typical and Atypical Behaviors	3

Child Development Associate (CDA) Preparation

Certificate of Completion - CCL 5710
16 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Child Development Associate Preparation is designed to provide documented training in preparation for application to become a Child Development Associate (CDA). This program is intended for individuals interested in early childhood education who intend to pursue the national credential of CDA from the Council for Professional Recognition. Students completing the described CCL coursework must apply independently to the Council for final evaluation and validation.

Students must earn a grade of "C" or better for each course listed in the program.

This program is also offered at Paradise Valley Community College.

Required Courses: (16 credits) **Credits**

CFS/ECH176	Child Development (3) **or**	
CFS235	Dev Child: Theory/Practice, Prenatal-Age 8 (3)	3
EED200	Foundations of Early Childhood Education	3
EED212	Guidance, Management and the Environment	3
EED215	Early Learning: Health, Safety, Nutrition & Fitness	3
EED220	Child, Family, Community and Culture (3) **or**	
CFS157	Marriage and Family Life (3)	3
+ EED260	Early Childhood Infant/Toddler Internship (1) **or**	
+ EED261	Early Childhood Preschool Internship (1)	1

Family Life Education

Associate in Applied Science - AAS 3044
62-67 credits
Checksheet

Program Description: The Associate in Applied Science (AAS) in Family Life Education is designed to prepare individuals to enter the family life education, human development, or child and family organizations field at the paraprofessional level. Students at a paraprofessional level may find employment opportunities in adoption and foster care, adult day care centers, crisis intervention programs, group and halfway houses, hospice care, senior citizen centers, social service agencies (both private and State/local government), facilities for the disabled and developmentally challenged individuals, community mental health clinics, psychiatric facilities, shelters and other child and family, community-based organizations.

Students must earn a grade of "C" or better for each course listed in the program.

This program is also offered at Rio Salado College.

Required Courses: (40 credits) **Credits**

Students must complete the FCS260 Family and Consumer Science Internship in a setting or with an organization aligned with selected Block, approved by the Program Director or designated faculty member.

BPC110	Computer Usage and Applications (3) **or**	
CIS105	Survey of Computer Information Systems (3)	3
CFS205	Human Development	3
CFS210	Family Life Education	3
CFS250	Social Policy and Families	3
+ CFS258	Families in Society	3
+ CFS259	Sexuality over the Life Span	3
CFS240	Human Behavior in Context	3
+ FCS250	Portfolio Development and Professional Writing	3
+ FCS260	Family and Consumer Science Internship	1
FON100	Introductory Nutrition	3

Students must complete one of the following Blocks:

Block One - Parent Education: Credits: 12

CFS190	Home-Based Visitation	3
CFS220	Introduction to Parenting & Family Development	3
CFS225	Foundations of Parent Education	3
CFS243	Cross-Cultural Parenting (3) **or**	
EED276	*Global Child Development*	*3*

GCC does not currently offer EED276. Interested students should inquire at Rio Salado College to pursue this option.

Block Two - Adolescent Development: Credits: 12

CFS183	Contemporary Issues in Adolescence	3
CFS249	Transition to Adulthood	3
CFS277	Adult-Adolescent Interaction	3
PSY101	Introduction to Psychology	3

Block Three - Adult Development & Aging: Credits: 12

CFS247	Family Ties and Aging	3
CFS249	Transition to Adulthood	3
CFS251	Transitions: Work to Retirement	3
CFS252	Contemporary Issues in Aging	3

(+) indicates course has prerequisite and/or corequisites.

Block Four - Child and Family Organizations Management & Administration: Credits: 12

CFS206	Child and Family Organizations: Management and Administration	3
CFS207	Organization and Community Leadership in Child and Family Organizations	3
CFS208	Child and Family Organizations: Fiscal Management and Grant Writing	3
CFS209	Child and Family Organizations: Project Management	3

General Education Requirements: (22-27 credits)

Core: (12-17 credits)		Credits
First-Year Composition:		6
+ ENG101	First-Year Composition (3) **and**	
+ ENG102	First-Year Composition (3) **or**	
+ ENG107	First-Year Composition for ESL (3) **and**	
+ ENG108	First-Year Composition for ESL (3)	
Oral Communication:		3
COM110	Interpersonal Communication (3)	
Critical Reading:		0-3
+ CRE101	College Critical Reading (3) **or** equivalent by assessment	
Mathematics:		3-5
Any approved general education course in the Mathematics area. The following courses are recommended:		
MAT102	Mathematical Concepts/Applications (3) **or**	
+ MAT120	Intermediate Algebra (5) **or**	
+ MAT121	Intermediate Algebra (4) **or**	
+ MAT122	Intermediate Algebra (3)	

Distribution: (10 credits)		Credits
Humanities and Fine Arts:		3
Any approved course, see page 79.		
Social and Behavioral Sciences:		3
CFS157	Marriage and Family Life	
Natural Sciences:		4
Any approved course, see page 80.		

Adolescent Development

Certificate of Completion - CCL 5397
19 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Adolescent Development will prepare individuals to enter the family life education, human development, or child and family organizations field at the paraprofessional level. Students at a paraprofessional level can expect to find employment opportunities in adoption and foster care, crisis intervention programs, group and halfway houses, social service agencies (both private and State/local government), facilities for the disabled and developmentally challenged individuals, community mental health clinics, psychiatric facilities, shelters and other child and family, community-based organizations.

Students must earn a grade of "C" or better for each course listed in the program.

This program is also offered at Rio Salado College.

Required Courses: (19 credits)		Credits
BPC110	Computer Usage and Applications (3) **or**	
CIS105	Survey of Computer Information Systems (3)	3
CFS183	Contemporary Issues in Adolescence	3
CFS249	Transition to Adulthood	3
CFS277	Adult-Adolescent Interaction	3
+ FCS250	Portfolio Development and Professional Writing	3
+ FCS260	Family and Consumer Science Internship	1
PSY101	Introduction to Psychology	3

(+) indicates course has prerequisite and/or corequisites.

Adult Development and Aging

Certificate of Completion - CCL 5398
19 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Adult Development and Aging will prepare individuals to enter the family life education, human development, or child and family organizations field at the paraprofessional level. Students at a paraprofessional level can expect to find employment opportunities in adult day care centers, crisis intervention programs, group and halfway houses, hospice care, senior citizen centers, social service agencies (both private and State/local government), facilities for the disabled and developmentally challenged individuals, community mental health clinics, psychiatric facilities, shelters and other child and family, community-based organizations.

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

This program is also offered at Rio Salado College.

Required Courses: (19 credits)		**Credits**
BPC110	Computer Usage and Applications (3) **or**	
CIS105	Survey of Computer Information Systems (3)	3
CFS247	Family Ties and Aging	3
CFS249	Transition to Adulthood	3
CFS251	Transitions: Work to Retirement	3
CFS252	Contemporary Issues in Aging	3
+ FCS250	Portfolio Development and Professional Writing	3
+ FCS260	Family and Consumer Science Internship	1

Child and Family Organizations Management and Administration

Certificate of Completion - CCL 5401
19 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Child and Family Organizations Management and Administration will prepare individuals to enter the family life education, human development, early childhood settings, or child and family organizations field at the paraprofessional level. Students at a paraprofessional level can expect to find employment opportunities within management and administration of programs such as: early childhood settings, adoption and foster care, adult day care centers, crisis intervention programs, group and halfway houses, hospice care, senior citizen centers, social service agencies (both private and State/local government), facilities for the disabled and developmentally challenged individuals, community mental health clinics, psychiatric facilities, shelters and other child and family, community-based organizations.

Students must earn a grade of "C" or better for each course listed in the program.

This program is also offered at Rio Salado College.

Required Courses: (19 credits)		**Credits**
BPC110	Computer Usage and Applications (3) **or**	
CIS105	Survey of Computer Information Systems (3)	3
CFS206	Child & Family Organizations: Management & Administration	3
CFS207	Organization & Community Leadership in Child & Family Organizations	3
CFS208	Child & Family Organizations: Fiscal Management and Grant Writing	3
CFS209	Child & Family Organizations: Project Management	3
+ FCS250	Portfolio Development and Professional Writing	3
+ FCS260	Family and Consumer Science Internship	1

(+) indicates course has prerequisite and/or corequisites.

Parent Education

Certificate of Completion - CCL 5396
19 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Parent Education will prepare individuals to enter the family life education with a focus on parent education. Students at a para-professional level can expect to find employment opportunities in adoption and foster care, crisis intervention programs, social service agencies (both private and State/local government), and other child and family, community-based organizations.

Students must earn a grade of "C" or better for each course listed in the program.

This program is also offered at Rio Salado College.

Required Courses: (19 credits)		**Credits**
BPC110	Computer Usage and Applications (3) **or**	
CIS105	Survey of Computer Information Systems (3)	3
CFS190	Home-Based Visitation	3
CFS220	Introduction to Parenting & Family Development	3
CFS225	Foundations of Parent Education	3
CFS243	Cross-Cultural Parenting (3) **or**	
EED276	*Global Child Development (3)*	*3*
GCC does not currently offer EED276. Interested students should inquire at Rio Salado College to pursue this option.		
+ FCS250	Portfolio Development and Professional Writing	3
+ FCS260	Family and Consumer Science Internship	1

Course Descriptions

Child/Family Studies (CFS, EED, FCS)

Child/Family Studies (CFS)

CFS176 **3 credits** **3 periods**
Child Development
Study of the science of human development from conception through adolescence. Includes observation skills, parent and adult roles in the lives of children, and contemporary issues. Prerequisites: None.

CFS183 **3 credits** **3 periods**
Contemporary Issues in Adolescence
Current issues that impact adolescent development and behavior explored. Comprehensive and specific strategies for addressing these issues as parents or professionals working with teens emphasized. Issues related to adolescent sexuality, abuse, mental health, violence, and risk behaviors included. Prerequisites: None.

CFS190 **3 credits** **4 periods**
Home-Based Visitation
Emphasis on development of skills needed to successfully complete home-based client visitation. Opportunities for field-based observations provided. Prerequisites: None.

CFS205 **3 credits** **3 periods**
Human Development
Explores the growth and development process over the human life span. Research and theoretical approaches; physical, cognitive, social, and personality development from birth through adulthood and death. Prerequisites: None.

CFS206 **3 credits** **3 periods**
Child & Family Organizations: Management & Administration
Examination of management and administration of community-based child and family organizations within the context of organizational behaviors. Focus on attributes of effective organizations: the impact of organizational culture and learning, workplace diversity and employee motivation. Prerequisites: None.

CFS207 **3 credits** **3 periods**
Organization & Community Leadership in Child and Family Organizations
Examination of organization and community leadership as it applies to the management and administration of community-based child and family services organizations. Provides overview of leadership styles and function. Prerequisites: None.

CFS208 **3 credits** **3 periods**
Child & Family Organizations: Fiscal Management and Grant Writing
Examination of fiscal accountability and resource development as it applies to the management and administration of community-based child and family social service organizations. Provides overview of grant development processes beginning with research into governmental and private funding sources through fiscal and grant audit processes. Includes budget development, risk management, and cost control issues. Prerequisites: None.

CFS209 **3 credits** **3 periods**
Child & Family Organizations: Project Management
Focuses on concepts and strategies associated with effective project management in community-based child and family organizations. Emphasis on planning, evaluation and project management models. Prerequisites: None.

CFS210 **3 credits** **3 periods**
Family Life Education
Provides an overview of the professional work within the field of family life education. Emphasis on developing flexible, culturally sensitive and effective professional skills. Prerequisites: None.

CFS220 **3 credits** **3 periods**
Introduction to Parenting and Family Development
Overview of the field of family and parent development. Focuses on parenthood as a developmental process and cultural influences on child rearing. A family systems perspective introduced and applied to understanding families with children. Prerequisites: None.

CFS225 **3 credits** **3 periods**
Foundations of Parent Education
Professional development as related to work with parents. Emphasis on developing effective skills with parents, professionals and paraprofessionals involved with the child. Skills and techniques to facilitate and strengthen the individual and family relationships. Prerequisites: None.

CFS240 **3 credits** **3 periods**
Human Behavior in Context
Considers the influences of physical and social environments in which human behavior occurs. Includes multiple roles and perspectives of the individual, the family, society and the professional. Prerequisites: None.

CFS243 **3 credits** **3 periods**
Cross-Cultural Parenting
Focus on the study of parents and children from a cross-cultural position. Emphasis on parenting styles and practices from a cultural directive and expectation perspective. Course designed for those seeking careers in Family Studies, Parent Education, Psychology, Social Work/Human Services. Prerequisites: None.

CFS247 **3 credits** **3 periods**
Family Ties and Aging
Identification and examination of facets of family relationships and aging. Emphasis on study of central family connections for older people, unique family situations, and implications of family transitions. Course designed for those seeking careers in Family Studies, Parent Education, Psychology, Social Work/Human Services. Prerequisites: None.

CFS249 **3 credits** **3 periods**
Transition to Adulthood
Emphasis on major elements of the transition to adulthood and key links to changes in family relationships. Focus on the realignment of intergenerational relationships and reassessment of family priorities. Course designed for those seeking careers in Family Studies, Parent Education, Psychology, Social Work/Human Services. Prerequisites: None.

CFS250 **3 credits** **3 periods**
Social Policy and Families
Examines the impact of social policy on family systems and the implications for professional roles and practice. Prerequisites: None.

CFS251 **3 credits** **3 periods**
Transitions: Work to Retirement
Explores the work to retirement transitional issues that impact individuals and families. Emphasis on physical, cognitive and psychosocial dimensions of retirement. Prerequisites: None.

CFS252 **3 credits** **3 periods**
Contemporary Issues in Aging
Current issues that impact aging development and behavior explored. Comprehensive and specific strategies for addressing these issues for professionals working with aging adults emphasized. Prerequisites: None.

CFS258 **3 credits** **3 periods**
Families in Society
Areas of concentration include family transition, diversity in structure and culture faced by contemporary families, problems, crisis and change affecting the stress on families as our society progresses into a more complicated future. The study of change as an integral part of all family's day-to-day experiences while recognizing that family ancestral and cultural dimensions are fundamental for all family groupings. Course designed for those seeking careers in Family Studies, Parent Education, Psychology, Social Work/Human Services. Prerequisites: CFS157 and CFS259, or permission of Instructor.

CFS259 **3 credits** **3 periods**
Sexuality over the Life Span
Examination of the physical, psychological, social, and cultural contributions to human sexuality. Emphasis on family life and cultural variation. Examination of facts and myths, current literature, and changing mores regarding human sexuality. Sexuality of males and females in contemporary society; impact of sexual trends on society; home/school issues in sexuality education. Prerequisites: Permission of department. **Student must be 18 years or older.**

CFS277 **3 credits** **3 periods**
Adult-Adolescent Interaction
Prepares social service workers, teachers, and parents to interact effectively with teenagers. Develops understanding of the interaction between adolescents and their families. Teaches practical strategies to deal with specific problem areas. Prerequisites: None.

CFS298 **1-3 credits**
Special Projects
See page 284.

Early Education (EED)

EED111 **3 credits** **3 periods**
Multimedia and the Early Childhood Education Classroom
Explore theories and teaching strategies of utilizing multimedia with children birth through 8 years of age. Examine usage of various multimedia in early childhood education settings. Explore ways to integrate appropriate multimedia usage into learning. Explore the use of multimedia and ECE professional growth. Prerequisites: None.

EED200 **3 credits** **3 periods**
Foundations of Early Childhood Education
Overview of early childhood education (birth to age eight) in American society, including current issues and responsibilities. Emphasis on issues of professionalism, ethics and program types. Opportunities for students to explore potential career paths. Prerequisites: None. **Course Note:** EED200 requires a minimum of 30 hours of field experience in birth to age eight environments.

EED210 **3 credits** **3 periods**
Creative and Cognitive Play
Benefits of play for children birth to 8 years of age. Inclusion of art, music, and movement used in all dimensions of play. Identify uses and roles in the development of children. Prerequisites: CFS/ECH176.

EED211 **3 credits** **3 periods**
Language Acquisition in the Young Child
Define speech and language and discuss theories of language acquisition in young children, birth through 8 years of age in a variety of settings. Explore techniques to encourage and support the development of language, assessment techniques and family involvement. Prerequisites: CFS/ECH176.

EED212 **3 credits** **3 periods**
Guidance, Management and the Environment
Principles for guiding young children in early care and education environments. Exploration of guidance, management, and how the environment impacts the lives of young children. Includes observation of classrooms of children ages birth to age eight. Prerequisites: None.

EED215 **3 credits** **3 periods**
Early Learning: Health, Safety, Nutrition and Fitness
Consideration of public health issues and safety procedures within early childhood settings, serving young children birth to age eight. Overview of nutritional needs and issues of physical fitness and well-being in young children. Includes field experiences. Prerequisites: None.

EED220 **3 credits** **3 periods**
Child, Family, Community and Culture
Examines family, community and cultural influences on development of the young child (birth to age eight). Considers trends and threats to attachment, relationships and cultural identity.Includes social and emotional experiences and their impact on the developing brain. Prerequisites: None.

EED222 **3 credits** **3 periods**
Introduction to the Exceptional Young Child: Birth to Age Eight
Overview of the exceptional learner (birth - age eight), one who differs from the average or the norm, with emphasis on observation, techniques, characteristics, identification, types of programs, and work with families. Issues related to learning exceptionalities, sensory and communication disorders, social and emotional problems, physical and health related disorders, and giftedness. Includes field experience. Prerequisites: None.

EED250 **3 credits** **3 periods**
Early Literacy Development
Overview of emergent literacy, early literacy development, and appropriate early experiences with books, reading, and writing. Emphasis placed on reading and writing readiness, methods to enhance literacy development, and strategies for selecting and using children's books. Prerequisites: None.

EED255 **3 credits** **3 periods**
Portfolio Development and Writing for the Profession
Portfolio development, completion, and presentation. Self-assessment and educational short-term and long-term planning, professional development, writing and critical learning included. Prerequisites: Completion of twelve (12) credit hours of EED coursework and permission of Program Coordinator.

EED260 **1 credit** **1 period**
Early Childhood Infant/Toddler Internship
Work experience with infants and toddlers in early care and education settings. 80 hours of designated work per credit. Prerequisites: Permission of department. **Course Note:** May be repeated for a total of six (6) credit hours.

EED261 **1 credit** **1 period**
Early Childhood Preschool Internship
Work experience with preschoolers in early care and education settings. 80 hours of designated work per credit. Prerequisites: Permission of department. **Course Note:** May be repeated for a total of six (6) credit hours.

EED278 **3 credits** **3 periods**
Early Learning: Curriculum and Instruction – Birth/Preschool
Considerations and evaluations of curriculum appropriate to the developmental characteristics of learners, birth through five years. Includes how early childhood standards, philosophies, and program settings relate to the teaching, learning, and assessment process. Includes field experience. Prerequisites: EED200.

EED280 **3 credits** **3 periods**
Standards, Observation & Assessment of Typical/ Atypical Behaviors of Young Children Birth Age Eight
Standards, observation, and assessment of typical and atypical behaviors, overview of standards, observation and assessment methodologies for typical and atypical young children (birth to age eight). Includes ethics, referral and reporting procedures, and collaboration with families and other professionals. Prerequisites: CFS/ECH176, or CFS235, or EED205.

Family and Consumer Science (FCS)

FCS250 **3 credits** **3 periods**
Portfolio Development and Professional Writing
Techniques of portfolio development to document prior learning gained through experience, training, and/or previous education. Includes study of learning styles and levels, analysis of personal and vocational experiences, synthesis of these with competencies for specific courses, and integration of the above with other material to create a portfolio to be introduced for evaluation for credit. Prerequisites: Completion of twelve (12) credit hours of CFS and/or FCS coursework and permission of Program Coordinator.

FCS260 **1 credit** **1 period**
Family and Consumer Science Internship
Work experience in community-based, family-focused service and/or educational organizations. 80 hours of designated work per credit. Prerequisites: Permission of instructor. **Course Note:** May be repeated for a total of six (6) credit hours.

Civil Technology Course Descriptions
— See Computer Aided Drafting/Design

Clothing Construction Courses
— See Interior Design

Chinese

For Information: Jim Reed
Phone: 623.845.3631

Course Descriptions

Chinese (CHI)

CHI101 **5 credits** **6 periods**
Elementary Chinese (Mandarin) I
Introduction to the basic grammar, pronunciation and vocabulary of the Mandarin Chinese language. Includes the study of Chinese culture, practice of listening, speaking, reading, and writing skills. Prerequisites: None.

CHI102 **5 credits** **6 periods**
Elementary Chinese (Mandarin) II
Continued study of grammar and vocabulary along with the study of Chinese culture. Emphasis on pronunciation and speaking skills. Prerequisites: CHI101 or equivalent.

CHI115 **3 credits** **3 periods**
Beginning Chinese Conversation I
Introduction to Chinese sound system, basic grammar, and vocabulary necessary to develop speaking ability in Mandarin Chinese. Designed for students seeking speaking and listening ability with little emphasis on writing and reading Chinese characters. Prerequisites: None.

CHI116 **3 credits** **3 periods**
Beginning Chinese Conversation II
Continued development of speaking and listening skills for effective communication in Mandarin Chinese. Includes elements of Chinese culture. Prerequisites: CHI115 or equivalent.

CHI298 **1-3 credits**
Special Projects
See page 284.

(+) indicates course has prerequisite and/or corequisites.

Communication

For Information: Jim Reed
Phone: 623.845.3631

Student Goals: General Education, Career-related, B.S. in Speech Communication with an Emphasis in Organizational Communication

The objectives of the Communication and World Languages Department are: to provide individual courses as electives in other programs; to satisfy requirements prescribed by programs in other areas; and to provide low division requirements for the GCC/NAU Bachelors in Speech Communication program; to provide lower-division courses for students who will transfer to other Arizona university Communication programs; and to provide second language learners opportunity to achieve oral communication fluency. Our courses are organized to meet practical needs of students, especially those individuals planning careers in the Human Service area. We encourage our students to participate in a very active speech and debate program as well as various other student activities. GCC's Communication and World Languages Department is affiliated with the National Communication Association (NCA) and is headquarters for the Arizona Communication Association (ACA).

B.S. in Speech Communication with an Emphasis in Organizational Communication (GCC/NAU)

That's correct, students may now receive their bachelors degree without ever leaving GCC's campus. The Bachelor of Science Degree in Speech Communication is a joint offering between Glendale Community College and Northern Arizona University. Upon completion of the program, students receive their B.S. degree from Northern Arizona University. The Bachelor of Science Degree in Speech Communication with an Emphasis in Organization Communication provides a better understanding of how organizations work and helps students develop effective leadership skills by optimizing their communication. The program explores how communication takes place in relationships, within national and international organizations, in public forums, and between cultures. It is grounded in both rhetorical and experimental approaches to the study of human communication. This innovative program gives students the opportunity to study a common core of communication courses, to design part of their program to achieve individual goals, and to take part in a communication apprenticeship experience. Faculty and students work together to integrate the classroom, research, and service with the goal of improving communicative interactions. A recent national survey of college graduates with the majors or minors in Communication revealed that graduates hold positions in education, law, the ministry, sales and marketing, information services, public relations, advertisement, government, social services, industrial and labor relations, human resources, and fund raising. Other careers in mass communications include radio, TV, and film.

Communication Core: (6 credits)

		Credits
COM100	Introduction to Human Communication	3
COM110	Interpersonal Communication	3

Speech Communication: (18 credits)

		Credits
GCC Courses: (9 credits)		
COM207	Introduction to Communication Inquiry	3
COM225	Introduction to Public Speaking	3
COM230	Small Group Communication	3
Upper Division NAU Courses taken at GCC: (9 credits)		
SC 300W	Rhetorical Criticism	3
SC 311	Advanced Presentation Techniques	3
SC 498C	Senior Seminar in Speech Communication	3

Organizational Communication Emphasis: (24 credits)

Upper Division NAU Courses taken at GCC: (9 credits)		
SC 312	Methods of Interviewing	3
SC 472	Organizational Communication	3
SC 477	Mediation and Conflict Management	3
Communication Electives taken at GCC: (15 credits)		
COM222	Argumentation and Debate (GCC Course)	3
COM263	Intercultural Communication (GCC Course)	3
SC 321	Nonverbal Communication (NAU Course)	3
SC 351	Interpersonal Communication (NAU Course)	3
SC 361	Persuasion (NAU Course)	3

(+) indicates course has prerequisite and/or corequisites.

SC 365	Communication in Contemporary Affairs (NAU Course)	3
SC 408	Fieldwork Experience (NAU Course)	1-12
SC 424	Gender and Communication (NAU Course)	3
SC 460	Rhetorical Theory (NAU Course)	3
SC 465	American Political Communication (NAU Course)	3
SC 475	Health Communication (NAU Course)	3

Extended Major: (12 credits)

Students are required to take 12 hours of GCC courses in a concentrated area of study. Students should work in conjunction with the NAU advisor to determine these courses.

B.A./B.S Communication Studies Transfer Guide

If you plan to complete your Communication degree at another Arizona institution, our department can help you. The Communication and World Languages Department's selection of Maricopa Community College course work meets the Arizona General Education Curriculum (AGEC-A) as modified by MCCCD and lower-division program requirements for a bachelor's degree in Communication, Speech Communication, and Communication Studies at any of Arizona's universities. Depending on the university to which you plan to transfer, the following courses may be recommended:

COM100	Introduction to Human Communication
COM110	Interpersonal Communication
COM207	Introduction to Communication Inquiry
COM222	Argumentation
COM225	Public Speaking
COM230	Small Group Communication
COM241	Oral Interpretation of Literature
COM250	Introduction to Organizational Communication
COM259	Communication in Business and Professions*
COM263	Intercultural Communication
COM271	Voice and Diction

*For non-communication majors. Meets the business requirement for accounting majors, media arts, and other disciplines.

Consult your community college advisor to ensure compliance. Students are responsible for checking all requirements and regulations at their transferring institution.

Communication Competence in the Workplace

Academic Certificate - AC 6219
30-33 credits
Checksheet

Program Description: The Academic Certificate (AC) in Communication Competence in the Workplace is an interdisciplinary program of study that provides intensive study of written and oral communication skills in different contexts including interpersonal communication, small group interaction, team-building, problem solving, public speaking and presentation skills, conflict resolution, assertiveness, and leadership. Students develop skills to enhance their professional, social, and personal interactions, and become more competitive and effective in the workforce.

This program is also offered at Chandler-Gilbert Community College, Mesa Community College, and Paradise Valley Community College.

Required Courses: (18-21 credits) **Credits**

Students must earn a grade of "C" or better for each course listed under Required Courses.

COM110	Interpersonal Communication	3
+ COM225	Public Speaking	3
+ COM230	Small Group Communication	3
+ COM282AC	Volunteerism for Speech Communication: A Service Learning Experience	3
CRE101	College Critical Reading (3) **or** Equivalent as Indicated by Assessment	0-3
ENG101 ENG107	First Year Composition (3) **or** First-Year Composition for ESL (3)	3
ENG102 ENG108	First Year Composition (3) **or** First Year Composition for ESL (3)	3

Restricted Electives: (9 credits) **Credits**

If choosing BPC110 or CIS105, only one can be applied.

BPC110	Computer Usage and Applications	3
CIS105	Survey of Computer Information Systems	3
+ COM259	Communication in Business and Professions	3
COM263	Elements of Intercultural Communication	3
+ GBS233	Business Communication	3
+ SWU292	Effective Helping in a Diverse World	3
+ ENG111	Technical and Professional Writing	3
IBS109	Cultural Dimension for International Trade	3

Free Electives: (3 credits) **Credits**

Any approved General Education cultural awareness [C] value course (3) **or**		
COM___	Any Communication course (3)	3

(+) indicates course has prerequisite and/or corequisites.

Communication Skills for Non-Native English Speakers

Academic Certificate - AC 6222
30 credits
Checksheet

Program Description: The Academic Certificate (AC) in Communication Skills for Non-Native English Speakers is an interdisciplinary program of study designed to extend traditional ESL coursework. It provides Non-Native English Speakers with oral and written communication skills including interpersonal communication, small group interaction, team-building, problem solving, public speaking and presentation skills, conflict resolution, assertiveness, and leadership. Students develop skills to enhance their professional, social, and personal interactions, and become more competitive and effective in the workforce.

This program is also offered at Mesa Community College.

Required Courses: (21 credits) **Credits**

Students must earn a grade of "C" or better for each course listed under Required Courses.

ENG101	First Year Composition (3) **or**	
ENG107	First-Year Composition for ESL (3)	3
ENG102	First Year Composition (3) **or**	
ENG108	First Year Composition for ESL (3)	3
COM100	Introduction to Human Communication (3) **or**	
COM110	Interpersonal Communication (3)	3
COM120	Pronunciation of American Speech	3
+ COM221	Oral Fluency in American Speech	3
+ COM282AC	Volunteerism for Speech Communication: A Service Learning Experience	3
CRE101	College Critical Reading (3) **or** Equivalent as Indicated by Assessment	3

Restricted Electives: (9 credits) **Credits**

If choosing BPC110 or CIS105 only one can be applied.

BPC110	Computer Usage and Applications	3
CIS105	Survey of Computer Information Systems	3
+ COM230	Small Group Communication	3
+ COM259	Communication in Business and Professions	3
+ GBS233	Business Communication	3
+ ENG111	Technical and Professional Writing	3
IBS109	Cultural Dimension for International Trade	3
+ SWU292	Effective Helping in a Diverse World	3
	Any approved General Education cultural awareness [C] value course (3) **or**	
COM___	Any Communication course (3)	3

Oral Communication Fluency for Non-Native English Speakers

Academic Certificate - AC 6223
15 credits
Checksheet

Program Description: The Academic Certificate (AC) in Oral Communication Fluency for Non-Native English Speakers is a concentrated program of study in communication and oral fluency designed to extend traditional ESL coursework. It provides Non-Native English Speakers with intense practice in pronunciation and fluency of American speech as well as experience in all communication contexts including interpersonal communication, small group interaction, problem solving, and public speaking. Students develop skills to enhance their professional, academic, and social interactions to become more competitive and effective in the academic environment and in the workplace.

This program is also offered at Mesa Community College.

Required Courses: (12 credits) **Credits**

Students must earn a grade of "C" or better for each course listed under Required Courses.

COM110	Interpersonal Communication	3
COM120	Pronunciation of American Speech	3
+ COM221	Oral Fluency in American Speech	3
+ COM282AC	Volunteerism for Speech Communication: A Service Learning Experience	3

Restricted Electives: (3 credits) **Credits**

Any approved General Education cultural awareness [C] value course	3

English Language Learner Course Concentration

The Communication and World Languages Department offers a series of courses for speakers of other languages. Through these offerings and an informal laboratory, international students can further their oral communication skills and achieve oral fluency. The aim of the program is that of achieving communication competence. Please consult the Communication and World Languages Department for more information concerning testing, course offerings, and available certificates.

Course Descriptions

Communication (COM)

COM080 **3 credits** **3 periods**
Conversation Circles
Practice in conversing in English for non-native speakers. Emphasis in developing conversational techniques to facilitate building and maintaining relationships: May be repeated for a total of six (6) credit hours. Prerequisites: None. **Note:** Recommended for students with CELSA test scores of 30-38; students with CELSA test scores of 39-50 may enroll in either COM080 or COM095.

COM095 **3 credits** **3 periods**
Basic Oral Communication Skills
Listening, speaking, and related academic performance skills, including notetaking. Emphasis on activities designed to improve and synthesize these skills. Prerequisites: None. **Note:** Recommended for non-native English speakers with CELSA test scores of 51-56 or who test into 4th level ESL classes or ENG/RDG 071/091. Students with CELSA test scores of 39-50 may enroll in either COM080 or COM095.

COM100 SUN# **COM1100** **3 credits** **3 periods**
Introduction to Human Communication
Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: None.

COM110 **3 credits** **3 periods**
Interpersonal Communication
Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships. Prerequisites: None.

COM120 **3 credits** **3 periods**
Pronunciation of American Speech
Analysis of American speech production problems due to accents produced by another language, correction of misarticulated American speech sounds, critical listening to sound production, understanding American English speech patterns, practicing American idioms and expressions, and preparing and delivering group and individual speech presentations. Prerequisites: None.

COM125 **3 credits** **3 periods**
Presentational Speaking
Techniques for developing oral presentations which include visual media. Principles of verbal message development and related visual design stressed. Techniques of managing the presentational environment including question and answer periods and the operation of common equipment. Prerequisites: None.

COM150 **3 credits** **6 periods**
Digital Storytelling
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.

COM163 **3 credits** **3 periods**
Intercultural Communication in Everyday Life
Provides knowledge to promote greater understanding and application of intercultural communication in social and organizational interactions. For advanced non-native English speakers. Prerequisites: Appropriate English placement test score at the ENG101 or ENG107 level, or a grade of "C" or better in ENG091 or ESL097, or permission of Instructor.

COM207 **3 credits** **3 periods**
Introduction to Communication Inquiry
Overview of theory and methodological practice in communication with particular attention to scholarly writing skills. Emphasis on development of critical thinking skills through active participation in the research process. Prerequisites: ENG101 or ENG107 or equivalent, and COM100 or equivalent, or permission of instructor.

COM215 **3 credits** **3 periods**
Listening
Emphasis on diagnosis of individual listening, corrective procedures, and reinforcement of improved habits through normal and speeded listening drills. Includes everyday communication experiences. Prerequisites: None.

COM220 **3 credits** **3 periods**
Student Leadership
Leadership strategies, skills, and practice for student leaders. Focus on leadership styles, relational and task communication skills, conducting meetings, problem solving/conflict resolution techniques, and managing change. Specific application to projects in public relations, services, advocacy, and clubs. Prerequisites: Participation in Student Leadership Forum or permission of instructor.

COM221 **3 credits** **3 periods**
Oral Fluency in American Speech
Designed for English Language Learner (ELL) students to develop greater oral fluency in spontaneous speaking contexts and presentational speaking. Emphasis on development of speech, language, and vocal clarity; basic skills in presentational speaking; and use of English to interact spontaneously with others. Prerequisites: COM120 or permission of instructor.

COM222 **3 credits** **3 periods**
Argumentation
Discussion and practice of the use of evidence, applied reasoning, recognition of fallacies, selection of arguments, and methods of analyzing issues. Prerequisites: ENG101, or ENG107, or equivalent.

(+) indicates course has prerequisite and/or corequisites.

COM225 **3 credits** **3 periods**
Public Speaking
Designed to enhance the student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills. Prerequisites: ENG101 or ENG107, or equivalent.

COM230 **3 credits** **3 periods**
Small Group Communication
Principles and processes of small groups and development of skills for participation and leadership in small group settings. Practice in problem solving, decision making, and information sharing. Prerequisites: None.

COM232 **3 credits** **3 periods**
Adult/Child Communication
Application of communication skills that enhance the personal relationships between adults and children. Assessment and improvement of your individual communication skills in your relationships with children. Prerequisites: None.

COM241 **3 credits** **3 periods**
Oral Interpretation of Literature
The study, analysis, and preparation for performance of prose, poetry, and dramatic literature. Preparation of material for public audiences. Prerequisites: ENG101, or ENG107.

COM243 **3 credits** **4 periods**
Interpreters Theatre
Study, analysis, rehearsal, and performance of various types of literature. Prerequisites: None.

COM250 **3 credits** **3 periods**
Introduction to Organizational Communication
Introduction to the study of communication in organizations including identification of variables, roles and patterns influencing communication in organizations. Prerequisites: COM207.

COM251 **3 credits** **3 periods**
Interviewing
Principles and techniques of interviewing, including practice through real and simulated interviews in informational, persuasive, and employee-related situations. Prerequisites: None.

COM259 **3 credits** **3 periods**
Communication in Business and Professions
Interpersonal, group, and public communication in business and professional organizations. Emphasis on oral communication. Prerequisites: ENG101, or ENG107, or equivalent.

COM260 **3 credits** **3 periods**
Communication of Sex and Sexual Identity
Communication of personal, interpersonal, and cultural messages about sexuality. Prerequisites: COM100, or COM110, or ENG101.

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
Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None.

COM275 **3 credits** **3 periods**
Nonverbal Communication
Effects of space, time, body movements, environment, objects, and voice quality on human communication and interaction. Prerequisites: None.

COM277 **2 credits** **2 periods**
Group Facilitation Theory and Practice
Theory and practice of group facilitation skills. Emphasis on leading organizational groups in problem solving and decision-making. Prerequisites: Associates degree or equivalent, or 3 to 5 years work experience, or permission of instructor.

COM281AB **3 credits** **5 periods**
Communication Activities
Designed to provide students with competence and confidence in a variety of speech situations beyond the classroom setting. May include presentations to service organizations and/or competition at other colleges and universities. Prerequisites: None.

COM282AA **1 credit**
Volunteerism for Speech Communication:
A Service Learning Experience
COM282AB **2 credits**
Volunteerism for Speech Communication:
A Service Learning Experience
COM282AC **3 credits**
Volunteerism for Speech Communication:
A Service Learning Experience
Service-learning field experience within private/public agencies, educational institutions, and citizen volunteer groups. May be repeated for a total of four (4) COM282 credit hours; may not repeat specific agency assignment for more than two (2) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

COM298 **1-3 credits**
Special Projects
See page 284.

Computer-Aided Drafting (CAD) and Design

For Architectural CAD Information: Susan Campbell
Phone: 623.845.3164

For Manufacturing & Civil CAD Information: Art Jenkin
Phone: 623.845.3163

Computer Aided Drafting/Design

The CAD Technology Associate of Applied Science program and courses provide students with the knowledge and hands-on training to develop solid CAD design skills as well as the core knowledge of drafting standards, mathematics, and engineering technology to begin or advance their career in Computer Aided Design.

Program Graduates gain career opportunities as CAD drafters, technicians, designers, and managers and responsibilities include preparing technical drawings, plans, details, and graphic presentations to build everything from products such as toys, machinery and spacecraft, to structures such as houses, building, highways, and bridges.

Career opportunities in the CAD industry are growing faster than the supply of skilled technicians. Jobs are available in areas such as Architecture, Manufacturing, Engineering, Civil/Geographical Information Systems (GIS), Aerospace, Interior Design, Landscape Design, Animation, Graphics, and more. Career opportunities are expected to increase by more than 15,000 positions per year nationally according to the U.S. Department of Labor.

CAD Technology

Associate in Applied Science - AAS 3503
64-68 credits
Checksheet

Program Description: The Associate in Applied Science (AAS) in CAD Technology provides students with experience in the manipulation of 2-dimensional and 3-dimensional objects using industry standard CAD software and includes training in presentation and animation methods as well as in documentation conventions. Elective options in architecture, manufacturing, and civil projects supply focus on specific professional application software. Additionally, students are required to enroll in a departmental elective from a second professional group, thus broadening their experience of the design sector and heightening their perceptions of the range of design possibilities.

Required Courses: (42-43 credits) **Credits**

Students must earn a grade of "C" or better for each course listed under Required Courses.

CAD100	Fundamentals of 2D AutoCAD	3
CAD101	Elements of CAD Graphics (AutoCAD)	3
+ CAD145	Survey of CAD	3
+ CAD155	Advanced 2D CAD Techniques	3
+ CAD215	Three-Dimensional AutoCAD Modeling	3
+ CAD235	Modeling, Rendering and Animation for Technical Presentations	3
+ CAD295	Design Geometry	3
+ CET211	Strength of Materials	3
DFT106	Algebra & Graphs for Design Technology (3) **or**	
+ MAT151	College Algebra/Functions (4)	3-4
+ DFT107	Trigonometry and Analytic Geometry for Design Technology (3) **or**	
+ MAT182	Plane Trigonometry (3)	3

Students must complete one of the following application specialty groups:

Group I. Architecture Option

+ CAD167	Architectural Drawings (REVIT) I: Residential CAD	3
+ CAD267	Architectural Drawings (REVIT) II: Commercial CAD	3
BLT263	Building Codes	3
+ CAD255	Structural Details	3

Group II. Manufacturing Option

+ CAD175	Manufacturing Modeling and Design	3
+ CAD245	Design and Modeling of Mechanisms	3
+ CAD281	Electro-Mechanical Product Documentation	3
+ CAD___	Any Computer-Aided Design (CAD) course	3

Group III. Civil Project Option

+ CAD186	Site Development I	3
+ CAD286	Site Development II	3
+ CET101	Surveying I	3
+ CAD255	Structural Details	3

(+) indicates course has prerequisite and/or corequisites.

GCC Computer Aided Drafting (CAD) Classes

IF YOU:

- Are new to AutoCAD
- Want a solid foundation of AutoCAD skills
- May or may not be seeking degree/certificate
- If you can only take one Intro CAD class, this is the one you should take

→ **CAD100** - Fundamentals of 2D AutoCAD

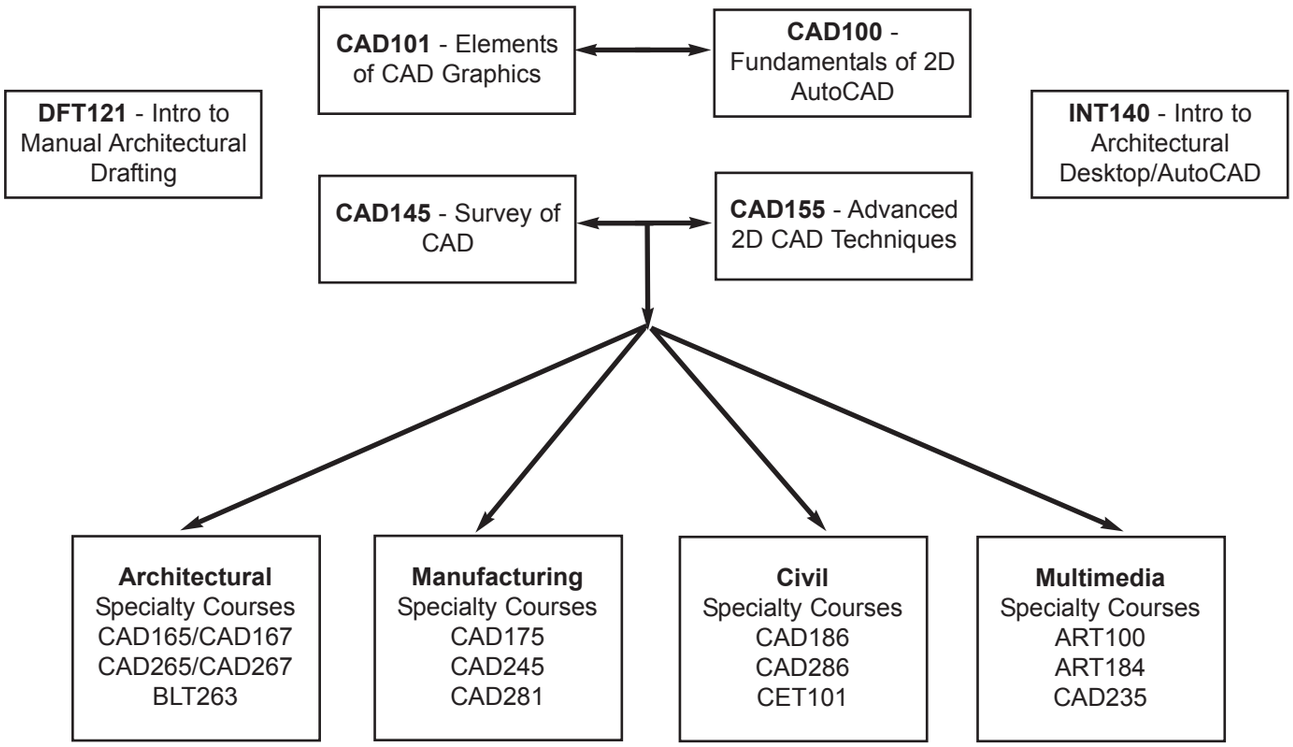
- Are new to AutoCAD and seeking degree/certificate
- *This course should be taken at the same time as the CAD100 course for degree/certificate students*

→ **CAD101** - Elements of CAD Graphics

- Are new to AutoCAD
- Want a solid foundation of AutoCAD skills
- Are an Interior Design student or professional designer

→ **INT140** - Intro to Architectural Desktop/AutoCAD

If you have some experience with AutoCAD and are nor sure which class is best for you, or have questions about any of the AutoCAD and Drafting courses, call **Susan Campbell** at **623-845-3164** to determine the best placement to meet your needs.



Restricted Electives: (3 credits) **Credits**

Students must also select three (3) credit hours from the following courses, except courses used to satisfy Required Courses or Specialty Group areas:

+ CAD167	Architectural Drawings (REVIT) I: Residential CAD	3
+ CAD175	Manufacturing Modeling and Design	3
+ CAD186	Site Development I	3
+ CAD245	Design and Modeling of Mechanisms	3
+ CAD255	Structural Details	3
+ CAD267	Architectural Drawings (REVIT) II: Commercial CAD	3
+ CAD281	Electro-Mechanical Product Documentation	3
+ CAD286	Site Development II	3
+ CAD287	Architectural Drawings (REVIT) III: Advanced Revit Techniques	3
DFT121	Introduction to Architectural Drafting	3
CAD/ART/ ECE/CIS___	Any 3 credit CAD, ART, ECE, or CIS prefixed course approved by department advisor	3

General Education Requirements: (19-22 credits)

Core: (9-12 credits) **Credits**

First-Year Composition: 6

+ ENG101 First-Year Composition (3) **and**
+ ENG111 Technical and Professional Writing (3) **or**
+ ENG107 First-Year Composition (3)

ENG102 or ENG108 is acceptable with permission of department if ENG111 is not available.

Oral Communication: 3

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

Critical Reading: 0-3

+ CRE101 College Critical Reading (3) **or**
+ CRE111 Critical Reading for Business and Industry (3) **or** appropriate Reading placement test score.

Mathematics: 0

Met by (DFT106 or MAT151) and (DFT107 or MAT182) in Required Courses area.

Distribution: (10 credits) **Credits**

Humanities and Fine Arts: 3

Any approved course, see page 79.

Social and Behavioral Sciences: 3

ECN211 Macroeconomic Principles (3) **or**
ECN212 Microeconomic Principles (3)

Natural Sciences: 4

PHY101 Introduction to Physics (4) **or**
+ PHY111 General Physics I (4) (either is recommended)

CAD Application

Certificate of Completion - CCL 5410
12 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in CAD Application program is designed to train students with professional level software and develop competence in 3-dimensional modeling and documentation specific to one of the three major design fields (architecture, civil, manufacturing). The program is clustered around elective pairs to encourage broad design exposure.

Program Prerequisites: (21 credits) **Credits**

CAD101	Elements of CAD Graphics (AutoCAD)	3
CAD100	Fundamentals of 2D AutoCAD	3
+ CAD145	Survey of CAD	3
+ CAD155	Advanced 2D CAD Techniques	3
+ CAD215	Three-Dimensional AutoCAD Modeling	3
+ DFT106	Algebra and Graphs for Design Technology (3) **or**	
+ MAT151	College Algebra/Functions (4)	3-4
+ DFT107	Trigonometry and Analytic Geometry for Design Technology (3) **or**	
+ MAT182	Plane Trigonometry (3)	3

Required Courses: (3 credits) **Credits**

Students must earn a grade of "C" or better for each course listed under Required Courses.

+ CAD295	Design Geometry	3

Restricted Electives: (9 credits) **Credits**

Block I:

Students must select three (3) credits from the following:

+ CAD167	Architectural Drawings (REVIT) I: Residential CAD	3
+ CAD175	Manufacturing Modeling and Design	3
+ CAD186	Site Development I	3

and

Block II:

Students must select three (3) credits from the following:

+ CAD245	Design and Modeling of Mechanisms	3
+ CAD267	Architectural Drawings (REVIT) I: Residential CAD	3
+ CAD286	Site Development II	3

and

Students must select three (3) credits from the following General Restricted Electives:

BLT263	Building Codes	3
+ CAD281	Electro-Mechanical Product Documentation	3
+ CET101	Surveying I	3
+ CAD255	Structural Details	3
+ CAD287	Architectural Drawings (REVIT) III: Advanced Revit Techniques	3

(+) indicates course has prerequisite and/or corequisites.

Basic CAD

Certificate of Completion - CCL 5409
15 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Basic CAD program is designed to provide students with the computer aided design (CAD) skills and competence in 2-dimensional and 3-dimensional documentation and modeling typical of basic level CAD operators.

Students must earn a grade of "C" or better for each course listed in the program.

Required Courses: (15 credits)		**Credits**
CAD101	Elements of CAD Graphics (AutoCAD)	3
+ CAD100	Fundamentals of 2D AutoCAD	3
+ CAD145	Survey of CAD	3
+ CAD155	Advanced 2D CAD Techniques	3
+ CAD215	Three-Dimensional AutoCAD Modeling	3

Course Descriptions

Computer-Aided Drafting/Design (BLT, CET, CAD, DFT)

Building Safety & Construction Technology (BLT)

BLT125 **3 credits** **3 periods**
Residential Electrical Codes
National Electrical Code requirements for safe electrical installations and proper inspection procedures in residential buildings. Topics include branch circuitry, feeder calculations, services grounding, over current protection, wiring methods, types and proper usage of material, swimming pool installation. 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, including structural requirements for wood, masonry and concrete, fire resistance of building construction, fire resistant materials, and ratings and occupancy requirements. Prerequisites: None.

Civil Engineering Technology (CET)

CET211 **3 credits** **3 periods**
Strength of Materials
A study of strength and application of the materials of engineering construction, including the mechanics of beams, shafts, and bolted and welded connections under various loading conditions. Prerequisites: DFT107, or ELT102, or (MAT151 and MAT182), or MAT187, or equivalent, or permission of department.

Computer-Aided Drafting (CAD)

CAD100 **3 credits** **6 periods**
Fundamentals of 2D AutoCAD
Utilize AutoCAD software to generate two-dimensional (2-D) drawings and components in a generic installation. Apply basic AutoCAD commands and properties to format, draw, edit, layer, dimension, import/export, and manage drawing files. Creation, manipulation, and hardcopy production of 2-D drawing files from major AutoCAD command and display environments and plot options. Prerequisites: None.

CAD101 **3 credits** **6 periods**
Elements of CAD Graphics (AutoCAD)
Computer generation of common design components using pure elements and basic geometric procedures. Fundamentals of concept illustration based on standard pictorial methods. Introduction of multiview presentations and projection techniques. Prerequisites: None.

CAD145 **3 credits** **6 periods**
Survey of CAD
Survey of the basic standards and procedures for drawing setups and design documentation in the fields of architecture, manufacturing, and civil technology. Multisource hardcopy design presentation. Prerequisites: (CAD100 and CAD101), or ECE103, or ECE103AB, or permission of instructor.

CAD155 **3 credits** **6 periods**
Advanced 2D CAD Techniques
Techniques associated with the automation and semi-automation of design documentation; attribute manipulation and file maintenance; advanced plotting techniques. Prerequisites: CAD100 and CAD101, or permission of instructor.

CAD167 **3 credits** **6 periods**
Architectural Drawings (REVIT) I: Residential CAD
Introduction to REVIT architectural modeling software used by the architectural industry. Advanced software utilization and skills pertinent to architectural documentation. Emphasis on residential working drawings. Prerequisites: (ARC251 or CAD145) or permission of Department or Division. CAD255 recommended.

CAD175 **3 credits** **6 periods**
Manufacturing Modeling and Design
Specialized training in parametric parts and assembly modeling with an emphasis in manufacturing design. Design, construction and documentation of primitive, regional, and composite models using American National Standards Institute (ANSI) and International Organization for Standardization (ISO) standards. Prerequisites: (CAD145, CAD155 and CAD215) or permission of instructor.

CAD186 **3 credits** **6 periods**
Site Development I
Use coordinate geometry and survey point databases to create topographic maps utilizing civil engineering/surveying application software. Volumetric analysis of earthwork (cut and fills) utilizing civil engineering/surveying application software. Production of base mapping, earthwork, grading, and drainage plan utilizing civil engineering/surveying application software. Prerequisites: CAD145 or permission of instructor.

CAD215 **3 credits** **6 periods**
Three-Dimensional AutoCAD Modeling
Reduction of 3D design concepts to coordinate space and procedural syntax required for AutoCAD 3D file development. Manipulation of wireframes; surfacing techniques; development of solids using Boolean operations. Production of standard displays and outputs involving 3D objects. Prerequisites: (CAD101 and CAD135) or permission of instructor.

CAD235 **3 credits** **6 periods**
Modeling, Rendering and Animation for Technical Presentations
Entry level course in technical modeling, visualization, and animation. Uses 3D modeling software, rendering, and animation tools to visualize and solve design issues. Development of professional quality presentation materials for design projects. Prerequisites or Corequisites: CAD215 or permission of Department or Division.

CAD245 **3 credits** **6 periods**
Design and Modeling of Mechanisms
Specialized training in the design of manufactured products using commercially available mechanisms and hardware. Specific applications include: cams, gears, specification control parts, and operating sheets (O.S.) and methods of tooling (M.O.T.). Prerequisites: CAD175 or permission of instructor.

CAD255 **3 credits** **6 periods**
Structural Details
CAD-based instruction in the development of framing plans, sections, and details of typical southwestern construction systems. Creation of personal standard detail files for wood, concrete/masonry, and steel construction systems. Includes applicable codes, materials, methods, and office practices. Prerequisites: CAD145 or permission of instructor.

CAD267 **3 credits** **6 periods**
Architectural Drawings (REVIT) II: Commercial CAD
Use of REVIT architectural modeling software utilized by the architectural industry to generate plans and features associated with commercial building design. Focus on CAD development of selected plans, details, and structural practices common to nonresidential buildings. Prerequisites: CAD167 or permission of Department or Division.

CAD281 **3 credits** **6 periods**
Electro-Mechanical Product Documentation
Specialized training in the documentation and design of electromechanical products, using various sources of design information as part of the manufacturing process. Typical construction documents for this class will include block, schematic, logic, and interconnect diagrams, electronic component assemblies (ECA's), printed wiring board packages, and chassis and rack design including front panel layout. Prerequisites: CAD175 or permission of instructor.

CAD286 **3 credits** **6 periods**
Site Development II
Use a coordinate geometry and survey point database to create construction drawings utilizing civil engineering/surveying software. Prerequisites: CAD186.

CAD287 **3 credits** **6 periods**
Architectural Drawings (REVIT) III: Advanced Revit Techniques
Advanced use of REVIT architectural modeling software utilized by the architectural industry. Generate conceptual mass plans, advanced and custom families, design phasing for renovation and tenant improvement projects, and advanced features associated with architectural building design. Prerequisites: CAD267 or permission of Department or Division.

CAD295 **3 credits** **6 periods**
Design Geometry
CAD based graphical solutions for problems in architectural and engineering design. Study of the geometry of technical drawing with an emphasis on the space relationship of points, lines and planes. Develop skills used to resolve design problems using both analytical and graphical methods. Prerequisites: (CAD215 and DFT107) or permission of instructor.

Drafting Technology (DFT)

DFT106 **3 credits** **3 periods**
Algebra and Graphs for Design Technology
Algebraic principles and applications used in the design trades. Additional topics in the use of rectangular coordinates. Prerequisites: MAT092 or equivalent, or 1 year of high school algebra, or permission of department.

DFT107 **3 credits** **3 periods**
Trigonometry and Analytic Geometry for Design Technology
An introduction to plane trigonometry and plane and solid geometry with practical applications to the field of design drafting. Problems in the analysis of force, stress, and vectors as well as primary geometric considerations. Prerequisites: DFT106 or equivalent.

DFT121 **3 credits** **6 periods**
Introduction to Architectural Drafting
Emphasis on basic drafting techniques and principles of architectural drafting. Use of basic drafting instruments. Includes lettering, line weights, dimensioning, multiview projection, floor plans, elevations, construction details, and portfolio development. Prerequisites: None.

Computer Information Systems

For Information: John Gibson
Phone: 623.845.3419

http://www.gccaz.edu/business/ComputerInformationSystems.html

Computer Information Systems

Associate in Applied Science - AAS 3152
64-66 credits
Checksheet

Program Description: The Associate in Applied Science (AAS) degree in Computer Information Systems program is designed to prepare students who are planning to find employment using current computer applications. Students will get experience with a variety of operating systems, database management, and popular programming languages. A Certificate of Completion (CCL) is also available.

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

Consultation with an Academic Advisor is recommended for course selection.

This program is also offered at GateWay Community College, Phoenix College, and Paradise Valley Community College.

Program Prerequisites: (3 credits) **Credits**

+ CRE101	College Critical Reading (3) **or** Equivalent by Assessment	3

Required Courses: (27-28 credits) **Credits**

ACC111	Accounting Principles I	3
CIS133DA	Internet/Web Development Level I	3
CIS105	Survey of Computer Information Systems	3
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

GCC will accept MST150SV in lieu of MST150, MST150VI, or MST150XP.

+ CIS150	*Programming Fundamentals (3)* ***or***	
+ CIS150AB	Object-Oriented Programming Fundamentals (3)	3

GCC does not currently offer CIS150. Interested students should inquire at other Maricopa Community Colleges.

+ CIS159	Visual Basic Programming I (3) **or**	
+ CIS162__	Any C Programming Level I course (3) **or**	
+ CIS163AA	Java Programming: Level I (3)	3
+ CIS190	*Introduction to Local Area Networks (3)* ***or***	
MST140	Microsoft Networking Essentials (3) **or**	
CNT140AA	Cisco Networking Fundamentals (4)	3-4

GCC does not currently offer CIS190. Interested students should inquire at other Maricopa Community Colleges.

GBS151	Introduction to Business	3
+ GBS233	Business Communication	3

Restricted Electives: (12 credits) **Credits**

CIS___	Any CIS Computer Information course(s) except courses used to satisfy Required Courses area.	12

General Education Requirements: (25 credits)

Core: (15 credits) **Credits**

First-Year Composition: 6

+ 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

Oral Communication: 3
Any approved course, see page 79.

Critical Reading: 3
Met by CRE101 in Program Prerequisites area (3) **or**
+ CRE111 Critical Reading for Business and Industry (3) **or** Equivalent as indicated by assessment in Program Prerequisites area.

Mathematics: 3-5

+ MAT120	Intermediate Algebra (5) **or**
+ MAT121	Intermediate Algebra (4) **or**
+ MAT122	Intermediate Algebra (3) **or** Satisfactory completion of a higher level mathematics course.

Distribution: (10 credits) **Credits**

Humanities and Fine Arts: 3
Any approved course, see page 79.

Social and Behavioral Sciences: 3

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

Natural Sciences: 4
Any approved course, see page 80.

(+) indicates course has prerequisite and/or corequisites.

Quick Reference for Computing at GCC

What are your computing interests?

Basic Computing Skills

Program(s): Business Office Computer Applications p. 124
Course(s): BPC p.126, CIS p. 159, OAS p. 261, ELT p. 288, NET p. 289

Programming Languages

Program(s): Computer Information Systems p. 149
Programming & Systems Analysis p. 157
Course(s): CSC p. 172, CIS p. 159, ELT p. 288

Computer Engineering and Computer Science

Program(s): Computer and Networking Technology p. 286
Course(s): CSC p. 172, EEE p. 190, NET p. 289, CNT p. 170

Graphics

Program(s): Digital Media Arts p. 108
Course(s): ART p. 109

Maintenance

Program(s): Computer and Networking Technology p. 286
Network Maintenance p. 287
Course(s): BPC p. 126, ELT p. 288, NET p. 289

Networking

Program(s): Computer and Networking Technology p. 286
Networking Technology: Cisco p. 168
Microsoft Networking Technology p. 165
Information Security p. 151
Linux Networking Administration p. 155
Course(s): CIS p. 159, CNT p. 170, ELT p. 288, MST p. 171

Computer-Aided Drafting/Design

Program(s): CAD Technology p. 144
Basic CAD p. 147
CAD Application p. 146
Course(s): CAD p. 147, DFT p. 148

Internet/Web Development

Program(s): Web Design p. 159
Web Developer p. 158
Course(s): ART p. 109, CIS p. 159, NMS p. 232

Computing Environments and Operating Systems

Program(s): Information Security p. 151
Linux Networking Administration p. 155
MCITP Administrator p. 164
Course(s): BPC p. 126, CIS p. 159, ELT p. 288, MST p. 171, OAS p. 261, NET p. 289

(+) indicates course has prerequisite and/or corequisites.

Computer Information Systems

Certificate of Completion - CCL 5671
21 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Computer Information Systems program is designed to meet the needs of students who are planning to find employment using current computer applications. It is intended for students who may later want to pursue an Associate's Degree in Computer Information Systems, but who do not expect to go beyond the community college program. Students will get experience with a variety of operating systems, database management, and popular programming languages. An Associate in Applied Science (AAS) is also available.

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

Consultation with an Academic Advisor is recommended for course selection.

This program is also offered at GateWay Community College, Phoenix College and Paradise Valley Community College.

Required Courses: (12 credits) **Credits**

CIS133DA	Internet/Web Development Level I	3
CIS105	Survey of Computer Information Systems	3
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

GCC will accept MST150SV in lieu of MST150, MST150VI, or MST150XP.

+ *CIS150*	*Programming Fundamentals (3)* ***or***	
+ CIS150AB	Object-Oriented Programming Fundamentals (3)	3

GCC does not currently offer CIS150. Interested students should inquire at other Maricopa Community Colleges.

Restricted Electives: (9 credits) **Credits**

CIS___	Any CIS Computer Information Systems course(s) except courses used to satisfy Required Courses area.	9

Information Security

Associate in Applied Science - AAS 3039
61-66 credits
Checksheet

Program Description: The Associate in Applied Science (AAS) in Information Security degree is designed to provide students with the knowledge and tools to understand how networks, operating systems and programs function. Emphasis is placed on developing the theoretical and practical skills needed to maintain security on mission-critical data and systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security disciplines which include both vendor-neutral and vendor-specific information technology (IT) security training. The Information Security program is designed to help prepare students for internationally recognized IT certifications and business, industry and government responsibilities.

Students must earn a grade of a "C" or better for all courses required within the program.

Required Courses: (27 credits) **Credits**

Certificate of Completion: Information Security Technology (5347)		27

Restricted Electives: (12 credits) **Credits**

Students should select 12 credits from the list below of which 6 credits must be ITS prefix courses.

+ *CIS162AB*	*C++: Level I (3)* ***or***	
+ CIS162AD	C#: Level I (3) **or**	
+ CIS163AA	Java Programming: Level I (3)	3
+ *CIS238US*	*UNIX Security*	*3*
+ *CIS271DL*	*Linux Security*	*3*
+ *CNT160*	*Cisco Switching Basics and Intermediate Routing*	*3*

GCC will accept CNT160AA in lieu of CNT160.

+ *CNT170*	*Cisco Wide Area Networks (WAN) Technologies*	*3*

GCC will accept CNT170AA in lieu of CNT170.

+ *CNT202*	*Cisco Secure Firewall Appliance Configuration*	*4*
+ CNT205	Cisco Certified Network Associate Security	4
+ *CNT206*	*Cisco Certified Network Associate Wireless*	*4*
ITS100	Information Security Awareness	1
+ *ITS150*	*Building Trusted Networks in the Enterprise*	*3*
ITS170	*Information Security Policy Development*	*1*
ITS172	*Viruses and Other Malicious Software*	*1*
+ *ITS231*	*Router Hardening*	*1*
+ *ITS232*	*Layer 2 Attacks and Defenses*	*3*
+ *ITS233*	*Wireless Network Security*	*3*
+ ITS291	Computer Forensics Foundations	4
+ ITS292	Advanced Computer Forensics	4
ITS298AA	Special Projects	1
ITS298AB	Special Projects	2
ITS298AC	Special Projects	3
+ MST152	Microsoft Windows Server (4) **or**	
+ MST152__	Any Microsoft Windows Server (any module) (4)	4
+ MST259	Designing Windows Network Security	3

GCC does not currently offer the courses in italics. Interested students should contact the Business and Information Technology department for more information.

(+) indicates course has prerequisite and/or corequisites.

General Education Requirements: (22-27 credits)

Core: (12-17 credits)		Credits
First-Year Composition:		6
+ ENG101	First Year Composition (3) **and**	
+ ENG102	First Year Composition (3) **or**	
+ ENG107	First-Year Composition for ESL (3) **and**	
+ ENG108	First-Year Composition for ESL (3)	
Oral Communication:		3
COM100	Introduction to Human Communication (3) **or**	
+ COM225	Public Speaking (3) **or**	
+ COM230	Small Group Communication (3)	
Critical Reading:		0-3
+ CRE101	College Critical Reading **or** Equivalent as indicated by assessment	
Mathematics:		3-5
+ MAT150	College Algebra/Functions (5) **or**	
+ MAT151	College Algebra/Functions (4) **or**	
+ MAT152	College Algebra/Functions (3)	

Distribution: (10 credits)	Credits
Humanities and Fine Arts:	3
Any approved course, see page 79.	
Social and Behavioral Sciences:	3
Any approved course, see page 79.	
Natural Sciences:	4
Any approved course, see page 80.	

Information Security Forensics

Certificate of Completion - CCL 5465
21 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Information Security Forensics program is designed to provide students with the knowledge and tools to gather evidence, often as part of a criminal investigation, from computers and computer networks. The discipline requires a technical knowledge of the relationship between a computer's operating system and the supporting hardware (e.g. hard disks), and between the operating system and system/application programs and the network. Evidence gathering must proceed in a manner that ensures that the evidence is admissible in a court of law, and can be documented and presented in an intelligible manner. The Information Security Forensics Certificate of Completion is part of a comprehensive Information Security program, which is designed to help prepare students for internationally recognized industry certifications.

Students must earn a grade of "C" or better for each course listed in the program.

Program Prerequisites: (6 credits)		Credits
+ BPC170	Computer Maintenance I: A+ Essentials Prep	3
CIS105	Survey of Computer Information Systems	3

Required Courses: (21 credits)		Credits
CIS126DA	Unix Operating System (3) **or**	
CIS126DL	Linux Operating System (3)	3
+ ITS110	Information Security Fundamentals	4
+ ITS120	Legal, Ethical and Regulatory Issues	3
+ ITS291	Computer Forensics Foundations	4
+ ITS292	Advanced Computer Forensics	4
MST150	*Microsoft Windows Professional (3)* ***or***	
MST150XP	*Microsoft Windows XP Professional (3)*	*3*

GCC will accept MST150SV in lieu of MST150 or MST150XP.

(+) indicates course has prerequisite and/or corequisites.

Information Security Technology

Certificate of Completion - CCL 5347
27 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Information Security Technology program is designed to provide students with the knowledge and tools to understand how networks, operating systems and programs function, as well as, how to protect them. Emphasis is placed on developing the knowledge and skills to maintain security on mission-critical data and computer systems. The program is designed to meet the training needs of employees in both public and private sectors. The program covers a variety of information security disciplines that include both vendor-neutral and vendor-specific security training. The Information Security Technology program is designed to help prepare students for internationally recognized industry certifications.

Students must earn a grade of a "C" or better for all courses required within the program.

Program Prerequisites: (6 credits)		**Credits**
+ BPC170	Computer Maintenance I: A+ Essentials Prep	3
CIS105	Survey of Computer Information Systems	3

Required Courses: (27 credits)		**Credits**
CIS126DA	UNIX Operating System (3) **or**	
CIS126DL	Linux Operating System (3)	3
CNT140	*Cisco Networking Basics*	*4*
GCC will accept CNT140AA in lieu of CNT140.		
+ CNT150	*Cisco Networking Router Technologies*	*4*
GCC will accept CNT150AA in lieu of CNT150.		
+ ITS110	Information Security Fundamentals	4
+ ITS120	Legal, Ethical and Regulatory Issues	3
+ ITS130	Operating System Security	3
+ ITS140	Network Security	3
MST150	*Microsoft Windows Professional (3) **or***	
MST150XP	*Microsoft Windows XP Professional (3)*	*3*
GCC will accept MST150SV in lieu of MST150 or MST150XP.		

Information Security Wireless Networks

Certificate of Completion - CCL 5457
23 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Information Security Wireless Networks program is designed to provide students with the knowledge and tools to design secure wireless local area networks (LANs) and defend wireless LANs against the latest hacking techniques, implement the latest wireless LAN security solutions and understand the impact of new wireless solutions. The Wireless Network Security Certificate of Completion is part of a comprehensive Information Security program that is designed to help prepare students for internationally recognized industry certifications.

Program Prerequisites: (6 credits)		**Credits**
+ BPC170	Computer Maintenance I: A+ Essentials Prep	3
CIS105	Survey of Computer Information Systems	3

Required Courses: (23 credits)		**Credits**
+ CNT160	*Cisco Switching Basics & Intermediate Routing*	*3*
GCC will accept CNT160AA in lieu of CNT160.		
+ CNT170	*Cisco Wide Area Networks (WAN) Technologies*	*3*
GCC will accept CNT170AA in lieu of CNT170.		
+ CNT206	*Cisco Certified Network Associate Wireless*	*4*
+ ITS110	Information Security Fundamentals	4
+ ITS130	Operating System Security	3
+ ITS140	Network Security	3
+ ITS233	*Wireless Network Security*	*3*

GCC does not currently offer the courses in italics. Interested students should contact the Business and Information Technology department for more information.

(+) indicates course has prerequisite and/or corequisites.

Linux Associate

Certificate of Completion - CCL 5219
24 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Linux Associate program is designed to help prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the work place. The program includes a core of Linux classes including Linux Operating System Basics, System Administration, Network Administration and Network Security. These classes will help develop a student's knowledge and skill level in preparation for employment or to improve current professional skills. Objectives for a variety of industry certifications are encompassed within course and program objectives.

Students must earn a grade of a "C" or better for all courses required within the program.

This program is also offered at Estrella Mountain Community College and Mesa Community College.

Required Courses: (12 credits) **Credits**

CIS126DL	Linux Operating System	3
+ CIS238DL	Linux System Administration	3
+ CIS240DL	Linux Network Administration	3
+ CIS271DL	Linux Security	3

Restricted Electives: (12 credits) **Credits**

+ BPC170	Computer Maintenance I: A+ Essentials Prep	3
+ *BPC270*	*Computer Maintenance II: A+ Technician Prep*	*3*
CIS105	Survey of Computer Information Systems	3
CIS121AH	*Microsoft PowerShell/Command Line Operations*	*3*
+ *CIS197*	*VMware ESXI Server Enterprise*	*4*
+ *CIS226AL*	*Internet/Intranet Server Administration-Linux*	*3*
+ CIS239DL	Linux Shell Scripting	3
+ *CIS241DL*	*Apache Web Server Administration (Linux/Unix)*	*3*
+ CIS270	Essentials of Network and Information Security	3
+ CIS274DL	Linux Enterprise Network Security	3
+ *CIS275DL*	*Linux Capstone*	*3*
CIS280	Current Topics in Computing	3
+ CIS290__	Computer Information Systems Internship	1-3
+ *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 Concepts	4
MST150__	Microsoft Windows (any MST150 suffixed course)	3
+ MST155	Implementing Windows Network Infrastructure (3) **or**	
+ MST155DA	Windows Server Network Infrastructure Configuration (4)	3-4

GCC does not currently offer the courses in italics. Interested students should contact the Business and Information Technology department for more information.

Linux Networking Administration

Associate in Applied Science - AAS 3013
60-64 credits
Checksheet

Program Description: The Associate in Applied Science (AAS) in Linux Networking Administration 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.

Students must earn a grade of a "C" or better for all courses required within the program.

This program is also offered at Estrella Mountain Community College and Mesa Community College.

Program Prerequisites: (3 credits) **Credits**

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

Required Courses: (24-25credits) **Credits**

+ BPC170	Computer Maint I: A+ Essentials Prep	3
CIS126DL	Linux Operating System	3
+ CIS238DL	Linux System Administration	3
+ CIS239DL	Linux Shell Scripting	3
+ CIS240DL	Linux Network Administration	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

GCC does not currently offer CIS190. Interested students should contact the Business and Information Technology department for more information.

MST150__	Microsoft Windows (Any suffixed course)	3

Restricted Electives: (14 credits) **Credits**

Selected courses will not apply in both the Required Courses area and the Restricted Electives area.

BPC110	Computer Usage and Applications (3) **or**	
CIS105	Survey of Computer Information Systems (3)	3
+ *BPC270*	*Computer Maintenance II: A+ Essentials Prep*	*3*
+ *BPC273*	*Advanced Server Computer Maintenance: Server+Prep*	*3*
CIS121AH	*Microsoft PowerShell/Command Line Operations*	*3*
+ *CIS197*	*VMware ESXI Server Enterprise*	*4*
+ *CIS226AL*	*Internet/Intranet Server Administration-Linux*	*3*
+ *CIS241DL*	*Apache Web Server Administration (Linux/Unix)*	*3*
+ CIS250	Management of Information Systems	3
+ CIS270	Essentials of Network and Information Security	3
+ CIS274DL	Linux Enterprise Network Security	3
+ *CIS275DL*	*Linux Capstone*	*3*
+ CIS296WC	Cooperative Education	3

(+) indicates course has prerequisite and/or corequisites.

+ CIS290__	Computer Information Systems Internship	1-3
+ CIS298AC	Special Projects	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 Concepts	4
+CNT160AA	Cisco Local Area Networking (LAN) Switching and Wireless	4
+ CNT170AA	Cisco Accessing the Wide-Area Network (WAN)	4
MST150__	Microsoft Windows (any MST150 suffixed course)	3
+ MST155	Implementing Windows Network Infrastructure (3) **or**	
+ MST155DA	Windows Server Network Infrastructure Configuration (4)	3-4
+ MST157	Implementing Windows Directory Services (3) **or**	
+ MST157DA	Active Directory Windows Server Configuration (4)	3-4
+MST158DA	Windows Server Administration	4

GCC does not currently offer the courses in italics. Interested students should contact the Business and Information Technology department for more information.

General Education Requirements: (25 credits)

Core: (15 credits) — **Credits**

First-Year Composition: **6**

+ 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)	

Oral Communication: **3**

COM225 Public Speaking (3) **or**

Any approved course, see page 79.

Critical Reading: **0-3**

+ CRE101 College Critical Reading (3) **or** Equivalent as indicated by assessment

Mathematics: **3**

+ MAT102 Mathematical Concepts/Applications (3) **or** Satisfactory completion of a higher level mathematics course.

Distribution: (10 credits) — **Credits**

Humanities and Fine Arts: **3**

Any approved course, see page 79.

Social and Behavioral Sciences: **3**

Any approved course, see page 79.

Natural Sciences: **4**

Any approved course, see page 80.

Linux Networking Administration

Certificate of Completion - CCL 5225
36-37 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Linux Networking Administration program is designed to help prepare students for a variety of industry recognized Linux certification exams as well as provides 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.

Students must earn a grade of a "C" or better for all courses required within the program.

This program is also offered at Estrella Mountain Community College and Mesa Community College.

Required Courses: (24-25 credits) — Credits

+ BPC170	Computer Maintenance I: A+ Essentials Prep	3
CIS126DL	Linux Operating System	3
+ CIS238DL	Linux System Administration	3
+ CIS239DL	Linux Shell Scripting	3
+ CIS240DL	Linux Network Administration	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

GCC does not currently offer CIS190. Interested students should contact the Business and Information Technology department for more information.

MST150__	Microsoft Windows (any suffixed course)	3

Restricted Electives: (12 credits) — Credits

BPC110	Computer Usage and Applications (3) **or**	
CIS105	Survey of Computer Information Systems (3)	3
+ *BPC270*	*Computer Maintenance II: A+ Technician Prep*	*3*
+ *BPC273*	*Advanced Server Computer Maintenance: Server+Prep*	*3*
+ *CIS197*	*VMware ESXI Server Enterprise*	*4*
CIS121AH	*Microsoft PowerShell/Command Line Operations*	*3*
+ CIS226AL	Internet/Intranet Server Administration-Linux	3
+ *CIS241DL*	*Apache Web Server Administration (Linux/Unix)*	*3*
+ *CIS250*	*Management of Information Systems*	*3*
+ CIS270	Essentials of Network and Information Security	3
+ CIS274DL	Linux Enterprise Network Security	3
+ *CIS275DL*	*Linux Capstone*	*3*
CIS280	Current Topics in Computing	3
+ CIS296WC	Cooperative Education	3
+ CIS290__	Computer Information Systems Internship	1-3
+ CIS298AC	Special Projects	3
+ *CIS190*	*Introduction to Local Area Networks (3)* ***or***	
CNT140AA	Cisco Networking Fundamentals (4) **or**	
MST140	Microsoft Networking Essentials (3)	3-4

(+) indicates course has prerequisite and/or corequisites.

+ CNT150AA	Cisco Routing Protocols and Concepts	4
+ CNT160AA	Cisco Local Area Networking (LAN) Switching and Wireless	4
+ CNT170AA	Cisco Accessing the Wide-Area Network (WAN)	4
MST150__	Microsoft Windows (any MST150 suffixed course)	3
+ MST155	Implementing Windows Network Infrastructure (3) **or**	
+ MST155DA	Windows Server Network Infrastructure Configuration (4)	3
+ MST157	Implementing Windows Directory Services (3) **or**	
+ MST157DA	Active Directory Windows Server Configuration (4)	3-4
+ MST158DA	Windows Server Administration	4

GCC does not currently offer the courses in italics. Interested students should contact the Business and Information Technology department for more information

Linux Professional

Certificate of Completion - CCL 5204
12 credits
Checksheet

Program 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.

Students must earn a grade of a "C" or better for all courses required within the program.

This program is also offered at Chandler-Gilbert Community College, Estrella Mountain Community College, Mesa Community College, and Paradise Valley Community College.

Required Courses: (6 credits) **Credits**

CIS126DL	Linux Operating System	3
+ CIS238DL	Linux System Administration	3

Restricted Electives: (6 credits) **Credits**

+ BPC170	Computer Maintenance I: A+ Essentials Prep	3
+ *BPC270*	*Computer Maintenance II: A+ Technician Prep*	*3*
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 Concepts	4
MST150__	Microsoft Windows (any MST150 suffixed course)	3
CIS280	Current Topics in Computing	3
+ CIS290__	Computer Information Systems Internship	1-3

GCC does not currently offer the courses in italics. Interested students should contact the Business and Information Technology department for more information

(+) indicates course has prerequisite and/or corequisites.

Programming and System Analysis

Associate in Applied Science - AAS 3844
64-67 credits
Checksheet

Program Description: The Associate of Applied Science (AAS) program 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, business communication, team roles, and dynamics. A Certificate of Completion (CCL) is also available.

Students must earn a grade of a "C" or better for all courses required within the program.

Consultation with an Academic Advisor is recommended for course selection.

This program is also offered at Estrella Mountain Community College, Mesa Community College, Phoenix College, Paradise Valley Community College, and Scottsdale Community College.

Program Prerequisites: (3 credits) — Credits

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

Required Courses: (36-37 credits) — Credits

ACC111	Accounting Principles I	3
CIS105	Survey of Computer Information Systems	3
CIS224	Project Management MS Project for Windows	3
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

GCC will accept MST150SV in lieu of MST150, MST150VI, or MST150XP.

+ *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 w/Java Server Pages (JSP) (3)* ***or***	
+ CIS166AE	Web Scripting w/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

GCC will accept CNT140AA in lieu of CNT140.

+ *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 Management (3)* ***or***	
+ *CIS119DO*	*Introduction to Oracle: SQL (3)* ***or***	
+ CIS276DA	My SQL Database (3)	3
+ GBS233	Business Communication	3

GCC does not currently offer the courses in italics. Interested students should inquire at other Maricopa Community Colleges to pursue these options.

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

GCC does not currently offer the courses in italics. Interested students should inquire at other Maricopa Community Colleges to pursue these options.

Restricted Electives: (6 credits) — Credits

+ *CIS251*	*Computer Game Development-Level II*	*3*
+ CIS259	Visual Basic Programming II	3
+ *CIS262*	*C Programming II*	*3*
+ *CIS262AB*	*C++: Level II*	*3*
+ *CIS262AC*	*Visual C++: Level II*	*3*
+ CIS263AA	Java Programming: Level II	3

GCC does not currently offer the courses in italics. Interested students should inquire at other Maricopa Community Colleges to pursue these options.

General Education Requirements: (22 credits)

Core: (12 credits) — Credits

First-Year Composition: 6

+ 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)

Oral Communication: 3
Any approved course, see page 79.

Critical Reading: 0
Met by CRE101 in Program Prerequisites area.

Mathematics: 3-5

MAT150	College Algebra/Functions (5) **or**
MAT151	College Algebra/Functions (4) **or**
MAT152	College Algebra/Functions (3)

Distribution: (10 credits) — Credits

Humanities and Fine Arts: 3
Any approved course, see page 79.

Social and Behavioral Sciences: 3

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

Natural Sciences: 4
Any approved course, see page 80.

Programming and System Analysis

Certificate of Completion - CCL 5048
24 credits
Checksheet

Program Description: The Certificate of Completion (CCL) program 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.

Students must earn a grade of a "C" or better for all courses required within the program.

Consultation with an Academic Advisor is recommended for course selection.

This program is also offered at Chandler-Gilbert Community College, Estrella Mountain Community College, Mesa Community College, Phoenix College, Paradise Valley Community College, and Scottsdale Community College.

Required Courses: (21 credits) **Credits**

CIS105	Survey of Computer Information Systems	3
CIS224	Project Management MS Project for Windows	3
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

GCC will accept MST150SV in lieu of MST150, MST150VI, or MST150XP.

+ *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 Management (3) **or***	
+ *CIS119DO*	*Introduction to Oracle: SQL (3) **or***	
+ *CIS276DA*	*My SQL Database (3)*	*3*

GCC does not currently offer the courses in italics. Interested students should inquire at other Maricopa Community Colleges to pursue these options.

Restricted Electives: (3 credits) **Credits**

+ *CIS251*	*Computer Game Development-Level II*	*3*

GCC does not currently offer CIS251. Interested students should inquire at other Maricopa Community Colleges to pursue this option.

+ CIS259	Visual Basic Programming II	3
+ CIS262__	Any C Programming: Level II course	3
+ CIS263AA	Java Programming: Level II	3

Web Developer

Certificate of Completion - CCL 5051
30 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Web Developer is designed to prepare a software developer to properly create and maintain web applications. In addition to web page development, this certificate is designed to enable software developers to fully manage and develop corporate web systems using interactive applications as well as write programs to manage corporate database via the web.

This program is also offered at Estrella Mountain Community College, Phoenix College, and Paradise Valley Community College.

Required Courses: (30 credits) **Credits**

Students must earn a grade of "C" or better for each course listed under Required Courses.

CIS105	Survey of Computer Information Systems	3
CIS117DM	Microsoft Access: Database Management	3
CIS120DC	Flash: Digital Animation	3
CIS120DF	Computer Graphics: Adobe Photoshop (3) **or**	
CIS120AF	Computer Graphics: Adobe Photoshop: Level I (1) **and**	
CIS120BF	*Computer Graphics: Adobe Photoshop: Level II (1) **and***	
CIS120CF	*Computer Graphics: Adobe Photoshop: Level III (1)*	3
CIS126AA	UNIX Operating System: Level I	1
CIS133DA	Internet/Web Development Level I	3
+ CIS166__	Any Module	3
+ CIS233DA	Internet/Web Development Level II	3
+ *CIS234*	*XML Application Development*	*3*
+ *CIS235*	*e-Commerce*	*3*
CIS298AB	Special Projects (2) **or**	
+ CIS290AB	Computer Information Systems Internship (2) **or**	
+ CIS296WB	Cooperative Education (2)	2

(+) indicates course has prerequisite and/or corequisites.

Web Design

Certificate of Completion - CCL 5159
18 credits
Checksheet

Program Description: The certificate in Web Design is intended for those interested in designing and maintaining web pages for personal or small business use.

This program is also offered at Estrella Mountain Community College, Phoenix College, and Paradise Valley Community College.

Required Courses: (18 credits) **Credits**

Students must earn a grade of "C" or better for each course listed under Required Courses.

CIS120DC	Flash: Digital Animation	3
CIS120DF	Computer Graphics: Adobe Photoshop (3) **or**	
CIS120AF	Computer Graphics: Adobe Photoshop: Level I (1) **and**	
CIS120BF	*Computer Graphics: Adobe Photoshop: Level II (1)* ***and***	
CIS120CF	*Computer Graphics: Adobe Photoshop: Level III (1)*	3
CIS133DA	Internet/Web Development Level I	3
+ CIS166__	Any Module	3
+ CIS233DA	Internet/Web Development Level II	3
+ *CIS235*	*e-Commerce*	*3*

GCC does not currently offer the courses in italics. Interested students should inquire at other Maricopa Community Colleges to pursue these options.

Course Descriptions

Computer Information Systems (CIS)

CIS100 **.5 credit** **.5 period**
Internet: A Tool for Learning
Use of the Internet to promote learning. Focus on Internet services and access. Information provided on browsing, Internet addresses, naming conventions, search concepts and techniques, using bookmarks and capturing information. Prerequisites: None.

CIS102 **1 credit** **1 period**
Interpersonal and Customer Service Skills for IT Professionals
Examines behaviors necessary to develop and support an effective client service organization. Focuses on methods of increasing the effectiveness of help-desk professionals when responding to a range of customer conditions. Prerequisites: None.

CIS105 **3 credits** **4 periods**
Survey of Computer Information Systems
Overview of computer technology, concepts, terminology, and the role of computers in 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.

CIS113AE **1 credit** **1.3 periods**
Microsoft Word: Word Processing Level I
Using word processing software to create, name and manage files, edit text, and do basic formatting of documents. Prerequisites: None.

CIS113BE **1 credit** **1.3 periods**
Microsoft Word: Word Processing Level II
Using more advanced features of word processing software to format documents, create lists, mail-merged documents, and documents with themes and styles. Prerequisites: CIS113AE or permission of Instructor.

CIS113CE **1 credit** **1.4 periods**
Microsoft Word: Word Processing Level III
Utilizing more advanced features of word processing software to incorporate style and theme elements, use desktop publishing capabilities, and insert tables. Prerequisites: CIS113BE or permission of Instructor.

CIS113DE **3 credit** **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.

CIS114AE **1 credit** **2 periods**
Excel: Level I
Computer spreadsheet skills for solving business problems, including calculations, forecasting, and projections. Prerequisites: None.

CIS114BE **1 credit** **2 periods**
Excel: Level II
Additional Excel spreadsheet techniques, including macro programming, database searching, extraction, and linking to obtain prescribed reports and graphs. Prerequisites: CIS114AE or permission of instructor.

CIS114CE **1 credit** **1 period**
Excel: Level III
Additional Excel spreadsheet techniques, including complex macros, statistics, and matrix manipulation. Project design using multiple, integrated spreadsheets. Prerequisites: CIS114BE or permission of instructor.

CIS114DE **3 credits** **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.

CIS117AM **1 credit** **2 periods**
Database Management: Microsoft Access - Level I
Introduction to the basic elements of a current version of the Microsoft Access database management program, for casual and beginning users. Prerequisites: None.

CIS117BM **1 credit** **2 periods**
Database Management: Microsoft Access - Level II
Exploration of additional components of the Microsoft Access database management program. Prerequisites: CIS117AM or permission of instructor.

CIS117CM **1 credit** **1 period**
Database Management: Microsoft Access - Level III
Application of the features of the Microsoft Access program to some common database management problems. Prerequisites: CIS117BM.

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. Combines the contents of CIS117AA and CIS117BA and CIS117CA. Prerequisites: None.

CIS118AB **1 credit** **2 periods**
Powerpoint: Level I
Use of Powerpoint software to produce professional-quality presentation visuals. Prerequisites: None.

CIS118BB **1 credit** **2 periods**
PowerPoint: Level II
Use of PowerPoint software add movement and sound to desktop presentations to enhance audience attention. Prerequisites: CIS118AB.

CIS120AF **1 credit** **2 periods**
Computer Graphics: Adobe Photoshop: Level I
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Basic foundation course in the use of electronic techniques to select, manipulate, and edit images, for graphic design and image correction. Prerequisites: None.

CIS120AJ **1 credit** **2 periods**
Introduction to Digital Photo Editing
Introduction to digital photography and image editing. Digital photo editing use of electronic techniques to select, manipulate, and edit images. Prerequisites: None.

CIS120DB **1 credit** **2 periods**
Microcomputer Graphics: MacPowerpoint
Provides students with the capability to use MacPowerpoint graphics software on a microcomputer. 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. Prerequisites: None.

CIS120DC **3 credits** **4 periods**
Flash: Digital Animation
Provides students with the ability to use Flash graphics software on microcomputers. Covers basic animation techniques used in the creation, manipulation, and editing of Flash animation graphics. Prerequisites: None.

CIS120DF **3 credits** **4 periods**
Computer Graphics: Adobe Photoshop
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Basic foundation course in the use of electronic techniques to select, manipulate, and edit images, work with masks, channels and layers; combine raster and vector graphics; print in color, manage color, and create graphics for the web. Prerequisites: None.

CIS121AB **1 credit** **2 periods**
Microsoft Command Line Operations
Use of the Microsoft command line interface: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None.

CIS121AE **1 credit** **2 periods**
Windows Operating System: Level I
Specific topics include Windows basics, navigating and customizing the desktop, maintaining hardware and software, improving performance, configurations, securing your computer, taskbar, organizing, searching and managing folders and files, installing and uninstalling applications, Internet Explorer fine tuning, security, and searching, including advanced search techniques, keyboard shortcuts, and current topics. Prerequisites: None.

CIS124AA **1 credit** **1.7 periods**
Project Management Software: Level I
Utilization of project management software packages by managers and advanced business students to solve critical management planning tasks. Evaluation of management opportunities utilizing software packages to monitor project progress and resource allocation. Includes "what-if" analyses, and preparation of management reports. Prerequisites: None.

CIS124BA **1 credit** **1.7 periods**
Project Management Software: Level II
Advanced use of project management software. Covers features and functions to solve critical management planning tasks. Project communications, scheduling, resource allocation, tracking processes and importing and exporting data also covered. Project consolidation emphasized. Prerequisites: CIS124AA or permission of instructor.

(+) indicates course has prerequisite and/or corequisites.

CIS126AA **1 credit** **2 periods**
UNIX Operating System: Level I
Use of the UNIX operating system: system components, built-in commands, files and directories, editors, and UNIX Shell and command lines. Prerequisites: None.

CIS126BA **1 credit** **1 period**
UNIX Operating System: Level II
Installation, configuration, and maintenance of the UNIX operating system. Prerequisites: CIS126AA.

CIS126CA **1 credit** **1 period**
UNIX Operating System: Level III
Create login scripts and batch files, and maintain system communications. Prerequisites: CIS126BA.

CIS126DA **3 credits** **4 periods**
UNIX Operating System
Use of a UNIX operating system including system components, built-in commands, files, and directories, editors, and UNIX shell and command lines. Installation, configuration, and maintenance of a UNIX operating system. Create scripts and batch files, and maintain system communications. Prerequisites: None.

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.

CIS133AA **1 credit** **2 periods**
Internet/Web Development Level I-A
Overview of the Internet and its resources. Hands-on experience with various Internet communication tools. Prerequisites: None.

CIS133BA **1 credit** **1 period**
Internet/Web Development Level I-B
Exploration of additional Internet resources. Hands-on experience with a variety of resource discovery and information retrieval tools as well as enhancement of Web pages. Prerequisites: CIS133AA.

CIS133CA **1 credit** **1 period**
Internet/Web Development Level I-C
Web site development using enhancement codes. Includes frames, style sheets and javascript as well as design principles and typography. Prerequisites: CIS133BA.

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.

CIS150AB **3 credits** **4 periods**
Object-Oriented Programming Fundamentals
Structured and Object-Oriented design and logic tools. Use of computer problems to demonstrate and teach concepts using an appropriate programming language. Prerequisites: CIS105 or permission of instructor.

CIS156 **3 credits** **4 periods**
Python Programming: Level I
Use of the Python programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: 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.

CIS162 **3 credits** **4 periods**
C Programming I
Beginning C programming. Includes features needed to construct programs, functions, pointers, input and output options, data types, structures, and unions, and disk file operations. Prerequisites: CIS105, or permission of instructor.

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.

CIS164AG **2 credits** **3 periods**
Oracle: Data Modeling and Relational Database Design
Top-down, systematic approach to developing a relational database and defining requirements as entities, attributes, and relationships. Developing an entity-relationship (ER) diagram that accurately reflects the business. Mapping the ER diagram to an initial database design. Prerequisites: CIS105 or permission of instructor.

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.

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.

CIS213DE **3 credit** **4 periods**
Advanced Microsoft Word: Word Processing
Using advanced word processing software features to perform tasks such as mail merge, collaboration, web pages, math functions, macros, photo enhancements, graphics, tables, forms and manage long documents. Prerequisites: CIS113DE or (CIS113AE and CIS113BE and CIS113CE) or permission of Instructor.

CIS217AM **3 credits** **4 periods**
Advanced Microsoft Access: Database Management
Basic database concepts including database design, primary and secondary key selection and relationships between tables. Queries, subforms, macros, events, Visual Basic modules and Access ’97 Internet features also covered. Prerequisites: (CIS117DM or CIS117CM).

CIS220DC **3 credits** **4 periods**
Flash: Advanced Animation and Action Script
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.

CIS221AB **1 credit** **2 periods**
Microsoft Power Shell
Microsoft Power Shell (PS) is used to aid system administrators of Microsoft Network Operating Systems (NOS) in automating many administrative tasks through shell script automation. Prerequisites: CIS121AB 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.

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.

CIS236 **2 credits** **3 periods**
Web-Based Teaching and Learning I
Experience using a web-based learning environment from an online student's perspective. Use communication tools, submit assignments, use evaluation tools, create homepages, and navigate online-learning environment. Introduction to basics of online pedagogy. Hands-on experience with a web-based learning environment. Prerequisites: CIS133CA or CIS133DA, or permission of instructor.

CIS238 **3 credits** **4 periods**
Advanced UNIX System Administration
System administration tasks using one or more versions of UNIX. Topics include: installing the operation system, configuring peripherals, security, monitoring system performance, networking, and troubleshooting. Prerequisites: CIS126DA, or permission of instructor.

CIS238DL **3 credits** **4 periods**
Linux System Administration
Managing Linux Operating Systems including sophisticated manipulation of file structures, backup systems, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, kernel customization, and system resource control. Preparation for industry certifications such as the SAIR/GNU LCP and LCA certificates, CompTIA's Linux+, RHCT, RHCE, and LPIC. Prerequisites: CIS126AL, CIS126BL and CIS126CL; or CIS126DL or Permission of Instructor.

CIS240DL **3 credits** **4 periods**
Linux Network Administration
In depth networking based on Linux servers and the Transmission Control Protocol/Internet Protocol (TCP/IP) protocol suite. Integrating Linux servers and workstations into a network environment with multi-platform network operating systems including a variety of open-standard and proprietary protocols. Preparation for industry certifications such as the SAIR/GNU LCP and LCA certificates, CompTIA's Linux+, RHCT, RHCE, and LPIC. Prerequisites: CIS126AL, CIS126BL and CIS126CL; or CIS126DL or instructor approval.

CIS250 **3 credits** **4 periods**
Management Information Systems
The study of business information systems and its management, communication, e-business strategies, emerging technologies, database concepts, and project management. Overview of systems analysis and design. Learn about the competitive and strategic uses of information systems and how they are transforming organizations and their management. Prerequisites: CIS105.

CIS259 **3 credits** **4 periods**
Visual Basic Programming II
Use of the Visual Basic programming language to identify and solve advanced problems using suitable examples from business or other disciplines. Prerequisites: CIS159 or permission of instructor.

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 Instructor.

CIS270 **3 credits** **4 periods**
Essentials of Network and Information Security
Threats to security of information systems; responsibilities and basic tools for information security, including communication security, infrastructure security, organizational security and basic cryptography. Introduction to the language of network security and hardware, software and firmware components of an information security system for local, metropolitan, enterprise, and wide area networks. Helps prepare participants for the Comptia Security+ exam and the GIAC Security Essentials Certificate (GSEC). Prerequisites: CNT150, or (MST150 or MST150 any module), or permission of instructor.

CIS271DL **3 credits** **4 periods**
Linux Security
Implementing in-depth security methods and techniques in a Linux-based network environment. Utilize programs, utilities and configuration techniques to provide user-level, file system, and network security. Gain knowledge in a variety of security cracking techniques and how to guard against them. In all aspects of security, the standard of practicing professional ethics seriously emphasized. Preparation for industry certifications such as the SAIR/GNU LCP and LCA certificates, CompTIA's Linux+, RHCT, RHCE, and LPIC. Prerequisites: CIS240DL or Permission of Instructor.

CIS280 **3 credits** **4 periods**
Current Topics in Computing
Critical inquiry of current topics in computing. Application of industry trends to solve problems and/or investigate issues. Prerequisites: None.

Computer Networking

For Cisco Course Information: David Jenkins
Phone: 623.845.3572

For Microsoft Course Information: C. Ray Esparza
Phone: 623.845.3237

See also AAS in Computer and Networking Technology, page 286, and CCL in Network Maintenance, page 287.

Cisco Systems is the world's largest manufacturer of networking and Internet hardware and has seen tremendous growth of market share. Glendale Community College, a **Cisco Networking Academy,** prepares students for industry-recognized certification. The curriculum is taught by certified Cisco Academy instructors.

Glendale Community College, **Microsoft Authorized Academic Training Program** provider, prepares students for industry-recognized certification. The curriculum is taught by Microsoft Certified Professionals.

www.gc.maricopa.edu/technology
www.gc.maricopa.edu/business/microsoft

Microsoft Certified Information Technology Professional (MCITP) Administrator

(was Microsoft Systems Engineer)

Certificate of Completion - CCL 5843
32-35 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Microsoft Certified Information Technology Professional (MCITP) Administrator program is designed to help prepare students towards an intermediate- to supervisory-level position working with Windows networks. It is designed to develop the skills needed to install, configure, customize, optimize, and troubleshoot Windows servers, Windows client workstations and Microsoft Office products. The courses in the program also help to prepare for Microsoft Certified Product Specialist (MCP), and Microsoft Certified Information Technology Professional (MCITP) examinations.

Typical tasks of a Microsoft Certified Information Technology Professional (MCITP) are developing a local area network, installing and configuring software, creating and managing user and group accounts, analyzing and optimizing system performance, troubleshooting system and printing problems, training end users, and working as a system administrator.

Students must earn a grade of "C" or better for each course listed in the program. Overall program minimum G.P.A. = 2.00.

This program is also offered at Estrella Mountain Community College, GateWay Community College, and Paradise Valley Community College.

Program Prerequisites: (0-3 credits) **Credits**

CIS105	Survey of Computer Information Systems (3) **or** Permission of Department or Division	0-3

Required Courses: (32-35 credits) **Credits**

CIS121AB + CIS221AB	Microsoft Command Line Operations (1) **or** Microsoft Power Shell (1)	1
+ BPC170	Computer Maintenance I: A+ Essentials Prep	3
+ BPC270	Computer Maintenance II: A+ Technician Prep	3
+ *CIS190* CNT140AA MST140	*Introduction to Local Area Networks (3)* ***or*** Cisco Networking Fundamentals (4) **or** Microsoft Networking Essentials (3)	3-4

GCC does not currently offer CIS190. Interested students should inquire at other Maricopa Community Colleges to pursue this option.

MST150 MST150__	*Microsoft Windows Professional (3)* ***or*** Any Microsoft Windows (any module) (3)	3

GCC does not currently offer MST150. Interested students should inquire at other Maricopa Community Colleges to pursue this option.

+ MST155 + MST155__	Implementing Windows Network Infrastructure (3) **or** Any Windows Network Infrastructure (any module) (3-4)	3-4
+ MST157 + MST157__	Implementing Windows Directory Services (3) **or** Any Active Directory Windows Server Configuration (any module) (3-4)	3-4
+ MST158__	Any Windows Server Administration (any module)	4
+ MST244	Microsoft SQL Server Administration	3
+ MST259	Designing Windows Network Security	3

Microsoft Desktop Support Technology

Certificate of Completion - CCL 5473
16-17 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Microsoft Desktop Support Technology is designed to provide training to work in an entry-level computer maintenance and help-desk position. Students will develop the skills to successfully troubleshoot desktop environments running on the Microsoft Windows operating system. Courses in the program also help to prepare for the Microsoft Certified IT Professional: Enterprise Desktop Support Technician 7 (MCITP) examinations, 70-680 and 70-685.

This program is also offered at Estrella Mountain Community College and Paradise Valley Community College.

Program Prerequisites: (1-3 credits) **Credits**

In lieu of the courses listed below, students with experience in the information technology field may meet these program prerequisite requirements with the permission of the instructor.

CIS121AB *CIS121AH*	Microsoft Command Line Operations (1) *Microsoft PowerShell/ Command Line Operations (3)*	1-3

GCC does not currently offer CIS121AH. Interested students should inquire at other Maricopa Community Colleges to pursue this option.

Required Courses: (16-17 credits) **Credits**

CIS102	Interpersonal and Customer Service Skills for IT Professionals	1
BPC110 CIS105	Computer Usage and Applications (3) **or** Survey of Computer Information Systems (3)	3
+ BPC170	Computer Maintenance I: A+ Essentials Prep	3
+ *CIS190* *CNT140* MST140	*Introduction to Local Area Networks (3)* ***or*** *Cisco Networking Basics (4)* ***or*** Microsoft Networking Essentials (3)	3-4

GCC will accept CNT140AA in lieu of CNT140. GCC does not currently offer CIS190. Interested students should inquire at other Maricopa Community Colleges to pursue this option.

+ MST141	Enterprise Desktop Support Technician	3
MST150SV	Microsoft Windows 7 Configuration	3

(+) indicates course has prerequisite and/or corequisites.

Microsoft Networking Technology

Associate in Applied Science - AAS 3778
60-67 credits
Checksheet

This degree can be applied to a Bachelor of Applied Science degree at the ASU West campus.

Program Description: The Associate in Applied Science (AAS) in Microsoft Networking Technology program is designed to develop skills needed to implement a network infrastructure and install, configure, monitor, optimize, and troubleshoot Windows server and Windows client workstations. Courses in the program are also designed to help prepare for Microsoft Certified Product Specialist (MCP), and Microsoft Certified Information Technology Professional (MCITP) examinations.

Typical tasks of a Microsoft Networking Administrator include developing a local area network, installing and configuring software, creating and managing user and group accounts, analyzing and optimizing system performance, troubleshooting system and printing problems, interoperating with various operating systems, and working as a system administrator.

Typical tasks of a Microsoft Certified Information Technology Professional (MCITP) are developing a local area network, installing and configuring software, creating and managing user and group accounts, analyzing and optimizing system performance, troubleshooting system and printing problems, training end users, and working as a system administrator.

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

This program is also offered at Estrella Mountain Community College, GateWay Community College, and Paradise Valley Community College.

Program Prerequisites: (0-3 credits) **Credits**

CIS105	Survey of Computer Information Systems **or** Permission of Department or Division	**0-3**

Required Courses: (24-27 credits) **Credits**

Courses selected cannot apply in both Required Courses and Restricted Electives area.

CIS121AB + CIS221AB	Microsoft Command Line Operations(1) **or** Microsoft Power Shell (1)	**1**
+ BPC170	Computer Maintenance I: A+ Essentials Prep	**3**
CIS102	Interpersonal and Customer Service Skills for IT Professionals	**1**
CIS126DA	UNIX Operating System (3) **or**	
CIS126AA	UNIX Operating System: Level I (1) **and**	
+ CIS126BA	UNIX Operating System: Level II (1) **and**	
+ CIS126CA	UNIX Operating System: Level III (1) **or**	
CIS126DL	Linux Operating System (3) **or**	
CIS126AL	Linux Operating System I (1) **and**	
+ CIS126BL	Linux Operating System II (1) **and**	
+ CIS126CL	Linux Operating System III (1)	**3**
+ *CIS190*	*Introduction to Local Area Networks (3)* ***or***	
CNT140AA	Cisco Networking Fundamentals (4) **or**	
MST140	Microsoft Networking Essentials (3)	**3-4**

GCC does not currently offer CIS190. Interested students should inquire at other Maricopa Community Colleges to pursue this option.

MST150	*Microsoft Windows Professional (3)* ***or***	
MST150__	Any Microsoft Windows (any module) (3)	**3**

GCC does not currently offer MST150. Interested students should inquire at other Maricopa Community Colleges to pursue this option.

+ MST155	Implementing Windows Network Infrastructure (3) **or**	
+ MST155__	Any Windows Network Infrastructure (any module) (3-4)	**3-4**
+ MST157	Implementing Windows Directory Services (3) **or**	
+ MST157__	Any Active Directory Windows Server Configuration (any module) (3-4)	**3-4**
+ MST158__	Any Windows Server Administration (any module)	**4**

Restricted Electives: (14-15 credits) **Credits**

Students should select 14-15 credits from the following courses in consultation with a Program Advisor.

Selected courses will not apply in both Required Courses and Restricted Electives.

+ BPC171 (BPC171 may be repeated)	Recycling Used Computer Technology (1)	**3**
+ BPC270	Computer Maintenance II: A+ Technician Prep	**3**
+ CIS238	Advanced UNIX System Administration (3) **or**	
+ CIS238__	Any UNIX/Linux System Administration (any module) (3)	**3**
+ CIS239__	Any Linux course (any module), except CIS239DC	**3**
+ CIS240	Local Area Network Planning and Design (3) **or**	
+ CIS240__	Any Linux course (any module) (3)	**3**
+ CIS270	Essentials of Network and Information Security	**3**
+ CIS15_	Any CIS programming language Level I (3) **or**	
+ CIS15___	Any CIS programming language Level I (any module) (3) **or**	
CIS16_	Any CIS programming language Level II (3) **or**	
CIS16___	Any CIS programming language Level II (any module)(3)	**3**
CIS280	Current Topics in Computing (3) **or**	
CIS280__	Current Topics in Computing (any module)	**1-3**

Students may select no more than four (4) credits combined from CIS282AA-AC, CIS290AA-AC and CIS296WA-WD courses.

+ CIS282__	Volunteerism for Computer Information Systems: A Service Learning Experience (any suffixed course) (1-3) **or**	
+ CIS290__	Computer Information Systems Internship (any suffixed course) (1-3) **or**	
+ CIS296__	Cooperative Education (any suffixed course) (1-4)	**1-4**
+ CNT_____	Any CNT Cisco Network Technology course	**4**
+ ITS_____	Any ITS Information Technology Security course	**3-4**
+ MST141	Enterprise Desktop Support Technician	**3**
MST150	Microsoft Windows Professional (3) **or**	
MST150__	Any Microsoft Windows (any module) not selected in the Required Courses area (3)	**3**

(+) indicates course has prerequisite and/or corequisites.

+ MST152	Microsoft Windows Server (4) **or**	
+ MST152__	Any Microsoft Windows (any module) (4)	4
+ MST157	Implementing Windows Directory Services (3) **or**	
+ MST157__	Any Microsoft Windows (any module) not selected in the Required Courses area (3-4)	3-4
+ MST244	Microsoft SQL Server Administration	3
+ MST259	Designing Windows Network Security	3
+ MST298A_	Special Projects (any suffixed course)	1-3
+ CWE198__	Career Work Experience (any suffixed course)	1-3

General Education Requirements: (22-25 Credits)

Core: (12-15 credits)		**Credits**
First Year Composition:		6
+ ENG101	First-Year Composition (3) **and**	
+ ENG102	First-Year Composition (3) **or**	
+ ENG107	First-Year Composition for ESL (3) **and**	
+ ENG108	First-Year Composition for ESL (3)	
Oral Communication:		3
Any approved course, see page 79.		
Critical Reading:		0-3
+ CRE101	College Critical Reading (3) **or** Equivalent as indicated by assessment	
Mathematics:		3
Any approved course, see page 79.		

Distribution: (10 credits)	**Credits**
Humanities and Fine Arts:	3
Any approved course, see page 79.	
Social and Behavioral Sciences:	3
Any approved course, see page 79.	
Natural Sciences:	4
Any approved course, see page 80.	

Microsoft Server Administration

(was Microsoft Systems Adminstration)

Certificate of Completion - CCL 5852
20-21 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Microsoft Server Administration program is designed to provide training for professionals who implement, manage, and troubleshoot existing network and system environments based on current Microsoft Server operating systems. The courses in the program are also designed to help prepare for Microsoft Certified Product Specialist (MCP), and Microsoft Certified Information Technology Professional (MCITP) examinations.

Typical tasks of a Microsoft Certified Systems Administrator (MCSA) are implementing, managing, and troubleshooting networks containing messaging services, file and print servers, and firewalls. In addition a MCSA may be responsible for configuring Internet access, to enabling remote access for users, and to managing client computers.

Students must earn a grade of "C" or better for each course listed in the program. Overall program minimum G.P.A. = 2.00.

This program is also offered at Estrella Mountain Community College and Paradise Valley Community College.

Program Prerequisites: (0-3 credits)

		Credits
CIS105	Survey of Computer Information Systems (3) **or** Permission of Department or Division	0-3

Required Courses: (20-23 credits)

		Credits
CIS121AB	Microsoft Command Line Operations (1) **or**	
+ CIS221AB	Microsoft Power Shell (1)	1
+ BPC170	Computer Maintenance I: A+ Essentials Prep	3
+ *CIS190*	*Introduction to Local Area Networks (3)* ***or***	
CNT140AA	Cisco Networking Basics (4) **or**	
MST140	Microsoft Networking Essentials (3)	3-4

GCC does not currently offer CIS190. Interested students should inquire at other Maricopa Community Colleges to pursue this option.

MST150	*Microsoft Windows Professional (3)* ***or***	
MST150__	Any Microsoft Windows (any module) (3)	3

GCC does not currently offer MST150. Interested students should inquire at other Maricopa Community Colleges to pursue this option.

+ MST155	Implementing Windows Network Infrastructure (3) **or**	
+ MST155__	Any Windows Network Infrastructure (any module) (3-4)	3-4
+ MST157	Implementing Windows Directory Services (3) **or**	
+ MST157__	Any Active Directory Windows Server Configuration (any module) (3-4)	4
+ MST158__	Any Windows Server Administration (any module)	4

(+) indicates course has prerequisite and/or corequisites.

Microsoft Technical Specialist

Certificate of Completion - CCL 5841
16-17 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Microsoft Technical Specialist program provides training for an entry-level position working with Windows networks. Knowledge and skills are developed to install, configure, customize, optimize, and troubleshoot Windows servers and Windows client workstations. The courses in the program also help to prepare for Microsoft Certified Product Specialist (MCP) and Microsoft Certified Information Technology Professional (MCITP) examinations. The curriculum ideally is taught by Microsoft Certified Professionals.

Job Description: A Microsoft Technical Specialist will be required to perform various tasks such as installing and configuring software, creating and managing user and group accounts, analyzing and optimizing system performance, troubleshooting system and printing problems, and working with system administrators and end users.

Students must earn a grade of "C" or better for each course listed in the program. Overall program minimum G.P.A. = 2.00.

This program is also offered at GateWay Community College and Paradise Valley Community College.

Program Prerequisites: (0-3 credits) **Credits**

CIS105	Survey of Computer Information Systems (3) **or** Permission of Department or Division	**0-3**

Required Courses: (16-17 credits) **Credits**

CIS121AB	Microsoft Command Line Operations (1) **or**	
+ CIS221AB	Microsoft Power Shell (1)	**1**
+ BPC170	Computer Maintenance I: A+ Essentials Prep	**3**
+ BPC270	*Computer Maintenance II: A+ Technician Prep*	***3***
+ CIS190	*Introduction to Local Area Networks (3)* ***or***	
CNT140	*Cisco Networking Basics (4)* ***or***	
MST140	Microsoft Networking Essentials (3)	**3-4**

GCC will accept CNT140AA in lieu of CNT140.

MST150	*Microsoft Windows Professional (3)* ***or***	
MST150__	Any MST150 Microsoft Windows course (3)	**3**
+ CIS270	Essentials of Network and Information Security	**3**

GCC does not currently offer the courses in italics. Interested students should inquire at other Maricopa Community Colleges to pursue these options.

Networking Administration: Cisco

Certificate of Completion - CCL 5969
14-18 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Networking Administration: Cisco provides training for those interested in working with Cisco Systems networking and Internet hardware. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and switches, and configure advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs). The courses in the program are designed to help prepare students for the Cisco Certified Networking Associate (CCNA) examination and are taught by Cisco Certified Professionals using the Cisco Networking Academy program curriculum.

This program is also offered at Chandler-Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Mesa Community College, and South Mountain Community College.

Required Courses: (14-18 credits) **Credits**

Students must earn a grade of "C" or better for each course listed under Required Courses.

One of the following two tracks must be fulfilled:

Track 1 - Exploration: (14 - 18 credits)

CNT140	*Cisco Networking Basics (4)* ***or***	
CNT140AA	Cisco Networking Fundamentals (4) **or**	
CNT138	*CCNA Discovery - Networking for Home and Small Businesses (3)* ***and***	
+ CNT148	*CCNA Discovery - Working at a Small-to-Medium Business or Internet Service Provider (3)*	**4-6**
+ CNT150	*Cisco Networking Router Technologies (4)* ***or***	
+ CNT150AA	Cisco Routing Protocols and Concepts (4)	**4**
+ CNT160	*Cisco Switching Basics and Intermediate Routing (3)* ***or***	
+ CNT160AA	Cisco Local Area Networking (LAN) Switching and Wireless (4)	**3-4**
+ CNT170	*Cisco Wide Area Networks (WAN) Technologies (3)* ***or***	
+ CNT170AA	Cisco Accessing the Wide-Area Network (WAN) (4)	**3-4**

GCC does not currently offer the courses in italics. Interested students should inquire at other Maricopa Community Colleges to pursue these options.

Track 2 - Discovery: (14 credits)
GCC does not currently offer the Discovery Track. Interested students should inquire at other Maricopa Community Colleges to pursue this option.

CNT138	*CCNA Discovery - Networking for Home and Small Businesses*	***3***
+ CNT148	*CCNA Discovery - Working at a Small-to-Medium Business or Internet Service Provider*	***3***
+ CNT158	*CCNA Discovery - Introduction to Routing and Switching in the Enterprise*	***4***
+ CNT168	*CCNA Discovery - Designing and Supporting Computer Networks*	***4***

(+) indicates course has prerequisite and/or corequisites.

Networking Technology: Cisco

Associate in Applied Science - AAS 3816
60-64 credits
Checksheet

Program Description: The Associate in Applied Science (AAS) in Networking Technology: Cisco program is designed for those interested in supervisory responsibilities working with Cisco Systems networking and Internet hardware. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and switches; configure advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); troubleshoot problems with various hardware and software configurations; perform administrative tasks in a network; and develop methods for customer service. Courses in the program are also designed to help prepare students for the Cisco Certified Networking Associate (CCNA) examination and other industry exams.

Job Description: A Cisco Networking Administrator will be required to perform various tasks such as designing, installing, maintaining and troubleshooting Cisco routers and components, Local Area Networks (LANs), and Wide Area Networks (WANs). Additional skills that are necessary include troubleshooting problems with various common hardware and software configurations, performing administrative tasks in a network, developing methods for customer service, and utilizing electronic systems.

Job Opportunities: Cisco Systems is the world's largest manufacturer of networking and Internet hardware and has seen tremendous growth of market share. The employment opportunities for trained Networking Administrators are outstanding.

This program is also offered at Chandler-Gilbert Community College, Estrella Mountain Community College, and GateWay Community College.

A course cannot be used to satisfy both the Required Course and Restricted Electives categories.

Required Courses: (20-24 credits) — Credits

Students must earn a grade of "C" or better for each course listed under Required Courses.

+ BPC170	Computer Maintenance I: A+ Prep	3
+ CIS126__	UNIX/Linux Operating System (Any Module) (3) **or**	
+ MST150	*Microsoft Windows Professional (3)* ***or***	
+ MST150VI	*Microsoft Windows Vista Administration (3)* ***or***	
+ MST150XP	*Microsoft Windows XP Professional (3)*	3

GCC will accept MST150SV in lieu of MST150, MST150VI, or MST150XP.

One of the following two tracks must be fulfilled:

Track 1 - Exploration: (14 - 18 credits)

CNT140	*Cisco Networking Basics (4)* ***or***	
CNT140AA	Cisco Networking Fundamentals (4) **or**	
CNT138	*CCNA Discovery - Networking for Home and Small Businesses (3)* ***and***	
+ CNT148	*CCNA Discovery-Working at a Small-to-Medium Medium Business or Internet Service Provider (3)*	4-6
+ CNT150	*Cisco Networking Router Technologies (4)* ***or***	
+ CNT150AA	Cisco Routing Protocols and Concepts (4)	4
+ CNT160	*Cisco Switching Basics & Intermediate Routing (3)* ***or***	
+ CNT160AA	Cisco Local Area Networking (LAN) Switching and Wireless (4)	3-4
+ CNT170	*Cisco Wide Area Networks (WAN) Technologies (3)* ***or***	
+ CNT170AA	Cisco Accessing the Wide-Area Network (WAN) (4)	3-4

GCC does not currently offer the courses in italics. Interested students should inquire at other Maricopa Community Colleges to pursue these options.

Track 2 - Discovery: (14 credits)
GCC does not currently offer the Discovery Track. Interested students should inquire at other Maricopa Community Colleges to pursue this option.

CNT138	*CCNA Discovery - Networking for Home and Small Businesses*	*3*
+ CNT148	*CCNA Discovery-Working at a Small-to-Medium Medium Business or Internet Service Provider*	*3*
+ CNT158	*CCNA Discovery - Introduction to Routing and Switching in the Enterprise*	*4*
+ CNT168	*CCNA Discovery - Designing and Supporting Computer Networks*	*4*

Restricted Electives: (15 credits) — Credits

BPC110	Computer Usage and Applications (3) **or**	
CIS105	Survey of Computer Information Systems (3)	3
+ CIS126__	UNIX/Linux Operating System (Any Module) (3) **or**	
+ MST150__	Microsoft Windows Professional (Any Module) (3)	3
+ CIS190	*Introduction to Local Area Networks (3)* ***or***	
MST140	Microsoft Networking Essentials (3)	3
+ CIS270	Essentials of Network and Information Security	3
+ CIS296WA	Cooperative Education (1) **or**	
+ CIS296WB	Cooperative Education (2) **or**	
+ CIS296WC	Cooperative Education (3) **or**	
+ CIS296WD	Cooperative Education (4)	1-4
CIS298AA	Special Projects (1) **or**	
CIS298AB	Special Projects (2) **or**	
CIS298AC	Special Projects (3)	1-3
CIS121AB	Microsoft Command Line Operations	1
CIS102	Interpersonal and Customer Service Skills for IT Professionals	1
CIS110	*Home Entertainment and Computer Networking*	*3*
ELT100	Survey of Electronics	3
CIS224	Project Management MS Project for Windows	3
+ CNT145	*Voice and Data Cabling*	*4*
+ CNT181	*Cisco Securing IOS Networks*	*4*

(+) indicates course has prerequisite and/or corequisites.

+ *CNT202*	*Cisco Secure Firewall Appliance Configuration*	*3*
+ *CNT183*	*Cisco Secure Virtual Private Network Configuration*	*3*
+ *CNT184*	*Cisco Secure Intrusion Detection Systems*	*4*
+ *CNT185*	*Cisco Network Security*	*4*
+ *CNT206*	*Cisco Certified Network Associate Wireless*	*4*
+ *CNT187*	*Cisco SAFE Implementation*	*3*
+ *CNT190*	*Cisco Network Design*	*3*
+ CNT2__	Any 200 level course with a CNT Prefix	**1-4**
+ *BPC270*	*Microcomputer Maintenance II*	*3*
+ *BPC273*	*Advanced Server Computer Maintenance: Server+Prep*	*3*
+ *CIS127DL*	*Linux Utilities*	*3*
+ CIS238DL	Linux System Administration	**3**
+ CIS239DL	Linux Shell Scripting	**3**
+ CIS240DL	Linux Network Administration	**3**
+ *CIS241DL*	*Apache Web Server Administration (Linux/Unix)*	*3*
+ CIS271DL	Linux Security	**3**
+ *CIS274DL*	*Linux Enterprise Network Security*	*3*
+ MST152__	Microsoft Windows Server	**3**
+ MST155	Implementing Windows Network Infrastructure	**3**
+ MST157	Implementing Windows Directory Services	**3**
+ *MST232*	*Managing a Windows Network Environment*	*3*
+ CIS250	Management of Information Systems	**3**
CIS280	Current Topics in Computing	**3**
+ CIS290AA	Computer Information Systems Internship (1) **or**	
+ CIS290AB	Computer Information Systems Internship (2) **or**	
+ CIS290AC	Computer Information Systems Internship (3)	**1-3**

GCC does not currently offer the courses in italics. Interested students should inquire at other Maricopa Community Colleges to pursue these options.

General Education Requirements: (25 credits)

Core: (15 credits) **Credits**

First-Year Composition: **6**

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)	

Oral Communication: **3**

Any approved course, see page 79.

Critical Reading: **3**

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

Mathematics: **3**

Any approved course, see page 79.

Distribution: (10 credits) **Credits**

Humanities and Fine Arts: **3**

Any approved course, see page 79.

Social and Behavioral Sciences: **3**

Any approved course, see page 79.

Natural Sciences: **4**

Any approved course, see page 80.

Networking Technology: Cisco

Certificate of Completion - CCL 5967
20-24 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Networking Technology: Cisco provides training for those interested in supervisory responsibilities working with Cisco Systems networking and Internet hardware. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and switches; configure advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); troubleshoot problems with various hardware and software configurations and perform administrative tasks in a network . The courses in the program are also designed to help prepare students for the Cisco Certified Networking Associate (CCNA) examination and are taught by Cisco Certified Professionals using the Cisco Networking Academy program curriculum.

This program is also offered at Chandler-Gilbert Community College, Estrella Mountain Community College, and GateWay Community College.

Required Courses: (20-24 credits) Credits

Students must earn a grade of "C" or better for each course listed under Required Courses.

+ BPC170	Computer Maintenance I: A+ Prep	**3**
+ CIS126__	UNIX/Linux Operating System (Any Module) (3) **or**	
+ MST150__	Microsoft Windows Professional (Any Module) (3)	**3**

One of the following two tracks must be fulfilled:

Track 1 - Exploration: (14 - 18 credits)

CNT140	*Cisco Networking Basics (4) **or***	
CNT140AA	Cisco Networking Fundamentals (4) **or**	
CNT138	*CCNA Discovery - Networking for Home and Small Businesses (3) **and***	
+ *CNT148*	*CCNA Discovery - Working at a Small-to-Medium Business or Internet Service Provider (3)*	**4-6**
+ *CNT150*	*Cisco Networking Router Technologies (4) **or***	
+ CNT150AA	Cisco Routing Protocols and Concepts (4)	**4**
+ *CNT160*	*Cisco Switching Basics and Intermediate Routing (3) **or***	
+ CNT160AA	Cisco Local Area Networking (LAN) Switching and Wireless (4)	**3-4**
+ *CNT170*	*Cisco Wide Area Networks (WAN) Technologies (3) **or***	
+ CNT170AA	Cisco Accessing the Wide-Area Network (WAN) (4)	**3-4**

GCC does not currently offer the courses in italics. Interested students should inquire at other Maricopa Community Colleges to pursue these options.

Track 2 - Discovery: (14 credits)
GCC does not currently offer the Discovery Track. Interested students should inquire at other Maricopa Community Colleges to pursue this option.

CNT138	*CCNA Discovery - Networking for Home and Small Businesses*	***3***
+ CNT148	*CCNA Discovery - Working at a Small-to-Medium Business or Internet Service Provider*	***3***
+ CNT158	*CCNA Discovery - Introduction to Routing and Switching in the Enterprise*	***4***
+ CNT168	*CCNA Discovery - Designing and Supporting Computer Networks*	***4***

Course Descriptions

Computer Networking (CNT, MST)

Cisco Networking Technology (CNT)

CNT140AA **4 credits** **6 periods**
Cisco Networking Fundamentals
Introduction to the computer networking field. Covers network terminology and protocols, communication fundaments in Data networks and the Internet. Includes study of the Open Systems Interconnection (OSI) model, using a top down approach, cabling and cabling tools, basic Cisco router, configuration, Ethernet technologies, Internet Protocol (IP) addressing, and overview of Internet Protocol version 6 (IPv6), basic configuring and testing of the network, and network standards. Preparation for the Cisco Certified Network Associate (CCNA) examination. Prerequisites: None.

CNT150AA **4 credits** **6 periods**
Cisco Routing Protocols and Concepts
Knowledge of skills to install, configure, customize, maintain and troubleshoot Cisco routers utilizing Advanced Internet Protocol (IP) addressing techniques, Variable Length Subnet Masking (VLSM), distance vectored and Link State dynamic routing protocols, Routing Internet Protocol version 1 (RIPv1) and version 2 (RIPv2), Enhanced Interior Gateway Routing Protocol (EIGRP), Single-area Open Shortest Path First (OSPF), and understanding the structure and behavior of routing tables. Preparation for Cisco certification examination. Prerequisites: CNT140AA or permission of Instructor.

CNT160AA **4 credits** **6 periods**
Cisco Local Area Networking (LAN) Switching and Wireless
Comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Learn about the hierarchical network design model and how to select devices for each layer. Configure a switch for basic functionality and implement Virtual Local Area Networks (VLAN), VLAN Trunking Protocol (VTP), and Inter-VLAN routing in a converged network. Implementation of Spanning Tree Protocol (STP) in a converged network and a Wireless LAN (WLAN) in a small to medium network. Comprehensive hands-on labs. Preparation for Cisco certification examination. Prerequisites: CNT140AA or permission of Instructor.

CNT170AA **4 credits** **6 periods**
Cisco Accessing the Wide-Area Network (WAN)
Wide-Area Network (WAN) technologies and network services required by converged applications in Enterprise Networks. Cisco Enterprise Composite model (ECM) to introduce integrated network services and selection of appropriate devices and technologies to meet ECM requirements. Implement and configure common data link protocols and apply WAN security concepts, principles of traffic management, access control and addressing services. Detect, troubleshoot, and correct common enterprise network implementation issues. Includes comprehensive hands-on labs. Preparation for Cisco certification examination. Prerequisites: (CNT140AA, CNT150AA, and CNT160AA), or permission of Instructor.

CNT171 **1 credit** **2 periods**
CCNA Exam Prep
Preparation for renewal of CCNA certification by reviewing the OSI model and industry standards including network topologies, IP addressing, subnet masks, access control list, basic network design and cable installation. Practice the skills to configure, customize, maintain and troubleshoot Cisco routers and switches for Local Areas Networks (LANs) and Wide Area Networks (WANs) using Cisco IOS command set. Review any new material introduced since the last CCNA exam version. Prerequisites: CNT170 or CNT170AA or CCNA certification or permission of instructor. **Course Note:** CNT171 can be offered on credit (P) No credit (Z) basis. Standard grading available according to procedures outlined in college catalog.

CNT200 **4 credits** **6 periods**
CCNP ROUTE: Implementing Cisco IP Routing
Development of knowledge and skills needed to manage Internet Protocol (IP) traffic and access, understand scalable internetworks configure advanced routing protocols Border Gateway Protocol [BGP], Enhanced Interior Gateway Routing Protocol [EIGRP], Open Shortest Path First [OSPF], as well as Internet Protocol (IPv6), and configuration of secure routing solutions to support branch offices and mobile workers. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills. Prerequisites: CNT170AA, or CCNA industry certification, or permission of Instructor. Corequisites: CNT220. **Course Notes:** Preparation for Cisco Certified Network Professional (CCNP) exam.

CNT202 **4 credits** **6 periods**
Cisco Secure Firewall Appliance Configuration
Describe, configure, manage, and troubleshoot the Cisco PIX Firewall product family and the Cisco IOS Firewall feature set. Prepare the student to take the CSPFA exam, which is one in a series of four exams that lead to the Cisco Security Specialist Certification. Prerequisites: CCNA certification, or CNT170, or permission of instructor.

CNT205 **4 credits** **6 periods**
Cisco Certified Network Associate Security
Associate-level knowledge and skills required to secure Cisco networks. Development of a security infrastructure, identification of threats and vulnerabilities to networks. Mitigation of security threats. Core security technologies. Installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. Competency in the technologies that Cisco uses in its security structure. Prerequisites: CNT170 or CNT170AA or Certified Cisco Networking Associate (CCNA) certification or permission of Instructor.

CNT220 **4 credits** **6 periods**
CCNP SWITCH: Implementing Cisco IP Switching
Development of knowledge and skills in building, monitoring, and maintaining switching in converged enterprise networks using advanced and multi-layer switching technologies. Planning, configuring, securing and verifying the implementation of complex enterprise switching solutions. Hands-on learning and practice to reinforce configuration skills. Prerequisites: CNT170AA, or CCNA industry certification, or permission of Instructor. Corequisites: CNT200. **Course Notes:** Preparation for Cisco Certified Network Professional (CCNP) exam.

Microsoft Technology (MST)

MST140 **3 credits** **4 periods**
Microsoft Networking Essentials
Emphasis on local area network with overview of wide area networks. Includes terminology, hardware and software components, connectivity, network architecture, packet structure, topologies, communication standards and protocols, and security issues. Preparation for Microsoft certification examination. Prerequisites: None. (BPC110 or CIS105, and CIS121AB) suggested but not required.

MST141 **3 credits** **4 periods**
Enterprise Desktop Support Technician
Troubleshooting and repairing problems with Microsoft Windows desktop operating systems. Basic knowledge of system architecture and security as needed to provide skills required to support users. Prerequisites: (CIS102 or any CIS102++ course) and CIS105, or permission of Instructor. Prerequisites or Corequisites: MST150, or any MST150++ course, or permission of Instructor. **Course Notes:** Preparation for Microsoft Certified IT Professional: Enterprise Desktop Support Technician 7 (MCITP) certification examination, 70-685.

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.

MST154 **3 credits** **4 periods**
Microsoft Windows Network Enterprise
Knowledge and skills to plan, install, configure, customize, and integrate networks with Windows server operating system in a heterogeneous, multiple-domain environment. Prerequisites: MST150, or any MST150++ course, or permission of Instructor. Corequisites: MST152, or any MST152++ course, or permission of Instructor. **Course Note:** Preparation for Microsoft certification examination.

MST155 **3 credits** **4 periods**
Implementing Windows Network Infrastructure
Knowledge and skills to install, configure, maintain, and support a Microsoft Windows network infrastructure. Prerequisites or Corequisites: MST150, or any MST150++ course, or permission of Instructor. **Course Note:** Preparation for Microsoft certification examination.

MST155DA **4 credits** **5 periods**
Windows Server Network Infrastructure Configuration
Information and skills necessary to design a Microsoft Windows networking services infrastructure design. Includes network foundation design, Internet and private networks connectivity, in addition to functionality security and performance features of networking services. Prerequisites: MST150, or any MST150++ course, or permission of Instructor. **Course Notes:** MST155DA is a preparation for the Microsoft 70-642 certification exam.

MST156DA **4 credits** **5 periods**
Windows Server Applications Infrastructure Configuration
Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows Application Services. Prerequisites: Any MST15+, or any MST15+++ course, or permission of Instructor. **Course Notes:** MST156DA is a preparation for Microsoft 70-643 certification examination.

MST157 **3 credits** **4 periods**
Implementing Windows Directory Services
Knowledge and skills to install, configure, and administer Microsoft Windows Active Directory directory services. Prerequisites: Any MST+++ or any MST+++++ Microsoft Technology course, or permission of Instructor. **Course Note:** Preparation for Microsoft certification examination.

MST157DA **4 credits** **5 periods**
Active Directory Windows Server Configuration
Information and skills necessary to install, configure and administer Active Directory service. Covers tasks required to create users and groups, and to implement Group Policies which provide centralized management of users and computers. Prerequisites: Any MST course or permission of Instructor. **Course Notes:** MST157DA is a preparation for the Microsoft 70-640 professional certification test.

MST158DA **4 credits** **5 periods**
Windows Server Administration
Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows Server. Prerequisites: (MST155 or any MST155++ course) and (MST157 or any MST157++ course), or permission of Instructor. **Course Notes:** MST158DA is a preparation for Microsoft 70-646 certification examination.

MST242 **4 credits** **5 periods**
Microsoft Exchange Server
Knowledge and skills required to plan, implement, and administer Microsoft Exchange Server. Preparation for Microsoft certification examination. Prerequisites: Any MST152 course or permission of instructor.

MST244 **3 credits** **4 periods**
Microsoft SQL Server Administration
Knowledge and skills required to install, configure, and administer Microsoft SQL server. Prerequisites: Any MST15+ course, or MST15+++ course, or permission of Instructor. **Course Notes:** Preparation for Microsoft certification examination.

MST247 **2 credits** **3 periods**
Microsoft Proxy Server
Knowledge and skills to install, configure, and administer Microsoft Proxy Server. Prerequisites: Any MST15+ course, or any MST15+++ course, or permission of Instructor. **Course Note:** Preparation for Microsoft certification examination.

MST254 **3 credits** **4 periods**
Microsoft SQL Server Design and Implementation
Knowledge and skills required to design and implement databases using Microsoft SQL server. Preparation for Microsoft certification examination. Prerequisites: CIS259, or any MST152 course, or permission of instructor.

MST259 **3 credits** **4 periods**
Designing Windows Network Security
Knowledge and skills to analyze business requirements and processes to design a security solution for a Microsoft Windows network. Prerequisites or Corequisites: MST157, or any MST157++ course, or permission of Instructor. **Course Note:** Preparation for Microsoft certification examination.

MST298 **1-3 credits**
Special Projects
See page 284.

Computer Science

For Information: Ken Macleish
Phone: 623.845.3874
Email: ken.macleish@gcmail.maricopa.edu

Student Goals: Career-related, General Education

Computer Science courses develop skills in designing, writing, and modifying computer programs to accomplish a wide variety of tasks in all areas of business and industry. Students take these courses:

- To **Prepare for a Major** at a four-year institution. A typical BS graduate in Computer Science has the programming skills to develop Operating Systems and programming languages, as well as write programs for almost all areas of industry. CS majors also understand the Software Engineering process and may use this knowledge to eventually manage large projects. The college offers coursework which parallels the first two years of a BS degree in Computer Science or Computer Systems Engineering at ASU. Coursework should include:

CSC110AB	Introduction to Computer Science (Java)
CSC120	Digital Design Logic
CSC205	Object Oriented Programming and Data Structures
CSC230	Computer Organization and Assembly Language
CSC240	Introduction to Different Programming Languages
MAT227	Discrete Mathematical Structures

- As **Background for other Careers.** CSC100AB Introduction to Computer Science (C++) is recommended for those who are going into an Engineering discipline. CSC180 Computing for Scientists, Engineers and Medical/Health Specialists transfers to ASU as CSE180 and is recommended as an introductory computer class for scientific, engineering, and education majors. CSC283 Bioinformatics and Scientific Computing is designed for Biotech majors and those considering a career in Bioinformatics. Both CSC180 and CSC283 fulfill the general education CS requirement at ASU.
- To **update and improve professional programming skills.** The CSC150, 181, 182, 185, 260, 261, 270, 281, 284, and 285 are courses in current or emerging technologies and are designed for industry professionals (and students) who wish to update and expand their professional skills in this fast-changing profession.

Please check the course listings on the GCC website, www.gccaz.edu, for an up-to-date description of course offerings.

Course Descriptions

Computer Science (CSC)

CSC100AB **4 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.

CSC110AB **4 credits** **4 periods**
Introduction to Computer Science (Java)
Concepts of problem solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering Majors. Prerequisites: MAT120, or MAT121, or MAT122.

CSC120 **4 credits** **6 periods**
Digital Design Fundamentals
Number systems, conversion methods, binary and complement arithmetic, Boolean switching algebra and circuit minimization techniques. Analysis and design of combinational logic, flipflops, simple counters, registers, ROMs, PLDs, synchronous and asynchronous sequential circuits and state reduction techniques. Building physical circuits. Prerequisites: CSC100, or CSC110, or CSC181, or ELE181, or NET181, or equivalent, or permission of instructor.

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.

CSC185AA **3 credits** **4 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.

CSC230 **4 credits** **5 periods**
Computer Organization and Assembly Language
Assembly language programming including input/output (I/O) programming and exception/interrupt handling. Register-level computer organization, I/O interfaces, assemblers, and linkers. Processor organization and design, data path, control, pipelining, and input/output. Memory organization with cache and virtual memory. Prerequisites: [(CSC100 or CSC110) and CSC/EEE120], 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.

CSC294AA **3 credits** **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.

CSC298AA **1 credit** **1 period**
Special Projects
See page 284.

Construction (Building) — See Computer Aided Drafting/Design; also — See General Technology

Counseling and Personal Development

For Information: Marjane Maton
Phone: 623.845.3059

The college's counseling courses focus on personal, educational, and career interests of students. These courses are **NOT** designed as pre-major courses for professional counselors. Most CPD courses transfer as elective credit to ASU and NAU.

Students who are new or returning to college are strongly encouraged to register for the following classes to increase their academic skills or explore career options:

- AAA115 Creating College Success
- CPD096 Personal Success in College
- CPD104 Career and Personal Development
- CPD102AB Career Exploration
- CPD115 Creating College Success
- CPD150 Strategies for College Success
- CPD150AB Study Skills Development
- CPD160 Introduction to Multiculturalism (transfers to ASU as Cultural Diversity [C] and Literacy [L])

Courses designed for personal development include:

- CPD102AD Eliminating Self-Defeating Behavior
- CPD102AH Stress Management
- CPD102AN Anger Management
- CPD102AF Human Sexuality
- CPD103BC African American Cultural Pride and Awareness
- CPD103BD Latino/Hispanic American Pride and Awareness

Course Descriptions

Advancing Academic Achievement (AAA)

AAA115 **1 credit** **1 period**
Creating College Success
Strategies to create success in college. Methods for selecting and developing effective academic strategies, increasing self-awareness and developing self-management strategies. Elements of college resources and relationships with others explored in support of students' educational experience. Prerequisites: None.

Counseling & Personal Development (CPD)

CPD096 **2 credits** **2 periods**
Personal Success in College
Student attitudes, behaviors, and skills required for success in college. Includes an overview of instructional strategies commonly used in college classrooms, use of resources, and identification of obstacles to academic progress, and to effective communication. Prerequisites: None.

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 Notes:** CPD102AB may be repeated for a total of six (6) credit hours.

CPD102AD **2 credits** **2 periods**
Eliminating Self-Defeating Behavior
Designed to help students change behaviors that work against their potential, i.e., inferior feelings, shyness, nervousness, stage fright, under achievement, etc. Focus on identifying undesirable thoughts, emotions and behaviors, for the purpose of developing alternative, and more desirable thoughts, emotions and behaviors. Prerequisites: None.

CPD102AF **2 credits** **2 periods**
Human Sexuality
Enables students to view their own sexuality as a normal aspect of personal development. Examination of masculine and feminine differences and/or conflicts in social roles, emotions, and physical development. Prerequisites: None. **Note:** Students must be 18 years or older.

CPD102AN **2 credits** **2 periods**
Anger Management
Provides an understanding of the emotion of anger, explores the types, origins and typical reactions to anger. Covers stress and the need for stress management in relation to anger. Examines personal anger patterns and feelings, and the use of effective interpersonal communications in effective anger management. Prerequisites: None.

CPD103BC **2 credits** **2 periods**
African American Cultural Pride and Awareness
Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions. Prerequisites: None.

CPD103BD **2 credits** **2 periods**
Latino/Hispanic American Pride and Awareness
Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions. Prerequisites: None.

CPD104 **3 credits** **3 periods**
Career and Personal Development
An overview of the process of career/life planning through self-awareness and understanding. Focus on specific skill development such as dealing with change, decision making, goal setting, and understanding lifestyles. Provides opportunity to evaluate interests, skills and values. Emphasis on the development of a comprehensive career search process which includes current occupational information; specific tools for researching the job market and acquiring employment. Prerequisites: None.

CPD115 **1 credit** **1 period**
Creating College Success
Strategies to create success in college. Methods for selecting and developing effective academic strategies, increasing self-awareness and developing self-management strategies. Elements of college resources and relationships with others explored in support of students' educational experience. 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.

CPD150AB **1 credit** **1 period**
Study Skills Development
Emphasis on increasing student success through the use of study strategies including materials organization, note-taking, reading, test-taking, memory, and critical and creative thinking. Prerequisites: None.

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.

CPR — See Emergency Medical Technology

Critical and Evaluative Reading — See Reading

Dance

For Information: Performing Arts Department
Phone: 623.845.3796

The GCC Dance Program is designed to offer the first two years of a traditional dance major and allow the student to transfer with ease into a university program. Emphasis is on technique, performance and choreography in a pre-professional atmosphere. Courses may be repeated each semester, depending upon the student's skill level.

The GCC resident dance company, Verve Dance Co., is intended for those students who wish an intense program of study and plan to major in dance. Auditions are held the Monday following the Fall and Spring dance concerts. Students are expected to perform at an intermediate or advanced level of skill.

Recommended Dance courses for Dance majors:

Fall Semester:

DAN131 or DAN231	Ballet I or III (depending on skill)
DAN132 or DAN232	Modern Dance I, III (depending on skill)
DAN133 or DAN233	Modern Jazz Dance I, III (depending on skill)
DAN138	Dance Seminar I
DAN150	Dance Performance I (by audition)
DAN264 or DAN265	Choreography I, II
DAH100	Introduction to Dance (fulfills Humanities requirement for non-majors and majors)

Spring Semester:

DAN134 or DAN234	Ballet II or IV (depending on skill)
DAN135 or DAN235	Modern Dance II, IV (depending on skill)
DAN136 or DAN236	Modern Jazz Dance II, IV (depending on skill)
DAN238	Dance Seminar II
DAN150	Dance Performance I (by audition)
DAN221	Rhythmic Theory for Dance I
DAH190	Discovering Dance Careers
DAN280	Dance Practicum

As Offered:

DAN210 or DAN211	Dance Production I,II
DAN237	Ballet Pointe I
DAH110	Dance in Film
DAH210	History of Ballet and Modern Dance

See Associate in Arts, Fine Arts (AAFA) - Dance in the Graduation Requirements section on page 62.

Course Descriptions

Dance (DAH, DAN)

Dance Humanities (DAH)

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.

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.

DAH250 **3 credits** **3 periods**
Dance in Popular Culture
Interdisciplinary approach investigating the role dance plays in shaping American popular culture from the late 19th to the early 21st centuries. Explores social and cultural issues of power, class, gender, age and sexual orientation. Prerequisites: None.

Dance (DAN)

DAN115AA **1 credit** **3 periods**
Contemporary Dance Trends: Hip Hop
Theory and practice of Hip Hop dance. Development of movement quality and performance skills. Prerequisites: None. **Course Note:** DAN115AA may be repeated for credit.

DAN131 **1 credit** **3 periods**
Ballet I
Introduction to the theory and practice of ballet at the beginning level. Development of movement quality and performance skills. Prerequisites: None. **Course Note:** DAN131 may be repeated for credit.

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**
Modern Jazz Dance I
Introduction to the theory and practice of modern jazz dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. **Course Note:** DAN133 may be repeated for credit.

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.

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.

DAN136 **1 credit** **3 periods**
Modern Jazz Dance II
Theory and practice of modern jazz dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: 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 modern jazz dance technique course.

DAN140 **1 credit** **3 periods**
Tap Dance I
An introduction to the theory and practice of tap dance. Prerequisites: None. **Course Notes:** DAN140 may be repeated for credit.

DAN145 **1 credit** **3 periods**
Tap Dance II
Theory and practice of tap dance at an advanced beginning level. Prerequisites: DAN140 or permission of Instructor. **Course Notes:** DAN145 may be repeated for credit.

DAN150 **1 credit** **3 periods**
Dance Performance I
An introduction to the process and practice of dance performance. Prerequisites: None. **Course Note:** DAN150 may be repeated for credit.

DAN155 **1 credit** **3 periods**
Contemporary Dance Trends
Theory and practice of current social dance trends. Development of movement quality and performance skills. Prerequisites: None. **Course Note:** DAN155 may be repeated for credit.

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.

DAN221 **2 credits** **3 periods**
Rhythmic Theory for Dance I
Exploration of the ways in which music, time, pitch, and energy work with the art of dance. Emphasis on reading and writing music notation and performing movement that correlates to the notation and vice versa. Prerequisites: None.

DAN231AA **2 credits** **5 periods**
Ballet III: Intensive
Theory and intensive practice of ballet at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN134 or permission of Instructor. **Course Notes:** DAN231AA 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.

DAN233AA **2 credits** **5 periods**
Modern Jazz Dance III: Intensive
Theory and intensive practice of modern jazz dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN136 or permission of Instructor. **Course Notes:** 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 Notes:** DAN234AA 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 Notes:** DAN235AA may be repeated for credit.

DAN236AA **2 credits** **5 periods**
Modern Jazz Dance IV: Intensive
Theory and intensive practice of modern jazz dance at the advanced intermediate level. Development of movement quality and performance skills. Prerequisites: DAN233AA or permission of Instructor. **Course Notes:** DAN236AA may be repeated for credit.

DAN237 **1 credit** **1 period**
Ballet Pointe I
An introduction to the theory and practice of pointe work at the beginning level. Development of strength and movement quality. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN134 or permission of instructor. Corequisites: DAN231 or DAN234.

DAN238 **1 credit** **1 period**
Dance Seminar II
Level II scientific evaluation and in-depth discussion of the theory and practice of work done in dance technique class. Prerequisites: DAN138 or permission of instructor. Corequisites: Any ballet, modern dance, or modern jazz dance technique course.

DAN250 **1 credit** **3 periods**
Dance Performance III
Continued study of the process and practice of dance performance at a level III. Prerequisites: DAN155 or permission of instructor. **Course Note:** DAN250 may be repeated for a total of two (2) semester credit hours.

DAN255 **1 credit** **3 periods**
Dance Performance IV
Culmination of the process and practice of dance performance at a level IV. Prerequisites: DAN250 or permission of instructor. **Course Note:** DAN255 may be repeated for a total of two (2) semester credit hours.

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.

DAN265 **3 credits** **3 periods**
Choreography II
Exploration of the craft of choreography at the intermediate level. Experimentation with the various approaches to contemporary choreography as established by 20th century artists. Prerequisites: DAN264.

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.

Economics

For Information: Gay Garesché
Phone: 623.845.3701

Student Goals: General Education, Career-related

Economics courses provide an understanding of economic institutions, consumer economic issues, and world economic systems. Students take these courses to:

- Meet general education **Social and Behavioral Sciences Requirements**. ECN100, 211, 212, or 160 are especially recommended.
- Meet **historical awareness** requirement at ASU Main and ASU west campus with ECN160.
- Provide **Needed Background** for other careers especially in Business and Engineering, Social Work and Journalism. ECN211 or 212 are typically recommended or required.
- Prepare for transfer as an **Economics Major** at a four-year institution. Degrees in economics may be offered in the Liberal Arts College, the Business College, or both, depending on the institution. Students should consult the catalog of the relevant transfer institution.

Economists research conditions affecting the production, distribution, and consumption of goods and services. They evaluate and forecast business trends, guide monetary policy, and evaluate results of financial, governmental, and business policies. Areas of specialization include labor, fiscal management, agriculture, industry, and social welfare. Related careers are in labor relations, public administration, consulting, foreign diplomacy, and investment counseling.

With the increased reliance on scientific methods of analyzing business trends, forecasting sales, and planning purchases and production operations, employment of economists can be expected to increase. In order to work in the field, a graduate degree is likely to be required.

Recommended courses for potential majors are:

ECN211 and 212
GBS221, MAT212 or MAT220, MAT225

A broad background in social sciences, history, and philosophy is strongly recommended.

Course Descriptions

Economics (ECN)

ECN160 **3 credits** **3 periods**
Economic History of the United States
A description of the trends of American population, industry, and wealth through examination of major American institutions, historical events, and economic thought. Emphasis on the roles of technology and natural resources in agriculture and industry, the labor force, the monetary system, market structures, and the economic impact of government. Prerequisites: None

ECN211 SUN# **ECN2201** **3 credits** **3 periods**
Macroeconomic Principles
A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. Prerequisites: None. Recommendations: Completion of ENG101 and MAT122.

ECN212 SUN# **ECN2202** **3 credits** **3 periods**
Microeconomic Principles
Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes noncompetitive market structures such as monopoly and oligopoly; and the effects of government regulation. Selected issues are examined. Prerequisites: None. Recommendations: Completion of ENG101 and MAT122.

ECN298 **1-3 credits**
Special Projects
See page 284.

Education

For Information: Nancy Oreshack
Phone: 623.845.3265

Student Goals: Explore teaching as possible career and/or transfer to a Professional Teacher Preparation Program.

Career Outlook: Arizona is experiencing a shortage of qualified teachers. Due to increasing population, teacher retirements, and demands for reduction in class size, job opportunities for certified teachers are excellent.

Transfer recommendations: Students are advised to consult with the institution to which they plan to transfer. Universities differ in their admission and course requirements.

Department Recommendations for Elementary and Special Education Majors:

		Credits
EDU221	Introduction to Education	3
EDU222	Introduction to the Exceptional Learner	3
EDU230	Cultural Diversity in Education	3
EDU291	Children's Literature (3) **or**	
EDU292	The Art Of Storytelling (3) **or**	
EDU204	Fine Arts in Educational Settings (3) **or**	
EDU236	Introduction to Relationships in a Classroom Setting (3)	3

Other Recommendations for Elementary and Special Education Majors:

		Credits
+ COM225	Public Speaking (3) **or**	
+ COM230	Small Group Communication (3)	3
ARH100	Introduction to Art (3) **or**	
ARH101	Prehistoric through Gothic Art (3) **or**	
ARH102	Renaissance Through Contemporary Art (3)	3
HIS103	United States History to 1865 (3) **or**	
HIS104	United States History 1865 to Present (3)	3
+ MAT156	Mathematics for Elementary Teachers I (3) **and**	
+ MAT157	Mathematics for Elementary Teachers II (3)	6
POS221	Arizona Constitution (1) **and**	
POS222	U.S. Constitution (2)	3

See Associate in Arts in Elementary Education (AAEE) in the Graduation Requirements section on page 56.

Course Descriptions

Education (EDU)

EDU220 **3 credits** **3 periods**
Introduction to Serving English Language Learners (ELL)
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 education and educational institutions in our society, including current issues, responsibilities, and qualifications of educators. Opportunity for students to assess their interest in this area. Prerequisites: None. **Course Note:** Requires minimum of 30 hours of field experience in elementary or secondary classroom environment.

EDU222 **3 credits** **3 periods**
Introduction to the Exceptional Learner
Overview of the exceptional learner, one who differs from the average or normal, with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mildly disabled, severely disabled, emotionally and behaviorally disordered, mentally retarded, and gifted students. Prerequisites: None. **Course Note:** May include approved school-based practicum

EDU230 **3 credits** **3 periods**
Cultural Diversity in Education
Examination of the relationship of cultural values to the formation of 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.

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.

EDU291 **3 credits** **3 periods**
Children's Literature
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.

EDU292 **3 credits** **3 periods**
The Art of Storytelling
Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom. Prerequisites: None.

Emergency Medical Technology

For Information: Chris Coughlin
Phone: 623.845.3205

The Basic Emergency Medical Technology program and the Advanced Emergency Medical Technology (Paramedic) program are separate and distinct programs.

Prior to entry into the Advanced Emergency Medical Technology (Paramedic) program, a student must have been actively practicing as a State Certified Basic Emergency Medical Technician for one calendar year and be selected by a written examination and oral interview.

Students planning to enter the Advanced EMT program must be advised and counseled by Chris Coughlin or Paula Davis of the Emergency Medical Technology Department prior to considering entering the program. Paramedic classes are scheduled to meet the needs of community agencies.

Students should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, degree seeking students may find it necessary to extend completion time lines and attend both day and evening classes.

Paramedic Continuing Education Classes: Paramedic and Intermediate continuing education classes are available for credit and non-credit. Continuing education classes are available and meet or exceed the National Registry/State of Arizona refresher training requirements for Paramedic's and IEMT's. For information on classes, contact the EMT Department.

Emergency Medical Technology

Certificate of Completion - CCL 5643
9 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Emergency Medical Technology program includes techniques of emergency care, stabilization, and immobilization of victims of illness and injury. Recognition and documentation of signs and symptoms of illness and injury, intervention, and evaluation of the intervention, techniques for assessment, administration of oxygen, use of specific immobilization devices, and preparation for transportation are other areas of the program. This program is a prerequisite to other emergency response programs.

This program is also offered at Chandler-Gilbert Community College, Mesa Community College, Phoenix College, Paradise Valley Community College, and Scottsdale Community College.

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

Program Prerequisites: (0-6.5 credits)		**Credits**
+ CRE101	College Critical Reading (3)	
and		
+ ENG101	First-Year Composition (3) **or**	
+ ENG107	First-Year Composition for ESL (3)	**6**
or		
+ CRE111	Critical Reading for Business and Industry (3) **or** Equivalent as indicated by assessment	**0-6**
EMT/HLR101	Cardiopulmonary Resuscitation/Basic Cardiac Life Support (0.5) **or** Basic Life Support (BLS) Health Care Provider/Professional Rescuer	**0-0.5**

Required Courses: (9 credits)		**Credits**
+ EMT/FSC104	Emergency Medical Technology	**9**

(+) indicates course has prerequisite and/or corequisites.

Paramedicine

(Was Advanced Emergency Medical Technology)
Certificate of Completion - CCL 5513
43.5-45.5 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Paramedicine program is designed to provide advanced techniques of emergency care, stabilization, and immobilization of victims of illness and injury. The techniques of emergency care include but are not limited to assessment, detailed physical examination, recognition and documentation of signs and symptoms of illness and injury, critical thinking and diagnosis intervention, and the evaluation of the interventions. The techniques of assessment include but are not limited to electrocardiograph rhythm identification, administration of oxygen, defibrillation, synchronized cardioversion, transcutaneous pacing, and advanced airway techniques. The techniques for immobilization of the victim include but are not limited to the use of specific immobilization devices, peripheral intraosseous and central intravenous techniques, and preparation and care during transportation

This program is also offered at Mesa Community College, Phoenix College, and Paradise Valley Community College.

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

Admission Criteria:

Prior to being considered for and accepted into the program, students must complete specified exams and an oral interview with the EMT/FSC department. Additionally, students must have a recommendation from a referring agency. Finally, students should seek department advisement on completing program prerequisites prior to acceptance into the program.

Program Prerequisites: (0-9.5 credits)

		Credits
EMT/HLR101	Cardiopulmonary Resuscitation/ Basic Cardiac Life Support (.50) **or** Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer (0) **or** Permission of Program Director	0-.50
+ EMT/FSC104	Basic Emergency Medical Technology (9) **or** Arizona State EMT Certification or equivalent (0) **or** Arizona State Paramedic Certification or equivalent (0) **or** Permission of Program Director	0-9

Required Courses: (43.5-45.5 credits)

		Credits
+ EMT235	Emergency Cardiac Care	3
+ EMT236	Pharmacology in an Emergency Setting	3
+ EMT240	Advanced Cardiac Life Support	2
+ EMT242	Pediatric Advanced Life Support (1) **or**	
+ EMT265	Pediatric Education for Prehospital Providers: Advanced (1)	1
+ EMT245	Trauma Management I (2) **or**	
+ EMT246	Trauma Management II (4)	2-4

+ EMT272AA	Advanced Emergency Medical Technology	12.5
+ EMT272AB	Advanced Emergency Medical Technology	12.5
+ EMT272LL	Advanced Emergency Medical Technology Practicum	7.5

Course Descriptions

Emergency Medical Technology (EMT)

EMT101 **.5 credit** **.45 period**
Cardiopulmonary Resuscitation/Basic Cardiac Life Support
Designed to train students in the skills of cardiopulmonary resuscitation to include mouth-to-mouth, mouth-to-mask, and cardiac compression, stabilization of adult, infant, and child victims with airway obstruction, respiratory, and cardiac arrest. Prerequisites: None.

EMT102AB **3 credits** **3 periods**
Emergency Medical Responder
A comprehensive course to train a lay person to provide care for patients suffering sudden illness or injury. For members of law enforcement agencies, industry, and the private sector. Prerequisites: None.

EMT104 **9 credits 11.4 periods**
Emergency Medical Technology
Techniques of emergency medical care in accordance with national and state curriculum. Study of the human body, patient assessment, treatment of medically or traumatically compromised patients, special hazards, and medical operations. IV monitoring, Sudden Infant Death Syndrome (SIDS), patient-assisted medication administration, automated external defibrillators (AEDs), and blood-glucose monitoring. Includes participation in an eight-hour rotation consisting of patient assessment through clinical, vehicular, and or scenario-based education at a local emergency department outside normal class hours. Requires personal pocket mask, stethoscope, pen light, and trauma scissors. Prerequisites: Must be at least 18 years of age prior to applying to the BLS (Basic Life Support) Training Program per Arizona Revised Statutes, and must have a current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer. Minimum tenth grade level reading proficiency on the Nelson-Denney Examination or appropriate Reading course placement score. Proof of: TB testing or chest x-ray with a negative result within 6 months prior to registration; Immunity to rubella (German measles) and rubeola.

EMT104AB **.5 credit .5 period**
Applied Practical Studies for Emergency Medical Technology
Simulation of actual emergency responses, with practical application of techniques and skills covered in EMT curricula. Scenario based learning applied to the techniques of emergency medical care in accordance with national and state curriculum. Practical application of anatomy, physiology, patient assessment, and treatment of medically or traumatically compromised patients, special hazards and medical operations. Also includes patient-assisted medication administration, semi-automatic external defibrillator and blood glucose monitoring. Students function in outside, scenario based environment.
Prerequisites: None. Corequisites: EMT/FSC104, or EMT200, or (EMT272AA, EMT272AB, and EMT272LL), or EMT273, or certified EMT Basic, IEMT, or Paramedic in the State of Arizona, or permission of Instructor.

EMT200 **2 credits 2.7 periods**
Refresher Course for Certified Emergency Medical Technicians
Designed to meet National and Arizona Department of Health Services (A-DHS) recertification for EMTs. Enhances the knowledge base of the Emergency Medical Technician (EMT) and reinforces basic skills competencies. Prerequisites: Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or permission of instructor.

EMT200AA **.6 credit .6 period**
EMT Certification Renewal Challenge
Designed to contribute to Arizona Department of Health Services (A-DHS) Bureau of Emergency Medical Services (B-EMS) recertification requirements for Emergency Medical Technician Basic (EMTB) according to the U.S. Department of Transportation (DOT) EMT-Basic National Curriculum and the Arizona EMT Basic Refresher Curriculum Guidelines. Prerequisites: Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or proof of current registry with the National Registry of Emergency Medical Technicians (NREMT).

EMT235 **3 credits 3 periods**
Emergency Cardiac Care
Designed to acquaint all levels of emergency care providers with basic electrocardiographic (ECG) rhythm analysis and interpretation and related care in a clinical and prehospital setting. Required content for the identification and treatment of cardiac emergencies. Prerequisites: EMT/FSC104 or permission of instructor.

EMT236 **3 credits 3 periods**
Pharmacology in an Emergency Setting
Designed for the Emergency Medical Technician dealing with the administration of emergency medications in the field as outlined in current paramedic legislation. In-depth coverage of medications enumerated in the algorithms of patient care as defined by the American Heart Association (AHA), Advanced Cardiac Life Support (ACLS). Coverage of medications that interact or interfere with the AHA ACLS algorithms. Indications, therapeutic effect, contraindications, toxicology, and side effects to medications. Prerequisites: EMT/FSC104 or permission of instructor. MAT082 or equivalency preferred but not required.

EMT238 **2 credits 2 periods**
Vehicular Extrication and Patient Stabilization
Participative course designed for the Emergency Medical Technicians (EMT). Incorporates new knowledge and skills necessary to access, extricate, and care for victims of crash incidents. Provides exposure to scene management, including size-up, disentanglement, victim stabilization for single and multi-victim situations, hazardous materials incidents, integration of local emergency medical services (EMS) for patient assessment and management, and standard operating procedures to selected victim scenarios. Prerequisites: Basic EMT certification, current enrollment in an EMT-Basic program, nurse with emergency department experience, or law enforcement personnel, or permission of instructor.

EMT240 **2 credits 2 periods**
Advanced Cardiac Life Support
Designed to provide the healthcare professional with comprehensive information to identify emergency cardiovascular care and protocols for the patient in cardiac arrest, post- resuscitative patient management, and core cases in Advanced Cardiac Life Support (ACLS) according to current Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care 2004. Includes the ACLS approach to cardiovascular emergencies, elements of emergency cardiovascular care, ethical and legal issues, airway assessment and management, ventilation techniques, oxygen therapy, intravenous therapy, analyzing and interpreting the electrocardiogram (ECG), analyzing and interpreting the 12-lead ECG, myocardial ischemia, injury, and infarction, electrical interventions, cardiovascular pharmacology, acute coronary syndromes, emergency cardiovascular care algorithms, acute stroke and transient ischemic attack, and special resuscitation situations. Prerequisites: Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer and (EMT235 and EMT236, or permission of instructor).

EMT241 **.5 credit** **.5 period**
Advanced Cardiac Life Support Refresher
Designed to provide the healthcare professional with a review and updated information in emergency cardiovascular care and protocols for the patient in cardiac arrest, post- resuscitative patient management, and core cases in Advanced Cardiac Life Support (ACLS) according to current Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care 2004. Includes the ACLS approach to cardiovascular emergencies, elements of emergency cardiovascular care, ethical and legal issues, review and validation of the techniques of airway assessment and management, ventilation techniques, oxygen therapy, intravenous therapy, analyzing and interpreting the electrocardiogram (ECG), analyzing and interpreting the 12-lead ECG, myocardial ischemia, injury, and infarction, electrical interventions, cardiovascular pharmacology, acute coronary syndromes, emergency cardiovascular care algorithms, acute stroke and transient ischemic attack, and special resuscitation situations. Prerequisites: (Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or EMT240) or permission of instructor.

EMT242 **1 credit** **1 period**
Pediatric Advanced Life Support
Didactic and psychomotor skill education and training in techniques of Pediatric Advanced Life Support. Includes endotracheal intubation, defibrillation, arrhythmia recognition, pharmacology, and intraosseous infusion. Required for American Heart Association Provider approval and validation. Prerequisites: (Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or [EMT235 and EMT236]) or permission of instructor.

EMT245 **2 credits** **3.5 periods**
Trauma Management I
Designed to instruct prehospital care personnel in the critical skills necessary to manage the trauma victim and the emergency scene through the Incident Command System (ICS). Enhances basic emergency medical technology (EMT) skills by focusing on emergency care interventions. Provides exposure to victim assessment, initial treatment, resuscitative techniques, victim stabilization, transportation of the victim to an emergency care facility, and documentation. Prerequisites: Basic EMT certification or nurse with emergency room experience, or permission of department.

EMT246 **4 credits** **4 periods**
Trauma Management II
Designed to instruct advanced prehospital care personnel the critical skills necessary to manage the trauma victim and the emergency scene through the Incident Command System (ICS). Enhances advanced emergency medical technology (EMT) skills by focusing on emergency care interventions. Provides advanced exposure to victim assessment, initial treatment, resuscitative skills, invasive techniques, electrical and pharmacologic interventions, stabilization, transportation of the victim to an emergency care facility, and documentation. Prerequisites: Certified as a Basic EMT, Intermediate EMT, Paramedic, or Arizona registered prehospital nurse, or permission of instructor.

EMT255AA **2 credit** **2 period**
Instructional Strategies for EMT Occupations
Teaching skill preparation for entry-level Emergency Medical Services (EMS) educators and EMT instructor candidates to teach EMT courses or enhancement of teaching skills for experienced EMS instructors according to the Arizona Department of Health Services (A-DHS) Bureau of Emergency Medical Services (BEMS) and national guidelines. Includes instructor roles and responsibilities; administrative, legal, and ethical issues; learning environments and styles; domains of learning, including goals, objectives, and lesson planning; techniques for facilitation, presentations, evaluation, and discipline; principles of communication and feedback, student motivation, critical thinking, and remediation; cultural awareness; teaching resources; and research in EMS education. Prerequisites: (Arizona Department of Health Services certification as a Basic EMT, or Intermediate EMT, or Advanced EMT (Paramedic), or Arizona registered nurse with two-years experience in emergency nursing, or licensed physician or physician assistant), or permission of instructor.

EMT255AB **1 credit** **1 period**
Advanced Cardiac Life Support Instructional Strategies
A participative course to prepare advanced EMTs (Paramedics), physicians, and/or nurses as instructors in Advanced Cardiac Life Support courses. Includes American Heart Association Standards and guidelines, teaching and testing skills, writing objectives, preparing class and course schedules, preparing for lectures, developing and using audio visual (AV) aides; processing assignments and exams, classroom discipline, counseling, and student/instructor evaluation methods. Successful completion qualifies individual to teach Advanced Cardiac Life Support Classes. Prerequisites: Current certification as Advanced Cardiac Life Support Provider and (State of Arizona EMT [Paramedic] certification or Arizona Registered Nurse or licensed physician or physician assistant) or permission of instructor.

EMT255AD **.5 credit** **.5 period**
Basic Cardiac Life Support Instructional Strategies
A participative course to prepare instructors in Basic Life Support (CPR) courses. Includes American Heart Association Standards and guidelines, teaching and testing skills, classroom discipline, counseling, and student/instructor evaluation methods. Successful completion qualifies individual to teach Basic Life Support (CPR) classes according to American Heart Association Standards. Prerequisites: Current certification as a Basic Life Support Health Care Provider level, EMT101 or HLR101, or equivalent.

EMT258 **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.

EMT265 **1 credit 1.43 periods**
Pediatric Education for Prehospital Providers: Advanced
An interactive, scenario based course designed for Advanced EMTs who practice in the field. Enables providers to perform a rapid assessment of sick and injured children in variety of circumstances. Includes scene management, use of pediatric assessment triangle, developmental differences, injury prevention, airway management techniques, intravenous and intraosseous access and monitoring, ECG arrhythmia recognition, synchronized and unsynchronized cardioversion, pediatric trauma and mechanism of injury, submersion events, children with special health care needs, child abuse and neglect, child and family interactions, use of specialized equipment, documentation of signs, symptoms, care and transportation, special issues in pediatric transportation. Treatment to children is in accordance with recommendations of the American Academy of Pediatrics. Prerequisites: Advanced cardiac life support course or emergency cardiac care course, and EMT-Paramedic certification, and current employment as an EMT Paramedic, or permission of instructor.

EMT272AA **12.5 credits 7.37 periods**
Advanced Emergency Medical Technology
Designed to provide the emergency medical technician with advanced knowledge about the acute critical differences in physiology, pathophysiology, and clinical symptoms, as they pertain to pre-hospital emergency care. Emphasis on developing diagnostic and advanced emergency treatment skills necessary to care for the acutely ill and seriously injured. Prerequisites: [(MAT102 or equivalent, or a satisfactory score on the ASSET, or COMPASS, or Accuplacer placement exam), (ENG101 or ENG107), EMT235, and EMT236], or permission of Program Director. Comprehensive written, oral and practical evaluation on all EMT272AA prerequisite courses. Valid Arizona certification and employment as an EMT for one full calendar year or permission of Program Director. Corequisites: EMT272AB and EMT272LL.

EMT272AB **12.5 credits 7.38 periods**
Advanced Emergency Medical Technology
Designed to provide the emergency medical technician with advanced knowledge about the acute critical differences in physiology, pathophysiology, and clinical symptoms, as they pertain to prehospital emergency care. Emphasis on developing diagnostic and advanced emergency treatment skills necessary to care for the acutely ill and seriously injured. Prerequisites: [(MAT102 or equivalent, or a satisfactory score on the ASSET, or COMPASS, or Accuplacer placement exam), (ENG101 or ENG107), EMT235, and EMT236], or permission of Program Director. Comprehensive written, oral and practical evaluation on all EMT272AB prerequisite courses. Valid Arizona certification and employment as an EMT for one full calendar year or permission of Program Director. Corequisites: EMT272AA and EMT272LL.

EMT272LL **7.5 credits 37.5 periods**
Advanced Emergency Medical Technology Practicum
Clinical and vehicular practicum in support of EMT272AA and EMT272AB. Prerequisites or Corequisites: EMT272AA and EMT272AB.

EMT273 **3.5 credits 4 periods**
Advanced Life Support Refresher Course
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 specific to Arizona's system. Remediate students who have been unsuccessful three times on the certification examinations, and refreshes information for those who have expired certifications and desire re-entry into the EMS system. Prerequisites: (EMT - Advanced Paramedic certification or EMT - Intermediate certification or proof of current paramedic registry with the National Registry of Emergency Medical Technicians [NREMT]) or permission of instructor.

Engineering

For Information: Paula Cheslik
Phone: 623.845.3974
http://www.gc.maricopa.edu/engineering

Program Description: The Engineering program provides the first two years toward a baccalaureate degree in Engineering. This includes, but is not limited to, transfer to the following Engineering degree programs: Computer Systems, Electrical, Mechanical, Aerospace, Civil, Industrial, Chemical, Biomedical, Environmental, and Materials Science. Articulation (transfer) agreements exist with all three state universities in Arizona.

Acquired Skills

- Gain introductory **engineering design experience.** Complete projects to build robots, rockets, catapults, and mousetrap powered vehicles.
- Gain **team skills** required in an engineering work environment. Establish team goals; set ground rules; decide how to resolve team conflicts.
- Gain **computer application skills.** Use MatLab to solve Optimization and Area problems from Calculus. Use Excel to calculate odds and solve problems using iteration methods. Use AutoCAD to build models of engineering designs.
- Gain **science and mathematics skills.** Calculate the height of your rocket and the path of catapult projectiles; use levers and/or torsion to power catapults and vehicles. Design a vending machine or a miniature microprocessor.
- Gain **effective verbal and written communications skills.** Learn how to give effective PowerPoint presentations. Document project work in a design notebook.

Departmental Recommendations:		**Credits**
+ ECE102AA	Engineering Analysis Tools and Techniques	2
+ ECE103AB	Engineering Problem Solving and Design	2
ECE111	Bioengineering Systems	3
+ EEE202	Circuits and Devices	5
+ ECE214	Engineering Mechanics-Statics	4
+ ECE215	Mechanics of Materials	3
+ EEE120	Digital Design Fundamentals	4
+ EEE230	Computer Organization and Assembly Language	4

Other Recommendations:		**Credits**
+ CHM152	General Chemistry II	3
+ CHM152LL	General Chemistry II Laboratory	1
+ CSC100	Introduction to Computer Science (C++)	3
+ CSC110	Introduction to Computer Science (Java)	3
+ MAT220	Calculus with Analytic Geometry I	5
+ MAT230	Calculus with Analytic Geometry II	5
+ MAT240	Calculus with Analytic Geometry III	5
+ MAT225	Elementary Linear Algebra	3
+ MAT227	Discrete Mathematical Structures	3
+ MAT276	Modern Differential Equations	4
+ PHY115	University Physics I	5
+ PHY116	University Physics II	5
+ PHY241	University Physics III	4

General Education Requirements: **Credits**

See approved list for AA degree.

Engineering Technology

Associate in Applied Science - AAS 3228
66-76 credits
Checksheet

Program Description: The Associate in Applied Science (AAS) in Engineering Technology program is designed to provide skills required of entry-level engineering technicians. Students are provided with the fundamentals of physics, engineering, computer hardware, programming, engineering design fundamentals, and computer software program usage. A solid foundation in mathematics, science, communication skills, humanities, and social sciences provides a well-rounded curriculum.

Students must earn a grade of "C" or better for all courses required within the program.

This program is also offered at Chandler-Gilbert Community College and Estrella Mountain Community College.

Program Prerequisites: (8-10 credits)		**Credits**
+ MAT122	Intermediate Algebra	3
+ MAT187	Precalculus (5) **or**	
+ MAT151	College Algebra/Functions (4) **and**	
+ MAT182	Plane Trigonometry (3)	5-7

Required Courses: (38-46 credits)		**Credits**
The prerequisites for CAD145 have been waived for students who have declared the AAS/3228 in Engineering as their major.		
+ ECE102	Engineering Analysis Tools & Techniques (2) **or**	
+ ECE102AA	Engineering Analysis Tools & Techniques	2
+ ECE103	Engineering Problem Solving & Design (2) **or**	
+ ECE103AB	Engineering Problem Solving & Design (2)	2
+ CSC/EEE120	Digital Design Fundamentals (4) **or**	
+ CAD145	Survey of CAD (3) **or**	
+ ECE216	Computer-Aided Engineering (2) **and**	
+ ECE216LL	Computer-Aided Engineering Laboratory (1)	3-4
+ MAT220	Calculus with Analytic Geometry I (5) **or**	
+ MAT221	Calculus with Analytic Geometry I (4)	4-5
+ MAT230	Calculus with Analytic Geometry II (5) **or**	
+ MAT231	Calculus with Analytic Geometry II (4)	4-5

(+) indicates course has prerequisite and/or corequisites.

+ MAT240	Calculus with Analytic Geometry III (5) **or**	
+ MAT241	Calculus with Analytic Geometry III (4)	4-5
+ MAT276	Modern Differential Equations (4) **or**	
+ MAT277	Modern Differential Equations (3)	3-4
EEE202	Circuits and Devices	5
+ CSC100	Intro to Comp Sci/Non-Computer Majors (3) **or**	
+ CSC100AA	Intro to CompSci/ Non-Computer Majors (4) **or**	
+ CSC100AB	Intro to Comp Sci/Non-Computer Majors (4) **or**	
+ CSC110	Intro to Computer Science for Majors (3) **or**	
+ CSC110AB	Intro to Computer Science for Majors (4)	3-4
+ PHY115	University Physics I (5) **or**	
+ PHY121	University Physics I: Mechanics (4)	4-5
+ PHY116	University Physics II (5) **or**	
+ PHY131	University Physics II: Elect & Magnetism (4)	4-5

Restricted Electives: (10-12 credits)

		Credits
+ BIO181	General Biology	4
+ CHM151	General Chemistry I Lecture (3) **and**	
+ CHM151LL	General Chemistry I Laboratory (1)	4
+ CHM152	General Chemistry II Lecture (3) **and**	
+ CHM152LL	General Chemistry II Laboratory (1)	4
ECE111	Bioengineering Systems	3
+ ECE211	Engineering Mechanics-Statics	3
+ ECE212	Engineering Mechanics-Dynamics	3
+ ECE214	Engineering Mechanics	4
+ ECE215	Mechanics of Materials	3
+ CSC/EEE230	Computer Org & Assembly Language	4
GLG101	Introduction to Geology I - Physical Lecture	3
+ MAT225	Elementary Linear Algebra	3
+ MAT227	Discrete Mathematical Structures	3

General Education Requirements: (18 credits)

Core: (12 credits) — Credits

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

Oral Communication: 3
Any approved course, see page 79.

Critical Reading: 0-3
+ CRE101 College Critical Reading (3) **or**
+ CRE111 Critical Reading for Business and Industry (3) **or**
Appropriate Reading placement test score

Mathematics: 0
Met by any Mathematics course listed in the Required Courses Area.

Distribution: (6 credits) — Credits

Humanities and Fine Arts: 3
Any approved course, see page 79.

Social and Behavioral Sciences: 3
Any approved course, see page 79.

Natural Sciences: 0
Met by PHY115 or PHY121 in the Required Courses Area

Course Descriptions

Engineering (ECE, EEE)

Engineering Science (ECE)

ECE102AA — **2 credits** — **4 periods**
Engineering Analysis Tools and Techniques
Learning culture of engineering, engineering use of computer tools, and computer modeling as applied to engineering analysis and design. Prerequisites: Two years of high school algebra or MAT122 or departmental approval. Corequisites: MAT151 or MAT182 or MAT187.

ECE103AB — **2 credits** — **4 periods**
Engineering Problem Solving and Design
Fundamentals of the design process: engineering modeling, communication, and problem solving skills in a team environment. Emphasis on process-based improvements to the design process. Introduction to engineering as a profession. Prerequisites: (ECE102 or ECE102AA) and (high school physics, or PHY111, or PHY111AA).

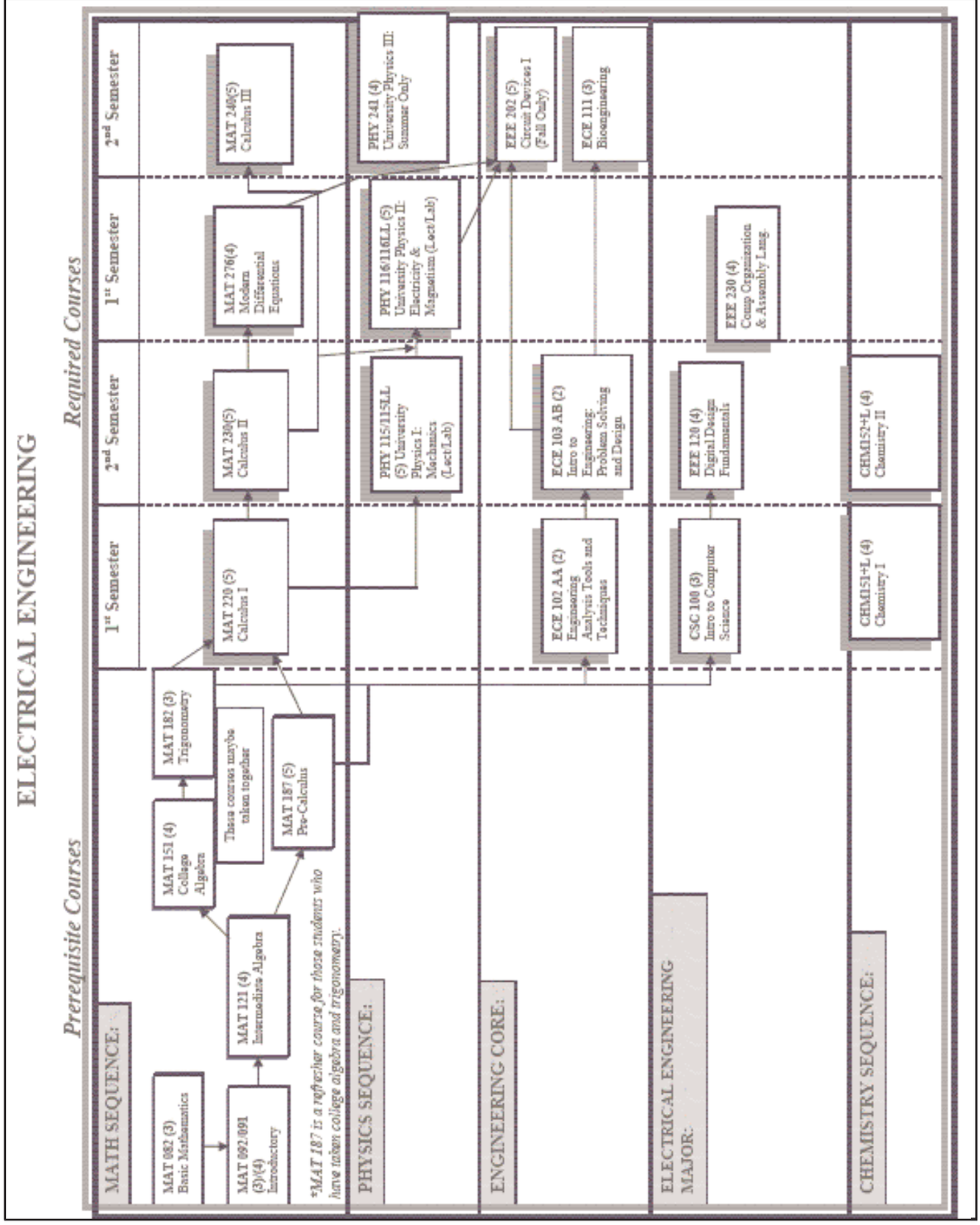
ECE111 — **4 credits** — **6 periods**
Bioengineering Systems
An introduction to biological concepts for the engineer. Application of engineering to biological and earth systems. An analysis of materials, structures, fluid mechanic, bioelectricity, and dynamics as applied to biological and environmental systems. Prerequisites: None.

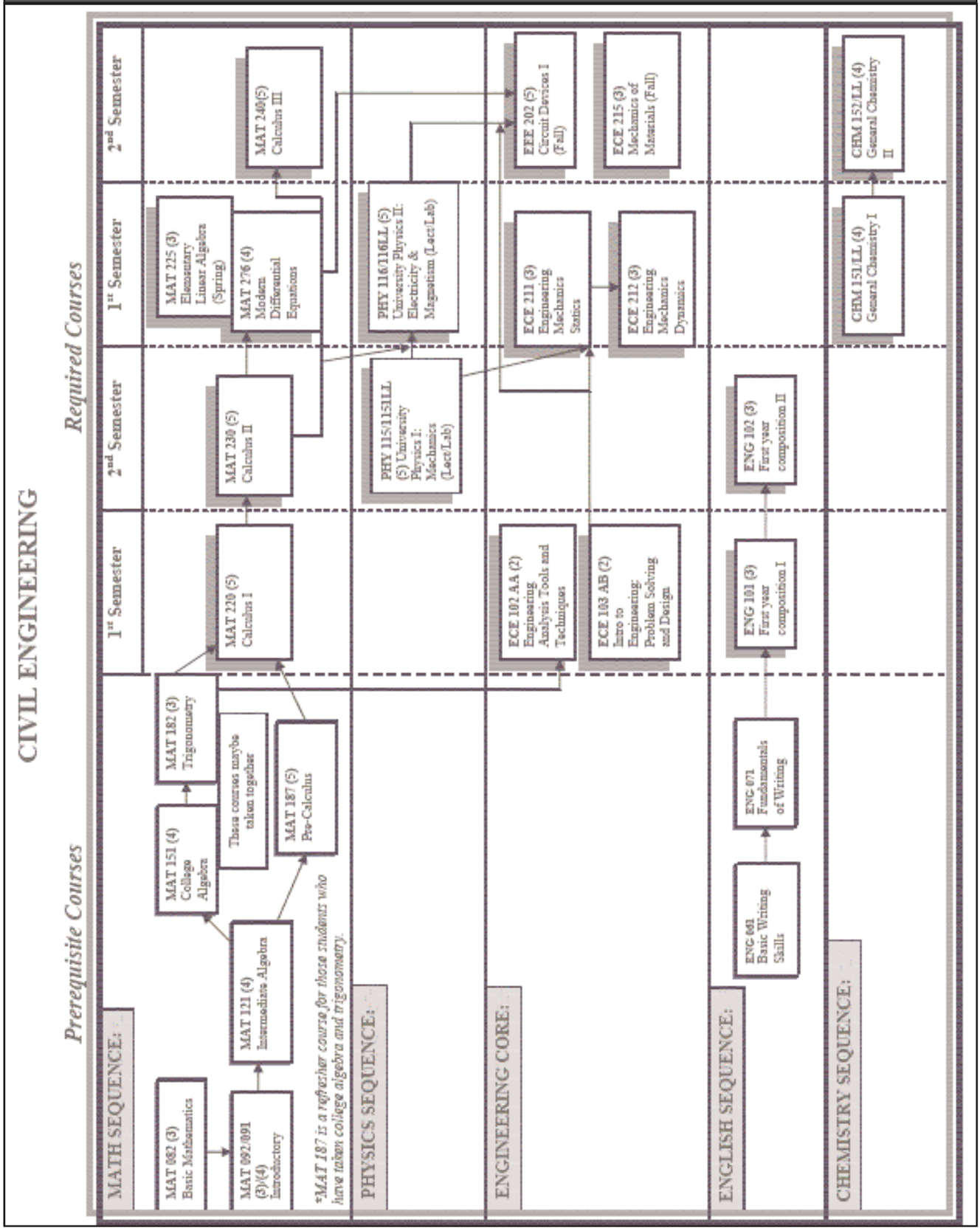
ECE212 — **3 credits** — **5 periods**
Engineering Mechanics - Dynamics
Kinematics and kinetics of particles, translating and rotating coordinate systems, rigid body kinematics, dynamics of systems of particles and rigid bodies, and energy and momentum principles. Prerequisites: ECE211 and MAT241.

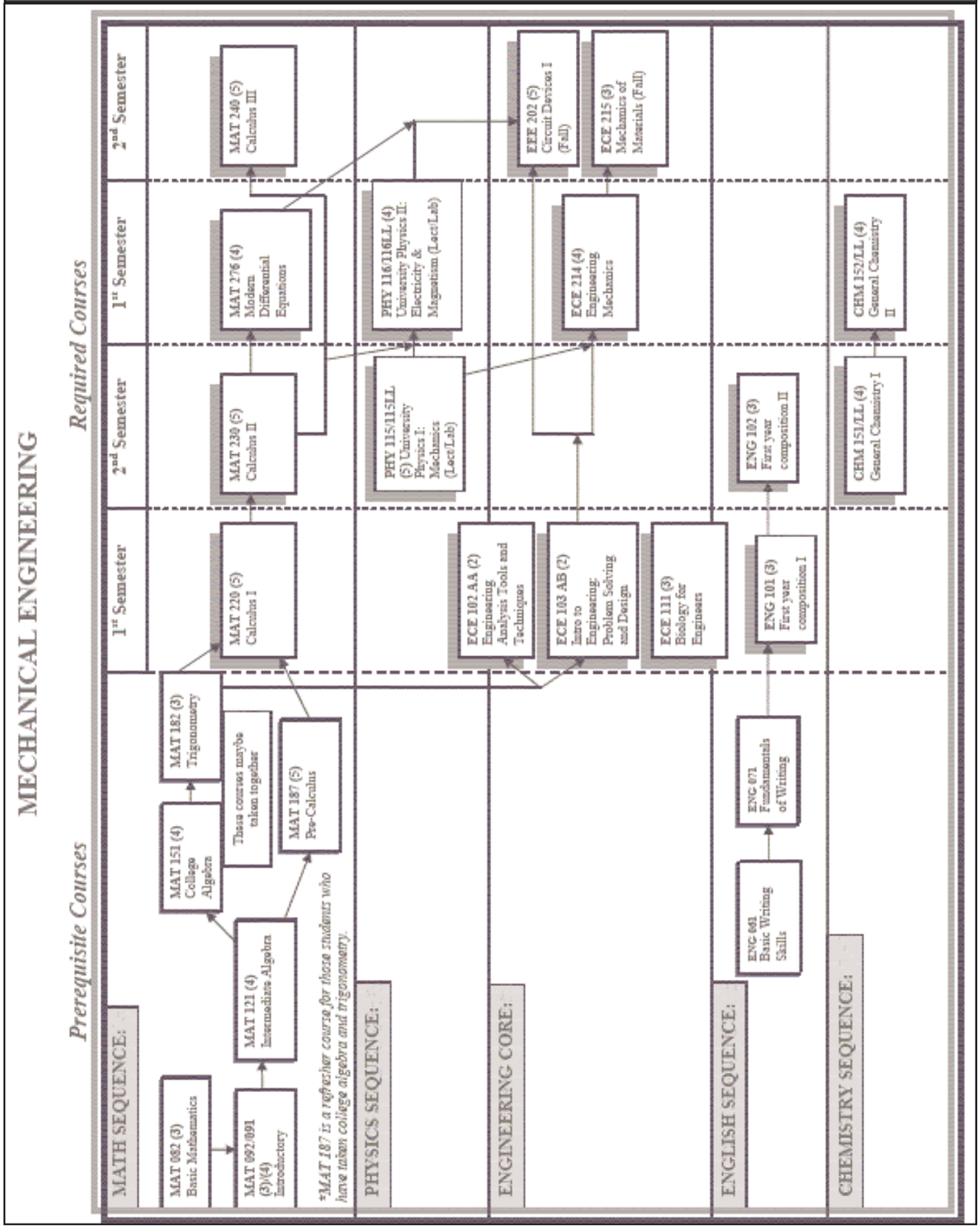
ECE214 — **4 credits** — **6 periods**
Engineering Mechanics
Foundations of engineering mechanics, including force systems, resultants, equilibrium of particles and rigid bodies, centroids and centers of mass, area and mass moments of inertia, friction, internal forces in structures, kinematics and kinetics of particles, kinematics and kinetics of rigid bodies, energy and momentum principles. Prerequisites: (ECE103 or ECE103AB), (MAT230 or MAT231), and (PHY115 or PHY121). Corequisites: MAT240 or MAT241.

ECE215 — **3 credits** — **5 periods**
Mechanics of Materials
Designed to provide students with a strong fundamental foundation in the mechanics of solids. Includes the concepts of stress and strain applied to the analysis and design of members subjected to axial and torsional loads and members subjected to shear and bending, applications and transformation of plane stress and plane strain, deformation of beams, and elastic buckling of columns. Prerequisites: ECE214 or (ECE211 and ECE212) and MAT262.

(+) indicates course has prerequisite and/or corequisites.


ELECTRICAL ENGINEERING
Prerequisite Courses
Required Courses
1st Semester
2nd Semester
1st Semester
2nd Semester
MATH SEQUENCE:
MAT 082 (3) Basic Mathematics
MAT 092/091 (3)/(4) Introductory
MAT 121 (4) Intermediate Algebra
MAT 151 (4) College Algebra
MAT 182 (3) Trigonometry
These courses maybe taken together
MAT 187 (5) Pre-Calculus
*MAT 187 is a refresher course for those students who have taken college algebra and trigonometry.
MAT 220 (5) Calculus I
MAT 230(5) Calculus II
MAT 276(4) Modern Differential Equations
MAT 240(5) Calculus III
PHYSICS SEQUENCE:
PHY 115/115LL (5) University Physics I: Mechanics (Lect/Lab)
PHY 116/116LL (5) University Physics II: Electricity & Magnetism (Lect/Lab)
PHY 241 (4) University Physics III: Summer Only
ENGINEERING CORE:
ECE 102 AA (2) Engineering Analysis Tools and Techniques
ECE 103 AB (2) Intro to Engineering: Problem Solving and Design
EEE 102 (5) Circuit Devices I (Fall Only)
ECE 111 (3) Bioengineering
ELECTRICAL ENGINEERING MAJOR:
CSC 100 (3) Intro to Computer Science
EEE 120 (4) Digital Design Fundamentals
EEE 230 (4) Comp Organization & Assembly Lang.
CHEMISTRY SEQUENCE:
CHM151+L (4) Chemistry I
CHM152+L (4) Chemistry II


CIVIL ENGINEERING
Prerequisite Courses
Required Courses
1st Semester
2nd Semester
1st Semester
2nd Semester
MATH SEQUENCE:
MAT 082 (3) Basic Mathematics
MAT 092/091 (3)/(4) Introductory
MAT 121 (4) Intermediate Algebra
MAT 151 (4) College Algebra
MAT 182 (3) Trigonometry
These courses maybe taken together
MAT 187 (5) Pre-Calculus
*MAT 187 is a refresher course for those students who have taken college algebra and trigonometry.
MAT 220 (5) Calculus I
MAT 230 (5) Calculus II
MAT 225 (3) Elementary Linear Algebra (Spring)
MAT 276 (4) Modern Differential Equations
MAT 240(5) Calculus III
PHYSICS SEQUENCE:
PHY 115/115LL (5) University Physics I: Mechanics (Lect/Lab)
PHY 116/116LL (5) University Physics II: Electricity & Magnetism (Lect/Lab)
ENGINEERING CORE:
ECE 102 AA (2) Engineering Analysis Tools and Techniques
ECE 103 AB (2) Intro to Engineering: Problem Solving and Design
ECE 211 (3) Engineering Mechanics Statics
ECE 212 (3) Engineering Mechanics Dynamics
EEE 202 (5) Circuit Devices I (Fall)
ECE 215 (3) Mechanics of Materials (Fall)
ENGLISH SEQUENCE:
ENG 061 Basic Writing Skills
ENG 071 Fundamentals of Writing
ENG 101 (3) First year composition I
ENG 102 (3) First year composition II
CHEMISTRY SEQUENCE:
CHM 151/LL (4) General Chemistry I
CHM 152/LL (4) General Chemistry II


MECHANICAL ENGINEERING
Prerequisite Courses
Required Courses
1st Semester
2nd Semester
1st Semester
2nd Semester
MATH SEQUENCE:
MAT 082 (3) Basic Mathematics
MAT 092/091 (3)/(4) Introductory
MAT 121 (4) Intermediate Algebra
MAT 151 (4) College Algebra
MAT 182 (3) Trigonometry
These courses maybe taken together
MAT 187 (5) Pre-Calculus
*MAT 187 is a refresher course for those students who have taken college algebra and trigonometry.
MAT 220 (5) Calculus I
MAT 230 (5) Calculus II
MAT 276 (4) Modern Differential Equations
MAT 240 (5) Calculus III
PHYSICS SEQUENCE:
PHY 115/115LL (5) University Physics I: Mechanics (Lect/Lab)
PHY 116/116LL (4) University Physics II: Electricity & Magnetism (Lect/Lab)
ENGINEERING CORE:
ECE 102 AA (2) Engineering Analysis Tools and Techniques
ECE 103 AB (2) Intro to Engineering: Problem Solving and Design
ECE 111 (3) Biology for Engineers
ECE 214 (4) Engineering Mechanics
EEE 202 (5) Circuit Devices I (Fall)
ECE 215 (3) Mechanics of Materials (Fall)
ENGLISH SEQUENCE:
ENG 061 Basic Writing Skills
ENG 071 Fundamentals of Writing
ENG 101 (3) First year composition I
ENG 102 (3) First year composition II
CHEMISTRY SEQUENCE:
CHM 151/LL (4) General Chemistry I
CHM 152/LL (4) General Chemistry II

ECE216 **2 credits** **2 periods**
Computer-Aided Engineering
Introduction to engineering graphics, including tolerancing and fasteners, as well as creation and use of engineering drawings. Prerequisites or Corequisites: ECE214 or (ECE211 and ECE212). Corequisites: ECE216LL.

ECE216LL **1 credit** **2 periods**
Computer-Aided Engineering Laboratory
Laboratory experience in support of ECE216. Prerequisites or Corequisites: ECE214 or (ECE211 and ECE212). Corequisites: ECE216.

ECE298 **1-3 credits**
Special Projects
See page 284.

Electrical Engineering (EEE)

EEE120 **4 credits** **6 periods**
Digital Design Fundamentals
Number systems, conversion methods, binary and complement arithmetic, Boolean switching algebra and circuit minimization techniques. Analysis and design of combinational logic, flip-flops, simple counters, registers, ROMs, PLDs, synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits. Prerequisites: CSC100, or CSC110 or CSC181, or ELE181, or NET181, or equivalent, or permission of instructor.

EEE202 **5 credits** **6 periods**
Circuits and Devices
Introduction to circuits and devices. Component models, transient analysis, steady state analysis, Laplace transform, and active and passive filter networks. Prerequisites: ECE103 or ECE103AB. Prerequisites or Corequisites: (MAT261 or MAT262) and (PHY116 or PHY131).

EEE230 **4 credits** **5 periods**
Computer Organization and Assembly Language
Assembly language programming including input/output (I/O) programming and exception/interrupt handling. Register-level computer organization, I/O interfaces, assemblers, and linkers. Processor organization and design, data path, control, pipelining, and input/output. Memory organization with cache and virtual memory. Prerequisites: [(CSC100 or CSC110) and CSC/EEE120], or permission of instructor.

English

For Information: Mary Jane Onnen
Phone: 623.845.3664

Student Goals: General Education, Transfer, Personal Interest

Courses in English are in the areas of composition, literature, and linguistics. Composition courses concentrate on the communication skills of writing, reading, and speaking. Courses in literature encourage students to comprehend and appreciate essays, prose fiction, poetry, and drama. Courses in linguistics examine the history, development, and structure of language.

Communication skills taught in the English Department are essential in any employment area. English majors are well prepared for careers in teaching, law, politics, journalism, writing, editing, public relations, advertising, marketing, and management.

English courses fulfill general education requirements in communications and humanities and provide background for advanced study programs. They develop communication skills for personal, employment, and academic use. English Humanities courses encourage personal enrichment through the study of literature. Courses in English as a second language assist foreign speakers to learn to speak, write, and read English.

Students should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, degree-seeking students may find it necessary to extend completion time lines and attend both day and evening classes.

Special Skill Levels Needed: The department recommends that students have keyboarding skills. Papers must be typed.

Departmental Recommendations: **Credits**
The following courses are generally required for a baccalaureate degree in English:

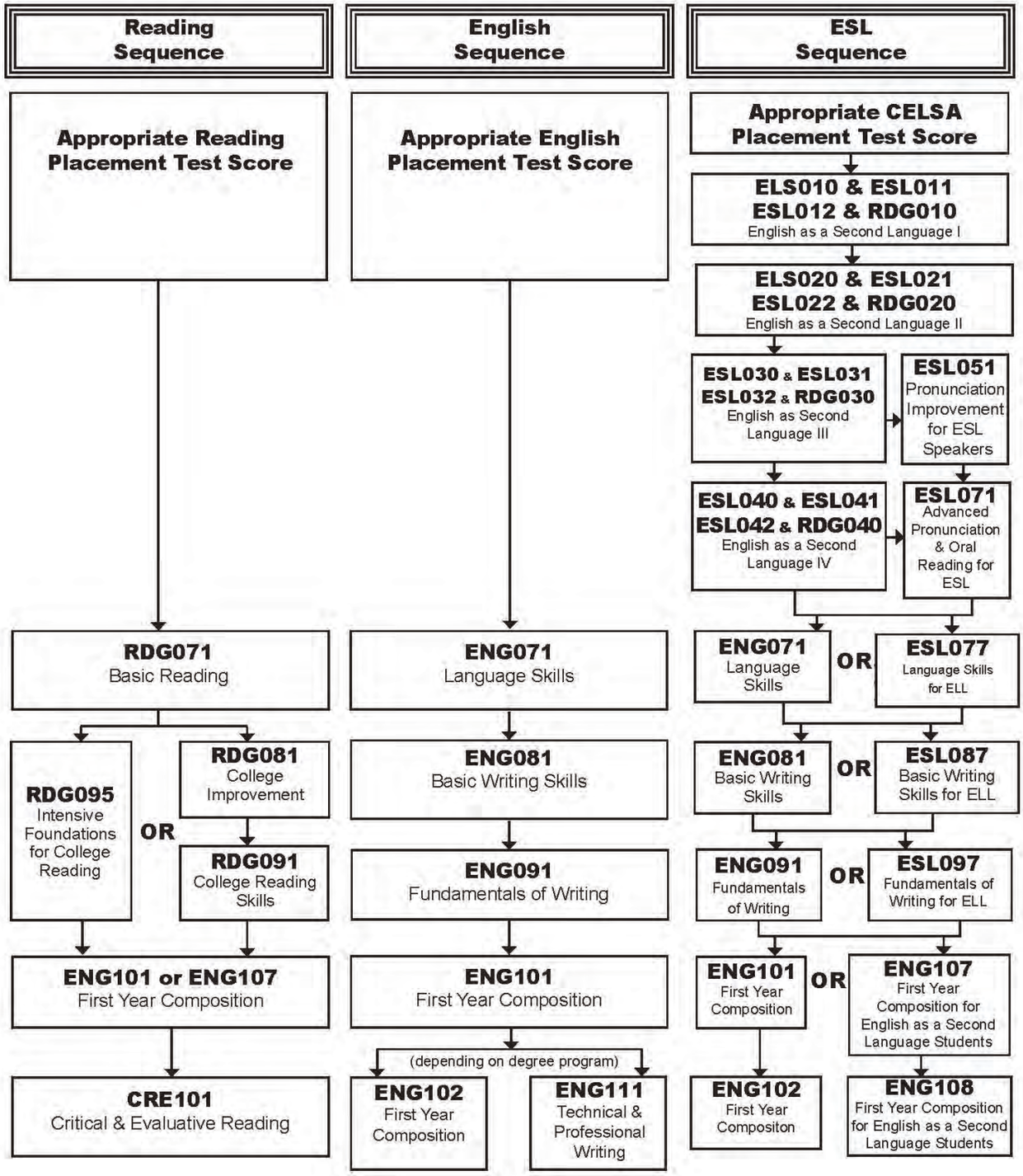
+ ENG101	First-Year Composition	3
+ ENG102	First-Year Composition	3
+ ENG200	Reading and Writing about Literature	3
+ ENG216	Persuasive Writing on Public Issues (3) **or**	
+ ENG217	Personal and Exploratory Writing (3)	3
ENH221	Survey of English Literature Before 1800	3
ENH222	Survey of English Literature After 1800	3
ENH241	American Literature Before 1860	3
ENH242	American Literature After 1860	3
-----	Foreign Language	8-16

ENG107 and ENG108, First-Year Composition for ESL, may be substituted for ENG101 and ENG102.

(+) indicates course has prerequisite and/or corequisites.

Reading, English, and ESL Course Sequence

All students **MUST** take an English and Reading placement test before enrolling in Reading, English or English as a Second Language courses.



The following courses are also highly recommended:

ENH201	World Literature Through the Renaissance	3
ENH202	World Literature After the Renaissance	3
ENH251	Mythology	3

Course Descriptions

English (ENG, ENH)

English (ENG)

English courses **071, 081, 091, 101** and **102** may not be taken concurrently; they are to be taken sequentially.

ENG071 **3 credits** **3 periods**
Language Skills
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 credit** **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 1500 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 2000 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.

ENG100AA **1 credit** **1 period**
American-English Spelling System
American-English spelling system rules, mnemonic devices. Prerequisites: Appropriate English placement test score, or a grade of "C" or better in ENG091 or ESL097, or permission of Instructor.

ENG100AB **1 credit** **1 period**
Vocabulary Development
Latin and Greek derivatives, development of competency and discrimination in word choice, specialized vocabulary. Prerequisites: Appropriate English placement test score, or a grade of "C" or better in ENG091 or ESL097, or permission of Instructor.

ENG100AC **1 credit** **1 period**
The Mechanics of Written English
Review of the mechanics of written English, including punctuation, arbitrary marks and usages, capitalization, agreement, tense, and sentence patterns. Prerequisites: Appropriate English placement test score, or a grade of "C" or better in ENG091 or ESL097, or permission of Instructor.

ENG100AD **1 credit** **1 period**
Grammar and Usage
The social aspects of grammar and usage, including appropriate levels of formal and informal language. Prerequisites: Appropriate English placement test score, or a grade of "C" or better in ENG091 or ESL097, or permission of Instructor.

ENG101 SUN# **ENG1101** **3 credits** **3 periods**
First-Year Composition
Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

ENG102 SUN# **ENG1102** **3 credits** **3 periods**
First-Year Composition
Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: 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.

ENG111 **3 credits** **3 periods**
Technical and Professional Writing
Covers analyzing, planning, organizing, researching, and writing correspondence, reports, and presentations for specific work-related audiences. Includes integrating data and graphics into work-related documents and presentations. Prerequisites: ENG101 with a grade of “C”, or better, or permission of instructor.

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 department approval. Prerequisites: ENG102 with a grade of "C" or better or permission of department. ***Note:*** *Keyboarding skills are required for ENG210.*

ENG213 **3 credits** **3 periods**
Introduction to the Study of Language
Study of language as code; phonetics, phonology, morphology, syntax, semantics; language acquisition; historical and sociolinguistics. Prerequisites: ENG102, or ENG111, with a grade of "C" or better, or permission of instructor.

ENG217 **3 credits** **3 periods**
Personal and Exploratory Writing
Using writing to explore one's self and the world one lives in; emphasis on journal writing as a source and inspiration for public writing. Prerequisites: ENG101 or ENG107 or equivalent.

English Humanities (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.

ENH112 **3 credits** **3 periods**
Chicano Literature
Introduction to the works of Mexican-American writers of the Southwest. Samples poetry, fiction, and essays viewed in their relationship to American cultural heritage and to contemporary culture. 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.

ENH120 **3 credits** **3 periods**
The Literature of Science Fiction
Surveys the last one hundred and fifty years of Science Fiction literature. Investigates the similarities between Science Fiction and other imaginative literatures. Examines the Science Fiction genre, sub genres, and themes from a variety of perspectives, as well as social issues. Prerequisites: None.

ENH202 **3 credits** **3 periods**
World Literature After the Renaissance
Includes a selection of the world's literary masterpieces from the Renaissance to modern times. Prerequisites: None.

ENH221 **3 credits** **3 periods**
Survey of English Literature Before 1800
Emphasizes the social and political backgrounds as well as the form and content of English literature from Anglo-Saxon times to the end of the eighteenth century. Prerequisites: (ENG101 or ENG107) or equivalent.

ENH222 **3 credits** **3 periods**
Survey of English Literature After 1800
Emphasizes the social and political backgrounds as well as the form and the content of English literature in the nineteenth and twentieth centuries. Prerequisites: (ENG101 or ENG107) or equivalent.

ENH230 **3 credits** **3 periods**
Introduction to Shakespeare
Introduces Shakespeare the playwright, the sonneteer, the linguist, and the citizen of the 17th century. Considers the major tragedies, comedies, histories, and sonnets; focuses on the use of language; and connects the writer to the time. Some emphasis on Shakespeare's influence through the centuries, noting parallels between the late 16th century and the late 20th century. Prerequisites: None.

ENH241 **3 credits** **3 periods**
American Literature Before 1860
Includes literature written prior to 1860 in the United States. Prerequisites: None.

ENH242 **3 credits** **3 periods**
American Literature After 1860
Includes literature written after 1860 in the United States. Prerequisites: None.

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.

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.

ENH284 **3 credits** **3 periods**
19th Century Women Writers
Investigates major themes in literature by women writing in the 19th century including the nature of women's lives in the family, in work situations, and in society. Poetry, prose, essays and drama are examined with an emphasis on common themes. Prerequisites: None.

ENH285 **3 credits** **3 periods**
Contemporary Women Writers
Explores twentieth century literature (short stories, essays, plays, and poetry) written by women and about women. Focus on themes relevant to women's lives regardless of age, creed, or ethnic background. Prerequisites: None.

ENH291 **3 credits** **3 periods**
Children's Literature
Review of folk and modern literature, including application of literary criteria to folk and modern literature for children. Prerequisites: None.

ENH295 **3 credits** **3 periods**
Banned Books and Censorship
History, motivations, and effects of censorship in a democratic society. Censorship and book banning as a method of silencing diverse voices. Critical analysis of banned or challenged literature for children and adults. Prerequisites: None.

Creative Writing

For Information: Johnnie May
Phone: 623.845.3538

Creative Writing

Academic Certificate - AC 6224
24 credits
Checksheet

Program Description: The Academic Certificate (AC) in Creative Writing is designed to provide students and professional writers with access to a community of writers and creative writing activities, instruction and guidance from established authors, and ongoing support in improving their writing skills and marketing their work. As students take courses in the program, they will build a portfolio of original work that may be used to seek admittance to a bachelor's or master's level creative writing program or that may include work to be submitted for publication.

The program offers classes, workshops, and other activities such as readings and contests, which are accessible to writers of all levels regardless of academic or professional standing. The program serves many students, especially women, minorities, seniors, and working adults, who are under-represented in traditional creative writing programs because of cultural, dialect or language differences, scheduling difficulties, financial need, or lack of academic experience.

Completion of the certificate does not lead to a particular degree program, but may aid students in their pursuit of a career in the writing professions and in their continued enjoyment of writing for personal growth.

*Six credits toward Academic Certificate in Creative Writing must be earned from Glendale Community College. CRW courses offered at other Maricopa Community Colleges are transferable. This program is also offered at Chandler-Gilbert Community College, Estrella Mountain Community College, Mesa Community College, Phoenix College, Paradise Valley College, Rio Salado College and South Mountain Community College.

Students must earn a grade of "C" or better for all courses required within the program.

Admission Criteria:

Students wishing to enroll in the Creative Writing program must complete a formal application; contact Program Director.

Required Courses: (21 credits) **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**

GCC will accept ENG210 in lieu of CRW150 with permission of Program Director.

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:

Students must complete two (2) of the following courses for a total of six (6) credits.

CRW120	*Introduction to Writing Children's Literature*	*3*
CRW160	Introduction to Writing Poetry	**3**
CRW170	Introduction to Writing Fiction	**3**
CRW172	*Introduction to Comic Book Writing*	*3*
CRW180	Introduction to Writing Nonfiction	**3**
CRW190	*Introduction to Screenwriting*	*3*
THE118	Playwriting	**3**

GCC does not currently offer CRW120, CRW172, and CRW190. Interested students should inquire at other Maricopa Community Colleges to pursue these options.

Series II:

Students must complete three (3) of the following courses for a total of nine (9) credits.

+ CRW202	*The Writer as Witness*	*3*
+ CRW203	*Dialogue*	*3*
+ CRW204	*Journaling*	*3*
+ CRW220	*Intermediate Writing Children's Literature*	*3*
CRW251	*Topics in Creative Writing*	*3*
+ CRW260	Intermediate Poetry Writing	**3**
+ CRW261	Topics in Writing: Poetry	**3**
+ CRW270	Intermediate Fiction Writing	**3**
+ CRW271	Topics in Writing: Fiction	**3**
+ CRW272	Planning and Structuring the Novel	**3**
+ CRW273	Writing the Novel	**3**
+ CRW274	Revising the Novel	**3**
+ CRW275	*Writing the Mystery Story*	*3*
+ CRW281	*Topics in Writing: Non-Fiction*	*3*
+ CRW290	*Intermediate Screenwriting*	*3*
+ CRW291	*Topics in Writing: Plays*	*3*

GCC does not currently offer courses in italics. Interested students should inquire at other Maricopa Community Colleges to pursue these options.

Restricted Electives: (3 credits) **Credits**

COM243	Interpreter's Theatre	**3**
+ CRW___	Any CRW Creative Writing prefixed course not listed under Required Courses area.	**1-3**
ENG235	Magazine Article Writing	**3**
+ ENG236	Magazine Writer's Workshop	**3**
ENG/THE260	Film Analysis	**3**
+ ENH___	Any ENH English Humanities prefixed course	**3**
THE/HUM210	Contemporary Cinema	**3**

Course Descriptions

Creative Writing (CRW)

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.

CRW190 **3 credits** **3 periods**

Introduction to Screenwriting

Overview of screenwriting elements; introduction to screenwriting techniques. Prerequisites: None. CRW150 recommended but not required.

CRW200 **1 credit** **1 period**

Readings for Writers

Close analysis and interpretation of selected literary texts designed to strengthen the students' own writing by extending their familiarity with the genre in which they write and their knowledge of selected literary elements. One-on-one meetings between student and instructor. Prerequisites: CRW150, or permission of instructor. **Course Notes:** CRW200 may be repeated for a total of six (6) credits.

CRW201 **1 credit** **1 period**
Portfolio
Close analysis of the creative writing portfolio culminating in selection, revision, editing, and compiling of the student's own literary work in a portfolio. Students meet individually with instructor to choose, prepare, and compile their work. Prerequisites: (Acceptance into Creative Writing Certificate Program and completion of at least nine (9) credit hours in creative writing (CRW)), or permission of Program Director.

CRW260 **3 credits** **3 periods**
Intermediate Poetry Writing
Emphasis on writing a series of original poems; analysis and evaluation of the functions and effects of established works of poetry; concentration on evaluation and revising students' poetry through intensive workshopping. Prerequisites: CRW160 or permission of Instructor.

CRW261 **3 credits** **3 periods**
Topics in Writing: Poetry
Analysis, writing, and revision of genre or element within poetry. Prerequisites: CRW150 or permission of instructor.

CRW270 **3 credits** **3 periods**
Intermediate Fiction Writing
Writing original short stories; analysis of works of fiction; concentration on revising students' fiction through intensive workshopping. Prerequisites: CRW170.

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.

CRW272 **3 credits** **3 periods**
Planning and Structuring the Novel
Focus on planning, structuring, and beginning a novel; prewriting, writing, analysis, evaluation, and revision of novel plans and excerpts. Prerequisites: CRW150 or permission of instructor.

CRW273 **3 credits** **3 periods**
Writing the Novel
Provides the beginning novelist with structure, support, and guidance vital to sustained writing; focus on establishing goals and using critique sessions with instructor and peers to draft a novel; open- and topic-focused in-class forums, novel writing, peer and instructor critiques. Prerequisites: CRW272 or permission of instructor.

CRW274 **3 credits** **3 periods**
Revising the Novel
Studio course workshop format. Requires a complete novel finished, in manuscript, ready for revision and polishing. Prerequisites: CRW273 or permission of instructor.

English as a Second Language

For Information: Stephanie da Costa Mello
Phone: 623.845.3872

Language and Literary Culture of the USA

Academic Certificate - AC 6221
22-25 credits
Checksheet

Program Description: The Academic Certificate (AC) in Language and Literary Culture of the USA is a course of study designed to provide students a strong foundation in the oral and written structure and vocabulary of North American English, academic and professional reading and writing, and knowledge and appreciation of representative literature and culture of the USA in all its diversity.

This program is also offered at Mesa Community College, Paradise Valley Community College, and Rio Salado College.

Students must earn a grade of "C" or better for each course listed in the program.

Required Courses: (13-16 credits)		**Credits**
+ ENG101	First-Year Composition (3) **or**	
+ ENG107	First-Year Composition for ESL	3
+ ENG102	First-Year Composition (3) **or**	
+ ENG108	First-Year Composition for ESL	3
+ ENG109	Business Writing for ESL	3

GCC does not currently offer ENG109. Interested students should inquire at other Maricopa Community Colleges to pursue these options.

ENH111	Literature and the American Experience	3
+ CRE101	College Critical Reading (3) **or** Equivalent as indicated by assessment	0-3
+ ENG298AA	Special Project (1) **or**	
+ ESL298AA	Special Project (1)	1

Restricted Electives: (9 credits)	**Credits**
Complete three courses from the following disciplines: ASB, COM, EDU, ENG, ENH, HIS, HUM, IBS, IGS, MUP, PSY, REL, SOC	9

(+) indicates course has prerequisite and/or corequisites.

Course Descriptions

English as a Second Language (ESL)

ESL010 **3 credits** **3 periods**
English as a Second Language I: Grammar
First level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building, and grammar. Some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score.

ESL011 **3 credits** **3 periods**
English as a Second Language I - Listening and Speaking
Emphasis on listening and speaking skills involving survival skills. Asking and answering questions related to work, shopping, and personal safety. May be repeated for a maximum of six credits. Prerequisites: Appropriate ESL placement test score or ESL002.

ESL012 **3 credits** **3 periods**
ESL I – Writing with Oral Practice
Emphasis on basic conventions of writing in English. Includes introduction to the alphabet, capitalization, punctuation, and simple sentence structure. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or permission of instructor.

ESL020 **3 credits** **3 periods**
English as a Second Language II: Grammar
Second level of English as a Second Language (ESL). Continued emphasis on conversational skills, pronunciation, vocabulary building and grammar with some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "P" or "C" or better in ESL010, or (ESL010AA, ESL010AB, and ESL010AC).

ESL021 **3 credits** **3 periods**
English as a Second Language II - Listening and Speaking
Emphasis on listening and speaking skills involving social exchange. Asking and answering questions, using tag questions. Practice with question and answer patterns. Polite questions and responses. May be repeated for a maximum of six credits. Prerequisites: Appropriate ESL placement test score or ESL010 or ESL011 or ESL012 or RDG010.

ESL022 **3 credits** **3 periods**
ESL II–Writing with Oral Practice
Emphasis on basic writing skills, accompanied by recitation of short writings. Sentence patterns and introduction of paragraph writing. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL012, or permission of instructor.

ESL030 **3 credits** **3 periods**
English as a Second Language III: Grammar
Third level of English as a Second Language (ESL). Emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "P" or "C" or better in ESL020, or (ESL020AA, ESL020AB, and ESL020AC).

ESL031 **3 credits** **3 periods**
English as a Second Language III - Listening and Speaking
Emphasis on listening and speaking skills related primarily to the academic environment. Asking questions, working in small groups, using college resources, informal oral presentation. May be repeated for a maximum of six credits. Prerequisites: Appropriate ESL placement test score or ESL020 or ESL021 or ESL022 or RDG020.

ESL032 **3 credits** **3 periods**
ESL III–Writing with Oral Practice
Emphasis on complex sentence patterns in writing and speech. Introduction to the prewriting and writing process in a college setting. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL022, or permission of instructor.

ESL040 **3 credits** **3 periods**
English as a Second Language IV: Grammar
Fourth level of English as a Second Language (ESL). Continued emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "P" or "C" or better in ESL030, or (ESL030AA, ESL030AB, and ESL030AC).

ESL041 **3 credits** **3 periods**
English as a Second Language IV - Listening and Speaking
Emphasis on academic skills. Listening to lectures, notetaking, peer interaction, accessing and using media resources, formal oral presentations. May be repeated for a maximum of six 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.

ESL050 **3 credits** **3 periods**
Review Grammar For ESL
Review of grammatical concepts for ESL (English as a Second Language) students who have some previous experience in reading and writing English. Appropriate for students who want to practice sentence skills in English. May be repeated for a total of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL040, or permission of instructor.

ESL050AA **1 credit** **1 period**
Basic Review Grammar For ESL
Review of the use of English verbs and word placement in sentences for ESL students who have some previous experience in reading and writing English. Appropriate for students who want to practice sentence skills in English. May be repeated for a total of two (2) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "C" or better in ESL010, or (ESL010AA, ESL010AB, and ESL010AC), or permission of instructor.

ESL050AB **1 credit** **1 period**
Intermediate Review Grammar For ESL
Review of auxiliary verbs and the comparative and superlative for ESL students who have some previous experience in reading and writing English. Appropriate for students who want to practice sentence skills in English. May be repeated for a total of two (2) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "C" or better in ESL020, or (ESL020AA, ESL020AB, and ESL020AC), or permission of instructor.

ESL050AC **1 credit** **1 period**
Advanced Review Grammar For ESL
Review of verbals and gerunds for ESL students who have some previous experience in reading and writing English. Appropriate for students who want to practice sentence skills in English. May be repeated for a total of two (2) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "C" or better in ESL030, or (ESL030AA, ESL030AB, and ESL030AC), 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.

ESL071 **3 credits** **3 periods**
Advanced Pronunciation and Oral Reading for ESL
Pronunciation practice and review, spelling of English sounds, and oral reading for stress and intonation patterns in English. Prerequisites: A grade of C or better in ESL051, or permission of instructor. **Course Note:** May be repeated for a total of six (6) credit hours.

ESL077 **3 credits** **3 periods**
Language Skills: Speaking and Writing Standard English for English Language Learners
Emphasis on basic Standard English speaking and writing skills. Focus on essential idiomatic grammar in developing effective sentence-level speaking and writing strategies. Prerequisites: Appropriate writing placement test score or permission of Department or Division.

ESL087 **3 credit** **3 periods**
Basic Writing Skills for English Language Learners
Emphasis on basic writing skills using Standard English in sentences and short paragraphs incorporating correct, clear, and idiomatic English in preparation for college-level composition. Establish effective writing strategies through six or more writing projects.Prerequisites: Appropriate writing placement test score, or grade of C or better in ESL077 or ENG071, or permission of Department or Division.

ESL097 **3 credit** **3 periods**
Fundamentals of Writing for English Language Learners
Emphasis on writing paragraphs and short essays using Standard English incorporating correct, idiomatic English in preparation for college-level composition with a focus on organizational skills. Developing effective writing strategies through five or more writing projects. Prerequisites: Appropriate writing placement score, or a grade of C or better in ESL087 or ENG081, or permission of Department or Division.

GCC FASHION & SEWING CLASSES

IF YOU:

- are a beginner,
- know very little about sewing, or
- have little or no experience with a sewing machine

→ TEC110--Basic Sewing Skills

- have a basic knowledge of sewing,
- know how to use a sewing machine,
- are self-taught but want professional guidance, or
- want to learn how to make your projects look better

→ TEC111--Clothing Construction

- have difficulty making clothes that fit,
- want to improve pattern fitting techniques,
- need to be able to fit various body shapes & sizes, or
- are training to be a dressmaker

→ TEC112AQ--Pattern Alteration and Fit

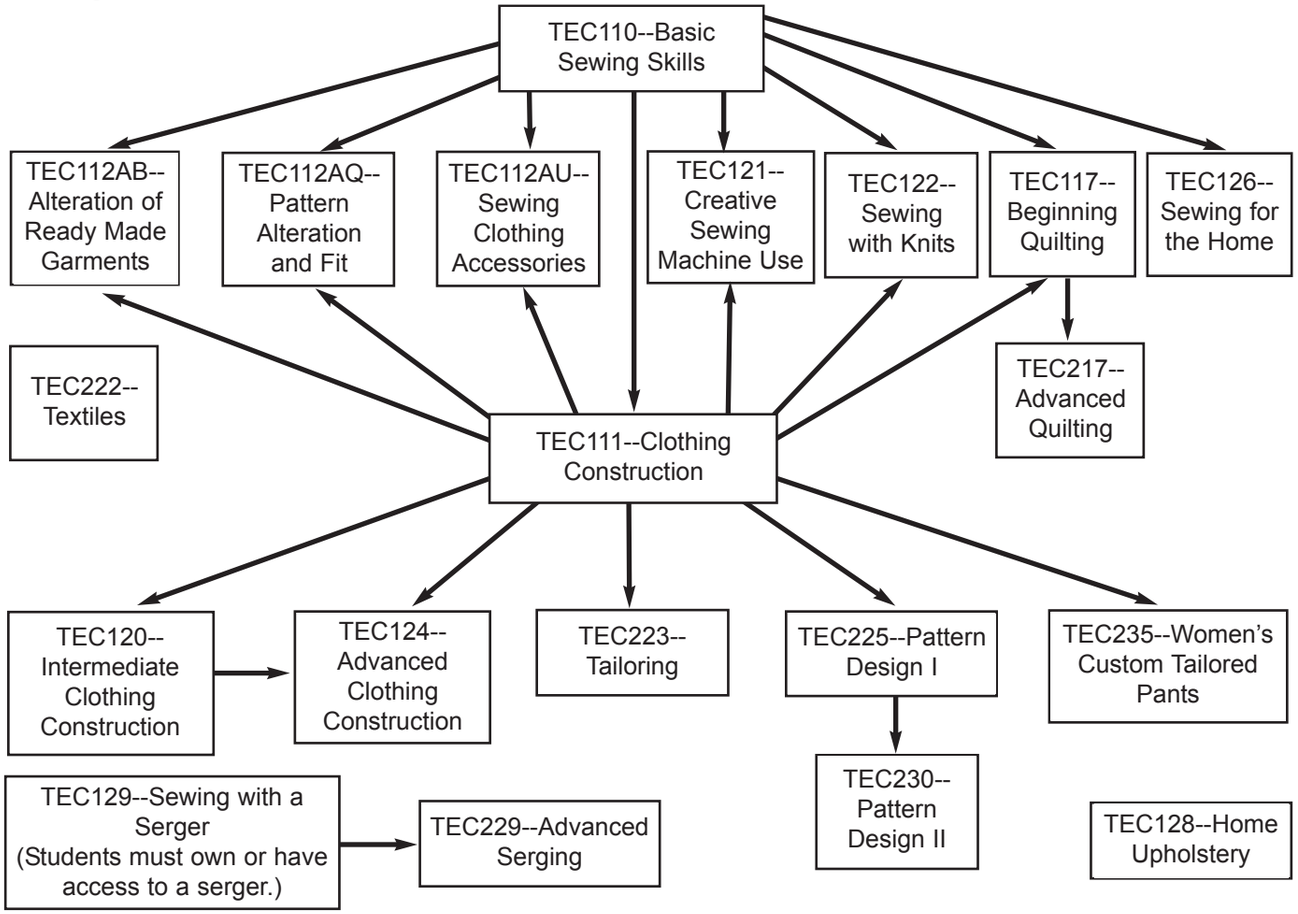
- have already taken TEC111 and feel that you need more practice before tackling harder techniques, or more advanced classes

→ TEC120--Intermediate Clothing Construction

- want to learn how to use a serger

→ TEC129--Sewing with a Serger

From these skill-builder classes where you learn the fundamentals, you can build your sewing skills by taking the following classes:



Fashion and Sewing (Textiles and Clothing) (TEC)

For Information: Susan Campbell
Phone: 623.845.3164

Fashion and Sewing courses prepare students for entry level positions in the fashion industry and for personal interest. Knowledge gained in clothing construction techniques, textiles, and merchandising practices prepares students for the retail business world.

Except for TEC110 Basic Sewing Skills, it is assumed that students have some knowledge of how to operate a sewing machine.

Course Descriptions

Textiles and Clothing (TEC)

TEC110 **3 credits** **4 periods**
Basic Sewing Skills
Basic clothing construction techniques. Use of commercial patterns and sewing machine in the construction of basic garments. Prerequisites: None.

TEC111 **3 credits** **5 periods**
Clothing Construction
Construction of garments applying basic construction principles and techniques using patterns suitable for the individuals and their capabilities. Prerequisites: None. **Course Note:** If student has no previous sewing experience, TEC110 Basic Sewing Skills should be taken prior to and not during this course. May be repeated for a total of 12 credit hours with permission of instructor.

TEC112AB **2 credits** **2 periods**
Alteration of Ready Made Garments
Knowledge, skills, and techniques of altering ready made garments for personal or professional use. Experience using a sewing machine assumed. Prerequisites: None.

TEC112AQ **2 credits** **2 periods**
Pattern Alteration and Fit
Structural features of patterns and altering patterns to achieve proper fit. Includes figure irregularities, pattern style variations, fashion, and individual figure problems. Experience using a sewing machine assumed. Prerequisites: None. **Course Note:** May be repeated for a total of six (6) credit hours with instructor permission.

TEC112AU **1 credit** **1 period**
Sewing Clothing Accessories
Construction of clothing accessories for personal or professional use. Selection of accessories and coordination of accessories with apparel. ***Experience using a sewing machine assumed***. Prerequisites: None.

TEC120 **2 credits** **4 periods**
Intermediate Clothing Construction
Application of intermediate clothing and fitting techniques. Emphasis on improving basic construction skills. Prerequisites: TEC111 or permission of instructor. May be repeated for a total of 8 credit hours with permission of instructor.

TEC124
Advanced Clothing Construction **3 credits** **5 periods**
Advanced garment construction techniques, pattern alteration and fit and techniques used on specialty fabrics. Prerequisites: TEC111 or permission of instructor. **Course Note:** May be repeated for a total of 12 credit hours with permission of instructor.

TEC126 **3 credits** **3 periods**
Sewing for the Home
Emphasizes techniques used in producing household textile goods such as slip covers, bedspreads, window treatments, linens, accessories, pillows, etc. Experience using a sewing machine assumed. May be repeated for a total of 9 credit hours with instructor permission. Prerequisites: None.

TEC128 **3 credits** **4 periods**
Home Upholstery
Includes demonstration and application of knowledge and skills involved in upholstering stools, chairs, headboards, and other home furnishings. Prerequisites: None.

TEC223 **3 credits** **6 periods**
Tailoring
Principles of tailoring as applied in the construction of a coat or suit. Alteration of patterns and fitting techniques. Prerequisites: TEC124 or permission of instructor. **Course Note:** May be repeated for a total of 12 credit hours with permission of instructor.

TEC225 **3 credits** **5 periods**
Pattern Design I
Creative expression through flat pattern in applying principles of art to clothing design. Various resources for design inspiration. Prerequisites: TEC110 or TEC111 or permission of instructor. **Course Note:**May be repeated for a total of twelve (12) credits.

TEC230 **3 credits** **5 periods**
Pattern Design II
Practical application in designing clothing/patterns using flat pattern method. Principles of flat pattern and use of sloper reviewed. Includes pattern grading, sizing for figure differences, and creation of an original design. Prerequisites: TEC225 or permission of instructor. **Course Note:** May be repeated for a total of twelve (12) credits.

TEC235 **2 credits** **3 periods**
Women's Custom Tailored Pants
Designed for the home sewing enthusiast or dressmaker who desires a perfectly fitted pant pattern. Pattern adjustments; selecting proper size; fitting procedures for a personalized pant. Fabric draft of the basic pant to be fitted on each student. Prerequisites: TEC111 or equivalent.

TEC298 **1-3 credits**
Special Projects
See page 284.

Fire Science

For Information: Raul Muniz
Phone: 623.845.4776

Student Goals: Career-related

The Fire Science program at Glendale prepares the student primarily for a career in the fire service, although the program would enhance one's performance in safety education, arson investigation, and related careers.

Greater Phoenix is one of the fastest growing cities in the "Sun Belt," and the need for firefighters will increase in direct proportion to the total population. Although competition is heavy for available positions, the applicant with a Fire Science background has a significant advantage over those without training. A degree in Fire Science does not, however, guarantee employment. Persons already employed as firefighters can expect the attainment of the degree to be an asset when seeking promotion within a fire department or district.

FSC110 - Wildland Firefighter training classes which meet the National Wildland Coordinating Group S-130, S-190 and I-100 learning objectives, are offered weekends during the Spring and Fall semesters. Registration information is available by contacting the FSC Department.

Special Qualifications: To be considered for employment in local fire departments, a candidate must meet the following minimum standards:

1. United States citizenship
2. A high school diploma or GED equivalency certificate
3. No felony conviction in any state or federal jurisdiction
4. A medical examination by a licensed physician attesting that no physical conditions exist which would adversely affect the performance of duties as a firefighter
5. Successful completion of the agility and written (general knowledge) tests and oral interview as specified by the employing fire department
6. Proportional height and weight
7. Minimum age as required by law

Students should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner. Due to limited course offerings, degree seeking students may find it necessary to extend completion time lines and attend both day, evening, and weekend classes.

Driver Operator

Certificate of Completion - CCL 5418
8 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Driver Operator program is designed for students who need (1) advanced training as professional firefighters, (2) preparation courses for career advancement opportunities in fire services, and/or (3) more comprehensive information about the role and function of an emergency vehicle driver/operator.

This program is also offered at Chandler-Gilbert Community College, Estrella Mountain Community College, Mesa Community College, Phoenix College, and Paradise Valley Community College.

Students must earn a grade of "C" or better for each course listed in the program.

Admission Criteria:

Acceptance into the program and permission of Program Director is required.

Required Courses: (8 credits)		Credits
FSC111	Emergency Vehicle Driver Operator	2
FSC117	Fire Apparatus	3
FSC118	Fire Hydraulics	3

Emergency Response and Operations

Associate in Applied Science - AAS 3112
60 credits
Checksheet

Program Description: The Associate in Applied Science (AAS) in Emergency Response and Operations program provides students with a curriculum specific to the student's individual needs in addition to the knowledge and skills needed in today's changing public safety workplace. The program develops education, skills, and techniques for planning, responding, and mitigating various emergency situations within the student's specific discipline with emphasis on effective response and operations. The curriculum combines coursework in public safety emergency services with a general education component. Additional Certificates of Completion (CCL) are available.

This program is also offered at Chandler-Gilbert Community College, Estrella Mountain Community College, Mesa Community College, Phoenix College, Paradise Valley Community College, and Rio Salado College.

Students must earn a grade of "C" or better in all courses required in the program.

Admission Criteria:

Students pursuing Track I, Fire Operations, **or**
Track II Paramedicine may be required to complete a program entrance exam as appropriate **or**
Permission of Program Director.

Program Prerequisites: (0-9 credits) — Credits

+ EMT/HLR101 Cardiopulmonary Resuscitation/ Basic Cardiac Life Support (.50) **or**
Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer (0) **or**
Permission of Program Director — **0-.50**

TRACK I: Fire Operations and TRACK II: Paramedicine
+ EMT/FSC104 Emergency Medical Technology (9) **or**
Arizona State EMT Certification or equivalent (0) **or**
Arizona State Paramedic Certification or equivalent (0) **or**
Permission of Program Director — **0-9**

Required Courses: (18-45.5 credits) — Credits

Students must select one (1) of the following five (5) tracks:

Track I - Fire Operations (18 credits)

+ FSC102	Fire Department Operations	11
FSC105	Hazardous Materials/First Responder	3
FSC130	Fitness for Firefighters/CPAT	1
FSC134	Fitness and Conditioning/Firefighters	3

Track II - Paramedicine (43.5-45.5 credits)

+ EMT235	Emergency Cardiac Care	3
+ EMT236	Pharmacology in an Emergency Setting	3
+ EMT240	Advanced Cardiac Life Support	2
+ EMT242	Pediatric Advanced Life Support (1) **or**	
+ EMT265	Pediatric Education for Prehospital Providers: Advanced (1)	1
+ EMT245	Trauma Management I (2) **or**	
+ EMT246	Trauma Management II (4)	2-4
+ EMT272AA	Advanced Emergency Medical Technology	12.5
+ EMT272AB	Advanced Emergency Medical Technology	12.5
+ EMT272LL	Advanced Emergency Medical Technology Practicum	7.5

Track III - Emergency Management (18 credits)

AJS/DPR/FSC139	Emergency Response to Terrorism	3
AJS/DPR/FSC146	Disaster Recovery Operations	3
AJS/DPR/FSC147	Emergency Preparedness	3
AJS/DPR/FSC148	Fundamentals of Emergency Management	3
AJS/DPR/FSC149	Hazard Mitigation	3
FSC224	Incident Command Systems	3

Track IV - Fire Science (24 credits)

AJS/DPR/FSC147	Emergency Preparedness (3) **or**	
AJS/DPR/FSC148	Fundamentals of Emergency Management	3
FSC105	Hazardous Materials First Responder	3
FSC108	Fundamentals of Fire Prevention	3
FSC113	Introduction to Fire Suppression	3
FSC117	Fire Apparatus	3
FSC119	Introduction Fire Service Ethics	3
+ FSC208	Firefighter Safety and Building Construction	3
FSC215	Customer Service in the Public Sector	3

Track V - Fire Investigation (24 credits)

FSC105	Hazardous Materials/First Responder	3
FSC108	Fundamentals of Fire Prevention	3
FSC119	Introduction Fire Service Ethics	3
+ FSC208	Firefighter Safety and Building Construction	3
FSC209	Fire Investigation I	3
+ FSC210	Fire Investigation II	3
+ FSC211	Fire Investigation III	3
+ FSC212	Fire Investigation IV	3

Restricted Electives: (0-20 credits) — Credits

Students must choose the appropriate number of credits to meet the program total for completion. Selected courses will not apply in both Required Courses and Restricted electives areas.

AJS___	Any approved AJS prefixed course
DPR___	Any approved DPR prefixed course
EMT___	Any approved EMT prefixed course
FSC___	Any approved FSC prefixed course
LET___	Any approved LET prefixed course

General Education Requirements: (22-25 credits)

Core: (12-15credits) — Credits

First-Year Composition: 6
Any approved course, see page 79.

Oral Communication: 3
Any approved course, see page 79.

Critical Reading: 0-3
Any approved course, see page 79.

Mathematics: 3-5
Any approved course, see page 79.

Distribution: (10 credits) — Credits

Humanities and Fine Arts: 3
Any approved course, see page 79.

Social and Behavioral Sciences: 3
Any approved course, see page 79.

Natural Sciences: 4
Any approved course, see page 80. BIO160 is recommended for Track II Paramedicine.

(+) indicates course has prerequisite and/or corequisites.

Fire Academy

Certificate of Completion - CCL 5383
23 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Fire Academy is designed to prepare a student for a career in the fire service. Emphasized in the curriculum are the practical firefighting and medical operations and procedures necessary for emergency operation. This fire academy offers the firefighter/firefighter candidate the necessary course of instruction and training to efficiently and effectively perform modern firefighting duties. The program is designed to be a two-semester academy. All credits are applicable to a degree in fire science. At the completion of the program and with the satisfactory passing of the necessary state exams, state certification in Firefighter I and II is granted and EMT certification also.

A grade of "C" or better is required for all courses within the program.

Program Prerequisites: (4 credits)		**Credits**
FSC105	Hazardous Materials/First Responder	3
FSC130	Fitness for Firefighters/CPAT	1

Required Courses: (23 credits)		**Credits**
+ EMT/FSC104	Emergency Medical Technology	9
+ FSC102	Fire Department Operations	11
FSC134	Fitness & Conditioning/Firefighters	3

Fire Investigation

Certificate of Completion - CCL 5744
12 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Fire Investigation program is designed to provide educational credentials to industry certification for Fire Investigators. Fire Investigation series I-IV is the regional standard in Arizona for professional Fire Investigators in the private and public sectors. The degree option offers a comprehensive approach to knowledge, skills, and theory related to the practice of Fire Investigation.

This program is also offered at Chandler-Gilbert Community College, Estrella Mountain Community College, Mesa Community College, Phoenix College, and Paradise Valley Community College.

Students must earn a grade of "C" or better for each course listed in the program.

Required Courses: (12 credits)		**Credits**
FSC209	Fire Investigation I	3
+ FSC210	Fire Investigation II	3
+ FSC211	Fire Investigation III	3
+ FSC212	Fire Investigation IV	3

Fire Officer Leadership

Certificate of Completion - CCL 5420
15 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Fire Officer Leadership program may be useful to professional firefighters seeking promotions and salary advancement within the Fire Services. The program will provide courses for experienced professional firefighters who desire to learn advanced fireground tactics and strategy, building construction, practical incident command, supervisory training of personnel, and human resource management.

This program is also offered at Chandler-Gilbert Community College, Estrella Mountain Community College, Mesa Community College, Phoenix College, and Paradise Valley Community College.

Students must earn a grade of "C" or better for each course listed in the program.

Admission Criteria:
Formal application and acceptance to the Fire Officer Leadership program or permission of the Program Director.

Required Courses: (15 credits)		**Credits**
FSC202	Supervisory Training for Firefighters	3
+ FSC204	Firefighting Tactics and Strategy	3
+ FSC205	Command Strategies for Major Emergencies	3
+ FSC208	Firefighter Safety and Building Construction	3
+ FSC214	Human Resources Mgmt for Fire Service	3

(+) indicates course has prerequisite and/or corequisites.

Firefighter Operations

Certificate of Completion - CCL 5557
17-27 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Firefighter Operations provides the opportunity for individuals who are not sponsored by a fire department or other agency to acquire the minimum standard firefighting skills needed in the field of firefighting and who are seeking employment in various firefighting settings.

This program is also offered at Chandler-Gilbert Community College, Estrella Mountain Community College, Mesa Community College, Phoenix College, and Paradise Valley Community College, and Rio Salado College.

Students must earn a grade of "C" or better for each course listed in the program.

Admission Criteria:

Completion of Program Prerequisites.
Formal application and admission to the program is required.

Program Prerequisites: (3-13 credits)		Credits
+ EMT/FSC104	Emergency Medical Technology	0-9
FSC105	Hazardous Materials/First Responder	3
FSC130	Fitness for Firefighters/CPAT (1) **or** Permission of Program Director	0-1

Required Courses: (14 credits)		Credits
+ FSC102	Fire Department Operations	11
FSC134	Fitness and Conditioning for Firefighters	3

Fire Science

Certificate of Completion - CCL 5486
24 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Fire Science program is designed for students who need (1) advanced training as professional firefighters, (2) basic preparation courses for a career in fire services and/or (3) more comprehensive information about the fire hazard and prevention. Certificate can be used by professional firefighters for promotions and salary advancement within the Fire Services. The program will provide courses for plant safety for fire protection personnel and basic emergency services for laypersons who need intensive first aid training. The unique feature of the program is that the instructors are professional firefighters and/or licensed Emergency Medical Training Personnel.

This program is also offered at Chandler-Gilbert Community College, Estrella Mountain Community College, Mesa Community College, Phoenix College, and Paradise Valley Community College.

Students must earn a grade of "C" or better for each course listed in the program.

Program Prerequisites: (9 credits)		Credits
EMT/FSC104	Emergency Medical Technology	9

Required Courses: (24 credits)		Credits
FSC105	Hazardous Materials/First Responder	3
FSC108	Fundamentals of Fire Prevention	3
FSC113	Introduction to Fire Suppression	3
FSC117	Fire Apparatus	3
FSC119	Introduction Fire Science Ethics	3
AJS/DPR/FSC147	Emergency Preparedness (3) **or**	
AJS/DPR/FSC148	Fundamentals of Emergency Management (3)	3
+ FSC208	Firefighter Safety and Building Construction	3
FSC215	Customer Service in the Public Sector	3

(+) indicates course has prerequisite and/or corequisites.

Course Descriptions

Fire Science Technology (FSC)

FSC101 **3 credits** **4 periods**
Intro to Fire Service Selection
Overview of the application and selection processes utilized by various fire departments and fire service organizations. Elements of fire service culture and their effects on personal growth and interpersonal relationships. Major components of written application processes, requirements, preparation of resumes and their effect on employment prospects. Preparation for the interview to include communications skills, mental preparation techniques, behaviors, and the importance of the interview in the pre-employment process. Preparation for insite experiences at a fire station. General components of the selection process, the importance of general education, and components of life long learning in career choices. Prerequisites: None.

FSC102 **11 credits** **19.6 periods**
Fire Department Operations
Introductory fire science course primarily designed for the fire department recruit. Includes firefighting skills, equipment, and administrative policies, fire department operations, personnel policies, and International Fire Service Accreditation Congress Practical Skills Testing. Prerequisites: (EMT104, FSC105 and FSC130) and permission of instructor. Corequisites: FSC134.

FSC105 **3 credits** **3 periods**
Hazardous Materials/First Responder
Basic methods of recognition and identification based upon the chemical and physical properties of hazardous materials; basic safety procedures when utilizing specific types of protective clothing and equipment; basic tactical information relating to scene management. Confined space operations in accordance with the National Fire Protection Agency. Prerequisites: None.

FSC106 **3 credits** **3 periods**
Introduction to Fire Protection
History and evaluation of fire department organization. Role of the fire service in the community. Responsibilities of the fire administrator including organization, departmental functions, interdepartmental relationships, management of buildings and equipment; techniques of fire-fighting. Also includes emergency medical services and fire prevention. Prerequisites: None.

FSC108 **3 credits** **3 periods**
Fundamentals of Fire Prevention
Fundamentals of fire prevention. Includes techniques, procedures, regulations, and enforcement. Also includes discussion of hazards in ordinary and special occupancies. Field trips and lectures from industry also included. Prerequisites: None.

FSC110 **3 credits** **3 periods**
Wildland Firefighter
Basic level course for individuals with little or no experience in the wildland environment. Preparation for performing as a beginning level wildland firefighter with an organized fire department engine or hand crew. Prerequisites: None.

FSC111 **2 credits** **2 periods**
Emergency Vehicle Driver Operator
Emergency vehicle operators training including the problems facing operators; the personal qualities of emergency vehicle operator candidates; legal responsibilities of operators; and physical forces involved in driving an emergency vehicle. Includes hands-on training in an emergency response vehicle. Prerequisites: None.

FSC113 **3 credits** **3 periods**
Introduction to Fire Suppression
Characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, fire suppression organization and equipment, basic fire fighting tactics, and public relations as affected by fire suppression. Prerequisites: None.

FSC117 **3 credits** **3 periods**
Fire Apparatus
Principles of care, maintenance, and operation of fire apparatus and pumps. Includes pump construction and accessories, pumping techniques, power development, and transmission. Driving, troubleshooting, and producing effective fire streams. Prerequisites: None.

FSC118 **3 credits** **3 periods**
Fire Hydraulics
Review of basic mathematics. Hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculations to hydraulic problems, water supply variables, and discharge requirements for pumpers. Prerequisites: None.

FSC119
Introduction Fire Service Ethics **3 credits** **3 periods**
Ethical issues, standards, and philosophical consideration of moral problems encountered in fire service. Ethical responsibility of fire service personnel and those they serve. Prerequisites: None.

FSC130 **1 credit** **1.5 periods**
Fitness for Firefighters/CPAT
Skills and abilities required for entry level position in the fire service including physical ability, and stamina. Opportunity to take the International Association of Fire Fighters (IAFF) Candidate Physical Ability Test (CPAT) at the end of the course. Prerequisites: None.

FSC131 **3 credits** **3 periods**
Introduction to Urban Technical Rescue
Practical application of safe rescue practices for urban technical rescue. Includes ropes and rope systems, trench rescue, confined-space rescue, swiftwater rescue, and rescue from collapsed structures. Prerequisites: None.

FSC134 **3 credits** **4.6 periods**
Fitness & Conditioning/Firefighters
Overview of all aspects of fitness for current and prospective firefighters. Includes mental aspects of performance for optimal achievement on fire department agility tests and firefighting tasks; physical fitness and workout techniques as they apply to performing specific firefighting tasks; individual conditioning strategies, nutritional guidelines, and basic exercise principles. Lifelong fitness and conditioning. Prerequisites: None.

FSC139 **3 credits** **3 periods**
Emergency Response to Terrorism
Fundamentals of emergency response to suspected terrorist events. Historical perspective of terrorist activities and methods by which responders can identify and protect themselves and the public from these threats. Coordination of responding agencies. Prerequisites: None.

FSC146 **3 credits** **3 periods**
Disaster Recovery Operations
Specialized knowledge and skills for the emergency manager in developing programs and activities associated with disaster recovery assistance and mitigation actions that reduce losses from future disasters. Prerequisites: None.

FSC147 **3 credits** **3 periods**
Emergency Preparedness
Emergency preparedness related to natural and manmade disasters. Planning concepts and the planning process; awareness and education programs and strategies for the general community as well as business and industries. Prerequisites: None.

FSC148 **3 credits** **3 periods**
Fundamentals of Emergency Management
Emergency management systems including career opportunities, function, tasks and responsibilities of the emergency management program manager, role of the emergency manager in mitigation, preparedness, response, and recovery. Past civil defense and current emergency management systems since evolution from World War II. Prerequisites: None.

FSC149 **3 credits** **3 periods**
Hazard Mitigation
Knowledge and skills required to develop programs to reduce losses from future disasters, emergencies, and other extreme events caused by natural and manmade hazards. Prerequisites: None.

FSC202 **3 credits** **3 periods**
Supervisory Training for Firefighters
Administrative methods applied to fire service, departmental organization, and personnel management. Includes fire alarm signaling systems, fire service planning, and relationships with other city departments. Prerequisites: None.

FSC204 **3 credits** **3 periods**
Firefighting Tactics and Strategy
Methods of coordinating personnel, equipment, and apparatus on the fireground. Practical methods of controlling and extinguishing structural and other types of fires. Includes simulation exercises. Prerequisites: FSC113 or permission of instructor or equivalent.

FSC205 **3 credits** **3 periods**
Command Strategies for Major Emergencies
Effective methods of managing major emergency incidents including multiple alarm structural fires, high rise fires, major brush fires, complex hazardous materials incidents and multi-casualty medical incidents. Includes incidents that require the commitment of resources based on a transitional situation and/or managing the effective interaction between numerous agencies to achieve control. Prerequisites: FSC204.

FSC208 **3 credits** **3 periods**
Firefighter Safety and Building Construction
Actions necessary to provide for the safety of firefighters operating on the fireground. Effects that fire and heat may have on various types of building construction resulting in the loss of structural integrity. Includes signs and symptoms of structural damage. Prerequisites: FSC113 or permission of instructor or equivalent.

FSC214 **3 credits** **3 periods**
Human Resource Management in Fire Service
Management of fire service personnel functions. Includes selection procedures, employee discipline, performance ratings, elements of supervision. Labor relations and related personnel responsibilities. Prerequisites: FSC202 or four years in the fire service.

FSC231
Battalion Chief Academy **3 credits** **5 periods**
Examine the many roles and responsibilities required of a chief officer. Manage emergency incidents, explore personal and professional growth, view department issues more globally, manage personnel more effectively, manage conflict resolution for positive outcomes, and define leadership. Prerequisites: None. FSC202 and FSC204 are suggested but not required.

FSC238 **2 credits** **2 periods**
Vehicular Extrication and Patient Stabilization
Participative course designed for Emergency Medical Technicians (EMTs) and other pre-hospital care providers. Enhances the knowledge base of the EMT and incorporates new knowledge and skills necessary to access, extricate, and care for victims of crash incidents. Provides exposure to scene management skills to include size-up, disentanglement, victim stabilization for single and multi-victim situations, hazardous materials incidents, integration of local emergency medical services (EMS) for patient assessment and management, and standard operating procedures to selected victim scenarios. Prerequisites: Basic EMT certification, current enrollment in an EMT-Basic program, nurse with emergency department experience, or law-enforcement personnel, or permission of instructor.

FSC240 **3 credits** **3 periods**
Incident Command Officer
Preparation of Incident Command officers in handling local community's emergency situations. Prerequisites: Chief Officer or permission of instructor.

FSC298 **1-3 credits**
Special Projects
See page 284.

(+) indicates course has prerequisite and/or corequisites.

Fitness and Wellness

For Information: Lisa Lewis
Phone: 623.845.3784

Student Goals: Transfer, Career-related, Personal Interest

Through a diversified program of activities, the health/physical education instructor encourages maintenance of health and physical fitness, development of interest in sports and physical activity, and the art of socialization through play. Related careers are coaching, athletic training, sporting goods, parks and recreation, personal training, group fitness instructor, sportswriting, professional sports, health spa management, gymnasium programs, YMCA or YWCA. The commercial and recreational job market is expanding.

Exercise and Wellness: This program is designed as the first two years of course work for students intending to complete a baccalaureate in Exercise Science, Physical Education, Kinesiology, Wellness, or Exercise Science at a four-year institution. Students should see a department advisor each semester to plan for easy transition to the university.

Health: Health courses include Healthful Living and First Aid which provide a general knowledge of personal health concepts and practices, first aid techniques and safety. Prevention and Treatment of Athletic Injuries is offered for the prospective school teacher, coach, athletic trainer, or other persons desiring more advanced knowledge than is provided in the basic courses.

There are various emphasis "tracks" for Exercise Science majors, at the university level, so students should consult with a department advisor or university catalog in planning their academic schedule in order to complete degree requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, degree seeking students may find it necessary to extend completion time lines and attend both day and evening classes.

Departmental Recommendations:		**Credits**
HES271	Prevention and Treatment of Athletic Injuries	3
EXS265	Theory of Coaching	3
HES100	Healthful Living	3

Other Recommendations:		**Credits**
+ BIO181	General Biology (Majors) I	4
+ BIO201	Human Anatomy and Physiology I	4
+ BIO202	Human Anatomy and Physiology II	4
HIS102	History of Western Civilization 1789 to Present (3) **or**	
PHI101	Introduction to Philosophy	3
+ MAT151	College Algebra/Functions	3
POS221*	Arizona Constitution (1) **and**	
POS222*	U.S. Constitution (2)	3
PSY101*	Introduction to Psychology	3

* Required for teacher's certification

Electives:		**Credits**
The department recommends that students choose from the following courses:*		
HES154	First Aid/Cardiopulmonary Resuscitation	3
REC120	Leisure and the Quality of Life	3

* Should student intend to minor in another field at a university, he or she should see the department chair about suggestions for electives.

GCC/ASU at the West Campus Recreation Transfer Guide

GCC and ASU's West Campus have agreed to provide a transfer guide to students who are pursuing a Bachelor of Science in Recreation. Those students may complete their first and second years of study at GCC leading to an Associate in Arts degree and continue their third and fourth years of study at ASU's West Campus and receive a BS degree from ASU's West Campus. It is recommended that Recreation majors seek departmental advice at registration time.

Under the above agreement, the following courses may be taken at GCC and transferred directly to ASU's West Campus:

REC120	Leisure and the Quality of Life
REC150AB	Outdoor Adventure Skills
REC210	Leisure Delivery Systems

Degree Pathways:
GCC's fitness and Wellness Department offers various pathways to obtaining certificates and degrees in the field of Fitness, Personal Training, Strength Conditioning and Nutrition. Each Certificate is its own destination or can be used as a stepping stone to a higher level of knowledge, leading to an AA degree, AAS degree and eventually a 4 year institution.

Students continuing on to a 4 year institution will be well on their way to a career in Fitness, Physical Therapy, Coaching, Athletic Training, Exercise Science, Nutrition and other health related fields.

See our Certificates and Degrees:
- Personal Training Certificate (CCL)
- Group Fitness Instructor Certificate (CCL)
- Nutrition for Fitness & Wellness Certificate (CCL)
- Strength, Nutrition and Personal Training Associate in Applied Science Degree (AAS)
- AA degree with emphasis area

Personal Trainer

Certificate of Completion - CCL 5421
16 credits
Checksheet

Note: The Certificate of Completion in Personal Trainer will prepare students to take their national exam.

Program Description: This Certificate of Completion (CCL) in Personal Trainer is designed to provide training for Personal Trainers and related technical skills necessary to provide and implement individual fitness programs and group exercise classes which are safe, motivational, and effective.

Students must earn a grade of "C" or better for each course listed in the program.

Required Courses: (16 credits) **Credits**

1st Semester

FON105	Nutrition Principles for Fitness Professionals	3
EXS112	Professional Applications of Fitness Principles	3

2nd Semester

EXS125	Introduction to Exercise Physiology	3
EXS130	Strength Fitness-Physiological Principles and Training Techniques	3
EXS220	Personal Trainer Practicum	3

3rd Semester

EXS239AA	Practical Applications of Personal Training Skills and Techniques Internship	1

Group Fitness Instructor

Certificate of Completion - CCL 5414
4 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Group Fitness Instructor program is designed to provide the fitness instructor with additional, specialized skills in group fitness instruction in both a studio and gym setting, and will help prepare the student for national group fitness certification.

This program is also offered at Mesa Community College.

Students must earn a grade of "C" or better for each course listed in the program.

Program Prerequisites: (16 credits)

Certificate of Completion in Personal Trainer. (5421) (See above.)	16

Required Courses: (4 credits) **Credits**

+ EXS190	Small Group Personal Training in a Studio Setting	2
+ EXS192	Small Group Personal Training in a Gym	2

Personal Training Specialist

Certificate of Completion - CCL 5445
30-37 credits
Checksheet

Program 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.

This program is also offered at Chandler-Gilbert Community College, Mesa Community College, Paradise Valley Community College, Scottsdale Community College, and South Mountain Community College.

Students must earn a grade of "C" or better for each course listed in the program.

Required Courses: (26-31 credits) **Credits**

EXS101	Introduction to Exercise Science, Kinesiology and Physical Education	3
BIO160	Introduction to Human Anatomy and Physiology	4
EXS112	Professional Applications of Fitness Principles	3
EXS125	Introduction to Exercise Physiology	3
EXS130	Strength Fitness: Physiological Principles and Training Techniques	3
EXS132	Cardiovascular Fitness: Physiological Principles and Training Techniques	3
EXS145	Exercise Testing and Prescription	3
FON100	Introduction Nutrition	3
HES154	First Aid/Cardiopulmonary Resuscitation (3) **or** proof of First Aid and CPR Certification	0-3
+ EXS239	Practical Applications of Personal Training Skills and Techniques Internship (3) **or**	
+ EXS239AA	Practical Applications of Personal Training Skills and Techniques Internship (1) **or**	
+ EXS239AB	Practical Applications of Personal Training Skills and Techniques Internship (2)	1-3

Restricted Electives: (4-6 credits) **Credits**

Choose 4-6 credits from one of the three groups below:

Wellness/Prevention

HES100	Healthful Living (3) **or**	
WED110	Principles of Fitness and Wellness (3)	3
HES271	Prevention and Treatment of Athletic Injuries	3
EXS138	Starting Your Own Personal Training Business	1

Nutrition

+ FON230	Nutrition for Special Populations	3
+ FON247	Weight Management Theory	3
EXS138	Starting Your Own Personal Training Business	1

(+) indicates course has prerequisite and/or corequisites.

Group Fitness

+ EXS190	Small Group Personal Training in a Studio Setting	2
+ EXS192	Small Group Personal Training in a Gym	2

Strength, Nutrition, and Personal Training

Associate in Applied Science - AAS 3059
62-66 credits
Checksheet

Program Description: The Associate in Applied Science (AAS) in Strength, Nutrition, 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 Instructor Certification, ACSM personal trainer certification, the National Strength and Conditioning Association (NSCA) personal trainer certification, and the American Council on Exercise (ACE) personal trainer certification. The curriculum is designed to provide students with a stronger educational background making them more marketable in the field of fitness and nutrition. 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 are also eligible for this program.

This program is also offered at Chandler-Gilbert Community College, Mesa Community College, Paradise Valley Community College, Scottsdale Community College, and South Mountain Community College.

Students must earn a grade of "C" or better for each course listed in the program.

Required Courses: (36-39 credits) **Credits**

EXS101	Introduction to Exercise Science, Kinesiology, and Physical Education	3
EXS112	Professional Applications of Fitness Principles	3
EXS125	Introduction to Exercise Physiology	3
EXS130	Strength Fitness-Physiological Principles and Training Techniques	3
EXS132	Cardiovascular Fitness: Physiological Principles and Training Techniques	3
EXS138	Starting Your Own Personal Training Business	1
EXS145	Guidelines for Exercise Testing and Prescription	3
EXS214	Instructional Competency: Flexibility and Mind-Body Exercises	2
EXS216	Instructional Competency: Muscular Strength and Conditioning	2
EXS218	Instructional Competency: Cardiorespiratory Exercises and Activities	2
+ EXS239	Practical Applications of Personal Training Skills and Techniques Internship (3) **or**	
+ EXS239AA	Practical Applications of Personal Training Skills and Techniques Internship (1) **and**	
+ EXS239AB	Practical Applications of Personal Training Skills and Techniques Internship (2)	3
FON100	Introductory Nutrition (3) **or**	
FON241	Principles of Human Nutrition (3)	3
+ FON210	Sports Nutrition and Supplements for Physical Activities	3
+ FON247	Weight Management Theory	3
HES154	First Aid/Cardiopulmonary Resuscitation (3) **or**	
BLS Health Care Provider and 1st Aid Certification		0-3

General Education Requirements: (25-27 credits)

Core: (15-17 credits) **Credits**

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

Oral Communication: 3
COM100 Introduction to Human Communication (3) **or**
COM110 Interpersonal Communication (3)

Critical Reading: 3
CRE101 College Critical Reading
Students who test exempt from CRE101 may choose any other EXS, FON, or HES course(s) not taken in the Required Courses area.

Mathematics: 3
Any approved general education course in the Mathematics area, except MAT102.
The following courses are recommended:
MAT120 Intermediate Algebra (5) **or**
MAT121 Intermediate Algebra (4) **or**
MAT122 Intermediate Algebra (3)

Distribution: (10 credits) **Credits**

Humanities and Fine Arts: 3
Any approved course, see page 79.

Social and Behavioral Sciences: 3
CFS205 Human Development (3) **or**
PSY101 Introduction to Psychology (3) 3

Natural Sciences: 4
BIO160 Introduction to Human Anatomy and Physiology (4)

Course Descriptions

Health/Physical Education/Recreation/Wellness (HES, PED, EXS, REC, WED)

Health Science (HES)

HES100 **3 credits** **3 periods**
Healthful Living
Health and wellness and their application to an optimal life style. Explores current topics of interest such as stress management, nutrition, fitness, and environmental health. Evaluates common risk factors associated with modern lifestyles. Prerequisites: None. ***Note:*** *HES100 meets SB (Social and Behavioral Science) requirements at ASU.*

HES106 **.5 credit** **.5 period**
Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)
Basic overview of Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED). Covers choking procedures and the importance, guidelines, and techniques for performing CPR and utilizing an AED. Prerequisites: None.

HES107 **.5 credit** **.5 period**
Community First Aid
Basic first aid course for the layperson. Training with the assessments and skills that be performed with minimal equipment in common home or workplace emergencies until emergency medical personnel arrive. 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.

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.

HES272 **1 credit** **7.5 periods**
Clinical Practicum in Athletic Training
Practical application, in a clinical setting and under direct supervision, of methods and techniques of treatment of athletic injuries. Prerequisites: HES271.

HES273 **2 credits** **2 periods**
Athletic Training: Advanced Wrapping and Taping Techniques
Expands and enhances practical uses of basic taping and wrapping skills. Hands-on experience in the use of braces, athletic taping, and elastic wraps to care for athletic injuries. Prerequisites: HES271 or permission of instructor.

HES298 **1-3 credits**
Special Projects
See page 284.

Physical Education Activity Courses (PED)

Students are offered activity courses with a wide variety of choice including lifetime leisure experiences.

PED101, 103 **.5-1 credit** **1-2 periods**
Physical Activities: Basic
Individual, dual, or team sports activities at the basic level. PED101 and PED103 may be repeated for credit. Prerequisites: None.

PED102 **1 credit** **2 periods**
Physical Activities: Intermediate
Individual, dual, or team sports activities at the intermediate level. PED102 may be repeated for credit. Prerequisites: None. Prior experience recommended.

PED201 **1 credit** **2 periods**
Physical Activities: Advanced
Individual, dual, or team sports activities at the advanced level. PED201 may be repeated for credit. Prerequisites: None. Prior experience at the competitive level recommended.

Fitness Center Courses (PED)

Not all courses transfer. Please check with your advisor before enrolling.

PED115 **2 credits** **4 periods**
Lifetime Fitness
Fitness activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm-up/stretch, aerobic exercise, selected strength exercises, and cool down/stretch. May be repeated for credit. Prerequisites: None.

PED117 **2 credits** **4 periods**
Weight Training for Wellness
Weight training activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm-up/stretch, selected endurance/strength exercises, and cool down/stretch. Prerequisites: None. **Course Note:** PED117 may be repeated for a maximum of eight (8) credits.

PED126 **1.5 credits** **3 periods**
Yoga Sampler
Yoga practice in multiple styles incorporating strength, breathing and for all skill levels. Prerequisites: None. **Course Note:** PED126 may be repeated for credit.

Exercise Science Major-Minor or Certificate Courses (EXS)

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.

EXS123 **2 credits** **4 periods**
Active for Life
Uses a variety of behavior change strategies to help fit physical activity into a busy schedule. Addresses the root causes of physical inactivity and focuses on the skills needed to establish a lifelong habit of physical activity. Prerequisites: None.

EXS125 **3 credits** **3 periods**
Introduction to Exercise Physiology
Principles of exercise science applied to teaching fitness/ aerobics. Major factors related to the function of the human body. Emphasis on anatomy/physiology, exercise physiology, and biomechanics. Prerequisites: None. BIO160 recommended, but not required.

EXS130 **3 credits** **4.5 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.

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**
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.

EXS190 **2 credits** **2 periods**
Small Group Personal Training in a Studio Setting
Planning and teaching of group exercise and fitness classes in a studio setting. Leadership techniques for effective cueing, appropriate use of music, safety concerns, warm up, cool down and various formats for current popular classes. Prerequisites: EXS125 and EXS130, or accredited national fitness certification, or permission of Instructor.

EXS192 **2 credits** **2 periods**
Small Group Personal Training in a Gym
Planning and leading small groups in various formats in a gym or health club setting. Development and implementation of safe and effective use of various types of popular equipment in a small group workout. Prerequisites: EXS125 and EXS130, or accredited national fitness certification, or permission of Instructor.

EXS214 **2 credits** **3 periods**
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**
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**
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.

EXS220 **3 credits** **3 periods**
Personal Trainer Practicum
Integration of knowledge, skills and abilities developed in the prerequisite classes to develop best practices as a fitness professional. Assessment of clients' baseline fitness; development and implementation of a safe and appropriate exercise program. This capstone classroom experience is for students in the personal training certificate program prior to internship. Prerequisites: EXS112, EXS125, EXS130, and FON105.

EXS230 **3 credits** **3 periods**
Introduction to Research Methods in Health and Exercise Science
Introduction to the general nature of research with specific application to accessing, reading, evaluating, and reporting research in health and exercise science. Introduce students to select, data-based literature in order to engender an appreciation for and ability to critically evaluate health/exercise science research. Prerequisites: ENG101 or ENG107 or permission of Instructor.

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: EXS220, or HES154 within the past two years, or current CPR certification, or permission of Department or Division. **Course Note:** CPR certification must be current through the duration of the internship. EXS239 may be repeated for a maximum of six (6) credits.

EXS239AA **1 credit** **1.8 periods**
Practical Applications of Personal Training Skills and Techniques Internship
Work experience in a fitness or health related facility. Eighty (80) hours of designated work per credit. Prerequisites: EXS220, or HES154 within the past two years, or current CPR certification, or permission of Department or Division. **Course Note:** CPR certification must be current through the duration of the internship. EXS239AA may be repeated for a maximum of six (6) credits.

EXS239AB **2 credits** **3.6 periods**
Practical Applications of Personal Training Skills and Techniques Internship
Work experience in a fitness or health related facility. Eighty (80) hours of designated work per credit. Prerequisites: EXS220, or HES154 within the past two years, or current CPR certification, or permission of Department or Division. **Course Note:** CPR certification must be current through the duration of the internship. EXS239AB may be repeated for a maximum of six (6) credits.

EXS265BA **3 credits** **3 periods**
Baseball Theory of Coaching
Reviews the principles, philosophy, strategies and theory of coaching baseball, as a competitive sport. Prerequisites: None.

EXS265BB **3 credits** **3 periods**
Basketball Theory of Coaching
Reviews the principles, philosophy, strategies and theory of coaching basketball, as a competitive sport. Prerequisites: None.

EXS265FB **3 credits** **3 periods**
Football Theory of Coaching
Reviews the principles, philosophy, strategies and theory of coaching football, as a competitive sport. Prerequisites: None.

EXS298 **1-3 credits**
Special Projects
See page 284.

Recreation (REC)

REC120 **3 credits** **3 periods**
Leisure and the Quality of Life
Overview of the historical, psychological, social, and cultural aspects of play, leisure, and recreation and their role in contemporary society. Nature of play and leisure behavior in human development within different cultures and the contribution play, recreation, and leisure make to the quality of life for individuals in today's society. Prerequisites: None.

Wellness Education Courses (WED)

WED151 **3 credits** **3 periods**
Overview of Alternative Medicine
Definition of health; exploration of mind-body-spirit connection in health; various therapeutic modalities; identification of strengths and limitations of alternative therapies. Also includes development of ability to critically review written material in the alternative therapy area. Prerequisites: None.

WED162 **1 credit** **1 period**
Meditation and Wellness
Physiology of meditation and its effects on physical and mental health; scholastic abilities and interpersonal relationships; differentiation between meditation and other relaxation techniques. Prerequisites: None.

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.

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.

(+) indicates course has prerequisite and/or corequisites.

Food and Nutrition

For Information: Laura Avila
Phone: 623.845.4780

Student Goals: General Education, Career-related, Personal Interest

Food and Nutrition related careers include research, dietetics, and the various areas of the food and beverage industry. Employment of registered dietitians remains strong because of their increasing importance as members of the health care team. Opportunities in the food service industry are numerous and varied.

Food and Nutrition courses at Glendale Community College serve students who intend to major in dietetics or food service at a four-year institution, students who need these courses in preparation for other careers, and students choosing them for personal interest. Students intending to pursue a baccalaureate degree in dietetics should consult with a department advisor to plan their program.

FON241 taken with FON241LL meet the general education requirement in Natural Science [SG].

Nutrition for Fitness and Wellness

Certificate of Completion - CCL 5302
21 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Nutrition for Fitness and Wellness program is designed to provide personal trainers and other nutrition paraprofessionals 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.

Students must complete Required Courses in Block One before enrolling in Block Two courses.

Students must earn a grade of "C" or better for each course listed in the program.

This program is also offered at Mesa Community College.

Required Courses: (21 credits) **Credits**

Block One:

FON100	Introductory Nutrition (3) **or**	
FON100AA	*Introductory Nutrition I (2)* ***and***	
+ *FON100AC*	*Introductory Nutrition II (1)* ***or***	
	Equivalent FON course	3

GCC does not currently offer FON100AA and FON100AB. Interested students should inquire at other Maricopa Community Colleges to pursue these options.

FON247	Weight Management Theory	3
EXS130	Strength Fitness-Physiological Principles and Training Techniques	3

and

Block Two:

+ FON210	Sports Nutrition and Supplements for Physical Activities	3
+ FON230	Nutrition for Special Populations	3
EXS112	Professional Applications of Fitness Principles	3
EXS125	Exercise Science	3

(+) indicates course has prerequisite and/or corequisites.

Course Descriptions

Food and Nutrition (FON)

FON100 **3 credits** **3 periods**
Introductory Nutrition
Basic nutrition concepts for health and fitness. Emphasizes current dietary recommendations for maximizing well-being and minimizing risk of chronic disease. Focuses on use of tables, food guides, and guidelines for making healthy food choices. Includes unique nutrition needs for selected stages of the lifecycle, methods for evaluating creditability of nutrition claims, principles of vegetarian nutrition, safe and economic use of supplements, principles of energy balance, basic elements of food safety, diet for exercise and sports, and personal dietary evaluation techniques. Not for predietetics or selected other preprofessional majors. May not be taken for credit if credit has been earned in FON100AA and/or FON100AC. Prerequisites: None.

FON105 **3 credits** **3 periods**
Nutrition Principles for Fitness Professionals
Basic principles of nutrition for the prospective fitness professional. Overview of health and wellness and its relationship to personal trainers. Emphasis on general principles of nutrition for health and fitness. Topics include: basic nutrition principles using the current food plans and dietary guidelines, label reading, estimating calorie and nutrient needs for health, fitness, sport, and weight management. Prerequisites: None.

FON125 **1 credit** **1 period**
Introduction to Professions in Nutrition and Dietetics
Introduction to professions in nutrition and dietetics, including history, current practice, and future trends. Emphasis on the integration of nutrition and dietetics within health care systems and public policy. Highlights professional ethics, standards of practice, education requirements and areas of practice. Prerequisites: None.

FON142AB **3 credits** **5 periods**
Applied Food Principles
Exploration and applications of scientific principles involved in food preparation; experiences with basic cooking methods; emphasis on the rationale of cooking techniques. Prerequisites: None.

FON207 **3 credits** **3 periods**
Introduction to Nutrition Services Management
Principles, knowledge, and techniques required for effective nutrition services management. Includes nutrition service issues in relation to health care trends, leadership skills, management theories and styles, food service manager responsibilities, and laws which pertain to nutrition service operations. Prerequisites: MAT092 or equivalent, or satisfactory score on district placement exam.

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: FON100AA, or FON100, or equivalent, or permission of instructor.

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.

FON242 **3 credits** **3 periods**
Introduction to Medical Nutrition Therapy
Introduction to fundamental principles of medical nutrition therapy. Emphasis on development and analysis of diets that fit an individual's personal and therapeutic needs. Includes strategies to promote dietary adherence and the development of educational programs for a diverse adult population. Prerequisites: FON241.

(+) indicates course has prerequisite and/or corequisites.

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.

FON298 **1-3 credits**
Special Projects
See page 284.

Foreign Languages – See World Languages

French

For Information: Jim Reed
Phone: 623.845.3631

Course Descriptions

French (FRE)

FRE101 SUN# **FRE1101** **4 credits** **4 periods**
Elementary French I
Basic grammar, pronunciation and vocabulary of the French language. Includes the study of French culture, practice of listening, speaking, reading and writing skills. Prerequisites: None.

FRE102 **4 credits** **4 periods**
Elementary French II
Continued study of grammar and vocabulary of the French language along with the study of French culture. Emphasis on speaking, listening, reading and writing skills. Prerequisites: FRE101 or equivalent.

FRE115 **3 credits** **3 periods**
Beginning French Conversation I
Conversational French. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in French. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

FRE116 **3 credits** **3 periods**
Beginning French Conversation II
Continued development of speaking and listening skills for effective communication in French. Prerequisites: FRE115 or equivalent.

FRE201 **4 credits** **4 periods**
Intermediate French I
Review of essential grammar of the French language and study of French culture. Continued practice and development of reading, writing, and speaking skills. Prerequisites: FRE102 with a grade of "C" or better, two years of high school French with an average of "C" or better, or departmental approval.

FRE202 **4 credits** **4 periods**
Intermediate French II
Review of grammar, continued development of French language skills, and continued study of the French culture. Prerequisites: FRE201 with a grade of "C" or better or three years of high school French with an average of "C" or better.

FRE215 **3 credits** **3 periods**
French Civilization to 1800
A survey of those major cultural and historical forces which have shaped France from its origin through the Revolution of 1789. Prerequisites: Two years of high school French, FRE102, or departmental approval.

FRE225 **3 credits** **3 periods**
Intermediate French Conversation I
Continued development of skills in conversational French for business or travel. Prerequisites: FRE116 or departmental approval.

FRE226 **3 credits** **3 periods**
Intermediate French Conversation II
Development of intermediate level skills in conversational French for business and travel. Prerequisites: FRE225 or departmental approval.

FRE298 **1-3 credits**
Special Projects
See page 284.

General Business

For Information: Scott Stroher
Phone: 623.845.3453

http://www.gccaz.edu/business/Business-General.html

General Business

Associate in Applied Science - AAS 3148
61-63 credits
Checksheet

General Business graduates may find employment in retail store management, public service, management of distribution warehouses, service management, etc. Employment involves assigned duties under supervision of experienced personnel to gain knowledge and experience required for promotion to management positions.

Program Description: The Associate in Applied Science (AAS) in General Business program is designed to meet 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 may 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. A Certificate of Completion (CCL) is also available.

Students who desire to transfer to a four-year university to major in accounting, economics, marketing, supply chain management, or management should follow the Associate in Business-General Requirements (ABus-GR) and consult with a business department advisor to plan for transfer.

This program is also offered at Chandler-Gilbert Community College, GateWay Community College, Mesa Community College, Phoenix College, Rio Salado College, Scottsdale Community College, and South Mountain Community College.

Students must earn a “C” or better in all courses required in the program.

Program Prerequisites: (3 credits)		**Credits**
+ CRE101	College Critical Reading (3) **or** Equivalent by Assessment	3

(+) indicates course has prerequisite and/or corequisites.

Required Courses: (21 credits) **Credits**

ACC111	Accounting Principles I	3
CIS105	Survey of Computer Information Systems	3
GBS110	Human Relations in Business and Industry (3) **or**	
MGT175	Business Organization and Management (3) **or**	
MGT251	Human Relations in Business (3)	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical and Regulatory Issues in Business	3
+ GBS233	Business Communication	3
MKT271	Principles of Marketing	3

Restricted Electives: (18 credits) **Credits**

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

ACC___	Any ACC Accounting prefixed courses not listed under Required Courses area.	1-18
CIS114DE	Excel Spreadsheet	3
CIS117DM	MS Access: Database Management	3
CIS133DA	Internet/Web Development Level I	3
GBS___	Any GBS General Business prefixed courses not listed under Required Courses area.	1-18
IBS___	Any IBS International Business prefixed courses not listed under Required Courses area.	1-18
MGT___	Any MGT Management prefixed courses not listed under Required Courses area.	1-18
MKT___	Any MKT Marketing prefixed courses not listed under Required Courses area.	1-18
REA___	Any REA Real Estate prefixed courses not listed under Required Courses area.	1-18
SBS___	Any SBS Small Business Management prefixed courses not listed under Required Courses area.	1-18

General Education Requirements: (25-27 credits)

Core: (15-17 credits) **Credits**

First-Year Composition: 6

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

Oral Communication: 3

Any approved course, see page 79.

Critical Reading: 0

+ Met by CRE101 in Program Prerequisites area.

Mathematics: 3-5

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

Distribution: (10 credits) **Credits**

Humanities and Fine Arts: 3

Any approved course, see page 79.

Social and Behavioral Sciences: 3

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

Natural Sciences: 4

Any approved course, see page 80.

General Business

Certificate of Completion - CCL 5683
21 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in General Business is designed to provide business training for various entry-level positions in business. The courses include introduction to business concepts, accounting and computer principles and legal issues related to business. An Associate in Applied Science (AAS) is also available.

This program is also offered at Chandler-Gilbert Community College, GateWay Community College, Mesa Community College, Phoenix College, Rio Salado College, and South Mountain Community College.

Students must earn a "C" or better in all courses required in the program.

Required Courses: (12 credits) **Credits**

ACC111	Accounting Principles I	3
CIS105	Survey of Computer Information Systems	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical and Regulatory Issues in Business	3

Restricted Electives: (9 credits) **Credits**

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

ACC___	Any ACC Accounting prefixed courses not listed under Required Courses area.	1-9
CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
CIS133DA	Internet/Web Development Level I	3
GBS___	Any GBS General Business prefixed courses not listed under Required Courses area.	1-9
IBS___	Any IBS International Business prefixed courses	1-9
MGT___	Any MGT Management prefixed courses	1-9
MKT___	Any MKT Marketing prefixed courses	1-9
REA___	Any REA Real Estate prefixed courses	1-9
SBS___	Any SBS Small Business Management prefixed courses	1-9

Course Descriptions

General Business (GBS)

GBS103 **3 credits** **3 periods**
Principles of Banking
History, characteristics, and significance of American banking system; includes types of accounts, banking services, and the relationship of commercial banks to their depositors. Prerequisites: None.

GBS110 **3 credits** **3 periods**
Human Relations in Business and Industry
Exploration of fundamental theories and concepts of human relations in business and industry. Particular emphasis is placed on developing effective interpersonal relationships and leadership skills within an organization. Prerequisites: None.

GBS131 **3 credits** **3 periods**
Business Calculations
Review of basic arithmetic and application of mathematics to business problems; includes percentage, interest, discount, and markups. Prerequisites: None.

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.

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.

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.

GBS206 **3 credits** **3 periods**
Business Law (UCC)
Legal and ethical aspects of contracts, sales, commercial paper, secured transactions, documents of title, letter of credit, bank deposits, and collections. Prerequisites: None.

GBS207 **3 credits** **3 periods**
Business Law (General Corporate)
Legal and ethical aspects of agency, partnerships, corporations, bankruptcy, antitrust, securities, and other regulations of business. Prerequisites: None.

GBS220 **3 credits** **3 periods**
Quantitative Methods in Business
Business applications of quantitative optimization methods in operations management decisions. Prerequisites: (Grade of “C” or better in MAT150, or MAT151, or MAT152) or equivalent, or satisfactory score on district placement exam.

GBS221 **3 credits** **3 periods**
Business Statistics
Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Includes the use of spreadsheet software for business and statistical analysis. Prerequisites: Grade of "C" or better in GBS220.

GBS233 **3 credits** **3 periods**
Business Communication
Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG101 or ENG107 with grade of “C” or better, or permission of department/division.

GBS261 **3 credits** **3 periods**
Investments I
Evaluation of various investment forms, including study of inflation, taxation, government securities, stocks and bonds, real estate, and retirement plans. Prerequisites: None.

General Technology

For Information: Susan Campbell
Phone: 623.845.3164

Course Descriptions

General Technology (GTC)

GTC107 **3 credits** **3 periods**
Technical Mathematics I
Mathematical principles to include basic operations, significant digits, exponents, square roots and order of operations. Solve problems using arithmetic, signed numbers, percentages, fractions, exponents, and square root. Use of hand held calculator. Technology related problems. Prerequisites: None.

GTC127 **3 credits** **4 periods**
Beginning Woodworking
Introduction to woodworking fundamentals and applications. Familiarization with the basic woodworking tools emphasizing the safe and proper use of woodworking hand tools and stationary and portable power tools. Class projects develop a working project plan, identify material needs, cost analysis, basic construction of the project, and basic finishing techniques. Prerequisites: None.

GTC128 **3 credits** **4 periods**
Intermediate Woodworking
Further development and application of basic woodworking skills. Complex projects with emphasis on planning and calculating and buying needed materials. Introduction of jointery, complex fitting, more advanced finishing, and wood carving. Prerequisites: GTC127 or previous woodworking experience.

GTC144 **3 credits** **5 periods**
Introduction to Cabinetmaking
Techniques and projects to produce complex cabinet projects. Includes project planning, working from plans, material cost analysis, and advanced finishing techniques. Prerequisites: GTC130 and permission of Instructor.

GTC145 **3 credits** **5 periods**
Advanced Cabinetmaking
Further exploration of advanced woodworking techniques on complex projects. Prerequisites: GTC144 and permission of instructor.

GTC156 **3 credits** **5 periods**
Furniture Upholstery I
Techniques of general furniture upholstery, operations of webbing, springing, stuffing, trimming, sewing, and cushion making on approved student-selected projects. Prerequisites: None.

GTC157 **3 credits** **5 periods**
Furniture Upholstery II
Application and use of modern materials and tools, button tufting, channel construction, and special trim effects. Prerequisites: GTC156 or departmental permission.

GTC158 **3 credits** **5 periods**
Furniture Upholstery III
Advanced techniques in upholstering of furniture and other needle-trade items; time and money saving shortcuts in layout; fabric cutting and sewing. Prerequisites: GTC157 or departmental permission.

GTC159 **3 credits** **5 periods**
Furniture Upholstery IV
Advanced techniques of furniture upholstery for students interested in entering the upholstery trade; modern production techniques for sewing; stuffing; and finishing; job estimating; equipment selection and maintenance. Prerequisites: GTC158. **Course Note:** GTC159 may be repeated for credit.

Geography

For Information: Steven Emrick
Phone: 623.845.3697

Student Goals: General Education

Geography courses focus on the interrelationships between the earth and the humans who live on it. Cultural geography (GCU) courses describe and analyze geographical variations in relation to social, economic, and political phenomena. Physical geography (GPH) courses examine the relationships among the geographically variable components of the earth and their relation to the environmental problems facing contemporary society. All of these courses transfer to state universities. Students take these courses:

General Education Requirements:
Geography courses may be used as listed below:
Natural Sciences:
GPH111, 210, and 212
Social and Behavioral Sciences:
GCU121, 122, and 221

Course Descriptions

Geography (GCU, GPH)

Cultural Geography (GCU)

GCU121 SUN# **GEO1121** **3 credits** **3 periods**
World Geography I: Eastern Hemisphere
Description and analysis of area variations in social, economic, and political phenomena in major world regions. Emphasis on Europe, Russia, North Africa, and the Asian world. Prerequisites: None.

GCU122 SUN# **GEO1121** **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.

GCU221 **3 credits** **3 periods**
Arizona Geography
The historical to modern development of Arizona. The interplay between the physical, cultural, and economic factors affecting Arizona today. Prerequisites: None.

Physical Geography (GPH)

GPH111 **4 credits** **6 periods**
Introduction to Physical Geography
Spatial and functional relationships among climates, landforms, soils, water, and plants. Prerequisites: None.

GPH210 **3 credits** **3 periods**
Society and Environment
Principles of physical geography relating to environmental problems pertinent to contemporary society. Pollution, maladjusted land use, resource exploitation. Prerequisites: ENG101 or ENG107 or equivalent.

GPH212 **3 credits** **3 periods**
Introduction to Meteorology I
Atmospheric processes and elements. General and local circulation, heat exchange, and atmospheric moisture. Prerequisites: None.

GPH213 **3 credits** **3 periods**
Introduction to Climatology
Study of atmospheric phenomena over periods of time measured in months, years or longer. Includes average weather conditions, infrequent and unusual types of weather, and the influence of weather on the cultural and human landscape. Prerequisites: None.

GPH214 **1 credit** **3 periods**
Introduction to Meteorology Laboratory I
Basic meteorological and climatological measurements. Prerequisites: None. Corequisites: GPH212.

GPH215 **1 credit** **3 periods**
Introduction to Climatology Laboratory
A mathematical, statistical, and spatial analysis of climatological phenomena. Prerequisites: None. Corequisites: GPH213.

GPH219 **3 credits** **3 periods**
Introduction to GIS Using ArcGIS
An introduction to desktop Geographic Information Systems (GIS) technology using ArcGIS software. Prerequisites: CIS105 or CSC180 or permission of instructor.

Geology and Earth Science

For Information: Gary Calderone
Phone: 623.845.3654

Student Goals: Transfer, General Education

Geology is the scientific study of the Earth - its composition, structure, history, processes, and its interaction with biological systems and life forms, including humans. Geologists provide the fundamental information required by society to solve problems in resource development, land-use planning, water resource management, geologic hazards, and environmental policy. Furthermore, geologists perform the basic research necessary to understand such processes as global climate change, biological extinctions, earthquakes, and volcanic hazards. Finally, geologists are called upon to find new sources of useful earth materials to balance society's growing demand for energy and materials and the need to conserve resources for future generations.

Employment opportunities for geologists include the areas of water resource management, environmental consulting for civil engineering and private development enterprises, oil and mineral exploration and production, geologic hazard assessment, federal/state research, management, and environmental agencies, and teaching.

The recommendations below are designed as the first two years for students intending to pursue the B.S. degree in geology, earth science, geophysics-geochemistry, or hydrology. Students should consult a department advisor for specific requirements of senior institutions.

Geology Major Recommendations: Credits

The following courses are required by each of the State's Universities.

GLG101	Introduction to Geology I - Physical Lecture	3
GLG103	Introduction to Geology I - Physical Lab	1
GLG102	Introduction to Geology II - Historical Lecture	3
GLG104	Intro to Geology II - Historical Lab	1

Other Recommendations for Geology Majors: Credits

+ CHM151	General Chemistry I	3
+ CHM151LL	General Chemistry I Laboratory	1
+ CHM152	General Chemistry II	3
+ CHM152LL	General Chemistry II Laboratory	1
+ MAT220	Calculus with Analytic Geometry I (5) **or**	
+ MAT221	Calculus with Analytic Geometry I (4)	4-5
+ MAT230	Calculus with Analytic Geometry II (5) **or**	
+ MAT231	Calculus with Analytic Geometry II (4)	4-5
+ PHY115	University Physics I	5
+ PHY116	University Physics II	5

Other Recommendations for non-majors: Credits

Geology can also be used to satisfy both the Science and Global and Historical Awareness requirements of the AGEC-A and AGEC-B and the Optional Sciences requirement of AGEC-S. When taken in combination of lecture and lab together, Physical Geology (GLG101 & GLG103) satisfies the SQ lab science requirement. Likewise, when taken in combination of lecture and lab together, Historical Geology (GLG102 & GLG104), Geologic Disasters and the Environment (GLG110 & GLG111), and GLG105 will satisfy SG lab science requirements. Either GLG101 or GLG110 will also satisfy the Global Awareness (G) credit. GLG102 qualifies for Historical Awareness (H) credit.

GLG101	Introduction to Geology I - Physical Lecture	3
GLG103	Introduction to Geology I - Physical Lab	1
GLG102	Introduction to Geology II - Historical Lecture	3
GLG104	Introduction to Geology II - Historical Lab	1
GLG105	Introduction to Planetary Science	4
GLG110	Geologic Disasters and the Environment	3
GLG111	Geological Disasters and the Environment Lab	1

Course Descriptions

Geology (GLG)

GLG101 SUN# GLG1101 **3 credits 3 periods**
Introduction to Geology I - Physical Lecture
A study of the kind and arrangement of materials composing the earth's crust and the geological processes at work on and within the earth's surface. Prerequisites: None.

GLG102 **3 credits 3 periods**
Introduction to Geology II - Historical Lecture
Outlines the origin and history of the earth with emphasis on North America – its dynamic, geographic, and climactic changes; animals and plants of the past; the evolution of life. Prerequisites: None.

GLG103 SUN# GLG1101 **1 credit 3 periods**
Introduction to Geology I - Physical Laboratory
May accompany GLG101. Study of common rock-forming minerals, rocks and maps. Prerequisites: None.

GLG104 **1 credit 3 periods**
Intro to Geology II - Historical Laboratory
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**
Geologic 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.

GLG230AA **1 credit** **5 periods**
Field Geology of the Southwest
GLG230AB **2 credits** **10 periods**
Field Geology of the Southwest
GLG230AC **3 credits** **15 periods**
Field Geology of the Southwest
Field trips to selected areas in the Southwest, such as Arizona, Utah, California, and Sonora to observe and interpret various geological features and phenomena. Prerequisites: None. **Course Note:** GLG103 suggested but not required

GLG231AA **.5 credit** **.5 period**
Special Topics in Geology
GLG231AB **1 credit** **1 period**
Special Topics in Geology
GLG231AC **2 credits** **2 periods**
Special Topics in Geology
GLG231AD **3 credits** **3 periods**
Special Topics in Geology
Exploration of important topics in geology. Specific topic varies. Prerequisites: None.

GLG280 **3 credits** **3 periods**
Geology of Arizona Lecture
Acquaints students with the physical and historical geology of Arizona, including the origin of present-day land forms and outstanding modern geologic features and processes now in operation. Prerequisites: None.

GLG281 **1 credit** **3 periods**
Geology of Arizona Lab
May accompany GLG280. Examples of specific geologic processes and local areas. May require field trips. Prerequisites: None.

German

For Information: Jim Reed
Phone: 623.845.3631

Course Descriptions

German (GER)

GER101 SUN# **GER1101** **4 credits** **4 periods**
Elementary German I
Basic grammar, pronunciation and vocabulary of the German language. Includes the study of German culture, practice of listening, speaking, reading and writing skills. Prerequisites: None.

GER102 SUN# **GER1102** **4 credits** **4 periods**
Elementary German II
Continued study of grammar and vocabulary of the German language along with the study of German culture. Emphasis on German language skills. Prerequisites: GER101 or equivalent.

GER115 **3 credits** **3 periods**
Beginning German Conversation I
Conversational German. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in German. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

GER116 **3 credits** **3 periods**
Beginning German Conversation II
Continued development of speaking and listening skills for effective communication in German. Prerequisites: GER115, one year of high school German, or department approval.

GER201 **4 credits** **4 periods**
Intermediate German I
Review of essential grammar of the German language and study of the German culture. Continued practice and development of reading, writing, and speaking skills. Prerequisites: GER102, two years of high school German, or departmental approval.

GER202 **4 credits** **4 periods**
Intermediate German II
Continued development of German language skills and continued study of the German culture. Prerequisites: GER201, or equivalent, or departmental approval.

GER225 **3 credits** **3 periods**
Intermediate German Conversation I
Continued development of skills in conversational German. Prerequisites: One year of German or departmental approval.

GER226 **3 credits** **3 periods**
Intermediate German Conversation II
Further development of skills in conversational German. Prerequisites: One year of college German GER225, three semesters of high school German or departmental approval.

GER298 **1-3 credits**
Special Projects
See page 284.

History

For Information: Donna Allen
Phone: 623.845.4760

Student Goals: General Education, Career-related, Personal Interest

History concerns the political, economic, social, and cultural events and achievements of humanity. Historians analyze and evaluate this material in an attempt to understand the past and interpret the present.

History courses at Glendale Community College serve students who intend to major in history at a four-year institution, students who need these courses in preparation for other courses and to fulfill general education requirements at most universities, and students choosing them for personal interest. Students intending to pursue a baccalaureate degree in history should consult with a departmental advisor to plan their program.

Those with a baccalaureate in history will find the teaching field crowded. Careers with museums, historical societies, special libraries, archives, government agencies, and communication media (consulting and research) should be explored. Because of its breadth as a part of the liberal arts curriculum, a baccalaureate in history provides excellent preparation for any occupation emphasizing communications skills and personal relations, e.g., journalism, civil service, law, foreign service, publishing and public relations.

Course Descriptions

History (HIS)

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 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.

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.

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.

HIS173 **3 credits** **3 periods**
United States Military History
Focuses on the impact of the United States military in both peace and war on American society, politics and foreign relations from the colonial period to the present. Prerequisites: None.

HIS201 **3 credits** **3 periods**
History of Women in America
Introduction to women's history from the colonial period to the present. Deals chronologically with changes and developments which have influenced the lives of women. Prerequisites: None.

HIS203 **3 credits** **3 periods**
African-American History to 1865
History and cultural heritage of African-Americans from their beginnings in Ancient Africa through the experience of chattel slavery in the Americas to their eventual emancipation and participation in the American Civil War. Prerequisites: None.

HIS204 **3 credits** **3 periods**
African-American History II
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: HIS203.

HIS273 **3 credits** **3 periods**
U.S. Experience in Vietnam, 1945 - 1975
Survey of the U.S. 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.

Honors Program

For Information: Jennifer Lane
Phone: 623.845.3650

The Honors Program at Glendale Community College offers talented and motivated students opportunities for extended academic and personal growth through many special courses that emphasize critical thinking, verbal expression, and creative problem solving.

Small classes, usually limited to 17 students, make it possible for excellent teachers to give more individual attention to students.

Honors courses are offered in many disciplines and satisfy the general education requirements for graduation from Glendale. Most courses will transfer to four-year colleges and universities. Honors courses are indicated as such on transcripts.

Students who complete a minimum of fifteen (15) Honors credits (Pass/Fail credits excluded) distributed among four (4) different course prefixes and whose cumulative grade-point average is 3.500 or higher will be designated as **Honors Program Graduates**.

Honors Program Graduates are awarded special recognition at commencement and on their transcripts. They are encouraged to apply for honors programs and scholarships at state universities and other institutions.

Benefits of the **Honors Program**:

- Provisional membership in Phi Theta Kappa, a national honors fraternity
- Personal academic advisement
- Early registration
- Financial benefits
- Special recognition for honors achievements
- Cultural, social, and service activities
- Honors Forums
- Honors Awards Banquet
- Assistance with transfer to our state universities
- Eligibility to participate in regional, national, and international programs and conferences

There are three ways to enter the Honors Program:

1. Students with a cumulative MCCCD GPA of 3.25 or higher may apply to the Honors Program to participate in the program without specific scholarship benefits.
2. Recent graduates of Maricopa County high schools are eligible to apply for the Presidents' Scholarship provided they meet **one** of the following criteria:

a. Rank in the top 15% of their NCA-accredited Maricopa County high school classes in the 6th, 7th, or 8th semester **or**
b. Achieve the following placement test scores in these **three** areas:

English	Placement in Honors ENG101
Reading	Exemption from CRE101
Math	Placement in MAT120 or higher

Qualified students must enroll during the academic year following high school graduation without having enrolled in any institution other than a Maricopa Community College.

Presidents' Scholars **must meet** the following requirements in order to retain their scholarships:

- enroll in and complete a minimum of 12 credits each semester
- enroll in and complete a minimum of 24 credits in courses numbered 100 or higher each academic year.
- enroll in and complete with a grade of "C" or higher at least 3 credits of honors course work each semester
- maintain a cumulative MCCCD GPA of 3.25 or higher
- maintain continuous enrollment–summer sessions excluded.

Students who do not meet the requirements for retention face the loss of their scholarships, which cannot be reinstated, and they may be billed for tuition and fees for the semester in which they are enrolled.

3. Continuing and transfer students who have accumulated a minimum of 12 credits in courses numbered 100 and above (P/Z credits excluded) and who have a cumulative MCCCD GPA of 3.25 or higher may apply for the **Honors Achievement Award**. Students who are accepted will receive partial tuition-fee waivers based on the number of credits for which they complete in a given semester.

Number of Credits	Amount of Fee Waiver
12 or more	$325.00
9 - 11	244.00
6 - 8	163.00
3 - 5	81.00

Students accepting the Honors Achievement Award must meet the following requirements each semester:

- enroll in and complete the number of credits for which they have received a partial fee waiver (P/Z credits excluded)
- enroll in and complete with a grade of "C" or higher at least 3 credits of honors coursework
- maintain a cumulative MCCCD GPA of 3.25 or higher

Students will receive the **Honors Achievement Award** at the end of the semester and the amount of the award is determined by the courses completed.

Please Note: State law now requires that a person who is not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state student pursuant to A.R.S. Section 15-1802 or entitled to classification as a county resident pursuant to A.R.S. Section 15-18021.

According to state law, a person who is not a citizen of the United States, who is without lawful immigration status, and who is enrolled at any community college under the jurisdiction of an Arizona community college district is not entitled to tuition waivers, fee waivers, grants, scholarship assistance, financial aid, tuition assistance or any other type of financial assistance that is subsidized or paid in whole or in part with state monies.

Only those with a lawful presence in the US may qualify for MCCCD scholarships or federal financial aid. Any information you provide about your legal status when you apply for financial aid or scholarships may be subject to mandatory reporting to federal immigration authorities under Arizona law.

For applications and further information please visit our web site, www.gccaz.edu/honors, or contact:

Debbie Albury	Honors Program Assistant	623.845.3742
Jennifer Lane	Honors Program Director	623.845.3436

Honors Program students should not withdraw from courses or alter class schedules without approval of the Honors Office.

Humanities

For Information: Bonnie Loss
Phone: 623.845.3691

Student Goals: Personal Enrichment, General Education

Humanities courses present major artistic, literary, and musical achievements in world culture. They show how these milestones are interrelated and reflect their historical, philosophical, and social contexts. Emphasis is on linking human creative expression to roots in various global cultures to discover what makes us human.

HUM250, HUM251, and HUM260 are interdisciplinary courses and may be team taught by members of the Art, English, Music, and Philosophy departments.

Courses to meet the general education **Humanities and Fine Arts** requirement. All HUM courses meet this requirement for the college's associate degrees, and all HUM courses transfer. HUM250 and HUM251 can also be used for the **Literacy and Critical Inquiry** requirement for the associate degrees. A student who completes both HUM250 and HUM251 will have met the 6 hour **HU** requirement. At **ASU** the course fulfills either Humanities/Fine Arts **(HU)** or Literacy and Critical Inquiry **(L)** as well as Historical Awareness **(H)** requirements. HUM260 transfers to Arizona State University as both Humanities **(HU)** and Cultural Awareness **(C)**.

Course Descriptions

Humanities (HUM)

HUM108 **3 credits** **3 periods**
Contemporary Humanities
An exploration of human expression in contemporary arts and sciences. Prerequisites: None.

HUM190AA **1 credit** **1 period**
HUM190AB **1 credit** **1 period**
HUM190AC **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 the Instructor.

HUM205 **3 credits** **3 periods**
Introduction to Cinema
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

HUM206 **3 credits** **3 periods**
Introduction to Television Arts
History and development of electronic media and its impact on popular arts. Prerequisites: None.

HUM210 **3 credits** **3 periods**
Contemporary Cinema
A study of contemporary films, directors, and critics with emphasis on evaluating film as an art form. Prerequisites: None.

HUM213 **3 credits** **3 periods**
Hispanic Film
Analysis of Hispanic film as art form and as social commentary. Prerequisites: None.

HUM245 **3 credits** **3 periods**
Introduction to Holocaust Studies
Introduction to the literature of the Holocaust. Provides brief theological, political and social background to establish the context of anti-Semitism, especially in 19th and 20th centuries, with particular attention to National Socialist ideologies. Emphasis on literature of the Holocaust, including fiction, creative non-fiction, and poetry, much of which involves theological and moral debate. Includes analysis of supplementary performing and visual arts. Prerequisites: None. CRE101, or CRE111, or Reading exempt placement test score recommended but not required.

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.

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.

HUM292 **3 credits** **3 periods**
The Art Of Storytelling
Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom. Prerequisites: None.

Interior Design

For Information: Susan Campbell
Phone: 623.845.3164

Design courses prepare students for entry level positions in the design and decoration industry and fulfill personal interest. Knowledge gained in Design Methods & Techniques prepares students for the business world or to continue for a degree in Interior Design.

Take Interior Design courses to:

- Explore **Career Opportunities** such as designing residential or model homes, hotels, office interiors, and stage sets. Begin with INT105.
- Develop personal **Home Decorating** skills and talents. Learn the basic design principles and elements of design. Discover how to best select carpet, wallpaper, fabric, window treatments, furniture and accessories.
- Gain knowledge about **Building** or **Purchasing a Home**.
- Meet a general education **Humanities Requirement** through INT115 and INT120.
- Prepare for **Selling a Home**. Learn how to make a home more marketable through design.
- Plan a **Remodel**. Learn how to make space more efficient, effective and aesthetic.
- Gain **Expertise** in current **Career Fields**.

Interior Merchandising

Certificate of Completion - CCL 5429
30 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Interior Merchandising program is intended to provide the student with the knowledge and creative skills important to the home furnishings, colorizing, visual merchandising, and home-staging industries. Students will study design principles and elements, color theory, drafting, furniture layout, historical and modern architecture and furniture, fabrics, and other factors utilized in interior merchandising. Elective coursework allows the student to take specific courses that will help prepare them for the particular segment of the industry they are most interested in pursuing.

Program is also offered at Mesa Community College and Phoenix College.

Students must earn a grade of "C" or better for all courses listed in the program.

Required Courses: (21 credits)		**Credits**
INT100	Interior Design Drafting	3
INT105	Introduction to Interior Design	3
INT115	Historical Architecture and Furniture	3
INT120	20th Century Architecture and Furniture	3
INT150	Color and Design	3
INT160	Fabrics for Interiors	3
+ INT170	Interior Materials	3

Restricted Electives: (12 credits)		**Credits**
AGB140	*Commercial Floral Design*	*3*
AGS187	*Indoor Foliage Plants*	*3*
ARH100	Introduction to Art	3
ART131	Photography I	3
GTC130	*Furniture Construction I*	*3*
+ *GTC131*	*Furniture Construction II*	*3*
GTC144	Introduction to Cabinetmaking	3
+ GTC145	Advanced Cabinetmaking	3
MGT251	Human Relations in Business	3
MKT268	*Merchandising*	*3*
TEC126	Sewing for the Home	3
TEC128	Home Upholstery	3
TEC/MKT151	*Display and Visual Merchandising*	*3*
THP213	Introduction to Technical Theatre	3
ART111	Drawing I	3
ART112	2 Dimensional Design	3
MKT263	Advertising Principles	3
MKT271	Principles of Marketing	3
INT/ART/MKT___	Any INT, ART, or MKT prefixed course approved by department advisor	3

GCC does not currently offer courses in italics. Interested students should inquire at other Maricopa Community Colleges to pursue these options.

Course Descriptions

Interior Design (INT)

INT100 **3 credits** **6 periods**
Interior Design Drafting
Basic manual drafting techniques used in the interior design industry. Focus on industry standards of equipment use, lettering, line work, dimensioning, scaling, and annotation. Introduction and practice of industry-specific drawing types, including floor plans, elevations, sections, details, multi-view projection, and paraline. Brief exploration of hand sketching and Computer-Aided Design (CAD) techniques as they relate to manual drafting. Prerequisites: None.

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**
Twentieth Century 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.

INT140 **3 credits** **6 periods**
Introduction to CAD for Interior Design
Introduction to CAD tools for the interior designer with emphasis on industry-accepted standards for interior design following American Institute of Architects (AIA) guidelines. 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. Prerequisites or Corequisites: INT160.

Italian

For Information: Jim Reed
Phone: 623.845.3631

Course Descriptions

Italian (ITA)

ITA101 SUN# **ITA1101** **4 credits** **4 periods**
Elementary Italian I
Introduction to basic grammar, pronunciation, and vocabulary of Italian. Development of speaking, listening, reading, and writing skills. Study of the Italian culture. Prerequisites: None.

ITA102 **4 credits** **4 periods**
Elementary Italian II
Continued development of speaking, listening, reading, and writing skills in Italian. Study of Italian culture. Prerequisites: ITA101 or equivalent or departmental approval.

ITA115 **3 credits** **3 periods**
Beginning Italian Conversation I
Conversational Italian. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Italian. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

ITA116 **3 credits** **3 periods**
Beginning Italian Conversation II
Continued development of speaking and listening skills for effective communication in Italian. Prerequisites: ITA115 or equivalent or departmental approval.

ITA201 **4 credits** **4 periods**
Intermediate Italian I
Review of essential grammar of the Italian language and study of the Italian Culture. Continued practice and development of reading, writing, and speaking skills. Prerequisites: ITA102 or equivalent or departmental approval.

ITA202 **4 credits** **4 periods**
Intermediate Italian II
Continued development of Italian language skills and continued study of the Italian culture. Prerequisites: ITA201, or equivalent, or departmental approval.

ITA225 **3 credits** **3 periods**
Intermediate Italian Conversation I
Continued development of skills in conversational Italian for effective communication. A review of grammar and development of vocabulary. Intensified study of Italian life and culture. Prerequisites: ITA116, or ITA102, or departmental approval.

ITA226 **3 credits** **3 periods**
Intermediate Italian Conversation II
Continued development of skills in conversational Italian for effective communication. A review of grammar including the extensive use of grammatical concepts. Continued development of vocabulary. Intensified study of Italian life and culture. Prerequisites: ITA225, or ITA201, or departmental approval.

ITA298 **1-3 credits**
Special Projects
See page 284.

Japanese

For Information: Jim Reed
Phone: 623.845.3631

Course Descriptions

Japanese (JPN)

JPN101 **5 credits** **6 periods**
Elementary Japanese I
Basic grammar, pronunciation, and vocabulary of Japanese. Study of Japanese culture. Development of speaking, listening, reading and writing skills. Prerequisites: None.

JPN102 SUN# **JPN1102** **5 credits** **6 periods**
Elementary Japanese II
Continued study of basic grammar, pronunciation and vocabulary of Japanese. Study of the Japanese culture. Intensive practice in oral communication and development of reading and writing skills. Prerequisites: JPN101 or departmental approval.

JPN115 **3 credits** **3 periods**
Beginning Japanese Conversation I
Conversational Japanese. Basic sentence structure, pronunciation, and vocabulary necessary to develop speaking ability in Japanese. Designed for students seeking speaking and listening abilities, with little emphasis on grammar, reading, or writing. Prerequisites: None.

JPN116 **3 credits** **3 periods**
Beginning Japanese Conversation II
Continuation of conversational Japanese for survival in everyday business and social situations. Expansion of vocabulary and sentence structure through aural/oral practice. Practice in reading and writing Kana. Prerequisites: JPN115.

JPN201 SUN# **JPN2201** **5 credits** **6 periods**
Intermediate Japanese I
Expansion of sentence structures through oral/aural practice. Increased emphasis on reading and writing in Japanese and study of Japanese culture. Prerequisites: JPN102 or equivalent.

JPN202 **5 credits** **6 periods**
Intermediate Japanese II
Extensive review of Japanese grammar; development of vocabulary and idiomatic expressions through reading and writing. Continued practice of oral communication skills and study of Japanese culture. Prerequisites: JPN201 or equivalent.

JPN225 **3 credits** **3 periods**
Intermediate Japanese Conversation
Continued development of skills in conversational Japanese for effective communication and study of the Japanese culture. Includes the introduction to intermediate Japanese conversation, basic structural approach to Japanese grammar, Japanese writing system and civilization. Prerequisites: JPN116 or Departmental Approval.

JPN226 **3 credits** **3 periods**
Intermediate Japanese Conversation
Continued development of skills in conversational Japanese for effective communication and study of the Japanese culture. Includes intermediate Japanese conversation, advanced structural approach to Japanese grammar, the Japanese writing system and civilization. Prerequisites: JPN225 or departmental approval.

JPN298 **1-3 credits**
Special Projects
See page 284.

Journalism, Mass Communications and New Media Studies

For Information: Mike Mullins
Phone: 623.845.3914

Student Goals: Career-related, Transfer

Journalism training is based on a broad liberal arts program because the journalist must be well-rounded. In addition, the ability to put that knowledge into words is essential. Despite the tremendous technological growth now affecting news dissemination, no electronic shortcuts will replace the journalist of tomorrow. Reporters and editors will always be needed to witness events, gather facts, make news judgments, and deliver the news. Recent employment studies show that journalism and communication graduates found jobs in daily newspapers, weekly newspapers, public relations, advertising, wire services, magazines, and news broadcasting. A sizable number of graduates found non-media jobs including sales, management, and clerical positions.

It is important for students planning a journalism career to consult with a journalism advisor as soon as possible so that a sequence of journalism experiences can be planned for the maximum benefit of the student.

Transferability: Journalism and Mass Communications courses vary as to acceptance at four-year institutions. Students should consult with a departmental advisor at both GCC and the four-year school to which they plan to transfer. Due to limited course offerings, degree-seeking students may find it necessary to extend completion time lines and attend both day and evening classes.

Program Description: The following recommendations will satisfy the general education requirements of most four-year colleges and universities. Students should indicate to their advisor the college to which they intend to transfer, since specific requirements in science, foreign language, etc., differ with each institution. Most schools, however, desire a broad background in English and the social sciences.

Departmental Recommendations:

		Credits
JRN125	Photo Editing	3
JRN133	Development of Small Publications	3
+ JRN201	Newswriting	3
JRN215	News Production	3
+ MCO120	Media and Society	3
+ MCO220	Cultural Diversity and the Media	3

Other Recommendations:

		Credits
ART131	Photography I	3

Electives:

According to individual interests, students are encouraged to choose from the following. It is strongly recommended that students consult with the journalism advisor when making choices. There is no limit on electives with the MCO or JRN prefixes.

		Credits
+ ART181	Graphic Design I	3
+ ENG111	Technical Writing	3
JRN140	Print Media Sales	3
JRN235	Practicum: Public Relations	3
JRN236	Advanced Practicum: Public Relations	3
JRN240__	Journalism Internship (Modules AA, AB, AC)	1-3
JRN298__	Special Projects (Modules AA, AB, AC)	1-3
NMS120	Media in Cyberspace	3
+ NMS215	Electronic Newsroom	3
VPT102	Video Technology	3
VPT104	Scriptwriting	3

General Education Requirements:

See approved list for AA degree, page 54. The following courses are recommended within the General Education Requirements:

Humanities and Fine Arts: (8-9 credits) **Credits**

Any approved course. Students are encouraged to choose ENH (English Lit.) and PHI.

Social and Behavioral Sciences: (6 credits) **Credits**

ECN211	Macroeconomic Principles (3) **or**	
ECN212	Microeconomic Principles (3)	3
HIS___	Any (History) course	3
POS110	American National Government	3
PSY101	Introduction to Psychology	3

ASU Requirements for a B.A. in Journalism:

Students intending to transfer into ASU's Department of Journalism and Telecommunications may wish to take courses listed below to fulfill requirements for a BA degree in Journalism.

+ COM225	Public Speaking (3) **or**	
+ COM241	Oral Interpretation of Literature (3)	3
+ ENG210	Creative Writing (3) **or**	
+ ENG215	Strategies of Academic Writing (3) **or**	
+ ENG216	Persuasive Writing on Public Issues (3) **or**	
+ ENG217	Personal and Exploratory Writing (3) **or**	
+ ENG218	Writing About Literature (3)	3
+ MAT142	College Mathematics (3) **or**	
+ MAT150	College Algebra / Functions (5) **or**	
+ MAT151	College Algebra / Functions (4) **or**	
+ MAT152	College Algebra / Functions (3) **or** higher	
Any	Foreign Language course	16

Computer Science Requirement: (3 credits) **Credits**

CIS105	Survey of Computer Information Systems (Recommended)	3

(+) indicates course has prerequisite and/or corequisites.

Journalism

Certificate of Completion - CCL 5466
24 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Journalism prepares students to work in the publishing industry whether they have a bachelor's degree in another discipline or are just beginning their career path in journalism. The CCL includes journalism courses required by journalism schools throughout the state and country and requires an internship in journalism and a juried portfolio of published articles to complete the certificate.

This program is also offered at Paradise Valley Community College.

Required Courses: (21 credits)		**Credits**
+ ENG101	First-Year Composition	3
ENG235	Magazine Article Writing (3) **or**	
+ JRN234	Feature Writing (3)	3
+ JRN201	News Writing	3
+ JRN203	Writing for Online Media	3
JRN215	News Production	3
+ JRN240AB	Journalism Internship	2
JRN290	Publications Portfolio	1
+ MCO120	Media and Society	3

Restricted Electives: (3 credits)		**Credits**
JRN125	Photo Editing	3
JRN133	Development of Small Publications	3
+ JRN212	Broadcast Writing	3
+ JRN298AA	Special Projects	1

■ ■ ■ Course Descriptions ■ ■ ■

Journalism/Mass Communications/ New Media Studies (JRN, MCO, MSN)

Journalism (JRN)

JRN133 **3 credits** **3 periods**
Development of Small Publications
Design, plan and write newsletters, brochures, and advertisements. Desktop computer production and paste-up techniques. Prerequisites: None. Computer experience and (BPC138AA or BPC138AB) suggested but not required.

JRN201 SUN# **JRN2201** **3 credits** **5 periods**
News Writing
Writing news for the print media. Composing at the computer keyboard. Associated Press editing style, writing skills, and organizational structure for news. Prerequisites: ENG101, ENG107 or equivalent.

JRN215 **3 credits** **5 periods**
News Production
Writing, editing, and publishing the student newspaper. Emphasis on news judgment, page design, computer pagination, photo usage, headline writing, editorial writing, newsroom management, and legal and ethical considerations. Emphasis may vary according to student goals. Prerequisites: None.

JRN234 **3 credits** **3 periods**
Feature Writing
Emphasis on crafting stylized stories for publications. Includes research, interviewing, writing techniques, editing and professional concerns. Prerequisites: ENG101 or ENG107 or equivalent.

JRN235 **3 credits** **5 periods**
Practicum: Public Relations
On-campus public relations experience, including writing media releases, designing and producing promotional materials, planning events, script writing, and developing presentations. Prerequisites: BPC128, JRN133, JRN201, JRN215, MCO120 and MKT101.

JRN240AA **1 credit** **1 period**
Journalism Internship
JRN240AB **2 credits** **2 periods**
Journalism Internship
JRN240AC **3 credits** **3 periods**
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.

JRN298 **1-3 credits**
Special Projects
See page 284.

Mass Communications (MCO)

MCO120 **3 credits** **3 periods**
Media and Society
Study of historical and contemporary roles of media and its pervasiveness in society as it relates to culture, politics and education. Prerequisites: ENG101 or ENG107.

MCO220 **3 credits** **3 periods**
Cultural Diversity and the Media
Images of the diverse cultures and gender issues within the U.S. media. Exploration of racial and gender roles which shape the media as well as media roles which influence U.S. race relations and racial change. Roles, contributions, and challenges of the minority press in the United States. Prerequisites: ENG101, or ENG107, or equivalent.

(+) indicates course has prerequisite and/or corequisites.

New Media Studies (NMS)

NMS120 **3 credits** **3 periods**
Media in Cyberspace
Using on-line material, investigates how the new information technologies affect the more traditional media. The effect on consumers and society. Prerequisites: None.

NMS215 **3 credits** **5 periods**
Electronic Newsroom
Creating, writing, designing, managing, promoting, and publishing the on-line student publication through team effort. Emphasis on style, consistency, and news/information judgment combined with community involvement. Prerequisites: JRN215, or NMS120, or ENG/NMS203, or instructor approval.

Latin

For Information: Jim Reed
Phone: 623.845.3631

Course Descriptions

Latin (LAT)

LAT101 SUN# **LAT1101** **4 credits** **4 periods**
Elementary Latin I
Introduction to the basic grammar and vocabulary of the Latin language. Practice reading and translating Latin into English. Prerequisites: None.

LAT102 SUN# **LAT1102** **4 credits** **4 periods**
Elementary Latin II
Comparative study of English and Latin grammar. Emphasis on analytical thinking, memorization, and familiarization with new terminology. Translation from English and from original works in Latin. Prerequisites: LAT101 or permission of instructor.

Library Science

For Information: Frank Torres
Phone: 623.845.3904

Student Goals: General Education, Career-Related, Personal Interest

Information Studies (IFS) and Library Skills (LBS) courses are designed to prepare MCCCD students to take their place in the workforce. In today's information rich society, "knowledge workers" are in high demand.

IFS101 may be used to fulfill the Literacy and Critical Inquiry [L] requirement for associate degrees.

Transferability: IFS101 and LBS101 transfer to state universities. Transferability may vary based on university and four year degree programs.

Course Descriptions

Information Studies (IFS)

IFS101 **3 credits** **3 periods**
Information Skills in the Digital Age
Development of skills and competency in accessing, evaluating and using information resources while examining the social and historical context, as well as the technological implications of the use and organization of information. Prerequisites: ENG101, or ENG107, or equivalent.

Library Skills (LBS)

LBS101 **2 credits** **2 periods**
Library Resource Concepts and Skills
Information access skills for print and electronic resources. Use of libraries and their structure, tools, and staff to identify, locate, evaluate and make effective and ethical use of information. Emphasizes critical thinking skills. Prerequisites: None.

Management

For Information: Tim Sylvester
Phone: 623.845.3225

http://www.gccaz.edu/business/Business-General.html

Middle Management

Associate in Applied Science - AAS 3076
61-69 credits
Checksheet

This degree can be applied to a Bachelor of Applied Science degree at the ASU West campus.

Middle management positions cover a wide spectrum of jobs involving the supervision of people and functions. Positions include department manager, territorial manager, foreman, sales manager, financial manager, product manager, and many other roles covering various specialty areas.

Qualified people for supervisory positions are continually in high demand. Entry into a supervisory job with eventual movement into middle management position(s) is the usual progress.

Program Description: The Associate in Applied Science (AAS) in Middle Management program is designed to prepare students for supervisory responsibilities and to update and/or diversify the background for those with prior management experience.

Students completing the program should find rewarding careers in sales/merchandising, distribution, wholesaling, finance, industry, business ownership, and the expanding services industries.

Required courses may not be available every semester, students, degree seeking or transfer, should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner.

Students must earn a grade of "C" or better for each course listed in the program.

Required Courses: (27-30 credits) **Credits**

ACC111	Accounting Principles I (3) **and**	
+ ACC112	Accounting Principles II (3) **or**	
ACC211	Financial Accounting (3)	3-6
BPC110	Computer Usage and Applications (3) **or**	
CIS105	Survey of Computer Information Systems (3)	3
ECN211	Macroeconomic Principles	3
GBS151	Introduction to Business	3
+ GBS131	Business Calculations	3
+ GBS233	Business Communication	3
MGT101	Techniques of Supervision (3) **or**	
MGT175	Business Organization and Management (3)	3
MGT229	Management and Leadership I	3
MGT276	Personnel/Human Resource Management	3

Restricted Electives: (9-12 credits) **Credits**

+ CIS113DE	Microsoft Word: Word Processing	3
CIS114AE	Excel: Level I	1
GBS205	Legal, Ethical, and Regulatory Issues in Business (3) **or**	
GBS206	Business Law (UCC) (3)	3
MGT109	Development of Professional Skills and Standards	3
MGT251	Human Relations in Business	3
MGT253	Owning and Operating a Small Business	3
MKT267	*Principles of Salesmanship*	*3*

GCC does not currently offer MKT267. Interested students should contact the Business Department for more information.

MKT271	Principles of Marketing	3
SBU200	Society and Business	3

General Education Requirements: (25-27 credits)

Core: (15-17 credits) **Credits**

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

Oral Communication: 3
COM100 Introduction to Human Communication (3) **or**
+ COM230 Small Group Communication (3) (recommended)

Critical Reading: 3
+ CRE101 College Critical Reading (3)

Mathematics: 3
+ MAT120 Intermediate Algebra (5) **or**
+ MAT121 Intermediate Algebra (4) **or**
+ MAT122 Intermediate Algebra (3) **or**
Equivalent **or**
Satisfactory completion of a higher level mathematics course

Distribution: (10 credits) **Credits**

Humanities and Fine Arts: 3
Any approved course, see page 79.

Social and Behavioral Sciences: 3
PSY101 Introduction to Psychology (3)

Natural Sciences: 4
Any approved course, see page 80.

(+) indicates course has prerequisite and/or corequisites.

Retail Management

Associate in Applied Science - AAS 3048
64 credits
Checksheet

This degree can be applied to a Bachelor of Applied Science degree at the ASU West campus.

Program Description: The 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.

This program is also offered by Chandler-Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Mesa Community College, Phoenix College, Paradise Valley Community College, Rio Salado College, Scottsdale Community College, and South Mountain Community College.

Students must earn a grade of "C" or better for each course listed in the program.

Required Courses: (39 credits)

		Credits
ACC111	Accounting Principles I	3
+ ACC230	Uses of Accounting Information I	3
+ ACC240	Uses of Accounting Information II	3
BPC110	Computer Usage & 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 of 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

GCC does not currently offer the courses in italics. Interested students should inquire at other Maricopa Community Colleges.

General Education Requirements: (25 credits)

Core: (15 credits)		Credits
First-Year Composition:		**6**
+ ENG101	First-Year Composition (3) **or**	
+ ENG107	First-Year Composition for ESL (3) **and**	
+ ENG102	First-Year Composition (3) **or**	
+ ENG108	First-Year Composition for ESL (3) **or**	
+ ENG111	Technical Writing (3)	
ENG102 or ENG108 recommended for students pursuing a BAS degree at an Arizona university.		
Oral Communication:		**3**
+ COM230	Small Group Communication	
Critical Reading:		**3**
+ CRE101	College Critical Reading (3) **or** Equivalent by assessment	
Mathematics:		**3**
+ MAT102	Mathematical Concepts/Applications (3) **or** Satisfactory completion of a higher mathematics course	

Distribution: (10 credits)		Credits
Humanities & Fine Arts:		**3**
Any approved Humanities course, see page 79.		
Social and Behavioral Sciences:		**3**
SBU200	Society and Business	
Natural Sciences:		**4**
Any Natural Sciences course, see page 80.		

(+) indicates course has prerequisite and/or corequisites.

Retail Management

Certificate of Completion - CCL 5286
33 credits
Checksheet

Program Description: The Retail Management Certificate is designed to prepare individuals working in the food industry, and related fields, for the management challenges of the future. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment.

This program is also offered by Chandler-Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Mesa Community College, Phoenix College, Paradise Valley Community College, Rio Salado College, and South Mountain Community College.

Students must earn a grade of "C" or better for each course listed in the program.

Required Courses: (33 credits)		**Credits**
ACC111	Accounting Principles I	3
BPC110 CIS105	Computer Usage & Applications (3) **or** Survey of Computer Information Systems (3)	3
+ ENG101 + ENG107	First-Year Composition (3) **or** First-Year Composition for ESL (3)	3
GBS110 + MGT251	Human Relations in Business & Industry (3) **or** Human Relations in Business (3)	3
GBS131 + MAT102	Business Calculations (3) **or** Mathematical Concepts & Applications (3)	3
+ GBS233	Business Communication	3
COM110 *IND133*	Interpersonal Communication (3) **or** *Speaking in Business (3)*	3
MGT101 MGT229	Techniques of Supervision (3) **or** Management Leadership (3)	3
MGT179 MGT276	*Utilizing the Human Resources Department (3)* ***or*** Personnel/Human Resources Management (3)	3
+ *MKT268* MKT271	*Merchandising* Principles of Marketing	*3* 3

GCC does not currently offer the courses in italics. Interested students should inquire at other Maricopa Community Colleges.

Supervision

Certificate of Completion - CCL 5075
30 credits
Checksheet

Program Description: The purpose of the certificate program in Supervision is to provide fundamental information to students interested in starting and/or advancing in a career of business management. The program also will prepare students to pursue advanced programs and/or degrees. Students completing the program should find employment in sales/merchandising, distribution, wholesaling, finance, industry, business ownership, and/or services industries.

Students should consult with a department advisor in planning their academic schedule in order to complete certificate requirements in an expedient manner. Due to limited course offerings, degree seeking students may find it necessary to extend completion time lines and attend both day and evening classes.

Required Courses: (27 credits)		**Credits**
Students must earn a grade of "C" or better for each course listed under Required Courses.		
ACC111 ACC211	Accounting Principles I (3) **or** Financial Accounting (3)	3
BPC110 CIS105	Computer Usage and Applications (3) **or** Survey of Computer Information Systems (3)	3
COM100 + COM230	Introduction to Human Communication (3) **or** Small Group Communication (3)	3
+ ENG101	First-Year Composition	3
GBS131 + *GBS161*	Business Calculations (3) **or** *Mathematics of Business (3)*	3
GCC does not currently offer GBS161. Interested students should inquire at other Maricopa Community Colleges.		
GBS151	Introduction to Business	3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3
MGT251	Human Relations in Business	3

Restricted Electives: (3 credits)		**Credits**
ECN211	Macroeconomic Principles	3
GBS205	Legal, Ethical and Regulatory Issues in Business	3
GBS206	Business Law (UCC)	3
MGT253	Owning and Operating a Small Business	3
MGT276	Personnel/Human Resource Management	3
MKT267	*Principles of Salesmanship*	*3*
MKT271	Principles of Marketing	3

GCC does not currently offer MKT267. Interested students should inquire at other Maricopa Community Colleges.

Course Descriptions

Management (MGT)

MGT101 **3 credits** **3 periods**
Techniques of Supervision
Overview of the foundations of supervision and how to get things done within an organization through other people. The functions of planning, organizing, staffing, motivating and controlling presented. Prerequisites: None.

MGT109 **3 credits** **3 periods**
Development of Professional Skills and Standards
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.

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.

MGT229 **3 credits** **3 periods**
Management and Leadership I
Covers management concepts and applications for business, industry, and government organizations. Prerequisites: None.

MGT230 **3 credits** **3 periods**
Management and Leadership II
Includes practical applications of activities, issues, and problems related to current managerial and supervisory skills and talents. Prerequisites: MGT229 or departmental approval.

MGT251 **3 credits** **3 periods**
Human Relations in Business
Analysis of motivation, leadership, communications, and other human factors. Cultural differences that may create conflict and affect morale individually and within organizations. Prerequisites: None. MGT101 or MGT175 or MGT229 suggested, but not required.

MGT253 **3 credits** **3 periods**
Owning and Operating a Small Business
Starting, organizing, and operating a small business, including location, finance, management processes, advertisement and promotion, credit, inventory control, and ethics. Prerequisites: None.

MGT270AA **1 credit** **1 period**
Management Internship
MGT270AB **2 credits** **2 periods**
Management Internship
MGT270AC **3 credits** **3 periods**
Management Internship
Management work experience in a business or industry. 80 hours of designated work per credit. Maximum of 3 credits allowed. Prerequisites: Departmental approval.

MGT276 **3 credits** **3 periods**
Personnel/Human Resource Management
Human resource planning, staffing, training, compensating, and appraising employees in labor management relationships. Prerequisites: None. MGT101, or MGT175, or MGT229 suggested, but not required.

Mass Communications – See Journalism

Marketing

For Information: Gary Marrer
Phone: 623.845.3235

http://www.gccaz.edu/business/index.html

Course Descriptions

Marketing (MKT)

MKT101 **3 credits** **3 periods**
Introduction to Public Relations
Emphasizes public relations techniques used both within and outside the business organization, including operation of a PR counseling firm. Prerequisites: None.

MKT109 **3 credits** **3 periods**
Introduction to Fashion Merchandising
Explores the various levels and specialized segment of the fashion industry, the principles of fashion, the fundamentals of merchandising apparel, consumers' influence on demand and marketing activities. Prerequisites: None.

MKT263 **3 credits** **3 periods**
Advertising Principles
Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns. Prerequisites: None. MKT271 recommended, but not required.

MKT267 **3 credits** **3 period**
Principles of Salesmanships
Analyzes and applies the steps and techniques used in personal selling. Highlights the role of the professional sales representative and his/her functions as they relate to the company's mission and customer expectations. Prerequisites: None.

MKT268 **3 credits** **3 periods**
Merchandising
Surveys structure and operation of retail organizations. Emphasizes merchandising to include price, location, time promotion and quantity. Prerequisites: None. MKT271 suggested, but not required.

MKT271 **3 credits** **3 periods**
Principles of Marketing
An analysis of the marketing process and environment with regard to the product, pricing, distribution, and communication in order to satisfy buyer needs. Prerequisites: None.

MKT274AB **2 credits** **10 periods**
Fashion Merchandising Study Tour
A tour of the fashion merchandising industry outside the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance awareness of this multifaceted career. Prerequisites: Department approval.

MKT280AA **1 credit** **1 period**
Marketing Internship
MKT280AB **2 credits** **2 periods**
Marketing Internship
MKT280AC **3 credits** **3 periods**
Marketing Internship
Marketing work experience in a business or industry. 80 hours of designated work per credit. Maximum of 8 credits allowed. Prerequisites: Departmental approval.

Mathematics Flowchart for Glendale Community College

To meet the requirements of the Arizona General Education Curriculum (AGEC):

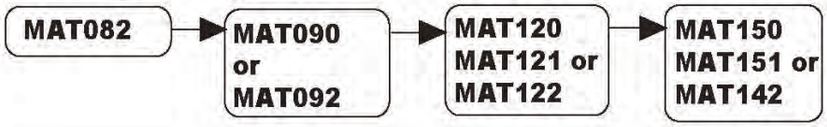
AGEC A requires through MAT142, MAT150, MAT151 or MAT187 or a higher math course.

AGEC B requires through MAT212/MAT213

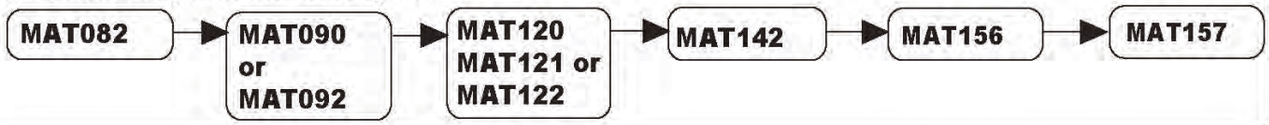
AGEC S requires through MAT220

For AGS and many AAS Degree Programs:

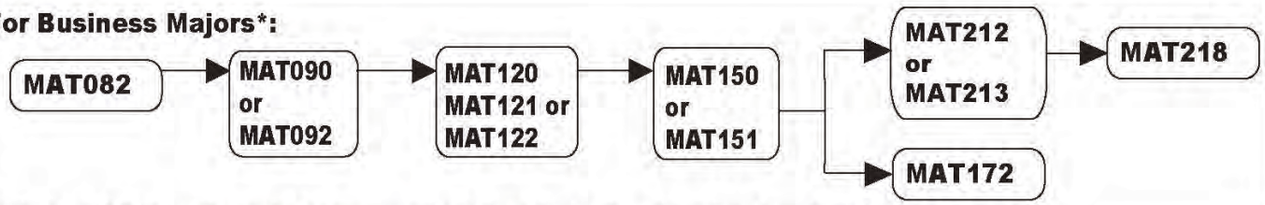
For AA Degree Programs:



For Elementary Education Majors:

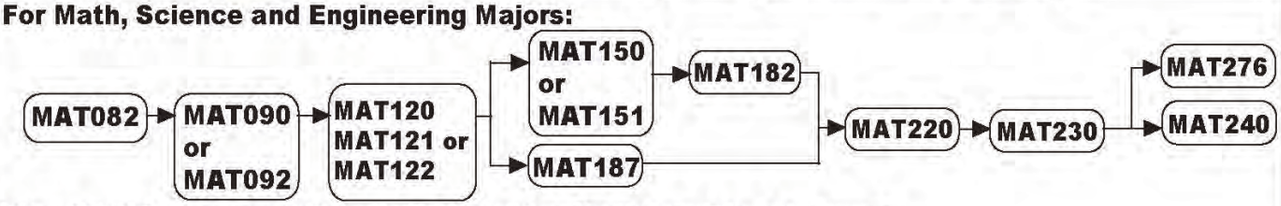


For Business Majors*:



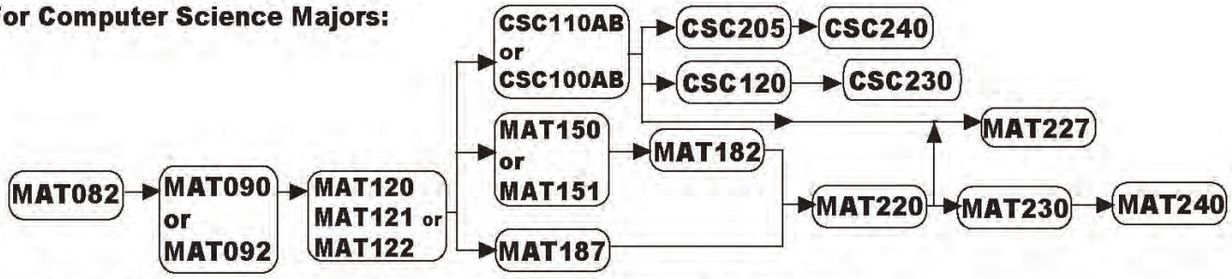
Note: MAT213 is strongly recommended for students planning to attend ASU WP Carey.

For Math, Science and Engineering Majors:



Note: MAT187 is recommended only for students with previous Trig. experience

For Computer Science Majors:



Note: MAT187 is recommended only for students with previous Trig. experience

*Additional University Course Requirements: ASU / MAT218 (required), NAU / MAT172 (preferred), U of A / GBS220 and GBS221 (preferred).
Please see a GCC or University advisor for more information regarding transfer course requirements.

Mathematics

For Information: Math Department
Phone: 623.845.3655

Student Goals: General Education, Career-related

Mathematics courses at Glendale Community College serve students who intend to major in mathematics at a four-year institution, students who need these courses in preparation for other careers, and students choosing them for personal interest. Students intending to pursue a baccalaureate degree in mathematics should consult with a departmental advisor to plan their program.

Mathematicians engage in a wide variety of activities ranging from the creation and relating of new theories to solving of simple or complex numerical problems. Some graduates engage in mathematics for money, some for humanitarian purposes, and some simply because they find it beautiful.

At a time when most job markets are tight, mathematicians can limit their career opportunities by failing to explore available options. Teaching and research are but two of a long list of possibilities. Related careers are applied mathematics, computer research and programming, biomedical engineering, accounting, pure mathematics, systems analysis, economics, physical and life science, statistics and actuarial professions.

Students should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner. Due to limited course offerings, degree seeking students may find it necessary to extend completion time lines and attend both day and evening classes.

Course Descriptions

Mathematics (MAT)

MAT082 **3 credits** **3 periods**
Basic Arithmetic
Primary emphasis placed on fundamental operations with whole numbers, fractions, decimals, integers, and rational numbers; proportions, and percentages. Other topics include representations of data, geometric figures, and measurement. Prerequisites: Satisfactory score on district placement exam. **Course Note:** Students may receive credit for only one of the following: MAT081, MAT082, or MAT083.

MAT090 **5 credits** **5 periods**
Developmental Algebra
Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District Placement exam. **Course Note:** May receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093.

MAT092 **3 credits** **3 periods**
Introductory Algebra
Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District Placement exam. **Course Note:** May receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093.

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: Concurrent enrollment in MAT082, or MAT090, or MAT091, or MAT092, or MAT120, or MAT121, or MAT122, or MAT140, or MAT141, or MAT142, or MAT150, or MAT151, or MAT152, or permission of department chair. **Course Note:** MAT108 may be repeated for a maximum of 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. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, MAT093, or equivalent, or a satisfactory score on the District placement exam. **Course Note:** May receive credit for only one of the following: MAT120, MAT121, or MAT122.

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. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, MAT093, or equivalent, or a satisfactory score on the District placement exam. **Course Note:** May receive credit for only one of the following: MAT120, MAT121, or MAT122.

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. Prerequisites: Grade of "B" or better in MAT090, MAT091, MAT092, MAT093, or equivalent, or a satisfactory score on the District placement exam. **Course Note:** May receive credit for only one of the following: MAT120, MAT121, or MAT122.

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: Grades of "C" or better in MAT120 or MAT121 or MAT122 or equivalent, or satisfactory score on District placement exam. **Course Note:** May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

MAT151 SUN# **MAT1151** **4 credits** **4 periods**
College Algebra/Functions
Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. Prerequisites: Grades of "C" or better in MAT120 or MAT121 or MAT122 or equivalent, or satisfactory score on District placement exam. **Course Note:** May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

MAT152 **3 credits** **3 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 "B" or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam. **Course Notes:** Students may receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

MAT156 **3 credits** **3 periods**
Mathematics for Elementary Teachers I
Focuses on numbers and operations. Algebraic reasoning and problem solving integrated throughout the course. Prerequisites: Grade of "C" or better in MAT142 or MAT150 or MAT151 or MAT152 or equivalent, or satisfactory score on District placement exam.

MAT157 **3 credits** **3 periods**
Mathematics for Elementary Teachers II
Focuses on measurement, geometry, probability and data analysis. Appropriate technologies, problem solving, reasoning, and proof are integrated throughout the course. Prerequisite: MAT156 or equivalent.

MAT172 **3 credits** **3 periods**
Finite Mathematics
An introduction to the mathematics required for the study of social and behavioral sciences. Includes combinatorics, probability, descriptive statistics, matrix algebra, linear programming and the mathematics of finance. Includes applications of technology in problem-solving. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187 or equivalent, or satisfactory score on District placement exam.

MAT182 **3 credits** **3 periods**
Plane Trigonometry
A study of measures of angles, properties of graphs of trigonometric functions, fundamental identities, addition and half-angle formulas, inverse trigonometric functions, solutions of trigonometric equations, complex numbers and properties of triangle solution. May receive credit for only one of the following: MAT182 or MAT187. Prerequisites: Grade of “C” or better in MAT150, or MAT151, or MAT152, or equivalent, or concurrent registration in MAT150, or MAT151, MAT152, or satisfactory score on District placement exam.

MAT187 **5 credits** **5 periods**
Precalculus
A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. Prerequisites: Grade of "B" or better in MAT120, MAT121, or MAT122, or equivalent, or satisfactory score on a placement test. **Course Note:** Strongly recommended that students have some knowledge of trigonometry.

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 Notes:** Students may receive credit for only one of the following: MAT212 or MAT213.

MAT213 **4 credits** **4 periods**
Brief Calculus
Introduction to the theory, techniques, and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187, or appropriate Math placement test score. **Course Notes:** Students may receive credit for only one of the following: MAT212 or MAT213.

MAT218 **4 credits** **4 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* SUN# **MAT2220** **5 credits** **5 periods**
Calculus with Analytic Geometry I
Limits, continuity, differential and integral calculus of functions of one variable. Prerequisites: Grade of "C" or better in [MAT182 and (MAT150, MAT151 or MAT152)], or MAT187, or appropriate Math placement test score. **Course Note:** Students may receive credit for only one of the following: MAT220 or MAT221.

MAT225 **3 credits** **3 periods**
Elementary Linear Algebra
Introduction to matrices, systems of linear equations, determinants, vector spaces, linear transformations and eigenvalues. Emphasizes the development of computational skills. Prerequisites: Grade of “C” or better in MAT212 or MAT220, or MAT221, or equivalent.

MAT227 SUN# **MAT2227** **3 credits** **3 periods**
Discrete Mathematical Structures
Introduction to lattices, graphs, Boolean algebras, and groups. Emphasis on topics relevant to computer science. Prerequisites: Grade of “C” or better in CSC100 and (MAT220, or MAT221, or equivalent) or permission of instructor.

MAT230* SUN# **MAT2230** **5 credits** **5 periods**
Calculus with Analytic Geometry II
Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series. Prerequisites: Grade of "C" or better in MAT220 or MAT221 or equivalent. **Course Note:** Student 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:** Student may receive credit for only one of the following: MAT240 or MAT241.

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 Notes:** Students may receive credit for only one of the following: MAT276 or MAT277.

MAT298 **1-3 credits**
Special Projects
See page 284.

* ***The order of topics may vary in the calculus courses depending on the text.***

Military Science

For Information: ASU Main ROTC Program
Phone: 480.965.3318

Reserve Office Training Corps (ROTC) offers, degree seeking individuals, a unique opportunity to develop leadership and management skills by providing motivation, generating confidence, establishing guidelines, and practical application in those things that "make a leader." At GCC these basic courses are unique for ROTC in that they:

1. Do not have any military obligation
2. Teach valuable skills regardless of the student's future plans
3. Can normally be used toward general education requirements at ASU
4. Have no uniform or haircut requirements. Equivalence for some or all of these courses may be granted to veterans, JROTC graduates, national guard or reserve members, or students who attend ROTC summer programs

Reserve Officer Training Corps

Arizona State University, Northern Arizona University, and the University of Arizona offer a two-year and four-year program leading to a commission in both the U.S. Air Force and the U.S. Army. The Departments of Military Science and Aerospace Studies will accept, with junior standing, a transfer student from the Maricopa County Community College District who has completed the 8 semester hour curriculum of either the Department of Military Science or Aerospace Studies for the four-year program. In addition, the Department of Aerospace Studies will accept applicants for the Professional Officer Course (two year program) providing students attend a six-week Field Training Course at an air force base, take the air force qualifying test, and are medically qualified.

Availability: Day only

Course Descriptions

Military Science (MIS)

MIS101 **3 credits** **5 periods**
Introduction to the Military I
Overview of mission, organization and structure of the Army and its role in national defense, discussion of current military issues. Prerequisites: None. ***Note:*** *This course is 3 hours lecture/conference, 2 hours lab.*

MIS102 **3 credits** **5 periods**
Introduction to the Military II
Introduces problem-solving methods, critical thinking, decision making, and group cohesion as applied in a military environment. Prerequisites: MIS101. ***Note:*** *This course is 3 hours lecture/conference, 2 hours lab.*

MIS201 **3 credits** **5 periods**
Introduction to Leadership Dynamics I
Introduces interpersonal dynamics involved in military team operations; theory and application of military leadership principles. Prerequisites: None. ***Note:*** *This course is 3 hours lecture/conference, 2 hours lab.*

MIS202 **3 credits** **5 periods**
Introduction to Leadership Dynamics II
Introduction to interpersonal dynamics involved in military team operations; theory and application of military leadership principles. Prerequisites: MIS201. ***Note:*** *This course is 3 hours lecture/conference, 2 hours lab.*

Music

For Information: Donald Smith
Phone: 623.845.3070

GCC program check sheets are available for download. Visit www.gccaz.edu/programs**.**

Musicians pursue careers as performers, teachers, composers, arrangers, music theorists, music historians, music therapists, and in music-related business and professional work.

Program Description: This program provides the first two years of music required for a Bachelor degree in Music Education, Theory, Composition, Jazz, Music Therapy, and Performance.

Every music major is required to participate in a music performance group each semester. The performance offerings include choir, chamber singers, band, jazz band, opera workshop, guitar and percussion ensembles.

Most courses in the music department are open to all students. There are some courses which have prerequisites, and those may be found in the course descriptions. Students who have not had sufficient training in the fundamentals of music are advised to take MTC101 and MTC103 before taking MTC105—Music Theory I and MTC106—Aural Perception I.

The Music Department offers class instruction in piano, voice, and guitar. In addition, the department provides private instruction in the areas of piano, voice and various instruments. Students are charged a special fee for this service. There is no charge for the first half-hour private lesson for approved music majors. Students taking private lessons are expected to practice five hours a week for each half-hour lesson. The duration of the term for music lessons is 15 weeks during which 15 private lessons are given. The length of a private lesson is 30 minutes for one credit or 60 minutes for two credits. If a student is not ready for "first year level" in applied music on the major instrument, the private instruction sequence will be repeated as many times as necessary. That student will receive a grade of "P" (credit) or "Z" (no credit). Upon reaching freshman level, the student will receive traditional grades.

Students who major in music at GCC should follow the curricula as outlined. Various universities and colleges, however, demand specific subjects for degree requirements. Students planning to transfer or continue their work at other institutions should consult their catalog and select courses accordingly.

Availability: Complete day programs. Partial evening programs.

Due to limited course offerings, students should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner.

Departmental Recommendations:		**Credits**
+ MHL241	Music History and Literature to 1750	3
+ MHL242	Music History and Literature 1750 to Present	3
+ MTC105	Music Theory I	3
+ MTC106	Aural Perception I	1
+ MTC155	Music Theory II	3
+ MTC156	Aural Perception II	1
+ MTC180	Computer Literacy for Musicians	3
+ MTC205	Music Theory III	3
+ MTC206	Aural Perception III	1
+ MTC255	Music Theory IV	3
+ MTC256	Aural Perception IV	1
MUE137	Class Brass I	2
+ MUE138	Class Brass II (for all instrumental majors)	2
MUE235	Class Percussion I	2
MUE236	Class Percussion II	2
MUE237	Class Woodwinds I	2
MUE238	Class Woodwinds II (for all instrumental majors)	2
MUP209	Elements of Conducting	2

Additional required courses for Music Majors at four year institutions:

All Music Majors except Piano Majors:

MUP102-152-202-252 Private Instruction (2 credits each) **and** MUP131-132-231-232 Class Piano I, II, III, IV (2 credits per course) **8**

Vocal Majors:

MUP250	Survey of Diction for Singers (1 credit each)	2

And one of the following:

MUP153	Concert Choir	2
MUP162	Band	2
MUP181	Chamber Music Ensembles	1

Music Electives:		**Credits**
+ MTC122	Fretboard Harmony	3
MTC180	Computer Literacy for Musicians	3
MTC191	Electronic Music I	3
+ MTC192	Electronic Music II	3
+ MTC240	Composition	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
MUC120	Piano Tuning and Repair I	3
+ MUC121	Piano Tuning and Repair II	3
MUC195	Studio Music Recording I	3
+ MUC196	Studio Music Recording II	3
MUC197	Live Sound Reinforcement I	3
+ MUC198	Live Sound Reinforcement II	3
MUP133	Class Voice I	2
MUP163	Jazz Ensemble	1
MUP164	Jazz Improvisation I	2
+ MUP165	Jazz Improvisation II	2
MUP270	Musical Theatre Workshop	2
MUP181	Chamber Music Ensembles	1
MUP182	Chamber Singers	1
MUP225	Class Guitar I	2

(+) indicates course has prerequisite and/or corequisites.

Audio Production Technologies

Associate in Applied Science - AAS 3024
64-69 credits
Checksheet

Program Description: The Associate in Applied Science (AAS) in Audio Production Technologies program offers students an opportunity to receive training on industry-standard equipment by instructors with real-world experience and professional resumes. 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.

This program is also offered at Mesa Community College, Phoenix College, Paradise Valley Community College, and Scottsdale Community College.

Students must earn a grade of "C" or better for each course listed in the program.

Required Courses: (39-41 credits)

		Credits
MTC191	Electronic Music I	3
+ MTC192	Electronic Music II	3
MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media	3
+ MUC111	Digital Audio Workstation I (DAW I)	3
+ MUC112	Digital Audio Workstation II (DAW II)	3
MUC195	Studio Music Recording I (3) **or**	
MUC195AA	Studio Music Recording 1 (3)	3
+ MUC196	Studio Music Recording II	3
+ MUC297AA	Music Internship	1

Select one of two (2) tracks:

Track I - Audio Production: (14 credits)

MTC101	Introduction to Music Theory	3
MTC103	Introduction to Aural Perception	2
MTC197	Live Sound Reinforcement I	3
+ MTC198	Live Sound Reinforcement II	3
MTC180	Computer Literacy for Musicians (3) **or**	
+ MUC295	Studio Music Recording III (3)	3

Track II - Sound Design Track: (16 credits)
Glendale Community College does not currently offer the Sound Design Track. Interested students should inquire at Mesa Community College, Paradise Valley Community College, or Scottsdale Community College to pursue this option.

+ 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*
+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)	**Credits**
First-Year Composition:	**6**
Any approved course, see page 79.	
Oral Communication:	**3**
Any approved course, see page 79.	
Critical Reading:	**0-3**
+ CRE101 College Critical Reading (3)	
Equivalent as indicated by assessment	
Mathematics:	**3**
Any approved course, see page 79.	

Distribution: (13 credits)	**Credits**
Humanities and Fine Arts:	**6**
Any approved course, see page 79.	
MHL140 or MHL145 or MHL153 recommended	
Social and Behavioral Sciences:	**3**
Any approved course, see page 79.	
Natural Sciences:	**4**
Any approved course, see page 80.	

Programs and Courses

(+) indicates course has prerequisite and/or corequisites.

Audio Production Technologies

Certificate of Completion - CCL 5334
39 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Audio Production Technologies certificate and degree program offers students an opportunity to receive training on industry-standard equipment by instructors with real-world experience and professional resumes. 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.

This program is also offered at Mesa Community College, Phoenix College, Paradise Valley Community College, and Scottsdale Community College.

Students must earn a grade of "C" or better for each course listed in the program.

Required Courses: (39 credits)		**Credits**
MTC101	Introduction to Music Theory	3
MTC103	Introduction to Aural Perception	2
MTC180	Computer Literacy for Musicians (3) **or**	
+ MUC295	Studio Music Recording III (3)	3
MTC191	Electronic Music I	3
+ MTC192	Electronic Music II	3
MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media	3
+ 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
MUC197	Live Sound Reinforcement I	3
+ MUC198	Live Sound Reinforcement II	3
+ MUC297AA	Music Internship	1

Music Business

Associate in Applied Science - AAS 3017
62 credits
Checksheet

Program Description: The 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.

This program is also offered at Chandler-Gilbert, Mesa Community College, Phoenix College, Paradise Valley Community College, Scottsdale Community College, and South Mountain Community College.

Students must earn a grade of "C" or better for each course listed in the program.

Required Courses: (37 credits)		**Credits**
ACC109	Accounting Concepts (3) **or**	
ACC111	Accounting Principles I (3)	3
BPC128	Introduction to Desktop Publishing	1
CIS131AA	Doing Business on the Internet	1
+ COM259	Communication in Business and Professions	3
GBS151	Introduction to Business	3
MUC209	Music Business: Industry Leadership and E-Commerce (3) **or**	
MGT253	Owning and Operating a Small Business (3)	3
MKT271	Principles of Marketing	3
MTC101	Introduction to Music Theory or Higher Level	3
MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media	3
+ MUC111	Digital Audio Workstation I (DAW I)	3
MUC195	Studio Music Recording I	3
MUC295AA	Self Promotion for Music	1
+ MUC297AB	Music Internship	2
SBS230	Financial & Tax Management for Small Business	2

Restricted Electives: (3 credits)		**Credits**
+ MHL___	Any Music: History/Literature course	3

General Education Requirements: (22-25 credits)

Core: (12-15 credits)		**Credits**
First-Year Composition:		6
+ ENG101	First-Year Composition (3) **and**	
+ ENG102	First-Year Composition (3)	
Oral Communication:		3
Any approved course, see page 79.		
Critical Reading:		0-3
Any approved course, see page 79.		
Mathematics:		3
Any approved course, see page 79.		

(+) indicates course has prerequisite and/or corequisites.

Distribution: (10 credits)	**Credits**
Humanities and Fine Arts:	3
Any approved course, see page 79.	
Social and Behavioral Sciences:	3
Any approved course, see page 79.	
Natural Sciences:	4
Any approved course, see page 80.	

Music Business

Certificate of Completion - CCL 5258
40 credits
Checksheet

Program Description: The 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.

This program is also offered at Chandler-Gilbert, Mesa Community College, Phoenix College, Paradise Valley Community College, Scottsdale Community College, and South Mountain Community College.

Students must earn a grade of "C" or better for each course listed in the program.

Required Courses: (37 credits)		**Credits**
ACC109	Accounting Concepts (3) **or**	
ACC111	Accounting Principles I (3)	3
BPC128	Introduction to Desktop Publishing	1
CIS131AA	Doing Business on the Internet	1
+ COM259	Communication in Business and Professions	3
GBS151	Introduction to Business	3
MUC209	Music Business: Industry Leadership and E-Commerce (3) **or**	
MGT253	Owning and Operating a Small Business (3)	3
MKT271	Principles of Marketing	3
MTC101	Introduction to Music Theory or Higher Level	3
MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media	3
+ MUC111	Digital Audio Workstation I (DAW I)	3
MUC195	Studio Music Recording I	3
MUC295AA	Self Promotion for Music	1
+ MUC297AB	Music Internship	2
SBS230	Financial & Tax Management for Small Business	2

Restricted Electives: (3 credits)		**Credits**
+ MHL___	Any Music: History/Literature course	3

Electronic Music

Academic Certificate - AC 6231
40 credits
Checksheet

Program 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.

This program is also offered at Mesa Community College, Phoenix College, and Scottsdale Community College.

Students must earn a grade of "C" or better for all courses within the program

Program Prerequisites: (2-3 credits)		**Credits**
MTC100	Fundamentals of Music (2) **or**	
MTC101	Introduction to Music Theory (3) **or**	
	Permission of instructor	2-3

Required Courses: (40 credits)		**Credits**
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
Two (2) semesters of Composition are required.		
+ MTC291	*Electronic Music III*	*3*
GCC does not currently offer MTC291. Interested students should inquire at other Maricopa Community Colleges to pursue this option.		
MUC195	Studio Music Recording I	3
+ MUC196	Studio Music Recording II (3) **or**	
MUC197	Live Sound Reinforcement I (3)	3

(+) indicates course has prerequisite and/or corequisites.

Course Descriptions

Music (MHL, MTC, MUC, MUE, MUP)

Music: History/Literature (MHL)

MHL140 **3 credits** **3 periods**
Survey of Music History
Study of composers, compositions, styles, and periods in music history. Prerequisites: None.

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-1800's 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.

MHL155 **3 credits** **3 periods**
Survey of American Music
History of the music of North America from the earliest American Indian music to the present. Introduction to the musical trends, composers, socioeconomic developments and trends, musical forms and styles that influence our modern American musical sense. Prerequisites: None

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.

Music: Theory/Composition (MTC)

MTC100 **2 credits** **3 periods**
Fundamentals of Music
Introduction to music notation and theory. Emphasis on fundamental concepts, including meter, rhythm, scales, keys, intervals and triads. Designed for the non-music major, but may be advised for music majors. Prerequisites: None.

MTC101 **3 credits** **3 periods**
Introduction to Music Theory
Designed to develop written and aural skills necessary for advanced study of music theory and skills. Recommended for music majors. Prerequisites: None.

MTC103 **2 credits** **2 periods**
Introduction to Aural Perception
An introduction to the aural skills necessary to hear relationships of intervals, rhythms, melody, and harmony in music. May be repeated for a total of four (4) credit hours. Prerequisites: None.

MTC105 **3 credits** **3 periods**
Music Theory I
The chronological study of music theory including: harmony, melody, texture, structure and timbre through analysis, original compositions and basic exercises to demonstrate musical concepts. Prerequisites: MTC100 or MTC101 or permission of instructor. Corequisites: MTC106.

MTC106 **1 credit** **2 periods**
Aural Perception I
The development of listening and performing skills through dictation, sight singing and keyboard harmony. Prerequisites: None. Corequisites: MTC105.

MTC122 **3 credits** **3 periods**
Fretboard Harmony
An in-depth study of functional and theoretical practice as applied to the fretboard of the guitar through understanding of chord symbols, intervals and rhythm. Prerequisites: MTC100 or MTC101.

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.

MTC180 **3 credits** **4 periods**
Computer Literacy for Musicians
Instruction in basic computer literacy, including generic applications and music-specific programs with hands-on experience. Ability to read music notation required. Prerequisites: None.

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 SUN# **MUS2222** **3 credits** **3 periods**
Music Theory III
The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. Prerequisites: MTC155. Corequisites: MTC206.

MTC206 SUN# **MUS2222** **1 credit** **2 periods**
Aural Perception III
A development of listening and performing skills, including an introduction of chromatic harmonic techniques and concepts of style. Prerequisites: None. Corequisites: MTC205.

MTC240 **3 credits** **.6 period**
Composition
Introduction to the basics of music composition, stressing techniques and procedures for developing original ideas. May be repeated for a total of twelve (12) credit hours. Prerequisites: (MTC105 and MTC106, or equivalent), and permission of instructor.

MTC255 SUN# **MUS2223** **3 credits** **3 periods**
Music Theory IV
A continuation of Music Theory III, including 20th century theories and techniques. Prerequisites: MTC205. Corequisites: MTC256.

MTC256 SUN# **MUS2223** **1 credit** **2 periods**
Aural Perception IV
A continuation of Aural Perception III, including extended chords. Corequisites: MTC255.

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
The operation, scope, and career opportunities in the music business. Focuses on the record industry; environmental music; uses of music in radio, telecommunications, and film; and career options. Prerequisites: None.

MUC111 **3 credits** **5 periods**
Digital Audio Workstation I (DAW I)
Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: MUC195 or MUC195AA.

MUC112 **3 credits** **5 periods**
Digital Audio Workstation II (DAW II)
Uses of Pro Tools mixing and automation in conjunction with editing and recording utilizing the Digidesign Digi 001. Includes Macintosh computer operation, troubleshooting, and file management. Prerequisites: MUC111.

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 Notes:** MUC135 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.

MUC195 **3 credits** **5 periods**
Studio Music Recording I
Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups, and multitrack recording. Includes studio session process and musical production decisions. Prerequisites: None.

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.

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: MUC196.

MUC297AA **1 credit** **1 period**
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: Permission of department.

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.

Music: Education (MUE)

MUE137 **2 credits** **3 periods**
Class Brass I
Practical class with emphasis on techniques of playing and teaching brass instruments including embouchure, breath control, tone, and literature. Prerequisites: None.

MUE138 **2 credits** **3 periods**
Class Brass II
Continuation of Class Brass I with additional focus on skills including ensemble performance, transposition, increasing range and solo literature. Prerequisites: MUE137 or permission of instructor.

MUE235 **2 credits** **3 periods**
Class Percussion I
Practical class with emphasis on techniques of playing and teaching percussion instruments including hand position, rudiments, stick control, and elements of reading rhythms. Prerequisites: None.

MUE236 **2 credits** **3 periods**
Class Percussion II
Continuation of Class Percussion I with additional emphasis on ensemble techniques and representative literature. Prerequisites: MUE235 or permission of instructor.

MUE237 **2 credits** **3 periods**
Class Woodwinds I
Practical class with emphasis on techniques of playing and teaching woodwind instruments including embouchure, breath control, tone, mouthpiece selection, and literature. Prerequisites: None.

MUE238 **2 credits** **3 periods**
Class Woodwinds II
Continuation of Class Woodwinds I with additional emphasis on skills including ensemble performance, transposition, increasing range and literature. Prerequisites: MUE237 or permission of instructor.

Music: Performance (MUP)

MUP101 Private Instruction* 1 credit Prerequisites: None
MUP151 Private Instruction* 1 credit Prerequisites: MUP101
MUP201 Private Instruction* 1 credit Prerequisites: MUP151
MUP251 Private Instruction* 1 credit Prerequisites: MUP201
Private instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. *(one 30-minute lesson per week) **Note:** See Music Department faculty for correct section number and private instructor.

MUP102 Private Instruction* 2 credits Prerequisites: None
MUP152 Private Instruction* 2 credits Prerequisites: MUP102
MUP202 Private Instruction* 2 credits Prerequisites: MUP152
MUP252 Private Instruction* 2 credits Prerequisites: MUP202
Private instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. *(one 60-minute lesson per week) **Note:** See Music Department faculty for correct section number and private instructor.

MUP123AB **.5 credit** **.5 period**
Studio Class/Voice
Performance and laboratory class for students enrolled in private voice instruction. Emphasis on demonstration and discussion of specific vocal problems. May be repeated for a total of three credits. Prerequisites: None. Corequisites: Private Voice Instruction. **Course Note**: MUP123AB may be repeated for credit.

MUP123AC **.5 credit** **.5 period**
Studio Class/Guitar
Performance and laboratory class for students enrolled in private guitar instruction. Emphasis on demonstration and discussion of specific guitar problems. May be repeated for a total of three credits. Prerequisites: None. Corequisites: Private Guitar Instruction. **Course Note**: MUP123AC may be repeated for credit.

MUP130 **2 credits** **3 periods**
Beginning Group Piano
Basic introduction to playing piano through music reading, chords, rhythmic, and written activities. Designed for those with little or no piano experience. Prerequisites: None.

MUP131 **2 credits** **3 periods**
Class Piano I
Development of beginning piano techniques and the fundamentals of music including basic hand position, music reading skills of melodic and harmonic material, major scales, transposition, and harmonizations including the I, IV, V7 chords. Prerequisites: None.

MUP132 **2 credits** **3 periods**
Class Piano II
Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading. Prerequisites: MUP131 or permission of instructor.

MUP133 **2 credits** **3 periods**
Class Voice I
Introduction to the fundamentals of vocal production. Emphasis on breathing techniques, tone production and performances in class of solo vocal literature. Prerequisites: None.

MUP134 **2 credits** **3 periods**
Class Voice II
Continuation of Class Voice I including the elements of stage presence and diction. Prerequisites: MUP133 or permission of instructor.

MUP150 **1 credit** **3 periods**
Community Chorus
A mixed chorus with emphasis on college/community participation and preparation of a variety of choral literature for public performance. Auditions may be required. Prerequisites: None. **Course Notes:** MUP150 may be repeated for credit.

MUP153 **2 credits** **5 periods**
Concert Choir
A mixed choir designed to emphasize choral techniques and performance of all styles of choral literature. Public performances are scheduled during the year including a concert tour. **Course Note**: Auditions may be required. MUP153 may be repeated for credit. Prerequisites: None.

MUP161 **1 credit** **3 periods**
Community Band
Emphasis on college/community participation and the preparation of band literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

MUP162 **2 credits** **5 periods**
Band
A class designed to emphasize instrumental techniques and the preparation of all styles of band literature. Public performances are scheduled during the year. Auditions may be required. May be repeated for credit. Prerequisites: None.

MUP163 **1 credit** **3 periods**
Jazz Ensemble
Practical and performance experience in various jazz styles. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None.

MUP164 **2 credits** **3 periods**
Jazz Improvisation I
Theoretical and performance skills in many styles of jazz improvisation. May be repeated for a total of six (6) credit hours. Prerequisites: None.

MUP165 **2 credits** **3 periods**
Jazz Improvisation II
Intermediate theoretical and performance skills in many styles of jazz improvisation. May be repeated for a total of six (6) credit hours. Prerequisites: MUP164 or permission of instructor.

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.

MUP182 **1 credit** **3 periods**
Chamber Singers
Practical and performance experience in various styles of vocal music. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None.

MUP190 **1 credit** **3 periods**
Percussion Ensemble
Practical and performance experience in various percussion styles. Percussion literature from a diverse number of world musical traditions. Western European art music, various African traditions, Indian music, Japanese music, Indonesian music, Mexican, Central, and South American music, and percussion compositions from the American Experimental Tradition rehearsed and performed. Concerts presented throughout the semester. Percussion techniques are studied and refined as they relate to the literature performed. Emphasis placed on reading and listening skills, increased aesthetic discrimination. Informed performance practice and skills on all percussion instruments and traditions. Prerequisites: None.

MUP225 **2 credits** **3 periods**
Class Guitar I
Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style laying. Stresses development of efficient practicing techniques and proper sitting and hand positions. Prerequisites: None.

MUP226 **2 credits** **3 periods**
Class Guitar II
Note-reading range including second position and parts of higher positions. Classical, popular, Latin, and other styles of music. Theory including scales, keys, and chord construction. Technical exercises of both hands. Prerequisites: MUP225 or permission of instructor.

MUP227 **2 credits** **3 periods**
Class Guitar III
Additional fingerboard positions. Ensemble techniques 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.

MUP233 **2 credits** **3 periods**
Class Voice III
Interpretive singing through a closer examination of coloring, tone production, dynamics, and tempo indications. Prerequisites: MUP134.

MUP234 **2 credits** **3 periods**
Class Voice IV
Continuation of Class Voice III with additional emphasis on the preparation of solo vocal literature for the purpose of evaluation and the integration of the music with the drama of the music. Prerequisites: MUP233 or permission of instructor. **Course Note**: MUP234 may be repeated for credit.

MUP250AA **1 credit** **2 periods**
Survey of Diction for Singers (English)
Introduction to the use of phonetics in the study of English song literature. Prerequisites: None.

MUP250AB **1 credit** **2 periods**
Survey of Diction for Singers (Italian/Latin)
Introduction to the use of phonetics in the study of Italian/Latin song literature. Prerequisites: None.

MUP250AC **1 credit** **2 periods**
Survey of Diction for Singers (German)
Introduction to the use of phonetics in the study of German song literature. Prerequisites: None.

MUP250AD **1 credit** **2 periods**
Survey of Diction for Singers (French)
Introduction to the use of phonetics in the study of French song literature. Prerequisites: None.

New Media Studies – See Journalism

Maricopa Community Colleges Allied Health or Nursing Program

The Maricopa Community Colleges Allied Health or Nursing Program

In collaboration and partnership with the health care community and its response to the dynamic changes occurring in the health care arena and health care professions' practice, the Maricopa Community Colleges integrated the curriculum of all allied health and nursing programs. All 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 health care workforce that meets employer and consumer needs. Refer to individual college catalogs for specific health care program pathways. For further information, http://healthcare.maricopa.edu is a comprehensive information source.

Allied Health or Nursing Assumption of Risk/Release of Liability

Most of the program pathways of the allied health or nursing include a program of study in a clinical training environment which may contain exposures to risks inherent in patient-oriented educational experiences, such as but not limited to, bodily injury or communicable and infectious diseases. Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

Use of Confidential Information

Students enrolled in allied health or nursing program pathways will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Allied Health or Nursing College of Attendance

As the allied health or nursing programs are integrated across the Maricopa Community College District, college of attendance requirements for the completion of the health care program pathways can be met through the completion of coursework taken at all the Maricopa Community Colleges and Skill Centers.

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 MCCCD's or a clinical agency's standards will result in removal from a program.

Additional Clinical Agency Background Check

Some clinical agencies require that students assigned to their sites submit to a criminal background check covering other offenses, as well as to a drug screening. Students are required to pay for the additional agency clinical background check. A clinical agency that requires this additional background check may refuse to place a student due to information the clinical agency obtains in its background check even though that student possess a valid Level I Fingerprint Clearance Card and has obtained a "pass" status on the MCCCD supplemental background check.

Some conditions that have resulted in students being denied placement at clinical agencies include pending criminal charges, outstanding warrants, unfinished terms of a sentence (such as unpaid fines), pattern of repeated types of arrests/convictions, and failure to disclose all past arrests/convictions when asked to do so on any background check application.

Inability to Place

MCCCD has no obligation to make repeated attempts to place a student when the reason for MCCCD's inability to place the student is due to background check issues. Since clinical agency assignments are mandatory requirements for completion of a program, a student's inability to complete required clinical experience due to his or her background check issues will result in removal from the program.

Changes to Admission or Background Check Requirements

MCCCD may change its program admission requirements or background check requirements without notice at any time.

No Guarantee of Receipt of Licensure/Certificate

Many of the nursing and allied health programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a nursing and allied health program does not guarantee the receipt of a license or certificate to practice in the field of study.

Nursing

For Information: Dr. Susan Mayer
Phone: 623.845.3849
http://www.gccaz.edu/nursing/

Nursing

Associate in Applied Science - AAS 3812
61-74 credits
Checksheet

Program Description: 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. 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 & Safety Requirements for the Nursing Program:

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Students must provide a copy of their current and valid Finger Print Clearance Card upon application.

Grade Requirements:
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 the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

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

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.

Admission Requirements:

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.

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.

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

Program Prerequisites: (10-20 credits)

The credit hour range is subject to change depending on the student's educational experience.

		Credits
+ BIO156 + BIO181	Introductory Biology for Allied Health (4) **or** General Biology (Majors) I (4) **or** One year of high school biology	0-4
+ BIO201	Human Anatomy and Physiology I	4
+ CHM130 + CHM130LL	Fundamental Chemistry (3) **and** Fundamental Chemistry Laboratory (1) **or** One year of high school chemistry	0-4
+ MAT120 + MAT121 + MAT122	Intermediate Algebra (5) **or** Intermediate Algebra (4) **or** Intermediate Algebra (3) **or** Satisfactory completion of higher level mathematics course	3-5
PSY101 + PSY240	Introduction to Psychology (3) **or** Developmental Psychology (3)	3

Required Courses: (35 credits)

		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) — Credits

First-Year Composition: 6
+ 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)

Oral Communication 0
Oral Communication waived.

Critical Reading 0-3
+ CRE101 College Critical Reading (3) **or**
Equivalent by assessment

Mathematics 0
Met by MAT120, **or** MAT121, **or** MAT122 **or** higher Level Math Course under Program Prerequisites.

Distribution: (10 credits) — Credits

Humanities/Fine Arts 2
Any approved course, see page 79.

Social and Behavioral Sciences 0
Met by PSY101 under Program Prerequisites.

Natural Science 8
+ BIO202 Human Anatomy and Physiology II (4) **and**
+ BIO205 Microbiology (4)

Concurrent Enrollment Associate Degree / Baccalaureate Degree Registered Nurse Pathway

MaricopaNursing offers concurrent enrollment Associate Degree/Baccalaureate Degree nursing program with partner universities, including Arizona State University, Northern Arizona University, and University of Phoenix.

These programs are designed for qualified associate degree nursing students who are interested in earning thier Bachelors of Science in Nursing (BSN) degree while pursuing their associate's degree in nursing.

The Concurrent Enrollment program (CEP) allows students to pursue an Associate of Applied Science (AAS) degree in nursing while providing an affordable course of study that, followed in sequence, enables students to complete their BSN degree in one semester after graduating with their AAS degree.

Students enrolled in the CEP will follow the traditional course of study for all MaricopaNursing students pursuing their AAS degree in nursing, but at the same time they will be enrolled in required university nursing courses, which are almost exclusively online or hybrid courses that are offered in the greater Phoenix area. Upon completion of the MaricopaNursing program, graduates are eligible to take the NCLEX-RN licensure examination. Following completion of the CEP course of study at a MaricopaNursing college, the remaining baccalaureate credits can then be completed.

For more information about MaricopaNursing concurrent enrollment programs, please visit the MaricopaNursing website at http://nursing.maricopa.edu.

Practical Nursing

Certificate of Completion - CCL 5957
31-41 credits
Checksheet

Program 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 & Safety Requirements for the Nursing Program:

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Students must provide a copy of their current and valid Finger Print Clearance Card upon application.

Grade Requirements:
Students must obtain a "C" grade or better or pass in "P/Z" graded courses in all courses in program.

Course Fee Information:
Please see class schedule for information regarding course fees.

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 the 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 (L.P.N.) are employed in acute, long-term, and community-based health care agencies under the direction of a registered nurse. Practical Nurses function within their legal scope of practice and use professional standards of care in illness care and health promotion activities for clients and families across the life span.

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.

Admission Requirements:

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.

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.

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

Program Prerequisites: (10-20 credits)		**Credits**
The credit hour range is subject to change depending on the student's educational experience.		
+ BIO156 + BIO181	Introductory Biology for Allied Health (4) **or** General Biology (Majors) I (4) **or** One year of high school biology	**0-4**
+ BIO201	Human Anatomy and Physiology I	**4**
+ CHM130 + CHM130LL	Fundamental Chemistry (3) **and** Fundamental Chemistry Laboratory (1) **or** One year of high school chemistry	**0-4**
+ MAT120 + MAT121 + MAT122	Intermediate Algebra (5) **or** Intermediate Algebra (4) **or** Intermediate Algebra (3) **or** Satisfactory completion of higher level mathematics course	**3-5**
PSY101 + PSY240	Introduction to Psychology (3) **or** Developmental Psychology (3)	**3**

Required Courses: (21 credits)		**Credits**
+ NUR151	Nursing Theory and Science I	**10**
+ NUR171	Nursing Theory and Science II	**8**
+ NUR191	Practical Nursing Transition Course	**3**

Nurse Assisting

Certificate of Completion - CCL 5963

6 credits

Checksheet

Program 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 MCCCD 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 MCCD 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 of school requirements for graduation.

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

All nurse 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 (602-899-5150).

(+) indicates course has prerequisite and/or corequisites.

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 & Safety Requirements for MCCD Nurse 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. Students must submit a current Fingerprint Clearance Card.
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.

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.

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.

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

Required Courses: (6 credits)		**Credits**
+ NUR158	Nurse Assisting	6

Continuing Education Classes

Glendale Community College's Nursing Department offers short courses for graduate nurses to update their skills and increase their knowledge. Current non-credit courses include NCLEX Review, Basic and Advanced Critical Care. New courses are created based on community interest.

Course Descriptions

Nursing (HCC, HCR, NCE, NUR)

Health Core Curriculum (HCC)

HCC145AA **1 credit** **1 period**
Medical Terminology for HealthCare 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 Care Related (HCR)

HCR210 **3 credits** **3 periods**
Clinical Health Care Ethics
An introduction to health care ethics with emphasis on analysis and ethical decision making at both the clinical and health policy levels for health care professionals. Theoretical foundation of bioethics reviewed within historical and contemporary contexts. Prerequisites: ENG102.

HCR220 **3 credits** **3 periods**
Introduction to Nursing and Health Care Systems
Introduction to the social, political, and economic contexts of the nursing profession and health care systems in the United States. Prerequisites: Grade of "C" or better in ENG102 or ENG108.

HCR230 **3 credits** **3 periods**
Culture and Health
Relation between cultures of diverse groups and health/illness. Emphasis on cross-cultural communication, including awareness of own cultural influences and indigenous and complementary healing practices. Prerequisites: None.

HCR240 **4 credits** **4 periods**
Human Pathophysiology
Chemical, biologic, 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.

Nursing: Continuing Education (NCE)

NCE150 **2 credits** **2 periods**
Basic Certified Nursing Assistant
Role of certified nurse assistant for clients across the wellness/illness continuum. Introduction to problem solving process specific to meeting the basic and holistic needs of clients. Professional communication skills essential for the certified nurse assistant. Nursing interventions to ensure the needs and safety of the client. Specific types of diseases, conditions and alterations in behavior of the client. Principles of nutrition and fluid balance. Special needs of the elder client in the acute and long-term care settings. Basic emergency care skills and procedures. Prerequisites: None.

NCE151 **2 credits** **6 periods**
Basic Certified Nursing Assistant Lab
Demonstration of problem solving, professional behavior and therapeutic communication skills. Demonstration of caring behaviors and ensuring environmental safety for the client. Provides opportunity for the development of clinical proficiencies in the performance of selected Basic Certified Nursing Assistant skills and procedures through participation in the care of clients. Prerequisites: None.

NCE203 **.5 credit** **.5 period**
Interpretation of Laboratory Diagnostic Examinations
Utilization of laboratory diagnostic examination results for evaluation of patient conditions. Normal results for selected body fluids. Abnormal results related to pathophysiological conditions of adults. Incorporation of results of examinations to assess, modify, and evaluate therapy for patients with specific conditions. Prerequisites: Registered Nurse or Licensed Practical Nurse, Nursing students, or permission of instructor.

NCE214MF **.5 credit** **.5 period**
Advanced IV Drug Therapy
Advanced course in drug calculation and administration using the ratio/proportion and dimensional analysis methods. Focus on intravenous medications and titrations for critical care, pediatric and high risk obstetric medications. Prerequisites: Current student in Associate Degree Nursing program, or permission of instructor.

NCE214MI **.5 credit** **.5 period**
Math & 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.

NCE214MO **.5 credit** **.5 period**
Math/Methods For Beginning Nursing Students
Focus on basic mathematical concepts to calculate metric-apothecary conversion, dosage problems and intravenous flow rates. Includes calculation problems with oral, parenteral, and reconstitution medications. Emphasis on the ratio/proportion and dimensional analysis problem solving methods. Prerequisite: Current student in Associate Degree Nursing program, or permission of Instructor.

NCE249AA **1 credit** **1 period**
Critical Care: Cardiac
Foundation in basic critical care for nurses who are new or interested in entering the critical care environment. Including anatomy, physiology, and pharmacology. Disease management for the cardiac system. Prerequisites: Current license as Registered Nurse or Practical Nurse, or recent graduate of an accredited nursing program, or permission of the instructor.

NCE249AB **1 credit** **1 period**
Critical Care: Respiratory
Foundation in basic critical care for nurses who are new or interested in entering the critical care environment. Including anatomy, physiology, and pharmacology. Disease management for the respiratory system. Prerequisites: Current license as Registered Nurse or Practical Nurse, or recent graduate of an accredited nursing program, or permission of the instructor.

NCE249AC **1 credit** **1 period**
Critical Care: Neurologic
Foundation in basic critical care for nurses who are new or interested in entering the critical care environment. Including anatomy, physiology, and pharmacology. Disease management for the neurologic system. Prerequisites: Current license as Registered Nurse or Practical Nurse, or recent graduate of an accredited nursing program, or permission of the instructor.

NCE249AD **.5 credit** **.5 period**
Critical Care: Endocrine & Renal
Foundation in basic critical care for nurses who are new or interested in entering the critical care environment. Including anatomy, physiology, and pharmacology. Disease management for the endocrine and renal systems. Prerequisites: Current license as Registered Nurse or Practical Nurse, or recent graduate of an accredited nursing program, or permission of the instructor.

NCE249AE **.5 credit** **.5 period**
Critical Care: Gastrointestinal
Foundation in basic critical care for nurses who are new or interested in entering the critical care environment. Including anatomy, physiology, and pharmacology. Disease management for the gastrointestinal system. Prerequisites: Current license as Registered Nurse or Practical Nurse, or recent graduate of an accredited nursing program, or permission of the instructor.

Nursing Science: Basic (NUR)

NUR104AB **1 credit** **1 period**
Structured Nursing Review
Structured nursing tutorial assistance and nursing study 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) credit hours.

NUR151 **10 credits** **20 periods**
Nursing Theory and Science I
Introduction to fundamentals of nursing theory and practice utilizing critical thinking based on the nursing process and principles of evidence based practice. Focus on meeting basic human needs within the wellness/illness continuum. Theoretical concepts related to holistic care of well, geriatric, and adult clients. Provides safe nursing care to clients with selected alterations in health. Introduction to professional nursing practice. Applies concepts of health promotion, disease/illness prevention. Provides care based upon integration of pathophysiology, nutrition, communication and physical, biological, and psycho-social sciences. Uses information technology in performing and evaluating client care. Prerequisites: Admission into the Nursing Program.

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, psycho-social sciences, and the cultural and spiritual aspects of nursing care. Application of nursing concepts in the development of plan of care to include pathophysiology, nutrition, pharmacology, and skills in communication. Uses information technology in planning, documenting, and evaluating client care. Prerequisites: NUR151 or permission of Nursing Department Chairperson.

NUR191 **3 credits** **5 periods**
Practical Nursing Transition
Overview of the role of the practical nurse in care of clients. Includes nursing standards and scope of practice of the practical nurse. Emphasis on nursing care related to pediatric and care of the well childbearing client and childbearing family. Focus on the role of practical nurse in providing care through interventions consistent with established nursing care plans. Prerequisites: NUR171 or permission of Nursing Department Chair.

NUR251 **8 credits** **16 periods**
Nursing Theory and Science III
Application of critical thinking strategies related to holistic care of the newborn, pediatric, and childbearing clients. Integration of concepts related to holistic care of adults and geriatric clients with selected acute and chronic alterations in health. Integration of professional nursing standards in role development. Utilization of previous knowledge of physical, biologic, psycho-social sciences, and the cultural, spiritual aspects of nursing care. Integration of concepts of nutrition, pharmacology, communication, health promotion, and pathophysiology into nursing care. Prerequisites: (BIO202, BIO205, and NUR171) or permission of Nursing Department Chairperson.

NUR271 **7 credits** **13 periods**
Nursing Theory and Science IV
Integration of critical thinking strategies for complex holistic needs of high-risk clients with multi- system health alterations. Application of strategies related to holistic care of the client with psychiatric/mental health disorders. Introduction to community based care. Assimilation of professional role into practice. Evaluation of care based on the knowledge of physical, biologic, psycho-social sciences, and the cultural and spiritual beliefs of clients. Development of nurse leadership and management roles. Integration of concepts of nutrition, pharmacology, communication, health promotion, and pathophysiology into nursing care. Prerequisites: NUR251 or permission of Nursing Department Chairperson.

NUR291 **6 credits** **6 periods**
Nursing Clinical Capstone
Synthesis of the nursing process to facilitate role transition from student to graduate nurse within a preceptorship experience. Development of nurse leadership and management roles. Prerequisites: NUR271 or permission of Nursing Department Chairperson.

Office Automation Systems

For Information: Gary Marrer
Phone: 623.845.3235

http://www.gccaz.edu/business/index.html

Who will hire me?

The office occupations outlook is very good in Arizona. Skilled office employees are needed by large and small companies, service industries, government agencies, and private businesses of all kinds.

What skills will I need on the Job?

- Computer application skills.
- General office organizational skills.
- Written, verbal, and nonverbal communication skills
- Human relations and teamwork skills.

What will I do on the Job?

Today's office employee performs a variety of tasks. Data entry operators enter alphabetic and numeric data into a computer, proofread and make corrections to previously entered data, and keep records of completed work.

Receptionist greet visitors, answer phones and transfer calls, arrange appointments, collect and distribute mail and messages, give travel information, file documents, and type correspondence.

Office secretaries compose and type letters, schedule meetings and take notes, distribute mail, arrange for food service, file documents, keep inventory of office supplies, take dictation and transcribe information.

Office coordinators direct the office activities, prepare plans for the overall office maintenance, coordinate the office functions and projects, be a team leader. Administrative office coordinators provide assistance for top management, facilitate meetings and conferences, prepare and/or coordinate the preparation of documentation for the company, act as a liaison for the company.

Course Descriptions

Office Automation Systems (OAS, OCS)

Office Automation Systems (OAS)

OAS101 **3 credits** **5 periods**
Computer Typing I: Keyboarding and Formatting
Keyboard mastery; letters, tables, and reports; office production; and manuscripts. Prerequisites: None.

OAS101AA **1 credit** **1.7 periods**
Computer Typing I: Keyboard Mastery
Incorporates correct touch typing principles. Prerequisites: None.

OAS101AB **1 credit** **1.7 periods**
Computer Typing I: Letters, Tables & Reports
Letter, table, and report formatting. Prerequisites: OAS101AA or permission of department/division.

OAS101AC **1 credit** **1.7 periods**
Computer Typing I: Production & Manuscript
Simple office projects and manuscripts. Prerequisites: OAS101AB or permission of department/division.

OAS103AA **1 credit** **1.7 periods**
Computer Typing: Skill Building I
Individual progression on speed/accuracy drills. Prerequisites: Ability to touch type 25 words per minute or permission of department/division.

OAS103AB **1 credit** **1.7 periods**
Computer Typing: Skill Building II
Progression on speed/accuracy drills. Prerequisites: OAS103AA or permission of department/division.

OAS103AC **1 credit** **1.7 periods**
Computer Typing: Skill Building III
Progression on speed/accuracy drills. Prerequisites: OAS103AB or permission of department/division.

OAS106AA **1 credit** **1.7 periods**
Basic Machine Transcription: Beginning
Beginning transcribing techniques with emphasis on punctuation. Prerequisites: (OAS101 or OAS101AC), or permission of department/division.

OAS108 **3 credits** **3 periods**
Business English
Comprehensive coverage of correct use of English grammar including spelling, punctuation, capitalization, and number style mechanics in a business context. Prerequisites: None.

OAS113 **1 credit 1.7 periods**
Micro-Alphabetic Indexing
Mastery of essential microcomputer filing skills. Emphasis on indexing and alphabetizing individual and business names; subject, geographic, and numeric methods; and cross referencing. Prerequisites: None.

OAS118 **1 credit 1.7 periods**
10-Key By Touch
Touch system of numeric keys on ten-key pads. Prerequisites: None.

OAS120 **3 credits 3 periods**
Financial Record Keeping
Computerized application of concepts and procedures of office record keeping; includes finance and personnel records, inventory systems, banking procedures and cash control; decision-making process for solving financial problems. Prerequisites: None.

OAS121 **1 credit 1 period**
Techniques of Proofreading
Recognition of errors in mechanics, format, and content in any written communication. Prerequisites: ENG101 or OAS108 or permission of instructor.

OAS135DK ***Now CIS113DE*** **2 credits 2 periods**
Word: Level I
See CIS113DE Microsoft Word: Word Processing on page 159.

OAS235DK ***Now CIS213DE*** **2 credits 2 periods**
Word: Level II
See CIS213DE Advanced Microsoft Word: Word Processing on page 162.

OAS285 **1-3 credits 1-3 periods**
Office Automation Support Internship
Office automation support experience in a business or industry. 80 hours of designated work per credit. Maximum of 3 credits allowed. Prerequisites: Department approval.

OAS298 **1-3 credits**
Special Projects
See page 284.

Office Career Success (OCS)

OCS100 **1 credit 2 periods**
Basic Office Skills
Develop techniques and workplace skills to achieve professional office etiquette. Broad, basic knowledge and skills necessary for the workplace. Includes knowledge of basic business equipment, office documents and procedures, and telephone etiquette. Develop rapid writing techniques for note taking of messages and minutes. Use appropriate software and computers for office communications. Develop skills to enable efficient workflow management in a business setting. Investigate functionality and protocol of electronic mail systems. Prerequisites: None.

OCS102 **1 credit 2 periods**
Office Career Preparation
Identify and investigate career goals and opportunities in the workplace. Generate an individual education plan and a career portfolio to include preparing a resume, cover letter and practicing interview techniques. Review current business attire and associated images in the workplace. Prerequisites: None.

OCS104 **1 credit 2 periods**
Office Communications
Plan and develop effective oral communications and written documents using PowerPoint. Identify appropriate and inappropriate language and topics in the business setting. Investigate verbal and non-verbal communication techniques in the office. Investigate basic contents of memorandums, letters and reports. Investigate various communication devices including fax, network systems and machines. Prerequisites: None.

OCS122 **3 credits 6 periods**
Office Orientation and Essential Skills
Develops a comprehensive understanding of essential workplace skills and reinforces learning with structured hands-on practices. Includes fundamental knowledge of office etiquette, note taking, protocol of electronic mail systems, and preparation of oral and written presentations. Identifies individual career opportunities to include preparing a resume and practicing interview techniques. Prerequisites: None. **Note:** This course is designed for individuals interested in advanced clerical studies.

OCS156AA **1 credit**
Admin Office Coordinator Internship
OCS156AB **2 credits**
Admin Office Coordinator Internship
OCS156AC **3 credits**
Admin Office Coordinator Internship
Administrative coordinator work experience in a business office. 80 hours of designated work per credit. Maximum of 3 credits allowed. Prerequisites: Departmental approval.

Philosophy

For Information: Jeanne Saint-Amour
Phone: 623.845.3781

Student Goals: Personal, General Education, Career-related

Philosophy courses critically examine the nature of human beings and of the world, ways in which people seek to understand their world, and ethical and moral issues which arise. Students take these courses:

- For **Personal Interest.** PHI101 (Introduction to Philosophy) and PHI105 (Ethics) examine fundamental philosophic issues and major attempts to resolve them. PHI103 (Logic) helps the student develop effective reasoning skills.
- To meet the general education **Humanities Requirement.** All PHI courses described below meet this requirement. PHI101 is recommended. All PHI courses transfer.
- To **Prepare for a Major** in philosophy at a four-year institution. PHI101 and 103 will generally transfer as major credit toward the baccalaureate degree in philosophy. PHI105 may also meet major requirements. Students should consult with a member of the Philosophy Department to plan for transfer to a four-year institution.
- As **Background for other Careers.** Philosophy is strongly recommended as an undergraduate major or minor for those planning to enter law, journalism, government, public relations, and other areas requiring training and skill in critical thinking.

Course Descriptions

Philosophy (PHI)

PHI101 SUN# **PHI1101** **3 credits** **3 periods**
Introduction to Philosophy
General consideration of human nature and the nature of the universe. Knowledge, perception, freedom and determinism, and the existence of God. Prerequisites: None.

PHI103 SUN# **PHI1103** **3 credits** **3 periods**
Introduction to Logic
Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms, and construction of proofs for validity. Prerequisites: ENG101 or ENG107 or equivalent.

PHI104 **3 credits** **3 periods**
World Philosophy
Examination of questions such as the meaning of life and death, social justice, appearance and reality, human nature, the identity of the self freedom and destiny, the ethical life, and the relationship of science and religion. Comparative analysis of diverse Eastern and Western viewpoints. Prerequisites: None.

PHI105 SUN# **PHI1105** **3 credits** **3 periods**
Introduction to Ethics
Major theories of conduct. Emphasis on normative ethics, theories of good and evil from Plato to the present. Prerequisites: None.

PHI213 **3 credits** **3 periods**
Medical and Bio-Ethics
A philosophical consideration of moral problems that arise in relation to medicine and biology, e.g., death, patient rights and biological experimentation. Prerequisites: None.

PHI214 **3 credits** **3 periods**
Business Ethics
Philosophical consideration of moral problems arising in business practice, including corporate responsibility, government regulation, hiring practices, and advertising. Application to both the United States and other countries. Prerequisites: ENG101, or ENG107, or equivalent.

PHI216 **3 credits** **3 periods**
Environmental Ethics
Philosophical consideration of diverse theories and perspectives on the environment, and application of these theories to global moral issues such as animal rights, preservation of wilderness and species, population, world hunger and poverty, and air and water pollution. Prerequisites: None.

PHI218 **3 credits** **3 periods**
Philosophy of Sexuality
Philosophical examination of sexuality in human life. Historical and critical survey of philosophical and theological views. Comparison and evaluation of contemporary theories about the nature of sexual desire and sexual acts. Implications of theories for contemporary moral problems. Prerequisites: ENG101, or ENG107, or permission of Instructor.

PHI244 **3 credits** **3 periods**
Philosophy of Religion
Religious language, the existence of God, miracles, and human destiny. Prerequisites: None.

Physical Science

For Information: David Raffaelle
Phone: 623.845.3676

Student Goals: General Education

Physical Science courses will meet the Natural Sciences part of the General Education requirements for the AA, AAS, and AGS degrees.

Course Descriptions

Physical Science (PHS)

PHS110 **4 credits** **6 periods**
Fundamentals of Physical Science
Survey of the principles of physics and chemistry. Prerequisites: Grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math placement exam.

PHS120 **4 credits** **6 periods**
Introduction to Physical Science: Astronomy, Meteorology, Geology, and Oceanography
Designed primarily for students with limited background in physical science and mathematics and for non-science majors. Topics from astronomy, meteorology, geology and oceanography. A laboratory course designed to help the students learn the basic laws and facts of the physical sciences which provide the starting points for scientific thought and speculations. May not receive credit for both PHS120 and GLG106. Prerequisites: None.

Physics

For Information: Cheryl Dellai
Phone: 623.845.3678

Student Goals: General Education, Transfer, Career-related

The science of physics seeks to understand the behavior of matter and energy at the most general and fundamental level. Other sciences, e.g., chemistry and biology, build on the laws of physics and rely on many instruments originally devised by physicists.

Employment of physicists is greatest in areas that have heavy industrial concentrations and large college and university enrollments. Related careers are medical electronics, solid-state physics, production supervision, industrial sales, patent law, thermodynamics, acoustics, optics, and nuclear physics.

Transfer Recommendations: This program is designed as the first two years of course work for students intending to pursue the baccalaureate degree at a four-year institution.

Students planning a major in physics should consult with a department advisor to outline and plan their academic schedule in order to transfer to a senior institution and to complete degree requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, degree seeking students may find it necessary to extend completion time lines and attend both day and evening classes.

Departmental Recommendations:		Credits
+ PHY115	University Physics I	5
+ PHY116	University Physics II	5
+ MAT220	Calculus with Analytic Geometry I	5
+ MAT230	Calculus with Analytic Geometry II	5
+ MAT241	Calculus with Analytic Geometry III	4
+ MAT262	Differential Equations	3

Other Recommendations:		Credits
+ CHM151	General Chemistry I (3) **and**	
+ CHM151LL	General Chemistry I Laboratory (1)	4
+ CHM152	General Chemistry II (3) **and**	
+ CHM152LL	General Chemistry II Laboratory (1)	4

(+) indicates course has prerequisite and/or corequisites.

Course Descriptions

Physics (PHY)

PHY101 **4 credits** **6 periods**
Introduction to Physics
A survey of physics emphasizing applications of physics to modern life. Prerequisites: Grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math Placement exam.

PHY101AA **5 credits** **7 periods**
Introduction to Physics
A survey of physics emphasizing applications of physics to modern life. Prerequisites: Grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math Placement exam. **Course Note:** Students may receive credit for only one of the following: PHY101 or PHY111AA.

PHY111 SUN# **PHY1111** **4 credits** **6 periods**
General Physics I
Includes motion, energy, and properties of matter. Prerequisites: Trigonometry or department consent. **Course Note:** Recommended for preprofessional and suggested for certain other majors.

PHY111AA **5 credits** **7 periods**
General Physics I
Includes motion, energy, and properties of matter. Prerequisites: Trigonometry or department consent. **Course Note:** Recommended for preprofessional and suggested for certain other majors. Students may receive credit for only one of the following: PHY111 or PHY111AA.

PHY112 SUN# **PHY1112** **4 credits** **6 periods**
General Physics II
Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111.

PHY115 **5 credits** **7 periods**
University Physics I
General physics course using calculus to develop the principles of mechanics and thermodynamics. Recommended for majors in the sciences and mathematics. Required for Engineering majors. Prerequisites: MAT220 or MAT221, or department consent. Corequisites: MAT230 or MAT231. One year high school physics or PHY111 and PHY112 is strongly recommended.

PHY116 **5 credits** **7 periods**
University Physics II
Principles of electricity, magnetism, waves, and optics. Required for Engineering majors. Prerequisites: PHY115 and (MAT230 or MAT231). Corequisites: MAT241.

PHY298 **1-3 credits**
Special Projects
See page 284.

Political Science

For Information: Hannes Kvaran
Phone: 623.845.3696

Political Science courses serve students who intend to major in Political Science at a four-year institution, students who need these courses in preparation for other careers, and students choosing them for personal interest. Students intending to pursue a baccalaureate degree in political science should consult with a departmental advisor to plan their program.

Availability: Primarily day

Transferability: All courses transfer to state universities. However, transferability varies based on university and four-year degree program.

Course Descriptions

Political Science (POS)

POS100 **3 credits** **3 periods**
Introduction to Political Science
Introduction to the discipline of political science and its relation to other disciplines with emphasis on the major philosophies and institutions of government. Prerequisites: None.

POS110 SUN# **POS1110** **3 credits** **3 periods**
American National Government
Study of the historical backgrounds, governing principles, and institutions of the national government of the United States. Prerequisites: None.

POS115 **3 credits** **3 periods**
Issues in American Politics
Examination of major issues in current affairs in the fields of politics, economics, social relations, foreign affairs, aesthetics, and others through the reading and viewing of secondary information sources. Prerequisites: ENG101 or ENG107 or equivalent.

POS120 SUN# **POS1120** **3 credits** **3 periods**
World Politics
Introduction to principles and issues relating to the study of international relations. Evaluation of the political, economic, national, and transnational rationale for international interactions. Prerequisites: None.

POS130 **3 credits** **3 periods**
State and Local Government
Survey of state and local government in the United States. Special attention on Arizona State government. Prerequisites: None.

POS140 **3 credits** **3 periods**
Comparative Government
Overview and evaluation of the subfield of comparative politics. Covers various national governments from around the world: their structure, system, method of governance. Examines methods of assessing these governments. Prerequisites: None.

POS210
Political Ideologies **3 credits** **3 periods**
Survey of twentieth century non-democratic ideologies and movements with emphasis on Marx, Lenin, Mussolini, Hitler, Stalin, and Mao. Prerequisites: None.

POS221 **1 credit** **1 period**
Arizona Constitution
Examination of the Constitution of the State of Arizona. Equivalent to the second part of POS220. May not enroll in POS220 and POS221 concurrently. Prerequisites: None.

POS222 **2 credits** **2 periods**
U.S. Constitution
Examination of the United States Constitution. Equivalent to the first part of POS220. May not enroll in POS220 and POS222 concurrently. Prerequisites: None.

POS223
Civil Rights **3 credits** **3 periods**
The historic background and current status of major civil rights issues in the United States. Prerequisites: None.

Pre-Forestry

Associate in Arts (AA)/Transfer Program for Northern Arizona University

A forester manages and develops forest lands and their resources for economic and recreational purposes.

Nearly two-thirds of salaried conservation scientists and foresters work for Federal, State, or local governments. The remainder worked in private industry, mainly in support activities for agriculture and forestry or in wood product manufacturing. Some were self-employed as consultants for private landowners, Federal and State governments, and forestry-related businesses.

Transfer Recommendations: For information on Northern Arizona University's Forestry program and transfer guide, please visit: http://www.for.nau.edu/

Pre-Health

(See options below)

Student Goals: Transfer

Pre-health programs are designed for students preparing for the following professional schools: medical, dental, pharmacy, physical therapy, and optometry. Students planning to apply to one of these schools should first pursue the baccalaureate degree at a four-year institution (exception: most pharmacy programs do not require a baccalaureate degree). In view of the keen competition for admission to professional schools, a GPA of at least 3.0 is advisable, especially in the required prerequisite coursework in science and math. Also, many professional programs require specific entrance exams (e.g., MCAT, PCAT, etc.) and higher scores make applicants more likely to be accepted. Traditionally, students have chosen biology, chemistry, or biochemistry as their major. All majors are acceptable as long as program prerequisite courses are met.

Professional program admission requirements are fairly uniform across the country. However, students should become acquainted with the requirements of a particular professional school by consulting its web site. Students are urged to consult with a GCC Enrollment Center academic advisor to create an educational plan that will support their transfer major at their chosen four-year institution.

The following programs recommend pre-health courses suitable for transfer students.

Pre-Medical/Pre-Dental

A physician, whether allopathic, osteopathic, or podiatric diagnoses, prescribes medication for, and treats diseases and disorders of the human body. A physician may also perform surgery and operations and often specializes in one aspect of medical care and treatment.

Dentists are concerned with examination, diagnosis, prevention and treatment of ailments or abnormalities of gums and teeth. Most dentists are general practitioners with a few specializing in certain areas.

Program Description: This is a suggested curriculum for the first two years of preparation for entering medical or dental school. Students are urged to consult with a faculty advisor in planning a program which will meet the entrance requirements of professional schools.

Program Recommendations:		Credits
+ BIO181	General Biology (Majors) I	4
+ BIO182	General Biology (Majors) II	4
+ CHM151	General Chemistry I (3) **and**	
+ CHM151LL	General Chemistry I Laboratory (1)	4
+ CHM152	General Chemistry II (3) **and**	
+ CHM152LL	General Chemistry II Laboratory (1) **or**	
+ CHM154	General Chemistry II with Qual (3) **and**	
+ CHM154LL	General Chemistry II with Qual Laboratory (1)	4-5
+ CHM235	General Organic Chemistry I (3) **and**	
+ CHM235LL	General Organic Chemistry I Laboratory (1)	4
+ CHM236	General Organic Chemistry II (3) **and**	
+ CHM236LL	General Organic Chemistry II Laboratory (1)	4
+ MAT151*	College Algebra / Functions	4

And Either:		Credits
+ MAT182	Plane Trigonometry	3
+ PHY111	General Physics I	4
+ PHY112	General Physics II	4

* See guidelines for proper placement of students in math. Students applying for medical school need to take the MCAT (Medical College Admission Test). Calculus is required in a few medical schools. See specific medical school catalog.

General Education Requirements:

Follow general education requirements for A.A. degree, ensuring the appropriate path for math courses (up to MAT 182) is followed. In determining course choices, students should be guided by the requirements of the four-year institution from which they expect to graduate.

Pre-Optometry

An optometrist examines and determines the condition of one's eyes and prescribes treatment to conserve or improve vision without the use of medicine, drugs, or surgery.

Program Description: This is a suggested curriculum for the first two years of preparation for entering optometry school. Students are urged to choose a specific professional school as soon as possible, and to consult with a faculty advisor in planning a program which will meet the entrance requirements of that school.

Program Recommendations:		Credits
+ BIO181	General Biology (Majors) I	4
+ BIO182	General Biology (Majors) II	4
+ BIO205**	Microbiology	4
+ CHM151	General Chemistry I (3) **and**	
+ CHM151LL	General Chemistry I Laboratory (1)	4
+ CHM152	General Chemistry II (3) **and**	
+ CHM152LL	General Chemistry II Laboratory (1) **or**	
+ CHM154	General Chemistry II with Qual (3) **and**	
+ CHM154LL	General Chemistry II with Qual Laboratory (1)	4-5
+ CHM235	General Organic Chemistry I (3) **and**	
+ CHM235LL	General Organic Chemistry I Laboratory (1)	4
+ CHM236	General Organic Chemistry II A (3) **and**	
+ CHM236LL	General Organic Chemistry II A Laboratory (1)	4
+ MAT151	College Algebra/Functions	4
+ MAT182	Plane Trigonometry	3
+ MAT220*	Calculus with Analytic Geometry I	5
+ PHY111	General Physics I	4
+ PHY112	General Physics II	4
+ PSY230	Introduction to Statistics	3

* Most optometry schools require calculus. In this case MAT230 is also recommended.

** Two-thirds of optometry schools require microbiology or bacteriology.

General Education Requirements: Credits

See approved list for A.S. degree. The following course is recommended within the General Education requirements in this program.

Social and Behavioral Sciences:

PSY101	Introduction to Psychology	3

Pre-Physical Therapy

Program Description: Physical therapists examine, treat, and instruct patients affected by physical disability, movement dysfunction, bodily malfunction and pain from injury or disease. A physical therapist is able to evaluate a patient's joint motion, muscle strength and endurance, functional ability, muscle tone and relaxes, appearance and stability of walking, need and use of braces and artificial limbs, function of the heart and lungs, integrity of sensation and perception, performance of activities required in daily living, and developmental activities.

Students are urged to choose a specific doctoral program before they commence their coursework, and to consult with an advisor at that university to plan a program of study which will meet the entrance requirements of that school. Students are encouraged to pursue a science-based Baccalaureate degree that includes all science and math-related courses required for admission to the doctoral program they choose. To prepare an educational plan that encompasses courses required for the Baccalaureate degree, students should consult with a GCC Academic Advisor in the Enrollment Center.

Program Recommendations:		Credits
+ BIO201	Human Anatomy and Physiology I	4
+ CHM151	General Chemistry I (3) **and**	
+ CHM151LL	General Chemistry I Laboratory (1)	4
+ CHM152	General Chemistry II (3) **and**	
+ CHM152LL	General Chemistry II Laboratory (1)	4
+ CHM235	General Organic Chemistry I (3) **and**	
+ CHM235LL	General Organic Chemistry I Laboratory (1)	4
+ CHM236	General Organic Chemistry II A (3) **and**	
+ CHM236LL	General Organic Chemistry II A Laboratory (1)	4
+ MAT182	Plane Trigonometry	3
+ PHY111	General Physics I	4
+ PHY112	General Physics II	4

General Education Requirements:

Follow general education requirements for A.A. degree, ensuring the appropriate path for math courses (up to MAT 182) is followed. In determining course choices, students should be guided by the requirements of the four-year institution from which they expect to graduate.

Pre-Pharmacy

Pharmacists are medication specialists, who advise patients on the proper use of medicines, monitor patients for therapeutic and adverse drug responses, and serve as consultants to other health professionals on drug therapy.

Pharmacy is a health-care profession which offers the practitioner excellent and diverse career opportunities in community or hospital practice, clinical pharmacy, industry, education, or government.

Most professional pharmacy schools do not require a Baccalaureate degree – they require up to 90 semester credits of prerequisite courses, including extensive science coursework. Students are urged to choose a specific pharmacy program before they commence their coursework, and to consult with an advisor at that university to plan a program of study which will meet the entrance requirements of that school. To prepare an educational plan that encompasses courses required to satisfy prerequisites, students should consult with a GCC Academic Advisor in the Enrollment Center.

Program Recommendations:		Credits
+ BIO181	General Biology (Majors) I	4
+ BIO182	General Biology (Majors) II	4
+ BIO201	Human Anatomy and Physiology I	4
+ BIO202	Human Anatomy and Physiology II	4
+ CHM151	General Chemistry I (3) **and**	
+ CHM151LL	General Chemistry I Laboratory (1)	4
+ CHM152	General Chemistry II (3) **and**	
+ CHM152LL	General Chemistry II Laboratory (1)	4
+ CHM230	Fundamental Organic Chemistry (3) **and**	
+ CHM230LL	Fundamental Organic Chemistry Laboratory (1)	4
+ MAT182	Plane Trigonometry	3
+ PHY111	General Physics I	4
+ PHY112	General Physics II	4

General Education Requirements:

Follow general education requirements of the transfer university.

(+) indicates course has prerequisite and/or corequisites.

Pre-Law

For Information: Richard Shortridge
Phone: 623.845.3225

Student Goals: Transfer

General information for students planning a career in Law:

No formal pre-law course of study is required to be eligible to apply for admission to law school. The demands of law are so varied that no one course of preparation can possibly be regarded as exclusive, and law schools attempt to do no more than urge students aiming toward a legal career to acquire a liberal education to the fullest sense of that term. Legal educators agree that a pre-legal education should be geared to the development of:

- a broad cultural background
- habits of thoroughness, intellectual curiosity, and scholarship
- ability to organize materials and communicate the results, both in writing and orally

Since the attorney's principal tools are the abilities to analytically think and communicate, every student should be particularly well-grounded in the use of language. The ability to write clearly, concisely, and with a sense of style is highly desirable. Therefore, courses in English composition and literature beyond the bare minimal requirements are recommended as well as courses which develop a lucid writing style.

A broad liberal arts education which is planned to provide understanding of institutions and values with which the law deals is excellent preparation for a career in law. The habits of reading widely and writing clearly are tied closely to the development of the capacity to absorb abstract ideas and to reason systematically. Study in the areas of government, history, philosophy, psychology, sociology, economics, and literature will all contribute to the deep understanding of our social, political, and economic institutions that every good attorney must have. Law school admission committees give strong consideration to the following:

1. Scores on the Law School Admission Test (LSAT). A preparation course is recommended before taking the LSAT.
2. Overall academic performance for the full period of attendance in college. (Admission becomes increasingly more competitive each year and students should endeavor to keep grades at the highest possible level.)
3. Breadth in the undergraduate program in addition to the major field of study. Electives should include courses in a wide range of disciplines. Courses at the undergraduate level in law are not essential since much of the material will be explored at a later time.
4. Ability to write correctly, clearly, and concisely. (many law schools require demonstration of this ability as part of their admission test.)
5. General community involvement and/or personal achievement.
6. Many schools require character and personal references in addition to the above listed requirements. The study of law requires self-discipline and hard work which makes it important for students to develop good study habits in their academic career.

Program Description: This suggested program should be considered as the first two years of a baccalaureate program. Students should select an undergraduate major in liberal arts, social sciences, or business. A business transfer program is especially recommended.

Program Recommendations: General Elective Credits

Students should choose a major and consult with an advisor in planning their pre-law program. The following courses are recommended:

+ COM100	Introduction to Human Communication	3
+ COM225	Public Speaking	3
+ ECN211	Macroeconomic Principles	3
+ ECN212	Microeconomic Principles	3
+ GBS233	Business Communication	3
+ HIS103	United States History to 1865	3
+ HIS104	United States History 1865 to Present	3
+ PHI101	Introduction to Philosophy	3
+ PHI103	Introduction to Logic	3
+ POS110	American National Government	3
+ POS120	World Politics	3
+ PSY101	Introduction to Psychology	3
+ SOC101	Introduction to Sociology	3

General Education Requirements:

Follow general education requirements for A.A., A.S., or ABUS degree, depending on intended transfer major. Meet with an academic advisor in the GCC Enrollment Center to develop an educational plan. In determining course choices, students should be guided by the requirements of the four-year institution from which they expect to earn a baccalaureate degree.

Psychology

For Information: Kam Majer
Phone: 623.845.3732

Associate in Arts (AA)/Transfer Program

Student Goals: General Education, Transfer to a University, Personal Interest

Psychologists are concerned with the scientific study of the behavior. Psychology is a beneficial major or minor for students interested in education, medicine, law, social work, management, or any of the human service fields such as nursing, child care, medical technology, law enforcement, or real estate. Positions in the field of psychology as a psychologist require a graduate degree.

Employment will remain competitive in educational institutions but will show growth in clinical and industrial settings. Related careers include personnel management, public relations, sports and recreation, speech pathology, special education, counseling, vocational rehabilitation, gerontology, business management, and computer science.

Program Description: This program alone does not lead to employment in psychology. It is designed for students who wish to pursue a BA or BS degree in psychology at a university. Members of the Psychology Department should be consulted for more information about specific courses, transfer of courses, and detailed requirements for a psychology major or minor.

Special Skill Levels Needed: College level reading, writing, and math skills.

Core Requirements: Credits

PSY101	Introduction to Psychology (SB)	3
+ PSY230	Introduction to Statistics (CS)	3
PSY231	Laboratory for Statistics	1
+ PSY290	Research Methods (L, SG)	4

Electives: Credits

The following courses are available as electives but should be chosen only sparingly by psychology majors. No more than one or two of these should be taken. (Some of these courses are junior-senior level upper division courses at the universities and have no lower division equivalents there. If taken at GCC, they will count as lower division credit at the universities.)

PSY132	Psychology and Culture (C,G,SB)	3
PSY143	Lesbian, Gay, Bisexual and Transgendered Studies (C)	3
PSY156	Understanding Death and Dying	3
PSY157	African/Black Psychology (C,G,SB)	3
+ PSY215	Introduction to Sport Psychology	3
+ PSY218	Health Psychology	3
+ PSY225	Psychology of Religion	3
PSY235	Psychology of Gender*(SB,C)	3
+ PSY240	Developmental Psychology (SB)*	3
+ PSY241	Understanding and Changing Behavior	3
+ PSY242	Understanding and Changing Behavior Lab	1
+ PSY243	The Psychology of Developmental Disabilities	3
+ PSY244	Developmental Disabilities Internship	1
+ PSY249	Special Topics: Developmental Disabilities	2
+ PSY250	Social Psychology (SB)	3
+ PSY266	Abnormal Psychology (SB)*	3
+ PSY267	Forensic Psychology	3
+ PSY275	Biopsychology (SG)	4
+ PSY277	Psychology of Human Sexuality (SB)*	3

* (SB) counts at ASU as Social and Behavioral Science general education requirement. (C) counts as Cultural Awareness general education requirement. (CS) counts as Computer/Statistics, (L) counts for Literacy & Critical Inquiry, and (SG) counts for Natural Sciences-General general education requirements.

Typically psychology majors will need to take ten or more psychology courses for graduation with a BA or BS degree. At least five should be upper division courses at a university. Between three and five of those courses may be at the lower division (community college) level including the core requirements and suggested electives listed previously. Psychology majors should consult early with a departmental advisor about the math and science requirements and planning their course of study.

Recommendations for Psychology Minors:

A minor in psychology fits very well as a companion discipline with a wide variety of majors. Most universities will require five or six psychology courses for a minor; at least two of them should be at the upper division level at the university. Students wishing to minor in psychology should take PSY101, and choose other courses from the following list, depending on university requirements:

+ PSY230	Introduction to Statistics (CS)	3
+ PSY231	Laboratory for Statistics	1
+ PSY240	Developmental Psychology (SB)*	3
+ PSY241	Understanding and Changing Behavior	3
+ PSY250	Social Psychology (SB)*	3
+ PSY260	Psychology of Personality (SB)*	3
+ PSY266	Abnormal Psychology (SB)*	3
+ PSY275	Biopsychology (SG)	4
+ PSY277	Psychology of Human Sexuality (SB)*	3
+ PSY280	Business Psychology (SB)*	3
+ PSY290	Research Methods (L,SG)	4

Personal Improvement and Personal Interest Courses:

With the numerous and varied demands of our complex world many of us face serious difficulties adjusting to and coping with the stresses and pressures of modern living. The following courses may be of considerable help in coping with such problems.

PSY123	Psychology of Parenting	3
PSY143	Lesbian, Gay, Bisexual and Transgendered Studies (C)*	3
PSY156	Understanding Death and Dying	3
PSY157	African/Black Psychology (C,G,SB)	3
+ PSY201AC	Selected Issues in Psychology	3

(+) indicates course has prerequisite and/or corequisites.

+ PSY215	Introduction to Sport Psychology (SB)*	3
+ PSY235	Psychology of Gender *(SB,C)	3
+ PSY243	The Psychology of Developmental Disabilities	3
+ PSY277	Psychology of Human Sexuality (SB)*	3

Developmental Disabilities Specialist

Certificate of Completion - CCL 5034
16 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Developmental Disabilities Specialist program is designed for students interested in working in various settings serving children or adults with developmental disabilities. The coursework combines theory and application. Academic preparation focuses on the physical and emotional correlates of developmental disability. The students also complete an internship, gaining experience working in a school or agency supporting persons with developmental disability.

Required Courses: (13 credits) **Credits**

Students must earn a grade of "C" or better for each course listed under Required Courses.

PSY101	Introduction to Psychology	3
+ PSY241	Understanding and Changing Behavior	3
+ PSY242	Understanding and Changing Behavior Lab	1
+ PSY243	The Psychology of Developmental Disabilities	3
+ PSY244	Developmental Disabilities Internship	1
+PSY249	Special Topics: Developmental Disabilities	2

Restricted Electives: (3 credits) **Credits**

CFS114	Working with the Hyperactive Child	1
CFS176	Child Development	3
+ CFS185	Developing IEPs for Children with Disabilities	1
CFS257	Working with Families with Diverse Needs	3
+ CFS280	Children with Special Needs in Early Childhood Education	3
CFS290AA	Child Abuse: Identification and Reporting in Child Care Settings	1
CPD102AA	Assertiveness Training	2
CPD102AD	Eliminating Self-Defeating Behavior	2
CPD102AH	Stress Management	2
CPD102AS	Conflict Resolution	2
COM110	Interpersonal Communication	3
COM259	Communication in Business and Professionals	3
EDU222	Introduction to the Exceptional Learner	3
FON100	Introductory Nutrition	3
GBS132	Personal and Family Financial Security	3
HES154	First Aid/Cardiopulmonary Resuscitation	3
+ PSY240	Developmental Psychology	3
+ PSY266	Abnormal Psychology	3
+ PSY270	Personal and Social Adjustment	3
REC250	Recreation Leadership	3
SLG101	American Sign Language I	4
SPA115	Beginning Spanish Conversation I	3
+ SWU102	Introduction to Social Work	3

Course Descriptions

Psychology (PSY)

PSY101 SUN# **PSY1101** **3 credits** **3 periods**
Introduction to Psychology
To acquaint the student with basic principles, methods and fields of psychology such as learning, memory, emotion, perception, physiological, developmental, intelligence, social and abnormal. Prerequisites: None. **Note:** PSY101 has no official prerequisites. However, since the course involves a substantial amount of reading, it is strongly recommended that you have college level English, reading and verbal comprehension skills.

PSY132 **3 credits** **3 periods**
Psychology and Culture
Presents current knowledge about human diversity in behavior and culture using examples from a variety of contexts and nations. Highlights topics in cross-cultural psychology, such as intergroup relations, ethnocentrism, gender, personality, emotion, language, communication, work and health. Emphasis on applications of behavioral and cognitive principles to enhance interactions in a multicultural world. Prerequisites: None.

PSY143 **3 credits** **3 periods**
Lesbian, Gay, Bisexual, and Transgendered Studies
Introduction to the study of lesbian, gay, bisexual, and transgendered individuals. Includes psychological, developmental, social, biological, historical and cultural aspects. Review of research literature regarding the etiology and assessment of sexual orientation, prejudice, and discrimination, and family issues. Current issues in lesbian/gay/bisexual/transgendered studies. 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.

PSY157 **3 credits** **3 periods**
African/Black Psychology
Historical overview of the development of Black Psychology and the African-American "frame of reference." Includes topics such as family, psychological assessment, mental health, male/female relationships, personality and community development as well as educational, ethical and contemporary issues. Critical examination of psycho-cultural forces which have helped to shape and determine the unique thought, styles, behavior of African-Americans and to gain a greater appreciation of the theories, research, writings, and activities of Black Psychologists. Prerequisites: None.

PSY215 **3 credits** **3 periods**
Introduction to Sport Psychology
Application of the physiological, behavioral, social, cognitive, and humanistic perspectives in psychology to sport. Includes topics such as optimal performance, correlation, motivation, co-action effect, self-actualization, psycho-behavioral techniques, self-efficacy, and the general health benefits of sport participation. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

PSY230 **3 credits** **3 periods**
Introduction to Statistics
An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation. Required of psychology majors. Prerequisites: PSY101 with a grade of "C" or better and MAT092 or equivalent, or permission of instructor.

PSY231 **1 credit** **2 periods**
Laboratory for Statistics
Applications of inferential and descriptive statistics to computers in the field of psychology. Prerequisites: None. Corequisites: PSY230.

PSY235 **1 credit** **2 periods**
Psychology of Gender
To assess historical and psychological perspectives on women and men and to evaluate contemporary viewpoints regarding the psychology of women and men. Prerequisites: PSY101 with a grade of C or better or permission of Instructor.

PSY240 **3 credits** **3 periods**
Developmental Psychology
Human development from conception through adulthood. Includes: physical, cognitive, emotional, and social capacities that develop at various ages. Recommended for students majoring in nursing, education, pre-med, and psychology. Prerequisites: PSY101 with a grade of "C" or better or permission of the instructor.

PSY241 **3 credits** **3 periods**
Understanding and Changing Behavior
Theory and methods for observing, analyzing, and modifying behavior. Prerequisites: PSY101 with grade of "C" or better or permission of the instructor.

PSY242 **1 credit** **2 periods**
Understanding and Changing Behavior Lab
Designed to apply the principles of behavior modification. Application of behavior modification principles, techniques, and treatment(s) to modify self-behavior or the behavior of others. Exposure to the "hands-on" application of behavioral programming, including the identification, development, implementation, assessment, and modification of a behavioral program. Prerequisites: PSY101. Prerequisites or Corequisites: PSY241.

PSY243 **3 credits** **3 periods**
The Psychology of Developmental Disabilities
The interrelationships among the physical, intellectual, social, and psychological aspects of developmental disabilities (DD). Various service approaches, policies, and programs designed to foster an adequate adjustment for individuals with DD and their families. Values and beliefs relating to persons with developmental disabilities. Prerequisites: PSY101 or permission of instructor.

PSY244 **1 credit** **1 period**
Developmental Disabilities Internship
Experience in working with persons with developmental disabilities and their families. 80 hours of designated work. Prerequisites: PSY101, PSY241, PSY242, and PSY243, and departmental approval.

PSY249 **2 credits** **2 periods**
Special Topics: Developmental Disabilities
Explore special topics related to services and supports for individuals with developmental disabilities. Topics include concepts relevant to those pursuing careers in or employed in human service organizations or schools serving children and/or adults with developmental disabilities and their families. Prerequisites: PSY101, PSY241, PSY242, and PSY243.

PSY250 **3 credits** **3 periods**
Social Psychology
The scientific study of how people's thoughts, feelings, and behaviors are influenced by other people and situations. Includes how we think about ourselves and others, persuasion and influence, sexual and romantic attraction, friendship and helping others, aggression and prejudice. Prerequisites: PSY101 with a grade of C or better or permission of the instructor.

PSY266 **3 credits** **3 periods**
Abnormal Psychology
Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

PSY267 **3 credits** **3 periods**
Introduction to Forensic Psychology
Overview of the practice of psychology in the law, by the law, and of the law. Focuses on the complementary functions and distinctions between psychology and the legal justice system. Topics include, but are not limited to, criminal investigations, risk and level of danger, competency, interrogations, confessions, assessment, eyewitness testimony, child custody, and domestic violence. Prerequisites: PSY101.

(+) indicates course has prerequisite and/or corequisites.

PSY275 **4 credits** **4 periods**
Biological Psychology
Biological foundations of sensation, perception, motivation, emotion, cognition and psychopathology. Designed for students in the life sciences. Prerequisites: PSY101 with a grade of "C" or better or permission of Instructor.

PSY277 **3 credits** **3 periods**
Psychology of Human Sexuality
Survey of psychological and physiological aspects of human sexual behavior. Emphasis placed on the integration of the cognitive, emotional, and behavioral factors in sexual functioning. Prerequisites: PSY101 with a grade of "C" or better, or permission of instructor. **Student must be 18 years or older.**

PSY290AB **4 credits** **6 periods**
Research Methods
Planning, execution, analysis, and written reporting of psychological research using American Psychological Association guidelines (APA). Surveys the literature, procedures, and instruments in representative areas of psychological research. Prerequisites: ENG101, ENG107. Prerequisites or Corequisites: PSY230 with a grade of "C" or better, or permission of Instructor.

PSY298 **1-3 credits**
Special Projects
See page 284.

Public Relations

For Information: Mike Mullins
Phone: 623.845.3914

Student Goals: Career-related

Public Relations specialists will be prepared for entry-level jobs in press relations, community or consumer relations, market research, small publication production, political campaigns, fund raising, and volunteer recruitment. Jobs in public relations and related occupations will accompany growth in business and industry.

Program Description: This program is designed to provide students with journalism, photography, business, and communications skills that will prepare them for entry-level employment in press relations, community or consumer relations, market research, in-house publications, political campaigns, fund raising, and volunteer recruitment.

Students will compile a portfolio of their news and feature writing, photography, publications designs, plans for events and advertising designs. The portfolio will include both published and unpublished work.

Required courses may not be available every semester. Students should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner. Degree-seeking students may find it necessary to extend completion time lines and attend both day and evening classes.

Public Relations

Associate in Applied Science - AAS 3672
65 credits
Checksheet

Program Description: The Associate in Applied Science (AAS) in Public Relations program is designed to provide students, with interests in press relations, community or consumer relations, market research, in-house publications, political campaigns, fund raising and volunteer recruitment, with journalism, photography, business, and communication skills. Students will generate both published and unpublished work from which they may compile a portfolio of their news and feature writing, photography, publications designs, plans for events and advertising designs.

Required Courses: (33 credits) **Credits**

Students must earn a grade of "C" or better for each course listed under Required Courses.

ART131	Photography I	3
BPC138AB	Macintosh Desktop Publication	3
JRN133	Development of Small Publications	3
+ JRN234	Feature Writing	3
JRN201	News Writing	3
JRN215	News Production	3
+ JRN235	Practicum: Public Relations	3
MCO120	Media and Society	3
MKT101	Introduction to Public Relations	3
MKT271	Principles of Marketing	3
VPT104	Scriptwriting	3

Restricted Electives: (7 credits) **Credits**

ADA102	Advertising Production Methods	3
ADA114	Graphics Printing Processes	3
+ ART135	Photojournalism I	3
CWE198__	Career/Work Experience (1-3) **or**	
JRN240__	Journalism Internship (1-3)	1-3
GBS151	Introduction to Business	3
+ GBS233	Business Communication	3
JRN298__	Special Projects	1-3
MKT263	Advertising Principles	3
VPT102	Video Technology (3) **or**	
VPT108	Video Production	3

General Education Requirements: (25 credits)

Core: (15 credits) **Credits**

First-Year Composition: 6

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

Oral Communication: 3

Any approved course, see page 79.

Critical Reading: 3

+ CRE101 College Critical Reading (3) **or**
+ CRE111 Critical Reading for Business and Industry (3)

Mathematics: 3

+ MAT102 Mathematical Concepts/Applications (3) **or**
+ MAT122 Intermediate Algebra (3) **or**
Equivalent

Distribution: (10 credits) **Credits**

Humanities and Fine Arts: 3

Any approved course, see page 79.

Social and Behavioral Sciences: 3

Any approved course, see page 79.

Natural Sciences: 4

Any approved course, see page 80.

Reading

For Information: Betsey Wheeler
Phone: 623.845.3917

Learning to read well is a lifetime process. Reading courses provide opportunities for greater mental growth by improving reading skills and study techniques. A variety of courses ranging from basic to advanced are offered to meet the specific needs of all levels of readers. CRE101 is a required course for students seeking the AA or AGS, and CRE101 or 111 for the AAS degree.

Transferability: Courses numbered 100 or above transfer as electives.

Course Descriptions

Critical Reading (CRE)

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).

To register for CRE101, students MUST have completed ENG101/107 with a grade of "C" or better. Additionally, students must have one of the following: an appropriate ASSET score, permission of instructor, or completion of RDG091 with a grade of "C" or better.

CRE111 **3 credits** **3 periods**
Critical Reading for Business and Industry
Emphasis on reading skills required for success in business and technology. Includes interpretation of technical and professional materials with an emphasis on critical analysis and reading. Prerequisites: Reading (ASSET) test score, or grade of "C" or better in RDG091, or permission of instructor.

Reading Education (RDG)

RDG010 **3 credits** **3 periods**
Reading English as a Second Language I
Designed for students who are learning English as a second language. Provides students with skills needed to become proficient readers in English. Teaches sound symbol relationships of the English alphabet. Expands essential vocabulary for daily communication both in isolation and context. Includes development of reading comprehension skills. Prerequisites: Appropriate ESL placement test score.

(+) indicates course has prerequisite and/or corequisites.

RDG020 **3 credits** **3 periods**
Reading English as a Second Language II
Designed for students who are learning English as a second language. Includes continued development of vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score or grade of "C" or better in RDG010 or permission of instructor.

RDG030 **3 credits** **3 periods**
Reading English as a Second Language III
Designed for students who are learning English as a second language students. Includes instruction for more advanced vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score or grade of "C" or better in RDG020 or permission of instructor.

RDG040 **3 credits** **3 periods**
Reading English as a Second Language IV
Designed for students of English as a second language. Includes development of advanced vocabulary, comprehension skills, and culture awareness. Prerequisites: Appropriate ESL placement test score or grade of "C" or better in RDG030 or permission of instructor.

RDG071 **3 credits** **3 periods**
Basic Reading
Provide opportunities for practice and application of basic reading skills. Includes phonic analysis, word recognition, structural analysis, use of context clues, and use of dictionary, reinforced through practical application. Development of vocabulary required for success in content area courses. Emphasis on literal comprehension and development of inferential interpretation. Prerequisites: Appropriate reading placement test score, or grade of “C” or better in RDG040. **Course Note:** Recommended for all students with limited reading experiences.

RDG081 **3 credits** **3 periods**
Reading Improvement
Designed to improve basic reading skills. Includes word recognition, interdisciplinary vocabulary development, recognizing patterns of organization, interpreting inference. Reviews interpreting graphic materials. Emphasis on identifying main ideas and related details. Prerequisites: Appropriate reading placement test score, or grade of “C” or better in RDG071.

RDG091 **3 credits** **3 periods**
College Preparatory Reading
Designed to improve basic reading and study skills, vocabulary and comprehension skills. Recommended to all students whose placement test scores indicate a need for reading instruction. Prerequisites: Appropriate reading placement test score, or grade of “C” or better in RDG081.

Real Estate

For Information: Gary Marrer
Phone: 623.845.3235

http://www.gccaz.edu/business/index.html

Course Descriptions

Real Estate (REA)

REA179 **3 credits** **3 periods**
Real Estate Principles I
Basics of real estate principles including introduction to the profession and license law, definition of real property, legal descriptions, rights and interests in property, ownership, contracts, real estate economics, financing and foreclosure, land use, and valuation. Prerequisites: None.

REA180 **3 credits** **3 periods**
Real Estate Principles II
Advanced work in real estate including escrow procedures and title insurance, liens and encumbrances, advanced contracts, water rights, toxic waste and environmental hazards, agency, ethics and professional relationships, real estate code and the Commissioner’s rules, investment, property management, and government restrictions. Prerequisites: REA179 or permission of instructor.

REA290AH **.5 credit** **.5 period**
Real Estate Seminar: Contract Writing
Contract writing skills, techniques, and requirements. Writing of basic real estate contracts, including purchase offers, counter offers, sales listing agreements, and riders. Prerequisites: None.

Religious Studies

For Information: Jeanne Saint Amour
Phone: 623.845.3781

Student Goals: General Education, Career Related, Personal Interest

Religious Studies (REL) courses may be used to meet the Humanities (HU), Global Awareness (G) and Literacy and Critical Inquiry (L) parts of the General Education requirements for the AA, AGS, and AAS degrees.

All courses transfer to state universities.

Transferability: Careers in Religious Studies:

Careers in Religious Studies: An Associate of Arts degree in Religious Studies prepares students for a variety of career options. In today's global economy, it is important to understand a variety of human cultures, as well as learn to listen, understand and respect differences. Although a Religious Studies degree is not primarily vocational training and graduates typically require advanced degrees or professional training, it is an excellent program to develop strong analytical, research and critical thinking skills for success in many life and career endeavors. Religious Studies graduates often pursue careers in:

- Business/International Business
- Counseling
- Education
- Foreign Service
- Journalism
- Law
- Pastoral Studies/Chaplaincy
- Public and Non-Profit Administration
- Social Work

Course Descriptions

Religious Studies (REL)

REL203 **3 credits** **3 periods**
American Indian Religions
Tribal traditions of the peoples native to North America, and pan-Indian religions in the twentieth century. Prerequisites: ENG101 or ENG107 or equivalent.

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.

REL207 **3 credits** **3 periods**
Ritual, Symbol, and Myth
Introduction to the academic study of religion through the study of myths, symbols, and rituals. Includes methods and theories used by scholars to study the complex subject of religion. Attention to literate and nonliterate cultures. Prerequisites: Grade of C or better in ENG101, or ENG107, or permission of Department or Division.

REL243 **3 credits** **3 periods**
World Religions
The development of various religions from prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions. Prerequisites: None.

REL244 **3 credits** **3 periods**
Philosophy of Religion
Religious language, the existence of God, miracles, and human destiny. Prerequisites: None.

REL270 **3 credits** **3 periods**
Introduction to Christianity
The nature and content of the Christian tradition developed over time, with overview of the New Testament, major historical trends and figures, major Christian ideas and practices, and survey of denominations. Prerequisites: None.

REL271 **3 credits** **3 periods**
Introduction to The New Testament
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.

REL290 **3 credits** **3 periods**
Women and World Religions
Focus on the role of women in several organized religions and/or religious sects. Study of myth and symbols as they are used to establish, maintain, and enforce sex-roles within specific cultural contexts around the world. Prerequisites: None.

REL291 **3 credits** **3 periods**
Religion and Sexuality
Exploration of the perspectives of various religious traditions on human sexuality. Includes consideration of all aspects of sexual practice as well as its incorporation into religious discourse and practice and its impact on social norms and structures. Prerequisites: Student must be 18 years or older.

(+) indicates course has prerequisite and/or corequisites.

Sign Language

For Information: Jim Reed
Phone: 623.845.3631

The courses offered at GCC are designed to teach the concepts and skills of American Sign Language (ASL). Students engaged in social work, counseling, health services, education, and related fields will find these courses useful. The courses listed here are required in the Interpreter for the Deaf Curriculum at Phoenix College. This can be either a two-year Associate in Applied Science degree or a Certificate of Completion in Interpreter for Deaf. Credits in General Education requirements may be taken on this campus toward the completion of the above programs, including ENG101, First-Year Composition; COM100, Introduction to Human Communication; CRE101, College Critical Reading; and MAT102, Mathematical Concepts/Applications.

Two years of ASL satisfies the foreign language requirement for most universities. Check with a GCC advisor to make certain your transfer institution allows you to meet the foreign language requirement with ASL courses.

Students planning to complete the Interpreters' program should consult with Phoenix College advisors prior to registering for courses.

Course Descriptions

Sign Language (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/division.

SLG103 **1 credit** **1 period**
Introduction to Deafness
History and development of American Sign Language (A.S.L.) and English codes. Overview of education for Deaf and Hard of Hearing children. Legal rights and common adaptive devices used by Deaf and Hard of Hearing individuals. Prerequisites: None.

SLG110 **2 credits** **2 periods**
Fingerspelling I
Introduction to basic fingerspelling techniques. Concentration on receptive and expressive skills including manual alphabet production and numbers. Focus on methods, theory, and applications. Prerequisites: SLG101, or permission of department/division.

SLG201 **4 credits** **4 periods**
American Sign Language III
Linguistics of American Sign Language (A.S.L.) including non-manual behaviors and signing English idioms with conceptual accuracy. Emphasis on practical application of A.S.L. skills, expanded vocabulary, and cross-cultural communication. Prerequisites: SLG102, with a grade of "C" or better, or permission of department/division. Suggested but not required: (ENG101 or ENG107) and, (CRE101 or CRE111 or exemption by score on the reading placement test (ASSET)).

SLG202 **4 credits** **4 periods**
American Sign Language IV
Advanced American Sign Language skills including continued vocabulary. Emphasis on conversational techniques in a cross-cultural framework. Continued work on conceptual accurate signing of English idioms and words with multiple meanings. Prerequisites: SLG201 with C or better, or permission of Department or Division. ENG101, SLG200, and (CRE101, or CRE111, or exemption by score on the reading placement test) suggested but not required.

Small Business Entrepreneurship

For Information: Gary Marrer
Phone: 623.845.3235

Small Business Entrepreneurship

Certificate of Completion - CCL 5192
11 credits
Checksheet

Program Description: Students enrolled in the Small Business Entrepreneurship program will acquire the skills, tools and knowledge necessary for successful start-up and operations of a profit-making business. Emphasis is placed on evaluating potential business opportunities, developing a business plan, and practical application of small business operating principles. Students develop a foundation of business start-up strategies and practices that will enable them to prosper in the ever-changing small business environment.

This program is also offered at South Mountain Community College.

Students must earn a grade of "C" or better for each course listed in the program.

Required Courses: (9 credits)		Credits
EPS295	The Business Plan and Business Start-Up	2
SBS200	Small Business Operations	2
SBS203	Financing and Cash Management For a Small Business	1
SBS204	Small Business Marketing and Advertising	2
SBS213	Hiring and Managing Employees	1
SBS202	Small Business Bookkeeping and Tax Preparation	1

Restricted Electives: (2 credits)		Credits
SBS211	Small Business Computer Applications	1
SBS214	Small Business Customer Relations	1
SBS215	Managing Stress in Small Business	1
+ SBS216	Planning for a Small Business	2
SBS217	Starting/Managing a Home Business	1
SBS218	Establishing an Import/Export Business	1
SBS220	Internet Marketing for Small Business	2
SBS298AA	Special Projects	1
MGT253	Owning and Operating a Small Business	3

Small Business Start-Up

Certificate of Completion - CCL 5706
12 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Small Business Start-Up program is designed to meet the needs of individuals who wish to become entrepreneurs. It is a flexible program that consists of 1, 2, and 3 credit courses that can be offered in a variety of formats (online, on ground, flex express, accelerated) to support the schedules of prospective small business owners. Courses provide a background in marketing, management, finance, and a capstone course in which students complete a business plan. The goal of the Small Business Start-Up certificate is to create a foundation for prospective small business owners and contribute to the long-term success of the business community.

This program is also offered at Chandler-Gilbert Community College, Mesa Community College, Phoenix College, Paradise Valley Community College, Rio Salado College, and South Mountain Community College.

Required Courses: (12 credits)		Credits
MKT253	Owning and Operating a Small Business	3
MKT271	Principles of Marketing	3
SBS213	Hiring and Managing Employees	1
SBS214	Small Business Customer Relations	1
SBS220	Internet Marketing for Small Business	2
SBS230	Financial and Tax Management for Small Business	2

Course Descriptions

Small Business Management (EPS, SBS, SBU)

Entrepreneurial Studies (EPS)

EPS295 **2 credits** **2 periods**
The Business Plan and Business Start-Up
Development of an integrated approach to strategic choice concerning new venture start-up. Includes development of a comprehensive business plan. Prerequisites: None.

(+) indicates course has prerequisite and/or corequisites.

Small Business Management (SBS)

SBS200 **2 credits** **2 periods**
Small Business Operations
In-depth analysis of and individual plan development for the "day-to-day" problems encountered in the operation of a small business. Includes the development of an individual business operations plan including finance, purchasing, production scheduling, maintenance, shipping/receiving, personnel management and insurance/risk management requirements. Investigation of daily problems related to inventory control and business expansion. Prerequisites: None.

SBS202 **1 credit** **1 period**
Small Business Bookkeeping and Tax Preparation
Introduces accounting and record-keeping with emphasis on practical use of financial data for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and preparation for small business owners. Designed for the non-financially oriented owner/manager of a small business. Prerequisites: None.

SBS203 **1 credit** **1 period**
Financing and 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.

SBS211 **1 credit** **1 period**
Small Business Computer Applications
Hands on opportunity for the small business owner to test several current computer application programs. Emphasizes practical applications, hardware and software purchasing decision criteria, and technological developments. 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.

SBS217 **1 credit** **1 period**
Starting/Managing a Home Business
Analysis of the successful operation of a home-based business. Includes study of economic feasibility, practicality, and adjustments for the family. Analysis of the advantages/disadvantages of operating a home based business, versus a "storefront" business. Review of current trends in home business opportunities and franchises. Descriptions of home businesses that have succeeded in local, national, and international markets. Prerequisites: None.

SBS218 **1 credit** **1 period**
Establishing an Import/Export Business
Basic marketing and management techniques for exporting and importing. Includes researching viability of an import/export business, marketing an export or securing a product for import, and implementing the transaction. Prerequisites: None.

SBS220 **2 credits** **2 periods**
Internet Marketing for Small Business
Focuses on "e-Commerce"-doing business on the Internet and planning a website. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Internet services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and on-going operations of the Internet site. Prerequisites: None.

SBS230 **2 credits** **2 periods**
Developing a Practical Small Business Plan
An overview of accounting and record-keeping 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 the choice of legal entity choice based on taxation. Prerequisites: None.

SBS290AA **.5 credit** **.5 period**
Developing a Practical Small Business Plan
Practical techniques for developing, writing, and implementing a business plan. Designed for the small business owner or manager. Prerequisites: None.

SBS290AB **.5 credit** **.5 period**
Developing a Practical Small Business Plan
Practical techniques for developing, writing, and implementing a business plan. Designed for the small business owner or manager. Taught in Spanish. Prerequisites: None.

SBS290AC **.5 credit** **.5 period**
Developing a Practical Marketing Plan for a Small Business
Developing a statement of marketing direction and a related marketing plan. Designed for the small business owner or manager. Prerequisites: None.

SBS298 **1-3 credits**
Special Projects
See page 284.

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.

Middle Management, Retail Management, and Supervision – See Management

Social Work

For Information: Hannes Kvaran
Phone: 623.845.3696

Student Goals: Transfer, Career-related

Those who have completed a baccalaureate or master's degree in Social Work (BSW or MSW) pursue careers in which they attempt to alleviate problems of individuals, families, and communities through counseling, group therapy, referrals, and arrangements for assistance with housing, medical, financial, or other needs and difficulties. A social work background is also beneficial in child welfare, family services, rehabilitation, public welfare, probation work, mental health, legal aid, recreation, and adoption agencies. Students take social work (SWU) courses:

To **Prepare for a Major** in Social Work at a four-year institution. Students are strongly advised to consult the catalog of that institution in planning their transfer programs. SWU102 and 291 parallel ASU Main and ASU's West Campus courses. Students should contact ASU's School of Social Work regarding admission a year in advance of their planned transfer.

Students should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, degree seeking students may find it necessary to extend completion time lines and attend both day and evening classes.

Special Skill Levels Needed: College level reading, writing, and math skills.

Course Descriptions

Social Work (SWU)

SWU102 **3 credits** **3 periods**
Introduction to Social Work
An introduction to the fields within the area of social work through a study of the disciplines of social case work, social group work, and community organization. Opportunities to experience the various techniques of practice within each discipline. Required for students enrolled in the associate degree program of the social work curriculum. Prerequisites: Eligibility for ENG101 and CRE101. ***Note:*** *SWU102 meets both a Historical and Social & Behavioral Science requirement.*

SWU210AA **2 credits** **2 periods**
Human Services Internship
SWU210AB **3 credits** **3 periods**
Human Services Internship
Work experience in community service organizations. 80 hours of designated work per credit. Maximum of 6 credits. Prerequisites: SOC101, SWU102, and permission of program director or department chairperson.

SWU220 **3 credits** **3 periods**
Co-Occurring Disorders
Concepts of chemical use, abuse, and addiction examined from several perspectives. Concepts integrated from different disciplines and technologies. Addresses issues of psychiatric and substance abuse disorders that commonly occur together. Prerequisites: BHS/SWU130 or permission of instructor.

SWU258 **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.

SWU275 **3 credits** **3 periods**
Case Report Writing
Includes privacy and legal issues, and use of resources in preparing reports. Terminology and characteristics of a good written report. Prerequisites: SWU102. Prerequisites or Corequisites: ENG102.

SWU291 **3 credits** **3 periods**
Social Service Delivery Systems
Purposes, structures, and delivery systems of human service agencies. Includes 40 hours of volunteer experience in local human service agencies. Prerequisites or Corequisites: SWU102, or SWU271, or permission of the department.

SWU292 **3 credits** **3 periods**
Effective Helping in a Diverse World
Introduction to professional helper communication skills with respect to cross-cultural practice and diversity issues, in a social work setting. Prerequisites: (SOC101 and SWU102) or SWU271 suggested but not required.

Sociology

For Information: Glenn Sims
Phone: 623.845.3694

Student Goals: Personal, General Education, Career-related

Sociology courses systematically examine social behavior and human groups, particularly the influence of culture, socialization, social structure, stratification, social institutions, differentiation by race, ethnicity, gender, age, class and socio-cultural change upon people's attitudes and behavior.

Students take these courses:

- For **Personal Interest.** SOC101 introduces basic sociological concepts and processes. Other courses especially appropriate to contemporary social issues are SOC130 (Human Sexuality), 140 (Racial & Ethnic Minorities), 157 (Sociology of Marriage and Family), 212 (Women and Men in a Changing Society), 251 (Social Problems), and 253 (Social Class in America).
- To meet general education requirements in **Social and Behavioral Science**. Most SOC courses described below meet this requirement for the three Associate degrees at GCC. SOC101 is particularly recommended as the initial course.
- As **Needed Background** for other careers. SOC101 is required in the Human Services AAS program, the Nursing transfer and the Pre-Law programs described in this catalog. In addition, several other SOC courses are either required or may be selected as electives in that program. Sociology courses are also recommended for those intending to pursue careers in social services, the health professions, gerontology, business (especially non-profit sector), justice studies, public administration, census and market research, education, and urban and rural planning.
- To **Prepare for a Major** in Sociology at a four-year institution. SOC101 and up to three other SOC courses are recommended for transfer students. All SOC courses described below transfer to Arizona universities. A broad background in the social sciences will be of value.

Course Descriptions

Sociology (SOC)

SOC101 SUN# **SOC1101** **3 credits** **3 periods**
Introduction to Sociology
Fundamental concepts of social organization, culture, socialization, social institutions and social change. Prerequisites: None.

SOC110 **3 credits** **3 periods**
Drugs and Society
Explores drugs as a social problem. Examines social-cultural factors contributing to use and abuse and effects of commonly used drugs on the individual and society. Reviews current theories and research relating to drug use. Explores prevention, intervention, and treatment. Examines public policies concerning drug related issues. Prerequisites: None.

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 SUN# **SOC2215** **3 credits** **3 periods**
Racial & Ethnic Minorities
Contemporary/Historical racial and ethnic intergroup relations emphasizing cultural origins, developments, and problems of minority groups in the United States. Prerequisites: None.

SOC157 **3 credits** **3 periods**
Sociology of Marriage & Family
The study of courtship, marriage, and family patterns, their historical development, their adaptation to a changing culture, and their impact on individuals. Prerequisites: None.

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.

SOC251 **3 credits** **3 periods**
Social Problems
A sociological exploration of selected social problems and inequalities. Analyzes issues in health care, dependencies, crime/violence, inequalities in race/class/gender/region/age, family, education, work, the economy, population migration/immigration, the environment, war and global insecurity. Prerequisites: None.

SOC253 **3 credits** **3 periods**
Social Class and Stratification
Focus on the class structure of American Society. Effects of social class position on individual life chances. The occurrence, causes and consequences of poverty in the United States. Prerequisites: None.

SOC298 **1-3 credits**
Special Projects
See page 284.

(+) indicates course has prerequisite and/or corequisites.

Spanish

For Information: Jim Reed
Phone: 623.845.3631

Course Descriptions

Spanish (SPA, SPH)

Spanish (SPA)

SPA101 SUN# **SPA1101** **4 credits** **4 periods**
Elementary Spanish I
Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading, and writing skills. Prerequisites: None.

SPA102 SUN# **SPA1102** **4 credits** **4 periods**
Elementary Spanish II
Continued study of grammar and vocabulary of the Spanish language and study of the Spanish-speaking cultures. Emphasis on speaking, reading, and writing skills. Prerequisites: A grade of "C" or better in SPA101 or permission of Department or Division.

SPA115 **3 credits** **3 periods**
Beginning Spanish Conversation I
Basic pronunciation, vocabulary, sentence structures, and cultural awareness, necessary to develop speaking and listening skills in Spanish. Prerequisites: None.

SPA116 **3 credits** **3 periods**
Beginning Spanish Conversation II
Continued study of basic pronunciation, vocabulary, sentence structures, and a cultural awareness necessary to develop speaking and listening skills in Spanish. Prerequisites: SPA115 or permission of department or division.

SPA117 **3 credits** **3 periods**
Health Care Spanish I
Basic conversational Spanish for health care workers or students. Emphasis on basic sentence structure, pronunciation and vocabulary used in health care settings. Prerequisites: None.

SPA118 **3 credits** **3 periods**
Health Care Spanish II
Basic conversational Spanish for health care personnel or students. Emphasis on basic sentence structure, pronunciation, and vocabulary used in health care settings. Prerequisites: SPA117 or (SPA117AA and SPA117AB and SPA117AC), or permission of department.

SPA169 **4 credits** **6 periods**
Law Enforcement Spanish II
Conversational and written Spanish. Intermediate sentence structure, and vocabulary practice that is law enforcement specific; develop intermediate level speaking, listening, reading and writing ability in common job related situations. Course taught in Spanish. Prerequisites: SPA109 and satisfactory score on Pre-Test for Intensive Law Enforcement Spanish.

SPA201 SUN# **SPA2201** **4 credits** **4 periods**
Intermediate Spanish I
Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: Grade of "C" or better in SPA102, or SPA111, or permission of Department or Division.

SPA202 SUN# **SPA2202** **4 credits** **4 periods**
Intermediate Spanish II
Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. Prerequisites: A grade of "C" or better in SPA201, or permission of Department or Division.

SPA203 **4 credits** **4 periods**
Spanish for Spanish-Speaking Students I
Designed for Spanish-speaking students. Emphasis on written composition, grammar review, punctuation and spelling, literature and conversation. May be taken in lieu of SPA201. Prerequisites: Permission of instructor or Department Chair.

SPA204 **4 credits** **4 periods**
Spanish for Spanish-Speaking Students II
Designed for Spanish-speaking students. Advanced study of Spanish grammar, composition, literature, and conversation. May be taken in lieu of SPA202. Prerequisites: SPA203, or SPA201, or permission of instructor or department chair.

SPA210 **5 credits** **5 periods**
Intermediate Law Enforcement Spanish
Conversational and written Spanish. Intermediate structure and vocabulary practice that is law enforcement specific. Intermediate level speaking, listening, reading and writing ability in common job-related situations. Course conducted in Spanish. Prerequisites: A grade of B or better in SPA005AA and SPA109, or permission of the instructor.

SPA217 **4 credits** **4 periods**
Spanish for Business Communication
Continued development of Spanish language skills with emphasis on topics related to conducting business in Spanish-speaking cultures. Prerequisites: GBS151 and (SPA201, or SPA201AA, or permission of Instructor).

SPA225 **3 credits** **3 periods**
Intermediate Spanish Conversation I
Continued study of vocabulary, sentence structures, and cultural awareness necessary to improve speaking and listening skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA116, or SPA102 or permission of department or division.

SPA226 **3 credits** **3 periods**
Intermediate Spanish Conversation II
Continued study of vocabulary, sentence structures, and cultural awareness necessary to improve speaking and listening skills in increasingly complex Spanish. Emphasis on fluency and moderate accuracy in spoken Spanish. Prerequisites: SPA225, or SPA201 or the equivalent or permission of department or division.

SPA235 **3 credits** **3 periods**
Advanced Spanish Conversation I
Continued development of skills in conversational fluency. Class conducted completely in Spanish. Prerequisites: SPA226 or equivalent or departmental approval.

SPA236 **3 credits** **3 periods**
Advanced Spanish Conversation II
Further development of skills in conversational fluency. Grammar presented only to clarify student errors. Prerequisites: SPA235, or equivalent, or departmental approval.

SPA241 **3 credits** **3 periods**
Spanish and Spanish-American Film I
Analysis of Spanish and Spanish-American film as art form and as social commentary. Includes documentary, biography, and films based on works of literature. All films, coursework, class participation, and oral and written reports conducted in Spanish. Prerequisites: SPA202 or permission of department.

SPA242 **3 credits** **3 periods**
Spanish and Spanish-American Film II
Analysis and critique of movies presented in the Spanish language and produced by cinematographers from Bolivia, Paraguay, Venezuela, Ecuador, Puerto Rico, Costa Rica and the Mexican independent film producers. Includes documentary, biography, and works of literature and their film versions as art form and social commentary. Prerequisites: SPA241 or permission of department. **Course Notes:** All coursework, class participation, oral and written reports are in Spanish.

SPA265 **3 credits** **3 periods**
Advanced Spanish I
Introduction and study of Spanish and Spanish-American literature. Selected readings from most Spanish-speaking countries. All discussions, oral reports, and written assignments are in Spanish. Prerequisites: SPA202 or departmental approval.

SPA266 **3 credits** **3 periods**
Advanced Spanish II
Further study of Spanish and Spanish-American literature. Reading selections from most Spanish-speaking countries. All oral reports, discussions, and written reports in Spanish. Graduated level of difficulty from the literature studied in SPA265. Prerequisites: SPA265 or departmental approval.

SPA296 **1-4 credits**
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.

SPA298 **1-3 credits**
Special Projects
See page 284.

Spanish Humanities (SPH)

SPH150 **3 credits** **3 periods**
Peninsular Spanish Literature in Translation
Representative works of peninsula Spanish literature from early times to the present in English translation. Knowledge of Spanish not required. Prerequisites: None.

SPH151 **3 credits** **3 periods**
Latin American Literature in Translation
Continuation of SPH150. Other representative works of Latin American literature from the modernist movement to the present covered in English translation. Knowledge of Spanish not required. Prerequisites: None.

Special Projects

The following course is available under any prefix listed in this catalog. Interested students should consult with the appropriate faculty member.

***___298** **1-3 credits**
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.

* Prefix will be determined by departmental designation.

Sustainability and Ecological Literacy

For Information: Robert Revis
Phone: 623.845.3277

Sustainability and Ecological Literacy

Academic Certificate - AC 6232
24 credits
Checksheet

Program Description: The interdisciplinary Academic Certificate (AC) in Sustainability and Ecological Literacy enhances students' understanding of sustainable living practices associated with economics, equity and the environment. Through a combination of coursework and experiential learning, students engage in critical thinking, inquiry, and discourse, skills necessary for becoming socially responsible citizens who are ecologically and environmentally aware. The certificate is designed for, although not limited to, students seeking an Associate in Arts Degree and planning transfer to four-year colleges and universities.

This program is also offered at Chandler-Gilbert Community College, Estrella Mountain Community College, Mesa Community College, and Rio Salado Community College.

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

Program Prerequisites: (3 credits) **Credits**

+ ENG101	First-Year Composition (3) **or**	
+ ENG107	First-Year Composition for ESL (3)	3

Required Courses: (21 credits) **Credits**

+ PHI216	Environmental Ethics	3
BIO105	Environmental Biology (4) **or**	
GLG110	Geological Disasters/Environment (4) **and**	
GLG111	Geological Disasters/Environment Lab (1)	4

Restricted Electives: (3 credits) **Credits**

Students will choose 2 different courses from the following list:

+ ECN263	The Economics of Natural Resources, Population and the Environment (3)	
ENH206	Nature and Environmental Literature (3)	
ENH260	Literature of the Southwest (3)	
HUM201	Humanities: Universal Themes (3)	
REC150AB	Outdoor Adventure Skills (3)	
SBU200	Society and Business (3)	6

Students will choose 1 course from the following list:

HIS110	World History to 1500 (3)	
HIS111	World History 1500 to the Present (3)	
HUM250	Ideas and Values in the Humanities (3)	
PHI104	World Philosophy (3)	
POS120	World Politics (3)	
PSY132	Psychology and Culture (3)	
SOC101	Introduction to Sociology (3)	3

Course Descriptions

Sustainability (SSH, SUS)

Sustainability/Social Sciences & Humanities (SSH)

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.

Sustainability/Natural Sciences (SUS)

SUS110 **4 credits** **6 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.

Technology Systems

For NET Course Information:
David Jenkins Phone: 623.845.3572

For ELT & MIT Course Information:
Ui Luu Phone: 623.845.3173

See also Computer Networking, page 163.

Special Skill Levels Needed: Students with two years of high school algebra and one semester of trigonometry are well prepared for this program. Those students with less preparation will need to take courses to remove their deficiencies, according to one of the following sequences:

1. Students with no high school algebra (or who have not recently taken it):

First Semester at GCC		Credits
Day Students		
ELT100	Survey of Electronics	3
ELT101	Mathematics for Electronics I	3
ELT108	Scientific Calculators (optional)	1
Evening Students		
ELT101	Mathematics for Electronics I	3
ELT108	Scientific Calculators (optional)	1
Second Semester at GCC		
Day or Evening Students		
+ ELT102	Mathematics for Electronics II	3
+ ELT113	Basic Electronics	4

2. Students with one year of recent and successful high school algebra (or one semester of college algebra), but no trigonometry:

First Semester at GCC		
Day or Evening Students		
+ ELT102	Mathematics for Electronics II	3
ELT108	Scientific Calculators (optional)	1
+ ELT113	Basic Electronics	4

Computer and Networking Technology

Associate in Applied Science - AAS 3312
63 credits
Checksheet

Student's Goal: Career-related

NET students have various career related objectives:
- To acquire the knowledge and skills that match the needs of the local industry for an entry level position in Microcomputer Maintenance and Servicing or Network Servicing.
- To upgrade his or her skills to complete an associate degree on a full-time or part-time basis.

NET students acquire employability skills:
- **Effective verbal and written communications** skills that empowers him or her to work in a team environment.
- **Networking and Microcomputer hardware and software** skills necessary to maintain, troubleshoot, install and configure networks and microcomputers.

What skills will I need on the job?
- Effective verbal and written communications to enable you to work in a team environment.
- The ability to interpret specifications, schematic and technical manuals.
- Ability to pay attention to details.
- A working knowledge of applications software skills.
- Electronics and software skills needed to maintain and troubleshoot microcomputers.
- Network design, documentation, installation, management, and troubleshooting skills.

What will I do on the job?
- Technicians in the microcomputer servicing and maintenance industry evaluate PC hardware and software related problems.
- Technicians in the Network industry take corrective action on, maintain, and troubleshoot servers and workstations and networks.
- Technicians in both areas provide end-use software support.
- Document both problem and solution for future reference.

Who will hire me?
- Computers sales and service companies and large, medium or small corporations that have an Information Technology (IT) or Information Systems (IS) department. With the expanding role of microprocessors, another field of employment is in consumer electronics servicing.
- The Technology department at GCC can assist you in achieving your goals. We can provide you the opportunity to gain the necessary skills to qualify for a position in Microcomputer Maintenance and Servicing or Network Maintenance and Management.

Students should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner. Students must complete a minimum of 18 credits in required NET and/or MIT courses at GCC.

(+) indicates course has prerequisite and/or corequisites.

Program Description: The Associate in Applied Science (AAS) in Computer and Networking Technology offers the student a solid, hands-on skill set of computer, networking and internetworking systems and electronics principles. Students gain an understanding of the interaction between microcomputer software and hardware, network and internetworking operating systems software and hardware, the use of troubleshooting techniques, and troubleshooting hardware and software tools.

Students must earn a grade of "C" or better for each course listed in the program.

Program Prerequisites: (2 credits) **Credits**

Students may request permission of department to waive program prerequisites.

BPC101AA	Introduction to Computers I	1
NET127	How Computers Work	1

Required Courses: (41 credits) **Credits**

CIS114AE	Excel: Level I	1
CIS117AM	Database Management: MS Access - Level I	1
CIS126AA	UNIX Operating System: Level I	1
CIS133AA	Internet/Web Development Level I-A	1
CNT140	*Cisco Networking Basics*	*4*

GCC will accept CNT140AA in lieu of CNT140.

+ CNT150	*Cisco Networking Router Technologies*	*4*

GCC will accept CNT150AA in lieu of CNT150.

+ CNT160	*Cisco Switching Basics and Intermediate Routing*	*3*

GCC will accept CNT160AA in lieu of CNT160.

+ CNT170	*Cisco Wide Area Networks (WAN) Technologies*	*3*

GCC will accept CNT170AA in lieu of CNT170.

+ CNT181	*Cisco Securing IOS Networks*	*4*
+ CNT206	*Cisco Certified Network Associate Wireless*	*4*

GCC does not currently offer CNT181 and CNT206. Interested students should contact the Technology and Consumer Sciences Department for more information.

CWE198AA	Career/Work Experience	1
ELT100	Survey of Electronics	3
ELT101	Mathematics for Electronics I	3
+ ELT102	Mathematics for Electronics II	3
+ NET183AA	Operating Systems/PC	2
+ NET271	Microcomputer Maintenance I: A+ Prep	3

General Education Requirements: (22 credits)

Core: (12 credits) **Credits**

First Year Composition: 6

+ ENG101 First-Year Composition (3) **or**
+ ENG107 First-Year Composition for ESL (3) **and**
+ ENG111 Technical Writing (3)

Oral Communication: 3

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

Critical Reading: 3

+ CRE101 College Critical Reading (3) **or**
+ CRE111 Critical Reading for Business and Industry (3)

Mathematics: 0

Met by ELT102, a required course

Distribution: (10 credits) **Credits**

Humanities and Fine Arts: 3

Any approved course, see page 79.

Social and Behavioral Sciences: 3

Any approved course, see page 79.

Natural Sciences: 4

+ PHY111 General Physics I (4) (required)

Network Maintenance

Certificate of Completion - CCL 5312
34 credits
Checksheet

Program Description: The Certificate of Completion (CCL) in Network Maintenance is designed to prepare students for entry-level employment in installing, maintaining, servicing and securing networks, desktop operating systems and network operating systems. Emphasis is placed on developing the knowledge and skills to ensure end-user to end-user connectivity.

Students should consult with a department advisor in planning their academic schedule in order to complete certificate requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, degree seeking students may find it necessary to extend completion time lines and attend both day and evening classes.

Students must earn a grade of "C" or better for each course listed in the program.

Program Prerequisites: (5 credits) **Credits**

Students may request permission of department to waive program prerequisites.

BPC101AA	Introduction to Computers I	1
CIS105	Survey of Computer Information Systems	3
NET121	Using Command Line Operations	1

Required Courses: (31 credits) **Credits**

Core: (17 credits)

Students must complete the Core courses before beginning the Security Track.

CNT140	*Cisco Networking Basics*	*4*

GCC will accept CNT140AA in lieu of CNT140.

+ CNT150	*Cisco Networking Router Technologies*	*4*

GCC will accept CNT150AA in lieu of CNT150.

+ CNT160	*Cisco Switching Basics and Intermediate Routing*	*3*

GCC will accept CNT160AA in lieu of CNT160.

+ CNT170	*Cisco Wide Area Networks (WAN) Technologies*	*3*

GCC will accept CNT170AA in lieu of CNT170.

CIS126DA	UNIX Operating System (3) **or**	
CIS126DL	Linux Operating System (3)	3

Security Track: (14 credits)

+ CNT181	*Cisco Securing IOS Networks*	*4*
+ CNT206	*Cisco Certified Network Associate Wireless*	*4*

GCC does not currently offer CNT181 and CNT206. Interested students should contact the Technology and Consumer Sciences Department for more information.

NET242	Network Security	3
+ CIS238	Advanced UNIX System Administration (3) **or**	
+ CIS238DL	Linux Systems Administration (3)	3

Course Descriptions

Electronics (ELT, MIT, NET)

Electronics Technology (ELT)

ELT100 **3 credits** **3 periods**
Survey of Electronics
An introduction to the field of electronics for those who may not intend to specialize in electronics. Essentially nonmathematical in nature; includes familiarization with a wide range of electronic components. Application to electronic systems, such as radio transmitters and receivers - both AM (amplitude modulation) and FM (frequency modulation), television transmitters and receivers, logic control, and computers. Application also to automotive electronics. Prerequisites: None.

ELT101 **3 credits** **3 periods**
Mathematics for Electronics I
Basic principles of Algebra with applications to the analysis of electronic circuits. Emphasis on the use of the calculator for conversions and DC (direct current) circuit problems. Prerequisites: None.

ELT102 **3 credits** **3 periods**
Mathematics for Electronics II
The study of simultaneous equations, quadratic equations, trigonometric relationships, periodic functions and logarithms as applied to AC (alternating current) circuit analysis. Application of the scientific calculator to technical problem solving in electronics. Prerequisites: ELT101 or equivalent.

ELT113 **4 credits** **6 periods**
Basic Electronics
Direct and alternating current electrical circuits. Theory and practical lab experience, using the appropriate test equipment and computer solutions. Ohm's Law, Kirchhoff's Laws, and various network theorems applied to the study and analysis of the series, parallel, and series-parallel circuit configurations. Includes complex algebra, impedance, frequency response, and resonance. Prerequisites or Corequisites: ELT102 or equivalent.

ELT131 **4 credits** **6 periods**
Digital and Logic Circuits
Digital concepts and fundamentals, number systems and codes, Boolean algebra and combinational logic, logic reduction techniques, logic hardware. Memories and programmable logic arrays. Hands-on hardware and computer-aided logic design experiments. Prerequisites: ELT113 or permission of instructor.

ELT195 **4 credits** **6 periods**
Solid State Electronics
Characteristics and use of solid state devices in practical circuit applications. Circuit analysis techniques and computer simulations. Includes, but not limited to, diodes, transistors, four-layer devices, operational amplifiers, and interfacing devices. Prerequisites: ELT113 or departmental approval.

ELT241 **4 credits** **6 periods**
Microcontrollers
General microcomputer architecture including program flow, data flow, and functional operation of subunits; number systems and data codes; basic digital circuits and devices; specific microprocessor architecture; problem solving concepts using pseudocode; assembly language programming concepts including iteration and select structures, arithmetic and logical operations, arrays and indexing; addressing modes; subroutines and macros; input/output operations; debugging and documenting programs. Prerequisites: ELT131, NET181.

ELT243 **3 credits** **5 periods**
Microprocessor Applications
Presents the microprocessor in computing and control applications. System hardware and software used to control the microprocessor system to perform input/output operations. Prerequisites: ELE241 or ELT241.

ELT251 **3 credits** **5 periods**
Electronic Instrumentation
Electronic instruments and their usage in measuring and analyzing electronic circuits. Includes both analog and digital meters, oscilloscopes, and digital logic analyzers. Covers automatic test equipment, various transducers, and reliability requirements. Prerequisites: (ELT195 and ELT131) or departmental approval.

ELT261 **4 credits** **6 periods**
Communications Electronics
AM (amplitude modulation), FM (frequency modulation), SSB (single sideband), TV (television) and pulse modulation transmitters and receivers. Digital systems, transmission lines, antennas, and wave propagation theory. Related laboratory experience. Prerequisites: ELT195 or equivalent.

ELT298 **1-3 credits**
Special Projects
See page 284.

(+) indicates course has prerequisite and/or corequisites.

Manufacturing Industrial Technology (MIT)

MIT106 **2 credits** **2 periods**
Industrial Safety
Safety, health management and accident prevention in industrial work environment. Role of Occupational Safety and Health Administration (OSHA) act, materials handling, electrical safety, machine safety, first response to fire and medical emergencies, safety signs and color codes, recognition of safety and health hazards accident prevention, and management's responsibilities. Prerequisites: None.

MIT111 **3 credits** **3 periods**
Semiconductor Manufacturing Technology II
Processes of devices and integrated circuit formation. Ion implantation, photolithography, deposition, metallization, wafer test and evaluation, process yields and packaging. Prerequisites: MIT110, or equivalent, or permission of instructor.

MIT153 **2 credits** **2 periods**
Statistical Techniques in Process Control
Use of statistical tools in fabrication process control, such as, but not limited to, frequency histograms, variable control charts, and attribute control charts. Trends and aspects of quality control. Prerequisites: ELT101 or equivalent.

MIT185 **3 credits** **5 periods**
Electromechanical Devices
Theory and application of control circuits used to control mechanical devices such as, but not limited to, alternating current (AC) and direct current (DC) motors, stepper motors, mechanical drive systems, servomechanisms. Prerequisites: ELT113 or departmental approval.

MIT209 **3 credits** **6 periods**
Automated Manufacturing
Evolution of automation in manufacturing from fixed (hard) automation to Computer Integrated Manufacturing (CIM) is presented with numerical control (NC); computer-aided design/computer-aided manufacturing (CAD/CAM); automated material handling; automation communication protocol. Manufacturing management strategies include statistical process control (SPC); material requirements planning (MRP); manufacturing resource planning (MRPII); and just-in-time (JIT). Hands-on experience with programmable logic controllers (PLC) and robotics included. Prerequisites: ELE131, or ELT131, or GTC206 or equivalent.

Networking Technology (NET)

NET121 **1 credit** **2 period**
Using Command Line Operations
Use of basic operations on a command line as it relates to TCP/IP networking and peripherals. Use of net commands to monitor and configure network hardware and use of internal/external DOS commands, configuration and batch files to manipulate the hard drive and its contents. Prerequisites: None.

NET127 **1 credit** **1 period**
How Computers Work
Functional description of the hardware component operation of the IBM and compatible microcomputers. Electronic and electromechanical components operation during bootup process and operating system utilization, RAM, RAM caching and the microprocessor, and data storage. Data storage description includes floppy disks, hard disk, CD-ROM, other disk type drives, and tape backup. Prerequisites: None.

NET181 **3 credits** **5 periods**
Visual BASIC for Technology
Introductory coverage of programming techniques in Visual BASIC. Flowcharting, coding, testing, and documenting programs in accordance with specifications. Prerequisites: None.

NET183AA **2 credits** **2 periods**
Operating Systems/PC
PC operating systems, such as Windows 95, Windows NT, and others; system management; files, commands, and usage; output redirection and piping, editors, batch and configuration files; file folders and directories; installation on floppy and hard disks; networking capabilities; disaster recovery. Shortcuts to folders and directories. Prerequisites: BPC101AA, or CAD125, or equivalent, or permission of department.

NET242 **3 credits** **4 periods**
Network Security
Overall security based on security policy design and management. Emphasis on security technologies, appliances and security router configuration. Prerequisites: CNT170.

NET244 **3 credits** **6 periods**
Introduction to Networking
Basic concepts of networking including hardware and software, directory structures, system security procedures, menu and command line utilities, installing application software, printing, electronic mail, system design concepts, network platforms. Prerequisites: NET183AA or CIS121AB or departmental approval.

NET248 **3 credits** **6 periods**
Network Servicing and Support
Maintaining and troubleshooting networks. Topics includes customer service philosophies, environmental factors, inter-network support, troubleshooting techniques, diagnostic utilities, common networking problems. Prerequisites: (NET246, NET271AA, and NET271AB) or departmental approval.

NET271 **3 credits** **4 periods**
Microcomputer Maintenance I: A+ Prep
Technical aspects of the microcomputer, including system setup (hardware and software) and basic maintenance and troubleshooting. Emphasis on basic troubleshooting, use of tools, hardware components and hardware/software interfacing as stand alone systems and in a networked environment. Prerequisites: NET183AA or CIS121AB or CIS126AA or permission of instructor.

NET272 **3 credits** **4 periods**
Microcomputer Maintenance II: A+ Prep
Advanced technical aspects of maintaining and servicing microcomputers. Emphasis placed on installation, periodic maintenance, diagnosis, and problem resolution of microcomputer systems, motherboards, memory, storage devices, and network communication devices. Use of software diagnostic and utility tools. Prerequisites: NET271 or BPC170 with grade of "C" or better, or permission of instructor.

Theatre Arts

For Information: David Seitz
Phone: 623.845.3385

Student Goals: Personal, General Education, Career-related

A wide variety of academic and production theatre arts courses are available. Students take these courses:

- To meet the general education **Humanities/Fine Arts Requirements.** All THE courses meet this requirement. According to their interests, students may select from courses which focus on the theatre, film, or television.

Open auditions are held for all productions. Any student registered in the college is eligible, whether or not the student is taking courses in theatre. However, THP201AA and AB are recommended. Several plays are staged each year. Students acting or working with major productions should arrange their schedules so they are free to rehearse evenings.

See Associate in Arts, Fine Arts (AAFA) - Theatre in the Graduation Requirements section on page 65.

Course Descriptions

Theater (THE, THP)

Theater (THE)

THE111 **3 credits** **3 periods**
Introduction to Theatre
A survey of theatre, including basic elements and principles of production, styles, and/or historical perceptions of theatre, dramatic literature, and criticism. Prerequisites: None.

THE205 **3 credits** **3 periods**
Introduction to Cinema
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

THE206 **3 credits** **3 periods**
Introduction to Television Arts
History and development of electronic media and its impact on popular arts. Prerequisites: None.

THE210 **3 credits** **3 periods**
Contemporary Cinema
A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.

THE220 SUN# **THE2220** **3 credits** **3 periods**
Modern Drama
Analysis of dramatic literature studied within political, historical, and cultural contexts and examined from the perspective of the playwright's structure and style. Prerequisites: ENG101 or ENG107 or equivalent.

Theater Performance/Production (THP)

THP112 **3 credits** **4 periods**
Acting I
Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization. Prerequisites: None.

THP115 **3 credits** **4 periods**
Theatre Makeup
Purposes, materials and techniques of theatrical makeup. Prerequisites: None.

THP131 **3 credits** **4 periods**
Stage Movement
Movement skills for the actor to develop a flexible, expressive physical instrument. Includes pantomime, physical isolation, and awareness exercises. Prerequisites: None.

THP201AA **1 credit** **2 periods**
Theatre Production I
Designed to give college credit to the cast and technical production crews of college theatre productions. May be repeated for up to a maximum of four (4) credits. Prerequisites: None.

THP201AB **2 credits** **4 periods**
Theatre Production II
Designed to give college credit to the cast and technical production crews of college theatre productions. May be repeated for up to a maximum of four (4) credits. Prerequisites: None.

THP210 **3 credits** **4 periods**
Acting: TV/Film
Special technical aspects of acting before a camera. Prerequisites: THP112 or permission of instructor.

THP212 **3 credits** **4 periods**
Acting II
Fundamental techniques of acting through script analysis, rehearsal, and performance. Prerequisites: THP112 or departmental approval.

THP213 **3 credits** **5 periods**
Introduction to Technical Theatre
Procedures of technical theatre production and demonstration. Topics include design and construction of scenery, lighting and properties. Prerequisites: None.

THP214 **3 credits** **3 periods**
Directing Techniques
Contemporary theory and practice in directing, the evolution of present-day directing procedures, and a sampling of scripts for directing practice. Principles of script analysis, blocking, casting, rehearsing, and performing. Prerequisites: THP112 and THE220, or permission of instructor.

THP215 **3 credits** **4 periods**
Advanced Makeup Techniques
Advanced character analysis and makeup design. Technical application of makeup. Prerequisites: THP115.

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 **1-3 credits**
Special Projects
See page 284.

Video Production Technology

For Information:
Technology & Consumer Sciences Department
http://www.gccaz.edu/tcs/13590.htm

Phone: 623.845.3160
623.845.3494
623.845.3496
623.845.3221

Video Production Technology

Associate in Applied Science - AAS 3570
64 credits
Checksheet

During recent years corporations and various industries have realized the importance of television as a marketing tool and staff training medium. Increasingly, plants/corporations are establishing their own video production departments to facilitate in-house production of training and marketing media. Demand for video production personnel is expected to continue.

Video Production technicians are involved in a wide range of business and industrial applications of media production. Individuals may work from scripting and camera operation to writing specifications for purchasing video equipment and other management applications of video production operation. Individuals working in industrial television assist in the design and production of in-house television programs to meet the needs of the industry, cable, or broadcast television.

Program Description: The Associate in Applied Science (AAS) in Video Production Technology program is designed to provide students with marketable skills in video production. The curriculum is designed to provide a detailed understanding of video equipment, operation, and evaluation; an overall knowledge of video terminology; directing and production experience, a basic knowledge of professional television studio operation and management.

Students should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, degree seeking students may find it necessary to extend completion time lines and attend both day and evening classes.

Required Courses: (28 credits) **Credits**

Students must earn a grade of "C" or better for each course listed under Required Courses.

BPC/CIS120	Microcomputer Graphics	1
VPT102	Video Technology	3
VPT104	Scriptwriting	3
VPT106	Graphics & Digital Effects for Video & Media	3
VPT108	Video Production	3
VPT110	Studio Production	3
VPT114	Audio for Video and Media	3
+ VPT204	Advanced Video Production	3
+ VPT206	Directing	3
+ VPT213	Advanced Electronic News Gathering (ENG, EFP) and Post Production	3

Restricted Electives: (11 credits) **Credits**

ART131	Photography I	3
TCM151	Broadcast Production	2
VPT208	Facility Management and Production	3
VPT210	Video System Design/Procurement	3
+ VPT214__	Video Production Internship (1-3)	3
VPT298__	Special Projects (1-3)	2-3

General Education Requirements: (25 credits)

Core: (15 credits) **Credits**

First-Year Composition:		6
+ ENG101	First-Year Composition (3) **and**	
+ ENG102	First-Year Composition (3)	
Oral Communication:		3
COM100	Introduction to Human Communication (3) **or**	
COM110	Interpersonal Communication (3) **or**	
+ COM225	Public Speaking (3) **or**	
+ COM230	Small Group Communication (4)	
Critical Reading:		3
+ CRE101	College Critical Reading (3)	
Mathematics:		3
MAT102	Mathematical Concepts/Applications (3) **or**	
+ MAT122	Intermediate Algebra (3) **or** Equivalent	

Distribution: (10 credits) **Credits**

Humanities and Fine Arts:		3
Any approved course, see page 79.		
Social and Behavioral Sciences:		3
PSY101	Introduction to Psychology (3) (recommended)	
Natural Sciences:		4
Any approved course, see page 80.		

(+) indicates course has prerequisite and/or corequisites.

Course Descriptions

Video Production Technology (TCM, VPT)

Telecommunications (TCM)

TCM111 **3 credits** **3 periods**
Screenwriting I
Provides an introduction to screenwriting for feature films. Prerequisites: None.

TCM111AA **3 credits** **3 periods**
Screenwriting I: The Short Film
Provides an overview of screenwriting for short documentaries, training films, advertising commercials and infomercials. Prerequisites: None.

TCM116 **3 credits** **3 periods**
Writing the Television Drama Spec Script
Workshop for writing a spec script for the television drama. Prerequisites: TCM111.

TCM145 **3 credits** **3 periods**
Introduction to Motion Picture Production
Introduction to the art and technology of filmmaking. Focus on film theory, film language, visual story telling, and basic camera and editing techniques. Hands-on application using experimental camera exercises on super 8mm film, editing on film, and post production sound on video. Prerequisites: None.

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 permission of instructor.

TCM211 **3 credits** **3 periods**
Screenwriting II
Workshop in screenwriting for feature films and television. Prerequisites: TCM111 or permission of instructor.

TCM214 **3 credits** **5 periods**
Television Workshop
Practical work and classes in television production. Prerequisites: TCM136, or permission of instructor.

TCM216 **3 credits** **7 periods**
Screenwriting III
Advanced workshop in narrative screenwriting for film and television. Prerequisites: TCM211.

TCM218 **3 credits** **7 periods**
Screenwriting IV
Advanced workshop for writing a screen/teleplay. Prerequisites: TCM216.

TCM241 **4 credits** **6 periods**
Introduction to Non-Linear Editing
Introduction to editing on a non-linear editing system. Prerequisites: TCM136 or permission of instructor.

TCM243 **4 credits** **6 periods**
Introduction to Video Compositing and Title Animation
Introduction to computer-based video compositing and title animation. Prerequisites: ART177 and (TCM241 or TCM241AA or TCM241AB) or permission of instructor.

Video Production Technology (VPT)

VPT102 **3 credits** **3 periods**
Video Technology
Designed for the person who is either just getting into video or who has been given a video responsibility. Covers color video equipment, evaluation, specifications, simple production procedures, lighting, and audio. Provides a basic knowledge of video equipment and applications. Prerequisites: None.

VPT104 **3 credits** **3 periods**
Scriptwriting
Script writing process, including developing objectives, writing research agendas, designing content outlines writing a treatment, writing a training script, marketing script, and dramatic training script. Dramatic motion picture screen play format, the dramatic curve, believable character creation and dialog and creation of the first ten pages of a screenplay. Prerequisites: None.

VPT106 **3 credits** **5 periods**
Graphics & Digital Effects for Video & Media
Basics of video-production including the use of colors, textures and shapes in the preparation of graphics for video production. Graphics design using the rules of good design and techniques for interaction with Producer/Directors. Story boarding and animation techniques, character generation. Video special effects creation and design, logo and photo import into video productions. Prerequisites: None.

VPT108 **3 credits** **5 periods**
Video Production
Video production technology including Electronic News Gathering (ENG) & Electronic Field Production (EFP) styles and equipment usage. Corporate, cable, and broadcast applications. Basic production techniques in scriptwriting; single camera film style shooting; lighting, audio recording; and editing; post-production techniques, production personnel and their roles, budgeting and copyright issues. Prerequisites: None.

VPT110 **3 credits** **5 periods**
Studio Production
Multiple camera studio production for corporate, cable, and broadcast applications. Basic multi-camera production techniques, talent and camera blocking, set design, scriptwriting; shooting; lighting, audio and video recording; production crew team member experience, pre-production planning and budgeting and decision-making. Prerequisites: None.

VPT114 **3 credits 5 periods**
Audio for Video and Media
Audio in media production including Electronic News Gathering (ENG) & Electronic Field Production (EFP), studio and Sound Room for corporate, cable and broadcast applications. Microphones and audio recording equipment: audio production techniques using a Shot Gun Boom microphone while in the field; audio recording in the sound room; multi-track recording and layback; audio editing using a non-linear computer program: music libraries: sound effects: video tape editing in audio post-production. Prerequisites: None.

VPT115AA **1 credit 2 periods**
Introduction to Non Linear Editing I
Introduction to editing on a non-linear editing system. Prerequisites: VPT108, or permission of instructor.

VPT115AB **1 credit 2 periods**
Introduction to Non Linear Editing II
Introduction to editing on a non-linear editing system. Prerequisites: VPT115AA, or permission of instructor.

VPT115AC **1 credit 2 periods**
Introduction to Non Linear Editing III
Introduction to editing on a non-linear editing system. Prerequisites: VPT115AB, or permission of instructor.

VPT204 **3 credits 5 periods**
Advanced Video Production
Video signal manipulation, time base corrector set-up, waveform monitor and vector scope usage. Proper editing techniques using an A/B Roll linear and Non-Linear editor. Video field recording package set-up and usage, advanced continuity shooting, lighting. Techniques for replacing and sweetening audio on a video production. History, theory and design of a television commercial and marketing tape creation. Prerequisites: None.

VPT206 **3 credits 5 periods**
Directing
Techniques for directing and blocking non-professional and professional talent. Techniques for working with location and studio crews. Field and studio multi-camera production equipment usage. Advanced single and multi-camera shooting styles for corporate, cable and broadcast productions. Advanced post-production techniques for audio, video special effects for editing. The role of the director/producer in pre-production planning for the shoot. Advanced scriptwriting, script breakdowns, production forms, budgeting, and developing positive client relationships. Prerequisites: VPT110.

VPT208 **3 credits 3 periods**
Facility Management and Production
The coordination and supervision of the personnel involved in the production team; preparation of charge-back system; facility budgets in equipment, personnel and operation; interaction with senior management. Prerequisites: None.

VPT210 **3 credits 3 periods**
Video System Design/Procurement
Designed for the advanced video user who has a complete knowledge of current state of the art equipment, its functions and capabilities. Covers system design, procurement and response evaluations. Prerequisites: None.

VPT213 **3 credits 5 periods**
Advanced Electronic News Gathering (ENG, EFP) and Post Production
Advanced use of video equipment for shooting and post-production; including moving camera, dollies, booms and steady cams. Advanced techniques for location lighting, non-linear audio and video editing including advanced concepts in continuity, pacing and timing, character generation and special effects. History of the documentary films and mini-documentaries. Advanced techniques for scriptwriting, story telling, outlining, the dramatic curve and the use of advanced directing techniques. Prerequisites: VPT114 and VPT204, or permission of instructor.

VPT214AA **1 credit 1 period**
Video Production Internship
VPT214AB **2 credits 2 periods**
Video Production Internship
VPT214AC **3 credits 3 periods**
Video Production Internship
Video production work experience in a business or industry. 80 hours of designated work per credit. Maximum of 6 credits allowed. Prerequisites: Permission of instructor.

VPT290 **3 credits 4 periods**
Production for the Web & CD/DVD Mastering
Distribute video over a range of distribution mediums including the CD-ROM, DVD, intranets and the Internet. Capture video using a DV card. Select a streaming technology and integrate streaming files into Web pages. Prerequisites: None.

VPT298 **1-3 credits**
Special Projects
See page 284.

Welding Technology

For Information:
Technology & Consumer Sciences Department
Phone: 623.845.3160

Course Descriptions

Welding Technology (WLD)

WLD classes are held off campus at Paradise Valley High School and Westview High School.

WLD101 **3 credits** **6 periods**
Welding I
Principles and techniques of electric arc and oxyacetylene welding and cutting. Provides technical theory and basic skill training in these welding processes. Prerequisites: None.

WLD201 **3 credits** **6 periods**
Welding II
Further study of electric arc and oxyacetylene welding with emphasis on GTAW (heliarc) and GMAW (mig) processes to weld both ferrous and nonferrous metal. Prerequisites: WLD101.

Women's Studies

For Information: Jeanne Saint-Amour
Phone: 623.845.3781

Course Descriptions

Women's Studies (WST)

In addition to the courses listed below, Women's Studies students may also be interested in ENH284 (19th Century Women Writers) and ENH285 (Contemporary Women Writers).

WST290 **3 credits** **3 periods**
Women and World Religions
Focus on the role of women in several organized religions and/or religious sects. Study of myth and symbols as they are used to establish, maintain, and enforce sex-roles within specific cultural contexts around the world. Prerequisites: None.

World Languages

For Information: Jim Reed
Phone: 623.845.3631

The following world language course descriptions can be found in alphabetical order in this catalog:

Chinese (CHI), French (FRE), German (GER), Italian (ITA), Japanese (JPN), Latin (LAT), Sign Language (SLG), and Spanish (SPA)

Student Goals: Personal, Career-related, General Education

The study of another language not only provides a language skill, but also helps students understand the customs and cultures of other countries. GCC offers the opportunity to study a variety of world languages: Chinese, French, German, Italian, Japanese, Latin, Sign Language, and Spanish. Students take these courses:

- For **Personal Interest**. The standard courses (101, 102, 201, 202 sequence) provide a thorough grounding in basic grammar, pronunciation, and vocabulary in the selected language. The 115-226 sequence is especially recommended for those who wish to focus on conversation mainly for travel needs.
- To **Provide Background** for other careers. The 115-116 sequence is recommended. For those pursuing a business career, GER217 or SPA217 are recommended as supplements to the GER or SPA 101-202 sequence.
- To **Prepare for a Major** at a four-year institution. Although most language majors with a bachelor's degree enter secondary school teaching, others find jobs in travel bureaus, firms involved in foreign trade, and governmental agencies. Those wishing to become college instructors or professional linguists need advanced training far beyond the bachelor's degree. The 101, 102, 201, 202 sequence in the selected language satisfies university transfer, entrance and graduation requirements. Other courses may be granted world-language elective credit. Students intending to pursue a baccalaureate degree in a world language should consult with a departmental advisor to plan their program.

  Degree-seeking and transfer students should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner.

Language Studies

Academic Certificate - AC 6237
12-18 credits
Checksheet

Program Description: The Certificate is designed to provide students with marketable skills in video production. It provides a detailed understanding of video equipment, operation; an overall knowledge of video terminology; directing and production experience; and a basic knowledge of professional television studio operation and management.

Students should consult with a department advisor in planning their academic schedule in order to complete degree requirements in an expedient manner. Required courses may not be available every semester or year. Due to limited course offerings, degree seeking students may find it necessary to extend completion time lines and attend both day and evening classes.

Program Prerequisites: (0-15 credits) **Credits**

Students must earn a grade of "C" or better for each course listed in the program.

201-level proficiency in a language other than English as indicated by assessment **or** coursework.	**0-15**

Required Courses: (6-8 credits) **Credits**

SLC201	*Introduction to Linguistics*	*3*

GCC will accept ENG213 in lieu of SLC201.

Restricted Electives: (6-10 credits) **Credits**

Students must choose two (2) courses from the list below. Prerequisites may not be used to satisfy the Restricted Electives:

AFR/ASB202	Ethnic Relations in the United States (3) **or**	
SOC140	Racial and Ethnic Minorities (3)	**3**
COM263	Elements of Intercultural Communication	**3**
AHU___	Any AHU Arabic Humanities course	
ARB___	Any ARB Arabic course	
CHI___	Any CHI Chinese course	
FLA___	Any FLA Foreign Language Acquisition course	
FRE___	Any FRE French course	
GER___	Any GER German course	
GRK___	Any GRK Greek course	
HBR___	Any HBR Hebrew course	
HEB___	Any HEB Hebrew course	
IPP___	Any IPP Interpreter Preparation Program course	
ITA___	Any ITA Italian course	
ITH___	Any ITA Italian Humanities course	
JPN___	Any JPN Japanese course	
LAT___	Any LAT Latin course	
NAV___	Any NAV Navajo course	
NVH___	Any NVH Navajo Humanities course	
PIM___	Any PIM Pima course	
POR___	Any POR Portuguese course	
RUS___	Any RUS Russian course	
SLC___	Any SLC Studies in Language and Culture course	
SLG___	Any SLG Sign Language course	
SPA___	Any SPA Spanish course	
SPH___	Any SPH Spanish Humanities course	
TRS___	Any TRS Translation and Interpretation course	

Student Services and Activities

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Student Success: A Shared Responsibility

Glendale Community College is dedicated to providing diverse programs and services that help students develop the ability to meet their educational and personal goals. We recognize that student success is a shared responsibility of both employees and students, and believe that to succeed students must be involved as active partners in education.

Employees are committed to:

1. Making every effort to provide accurate, timely information regarding access to the college's programs, services and amenities.
2. Providing quality student services and making knowledgeable and accurate inter-office referrals.
3. Reviewing and updating student services and procedures based on feedback from students.
4. Treating students with respect, courtesy and dignity.
5. Practicing behavior that is interpersonally effective such as friendliness, patience and sensitivity to the feelings of others.
6. Being open to nontraditional requests and seeking resolution when possible.
7. Providing learning opportunities for students to acquire life management skills such as realistic goal setting, time management, stress management, and social skills.
8. Recognizing that academic progress and intellectual growth are the student's primary goals, and to provide services that will promote such progress.

Students are expected to:

1. Read and review printed materials and ask questions regarding access and services in a timely manner.
2. Follow through on suggested referrals and identify the referring office or employee.
3. Use and evaluate student services and procedures in order to provide meaningful feedback.
4. Treat employees with respect, courtesy and dignity.
5. Recognize efforts to accommodate their needs or requests, and show patience and sensitivity to employees who are following procedures.
6. Communicate their needs and let employees know the perceived barriers to meeting their requests.
7. Be aware of and select those personal growth opportunities that will help them develop life and social management skills.
8. Make a commitment to their own academic and intellectual growth and to use those services that will help them achieve their goals.

Services

Academic Advisement

GCC Main Location: EC (Enrollment Center)

Hours: Monday - Thursday, 8:00 a.m. to 7:00 p.m.
Friday, 9:00 a.m. to 5:00 p.m.
Closed Friday during the Summer

Telephone: 623.845.3099

GCC North Location: C Building (Student Services Building)

Advisement is available by appointment only.

Hours: Monday - Thursday, 8:00 a.m. to 7:00 p.m.
Friday, 9:00 a.m. to 5:00 p.m.
Closed Friday during the Summer

Telephone: 623.845.4000

All students are encouraged to seek academic advisement before registering for courses. Academic Advisors assist students with:

- providing information about educational options, requirements, policies, and procedures;
- planning an educational program consistent with a student's interests and abilities;
- assisting students in a continual monitoring and evaluation of their educational progress;
- integrating the many resources of the institution to meet the student's educational needs and aspirations;
- completing a restricted course list for Financial Aid;
- completing a consortium agreement for Financial Aid;
- filling out a petition for graduation;
- providing general transfer information.

Admissions, Records, Registration

GCC Main Location: EC (Enrollment Center)

Hours: Monday - Thursday, 8:00 a.m. to 7:00 p.m.
Friday, 9:00 a.m. to 5:00 p.m.
Closed Friday during the Summer

Telephone: 623.845.3300

GCC North Location: C Building (Student Services Building)

Hours: Monday - Thursday, 8:00 a.m. to 7:00 p.m.
Friday, 9:00 a.m. to 5:00 p.m.
Closed Friday during the Summer

Telephone: 623.845.4000

This office provides information and assistance with admission; residency; registration; graduation; transcripts, refunds; enrollment verification; special admission of individuals under age 18; Nursing and Honors Program admissions; and athletic eligibility.

Bookstore

GCC Main Location: O5 Building

Hours: Monday - Thursday, 7:45 a.m. to 7:30 p.m.
Friday, 7:45 a.m. to 4:00 p.m.
Saturday, 8:00 a.m. to 1:00 p.m.
Closed Friday & Saturday during the Summer
Closed on School Holidays

Telephone: 623.845.3545

GCC North Location: C Building (Student Services Building)

Hours: Hours vary per semester

Telephone: 623.845.4023 or 623.845.3545

The on-campus Bookstore is operated by Follett Higher Education Group and offers students easy access to a variety of school-related items: general school supplies, art and drafting supplies, new and used textbooks, clothing, greeting cards, gift items, snacks, as well as software at an educational price. To order books online: www.efollett.com.

Check Policy:

1. Checks must be made payable to Glendale Community College Bookstore.
2. Checks will be accepted for the amount of the purchase only, with one of the following forms of ID: a current Arizona Driver's License, a GCC ID, a State ID, or a Military ID.
3. There is a $20 fee for a check returned by the bank.
4. No out-of-state checks / no exceptions.

Refund Policy:

1. New and used textbooks may be returned for a full refund within 7 days from and including the official start of the fall and spring semesters, and summer sessions.

2. After the 7 day period, new and used textbooks may be returned for a full refund within 2 days of purchase except OE/OE and short-term classes. See Bookstore for details.
3. No refunds are allowed on new or used textbooks purchased within the last 2 weeks of classes and the week of finals of any semester or summer session.
4. All refunds must be accompanied by a valid sales receipt.

Buy Back Policy:

1. The Bookstore buys books year round.
2. At the end of each semester, with a professor's written adoption, the Bookstore will buy back textbooks for the following term at 50% of the purchase price until they have sufficient quantity.
3. All other books will be bought at prevailing national market value.
4. The Bookstore reserves the right to determine quality, quantity, and price of books bought back.
5. An AZ Driver's License or a GCC ID is required to sell your books.

Cashiers Office

GCC Main Location: EC (Enrollment Center)

Hours: Monday - Thursday, 8:00 a.m. to 7:00 p.m.
Friday, 9:00 a.m. to 5:00 p.m.
Closed Friday during the Summer

Telephone: 623.845.3589

GCC North Location: C Building (Student Services Building)

Hours: Monday - Thursday, 8:00 a.m. to 6:30 p.m.
Friday, 9:00 a.m. to 4:30 p.m.
Closed Friday during the Summer

Telephone: 623.845.4022

The Cashier's Office is responsible for the collection of tuition and fees for credit and non credit classes. In addition, they collect payment for parking citations, library fines, athletic and lab fines, student ID replacement, and testing fees. This office processes tuition refunds and releases Financial Aid funds for disbursement. The Cashier's Office also distributes student payroll checks and will cash personal checks for students up to $5.00 with a valid state issued ID.

Refunds:
The Cashier's Office will not process refunds until after the second week of classes. Payments by cash or check are refunded and processed in the manner selected by the student through the Maricopa Student Refund Program (MSRP). If a method has not been selected within three days of the funds being disbursed to Citibank, by default a check will be mailed to the student's address of record. Credit cards will be refunded back to the original card number that was used to pay. You must contact the Cashier's Office to request your refund. Refunds may be requested prior to the third week of classes if the following conditions apply:

- **Tuition Payment by Check:** If less than fifteen (15) working days from the date of payment, bring a canceled check, bank statement or notice from bank confirming check clearance to the cashier window. A refund check will be ordered through MSRP and disbursed according to the method selected by the student.

  If check clearance information is not available, fifteen (15) working days must pass from the date of payment before a refund will be processed; twenty (20) days for out of state checks.

- **Tuition Payment by Credit Card:** Refunds must be applied to the same card used for payment. Call 623-845-3589 or bring your card to the cashier's window for immediate credit. Refund checks cannot be issued for payments made by credit card. If you no longer have the card, the refund will still be processed to that card number and your bank will issue the refund.

- **Tuition Payment by Cash:** Call 623-845-3589 or come to the cashier's window to request a refund. A refund check will be ordered through MSRP and disbursed according to the method selected by the student.

- **Tuition Payment through e-Cashier (Payment Plans):** e-Cashier payments are collected by a third party (Nelnet) and are deposited to the student's GCC account approximately ten (10) days after the bank account or credit/debit card has been charged. The college will order refunds for e-Cashier payments through MSRP. Refunds will be disbursed according to the method selected by the student. There are no returns to the account used to set up the payment plan as that information resides with Nelnet, not the college.

For your protection, please show a picture ID when requesting refunds at a cashier window.

Center for Learning

GCC Main Location: CL-36 (Center for Learning)

Hours: Monday - Thursday, 8:00 a.m. to 7:30 p.m.
Friday, 8:00 a.m. to 1:00 p.m.
Saturday, 8:00 a.m. to 12:00 p.m.
Summer hours vary

Telephone: 623.845.3812

The Center For Learning provides free support services for all GCC students: tutoring, computer labs, multimedia, and study strategies. The Center for Learning is also a model for community colleges to coordinate services directed at the problem of adult illiteracy. The Center serves adults who have a wide range of literacy needs, including ESL and basic skills with flexible educational services for a nominal fee.

The Center for Learning is open to anyone in the community over the age of 16 years as well as all GCC students.

Services offered:

- Tutoring in most academic areas (credit students only)
- Software and media materials available in English, Reading and Math
- Study skills videos
- Study skills inventory
- Additional help from GCC faculty members who work in the Center
- Non-credit ESOL classes
- Study Skills Tip Sheets

Services available to faculty:

- Computer software and multi-instructional materials list.

Counseling and Career Services

GCC Main Location: CCS (Dr. Joe Griego Counseling and Career Services Center)

Hours: Monday, Tuesday and Thursday, 8:00 a.m. to 6:00 p.m.
Wednesday, 8:00 a.m. to 7:00 p.m.
Friday, 8:00 a.m. to 4:30 p.m.
Selected Saturdays during the Fall and Spring, call for dates
Closed Friday during the Summer

Web Sites: http://www.gccaz.edu/counseling
http://www.gccaz.edu/career

Telephone:

Behavioral Sciences Program	623.845.3433
Counseling Appointments Student Success Workshops Re-Entry Services	623.845.3064
Career Services Appointment Job Search/Posting	623.845.3283
Internship (Career Work Experience)	623.845.3062
New Student Orientation Registration	623.845.3333

GCC North Location: C Building (Student Services Building)

Counseling:

Counseling is available by appointment only.

Hours: Monday - Thursday, 8:00 a.m. to 4:00 p.m.
Friday, 9:00 a.m. -2:00 p.m.

Telephone: 623.845.4012

Career Services:

Hours: Vary. Call for appointment.

Telephone: 623.845.4012

Counseling and Career Services offers a variety of services to help students reach their academic, educational, and personal goals.

- **Individual Counseling** is available for students who want assistance clarifying career and academic goals or overcoming obstacles in their personal lives.
- **Career Resources** are available to learn more about career options, salaries, educational requirements and job growth.
- **Employer Events** are available to students and community members, such as Job Fairs, On-Campus Recruitments and Employer Seminars.
- **Counseling and Personal Development Courses** are offered each semester. Some of the more popular courses include: Strategies for College Success, Stress Management, Anger Management, Eliminating Self Defeating Behavior, and Introduction to Multiculturalism. The Counseling Department also offers the Behavioral Health Sciences Program including the Basic and Advanced certificates as well as the Associate in Applied Science (AAS) degree. Please see the GCC Schedule of Classes for a current listing.
- **Internships (Career Work Experience)** are a great way to gain real life work experience and start your career.
- **Job Opportunities** are available in the Career Center, as well as online through the Maricopa Career Network: http://maricopa.jobing.com/.
- **Job Search Assistance** is available to students and community members seeking employment.
- **Job Search Strategies** workshops or individual appointments help with making a job search plan, developing a résumé, learning interviewing skills and obtaining employment.
- **Mentoring for nursing students** provides mentoring and support for nursing students.
- **New Student Orientations** are conducted, generally at the beginning of each semester.
- **Re-Entry Services** are designed for adult students who are new to college or are returning after a period of time.
- **Counseling and Career Seminars** are free workshops offered each semester. Workshops include: Résumé Writing, Interview Skills, Test Taking Skills, and University Transfer Tidbits.
- **First-Year Experience (FYE)** offers learning communities for first-year students to help them transition to college.

Disability Services and Resources

GCC Main Location: TDS-100 (Testing and Disability Services)

Hours: Monday - Thursday, 8:00 a.m. to 7:00 p.m.
Friday, 8:00 a.m. to 4:30 p.m.
Closed Friday during the Summer

Telephone: 623.845.3080

Fax: 623.845.3273

Video Phone: 1.866.869.7383 (for the Deaf)

Website: www.gccaz.edu/dsr

GCC North: C Building (Student Services Building)

Hours: Tuesday, 12 PM to 4:30 PM

Telephone: 623. 845. 3080 (specify meeting location)

GCC is committed to providing a fully integrated and accessible campus environment for students with disabilities. Support services include: academic and career advising, registration, financial aid petition assistance, and Educational Planning forms when required by a State/Federal Rehabilitation program.

It is the responsibility of the student to provide documentation to the Manager of the Disability Services and Resources office (DSR), which conforms to the documentation policy as part of the intake process. The documentation policy is stated in the Student Rights and Responsibilities section of this catalog (page 335). Documentation must (1) verify the existence of a disability as defined under Section 504 and under the ADA; and (2) establish a clear connection between the accommodations being requested and the effects of the disability.

Some common academic aids include: readers, note takers, testing accommodations (proctors, scribes, setting, time), sign language interpreters, and assistance with adapted computer programs. Personal aids and prescriptive equipment are not provided.

New students with disabilities are encouraged to contact the Disability Services and Resources (DSR) office 3-6 months prior to the start of their first term. To establish a file and formally apply for services requires a student:

- Disclosure of the disability and related documentation/ records.
- Schedule an appointment to meet with an advisor
- Request for academic aids or accommodations

Once approved for services, the following time frames apply:

Testing Accommodation	1 Week
Audio Books	6 Weeks
Sign Language Interpreter	4 Weeks (minimum)
Note Taking Assistance	1 Week
Classroom Accommodations	1 Week
Assistive Listening Device	1 Week (upon availability)
Tutoring	Center for Learning (upon availability)

Enrollment Center

GCC Main Location: EC (Enrollment Center)

Hours: Monday - Thursday, 8:00 a.m. to 7:00 p.m.
Friday, 9:00 a.m. to 5:00 p.m.
Closed Friday during the Summer

GCC North Location: C Building (Student Services Building)

Hours: Monday - Thursday, 8:00 a.m. to 7:00 p.m.
Friday, 9:00 a.m. to 5:00 p.m.
Closed Friday during the Summer

Telephone: 623.845.4000

Visit the Enrollment Center (EC) for general information, admissions, academic advisement, financial aid, university transfer information, course registration, tuition and fee payment, and student ID cards.

ID Cards

Every GCC student may obtain a free picture ID card. A fee of $5.00 will be charged to replace a lost card. A valid ID is required to use the High Tech Center, Cashier's Office, Library Media Center, to activate an eGCC account, and for classes such as Aerobics and the Fitness Center.

To obtain your GCC identification card, you will be required to show an official picture identification (i.e. AZ driver's license, military identification) and a copy of your paid class registration.

Financial Aid

GCC Main Location: EC (Enrollment Center)

Hours: Monday - Thursday, 8:00 a.m. to 7:00 p.m.
Closed Thursday during the Summer

Telephone: 623.845.3366

GCC North Location: C Building (Student Services Building)

Hours: Call for hours of availability.

Telephone: 623.845.4012

Glendale Community College participates in several financial aid programs designed to assist students in meeting financial needs while attending college. The form and type of financial aid varies according to the needs of the student and the purpose and philosophy of the Financial Aid Program. These programs consist of grants, loans, scholarships, and jobs.

Applications are available at the Financial Aid and Scholarship Office and at: http://www.gccaz.edu/finaid/1709.htm or the Department of Education web site: www.fafsa.ed.gov. Approximately three months are required to complete the application process. This time varies throughout the year. As the beginning of classes approach, volume increases and the evaluation process takes longer. Applications for Fall assistance should be submitted in March.

To accept Student Financial Aid funds obligates a student to successfully complete 2/3 of all credit hours attempted during the term and maintain a GPA at or above the published institutional minimum scholastic standard.

Revisions to financial aid awards may occur as a result of changes in student eligibility, academic status, or student failure to comply with federal/state laws/regulations and college policies. Awards are also subject to revision should the annual federal or state allocation of funds to the college be reduced below anticipated funding levels, or should limitation be placed upon funds intended for student financial aid purposes. The college reserves the right to review, revise, or terminate a financial aid award at any time.

Grants

Three types of grants are available for students. These grants are awarded based on need and do not need to be repaid as long as satisfactory enrollment and/or other specified requirements are maintained.

- Pell Grant (PELL)
- Supplemental Education Opportunity Grant (SEOG), based on limited funding.
- Leveraging Educational Assistance Partnership (LEAP), (contingent on funding).

Loans

Title IV Loan Programs:
Two types of Title IV loans are made available to eligible Glendale Community College students to make it possible to attend, but must be repaid.

- **Federal Direct Subsidized Loan -** This is a need-based loan. The federal government subsidizes interest while the student attends college on a minimum of a half time basis.
- **Federal Direct Unsubsidized Loan -** This is a non-need based loan. The federal government does not subsidize interest; therefore, interest begins accruing on the day the loan is disbursed. The borrower is responsible for interest that accrues throughout the life of the loan, including in-school and deferment periods.

Employment

Employment is available to students, based on limited funding, through Federal Work Study (FWS). These are part-time jobs usually in your educational field.

Scholarships

Scholarships are available at Glendale Community College for prospective enrollees and continuing students. The entire scholarship process is available online at www.gccaz.edu/finaid/scholarships.html. Additional scholarships are granted through local high schools and community organizations. Another source for scholarship information is the World Wide Web. GCC has links to several free scholarship searches from the Financial Aid portion of our web site. Applications for scholarships for the Fall semester should be made in the prior spring. Available scholarships can be found at: http://www.gccaz.edu/scholarships.

Additional information and regulations governing the above programs can be found on our web site at:
http://www.gccaz.edu/finaid/12621.htm.

First Year Experience

GCC Main Location: CCS (Dr. Joe Griego Counseling and Career Services Center)

Telephone: 623.845.3064

Coordinator: Marjane Maton

Glendale Community College is dedicated to providing diverse programs and services that help students develop the ability to meet their educational and personal goals. The FYE seeks to create a structured program and environment in which students can clarify goals, grow personally and socially, and excel academically through linkages with campus programs, services and resources.

The FYE program promotes a supportive environment in which students are a special and important part of the campus community. Students are encouraged to take responsibility for their learning and access college resources that will benefit them.

Prime time classes are designed with integrated curriculum and assignments. Students have the option of participating in study groups and specialized assessments. Contact the Program Coordinator for further information.

Food Services

GCC Main Locations: Palms Cafe, SU (Student Union) and Green Been Cafe (Life Science Building)

Hours: Monday - Thursday, 7:00 a.m. to 7:00 p.m.
Friday, 7:00 a.m. to 2:00 p.m.
Summer session break hours vary

Telephone: 623.845.3543

GCC North Location: Arroyo Cafe, C Building (Student Services Building)

Hours: Monday - Thursday, 8:00 a.m. to 2:00 p.m.

Telephone: 623.845.4027

The Palms Cafe, located in the central area of the Student Union, serves breakfast, lunch, and dinner, beverages, and snacks to students and faculty. Catered events are also available.

The Green Bean Cafe serves coffee, smoothies, assorted bottled beverages and grab 'n go packaged foods.

The Arroyo Cafe, located at the GCC North Campus, serves breakfast and lunch, beverages, and snacks to students and faculty. Catered events are also available.

High Tech Center Complex, GCC Main Campus

High Tech Center 1

Hours: Please visit our website at http://www.gccaz.edu/help for open lab hours

Telephone: 623.845.3456 - Open Lab
623.845.3555 - Technology Help Desk

High Tech Center 1 (HT1) is a 31,250 sq. ft. multi-discipline computer and technology facility. A 9,100 sq. ft. open lab area, is located in the center of the building. HT1 has the capacity to hold 336 computer and laptop workstations distributed throughout the P.I.T. Using their eGCC account credentials, students and faculty utilize this lab to work on course related materials. In addition, the P.I.T., is the home of the Technology Help Desk. Walk up, phone, email and chat support is available to students, staff and faculty members. Surrounding the pit are IT administrative offices, computer animation lab, digital photo lab, and the TV studio.

High Tech Center 2

Hours: Please visit our website at http://www.gccaz.edu/help for open lab hours

Telephone: 623.845.3552

High Tech Center 2 (HT2) is a semicircular 26,400 sq. ft. multi-discipline computer and technology facility. The building has ten classrooms and ten faculty offices. A 4,700 sq. ft. lab area is the home of the Academic Solutions Center, comprised of the Chemistry Solutions, the Writing Center, and the Business & IT Solutions. Students needing course specific tutoring assistance can get help from faculty members or peer tutors in this lab. Central in the building are additional IT Administrative offices and the Center for Teaching, Learning and Engagement.

Housing Facilities

Glendale Community College does not have residence halls. Students must make their own arrangements for housing. A bulletin board located in the Student Union provides space for advertisements regarding living accommodations. The college makes no attempt to evaluate or approve posted housing offerings. It is advisable that students personally inspect any accommodations before renting or leasing.

International Education Center

GCC Main Location: B-204 (Business)

Hours: Monday - Friday, 8:00 a.m. to 5:00 p.m.
Closed Fridays during the Summer

Telephone: 623.845.3135/623.845.3136

The International Education Center provides services to non-immigrant foreign students who are enrolled at Glendale Community College. The office staff advises foreign students, implements an orientation program, and assists with housing, transfer to a university, immigration and cultural adjustment. The Center also coordinates faculty and staff exchange programs and study abroad programs for domestic students.

Intensive ESL Program
The Intensive ESL Program (IESL) is designed for students whose native language is not English. By enrolling in the IESL, such students will have 12+ hours per week of classes to improve their English proficiency. Instruction in the English as a Second Language classes is provided by GCC English Department faculty.

Library Media Center/John F. Prince Library, GCC Main Campus

Hours: Fall and Spring:
Monday - Thursday, 7:00 a.m. to 10:00 p.m.
Friday, 7:00 a.m. to 5:00 p.m.
Saturday, 7:00 a.m. to 5:00 p.m.
Sunday, Closed
Summer hours vary

Telephone:

Hours of Operation:	623.845.3100
Reference Services:	623.845.3112
Media Services:	623.845.3119
Reserve, Interlibrary Loan, and Patron Services:	623.845.3109

Web Site: http://lib.gccaz.edu/lmc/

The John F. Prince Library Media Center is the primary information center of the college. Its resources include over 80,000 volumes; subscriptions to electronic databases with thousands of full-text titles; print subscriptions to periodicals and newspapers; maps; microfilm; and audio and videocassettes, DVDs, slides, and related equipment.

Special services and facilities include interlibrary loan, photocopiers, group study rooms, computer commons, laptop computers, fax transmission, audio duplication, and accommodations for the visually impaired. In addition, there is a self-paced art studio tour available for check out. Visit the Circulation Desk to check out a state-of-the-art studio listening wand. Library faculty are available at all times to assist students, faculty, and staff with their reference and research needs. Electronic or remote assistance via chat service and email are also available through the library's web page. Media staff can assist students with media projects. Books, selected videocassettes and DVDs can be borrowed from the library. Reference books, periodicals, and selected reserve materials and some audio and video cassettes are limited to Library Media Center use only, and may not be removed from the Library.

Book drops are located on the west side of the Library Media Center at the circulation desk, on the east side of the media counter, and for the convenient return of library materials, on the curbside of the cul-de-sac circle drive at the east end of the campus.

The GCC student ID card is required as a library card. It must be validated each semester at the library circulation desk in order to check out library materials. The Enrollment Center issues ID cards upon presentation of a photo ID card and "paid registration receipt." Students also use their ID card to activate their eGCC account in order to access the library's electronic databases and other resources. The eGCC account can be activated in either the library, HT1 or HT2.

Hours may vary during the summer sessions, holidays, semester breaks, etc. Please call (623.845.3100) or consult the library web site (http://lib.gccaz.edu/lmc/) for hours during those periods.

Loan Policy

Students and Faculty
The library loans materials to MCCCD students and employees with valid MCCCD ID cards. Students are limited to three items per subject. Most items are checked out for three weeks with one renewal. If materials are not returned, ONE courtesy notice is mailed. This will be the only notice sent prior to the posting of a debt (bill for material replacement). Debts are posted after material is 14 days overdue. Failure to receive an overdue notice, debt notice or other collection notices does not remove responsibility for paying for associated fines and fees.

Debts
Debts apply 14 days after the due date. A borrower will be charged a $5.00 debt fee *per item,* plus replacement cost. The replacement cost will be waived if the material is returned; however, the $5.00 debt fee per item will not be waived. Willful destruction or mutilation of any library materials will result in a posted debt against the student record. The debt will include replacement costs for the damaged or mutilated material, plus a debt fee. The Maricopa Community Colleges Governing Board determines fees. The Arizona Department of Revenue collects unpaid fees.

Library and Computer Center GCC North Campus, Beshbito Building

Hours: Fall and Spring:
Monday - Thursday, 8:00 a.m. to 8:00 p.m.
Friday, 8:00 a.m. to 3:00 p.m.
Saturday, 8:00 a.m. to 1:00 p.m.
Sunday, Closed
Summer hours vary

Telephone:

Hours of Operation:	623.845.4109
Reference Services:	623.845.4112
Media Services:	623.845.4119
Reserve, Interlibrary Loan, and Patron Services:	623.845.4109
Computer Help Desk in Beshbito Building :	623.845.4124
Student Technology Helpdesk:	623.845.3555 ext.2, option 2

Web Site: http://lib.gccaz.edu/lmc/

The GCC North Library and Computer Center is the primary information center of the college. Its resources include a book collection of approximately 2,000 volumes and subscriptions to electronic databases with thousands of full-text titles. In addition, access to the collections at the GCC Main Campus Library is provided through a dedicated courier service between both sites.

Special services and facilities include a reserve collection, interlibrary loan, photocopiers, group study rooms, and computer commons. Library faculty are available at all times to assist students, faculty, and staff with their reference and research needs. Electronic or remote access via chat service and email are also available through the library's web page. Media staff can assist students with media projects. Circulating books and DVDs can be borrowed from the library. Reference books and reserve materials are limited to library use only and may not be removed from the building.

Book drops are available at the Circulation Desk located through the west entrance of the building, and curbside in the parking lot north of the Library and Computer Center Building.

The GCC North student ID card is required as a library card. It must be validated each semester at the library circulation desk in order to check out materials. GCC North Enrollment Services issues ID cards. Students also use their ID card to activate their eGCC student computer account in order to access the library's electronic databases and other resources. The eGCC account can be activated in the computer commons area of the Library and Computer Center.

The Computer Commons area of the Library and Computer Center features 45 student computer workstations and printers in an open lab environment. The computers are available for currently registered students who have activated their eGCC account. The computers are to be used to support academic coursework with technology assistance available at the Tech Help desk located in the Computer Commons area. Students needing off-site assistance are directed to the main student helpdesk number for all GCC campuses at the Student Technology Helpdesk 623.845.3555 ext. 2, then option 2.

Hours may vary during the summer sessions, holidays, semester breaks, etc. Please call (623.845.4109) or consult the library web site (http://lib.gccaz.edu/lmc) for hours during those periods.

Loan Policy

The Loan Policy stated under Library Media Center John F. Prince Library is the same for GCC North Students and Faculty. (See previous page.)

Math Solution

GCC Main Location: MA (Math)

Hours: Monday - Thursday, 8:00 a.m. to 8:30 p.m.
Friday, 8:00 a.m. to 4:00 p.m.
Saturday, 10:00 a.m. to 2:00 p.m.

Summer hours:
Monday - Thursday, 8:00 a.m. to 7:00 p.m.
Closed Fridays

Telephone: 623.845.3853
Web Site: www.gc.maricopa.edu/math/MathSolution.htm

The Math Solution (located in the Northwest area of the MA building) provides FREE drop-in tutoring for all Mathematics students at GCC. The Mathematics Department operates this program, which provides tutoring by Math faculty, staff and advanced students. Also provided are mathematics software, math videos, a testing center, and a limited amount of help with Computer Science courses. Please see actual schedule posted in The Math Solution for CSC tutoring hours.

Mentoring for Nursing Students

GCC Main Location: LS-213 (Life Science Building)

Telephone: 623.845.3069

Coordinator: Trini Sandoval

The success of our Nursing students is the driving force behind the **Buddy Mentor Program**. Nursing students are matched with mentors from the next level, pre-nursing students are mentored by the Mentoring Program coordinator. The objectives for the Buddy Mentor Program are:

- To support and encourage the nursing student
- To provide critical program information for student success and
- To share study strategies

Multicultural Affairs

GCC Main Location: A-150 (Administration)

Hours: Monday - Thursday, 8:00 a.m. to 5:00 p.m.
Friday, 9:00 a.m. to 4:30 p.m.

Summer hours:
Monday - Thursday, 8:00 a.m. to 7:00 p.m.
Closed Fridays during the summer

Telephone: 623.845.3565

Multicultural Affairs is an educational outreach program designed to interest minorities in pursuing post-secondary education and to provide the assistance and resources necessary to facilitate the enrollment and educational planning process.

Services include:

1. Educational resources and materials
2. Educational information
3. Assistance with admissions and financial aid forms
4. Follow-up orientations
5. Assistance during registration
6. Educational planning
7. On-campus student services referral

Office of Student Life

GCC Main Location: SU-101 (Student Union)

Hours: Monday - Thursday, 7:30 a.m. to 5:30 p.m.
Friday, 7:30 a.m. to 4:30 p.m.

Telephone: 623.845.3525

Student Leadership Center: SU-123 (Student Union)

Hours: Monday – Friday, 8:30 a.m. to 5:30 p.m.

Telephone: 623.845.4617

Web Site: www.gccaz.edu/studentlife

GCC North Location: C-118 (Student Services Building)

Hours: vary each semester

Telephone: 623.845.4025

Housing
A Bulletin Board located in the Student Union hallway provides posting space for information regarding living accommodations. The college does not inspect these facilities. It is advisable that students personally inspect any accommodations before renting or leasing the facilities.

Insurance (Accidents)
All students taking college credit classes are covered by a college accident insurance policy that has certain benefit limitations. Note that this is secondary to your personal health care insurance coverage.

Premium costs are included in the registration fees. Coverage is for accidents occurring only while the student is:

1. Attending class during the hours when college is in session.
2. Traveling for regular class sessions, directly to or from home and college other than by motorized vehicle (a) but not longer than one hour after class is dismissed; or (b) for the time required when traveling in a vehicle authorized and furnished by the college. No coverage is provided for any motorized vehicle not supervised and provided by the college/district.
3. Participating in or attending an activity exclusively sponsored and supervised by the college, and traveling to and from the activity in an authorized vehicle.

A printed copy of the policy benefits can be obtained from the Office of Student Life, SU-101, or the Student Leadership Center, SU-123D.

Insurance - Optional (Health)
Students may purchase health insurance through a plan designed for students who attend one of the Maricopa Community Colleges. Students may also insure eligible dependents.

Brochures containing applications are available in the Office of Student Life, SU-101, or the Student Leadership Center, SU-123D.

Publicity Guidelines
Before posting any publicity on campus bulletin boards or circulating publicity of any kind on campus, obtain clearance from the Office of Student Life, SU-101, or the Student Leadership Center, SU-123D.

Student Clubs & Organizations
Check our web site for descriptions or stop by the Student Leadership Center, SU-123D, to pick up a paper copy.

Online Services for Students

Location: my.maricopa.edu

Hours: Monday through Sunday,6:00 a.m to 3:00 a.m

Visit my.maricopa.edu for online student services. Find classes, register for classes, view student schedule, view charges, make payments, get grades, request transcripts, view financial aid and update contact information.

Location: www.gccaz.edu

Hours: 21 hours a day, 7 days a week

For general information about Glendale Community College visit www.gccaz.edu. Learn about the GCC community, admission and enrollment procedures, financial aid, and academic advising.

Public Safety

GCC Main Location: CS (Campus Safety)

Hours: 24 hours a day, 7 days a week

Telephone: 623.845.3535

Web Site: www.gc.maricopa.edu/safety

GCC North Location: A Building (Agua Sal Building)

Hours: Monday - Thursday, 6:30 a.m. to 10:00 p.m.
Friday, 6:30 a.m. to 5:00 p.m.
Saturday, 6:30 p.m. to 4:30 p.m.

Telephone: 623.845.4111

The mission of the Public Safety Department is to provide a safe and secure environment for all staff, students, and visitors. The Public Safety Department is responsible for the enforcement of campus rules and regulations pertaining to the safety and well-being of all who enter the college grounds. Some of the services that the Public Safety Department provides include protection of college and personal property; traffic control; visitor assistance; lost and found services; loss prevention and loss reporting; identification of safety hazards; and safety escorts. In addition, Public Safety posts campus Clery statistics for three previous years. To view these statistics refer to the Public Safety website at www.gc.maricopa.edu/safety, and click on "Disclosure of Safety policies and annual crimes statistics."

Accident Reporting (Non-traffic related)
Accidents resulting in injury should be reported to the instructor who will complete the college accident form. **THE PUBLIC SAFETY DEPARTMENT MUST BE NOTIFIED IMMEDIATELY (GCC Main Campus: 623.845.3535; GCC North Campus: 623.845.4111) WHEN AN ACCIDENT OCCURS.** Accident forms are available at and processed by the Student Life Office.

Animals and Pets
Animals and pets are not permitted on the campus (service dogs are the exception). All stray and uncontrolled animals will be turned over to the nearest animal shelter. Infractions must be reported to the Public Safety Office immediately.

Bicycles/Skateboards/Roller Blades
Bicycles, skateboards, roller blades and/or roller skates are banned for use in the inner campus due to potential injury to persons using the facilities. Bicycles must be wheeled on campus sidewalks and grass areas. Roller skates, roller blades and skateboards must be carried on campus sidewalks, roads, and grass areas.

Fire and Evacuation
If an alarm should sound, evacuate the building immediately. For students physically incapable of holding their places in line or moving at a reasonable speed, provisions must be made for them to move independently of the line of march under the supervision of a responsible student or instructor. Once outside the building, all persons should move AT LEAST FIFTY (50) feet away from the structure, but not parking lots.

In case of fire, notify the Public Safety desk (GCC Main Campus: 623.845.3535; GCC North Campus: 623.845.4111).

Parking on Campus
Commuting to and from and trying to find parking spaces at Glendale Community College can be a frustrating experience. However, the GCC Public Safety department wants you to have a positive experience and makes every effort to assist you.

Parking Regulations
1. No vehicle shall:
   a. Park anywhere other than designated parking areas, between 2 parallel lines. Employee parking areas are designated by yellow parking lines. Students are required to park in those spaces designated by white parallel lines other than visitor parking.
   b. Park on ANY roadway not designated/marked for parking.
   c. Occupy more than 1 parking space.
   d. Park facing away from the centerline. (The parking lot has many one way aisles and parking facing in the incorrect direction results in unsafe traffic patterns.)
   e. Park in a Red Zone/Fire Lane.
   f. Park in a disabled space without proper state issued license plate or hanging decal.

2. Motorcycles/Vehicles shall park only in designated areas. There is NO parking at the end of islands and in "NO PARKING" areas.
3. Bicycles shall park in the racks provided. Bicycles shall not be chained to trees, lamp posts, fences, or buildings. The college reserves the right to remove improperly parked bicycles at the owner's expense.

Operating Regulations

1. Posted 15 M.P.H. speed limit is in effect.
2. Driving motor vehicles, motorized cycles, or bicycles on pedestrian paths, campus interior, or sidewalks is prohibited.
3. No careless or reckless driving is permitted.
4. Pedestrians always have the right of way and special caution must be exercised in high pedestrian traffic areas.
5. Compliance with State of Arizona, ARS-28 codes is mandatory.
6. All vehicles must comply with current emissions control standards.

Visitor Parking

Visitor parking is for "Visitors" only. Individuals registered for classes on this campus are not considered visitors. Any vehicle bearing a GCC or an MCCCD parking decal is not considered a visitor and will be cited.

Registration/Parking Violations and Fines

Examples of Fines Include:

- Parking in an unauthorized parking area ($25.00)
- Removing barricades or failure to obey vehicle control device ($25.00)
- Violating disabled parking stall or access ($50.00)
- Parking in a fire lane ($50.00)
- Falsifying information on registration application ($50.00)
- Failure to register a vehicle and display permit ($30.00)
- Displaying an altered or substituted permit ($50.00)
- All other violations ($15.00)

Parking fines are adopted as part of the Tuition and Fee schedule and are incorporated here by reference. Fee amounts are subject to change upon adoption of the schedule for the new fiscal year. For current fee amounts, please contact Public Safety or visit: www.gc.maricopa.edu/safety/

Fine Payment and Appeals

All citations issued to a vehicle will be charged against the student, employee, or the registered owner of the vehicle.

1. Fines must be paid at the Cashier's Office or by check in the envelope provided with the citation within 15 working days from the date of the citation or the fine will be doubled.
2. **Anyone wishing to appeal a citation must do so within 15 working days from the date of the citation, or the citation fine will be doubled and all rights of appeal will be lost.**

Step 1: If the party wishes to appeal, the citation or a copy of the citation must be attached to the completed written appeal form. The Parking and Traffic Appeals Officer will review all appeals. Appeal forms are available at the Public Safety Department. If the citation is appealed and the citation is upheld, payment must be received within twenty-one working days of the appeals letter notification date or doubling of the citation amount will occur.

Step 2: If the party receives an unfavorable decision from the Parking and Traffic Appeals Officer and wishes to appeal further to the college appeals board, the written appeal, the appeals officer's decision, a paid receipt equal to the amount of the penalty, and all enclosures must be returned to the Public Safety Department.

Step 3: Appeals Board. These enclosures will be held for the next appeals board. The appeals board will be the final adjudicating authority on campus.

Step 4: Further appeals may be taken to the Maricopa County Superior Court at the appellant's own expense.

Safety of Person and/or Property

Glendale Community College is not liable for thefts and/or damages occurring on campus grounds. The following suggestions, however, are offered for your consideration and implementation:

1. Immediately report all accidents, damage, or thefts to Public Safety, located in the CS Building at GCC Main Campus, or A Building (Agua Sal Building) at GCC North Campus.
2. Close all vehicle windows and lock all doors.
3. Keep all personal items out of plain view.
4. Report all suspicious activities and/or persons to Public Safety (GCC Main Campus: 623.845.3535; GCC North Campus: 623.845.4111).
5. Use the buddy system, especially after dark. Escorts are available from the Public Safety Department.
6. Attend personal safety classes and other seminars when offered by the Public Safety Department. These seminars are informative, free of charge and advertised in the college newspaper, "The Voice."

Weapons

No firearms or lethal weapons of ANY type are permitted on the campus. For further information, contact the Director of Public Safety at 623.845.3535.

Servicios Multiculturales

GCC Main Local: Edificio A-150 (Administracion)

Horas: De lunes a jueves, 8:00 a.m. a 5:00 p.m.
viernes, 9:00 a.m. a 4:30 p.m.
Cerrados los viernes durante el verano

Teléfono: 623.845.3565

El programa de Servicios Multiculturales promueve la educación del colegio. Se recomienda que los jovenes de las escuelas secundarias y los adultos de la comunidad asistan a los programas en el Colegio Comunitario de Glendale para desarrollar interés y motivación en la educación. La educación superior del colegio es necesaria para las carreras y el empleo en el presente y en el futuro.

Se ofrece asistencia con las solicitudes para la admisión y asistencia con ayuda financiera. También se ofrece asistencia con todos los procesos de la inscripción y en la selección de clases.

Testing Services

GCC Main Location: TDS-118 (Testing and Disability Services)

Hours: Monday - Thursday, 8:00 a.m. to 7:00 p.m.
Friday, 9:00 a.m. to 4:30 p.m.
Closed Fridays during the Summer

Telephone: 623.845.3058

Information Line: 623.845.3852

GCC North Location: C - 118 (Student Services Building)

Hours: ASSET/Accuplacer:
Monday - Thursday, 8:00 a.m. to 5:00 p.m.
Friday, 9:00 a.m. to 3:00 p.m.
GED
www.gccaz.edu/GCCN/GED.html
Make Up Testing:
Monday - Thursday, 8:00 a.m. to 7:00 p.m.
Friday, 9:00 a.m. to 4:00 p.m.

Telephone: 623.845.4015

Testing Services at Glendale Community College provides academic testing to help students with proper course placement. Prior to testing students should complete a review test at the following websites:
ACCUPLACER: http://www.collegeboard.com/student/testing-/accuplacer/
TESTSOUP: www.gccaz.testsoup.com

The following are the two main assessments administered on a scheduled basis:

- **ACCUPLACER** is an untimed, computer-based placement test and is designed to identify your skill levels in English language usage, reading and mathematics.
- **CELSA** (Combined English Language Skills Assessment) is a 45-minute multiple-choice test designed to measure context and grammatical understanding of the English language for students who are not native speakers of English.

The center is also a site for proctoring examinations that have been sent from other colleges and universities. A fee is charged for this service. For more information call 623.845.3058.

Transportation

Municipal bus service is available within the community. Bus schedules may be obtained from display racks in the Student Union or from the Glendale Public Library located at 5959 West Brown Street just north of GCC.

University Transfer

GCC Main Location: EC (Enrollment Center)

Hours: Monday - Thursday, 8:00 a.m. to 7:00 p.m.
Friday, 9:00 a.m. to 5:00 p.m.
Closed Fridays during the Summer

Telephone: 623.845.3099

A student who intends to transfer to another college or university to complete requirements for a baccalaureate degree should consult the catalog of the college of intended transfer with the assistance of an advisor to determine the equivalent course requirements and equivalent courses that can be taken at Glendale Community College. Universities in the State of Arizona accept transfer students who have maintained a cumulative grade point average of 2.00 or better.

For information on how to contact a university representative, please call Academic Advisement at 623.845.3099.

Veteran Services Center

GCC Main Location: VSC (Veteran Services Center)

Hours: Monday - Thursday, 8:00 a.m. to 7:00 p.m.
Friday, 9:00 a.m. to 5:00 p.m.
Closed Fridays during the Summer

Telephone: 623.845.3363

GCC North Location: C Building (Student Services Building)

Hours: By appointment only

Telephone: 623.845.4012

Glendale College Veteran Enrollment Services provides assistance to eligible students in applying for U. S. Department of Veterans Affairs (V.A.) educational benefits. Veteran Enrollment Services is responsible for certifying attendance and reporting changes in enrollment to the V.A.

Students receiving educational benefits from the V.A. should verify student status with the college's Veteran Enrollment Services Representative, at least once in the beginning of each semester, to assure that their certification of enrollment is current. Also, anytime there is a change in course load hours, it is the student's responsibility to report that change to the Veterans Affairs Office (VAO).

Restricted Students

Students who have a degree or who have completed 64 semester hours may be considered by the V.A. to be overqualified to receive community college educational benefits. If the student is lacking necessary courses for his or her degree, he or she can meet with an academic advisor for a program evaluation. The list of required classes will be sent to the V.A. with a request for approval of the program of study. Once approved, the student will be paid for only those classes required for the degree. Students must request V.A. certification each semester.

Transfer Credits

Students receiving V.A. educational benefits who have attended other colleges must have transcripts sent directly to the Glendale Community College Admissions and Records Office within 30 days of enrollment. The college Veterans Enrollment Services must be able to report to the V.A. the amount of credit previously earned before the end of the first semester to avoid retroactive termination of benefits.

Grades Assigned to Veterans

U.S. law prohibits payment of VA benefits for a course from which a veteran student withdraws, or for a course that the veteran student completes, but receives a grade for the course which will not be used in computing graduation requirements. Grades of A, B, C, D, F will result in full benefits for the veteran.

Grades of W, P, Z, Y or I will impact on VA benefits as follows:

W - VA will interpret a "W" as a voluntary withdrawal by the veteran and will require pay back of all benefits paid for that course from the beginning of the semester. Mitigating circumstances may exist which the veteran may choose to cite to the VA for adjudication and relief.

P - Will qualify for VA benefits only when a letter grade of A, B, C, D, or F is not available.

Y - VA will interpret this grade as an involuntary withdrawal by the veteran and will deny benefits from the date of withdrawal.

Z - VA will not pay for benefits for courses where the veteran receives no credit.

I - VA will allow the veteran seven (7) months in which to change an "Incomplete" grade to a grade of A, B, C, D, F, or P. If the veteran does not comply within seven (7) months, the VA will reclaim all monies paid for the period of the course (a full semester of benefits).

The Writing Center

GCC Main Location: HT2-107 (High Tech Center 2)

Hours: Hours vary between 8:00 a.m. and 5:00 p.m. Monday - Friday (limited hours on Saturday)

Telephone: 623.845.3480

GCC North Location: Tutoring Center (D Building)

Hours: By appointment Monday - Thursday
Web: www.gc.maricopa.edu/English/writingcenter/gccn.html

The Writing Center provides free individual writing assistance for all students. Students may make a 30-minute appointment with a faculty member to seek help in any aspect of writing: composing reports, outlining, research papers, reviews, essays, business memoranda, résumés, or letters.

Assistance is also given in related study skills: notetaking, essay exam techniques, reading, interpreting and writing literature, and reading improvement. Stop by to make an appointment. Please visit the Writing Center web site at: http://www.gc.maricopa.edu/English/writingcenter/

GCC Electronic Writing Center

This service has been established to provide free writing assistance to students who need help in assignments and who are unable to come to our daytime facility. Students may submit written work by accessing our web page: http://www.gc.maricopa.edu/EWC/

Both the Writing Center and the Electronic Writing Center are unavailable during the summer sessions.

Activities

Art Exhibitions

Art Exhibitions featuring local artists are presented in the Student Union Palm Court (SU 104). Sponsored by Associated Student Government, the exhibits are free and open to the public. The public opening reception is usually scheduled on the first Monday evening of the show, from 6:00 to 8:00PM. Refreshments are served. For more information, please call 623.845.3755.

Art Faculty Exhibition

The annual exhibition of the work of the Art Department Faculty presents an overview of the individual visions of members of the Glendale Community College Art Department. The exhibition in the Student Union Palm Court (SU 104) is free and open to the public, with the opening reception held on the first Monday evening of the show. Refreshments are served. It is scheduled in the Spring semester, preceding the annual Glendale Student Art Exhibition. For more information, please call 623.845.3757.

Art Student Exhibition

The annual juried exhibition of student artwork is scheduled in the Spring semester. The traditional arts and photography are represented, along with work in innovative programs in digital photography and computer generated images in animation and graphic design. Although items in the student show may be available for purchase, the intent of the Glendale Art Student Exhibition is not for that purpose. The exhibit, held in the Student Union Palm Court (SU 104), is free and open to the public. For more information, please call 623.845.3757.

Associated Student Government

Location: Student Union, Room 123C

Telephone: 623.845.3534

The Associated Student Government (ASG) of GCC offers students an opportunity to develop leadership skills and to experience the democratic process firsthand. Members of ASG represent the College at various functions, promote social and cultural activities, help promote school spirit, and serve as official representatives on college committees.

ASG is made up of students elected from the student body during the third week of class each fall semester. A faculty member may serve as advisor to the organization.

Athletic Events

GCC maintains highly competitive intercollegiate sports programs in Baseball, Basketball, Cross Country, Football, Golf, Softball, Soccer, Tennis, Track/Field, and Volleyball. For more information on attending campus sports events, please call the Athletics Office at 623.845.3040.

Clubs

Glendale Community College has more than 45 student clubs both at GCC Main and GCC North campuses. If one of those is not what you are looking for you may start a new one in your area of interest. Clubs provide a network of friends and an opportunity to develop leadership skills.

Visit the Student Leadership Center, SU-123D in the Student Union to learn more about specific clubs.

Club Fairs

The fall and spring Club Fairs are held during the third week of class. It offers students an opportunity to gather information about joining Glendale College's student clubs and organizations.

Call 623-845-4474 for more information or go to www.gccaz.edu/studentlife.

Counseling and Career Seminars

Counseling and Career Seminars, presented by GCC counseling faculty and the Career Services Director, are free and are open to students and community members.

Topics may include:

- Online Networking
- Healthy Relationships
- Test Taking Skills
- Do It Now: Understanding & Overcoming Procrastination
- Online Career Resources
- Building Your Résumé
- Winning Interviewing Techniques

For details, please see GCC Calendar of Events at http://www.gccaz.edu/counseling.

International Festival

Every year, usually in the first week of April, GCC hosts an international festival. The festival takes place outside under tents in the central mall area of the campus and features exhibits, live musical entertainment, dancing, food, and people from around the world.

The purpose of the international festival is to give students and employees a chance to experience the rich cultural diversity of our campus and community.

The event is free of charge and open to the public.

Performing Arts

The Music, Theatre, and Dance Programs of GCC offer many programs to the community.

The Music Program offers a variety of concerts to students and the public. Concerts include programs by the Concert Choir, Chamber Singers, Concert Band, Jazz Ensembles and Guitar Ensemble, Marimba Band, and African Drum Ensemble. These are offered free to the public.

The Theatre Program offers several dramatic presentations during the year to students and the public. Musical Theater Workshops and two theatrical shows are presented each semester directed by faculty and staff. Auditions are held on campus and are open to students, faculty and staff, and the public. The admission costs vary.

The Dance Program presents two dance concerts and several workshops each year which feature the GCC students and the Verve Dance Co., GCC Resident Dance Company in works by faculty and nationally recognized guest choreographers. Auditions for the Verve Dance Company are held the Monday following the Fall and Spring dance concerts. These are offered to the public.

For up-to-date information on upcoming activities, please call 623.845.3720 or visit us at www.gccaz.edu/performingarts.

Phi Theta Kappa

Phi Theta Kappa is an internationally recognized honor society with over 40,000 members currently enrolled in more than 800 two-year colleges in the United States and abroad. The purpose of this organization is to recognize academic achievement, promote scholarship, develop character, and to cultivate fellowship. Membership entitles the scholar, in one of many honored traditions, to wear the golden stole, the double honorcord and the mortarboard tassels at his/her commencement.

The Omicron Lambda Chapter of Phi Theta Kappa at GCC invites all students who have successfully completed twelve (12) credit hours in 100 level courses or higher with a minimum cumulative grade point average of 3.5 to join Phi Theta Kappa.

If you are interested in membership, please contact advisors Connie Greenwell (623-845-4474) or Pam Hall (623-845-3825). More information about Phi Theta Kappa is available at www.ptk.org.

Psi Beta

Psi Beta, an internationally recognized honor society, has as its mission the professional development of psychology students in two-year colleges through promotion and recognition of outstanding achievement in scholarship, leadership, research, and community service.

Students with an interest or career aspirations in psychology that meet the requirements of having successfully completed 12 credit hours with a cumulative GPA of 3.0, and a 3.0 or higher in all psychology courses are welcomed into Psi Beta. At graduation, Psi Betans are distinguished by wearing a gold medallion and gold honor cords. Students meeting the research requirements have the opportunity to network and present their scholarly work on regional, national, and international levels.

Speakers' Forum

The Speakers' Forum lecture series is presented on selected Tuesday-Thursday at various times from September through April. Well known speakers, authors, and faculty members provide stimulating lectures on a variety of topics. Lectures are free to the public. Contact Kirt Shineman at 623.845.3653 or Hannes Kvaran at 623.845.3696 for more information.

Study Skills Videos

Studies Skills videos are designed to help students gain academic success. All videos are available for viewing at the Center for Learning. For a list of study skills videos, stop by the Center for Learning, or call 623.845.3811.

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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 Community Colleges 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 local, 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 of employees, sanctions up to and including suspension or expulsion of 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 Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action (EEO/AA) Office.

Examples of Policy Violations (AR 5.1.9)
It shall be a violation of 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. Which 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 Maricopa Community Colleges property or in connection with any Maricopa Community Colleges-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)
Every Maricopa Community Colleges employee and student must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

Employees and students are encouraged (but not required) to inform perceived offenders of this policy that the commentary/conduct is offensive and unwelcome.

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 (480-731-8885). If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.
2. **Students**
   Students who experience sexual harassment or sexual assault in a school's education program or 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 Maricopa Community Colleges 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**
   Complaints will be investigated according to procedures established by the Maricopa Community Colleges EEO/AA Office. Copies of these procedures may be obtained in the college president's office, Office of the Vice President of Student Affairs and the Maricopa Community Colleges EEO/AA Office.

   The college/center/MCCCD will investigate all complaints in a prompt, thorough, and impartial manner.

   Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/ MCCCD.

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 Maricopa Community Colleges' 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 Maricopa Community Colleges policy. Disciplinary action by Maricopa Community Colleges may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

False Statements Prohibited (AR 5.1.15)
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. Maricopa Community Colleges will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

DISCRIMINATION COMPLAINT PROCEDURES FOR STUDENTS

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or prohibited discrimination by the Maricopa County Community College District (MCCCD), a member college or center, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, citizen status (including document abuse), sex (including pregnancy discrimination and sexual harassment), sexual orientation, gender identity, age, veteran status, 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 MCCCD's Discrimination Complaint Procedure for Students is also available from the Office of General Counsel's Office of Public Stewardship at 480-731-8880.

Informal Resolution of Discrimination Complaints
Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person's supervisor or department head. The 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.

Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. The college official responsible for this informal resolution process should ensure that the process is concluded promptly. For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a written complaint under the formal resolution procedure of this policy.

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.

Formal Resolution of Discrimination Complaints
A student who contends that unlawful or MCCCD-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. The Vice President of Student Affairs will accept complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.

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.

The complaint must identify the action, decision, conduct, or other basis that constituted an alleged act or practice of unlawful or MCCCD-prohibited discrimination. The complaint must also allege that the action, decision, or occurrence was taken or based on the complainant's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, physical or mental ability, veteran status, genetic information, or any other unlawful discriminatory grounds.

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.

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.

Respondent must provide a written response to the complaint within fifteen (15) calendar days of his or her receipt of the complaint.

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. The complaint investigator shall promptly complete the investigation and 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. In no event shall this occur later than ninety (90) calendar days following receipt of the complaint. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs 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.

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.

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.

MCCCD Administrative Review Process:

Request for Reconsideration
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. The request for administrative review must state specific reasons why the complainant or respondent believes the finding was improper. The president or provost will review the results of the investigation and written findings and respond to the request within ten (10) working days from receipt of the request. If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation. If the president or provost determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will deny the request for administrative review. At this point, the complainant has exhausted the Internal Discrimination Complaint Procedure.

Complaint Process
Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs. 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.

Maintenance of Documentation
Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.

Right to Assistance
A 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.

Confidentiality of Proceedings
Every effort will be made by the college and MCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD's legal obligation to investigate and resolve issues of discrimination.

Retaliation Prohibited
Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action.

False Statements Prohibited
Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline.

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 Complaints
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

PROCEDIMIENTOS DE QUEJAS DE DISCRIMINACIÓN PARA ESTUDIANTES

Este procedimiento proporciona un medio para resolver las quejas de los estudiantes que creen que han sido afectadas por la discriminación ilegal o prohibida por el distrito del Community College del condado Maricopa (MCCCD), un colegio de miembros o centro, sus estudiantes o empleados.

Las quejas podrán introducirse en este régimen de discriminación basada en raza, color, religión, origen nacional, estado de cizenship (incluido el uso indebido de documento), sexo (incluyendo embarazo y acoso sexual), orientación sexual, identidad de género, edad, estado veterano, discapacidad física o mental o información genética. La comunidad universitaria toda debe actuar con prontitud al recibir una denuncia de conducta que pudiera constituir una discriminación. Cualquier miembro de la comunidad universitaria debería referirse a una persona que podría ser una víctima de esa conducta a estos procedimientos, así como a los funcionarios de colegio encargados de realizar una investigación de conformidad con estos procedimientos.

Los alumnos que creen que están sufriendo acoso sexual pueden utilizar el proceso de informe (como se describe a continuación) además de los procesos informales y formales de resolución. Si un estudiante ha sido víctima de agresión sexual, una queja puede también presentarse con seguridad pública College (CPS).

Todos los plazos prescriben para informe, procesos informales y formales de resolución podrán prorrogarse por el Vicepresidente de Asuntos estudiantiles por buenas razones, tales como (pero no limitado a) cuando las clases no en sesión o por mutuo acuerdo por las partes. A pesar de cualquier ampliación del plazo, funcionarios de Colegio deben tomar todas las medidas necesarias para asegurar la resolución pronta y equitativa de cualquier queja sobre discriminación.

Información relacionada con procedimiento del MCCCD de denuncia de discriminación para los alumnos también está disponible en la Oficina del Consejero General de administración pública en 480-731-8880.

Resolución Informal de Quejas de Discriminación
Antes de presentar una queja formal en virtud de este procedimiento, un alumno puede intentar resolver el problema a través de discusiones informales con la persona reclamada que han participado en las conductas discriminatorias y supervisor o jefe de departamento de esa persona. El estudiante puede optar por solicitar el Vicepresidente de Asuntos estudiantiles para ayudar en el proceso de resolución informal. El Vicepresidente de Asuntos estudiantiles podrá designar a un empleado para proporcionar esa asistencia. El Vicepresidente de Asuntos estudiantiles puede modificar o rechazar una resolución informal de una denuncia de conductas discriminatorias bajo este proceso si, a juicio del Vicepresidente, la resolución que se propone no es en el mejor interés del estudiante y la institución. El Vice Presidente adoptará las medidas 15 quince días después de recibir la notificación de la resolución informal a más tardar.

Intenta resolver informalmente la presunta discriminación debe ocurrir dentro de noventa 90 días del más reciente presunto acto discriminatorio. El funcionario de colegio encargado de este proceso informal de resolución debe garantizar que el proceso concluya con prontitud. Para denuncias sobre presunta discriminación más allá del plazo de 90 días, un estudiante debe presentar una denuncia por escrito con arreglo al procedimiento de resolución formal de esta política.

Si la denuncia no puede resolverse informalmente a satisfacción de la querellante, el demandante tiene derecho a presentar una denuncia por escrito dentro de los 300 días del más reciente presunto acto discriminatorio y proceder con arreglo a los procedimientos de resolución formal.

Resolución Formal de Quejas de Discriminación
Un estudiante quien sostiene que se ha producido la discriminación ilegal o prohibido MCCCD puede presentar una queja formal por ponerse en contacto con el Vicepresidente de Asuntos estudiantiles en cada colegio respectivo o centro. El Vicepresidente de Asuntos estudiantiles aceptará solicitudes de queja dentro de 300 días de la más reciente aparición de la supuesta ley discriminatoria.

Una queja debe ser firmada por el estudiante y presentada en el formulario prescrito por la Office of General Counsel. Un estudiante también puede comunicarse con la Oficina del Asesor General para obtener el nombre y número de teléfono del colegio o centro a oficial designado para responder a las quejas de discriminación.

La queja debe identificar la acción, decisión, conducta o otra base que constituían un presunto acto o práctica de discriminación ilegal o prohibido MCCCD. La queja debe también alegan que la acción, la decisión o la aparición estaba tomado o basada en la raza del querellante, color, religión, sexo, orientación sexual, identidad de género, origen nacional, ciudadanía (incluido el uso indebido de documento), edad, discapacidad física o mental, estado de veterano, información genética o cualquier otro motivo discriminatorio ilegal.

Tras recibir una denuncia, el Vicepresidente de Asuntos estudiantiles notificará al Presidente del colegio o preboste y la Oficina del Abogado General. La Oficina del Abogado General asignará a un número de caso a la denuncia.

Una copia de la denuncia será compartido con el demandado dentro de cinco (5) días hábiles de la recepción por el Vicepresidente de Asuntos estudiantiles demandado pondrá en aviso tomen represalias contra el denunciante o posibles testigos no será toleradas y que se realizará una investigación.

Demandado debe proporcionar una respuesta a la queja por escrito dentro de los 15 quince días de su recepción de la reclamación.

Después de aceptar una queja, el Vicepresidente de Asuntos estudiantiles designará a un investigador de queja para realizar una investigación de hechos, que incluirá, como mínimo, una revisión de evidencia escrita (incluyendo la denuncia y la respuesta) y entrevistas con estudiantes y empleados adecua-

dos. El Vicepresidente de Asuntos estudiantiles puede servir como investigador de queja. El investigador de denuncia sin demora deberá completar la investigación y entregar a la Vicepresidente de Asuntos estudiantiles conclusiones escritas del investigador y los resultados de la investigación, incluidos los resúmenes de todas las entrevistas y todos los documentos recibidos como parte de la investigación. En ningún caso esto ocurrirá a más tardar noventa 90 días siguientes a la recepción de la denuncia. Dentro de diez 10 días hábiles siguientes a la recepción de los resultados de la investigación desde el investigador de la queja, el Vicepresidente de Asuntos estudiantiles presentará al Presidente o al Provost conclusiones escritas del investigador y las recomendaciones del Vicepresidente como a la disposición de la queja.

El Presidente o el preboste aceptará, rechazar, o modificar las recomendaciones y proporcionará una notificación escrita de su acción a la demandante y el demandado dentro de quince 15 días de recibir el conclusiones escrito y recomendaciones de la Vicepresidente de Asuntos estudiantiles.

Cuando la investigación confirma las denuncias, se adoptarán las medidas correctivas adecuadas. Evidencia que es colateral a las alegaciones de discriminación o acoso sexual y que fue obtenida durante una investigación se puede utilizar en reclamo posterior o procedimientos disciplinarios. Demandante y demandado recibirán aviso de los resultados. La institución tomará las medidas apropiadas para prevenir nuevos casos.

MCCCD Proceso de Revisión Administrativa:
Solicitud de Reconsideración
Un demandante o demandado que no está satisfecho con la decisión del Presidente o del preboste tiene diez 10 días para solicitar, en el examen escrito, administrativo de la decisión adoptada por el Presidente del colegio o preboste. La solicitud de revisión administrativa deberá indicar razones específicas por qué el demandante o el demandado cree que el hallazgo fue inadecuado. El Presidente o el preboste será revisar los resultados de la investigación y conclusiones escritas y responder a la solicitud dentro de diez 10 días desde la recepción de la solicitud. Si el Presidente o el administrador determina que la decisión no es compatible con las pruebas, el expediente será reabierto y asignado para una mayor investigación. Si el Presidente o el administrador determina que la investigación fue exhaustiva y completa y que la decisión está respaldada por la evidencia, él o ella denegará la solicitud de revisión administrativa. En este punto, el autor ha agotado el procedimiento de denuncia de discriminación interna.

Proceso de Denuncia
Profesores, personal y todos los otros funcionarios universitarios deben consultar cualquier estudiante tratando de hacer una denuncia de discriminación para el Vicepresidente de Asuntos estudiantiles. Deberá investigarse cada queja estudiantil de discriminación bajo la autoridad del Vicepresidente de Asuntos estudiantiles de conformidad con estos procedimientos. El Vicepresidente de Asuntos Estudiantiles y cualquier investigador denuncia que participa en una resolución de la queja con arreglo a estos procedimientos administración todos los procesos de resolución de una manera imparcial y plenamente deberán considerar todos los hechos descubiertos en el curso de cualquier investigación antes de que se llegue a una resolución. Cada parte en cualquier resolución de queja tendrá plena oportunidad de presentar toda la información y documentación que del partido siente es germano a la queja. En ningún momento será un estudiante que ha hecho una denuncia de discriminación con arreglo a estos procedimientos frecuentes o requiere de cualquier manera por un funcionario de la Universidad a participar en cualquier confrontación directa con cualquier persona que presuntamente han cometido un acto de discriminación. El Vicepresidente velarán por que se hace cada esfuerzo para obtener la información de cada testigo de todo acto de discriminación o de cualquier otra persona poseedora de información que es relevante y material a la resolución de la queja. El Vicepresidente de Asuntos estudiantiles se asegurarán de que toda acción correctiva apropiada que se justifica como resultado de cualquier resolución de denuncia se tomarán y harán todo lo posible para garantizar que la escuela previene la recurrencia de la discriminación en el futuro.

Mantenimiento de Documentación
Documentación resultante de cada nivel en el proceso de resolución Formal (incluyendo declaraciones de testigos, notas de investigación, etc.) será reenviada a y mantenida por la Office of General Counsel. Registros de investigación no son ser mantenido con o considerada como parte de un expediente. Documentación relativa a las medidas correctivas se considera parte del expediente.

Derecho a la Asistencia
Un demandante o demandado puede recibir la asistencia de un abogado o cualquier otra persona en cualquier etapa de una denuncia presentada en virtud de este procedimiento de queja de discriminación interna. Dicha persona podrá asistir a cualquier entrevista investigativa y asesorar que el demandante o demandado pero de lo contrario no podrán participar en la entrevista. El investigador denuncia dirigirá a las comunicaciones directamente a la demandante y el demandado y no a través de la fiscal de dicha persona o de otra persona asistencia.

Confidencialidad de Procedimientos
Cada hará por el colegio y MCCCD para proteger la confidencialidad de las partes durante la tramitación de quejas presentadas en virtud de este procedimiento. Los registros se mantendrá de manera confidencial en la medida permitida por la ley y en la medida que no interfieren con la obligación legal de MCCCD para investigar y resolver problemas de discriminación.

Represalia prohibida
Represalias contra una persona que ha presentado una denuncia o cualquier testigo interrogado durante una investigación está estrictamente prohibido. Cualquier acción de represalia por instructores, supervisores, gerentes, profesionales académicos, administradores o otros empleados que tienen la autoridad para adoptar medidas adversas contra un querellante o testigo está prohibido y podrá ser motivo de medidas disciplinarias.

Declaraciones Falsas Prohibidas
Cualquier persona que deliberadamente proporciona información falsa con arreglo a la presentación de una acusación de discriminación o durante la investigación de una acusación de discriminación estará sujeto a la disciplina correspondiente.

Presentación de un Informe de Acoso Sexual
Puede informar de un estudiante que cree que él o ella es o ha sido víctima de acoso sexual, prohibida por la política MCCCD (oralmente o por escrito) el acoso a la Vicepresidente de Asuntos estudiantiles en cada colegio o centro. El informe debe hacerse dentro de los 180 días calendario del más reciente presunto incidente de acoso sexual. Un estudiante que es o ha sido víctima de una agresión sexual o testigo de un asalto sexual en el campus, también puede reportar el incidente a la seguridad pública College (CPS). En este caso, el Coordinador de título IX y seguridad pública de la Universidad cada uno realizará una investigación, intercambio de información según corresponda.

Tras la recepción del informe, el Coordinador de título IX tendrá una reunión con el presunto acosador. La reunión incluirá: identificar el comportamiento descrito en el informe, alerta el presunto acosador a la percepción de las consecuencias de su comportamiento, proporcionando al individuo con una copia de la política de acoso Sexual de MCCCD, alentar la realización del Tutorial en línea de la Oficina del Asesor General de acoso Sexual y fomentar una mayor conciencia de comportamientos que pueden conducir a percepciones de acoso sexual. Ni el informe ni el encuentro con el presunto acosador constituirá en modo alguno un hallazgo de acoso sexual. El nombre del autor de la queja no deberá identificarse al demandado durante el proceso de informe; Sin embargo, los denunciantes deben ser conscientes de que puede ser llamados como testigos en posteriores disciplinarias o procedimientos de debido proceso, así como en litigios. La reunión con el presunto acosador deberá realizarse dentro de 10 diez días de la recepción del informe.

Presentación externa de denuncia de discriminación
MCCCD alienta a los estudiantes a utilizar el procedimiento de denuncia de discriminación MCCCD para los estudiantes a resolver los problemas de discriminación. Los estudiantes también tienen derecho a presentar quejas derechos civiles con agencias externas apropiadas. Se tomará ninguna represalia contra una persona para presentar una queja con una agencia externa. El siguiente organismo acepta discriminación cargos por o en nombre de los alumnos:

Oficina de derechos civiles, Región VIII (OCR)
Oficina de Denver
Departamento de educación de Estados Unidos
Edificio Federal
1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Teléfono: 303-844-5695
Fax: 303-844-4303
TDD: 303-844-3417
Correo electrónico: OCR_Denver@ed.gov

EMISSIONS CONTROL COMPLIANCE (AR 2.4.6)

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

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 for their intent to be present on college premises no fewer than three 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)

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 cam-

puses, 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 campus grounds, defined as the open areas and walkways of the campus by non-MCCCD-affiliated users. Use of campus buildings 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 campus 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 Campus 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 Campus 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 Campus 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 Campus 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 Campus 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 Campus 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 approved request form, 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 campus 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 campus grounds to accommodate the number of participants at the scheduled time and proposed location.
2. Capacity of Campus 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 Campus 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)

It is the policy of the Maricopa Community Colleges to promote a safe environment for its employees, students, and visitors. The Maricopa Community Colleges are committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct. Every employee, student and visitor on Maricopa Community College District property is encouraged to report threats or acts of physical violence of which he/she is aware. All reports will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the Maricopa Community Colleges. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

STUDENT RIGHT TO KNOW (AR 2.4.13)

Under the terms of the Student Right To Know Act, the college must maintain and report statistics on the number of students receiving athletically related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general, reported by race and sex and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

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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 duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

What is copyright infringement?
Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages--potentially in excess of $100,000 for each work infringed.

How does copyright law affect information I obtain off the Internet?
Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software, or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials--most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: "It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it."

Why is it important for a student to be aware of copyright law?
Copyright infringement is expressly prohibited by the U.S. Copyright Act. Anyone who infringes another's copyright in a creative work is subject to liability, and could be required to pay large sums in damages.

In addition, as the law clearly prohibits copyright infringement, using any college resources--such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet access, or electronic mail--for the purpose of infringing a copyright in any work may be grounds for student discipline. According to Maricopa Community College District administrative regulation, "students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping."

Moreover, under the Maricopa Community Colleges Computing Resource Standards, a student is prohibited from the "use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights." The Standards also prohibit "transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law . . . ."

A student who violates these policies, then, can be disciplined at any of the Maricopa Community Colleges. This discipline could include suspension or even expulsion.

Does copyright law allow me to download files from a college web site?
Thanks to recent changes to copyright law colleges and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of "reasonable and limited portions" of any work in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance-learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of a faculty member.

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

To learn more about copyright, go to: http://www.dist.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 Computer Resource Standards which can be found under the "Information Technology" link. The Standards also appear in college catalogs and student handbooks.

TAPING OF FACULTY LECTURES (AR 3.4)

The Maricopa Community Colleges acknowledge that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

Each faculty member shall inform his/her students within the first week of classes 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 establishes 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
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.

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 MCCCD technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources MCCCD-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive, these Standards.

Use of Non-MCCCD Technology
Under Arizona's public records law, MCCCD is required to transact business so that its records are accessible and retrievable. The policy underlying the law is that work done in the name of the public be transparent, Thus, any member of the public may request public records and, except in a few specific instances, are entitled to get copies of them.

Each individual employee or Governing Board member is responsible for ensuring that MCCCD records that he or she initiates or receives are retained for the period of time required by and disposed of according to mandates established by Arizona State Library, Archives and Public Records – the state agency tasked with setting standards for record retention. Therefore, an employee's or Governing Board member's use of non-MCCCD technology resources for communication of any type of MCCCD business is heavily discouraged because those records are less capable of being managed according to MCCCD's process for ensuring retention, retrieval and disclosure set forth in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."

Additionally, an MCCCD employee who receives a communication allegedly from another MCCCD employee using a non-MCCCD e-mail address is not required to respond substantively to that e-mail. The employee receiving the e-mail is entitled to verify that the sender is whom he or she says that he or she is. The employee receiving the e-mail may request that the sender provide the information or inquiry set forth in the e-mail via hard-copy form.

Acceptable Use
Use of MCCCD's technology resources, including websites created by MCCCD employees and students, is limited to educational, research, service, operational, and management purposes of MCCCD and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via MCCCD's technology resources are limited to the same purposes.

Frequently, access to Maricopa's technology resources can be obtained only through use of a password known exclusively to the MCCCD employees, Governing Board members, or students. It is those users' responsibility to keep a password confidential. While MCCCD takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other persons, both within and outside the MCCCD community. Moreover, it cannot guarantee employees, Governing Board members, and students protection against reasonable failures. Finally, under certain limited circumstances defined in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records," certain MCCCD employees are authorized to access information on an MCCCD technology device.

It is not Maricopa's practice to monitor the content of electronic mail transmissions, files, images, links or other data stored on or transmitted through Maricopa's technology resources. The maintenance, operation and security of Maricopa's technology resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications stored on or transmitted through those resources. A review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user's privacy will be honored. Nevertheless, that privacy is subject to Arizona's public records laws and other applicable state and federal laws, as well as policies of Maricopa's Governing Board all of which may supersede a user's interests in maintaining privacy in information contained in Maricopa's technology resources.

Incidental Computer and Technology Usage
Limited incidental personal use of MCCCD technology resources including through use of personal e-mail systems is permitted, except as described in item 16 under "prohibited conduct." MCCCD employees are responsible for exercising good judgment about personal use in accordance with this regulation, local Colleges' consistent local guidelines and MCCCD ethical standards. Personal use refers to activities which only affect the individual and that are not related to an employee's outside business. MCCCD employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the Guidelines for Incidental Computer Usage for the Maricopa Community Colleges (Appendix AS-8) and Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges (AS-9).

Prohibited Conduct
The following is prohibited conduct in the use of Maricopa's technology resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCCD contracts
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software
5. Hosting an unauthorized website that violates the .EDU domain request.
6. Use of technology resources for non-MCCCD commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.

8. Activities that would constitute a violation of any policy of MCCCD's Governing Board, including, but not limited to, MCCCD's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any technology resources by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to MCCCD's technology resources.
15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.
16. Intermittent use of technology resources that interferes with the performance of an employee's main responsibilities.
17. Use of technology resources to market or conduct other activities on behalf of a third-party regarding the "hosting" of an event that is prohibited under MCCCD's Use of College Facilities administrative regulation.
18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by MCCCD, and approved by the Vice Chancellor of Information Technology Services, even when the email account copies all outgoing and incoming messages to the MCCCD hosted account.
19. Deleting or altering a technology public record in violation of public records retention requirements, or in anticipation of receiving or after receipt of a public records request, subpoena, or a complaint filed as part of an MCCCD grievance, investigation or review or other lawful request for the record.
20. Deleting or altering a technology record on an MCCCD device in anticipation or after receipt of a public records request, subpoena, or a complaint filed as part of an MCCCD grievance, investigation or review, or other lawful request for the record where the record may demonstrate a misuse of technology resources under this regulation.

Review and Approval of Alternate E-Mail Account Systems
The prior review and approval by the Vice Chancellor of Information Technology Services is required for the implementation of alternate college electronic mail account systems. Requests will be evaluated based upon the following considerations:

1. The system must be compatible and interoperable with the MCCCD e-mail system. All information within the e-mail system must meet the standards and authorize District Office access as specified in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."
2. Any proposed changes to an MCCCD's entity's e-mail system with e-discovery implications must be approved in advance during the planning stages as specified in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."

Disclaimer
The home page of a website must display, or link to, the following disclaimer in a conspicuous manner:

All information published online by MCCCD is subject to change without notice. MCCCD is not responsible for errors or damages of any kind resulting from access to its Internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.

The statements, comments, or opinions expressed by users through use of Maricopa's technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.

Information Accuracy and Marketing Standards
In order to help ensure that the most accurate information sources are reflected on web pages, information should be cited, sourced or linked from the website of the official District or college custodian responsible for the particular subject. In addition, the design of web pages shall reflect established marketing standards with respect to the imaging and using of MCCCD marks as outlined in the marketing standards handbook and Use of Marks administrative regulation.

Complaints and Violations
Complaints or allegations of a violation of these standards will be processed through Maricopa's articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, Maricopa may unilaterally delete any violative content and terminate the user's access to Maricopa's technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal through Maricopa's grievance procedures or resolution of controversy.

HAZING PREVENTION REGULATION (AR 2.6)

The Maricopa County Community College District (MCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of: education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the Maricopa Community Colleges' community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

1. Hazing by any student, employee or other person affiliated with the Maricopa Community Colleges is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
   A. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any club/organization that is affiliated with Maricopa Community Colleges; and,
   B. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.
3. Any solicitation to engage in hazing is prohibited.
4. Aiding and abetting another person who is engaged in hazing is prohibited.
5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.
6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the Maricopa Community Colleges Hazing Prevention Regulation.
7. Hazing activities and situations include, but are not limited to, the following:
   A. Pre-pledging, illegal pledging or underground activities.
   B. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
   C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
   D. Encouraging or forcing use of alcohol or drugs.
   E. Any type of student club/organization scavenger hunt, quest, road trip or activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
   F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment policy 5.1.8
   G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
   H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
   I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
   J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
8. Alleged violations of this regulation by students or student organizations can be reported to the Vice President of Student Affairs' Office for investigation by any member of the college community. The Vice President of Student Affairs' Office will investigate the complaint in accordance with the student disciplinary code, all other college and Maricopa Community Colleges policies, and local and state laws.

   Alleged violations of the Maricopa Community Colleges hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code.

   The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.
9. Alleged violations of the Maricopa Community Colleges' hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with college and Maricopa Community Colleges policies, and local and state laws.

   Any Maricopa Community Colleges faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and Maricopa Community Colleges policies, and local and state laws.
10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.
11. Should the proceedings outlined above substantiate an occurrence of hazing activity-where students or student organizations knowingly permitted, authorized or condoned the hazing activity-the college can recommend the following sanctions against student clubs/organizations:

A. Censure: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
B. Probation: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs' office.
C. Suspension: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.
D. Revocation: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.

12. The Maricopa Community Colleges hazing prevention regulation is not intended to prohibit or sanction the following conduct:
    A. Customary athletic events, contests or competitions that are sponsored by any of the Maricopa Community Colleges.
    B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.

13. For the purposes of the Maricopa Community Colleges hazing prevention regulation:

    "Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with Maricopa Community Colleges, whose membership consists primarily of students enrolled at Maricopa Community Colleges and that may also be classroom-related or co-curricular in nature.

ABUSE-FREE ENVIRONMENT (AR 2.4.7)

See also the Auxiliary Services Section (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.

   This policy statement has been constructed on the belief that higher education has a responsibility to face safety and health factors of substance abuse/misuse issues forthrightly and innovatively. We believe that the community college needs to adapt programs applicable to their community as well as to our individual student's needs. The policy statements should be comprehensive, understood by those expected to comply, realistic and enforceable, consistently applied, and cover foreseeable dangers.

   Construction of this statement has been founded on concerns of individual safety, educational quality, and legal liability. It is recognized that each individual is responsible for his/her actions and must be afforded an opportunity to develop knowledge, skills and talent, and be willing to share community responsibilities. The Maricopa Community College District has an equal "duty to care" responsibility and a commitment to substance abuse/misuse education for all students and employees.

   The Maricopa Community College District shall:

   A. Visibly demonstrate a performance of the Maricopa Community College District "duty to care".
   B. Comply with requirements for federal funds.
   C. Describe what the college does about substance abuse/misuse (alcohol, drugs, anabolic steroids).
   D. Inform/educate members of the academic community of adverse effects of these substances.
   E. Inform/educate the academic community about the policies concerning substance misuse and abuse.
   F. Discourage illegal drug abuse and legal substance misuse.
   G. Provide individual and group counseling.
   H. Provide assistance and guidance to obtain treatment and rehabilitation of any identified problem.

   To achieve these objectives, the program must provide an environment capable of:

   A. Developing and implementing substance misuse/abuse prevention programs.
   B. Providing educational training and prevention programs for the college and community it serves.
   C. Providing timely and accurate information dissemination.
   D. Establishing supportive counseling programs as needed.
   E. Establishing a strong on-going evaluation of services.
   F. Providing assistance to obtain treatment and rehabilitation of substance abuse/misuse.
   G. Clarifying the college regulations for control of alcohol and drug use.
   H. Providing procedures that the college will follow to correct and stabilize emergency situations.

   Each college will identify key people to provide emergency services and to contact and work with outside agencies.

   The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

   The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

2. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

A. Introduction and Purpose

The recent adoption by Congress of the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at Maricopa Community Colleges. Based upon that concern, it is intended that this program on prevention of alcohol and drug abuse on college campuses will go beyond the strict dictates of the law and will serve as a comprehensive educational and resource tool.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs. Part of the educational mission of Maricopa Community Colleges, in conjunction with this program, is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse.

The purpose of this program is to:

i. Ensure that the Maricopa Community Colleges working and learning environment for students and the public is safe, orderly and free of illegal activity.
ii. Comply with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.
iii. Provide students with access to appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.

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 Consequences of Alcohol and Other Drugs

i. Laws Governing Alcohol

The State of Arizona sets twenty-one as the "legal drinking age". An underage person who buys, receives, possesses or consumes alcoholic beverages is guilty of a misdemeanor and may be subject to a fine and imprisonment for up to six months.

Arizona Revised Statutes, Title 28, Chapter 4, Article 3 prohibit driving while under the influence of intoxicating liquor or drugs (DWI). Drivers arrested for a DWI who refuse to be tested face suspension of their licenses or permits to drive for twelve months. A driver whose test results show a blood or breath alcohol concentration of 0.08 or more will, on conviction for a first offense, be sentenced to no less than ten days in jail, pay a fine of not less than $250, pay an additional assessment of $1,000, and may be required to perform community restitution and equip his or her vehicle with a certified ignition interlock device. On conviction of a second offense within 84 months, the person shall have his/her driving privilege revoked for one year. Additionally, this person shall be sentenced to not less than 90 days in jail, pay a fine of not less than $500, pay an assessment of $2,500, and shall be ordered to perform at least 30 hours of community restitution. Additionally, the person may be required to equip his or her vehicle with a certified ignition interlock device for up to twelve months starting on the date that his or her driving privileges are restored.

ii. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

First conviction: Up to one year imprisonment and fined at least $1,000 but not more than $100,000, or both. (21 United States Code §844)

After one prior drug conviction: At least fifteen days in prison, not to exceed two years and fined at least $2,500 but not more than $250,000, or both.(21 United States Code §844)

After two or more prior drug convictions: At least ninety days in prison, not to exceed three years and fined at least $5,000 but not more than $250,000, or both. (21 United States Code §844)

Special sentencing provisions for possession of crack cocaine:

Mandatory at least five years in prison, not to exceed twenty years and fined up to $250,000, or both, if:

1. First conviction and the amount of crack possessed exceeds five grams.
2. Second conviction and the amount of crack possessed exceeds three grams.
3. Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack) (21 United States Code §853)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. (21 United States Code §§853 and 881(a)(4))

Civil fine of up to $10,000 (pending adoption of final regulations). (21 United States Code §884(a))

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses. (21 United States Code §862)

Ineligible to receive or purchase a firearm. (21 United States Code §922(g))

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions.

iii. State Penalties and Sanctions
Title Thirteen, Chapter 34 of the Arizona Revised Statutes lists drug offenses and their penalties. Following is list of drugs that are frequently misused with a description of the potential penalties attached to a conviction.

1. Marijuana: A first offense for possession or use of marijuana in an amount of less than two pounds constitutes a class 6 felony and carries a possible prison term of one year and a fine of not less than $750. The sale of marijuana in an amount of less than two pounds constitutes a class 3 felony and carries a prison sentence of three and one-half years and a fine of not less than $750. There are other possible penalties as well. (ARS §13-3405)
2. LSD and Methamphetamine: Possession, use and sale are felonies carrying sentences from four to five years and fines of not less than $1,000. There are other possible penalties as well, including a presumptive sentence of ten years for the sale of methamphetamine. (ARS §13-3407)
3. Heroin and Cocaine: Possession, use and sale are felonies carrying sentences up to five years and a fine of not less than $2,000. There are other possible penalties as well. (ARS §13-3408)

3. Use of Alcoholic Beverages (AR 4.13)
This Administrative Regulation prohibits the use of District funds to purchase alcoholic beverages or services related to them except in small amounts to be used in cooking for the District's culinary programs. Additionally, it generally prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It permits a few, narrow exceptions to that latter prohibition. The exceptions are not available to the general population of District employees or officials. More importantly, they are established to ensure that the District's actions stay within the boundaries of state law and the District's insurance coverage. Therefore, strict compliance with this regulation is essential.

A. No Funds. No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District's culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCD except as provided in Paragraph 8.

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 3 and 7.

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 5. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages may not be served on District-owned property.

D. Event Form Required. A College President or Vice Chancellor who wishes to obtain the Chancellor's approval for the service of wine or beer at a District-sponsored event on District-owned property shall forward a completed written request to the Chancellor no later than 30 days before the event. The request form is available at: AS-6 - Notice of Intent to Serve Beer and Wine. On signing the form, the Chancellor will provide a copy of it to the requestor and to the MCCCD Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCD Risk Manager no later than 10 business days before the event. The MCCCD Risk Manager will forward copies of the forms to the Arizona Department of Liquor Licenses and Control.

i. **Service restrictions required by law.** An event approved under Paragraph 4 must, by law, comply with the all of the following restrictions:

1. 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;
2. The gathering must be by invitation only, and not open to the public;
3. The gathering may not exceed 300;
4. Invitees may not be charged any fee for either the event or the beer or wine; and
5. 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 6. The contractor must provide all of the beverages served and 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.

ii. **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 5. Any student serving those beverages must, by law, be 19 years or older.

iii. **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:

1. The entity obtains a liquor license 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;
2. The entity completes the form available at AS-7 - Request to Serve Beer and Wine - Third Party. And provides it to the Chancellor for approval along with a copy of the liquor license no later than 60 days before the event;
3. The entity provides a certificate of insurance demonstrating that it has liquor liability coverage and that it adds the District as an additional insured;
4. The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;
5. 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;
6. The contractor provides all of the beverages served and well as the servers or bartenders;
7. 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
8. The contractor agrees in writing to indemnify the District regarding the service of the beverages.

iv.. **Receipt of beverages; storage.** It is not permissible to store wine or beer on premises owned, leased or rented by MCCCD, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district's culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:

1. Wine and beer to be served may only be brought to MCCCD property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and
2. Once the wine and beer arrives on MCCCD property, the Director the culinary program shall assign an MCCCD employee to ensure that it is not stolen or that it is not opened until ready to be served.

v. **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).

vi. **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.

vii. **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.

viii. **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.

4. 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 & 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.

DISABILITY RESOURCES & SERVICES - ELIGIBILITY FOR ACCOMMODATIONS & 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 accommodations through each college's Disability Resources and Services (DRS) Office or designated professional.

General Eligibility Requirements
DRS applicants must be admitted or enrolled as an MCCCD student, and must provide the Disability Resources and Services (DRS) Office with qualifying disability documentation verifying the nature and extent of the disability prior to receiving any accommodation.

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.
- Reasonable accommodation: reasonable accommodation is the provision of an auxiliary aid or modification to the course or program which will allow access to the job duties, the educational process, program and degree, or activity. The ADA requires an institution of higher education to provide reasonable accommodations to a qualified individual with a disability provided that accommodation does not:
    - Fundamentality alter the basic nature or essential elements of a course, program, or activity
    - Pose a health or safety risk to others; the student may choose to assume risk to self
    - Substantially adversely affect the manner in which the course is taught
    - Create an undue financial or administrative burden on the institution

**documentation can be transferred within MCCCD for current consideration for eligibility.
**determination made by another institution or organization does not guarantee eligibility.

Special Considerations
The DRS Office is responsible for evaluating documentation and determining accommodation eligibility. All situations shall be considered on an individual, case-by-case basis. DRS may exercise its right to require additional documentation.

Reasonable accommodation is required for students with known disabilities. MCCCD is not required to provide "best" or "most desired" accommodations but rather a reasonable accommodation sufficient to meet accessibility needs. Ideally, the reasonable accommodations should be the product of an interactive exchange with the student, DRS office, and instructors.

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
  - Current documentation
  - All standardized testing must use adult-normed instruments
  - 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 -- Required Documentation**
   A. 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, but not limited to:
      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. Diagnotsic Report
      The written diagnostic report must Include:
      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-Required Documentation**
   A. 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 Measures (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 Measures (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 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 (IEPS) 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) -- Required Documentation

A. 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 disorders
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 (include 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 - Required Documentation

A. 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 neuropsychological evaluation is requested.

6. Temporary Disabling Conditions - Required Documentation

A. 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.

<u>The following criteria also apply:</u>

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, Vocation Rehabilitation funding, etc.**
4. Eligibility for Federal Stafford Loans will be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course

load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.

5. The amount of federal financial aid (Title V) awarded is based on the actual number of credit hours taken.
6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.
7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

Application Process:

1. Applications for reduced course loads must be submitted to the Disability & Services professional with supporting documentation. **Requests must be made prior to the beginning of each semester.**
2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to 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 Disability Resources & Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals.

ACADEMIC MISCONDUCT (AR 2.3.11)

1. Definitions

A. Academic Misconduct - includes misconduct associated with the classroom, laboratory or clinical learning process. Examples of academic misconduct include, but are not limited to, cheating, plagiarism, excessive absences, use of abusive or profane language, and disruptive or threatening behavior.

B. Cheating - includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

C. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the Internet and not properly identified is also considered plagiarism.

2. Sanctions

Any student found by a faculty member to have committed academic misconduct may be subject to the following sanctions: (Note: sanctions 1, 2, 3, and 4 may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the vice president of academic affairs or designee that sanctions 5, 6, or 7 be imposed. College suspension or expulsion will be imposed only by the vice president of academic affairs or designee.)

A. Warning - A notice in writing to the student that the student has violated the academic code.

B. Grade Adjustment - Lowering of a score on test or assignment.

C. Discretionary Sanctions - Additional academic assignments determined by the faculty member.

D. Course Failure - Failure of a student in the course where academic misconduct occurs.

E. 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.

F. College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)

G. 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.)

3. Appeal of Sanctions for Academic Misconduct

Students can appeal sanctions imposed for academic misconduct by following the instructional grievance process (AR 2.3.5).

DISCIPLINARY STANDARDS

1. **Disciplinary Probation and Suspension (AR 2.5.1)**
According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents--the chancellor, administration and faculty--are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

   In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

   Misconduct for which students are subject to disciplinary action falls into the general areas of:

   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 a faculty member removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

STUDENT CONDUCT CODE (AR 2.5.2)

Purpose
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 the 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 this 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 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.B. 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, or 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 computing system
   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 Student Conduct Board 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 Board 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 of civil or criminal litigation. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

1. Charges and Student Conduct Board Hearings

A. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident. Misconduct charges of a sexual nature, including sexual harassment and sexual assault, should be sent to the vice president of student affairs who is the designated Title IX Coordinator at each MCCCD college. Title IX protects students from sexual misconduct and other forms of discrimination in connection with all

academic, extracurricular, athletic, and other programs sponsored by the college at any college facility or other location. The Title IX Coordinator (or designee) will conduct an investigation that is prompt, thorough, and impartial according to the MCCCD sexual harassment complaint process.

B. The Student Conduct Administrator may conduct a prompt, thorough, and impartial investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator will convene the student conduct board. If the student admits violating institutional rules, but sanctions are not agreed to, the hearing shall be limited to determining the appropriate sanction(s).

C. All charges shall be presented to the accused student in written form. The student conduct administrator will provide written notice of the time, date, and location of the student conduct hearing. The notice will describe the evidence of alleged misconduct, the code provisions violated, and the possible sanctions. The student conduct hearing notice, plus a copy of this code, shall be provided to the student accused of misconduct no less than five (5) workdays before the hearing date. The hearing will be held no more than fifteen (15) workdays after the student has been notified unless the student conduct administrator extends the deadline for good cause in his or her sole discretion.

D. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV 1.G below:
   i. Student Conduct Board hearings normally shall be conducted in private.
   ii. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
   iii. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.
   iv. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. A party who elects to be assisted by an advisor must notify the student conduct administrator of the name and contact information of the advisor not less than two (2) days before the scheduled hearing. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.
   v. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The student conduct administrator will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
   vi. The student conduct administrator will present the information he or she received.
   vii. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
   viii All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
   ix. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code which the student is charged with violating.
   x. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.

E. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.

F. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.

G. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

2. Sanctions

A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:

i. Warning - a written notice to the student that the student is violating or has violated institutional rules or regulations.

ii. Probation - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) 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 the 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 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 (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 - 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 colleges 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

Students will be notified of their further rights annually by publication in the college catalog and/or the student handbook:

Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

A. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit to the college admissions and records department written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

B. The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college or District in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college or District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a person assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

D. The right to file a complaint with the US 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
US Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-4605

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. Use of Educational Records for Advisement Purposes

All colleges within the Maricopa Community Colleges have access to the computerized degree audit program. During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the District's colleges or centers.

The institution retains the right to exercise discretion in determining the release of directory information.

7. Disclosure to Parents

In accordance with federal law, college officials may disclose educational records to parents of minors or to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

STUDENT EMPLOYMENT (AR 2.5.4)

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 N.

G. Student Employee Grievance Procedure

Part-time student employees working for one of the Maricopa Community Colleges may wish to file a griev-

ance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process (AR 2.3.5).

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 workweek 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 7:00a.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 president of student affairs.

STUDENT GOVERNANCE (AR 2.5.5)

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college president who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The president shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution, These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board legal services to ensure compliance with federal and state laws, and the Maricopa Community Colleges Governing Board Administrative Regulations. Since Rio Salado Community College is a 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 5) 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 person selected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day stu-

dent 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 (ARS §13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

4. **Tenure of Position**
   Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters.

   Tenure in any combination of officer positions shall be limited to four (4) semesters.

5. **Removal from Office**
   Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

6. **Remuneration Limitations**
   A. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions.

      Student body officers (maximum 5) 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 or 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 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 collegiate 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 County 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 MCCCD may not deny recognition or any privilege or benefit to a religious or political student organization or group that exercises its rights pursuant to the statute.

Whereas A.R.S. §15-1863 allows religious and political organizations to determine their internal affairs and the selection of their leaders and members, the MCCCD non-discrimination policy is applicable to all other aspects of these student clubs and organizations.

CONSENSUAL RELATIONSHIPS (AR 4.18)

1. **General**
   The existing Governing Board Policy on Hiring of Relatives prohibits employees from involvement in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that 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 contexts of supervision, purchasing or contract decisions, instruction, coaching, counseling, advisement or security personnel. An element of power is present in such a context and it is incum-

bent upon those with authority not to abuse that power. In addition, consensual relationships may present or suggest to third parties the appearance that unfair bias or favoritism towards the student, supervisee or vendor is taking place.

A. Definitions
   i. Consensual relationships are defined as romantic, amorous and/or sexual relationships between consenting employee, between employees and vendors, 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 manual. An employee also includes at-will, part-time, temporary or 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 or prospective vendor if the employee manages that contract or otherwise exerts influence over the contract.

   ii. 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 Vice Chancellor of Human Resources 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, or were married, are included within the definition of persons that have or who have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa disclosure process at www.maricopa.edu/disclosure/.

4. 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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Maricopa County Community College District Governing Board Members

Doyle W. Burke, M.A. .....service 2010 - 2012
Donald Campbell, Ph.D. .....service 1983 - 2012
Randolf Lumm, M.S. .....service 2009 - 2014
Debra Pearson, A.A......service 2009 - 2014
Dana G. Saar, M.Ed. .....service 2010 - 2016

District Administration

Rufus Glasper, Ph.D. .....Chancellor
Paul A. Elsner, Ph.D......Chancellor Emeritus
Maria Harper-Marinick, Ph.D...... Executive Vice Chancellor .....and Provost, Academic & Student Affairs
Steven Helfgot, Ed.D. .....Vice Chancellor, Resource Development & Community Relations, President & CEO, Maricopa Community Colleges Foundation
Nikki R. Jackson, J.D. .....Vice Chancellor, Human Resources
George Kahkedjian, CIO ..... Vice Chancellor, Chief Information Officer
Debra Thompson, M.P.A......Vice Chancellor, Business Services
Linda Lujan, Ph.D. ..... President, Chandler-Gilbert
Ernie Lara, Ph.D. ..... President, Estrella Mountain
Eugene Giovannini, Ed.D......President, GateWay
Irene Kovala, Ed.D. ..... President, Glendale
Shouan Pan, Ph.D. .....President, Mesa
Paul Dale, Ed. D. .....President, Paradise Valley
Anna Solley, Ed.D......President, Phoenix
Chris Bustamante, Ed.D...... President, Rio Salado
Jan L. Gehler, Ed.D......President, Scottsdale
Shari L. Olson, Ph.D. ..... President, South Mountain
To Be Determined..... Executive Director, ...Maricopa Skill Center
Thomas Cotner, M.B.A. ....Director, Southwest Skill Center

Glendale Community College Administration

Kovala, Irene (2011) President
B.A., University of Minnesota Morris; M.Ed., Colorado State Univerisity; Ed.D. Northern Illinois Univeristy.

Randolph, Phillip D. (2002) President Emeritus
B.A., M.A., Arizona State University; Ed.D., Nova Southeastern University. Glendale Community College 1972-1988, President, GateWay Community College 1988-2000, Vice Chancellor, MCCCD 2000-2002, 2009-2010.

Waltrip, John R. (1966) President Emeritus
B.S., Millikin University; M.A., Arizona State University; Ph.D., University of Missouri.

Natale, Ronald D., (2010) Vice President, Academic & Student Affairs
A.A., St. Petersburg Junior College, B. A., University of South Florida, M.Ed., University of North Florida, Ed.D., University of Florida.

Rogers, Gregory S. (2008) Vice President, Administrative Services & Planning
A.A., WM. Rainey Harper College; B.S., Elmhurst College; M.B.A., Northern Illinois University; Graduate study: Illinois State University.

Camou, Fernando (1989) Dean, Instruction Arts, Sciences & General Education
B.S., M.S., Ph.D., University of Arizona.

Leshinskie, Eric (2012) Dean, Instruction, Academic Planning and Projects
M.Ed., Arizona State University.

Maier, Linda (2012) Dean, Instruction Occupational Programs
B.A., Calvin College; M.Ed., Western Washington University; Ed.D., University of Washington.

Blackwell, Mary D. (1988) Dean, Enrollment Services
A.A., Phoenix College; B.A., Arizona State University; M.Ed., Northern Arizona University.

Ighodaro, Osaro O. (2008) Dean, Student Life,
B.S., M.A., Ph.D., Northern Arizona University.

Jeffery, Charles F. (1995) Dean, Glendale Community College, North Campus
B.S., Oregon State University; M.A., Arizona State University. Graduate Study: Arizona State University.

Arora Singh, Alka (2009) Director, Institutional Planning, Research, and Effectiveness
M.S., Indian Institute of Technology, Madras; MBA, Arizona State University; Ph.D., State University of New York at Buffalo (SUNY).

Rhodes, Patricia (1999) Director, Institutional Advancement
B.A., Grand Canyon College; M.Ed., Northern Arizona University. Glendale Community College 1979-1981.

To Be Deternined Director, Information Technology

Glendale Community College Faculty

(The year printed beside each name indicates the year full-time teaching assignment began at GCC.)

Abraham, James T. (2000) World Languages
B.A., University of Wisconsin-Platteville; M.A., University of Wisconsin-Milwaukee; Ph.D., University of Arizona. Glendale Community College since 1998.

Aguiñaga, José A. (2005) Library Media Center
A.A., Southwestern College; B.A., University of San Diego; M.P.A., California State University, Long Beach; M.L.S., University of Arizona.

Albury, Robert T. (1989) Performing Arts/Music
A.A., Miami-Dade Community College; B.M., Florida State University; M.M., Ph.D., Michigan State University.

Allen, Donna J. (2006) Social Science/History
A.A., Phoenix College; B.A., M.A., Arizona State University.

Alphaugh, Mary E. (2010) English
M.A., Arizona State University.

Arnoldt, Carmela B. (1992) English
B.A., Molloy College; M.A., Queens College, CUNY, New York.

Austin, Linda A. (1990) English/German
B.A., California State University, Fullerton; M.A. (German). M.A. (English), Southern Illinois University, Carbondale. At Glendale Community College since 1990.

Avila, Laura (2001) Chair, Technology and Consumer Sciences/Nutrition
B.A., St. Mary's University; M.S., Texas A&M University-Kingsville.

Barstack, Renee (1996) English
B.S., Indiana University; M.A., Ed.D., Arizona State University. MCCCD since 1981.

Bednorz, Joseph E. (1997) Counseling
B.S., M.A.Ed., Northern Arizona University; Ph.D., Capella University.

Benavides, Sheryl J. (2005) Business and Information Technology
B.S., University of Maryland; M.A., University of Phoenix.

Betancourt Lopez, Ilder (2011) Psychology
M.A., Stanford University.

Bird, Brian (2002) Mathematics
B.S., University of California, Irvine; M.N.S., Arizona State University.

Bitter, Junae (2000) Mathematics
B.S., M.S., Idaho State University.

Blake, Robert E. (2009) Chemistry
B.A., University of California, San Diego; Ph. D., California Institute of Technology.

Borrás Alvarez, Guiomar (2006) World Languages
Licenciatura en Lenguas Modernas, Universidad Metropolitana, Caracas, Venezuela; M.A., St. Michael's College; M.A., University of Wisconsin; M. Ed., St. Michael's College; MALS, Dartmouth College; Ph.D., University of Wisconsin.

Bowker, Robert (1987) Biology
B.S., Jacksonville University; M.A., Louisiana State University, Baton Rouge; Ph.D., Arizona State University.

Brenoe, Felicia T. (2008) Biology
B.A, B.S. Arizona State University; M.A., Stony Brook University. Phoenix College 2004-2008.

Bright, Jason (2005) Mathematics
B.S., M.S., New Mexico State University.

Brooker, Rodney R. (1987) Business and Information Technology
B.S., M.B.A., Arizona State University; M.S., Golden Gate University; Graduate study: U.S. Army Command and General Staff College, National Defense University, Northern Arizona University; C.P.A., Arizona.

Brooks, Janet (2002) Business and Information Technology
B.A., New York University; M.L.S., University of Arizona.

Brown, Paul (2002) Administration of Justice Studies
B.A., Ottawa University; M.Ed., Northern Arizona University.

Brown, Philip J. (2004) Business and Information Technology
B.S., Middle Tennessee State University; M.S.M., Georgia Institute of Technology.

Bryniarski, Mary L.(2008) Nursing
BSN, Arizona State University; MBA, University of Phoenix; MSN, University of Phoenix.

Brysacz, Lynn M. (2007) Counseling
B.S., Santa Clara University, CA; M.C., Arizona State University. Paradise Valley Community College 1992-1993.

Burch, Kristina Elizabeth (2009) Mathematics
M.A., Bowling Green State University.

Burk, Nanci M. (2000) Communication and World Languages
B.S., Southern Illinois University-Carbondale; M.S., Southern Illinois University-Carbondale; M.A., Fielding Graduate University; Ph.D., Fielding Graduate University.

Calderone, Gary J. (1994) Physical Sciences/Geology
B.S., Northern Arizona University; M.S., Ph.D., University of Arizona.

Callahan, Ruth C. A. (1992) English and Humanities
B.A., M.A., Occidental College, Los Angeles; Ph.D., Union Institute and University, Cincinnati, Ohio.

Campbell, Susan J. (2004) CAD Technology/ Interior Design
B.S., Northern Arizona University; M.B.A., Arizona State University; Ph.D., Walden University. Glendale Community College since 2002.

Carleton, Janet (2002) Religious Studies
B.A., Arizona State University; M.A., Arizona State University. Glendale Community College since 1997.

Chau, Phong Q. (2007) Mathematics
B.A., M.A., Ph.D., Arizona State University.

Cheslik, Paula (2002) Technology Systems/Engineering
B.S., Texas Christian University; M.A., University of Memphis; M.S., University of Minnesota. Mesa Community College 1996-1999, Scottsdale Community College 2000-2001, Glendale Community College since 2001.

Cleworth, Brandon E. (2007) Philosophy and Religious Studies
B.A., Arizona State University; B.A., Arizona State University; M.A., Arizona State University, Ph.D., Arizona State University.

Conzelman, Karen (1987) Biology
B.S., University of California, Davis; M.S., Ph.D., Yale University.

Cooper, Alisa D. (2009) English/Literature
B.A., Cal State University; M.Ed., Northern Arizona University; Ed.D., Nova Southeastern University. South Mountain Community College 1998-2009.

Cortney, Daniel D. (1994) Mathematics
M.S., Math, M.S.E.E., New Mexico State University.

Cost, David R. (1998) Business and Information Technology
B.S., M.S., Northern Arizona University; M.B.A., Arizona State University.

Coughlin, Chris E. (1999) EMT
A.A.S., Glendale Community College; B.A., Ottawa University; M.Ed., Northern Arizona University; PhD, Capella University. Glendale Community College since 1994.

Covey, Jay A. (2003) Automotive Technology
A.S., Cochise College; B.S., Colorado State University; M.A., University of Phoenix.

Curlee, Kimberly V. (2005) Biology
B.S., Lipscomb University; Ph.D., University of Alabama at Birmingham.

da Costa Mello, Stephanie J. (2001) English
B.A., University of Nevada, Reno; M.A.T.E.S.L., University of Nevada, Reno. Glendale Community College since 1996.

Dash, Sagarika (2008) Biology
M.S., Arizona State University; M. Phil., Jawaharlal Nehru University, New Delhi, India; Ph.D., University of Hawaii at Manoa. Glendale Community College since 2002.

Daugherty, James R. (1988) Nutrition
B.S., M.S., Arizona State University.

Davis, Annette C. Fisher (2006) Business and Information Technology/Accounting
B.S.B.A., Universityof Nebraska, Omaha; M.B.A., California State University, Long Beach.

Davis, Don (2005) Public Safety Sciences

Davis, Paula (2001) EMT
A.A.S., Phoenix College; M.S., Northern Arizona University, Family Nurse Practitioner; M.N., University of Phoenix. Glendale Community College since 1994.

Dawkins, Beth E. (2006) Mathematics
B.S. Grand Canyon College; M.Ed., Ph.D., Arizona State University.

DeLaney, Esmeralda W.E. (2011) Art/Ceramics/3D Design
M.A., Arizona State University.

Dellai, Cheryl K. (1988) Physics
B.S., B.S., University of Wyoming; M.S., Kansas State University.

Desai, Jignasa "Gina" (2011) Reading
B.F.A., University of Arizona; M.A., University of Arizona; Certified in areas of Reading and K-12 Administration.

DeSanti, Doug (1991) Chair, Public Safety Sciences
B.A., Ottawa University; M.Ed., Northern Arizona University.

DeSoto, Marla B. (1992) English
B.A., Arizona State University; M.A., Arizona State University; Certificate in Online Teaching, UCLA.

Devereaux, Deanette (1995) Nursing
B.S.W., Colorado State University; A.A., Arapahoe Community College; B.S.N., Metropolitan State College; M.S.N., Arizona State University; Post-Masters Study, University of Arizona; Advanced Practice Nurse Practitioner Certificate, Arizona State University.

Díaz-Lefebvre, René (1991) Psychology
A.A., Pima College; B.A., University of Redlands; M.A., California State University at San Bernardino; Ph.D., Union Graduate School; M.L.E., Graduate School of Education, Harvard University; Post-doctoral study: Arizona State University, University of San Francisco, University of California, Riverside. MCCCD since 1984.

Dickinson, Sherry May (2001) Nursing
B.S.N., University of Arizona; M.N., University of Phoenix; CNE, National League of Nursing. Graduate study: University of Phoenix. Maricopa Skill Center 1990-1995, Glendale Community College since 1999.

Diebolt, Lisa (2000) Chemistry
B.S., Arizona State University; Ph.D., Arizona State University.

D'Mura, Janell (2011) Mathematics
M.A., Eastern New Mexico University.

Dodrill, Laura (2011) Counseling
B.S. , Oklahoma State University; M.Ed., Northern Arizona University

Dragiewicz, Gregory (2004) Automotive Technology
Certificate (Welding and Cutting Skills), Sault Area Skill Center; A.A.S. (Auto Body Repair Technology), Bay de Noc Community College; A.A.S. (Automotive Repair Technology), Bay de Noc Community College; B.S., Ferris State University.

Dudley, Anne (1990) Mathematics
A.A., Phoenix College; B.S., M.A., Arizona State University.

Dumas, Virginia (1996) Nursing
B.S.N., M.S.N., Troy State University; Ed.D., Nova Southeastern University.

Egherman, Monte (2003) Fire Science
B.S., Western Illinois University; M.Ed., Northern Arizona University.

Eide, Christina A. (2005) Piano/Music Humanities
B.M., Capital University Conservatory of Music; M.M., Peabody Conservatory of the Johns Hopkins University; D.M.A., Arizona State University.

Elrobeh, Dorothy D. (2011) Librarian
MLS, Arizona State University.

Emrick, Steven M. (1997) Geography
M.A., University of Arizona; Graduate study: Arizona State University.

Englehart, Claire L. (2004) English
B.A., San Diego State University; M.A., San Diego State University.

Escobedo, Ernest G. (1992) Mathematics
A.A.S., Pima Community College; B.S., M.Ed., University of Arizona; Ed.M., Ed.D., Harvard University.

Esparza, Charles R. (1995) Business and Information Technology
A.A., Cochise College; B.S., Troy State University; M.S., Roosevelt University; CISSP, MCSE, Security+, A+.

Eustice, Sheri (2010) Nursing
B.S.N., Grand Canyon University; M.S.N. Ed., Grand Canyon University.

Feld, Kimberly L. (2010) Communication
B.A., Arizona State University; M.Ed., Arizona State University.

Fernandez, Philip J. (2005) Chair, Biology
B.S., Arizona State University; M.S., Arizona State Univesity; Ph.D., University of Arizona.

Fishleder, Lindra (2011) Counseling
B.A., University of Arizona; M.C., Arizona State University.

Fitzgerald, Kevin L. (2003) Mathematics
B.S., University of Wisconsin-Eau Claire; M.Ed., Arizona State University.

Flaaten, Lucille A. (1994) Nursing
B.S., St. Olaf College; M.S., University of Arizona; Ed.D., Nova Southeastern University.

Floor, Mark H. (2001) Library Media Center
A.A., Phoenix College; B.A., University of Arizona; M.L.S., University of Arizona.

Foley, Thomas A. (1995) Mathematics/Computer Science
B.S., M.S., Ph.D., Arizona State University.

Forsmo, Sharon E. (2004) Art
M.F.A., University of Wisconsin-Madison. Glendale Community College since 1992.

Gahl, Thomas (1986) Automotive Technology
General Motors World Class Certified Technician.

Garcia, Fernando F. (1990) Technology Systems
B.S.E.E.T., Arizona State University; M.B.A., University of Phoenix. Phoenix College 1983-1989.

Garesché, Gay (1987) Economics
B.A., University of Illinois; M.A., University of Toronto; Graduate study: Arizona State University.

Gergus, Erik W. A. (2000) Biology
B.S., Humboldt State University; M.S., San Diego State University; Ph.D., Arizona State University.

Gerkin, David M. (2005) Counseling
A.A., Scottsdale Community College; B.A., M.A., Ottawa University; Ph.D., Walden University. MCCCD since 1978.

Gibson, John J. (2000) Business and Information Technology
B.S., Bowling Green State University; M.S., Colorado State University.

Granstrom, Michelle Blomberg (2010) Digital Media Arts/Art
B.F.A.,, Eastern Michigan University.

Grant, David B. (1986) Men and Women's Athletic Director/English
B.A., Loyola University of Los Angeles; M.Ed., Loyola Marymount University.

Gray, Julie (2006) English
M.A., M.S., Nationally Certified Developmental Education Specialist.

Grima, John (1995) Mathematics
B.S., Northern Arizona University; M.S., Northern Arizona University.

Guthrie, Robert S. (2010) Automotive Technology
B.S., Idaho State University.

Gwinn, Emily (2001) English
B.A., Butler University; M.A., Arizona State University; M.Ed., Arizona State University. Glendale Community College since 1999.

Hall, Pamela R. (2000) Art History/Art/Photography
B.A., University of Northern Colorado; M.A., University of Maryland; Ph.D., University of Maryland.

Hall, Rachelle (2002) Business and Information Technology
B.A., Ottawa University; M.P.A., Northern Arizona University. Glendale Community College since 1999.

Harris, Mary J.A. (2005) Physics and Physical Sciences
B.Sc., University of Southampton, UK; M.Sc., University of Reading UK.

Hashim, Andrea (2010) Dance
M.F.A., University of Arizona.

Hayashi, Tomomi (2001) ESL
M.A., Monterey Institute of International Studies. Glendale Community College since Spring 2001.

Henry, Scott N. (1998) Fitness and Wellness
B.S., M.S., Miami University.

Higgins, Derrel J. (2008) Child and Family Studies
B.S., Arizona State University; M.S., Brigham Young University; Ph.D., Brigham Young University. Mesa Community College 2007-2008.

High, Susan P. (1997) Counseling
A.A.S., Glendale Community College; B.A., Ottawa University; M.Ed., Northern Arizona University; C.A.G.S., Ottawa University; Undergraduate study: Arizona State University, Arizona State University West.

Hill, Larissa (2008) English
M. Ed., Omsk State Teachers Training University, Omsk, Russia.

Holtfrerich, Michael E. (1989) Chair, Mathematics
M.S., Northern Arizona University. South Mountain Community College 1987.

Horowitz, Karina R. (2007) Psychology
B.S., Oregon State University, Northern Arizona University; M.A., Northern Arizona University; Ph.D., Arizona State University.

Howard, Georgette (1999) Nursing
M.N., University of Phoenix.

Hulihan, Charles J. (2003) Performing Arts/Music
B.M., University of Connecticut; M.M., Arizona State University; Graduate study: Arizona State University. Glendale Community College since 1999.

Humbert, William K. (2000) Performing Arts/Music
Bachelor of Music in Education, Arizona State University; Masters of Music, Arizona State University.

Hynes, Jeffeory (2011) Administration of Justice
Ed. D., Northern Arizona University.

Jackson, Michelle (2010) Communication
M.A., Washington State University.

Jacobs, Elizabeth I. (1990) Psychology
B.S., M.A., Ph.D., Arizona State University.

Jaskie, Kristen (2011) Computer Science/Mathematics
M.S., University of California.

Jenkin, James A. (1989) Drafting Technology
A.A., New Mexico Military Institute; B.A.Ed., B.S.E., M.S., Arizona State University.

Jenkins, Carol A. (1992) Sociology
B.A., Malone College; M.A., Chicago Graduate School of Theology; M.A., Western Michigan University; Ph.D., Kansas State University.

Jenkins, David A. (2000) Networking Technology/ Engineering
A.A., Glendale Community College; B.S.B.A., University of Phoenix; CCNA, CCAI.

Jenkins, Rachael (Shelly) J. (2011) Nursing
B.S.N. University of Arizona; M.S.N. University of Phoenix.

Johnston, Eileen R. (2001) Sociology
B.S.Ed., Central Missouri State University; M.A.Ed., Washington University; M.A.C.J., John Jay College of Criminal Justice, SUNY; M.A., University of Colorado, Denver. Glendale Community College since 1990.

Joraanstad, Pamela J. (1992) Communication
B.A., B.S., Minnesota State University-Moorhead; M.A., North Dakota State University; Ph.D., Arizona State University.

Kadel, Steven D. (1998) Geology/Astronomy/ Physical Sciences
B.A., University of Virginia; M.S., Arizona State University. Graduate Study: Arizona State University.

Karpinski, Susan (2004) Psychology
B.A., M.A., Western Michigan University.

Kehowski, Walter A. (1998) Mathematics
B.S., M.A., Arizona State University; Ph.D., University of New Mexico.

Kersting, Joseph M. (1991) Fitness and Wellness
B.A., M.A., Northern Arizona University.

Kriegel, Kevin F. (2008) Music
B.A., Central College; M.A., D.M.A., University of Iowa.

Krout, Karl E. (2009) Biology
B.S., Grand Canyon University; Ph.D., Washington University in St. Louis. Glendale Community College since 2005.

Kruse, Jeffery J. (1990) Mathematics
B.S.E.E., University of Nebraska; M.S.E., Arizona State University.

Kurtz, Nathan K. (2010) Mathematics
B.S. Applied Mathematics at University of Colorado Denver; M.S. Applied Mathematics at University of Colorado Denver.

Kvaran, Hannes (1982) Chair, Social Science
B.S., M.S., Eastern Michigan University; Graduate study: Arizona State University.

LaBuhn, Connie L. (1989) Fitness and Wellness
B.S., University of Arizona; M.Ed., Northern Illinois University.

Lamkin, William W. (1991) Social Science
B.A., University of Illinois; M.A., Ph.D., University of Toronto.

Lane, Jennifer L. (2003) English
B.A., Arizona State University; M.B.A., University of Phoenix; Ph.D., Capella University. Glendale Community College since 1997.

Lavigne, Trisha J. (2011) Psychology
Ph.D., Alliant International University.

Lee, Wei-Jen (2009) Chemistry
M.S., Arizona State University.

Leedy, Debbie (2005) Chair, Chemistry
B.A., Texas Christian University; M.S., Ph.D., Arizona State University.

Lewis, Ladonna (2002) Psychology
B.A., M.S., Ph.D., University of Oklahoma. Mesa Community College 2000-2002.

Lewis, Lisa A. (2001) Chair, Fitness and Wellness
B.S., Arizona State University; M.S., Arizona State University, Ph.D., Rocky Mountain University of Health Professions.

Loss, Bonnie J. (1989) Art/Art History/Humanities
B.F.A., University of Colorado; M.A., University of Northern Colorado.

Lupu, Peter (2010) Philosophy
M.A., Columbia University.

Luu, Ui (2000) Technology Systems
B.S.E.E., Ohio State University; M.S.E.E., Rensselaer Polytechnic Institute.

Macleish, Kenneth J. (2001) Computer Science/ Mathematics
B.A., Boston College; M.S., University of Arizona. Phoenix College 1998-2001.

Majer, Kam (1995) Chair, Psychology
B.A., University of Washington; M.A., Whitworth College; M.S., University of Washington; Ph.D., University of Washington.

Malamuth, Tamara L. (2008) Psychology
B.Sc., Ph.D., McMaster University, Ontario, Canada.

Marrer, Gary D. (2001) Chair, Business and Information Technology
A.A.S., Monroe Community College,.Rochester, NY; B.A., State University of New York, Geneseo, NY; Graduate study: M.B.A. - MIS Concentration, Binghamton University, Binghamton, NY; M.Ed., Northern Arizona University.

Martin, Robert, III (2005) Fitness and Wellness/Nutrition
B.S., St. Cloud State University; M.S., Arizona State University.

Mateer, B. Philip (1989) English
B.A., Kent State University; M.A., Carnegie-Mellon University.

Maton, Marjane (2001) Chair, Counseling
B.A., University of Northern Iowa; M.Ed., Northern Arizona University; Graduate study: Ottawa University.

May, Johnnie (1999) English and Creative Writing
B.A., Indiana University; M.A. Indiana University; M.F.A., Pacific University. Chandler-Gilbert Community College 1998-1999.

Mayer, Susan E. (2002) Chair, Nursing
Diploma, Norfolk General Hospital School of Nursing; B.S.N., Vanderbilt University Bridge Program; M.S.N., Vanderbilt University; Ed.D., Nova Southeastern University.

Mays, Helena "Rosie" R. (1998) Communication
B.S., Northern Arizona University; M.S., University of Oregon.

McCarthy, Donald (1999) Mathematics
B.S., Southern Connecticut State University; M.A., State University of New York.

McCarthy, Rita J. (1988) Reading
B.A., University of California, Berkeley; M.Ed., Arizona State University.

McKennon, Edward F. (2007) Library Media Center
B.A., Rutgers University; M.A., University of Arizona.

McKintosh, Andrew P. (2000) Mathematics
B.S., Northern Arizona University; M.S., Northern Arizona University.

Melita, Joseph A. (1998) Mathematics
B.A., Amherst College; M.A., University of Rochester; Ph.D., Florida State University.

Menon, Rashmi M. (2004) English
B.A., Mumbai University, India; M.A., Mumbai University, India, Graduate study: Northern Arizona University.

Merrill, Heather H. (2004) Education
B.S., Northern Arizona University; M.Ed., Northern Arizona University. Estrella Mountain Community College 2003-2004.

Merrill, Richard J. "R.J." (1996) Chair, Art/Photography/Art History
B.A., Arizona State University; M.A., University of California at Santa Barbara.

Mick, Angela K. (2004) Biology
B.S., Southern Illinois University-Carbondale; B.S., National University of Health Sciences; D.C., National University of Health Sciences. Glendale Community College since 1999.

Miller, Christian R. (2001) Mathematics
B.S., University of Michigan-Flint; M.A., Arizona State University; Ph.D., Arizona State University.

Miller, David R.(2005) English/Humanities-CWL
B.A. Ed., Eastern Washington University; B.A., Eastern Washington University; M.A., Eastern Washington University. Graduate study: Arizona State University. Glendale Community College 2001-2005.

Mitio, Betsy Ann (1987) Computer Science/Mathematics
B.S., M.A., M.A., Ball State University.

Moore, Christine (2002) Library Media Center
B.A., Claremont McKenna College; M.A., University of Arizona. Glendale Community College 1999-2000, 2002.

Mooroian-Pennington, Christina (2005) Nursing
B.S.N., Arizona State University; M.S.N., University of Phoenix; Graduate study: Northcentral University.

Morrison, Julie B. (2005) Psychology
B.S., Texas Christian University; M.A., Ph.D., Stanford University.

Moshrefzadeh, Shohreh (2008) Nutrition
B.S., University of Pittsburgh; M.S., Academy of Agriculture, Poznan, Poland.

Mullins, Michael A. (2008) Journalism
B.A., University of Miami; M.A., Syracuse University.

Muniz, Raul (2007) Fire Science
B.S., Excelsior College; J.D., Phoenix School of Law.

Murphy, Amanda S. (2005) English/ESL
B.A., Truman State University; M.A., Arizona State University.

Neibarger, Lea M. (2005) Computer Science and Mathematics
B.S., Kansas State University; M.Ed., Arizona State University. Mesa Community College, 1999-2005.

Nelson, David G. (2007) English
A.A., Jamestown Community College; B.A., The Evergreen State College; M.F.A., Arizona State University.

Nelson, Pamela J. (2000) Physical Sciences/Geology
B.S., Texas Christian University; M.S., Arizona State University.

Newman, Lynn (2002) Geography
B.S., B.A., University of Minnesota; M.A., University of Minnesota; Graduate study: Arizona State University. Mesa Community College 1995-2000, Scottsdale Community College 2000, Glendale Community College since 2000.

Nicholoff, Ashley (2012) Mathematics
M.S., Arizona State University.

Nichols, David J. (2010) Music/Audio Production Technology

Nielson, Christopher D. (2010) English
B.A., California State Polytechnic University, Pomona, M.A., Arizona State University.

Nottingham, Douglas (2002) Performing Arts/Music
B.A., Limestone College; M.A., University of New Mexico; D.M.A., Arizona State University.

Nuñez, Carlos (1998) Technology and Consumer Sciences
M.S., Arizona State University; Ph.D., Arizona State University.

Ocano, Jillane (2001) Nursing
B.S.N., Arizona State University; M.S.N., University of Phoenix. Graduate study: University of Arizona.

Onnen, Mary Jane (1997) Chair, English/E.S.L./Reading
B.A., University of Utah; M.A., University of Illinois (Urbana/Champaign).

Oreshack, Nancy (2002) Education
B.S., Northern Illinois University; M.Ed., Arizona State University.

Ornelas, Melinda T. (1987) Counseling/Faculty
A.A., A.G.S., Rio Salado; B.A., University of Phoenix; M.Ed., Northern Arizona University, M.A., University of Phoenix.

Ortega, Cynthia (2011) Reading
B.S., Lee University; Ph.D., Purdue University.

Osborn, Michael (2004) Fire Science
A.A.S., Red Rocks Community College-Lakewood, CO.

Pack, Miriam (1997) Mathematics
B.A., M.A., Brigham Young University.

Parker, Michele (2005) Child and Family Studies
B.S., Arizona State University; M.A., University of Phoenix; Graduate study: Argosy University.

Pell, Joann M. (1994) Fitness and Wellness
B.S., M.S., Arizona State University; R.D., Emory University.

Penrose, Donovan J. (2008) English
B.A., M.A., Ph.D., Stanford University; M.B.A., University of Washington.

Peterson, Randall (2004) Nursing
A.A.S., Phoenix College; B.S.N., Grand Canyon University; M.S.N., University of Phoenix.

Poggi, Judy G. (2000) Child and Family Studies
M.A., Pacific Oaks College; Graduate Study: Walden University. Glendale Community College since 1998.

Pommerville, Jeffrey C. (1989) Biology
Ph.D., University of California, Santa Barbara.

Pool, Deborah J. (1998) Nursing
A.S., Northern Arizona University; B.S., M.S., Arizona State University.

Radisich, Aleksander "Sasha" B. (2005) Social Science/ Economics
B.A., Claremont McKenna College; M.A., Ph.D., Princeton University.

Raffaelle, David P. (1994) Chair, Physical Sciences
B.S., Southern Illinois University; M.S., Montana State University; Ph.D., Arizona State University.

Ramstad, Andrea Michele (2008) Communication
B.A., Arizona State University West; M.A., North Dakota University.

Reavis, Robert H. (1998) Biology
B.S., University of Washington; Ph.D., University of California, Berkeley.

Reed, James W. (1986) Chair, Communication and World Languages
B.A., Point Loma University; M.A., Ph.D., Southern Illinois University.

Regan, Brendan M. (2005) Art/Photography
B.S., Ithaca College; M.F.A., Washington State University.

Reker, Martin (1989) English/Reading/Humanities
B.A., M.A., Arizona State University.

Rivas, Sergio O. (2012) Mathematics
M.S., California State University, LA.

Rivera, Frank A. (1994) Mathematics
B.S., Arizona State University; M.S., Purdue University.

Roderick, Phillip L. (2008) English
A.A., Glendale Community College; B.A., Arizona State University; M.A., Arizona State University.

Rodriguez, David M. (1988) Library Media Services
B.A., Southern Methodist University; M.A.L.S., University of Denver. MCCCD since 1986.

Romero, Fernando (2006) Psychology
B.A., Hunter College of the City University of New York; M.S, Ed., Queens College of the City University of New York; Ph.D., Arizona State University.

Romo, Paul J. (1999) Counseling
B.A., Arizona State University; M.Ed., Northern Arizona University. MCCCD since 1993.

Saint-Amour, Jeanne (1995) Chair, Philosophy and Religious Studies
B.A., University of Missouri-St. Louis; M.A., Ph.D., University of Missouri-Colombia; M.B.A., Western International University; M.A.Ed., Northern Arizona University; Other post-doctoral work: Fontbonne College; Paul VI Institute; Arizona State University, Miller Institute. Glendale Community College since 1980.

Sanders, James E. (1998) English
B.A., M.A., Ph.D., University of South Florida; Graduate study: University of South Florida.

Sandoval, Trinidad (2002) Counseling
B.A., University of Arizona; M.A., Arizona State University; M.C., Arizona State University. Glendale Community College since 1999.

Schimanski, Lesley A. (2012) Psychology
B.Sc., University of Lethbridge; Ph.D., University of Alberta.

Schmidt, David M. (1994) Music/Jazz
B.M.E., Indiana University; M.M.P., Arizona State University.

Schulz, Laurie (2005) Nursing
BSN, University of Wisconsin - Eau Claire; MSN, University of Phoenix.

Schwarzwalter, Loren Elton (2011) Communication
Ph.D., University of North Dakota.

Seitz, David A. (2004) Performing Arts
M.F.A., University of Southern California; HDRA, University of Southern California; Post-Baccalaureate in Teacher Education, Ottawa University; National Board Certified Teacher, National Board for Professional Teaching Standards. Glendale Community College since 1998.

Serin, Jason M. (2007) Chemistry
B.S., Northern Arizona University; Ph.D., University of California, Berkeley.

Shew, Steven M. (1984) Mathematics
B.S., M.S., Indiana State University; Ph.D., Arizona State University.

Shineman, Kirt (1998) Communication/ Director of Forensics
M.A., Emerson College. Glendale Community College 1995-present.

Shipley, Clark (2001) Business and Information Technology
B.A., University of Washington; M.B.A., Thunderbird School of Global Management. Graduate study: Arizona State University; J. D., Taft Law School.

Shortridge, Richard D. (1988) Business and Information Technology
A.A., Phoenix College; B.S., Arizona State University; M.S., Golden Gate University; J.D., University of Tulsa, College of Law.

Sims, Glenn (1987) Social Science
B.A., Albany State College, Georgia; M.A., Bowling Green State University, Ohio; Graduate study: University of Georgia.

Slater, Florence (1991) Biology
B.S., City College of New York; M.S., Ph.D., Rutgers University.

Smith, Aubrei D. (2011) History/Social Sciences
B.S., Northern Arizona University; M.A., University of San Diego.

Smith, Donald S. (2001) Chair, Performing Arts/Music
B.A., California State University-Chico; M.M., Arizona State University; D.M.A., Arizona State University.

Smith, Kimberly J. (2005) Chemistry
B.S., M.S.,Texas Tech University; Ph.D., Purdue University.

So, Louise (2005) Fitness and Wellness
B.A., M.A., University of Iowa.

Spencer, Lillian (2009) Social Sciences
B.A., University of California at Los Angeles; M.A., SUNY Stony Brook; Ph.D., SUNY Stony Brook

Springer, Joseph W. (2004) Chemistry
B.S., Trenton State College; Ph.D., Arizona State University.

Stalzer, Mark A. (2003) Nursing
B.S.N., Arizona State University; M.S.N., University of Phoenix.

Steward, Jason (2007) Chemistry
B.A., M.Ed., California State University, Long Beach.

Stewart, Gaylen (2008) Art
A.A., Green River Community College; B.A., Central Washington University; M.F.A., Ohio University.

Stewart, William D. (1995) Business and Information Technology
A.A., Glendale Community College; B.S., Ottawa University. Glendale Community College since 1990.

Stroher, Scott (2002) Business and Information Technology
A.A., Scottsdale Community College; B.S., Arizona State University; M.B.A., Arizona State University; C.P.A., Arizona.

Sylvester, Timothy W. (1991) Business and Information Technology
B.S., Western Illinois University; M.S., National College of Education.

Templeton, Olivia A. (1990) Fitness and Wellness
B.S., Grand Canyon University; M.S., Arizona State University.

Terasaki, Dean K. (1986) Art and Photography
B.F.A., University of Colorado; M.F.A., Arizona State University.

Thomas, Bruce L. (1991) Counseling
B.S., M.C., Arizona State University; Graduate study: Arizona State University, University of Arizona.

Torres, Frank A. Jr. (2009) Chair, Library Media Services
A.A. Glendale Community College, B.S. Grand Canyon University, M.L.S Texas Woman's University, CISSP, RHCT, MCCCD since 1987.

Tuohy, James (2002) Biology
B.A., (HONS) University of Plymouth, UK; Ph.D., University of Portsmouth, UK.

Updike, Eric (2009) Philosophy and Religious Studies
B.A., Hampshire College; M.A. Indiana University, Bloomington; Ph.D., University of California, Irvine.

Van Marche, Deborah (1997) Psychology
B.S., M.S., University of Wisconsin; Ph.D., Arizona State University. Glendale Community College since 1996.

Vawter, Charles, III (1990) Business and Information Technology
B.S., M.B.A., M.S., Arizona State University; C.P.A., Arizona.

Vawter, Charles Jr. (1965) Business and Information Technology
B.S., Arizona State University; M.B.A., University of Southern California; Ph.D., Arizona State University; C.P.A.; C.C.P.

Ventola, John L. (2005) English
B.A., SUNY/Empire State College; M.A., State University of New York at Buffalo.

Walding, Wanda L. (2001) American Sign Language/ World Languages
A.A., Phoenix College; A.A.S., Phoenix College; BA, Grand Canyon University; MA, Arizona State University. Glendale Community College since 1984.

Walk, Lori (2011) Education/Reading
B.S., University of Arizona; M.Ed., University of Arizona, Administrative Certification, Graduate Study: Northern Arizona University. At Glendale Community College since 2003. At Paradise Valley and Scottsdale since 2002.

Walls, Celeste (2011) Communication
Ph.D., Arizona State University.

Waskow, Julie A. (1998) Philosophy and Religious Studies
B.A., University of Delaware; M.A., Arizona State University; Ph.D., Walden University.

Watkins, Laura L. (2002) Mathematics
B.S., Utah State University; M.S., Utah State University; Ph.D., Utah State University.

Watt, Keith (2011) Astronomy/Physical Sciences
B.S., University of Tennessee, Knoxville; M.A., Gallaudet University; M.S., University of Maryland.

Watt, Sara D. (2005) Astronomy/Physical Sciences
B.S., Tufts University; M.S., University of Maryland.

Wheeler, Betsey J. (2003) English
B.A., Arizona State University; TESOL Certificate, University of California at Los Angeles; M.Ed., Northern Arizona University; M.A., Northern Arizona University.

Wheeler, Dean H., III (2008) Anthropology/ Social Sciences
B.S., Bowling Green State University; B.A., Ohio State University; Ph.D., University of Pittsburgh.

White, Laura (2000) English
B.S., Central Michigan University; M.A., University of Wyoming.

Whitney, Josh (2011) Mathematics
Ph.D., University of California Irvine

Williams, Stephen (1981) Biology
B.S., Rutgers University; M.S., Ph.D., University of New Mexico.

Winemiller, Bel Quiros (1988) World Languages
Undergraduate studies, Universidad Nacional de Panamá, L'Alliance Française de Panamá; B.A., M.A., Ph.D., Arizona State University; Post-doctoral study: Anhui University, Remin University, Wuyi University, People's Republic of China.

Wood, Karrie C. (2006) Geology/Physical Sciences
B.A., San Francisco State University; M.S., University of Washington.

York, Justin J. (2009) Biology
Ph.D., Arizona State University.

Glendale Community College Faculty Emeritus

(Faculty Emeritus distinction is awarded to individuals who retired from the position of Residential Faculty after twenty consecutive years of full-time service to the Maricopa County Community College District.)

Adank, Willard A. (1968-1992) Physics and Mathematics Faculty, Department Chair.

Antilla, Freddie L. (1983-2004) English Faculty.

Austin, Mariam J. (1965-1986) Physical Education Faculty, Department Chair.

Baxter, Leroy E. (1966-1988) Music and Humanities Faculty, Department Chair.

Beene, D. Leon (1976-1999) History Faculty.

Beene, Holly McKinzie (1975-2009) Communcation Faculty.

Bietto, Frank (1966-1987) Political Science and History Faculty.

Bilse, Don (28 years service) CAD Faculty, Dean of Students.

Bloss, Dale (1963-1988) Physical Education Faculty, Athletic Director and Department Chair.

Boerner, Janice K. (1963-1993) English Faculty, Department Chair.

Boyle, James H. (25 years service) Business and Information Technology Faculty.

Braasch, Vernon C. (1963-1985) Physical Education Faculty, Department Chair.

Brandt-Williams, Ann (1984-2009) Psychology Faculty, Department Chair.

Brazie, Thomas (1967-2000) English Faculty.

Camp, Jane (1986-2009) English Faculty.

Campion, Maurice M. (1964-1988) Spanish Faculty.

Cary, Richard (1979-2001) Business Faculty.

Catalano, Renault (1967-1995) Technology Faculty, Department Chair.

Cavin, William C. (1966-1986) Biology Faculty, Department Chair.

Celestian, Stanley (1976-2006) Physical Sciences/Astronomy Faculty.

Charvonia, Ronald (1961-1988) Business Faculty.

Chord, Paul (1966-1988) English Faculty.

Christian, Robert (1990-2006) Communication Faculty.

Clayton, Dorothy (1966-1989) Physical Education Faculty.

Cooper, Elizabeth H. (1976-2005) Biology Faculty.

Csontos, Louis (21 years service) Chemistry Faculty, Department Chair.

Cullinan, Andrea (1973-2004) Nursing Faculty.

Cullinan, Michael (1990-2009) Math/Computer Science Faculty.

DeMarco, Lenna (1989-2009) Dance Faculty.

DePippo, Paul D. (1976-2004) Social Sciences Faculty, Department Chair.

Dias, Diana (1998-2006) Business and Information Technology Faculty.

Dotterer, William (1966-2001) Business Faculty.

Dutton, Mary Ann (1960-1986) Choral Music Faculty.

Dwyer, Diana (1982-2009) Library Faculty, Department Chair.

Eastin, Gene N. (1963-1989) French and English Faculty, Department Chair.

Ellis, Albert T. (1964-1988) Biology and Botany Faculty, Department Chair.

Esquer, Mario H. (1977-2009) Technology and Consumer Science Faculty.

Fischer, Mildred (1969-1998) English Faculty.

Fitzgerald, Frank (1966-1989) Art Faculty, Department Chair.

Forney, Merrill (23 years service) Physical Sciences Faculty.

Fuenning, Richard M. (23 years service) Physical Education Faculty.

Galletti, Marie (1975-1998) English and English as a Second Language Faculty.

Gardner, Moffat (1965-1985) Social Sciences Faculty.

Gibbons, George R. (1968-1988) Electronics/Drafting Faculty, Department Chair.

Goff, Lyenatte (1963-2004) Mathematics Faculty.

Gordon, Ruby D. (1967-1992) Nursing Faculty.

Goto, Darlene M. (1969-2007) Art Faculty.

Griego, Manny (1976-2005) Engineering Faculty, Department Chair.

Griggs, John (1971-2004) Foreign Languages and Communications Faculty, Department Chair.

Gurule, Juan (1989-2009) Counseling Faculty.

Guyman, Vernon (1968-2000) Mathematics Faculty.

Haas, Patrick (1984-2005) English Faculty.

Hamilton, Mirta (1979-2009) Art Faculty.

Hansen, Vance W. (1965-1991) English Faculty.

Hardin, Carnella (1979-2010) Business and Information Technology Faculty.

Harris, C. Eugene (21 years service) Music Faculty.

Hartley, Jack A. (1963-1986) English Faculty.

Hawks, Margaret (1967-2000) English Faculty, Department Chair.

Herlihy, Harriet (1960-1989) English Faculty, Department Chair.

Higgins, Don (1967-2001) Social Sciences Faculty, Department Chair.

Hillis, Richard (21 years service) Art Faculty.

Hoff, Edward B. (1963-1989) Mathematics Faculty, Department Chair.

Hoffs, Marilyn J. (1972-1996) Speech Communication/ Theatre Faculty, Department Chair.

Howey, Charlotte (1989-2005) English, ESL, Spanish Faculty.

Hubbard, N. LaRue (23 years service) Business Faculty.

Hubbard, Robert T. (1966-2006) Philosophy Faculty, Department Chair.

James, Gerald H. (1967-1993) Mathematics Faculty.

Johanson, Leonard C. (1965-1988) Art Faculty.

Johnson, Frederica (1988-2009) Reading Faculty.

Jones, M. Louise (1981-2010) Counseling Faculty.

Kidney, Charlotte (over 22 years service) Physical Education Faculty, Department Chair.

King, Dick (1973-1998) Automotive Faculty, Department Chair.

King, Owena A. (1966-1989) Business Faculty.

Klann, Walter (1966-1998) Mathematics Faculty.

Knopp, Nelda (1966-1998) Physical Education Faculty.

Knowles, Henry (1965-1989) Speech Communication Faculty.

Kong, Moonie (1966-1987) Physical Education Faculty.

Kurtz, Donald A. (1965-1987) Business Faculty.

Lange, Merle L. (1966-1989) Counseling Faculty, Department Chair, Financial Aid Director.

Langlois, Lyle R. (1968-1989) Business Faculty.

Lawrence, Barbara J. (1967-1988) Reading/English Faculty, Department Chair.

Leskovsky, Mary (1986-2006) English Faculty, Honors Coordinator.

Lorenzini, August (1967-1985) Speech Communication/Film Faculty, Department Chair.

Ludders, Virginia (1989-2009) Theatre/Communication Faculty.

Martin, Ethel A. (1963-1989) Business Faculty.

Matthews, Jack K. (22 years service) Drafting Faculty, Department Chair.

Matz, Harry (1965-1989) Reading Faculty, Department Chair, Honors Coordinator.

May, Mauricette (1998-2009) French Faculty.

McCoy, Leslie E. (1967-1989) Electronics Faculty, Department Chair.

McWilliams, Mary Lou (1968-1988) Counseling Faculty.

Meeker, Joseph A. (1985-2009) CAD and Dafting Faculty.

Meixner, Sylvia S. (1969-1992) Social Sciences/Sociology Faculty, Department Chair.

Mikus, Andrew (1963-1989) History Faculty, Department Chair.

Milliner, Charles (1969-2004) Business Faculty, Department Chair.

Moloso, Phillip (1966-2002) Librarian, Business and Mathematics Faculty, Department Chair.

Montanus, Mark (1965-1985) Business Faculty.

Murray, Marilee (1974-2000) Chemistry Faculty, Department Chair.

Nelson, Bonnie (1968-1999) Philosophy Faculty, Curriculum Design.

Overson, Peter (1964-1989) Theatre Faculty.

Peters, Allan M. (1965-1986) Physics Faculty, Department Chair.

Pilch, Richard R. (1967-1996) Physical Education Faculty.

Pisciotta, Pete (1967-1996) Mathematics and Physical Education Faculty, Athletic Director.

Pitman, Fred (1969-1997) Physics Faculty.

Price, David (1966-1988) Chemistry Faculty.

Rassi, Martha (1984-2005) Business Faculty.

Reeder, Duane (35 years service) Psychology Faculty.

Rees, Richard (1965-2006) Psychology Faculty.

Roberson, Doyle L. (1965-1989) Mathematics Faculty.

Samuels, Carl (1967-2004) Psychology Faculty

Schafer, G.K. "Duke" (1975-2007) Public Saftey Sciences Faculty.

Schiedat, Marilyn (1976-2008) English Faculty.

Schwalm, Karen T. (1988-2008) English Faculty.

Siefer,Nancy (1987-2007) English Faculty.

Shipley, Alvin D. (1966-2001) Mathematics Faculty, Department Chair.

Smart, John (21 years service) Social Science and Economics Faculty.

Smelser, Philip (1963-2009) Philosophy Faculty, Department Chair.

Smith, James A. (1965-1989) Physical Education Faculty.

Smith, Linda (1986-2007) Social Sciences Faculty.

Smith, Louis L. (1963-1985) Reading Faculty, Department Chair.

Staheli, W. Kent (1966-1997) Physical Education Faculty, Department Chair.

Staten, Jean (1975-1996) Librarian, Dean of Instruction.

Thompson, J.R. (Bob) (1968-2000) Geology Faculty, Department Chair.

Triplett, Patricia (1983-2009) Nursing Faculty.

Thrasher, John (1970-1997) Music Faculty, Director of Bands.

Ulm, Donald R. (1979-2009) Business and Information Technology Faculty

VanMeter, Charles (1968-1989) Agriculture Faculty, Department Chair.

Walcott, Lyle (1965-2007) Philosophy Faculty.

Weiss, Kenneth G. (1963-1986) Physical Education Faculty.

West, Charles L. (1966-1994) Chemistry Faculty, Department Chair.

Wilhoit, Sherrill (1975-1999) Business Faculty.

Williams, Johnette (1970-2002) Library Faculty, Department Chair.

Wingersky, Joy (1981-2008) English Faculty.

Winters, John B. (1968-2004) Physical Science Faculty.

Advisor
A resource person able to help you plan your course of study and select appropriate courses. Also called program advisor or academic advisor.

Arizona General Education Curriculum Certificate (AGEC)
The Arizona General Education Curriculum Certificate (AGEC) is a 35 semester credit block of lower division general education courses for Arizona community college students transferring to public universities. The AGEC will transfer as a block to any Arizona public university without loss of credit and will fulfill all lower division general education requirements for the majors with which they articulate.

Associate Degree
A degree awarded for the completion of a minimum of 60 credits selected to meet specific requirements. The Associate in Arts (AA), Associate in Arts, Fine Arts (AAFA), Associate in Arts in Elementary Education (AAEE), Associate in Business (ABus) and Associate in Science (AS) emphasizes courses for transfer to four-year schools, the Associate of General Studies (AGS) allows more flexibility in course selection, and the Associate of Applied Science (AAS) emphasizes a particular occupational field.

Audit
To take a class for no credit. There are additional charges for auditing, see Tuition and Fee chart.

Bachelor Degree
A degree awarded by a four-year college. The B.A. or B.S. requires approximately 120 credits.

Counselor
A faculty member available to help you with personal, career, or school related concerns.

Course Equivalency Guide (CEG)
The CEG indicates how Arizona State University, Northern Arizona University and the University of Arizona accept transfer course work from the Arizona public institutions.

Credit Hour
The numerical unit of college credits earned for the satisfactory completion of a specific course. Also referred to as semester hours or units (e.g., 3 credit hours.)

Cumulative Grade Point Average (GPA)
This is a measure of student academic proficiency. It is calculated by multiplying each course credit hours by the points awarded for the grade earned. The sum is then divided by the total number of credit hours completed with A, B, C, D, F or Y grades. See the grade key for point information.

Electives
Courses a student can select in order to complete a program of study, sometimes with restrictions.

Federal Work Study
A form of financial aid based on need which provides the student with on campus paid employment while in school.

General Catalog & Student Handbook
The annual publication which explains college policies, procedures, programs, course descriptions, and student rights and responsibilities.

Grant
Student financial aid based on need.

Lower Division Courses
Freshman and Sophomore courses usually completed in the first two years of college.

Prerequisite
Specified conditions, requirements, or courses that must be completed before enrolling in a class.

Required Course
A course needed to complete a certificate or degree program.

Schedule Adjustment
The period during which a student can drop or add classes without penalty. The Schedule Adjustment period varies with the length of class.

Scholarship
Student financial aid based on academic achievement, need, or a combination of factors.

Semester
Traditionally half an academic year, about 16 weeks in length. Fall semester begins in August and Spring semester begins in January.

Syllabus
A course outline and information on classroom policies, test, dates and materials to be used in a class, usually given to students by the instructor at the first class meeting.

Transcript
A record of a student's course work and grades.

Transfer Credit
Credit earned at another college applied to a Glendale Community College program or credit earned at Glendale Community College to be applied to another college or university.

Upper Division Courses
Courses usually taken during junior and senior years at four-year institutions.

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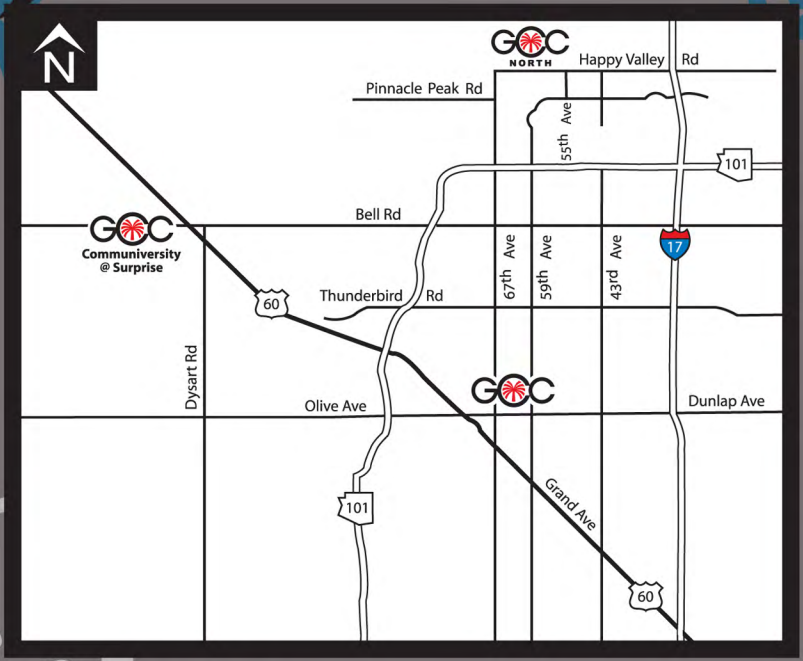

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