

# GLENDALE COMMUNITY COLLEGE



## Academic Catalog 2021-2022

A MARICOPA COMMUNITY COLLEGE

# 2021 - 2022 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 Semester - 2021 (Subject to 2021-2022 Catalog)

Summer 2021 Priority Registration Begins for Currently Enrolled Students .....	April 5
Summer 2021 Open Registration Begins .....	April 12
Summer Semester Begins .....	June 1
Observance of Independence Day .....	July 5
Summer Semester Ends .....	August 5

### Fall Semester - 2021

Fall 2021 Priority Registration Begins for Currently Enrolled Students.....	April 5
Fall 2021 Open Registration Begins .....	April 12
Classes Begin .....	August 21
Observance of Labor Day .....	September 6
Spring 2022 Priority Registration Begins for Currently Enrolled Students .....	October 4
Spring 2022 Open Registration Begins.....	October 11
+ Last Day for Withdrawal without Instructor's Signature (traditional date 10/9)	
Application for December 2021 Graduation.....	November 1
Observance of Veterans Day .....	November 11
Thanksgiving Holiday .....	November 25-28
++ Last Day Student Initiated Withdrawal Accepted (traditional date TBD)	
Last Day of Regular Classes .....	December 12
*Final Exams .....	December 13-16
Mid-Year Recess Begins for Students .....	December 17
Fall Semester Ends [Last day of Faculty Accountability] .....	December 17
Mid-Year Recess (Campus Closed).....	December 23 through January 2

### Spring Semester - 2022

Spring 2022 Priority Registration Begins for Currently Enrolled Students .....	October 4
Spring 2022 Open Registration Begins.....	October 11
Classes Begin .....	January 15
Observance of Dr. Martin Luther King, Jr. Holiday .....	January 17
Observance of Presidents' Day.....	February 21
+ Last Day for Withdrawal without Instructor's Signature (traditional date 3/6)	
Fall 2022 Priority Registration Begins for Currently Enrolled Students.....	March 7
Spring Break .....	March 14-20
Fall 2022 Open Registration Begins .....	March 21
++ Last Day Student Initiated Withdrawal Accepted (traditional date TBD)	
Application for May 2022 Graduation.....	April 1
Last Day of Regular Classes .....	May 8
*Final Exams .....	May 9-12
Commencement.....	May 13
Spring Semester Ends .....	May 13
Observance of Memorial Day .....	May 30

### Summer Semester - 2022 (Subject to 2022-2023 Catalog)

Summer Semester Begins .....	May 31
Observance of Independence Day .....	July 4
Summer Semester Ends .....	August 4

\* Students may register online seven days a week. Go to my [my.maricopa.edu](http://my.maricopa.edu) for more information.

+ See your student schedule in [my.maricopa.edu](http://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.

## Welcome from Dr. Leyba Ruiz

First a college student, then a teacher and now the president of Glendale Community College (GCC), I have a passion for watching students develop and succeed. I am a proud, first-generation college student and thankful to my parents for instilling in me a commitment to a college education. I was raised and educated in South Phoenix and struggled with all the typical distractions, which could have derailed my education.

I know first-hand the trials and challenges our students face today. With that in mind, I believe the purpose of a community college is to offer a path to empowerment through education, a chance to reach for dreams and goals that you never thought within your grasp.

At GCC, we do this by providing an excellent learning environment in classes taught by dedicated faculty who are experts in their field. We offer support services, led by passionate professionals dedicated to ensuring a smooth start, and staff dedicated to helping reach your goal each semester – specifically to minimize or eliminate those “distractions” you may face.

Our goal, at GCC, is to focus on student completion – whatever your goals may be. I want you to be empowered to create your own definition of success. And we are here to help.

Glendale Community College has more than 50 years' history of academic excellence and a reputation for student success. We offer traditional classroom settings, online and hybrid classes in almost all disciplines. From English 101 to automotive technology, we cover the full spectrum of educational offerings.

We don't stop there. GCC has strong community partnerships and collaborative, customized workforce development programs. We are deeply embedded in our community, and value the trust placed in us by the taxpayers. I believe everything we do is in our students' best interests.

Your success matters. Period.

Please take advantage of GCC's services. Need help understanding and navigating your exact path? Visit our Academic Advising Office or Counseling and Career Center for guidance. Or, get free tutoring services and a mentor to encourage you along the way. Whatever your needs or interests, we're here to guide you on your journey.

I encourage you to get involved with college life, create a community for yourself to lean on, learn with and expand your experiences. GCC hosts a vibrant arts environment where you can participate or attend theater productions, art events, music concerts, and other cultural happenings throughout the year. Sign up for one of our 70+ student clubs and organizations. Make the most of your college career!

We have been helping students just like you for more than 50 years. Thank you for letting us be a part of your success!

Teresa Leyba Ruiz, Ed.D.

President



## Glendale Community College Established 1965

Education has the power to inspire growth and change lives. Glendale Community College (GCC) keeps pace with the constant growth of the West Valley, offering increased breadth and depth of educational opportunity. Since 1965 Glendale Community College has welcomed over 500,000 students as they worked towards graduating with two-year degrees, transferring to a university, completing new career training, or finishing an occupational certificate.

Glendale Community College upholds the guiding principles and foundations of the Maricopa Community College District (MCCCD) and works to serve the diverse and evolving needs of students and the community. Students enroll in courses or pursue degree and certificate programs at one of two GCC campuses, making the College's enrollment the third largest in the MCCCD.

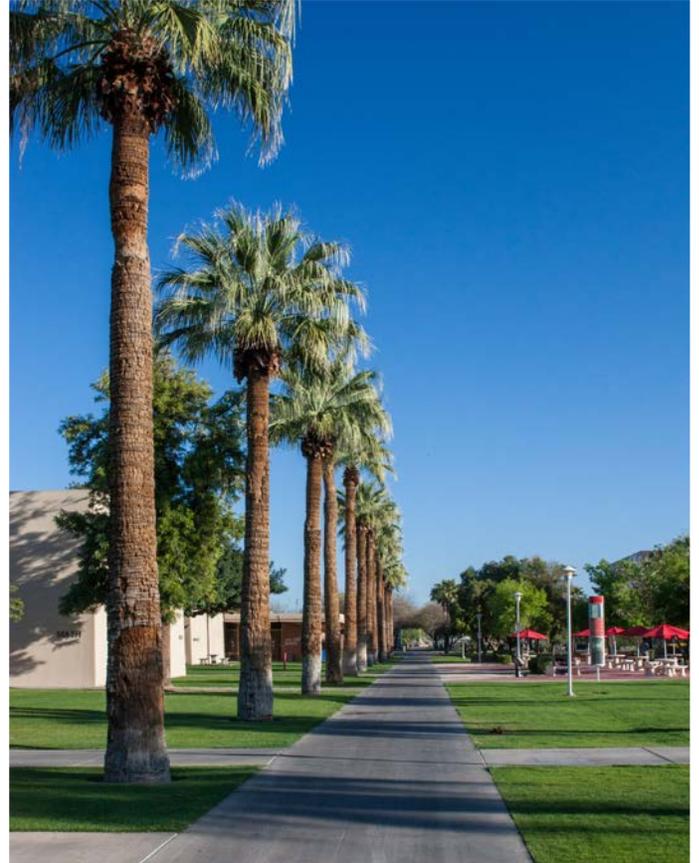
Created in 1962 with one college, the MCCCD currently consists of ten separately accredited colleges. MCCCD is one of the largest community college districts in the United States. On April 12, 1965, GCC was established by the Governing Board as the second MCCCD college, and charged with serving the higher 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.hlcommission.org](http://www.hlcommission.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.

The GCC Main campus accommodates the changing needs and interests of students and community members. Recent improvements and renovations include the Dr. Phillip D. Randolph Automotive Technology Center, the Exercise Science and Nutrition Building, and the Veteran Services Center. GCC also is a designated Hispanic Serving Institution (HSI) by the U.S. Department of Education. This designation is given to colleges with a full-time student equivalent (FTSE) that is at least 25 percent Hispanic. By qualifying as an HSI institution, GCC was able to apply for and was awarded Title V grant funding to expand and enhance academic programs and services for the benefit of all students, particularly high-need students in STEM areas.



### 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 and has grown in excess of 2,500 students in 2017. Thanks to the voter-approved 2004 capital development bond, facilities were expanded in 2008 elevating GCC North to a full-service campus under GCC Main. Most recently, GCC North opened an astronomy observatory pad, a semi-circular telescope pad located on the west end of campus that hosts public viewing events throughout the year.

## 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.

## Assessment of Student Learning at GCC

When their time at GCC is complete, are students leaving with the content knowledge, marketable skills, and life skills necessary for success? Our process of student learning assessment addresses that question. Student assessment at GCC focuses on the verification and improvement of student learning through a comprehensive program of academic benchmarking, data collection, analysis, and implementation. GCC uses multiple sources of evidence to discover what and how students learn and how they might use their learning experiences upon exiting the institution.

GCC is committed to hearing the voices of our students and wants to ensure that these voices represent the learning and engagement of our students. By contributing to assessments, students benefit from improved instruction and programs. On occasion, students may be asked to complete nationally recognized assessment instruments and should take their participation in these activities seriously. There is no cost to students to participate in any assessment activity. Information obtained from these instruments will be used solely in determining the effectiveness of



programs and student learning in ways that do not reflect personally on individual students.

Assessment of student learning occurs at multiple levels at GCC - course, program/service area, institutional - typically on a three-year cycle. At the course level, student learning is assessed by individual or collaborating groups of faculty within an academic department with the goal of improving student learning in a particular course. To support learning outside the classroom, student organizations have begun conducting assessment targeting the specific learning outcomes of their organization's events and activities.

Programs and Service Areas in Academic Affairs, Student Affairs, and Administrative Services engage in a process of review and assessment to ensure continuous improvement. Students can find the program goals and competencies for all Academic and Career & Technical Education (CTE) certificate and degree programs here: <https://www.maricopa.edu/academics/degrees-certificates>.

- GCC updated our institutional learning outcomes in the fall of 2017 and began an authentic process of assessment of these outcomes. Our institutional learning outcomes state that by the end of their college experience, students at GCC will have demonstrated:

- oral, written, and visual communication.
- critical and creative thinking.
- quantitative reasoning and analysis.
- personal and community well-being.
- diversity awareness and appreciation.
- information literacy.
- career goals and workplace skills

For more information about our assessment program, including our public reports, visit <https://www.gccaz.edu/who-we-are/assessment>.

Major Code	Program Title	Total Credits
	<i>Associate in Arts:</i>	
8126	Associate in Arts, Emphasis in American Indian Studies	60-64
8109	Associate in Arts, Emphasis in Anthropology	60-64
8124	Associate in Arts, Emphasis in Communication	60-64
8137	Associate in Arts, Emphasis in Counseling and Applied Psychological Science	60-64
8144	Associate in Arts, Emphasis in Criminal Justice	60-64
8132	Associate in Arts, Emphasis in Early Childhood Education	60-64
8111	Associate in Arts, Emphasis in Economics	60-64
8134	Associate in Arts, Emphasis in Educational Studies Early Childhood	60-64
8118	Associate in Arts, Emphasis in English (Creative Writing)	60-64
8110	Associate in Arts, Emphasis in English (Literature)	60-64
8121	Associate in Arts, Emphasis in Exercise Science	60-64
8139	Associate in Arts, Emphasis in Family Life Education	60-64
8136	Associate in Arts, Emphasis in Food Science and Technology	60-64
8113	Associate in Arts, Emphasis in Geography	60-64
8114	Associate in Arts, Emphasis in History	60-64
8143	Associate in Arts, Emphasis in Humanities	60-64
8131	Associate in Arts, Emphasis in Information Studies and eSociety	60-64
8130	Associate in Arts, Emphasis in Japanese	60-64
8141	Associate in Arts, Emphasis in Law and Policy	60-64
8125	Associate in Arts, Emphasis in Mathematics	60-64
8115	Associate in Arts, Emphasis in Nutritional Science	60-64
8135	Associate in Arts, Emphasis in Philosophy	60-64
8120	Associate in Arts, Emphasis in Political Science	60-64
8122	Associate in Arts, Emphasis in Psychology	60-64
8138	Associate in Arts, Emphasis in Religious Studies	60-64
8140	Associate in Arts, Emphasis in Secondary Education	60-64
8117	Associate in Arts, Emphasis in Social Work	60-64
8119	Associate in Arts, Emphasis in Sociology	60-64
8129	Associate in Arts, Emphasis in Spanish	60-64
8142	Associate in Arts, Emphasis in Speech and Hearing Science	60-64
8123	Associate in Arts, Emphasis in Sustainability and Environmental Studies	60-64
8128	Associate in Arts, Emphasis in Women and Gender Studies	60-64
	<i>Associate in Arts, Fine Arts:</i>	
8311	Associate in Arts, Fine Arts, Emphasis in Art	60-68
8312	Associate in Arts, Fine Arts, Emphasis in Dance	62-92
8313	Associate in Arts, Fine Arts, Emphasis in Music	66-80
8314	Associate in Arts, Fine Arts, Emphasis in Musical Theatre	66-81
8315	Associate in Arts, Fine Arts, Emphasis in Theatre	61-94
	<i>Associate in Science:</i>	
8605	Associate in Science, Emphasis in Astronomy	60-64
8610	Associate in Science, Emphasis in Biochemistry	60-64
8602	Associate in Science, Emphasis in Biological Sciences	60-64
8603	Associate in Science, Emphasis in Chemistry	60-64
8601	Associate in Science, Emphasis in Computer Science	60-64
8607	Associate in Science, Emphasis in Engineering	60-64
8604	Associate in Science, Emphasis in Geography - Meteorology	60-64
8608	Associate in Science, Emphasis in Geology	60-64
8606	Associate in Science, Emphasis in Physics	60-64
8609	Associate in Science, Emphasis in Secondary Education	60-64



# GCC DEGREES AND CERTIFICATES

## Art and Humanities

Animation CCL.....	20
Animation and Time-Based Media CCL.....	20
Commercial Photography CCL.....	45
Commercial and Freelance Photography CCL...	44
Digital Media Arts AAS.....	57
Documentary Film Production CCL.....	58
Film and Media Production AAS.....	69
Photography AAS .....	113

## Automotive Technology

Automotive Automatic Transmission and Transaxle CCL.....	25
Automotive Brake Systems CCL .....	26
Automotive Chassis CCL.....	26
Automotive Drive Train CCL.....	26
Automotive Electrical, Heating, Ventilation and Air Conditioning Systems CCL .....	27
Automotive Electronic/Electrical Systems CCL ..	27
Automotive Engine Performance CCL.....	27
Automotive Engine Repair CCL.....	28

Automotive Engine Repair and Performance CCL.....	28
Automotive Heating, Ventilation and Air Conditioning Systems CCL .....	29
Automotive Maintenance and Light Repair CCL	29
Automotive Manual Drive Train and Axles CCL..	30
Automotive Service AAS.....	30
Automotive Service CCL.....	32
Automotive Steering and Suspension CCL .....	33

## Biology

Biotechnology and Molecular Biosciences AAS .	36
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## Business and Information Technology

Accounting AAS.....	13
Accounting CCL.....	14
Administrative Professional AAS .....	16
Administrative Professional CCL.....	17
Adobe Foundations: Animation and Graphics Production CCL .....	18
Business Administration Fastrack CCL.....	37
Computer System Configuration and Support....	47

Computer System Configuration and Support Linux CCL.....	48
Computer System Configuration and Support Security CCL.....	49
Critical Infrastructure CCL.....	51
Cyber Engineering CCL.....	52
Cyber Operations CCL.....	53
Cybersecurity AAS.....	53
Cybersecurity Fundamentals CCL.....	55
Desktop Support CCL.....	55
Enrolled Agent CCL.....	66
Entrepreneurial Studies Levels I CCL.....	67
Entrepreneurial Studies Levels II CCL.....	67
General Business AAS.....	76
General Business CCL.....	77
Healthcare Technology Systems AAS.....	78
Healthcare Technology Systems CCL.....	79
Human Resources Management CCL.....	81
Information Security AAS.....	81
Information Security Technology CCL.....	82
Information Technology AAS.....	82
iOS App Development CCL.....	87
Linux Associate CCL.....	93
Linux System Administration CCL.....	93
Management AAS.....	94
Management CCL.....	95
Marketing CCL.....	95
Marketing and Sales AAS.....	95
Microsoft Desktop Associate CCL.....	96
Microsoft Office Professional CCL.....	96
Microsoft Office Specialist CCL.....	97
Microsoft System Administration CCL.....	98
Network and Systems Administration CCL.....	101
Organizational Leadership CCL.....	109
Organizational Management AAS.....	109
Programming and Systems Analysis AAS.....	120
Programming and Systems Analysis Level I CCL.....	121
Programming and Systems Analysis Level II CCL.....	122
Real Estate: Prelicense CCL.....	124
Red Hat Linux Administrator CCL.....	124
Red Hat Linux Engineer CCL.....	124
Retail Management AAS.....	125
Retail Management CCL.....	126
Risk Management and Insurance AAS, CCL....	127

Small Business Management Levels I CCL.....	128
Small Business Management Levels II CCL.....	128
Social Media Marketing CCL.....	129
Video Game Production AAS.....	131
Video Game Production: Audio and Sound CCL.....	133
Video Game Production: Coding and Scripting CCL.....	133
Video Game Production: Game Art CCL.....	134
Video Game Production: Game Narrative CCL.....	134
VMware Foundations CCL.....	134
VMware Network Administrator CCL.....	135
VMware Systems Administrator CCL.....	136
Web App Development CCL.....	136
Web Design CCL.....	136
Web Design/Development CCL.....	137
Web Development CCL.....	138
Web Foundations CCL.....	139

## Communication and World Languages

Chicana and Chicano Studies AC.....	39
Communication Competence in the Workplace AC.....	46
Communication Skills for Non-Native English Speakers AC.....	46
Language Studies AC.....	89
Oral Communication Fluency for Non-Native English Speakers AC.....	108

## Counseling

Advanced Behavioral Health Sciences CCL.....	18
Basic Behavioral Health Sciences CCL.....	33
Behavioral Sciences AAS.....	34

## English, Reading and Journalism

Creative Writing AC.....	50
Journalism and New Media Studies AAS.....	88
Journalism and New Media Studies CCL.....	89

## Fitness and Wellness

Exercise Science: Health, Fitness and Sports Performance AAS.....	68
Personal Trainer CCL.....	111
Personal Training: Advanced CCL.....	112

**Nursing**

Nurse Assisting CCL.....	104
Nursing AAS .....	107
Practical Nursing CCL .....	115

**Performing Arts**

Audio Production Technologies AAS .....	24
Audio Production Technologies CCL .....	25
Electronic Music AC.....	61
Music Business I CCL.....	99
Music Business II CCL.....	100
Music Industries: Music Business AAS.....	100
Technical Theatre: Audio Technician CCL .....	130
Technical Theatre: Costuming CCL.....	130
Technical Theatre: Stage Crew Technician CCL.....	130

**Psychology**

Developmental Disabilities Specialist CCL.....	56
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**Public Safety Sciences**

Administration of Justice CCL.....	15
Administration of Justice Studies AAS.....	15
Community Health Paramedicine CCL.....	47
Corrections CCL .....	49
Crime Scene Investigation CCL.....	51
Critical Care Paramedicine CCL.....	51
Driver Operator CCL.....	58
Emergency Management CCL .....	62
Emergency Medical Technology CCL.....	63
Emergency Medical Technology Comprehensive CCL .....	63
Fingerprint Identification and Photography CCL.....	70
Fire Science AAS.....	71
Fire Service Management AAS .....	72
Fire Service Management CCL .....	73
Firefighter Operations CCL.....	73
Forensic Science AAS .....	74
Homeland Security CCL .....	80
Law Enforcement CCL.....	90
Law Enforcement Investigator CCL.....	90
Law Enforcement Investigation CCL .....	90
Law Enforcement Training AAS.....	91
Law Enforcement Training Academy CCL.....	91
Leadership in Public Safety Organizations CCL.....	92

Legal Studies CCL.....	92
Non-Sworn Fire Service Professional CCL.....	104
Paramedicine AAS.....	110
Paramedicine CCL.....	111
Tactical Emergency Casualty Care CCL.....	129
Victimology CCL .....	131

**Social Sciences**

Sustainability AC.....	129
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**Technology and Consumer Sciences**

Amazon Web Services Cloud Associate CCL .....	19
Amazon Web Services Practitioner CCL.....	20
Architectural and Civil CAD Technology AAS .....	22
CAD Application CCL.....	38
CAD Fundamentals CCL .....	39
Child and Family Organizations Management and Administration CCL.....	40
Cisco Certified Network Professional: Enterprise CCL .....	40
Cisco Certified Network Professional: Enterprise Advanced Routing and Services CCL.....	41
Cisco Certified Network Professional: Enterprise Core CCL .....	42
Cisco Network Administration and Security CCL.....	42
Cisco Network Administration: CCNA CCL.....	43
Cisco Network Administration: CCNP CCL.....	43
Computer System Configuration and Support, Network CCL .....	48
Early Childhood Education AAS .....	59
Early Childhood Education CCL.....	60
Engineering Technology AAS .....	65
Foundations of Early Childhood Education CCL.....	75

### Field of Interest

#### Applied Technology

Architectural and Civil CAD Technology AAS .....	22
Automotive Automatic Transmission and Transaxle CCL.....	25
Automotive Brake Systems CCL .....	26
Automotive Chassis CCL.....	26
Automotive Drive Train CCL.....	26
Automotive Electrical, Heating, Ventilation and Air Conditioning Systems CCL .....	27
Automotive Electronic/Electrical Systems CCL ..	27
Automotive Engine Performance CCL.....	27
Automotive Engine Repair CCL.....	28
Automotive Engine Repair and Performance CCL.....	28
Automotive Heating, Ventilation and Air Conditioning Systems CCL .....	29
Automotive Maintenance and Light Repair CCL	29
Automotive Manual Drive Train and Axles CCL..	30
Automotive Service AAS.....	30
Automotive Service CCL.....	32
Automotive Steering and Suspension CCL .....	33
CAD Application CCL.....	38
CAD Fundamentals CCL .....	39

#### Behaviorial Science and Human Services

Administration of Justice CCL.....	15
Administration of Justice Studies AAS.....	15
Advanced Behavioral Health Sciences CCL .....	18
Basic Behavioral Health Sciences CCL.....	33
Behavioral Sciences AAS .....	34
Child and Family Organizations Management and Administration CCL.....	40
Corrections CCL .....	49
Crime Scene Investigation CCL.....	51
Developmental Disabilities Specialist CCL.....	56
Driver Operator CCL.....	58
Emergency Management CCL .....	62
Fingerprint Identification and Photography CCL.	70
Fire Science AAS.....	71

Fire Service Management AAS .....	72
Fire Service Management CCL .....	73
Firefighter Operations CCL.....	73
Forensic Science AAS .....	74
Homeland Security CCL .....	80
Law Enforcement CCL.....	90
Law Enforcement Investigator CCL.....	90
Law Enforcement Investigation CCL .....	90
Law Enforcement Training AAS.....	91
Law Enforcement Training Academy CCL.....	92
Leadership in Public Safety Organizations CCL.	92
Legal Studies CCL.....	92
Non-Sworn Fire Service Professional CCL.....	104
Victimology CCL .....	131

#### Business, Entrepreneurialism, and Management

Accounting AAS.....	13
Accounting CCL.....	14
Administrative Professional AAS .....	16
Administrative Professional CCL .....	17
Business Administration Fastrack CCL.....	37
Enrolled Agent CCL .....	66
Entrepreneurial Studies Levels I CCL.....	67
Entrepreneurial Studies Levels II CCL.....	67
General Business AAS .....	76
General Business CCL .....	77
Human Resources Management CCL.....	81
Management AAS.....	94
Management CCL.....	95
Marketing CCL.....	95
Marketing and Sales AAS.....	95
Organizational Leadership CCL.....	109
Organizational Management AAS .....	109
Real Estate: Prelicense CCL .....	124
Retail Management AAS .....	125
Retail Management CCL .....	126
Risk Management and Insurance AAS, CCL....	127
Small Business Management Levels I CCL.....	128
Small Business Management Levels II CCL.....	128

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

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Glendale Community College degrees and certificates listing by Field of Interest in alphabetical order by title..

Social Media Marketing CCL ..... 129

## Computer and Information Technology

Adobe Foundations: Animation and Graphics Production CCL ..... 18

Amazon Web Services Cloud Associate CCL .... 19

Amazon Web Services Cloud Practitioner CCL.. 20

Cisco Certified Network Professional:  
Enterprise CCL ..... 40

Cisco Certified Network Professional:  
Enterprise Advanced Routing and  
Services CCL ..... 41

Cisco Certified Network Professional:  
Enterprise Core CCL ..... 42

Cisco Network Administration and  
Security CCL ..... 42

Cisco Network Administration: CCNA CCL ..... 43

Cisco Network Administration: CCNP CCL ..... 43

Computer System Configuration and  
Support CCL ..... 47

Computer System Configuration and Support  
Linux CCL ..... 48

Computer System Configuration and Support,  
Network CCL ..... 48

Computer System Configuration and Support  
Security CCL ..... 49

Critical Infrastructure CCL ..... 51

Cyber Engineering CCL ..... 52

Cyber Operations CCL ..... 53

Cybersecurity AAS ..... 53

Cybersecurity Fundamentals CCL ..... 55

Desktop Support CCL ..... 55

Information Security AAS ..... 81

Information Security Technology CCL ..... 82

Information Technology AAS ..... 82

iOS App Development CCL ..... 87

Linux Associate CCL ..... 93

Linux System Administration CCL ..... 93

Microsoft Desktop Associate CCL ..... 96

Microsoft Office Professional CCL ..... 97

Microsoft Office Specialist CCL ..... 97

Microsoft System Administration CCL ..... 98

Network and Systems Administration CCL ..... 101

Programming and Systems Analysis AAS ..... 120

Programming and Systems Analysis  
Level I CCL ..... 121

Programming and Systems Analysis  
Level II CCL ..... 122

Red Hat Linux Administrator CCL ..... 124

Red Hat Linux Engineer CCL ..... 124

Video Game Production AAS ..... 131

Video Game Production: Audio and Sound CCL 133

Video Game Production: Coding and  
Scripting CCL ..... 133

Video Game Production: Game Art CCL ..... 134

Video Game Production: Game Narrative CCL 134

VMware Foundations CCL ..... 134

VMware Network Administrator CCL ..... 135

VMware Systems Administrator CCL ..... 136

Web App Development CCL ..... 136

Web Design CCL ..... 136

Web Design/Development CCL ..... 137

Web Development CCL ..... 138

Web Foundations CCL ..... 139

## Culture and Society

Chicana and Chicano Studies AC ..... 39

Communication Competence in the  
Workplace AC ..... 46

Communication Skills for Non-Native English  
Speakers AC ..... 46

Creative Writing AC ..... 50

Journalism and New Media Studies AAS ..... 88

Journalism and New Media Studies CCL ..... 89

Language Studies AC ..... 89

Oral Communication Fluency for Non-Native  
English Speakers AC ..... 108

## Education

Early Childhood Education AAS ..... 59

Early Childhood Education CCL ..... 60

Foundations of Early Childhood  
Education CCL ..... 75

**Health Sciences**

Community Health Paramedicine CCL.....	47
Critical Care Paramedicine CCL.....	51
Emergency Medical Technology CCL.....	63
Emergency Medical Technology Comprehensive CCL .....	63
Exercise Science: Health, Fitness and Sports Performance AAS .....	68
Healthcare Technology Systems AAS .....	78
Healthcare Technology Systems CCL.....	79
Nurse Assisting CCL.....	104
Nursing AAS .....	107
Paramedicine AAS.....	110
Paramedicine CCL.....	111
Personal Trainer CCL .....	111
Personal Training: Advanced CCL.....	112
Practical Nursing CCL .....	115
Tactical Emergency Casualty Care CCL.....	129

**Science, Technology, Engineering, and Mathematics**

Biotechnology and Molecular Biosciences AAS .	36
Engineering Technology AAS .....	65
Sustainability AC.....	129

**Visual and Performing Arts**

Animation CCL.....	43
Animation and Time-Based Media CCL.....	44
Audio Production Technologies AAS, CCL .....	47
Commercial Photography CCL.....	67
Digital Media Arts AAS.....	79
Documentary Film Production CCL .....	80
Electronic Music AC.....	84
Film and Media Production AAS.....	90
Music Business I CCL.....	120
Music Business II CCL.....	121
Music Industries: Music Business AAS.....	121
Photography AAS .....	134
Technical Theatre: Audio Technician CCL .....	149
Technical Theatre: Costuming CCL.....	150
Technical Theatre: Stage Crew Technician CCL	150

## Field of Interest (Students may need to complete certain courses within a given degree at more than one College within the District)

Whether you're just getting started on the path to a career or you're looking to move up in your current profession, Glendale Community College is here for you. The Fields of Interest listed below were organized to help you clarify which career path you are interested in pursuing. Simply select a Field of Interest to explore the degree and certificate options available in your chosen field. Every Field of Interest represents a community of students, faculty, and staff who will give you the information, assistance, and encouragement you need to find success. So dive into your passion and begin building a career you'll love. The possibilities are limitless at Glendale Community College!



### APPLIED TECHNOLOGY

#### Applied Technology

Learn how to design, develop, or repair high-tech equipment and processes while getting hands-on, on-the-job experience.



### BEHAVIORAL SCIENCE AND HUMAN SERVICES

#### Behavioral Science and Human Services

Help people, serve your community, and improve the lives of those in need with a rewarding career in healthcare, counseling, and more.



### BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

#### Business, Entrepreneurialism, and Management

We've designed our Business, Entrepreneurialism, and Management pathway to give you the skills you need to be an economic and social leader.



### COMPUTER AND INFORMATION TECHNOLOGY

#### Computer and Information Technology

Get the knowledge and real-world experience you need to excel in gaming, programming, tech support, web design, and more.



### CULTURE AND SOCIETY

#### Culture and Society

Tackle complex global issues in a wide range of fulfilling career fields, from communication and sociology to history, economics, and beyond.



### EDUCATION

#### Education

If you love learning and want to help students reach their potential, start your career as a teacher, instructional designer, administrator, and more.



### HEALTH SCIENCES

#### Health Sciences

Help people live better, safer, healthier lives when you pursue a career as a nurse, EMT, physical therapist, personal trainer, and more.



### STEM

#### Science, Technology, Engineering and Mathematics

Creatively solve problems and explore new frontiers with a challenging STEM career.



### VISUAL AND PERFORMING ARTS

#### Visual and Performing Arts

Unleash your creativity while honing your craft as you pursue a career in visual art, design, dance, music, fashion, film, or theatre.

# Commit to be Fit



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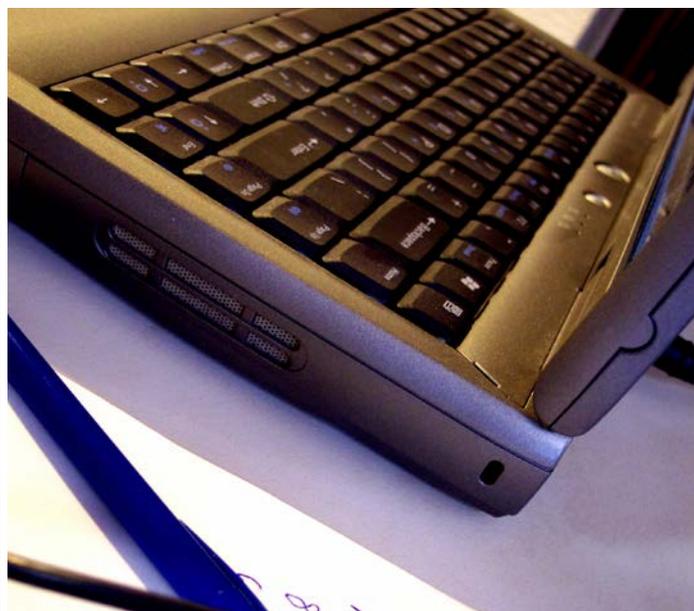
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[gccaz.edu/fitness-wellness/courses](https://gccaz.edu/fitness-wellness/courses)



**GLENDALE  
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE



## Accounting

### General Information

**Field of Interest:** Business, Entrepreneurialism, and Management

**For Information:** Scott Stroher

**Phone:** 623.845.3453

<https://www.gccaz.edu/business>

### Student Goals: Transfer/Career Related

Accountants function in different ways. They offer their services to the public on a fee basis (public accounting), 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 in Applied Science degree program is available to prepare students for immediate employment as a paraprofessional accountant or bookkeeper. There are also two Certificates of Completion (CCL) available. One is the Accounting CCL which is designed as a stepping stone for the AAS degree. The other is the Enrolled Agent CCL which is designed to prepare students for a career as a tax professional.

Prepare for a major in accounting at a four-year institution: Students may complete most or all of their lower division requirements at Glendale Community College. Students should follow the Associate in Business, General Requirements program and consult with a Business Department Advisor to plan for transfer.

Prepare for virtually all other business majors and careers:

Accounting coursework is required in most business major curriculum because knowledge of accounting is fundamental for success in business.

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

## Accounting

**Associate in Applied Science - AAS 3149**

**61-70 credits**

**Field of Interest:** Business, Entrepreneurialism, and Management

**For Information:** Scott Stroher

**Phone:** 623.845.3453

<https://www.gccaz.edu/business>

**Program Description:** The Associate in Applied Science (AAS) in Accounting program is designed to provide fundamental skills for individuals planning to enter the field of accounting. Possible entry-level jobs for this program include accounting clerk, accounts payable/receivable clerk, claims clerk, payroll clerk, credit clerk, bookkeeper, accounting intern, tax preparation or comparable positions. This program may prepare students for certification in Certified Bookkeeper (CB), Enrolled Agent (EA), and Certified Payroll Professional (CPP). Certificates of Completion (CCL) in Accounting and Enrolled Agent are available.

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

Consultation with an Academic Advisor is recommended for course selection.

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (33-36 credits)</b>	<b>Credits</b>
ACC111 Accounting Principles I (3)	
AND	
+ ACC230 Uses of Accounting Information I (3)	
AND	
+ ACC240 Uses of Accounting Information II (3) OR	
ACC111 Accounting Principles I (3)	
AND	
+ ACC112 Accounting Principles II (3)	
AND	
+ ACC212 Managerial Accounting (3) OR	
ACC211 Financial Accounting (3)	
AND	
+ ACC212 Managerial Accounting (3) .....	6-9
ACC105 Payroll, Sales and Property Taxes (3) OR	
+ ACC222 Payroll Accounting (3) .....	3
+ ACC115 Computerized Accounting .....	3

ACC121	Income Tax Preparation (3) OR	
+ ACC221	Tax Accounting (3) .....	3
+ ACC219	Intermediate Accounting I .....	3
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
GBS120	Workplace Communication Skills (3) OR	
+ GBS233	Business Communication (3) .....	3

**Restricted Electives: (6 credits) Credits**

Students must select six credits from the list below:

ACC+++++	Any ACC Accounting course(s) except ACC111, ACC112, ACC211, ACC212, ACC230, ACC240. ....	0-6
GBS131	Business Calculations .....	3
+ GBS220	Quantitative Methods in Business .....	3
+ GBS221	Business Statistics .....	3
GBS261	Investments I .....	3
MGT101	Techniques of Supervision (3) OR	
MGT175	Business Organization and Management (3) OR	
MGT229	Management and Leadership I (3) .....	3

**General Education Requirements: (22-28 credits)**

**General Education Core: (12-18 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**

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 and Critical Thinking (3) OR	
	Equivalent as indicated by assessment.	

**Mathematics: 3-6**

Any approved general education course from the Mathematics [MA] area.

**General Education Distribution: (10 credits) Credits**

**Humanities, Arts and Design: 3**

Any approved general education course from the Humanities, Arts and Design [HU] area.

**Social-Behavioral Sciences: 3**

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

**Natural Sciences: 4**

Any approved general education course in the Natural Sciences area.

## Accounting

### Certificate of Completion - CCL 5665 24-27 credits

**Field of Interest: Business, Entrepreneurialism, and Management**

**For Information:** Scott Stroher

**Phone:** 623.845.3453

<https://www.gccaz.edu/business>

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

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

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

Consultation with an Academic Advisor is recommended for course selection.

**Program Prerequisites:** None.

**Required Courses: (24-27 credits) Credits**

ACC111	Accounting Principles I (3)	
AND		
+ ACC230	Uses of Accounting Information I (3)	
AND		
+ ACC240	Uses of Accounting Information II (3) OR	
ACC111	Accounting Principles I (3)	
AND		
+ ACC112	Accounting Principles II (3)	
AND		
+ ACC212	Managerial Accounting (3) OR	
ACC211	Financial Accounting (3)	
AND		
+ ACC212	Managerial Accounting (3).....	6-9
ACC105	Payroll, Sales and Property Taxes (3) OR	
+ ACC222	Payroll Accounting (3) .....	3
ACC121	Income Tax Preparation (3) OR	
+ ACC221	Tax Accounting (3) .....	3
+ ACC115	Computerized Accounting.....	3
CIS114DE	Excel Spreadsheet.....	3
CIS105	Survey of Computer Information Systems.....	3
GBS151	Introduction to Business .....	3

## Administration of Justice

Certificate of Completion - CCL 5007N

This program is not eligible for Title IV Federal Financial Aid  
15 credits

**Field of Interest:** Behavioral Science and Human Services

**For Information:** Paul Brown

**Phone:** 623.845.3913

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Administration of Justice program is designed to be interdisciplinary by nature and provides students with foundational knowledge of the criminal justice system and operational processes for addressing crime within society. This program also examines diverse populations and communities, and their effects on relationships with the criminal justice system. In addition, this program allows students to familiarize themselves with and evaluate various career opportunities in the criminal justice field and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

This program also is offered at Chandler-Gilbert, Estrella Mountain, Mesa, Phoenix, Paradise Valley, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

**Program Prerequisites:** None.

Required Courses (15 credits)		Credits
AJS101	Introduction to Criminal Justice .....	3
AJS109	Substantive Criminal Law (3) OR	
AJS260	Procedural Criminal Law (3) .....	3
AJS123	Ethics and the Administration of Justice .....	3
AJS230	The Police Function .....	3
AJS240	The Correction Function .....	3

## Administration of Justice Studies

General Information

**Field of Interest:** Behavioral Science and Human Services

**For Information:** Paul Brown

**Phone:** 623.845.3913

<https://www.gccaz.edu/public-safety-sciences>

**Student Goals:** Career-related, Personal

Administration of Justice (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 in Applied Science (AAS) degree and certificate programs are available.

Police officers and detectives are responsible for protecting life and property, enforcing laws, preventing and investigating crimes, and apprehending criminals. Officers working in small commu-

nities 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.

Prepare for Related Fields: Students in other fields may well find courses such as AJS101, or AJS225 of interest.

For Personal Interest. Those seeking training in the safe and ethical use of firearms may enroll in any one of the following: AJS151, AJS153, and AJS154; or in all of them.

## Administration of Justice Studies

Associate in Applied Science - AAS 3181

60-69 credits

**Field of Interest:** Behavioral Science and Human Services

**For Information:** Paul Brown

**Phone:** 623.845.3913

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Associate in Applied Science (AAS) in Administration of Justice Studies is an interdisciplinary program designed to prepare students for various careers within the criminal justice system and/or transfer to a four year institution. The program also provides criminal justice practitioners with the opportunity to complete the Certificate of Completion (CCL) in Administration of Justice as well as one of four CCLs in Corrections, Law Enforcement, Legal Studies, and Victimology, and/or a transfer option.

**(Program Description<sup>1</sup>:** The Associate in Applied Science (AAS) in Administration of Justice Studies provides in-depth preparation for students desiring to be practitioners or pursue continued education and advancement in several fields including local and federal law enforcement, the courts, corrections, security, and investigations. The program also provides criminal justice practitioners with the opportunity to complete the Certificate of Completion (CCL) in Administration of Justice as well as one of five Certificates of Completion (CCLs) in Corrections, Homeland Security, Law Enforcement, Legal Studies, and Victimology. A transfer pathway in Criminal Justice is also available (Associate Arts (AA), Emphasis in Criminal Justice) as well as an Associate in Applied Science (AAS) in Forensics and related Certificates of Completion.)

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This program also is offered at Chandler-Gilbert, Estrella Mountain, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (27 credits)**

	<b>Credits</b>
AJS101 Introduction to Criminal Justice .....	3
AJS109 Substantive Criminal Law .....	3
AJS123 Ethics and the Administration of Justice .....	3
AJS200 Current Issues In Criminal Justice (3) OR	
AJS/EMT/FSC/SWU258 Victimology and Crisis Management (3).....	3
AJS212 Juvenile Justice Procedures .....	3
AJS225 Criminology .....	3
AJS230 The Police Function .....	3
AJS240 The Corrections Function .....	3
AJS260 Procedural Criminal Law .....	3

**Restricted Electives: (12-13 credits)**

	<b>Credits</b>
AJS113 Criminal Justice Crime Control Policies and Practices .....	3
(Fulfills ASU transfer requirement)	
AJS119 Computer Applications in Justice Studies .....	3
(Fulfills NAU transfer requirement)	
AJS162 Domestic Violence .....	3
(Fulfills Victimology certificate requirement)	
AJS201 Rules of Evidence .....	3
(Fulfills Legal Studies certificate requirement)	
AJS205 Criminal Justice Report Writing .....	3
(Fulfills Corrections, Law Enforcement and Legal Studies certificate requirement)	
AJS210 Constitutional Law .....	3
(Fulfills Legal Studies certificate requirement and NAU transfer requirement)	
AJS255 The Criminal Justice System Handling of the Mentally Ill .....	3
(Fulfills Corrections and Victimology certificate requirement)	
AJS270 Community Relations .....	3
(Fulfills GCU transfer requirement)	
AJS275 Criminal Investigation I .....	3
(Fulfills Corrections and Law Enforcement certificate requirement and GCU transfer requirement)	
AJS290BN Courtroom Testimony Seminar .....	1
AJS++++ Any AJS Administration of Justice Studies course not listed under Required Courses area (3) OR	
BPC110 Computer Usage and Applications (3) OR	
CIS105 Survey of Computer Information Systems (3) .....	3
(BPC110 or CIS105 fulfills transfer requirement)	
CIS114DE Excel Spreadsheet (Fulfills NAU transfer requirement).....	3
PSY101 Introduction to Psychology (3) OR	
SOC101 Introduction to Sociology (3) .....	3
(Fulfills ASU transfer requirement)	
REC120 Leisure and the Quality of Life .....	3
(Fulfills ASU transfer requirement)	
SWU171 Introduction to Social Work .....	3
(Fulfills ASU transfer requirement)	

**Free Electives: (7-9 credits)**

	<b>Credits</b>
Recommend the following for transfer:	
FOR105 Forensic Science: Physical Evidence (4) OR	
FOR106 Forensic Science: Biological Evidence (4) OR	
Any course with the [SQ] general education designation (4) .....	4

Recommend the following for transfer: Any course with an [HU] and

[G] general education designation OR an [HU] and [H] general education designation. ....3-5

**General Education Requirements: (12-22 credits)****General Education Core: (12-18 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**

COM100	Introduction to Human Communication (3) OR
COM110	Interpersonal Communication (3) OR
+ COM225	Public Speaking (3) OR
COM230	Small Group Communication (3)
Recommend +COM225 for students intending to transfer.	

**Critical Reading: 0-3**

+ CRE101	College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment.	

**Mathematics: 3-5**

+ MAT140	College Mathematics (5) OR
+ MAT141	College Mathematics (4) OR
+ MAT142	College Mathematics (3) OR
MAT146	College Mathematics with Review (6) OR
Any higher approved general education course in the Mathematics area. (3-6)	

**General Education Distribution: (0-4 credits)**

Humanities, Arts and Design: .....0  
Met by AJS123 in the Required Courses area.

**Social-Behavioral Sciences: 0**

Met by AJS200 OR  
AJS/EMT/FSC/SWU258 OR  
AJS200 in Required Courses area.

**Natural Sciences: 0-4**

Any approved general education course from the Natural Sciences area.  
May be met by FOR105 or FOR106 in Electives area.

**Administrative Professional**

**Associate in Applied Science - AAS 3680**  
**61-67 credits**

**Field of Interest: Business, Entrepreneurialism, and Management**

**For Information:** Beth Berry

**Phone:** 623.845.3391

<https://www.gccaz.edu/business>

**Program Description:** The Associate in Applied Science (AAS) in the Administrative Professional degree is designed to provide training for various office positions. The curriculum incorporates people and technological skills essential for job success. Includes instruction in business communications, office procedures, public relations, accounting, records management, and report preparation. A Certificate of Completion (CCL) in Administrative Professional is also available.

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

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (24 credits)</b>	<b>Credits</b>
BPC110 Computer Usage and Applications (3) OR	
CIS105 Survey of Computer Information Systems (3) .....	3
+ ACC115 Computerized Accounting .....	3
CIS113DE Microsoft Word: Word Processing .....	3
CIS114DE Excel Spreadsheet .....	3
GBS120 Workplace Communication Skills .....	3
GBS131 Business Calculations .....	3
GBS151 Introduction to Business .....	3

Select three of the following courses:

BPC101AA Introduction to Computers I .....	1
BPC/OAS111AA Computer Keyboarding I .....	1
CIS121AE Windows Operating System: Level I .....	1
CIS121AI Mac Operating System .....	1
+ CIS122AE Windows Operating System: Level II .....	1
CIS133AA Internet/Web Development Level I-A .....	1

**Restricted Electives: (15 credits) Credits**

Students should select 15 credits from the following courses, except courses used to satisfy the Required Courses area, in consultation with a Program Advisor:

ACC+++ Any ACC Accounting prefixed course (except ACC115) .....	3
MGT251 Human Relations in Business .....	3
MGT126 Customer Service Skills and Strategies .....	3
CIS133DA Internet/Web Development: Level I .....	3
+ CIS214DE Advanced Excel Spreadsheet: Level II .....	3
CIS103 Introduction to Social Media .....	3
MKT110 Marketing and Social Networking .....	3
CIS117DM Microsoft Access: Database Management .....	3
GBS205 Legal, Ethical, and Regulatory Issues in Business .....	3
MKT271 Principles of Marketing .....	3

**General Education Requirements: (22-28 credits)**

**General Education Core: (12-18 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**

- COM100 Introduction to Human Communication (3) OR
  - COM110 Interpersonal Communication (3) OR
  - + COM225 Public Speaking (3) OR
  - COM230 Small Group Communication (3)
- Recommend +COM225 for students intending to transfer.

**Critical Reading: 0-3**

Any approved general education course from the Critical Reading area. OR Equivalent as indicated by assessment.

**Mathematics: 3-6**

Any approved general education course from the Mathematics area. OR

Equivalent as indicated by assessment.

**General Education Distribution: (10 credits) Credits**

**Humanities, Arts and Design: 3**

Any approved general education course from the Humanities, Arts and Design area.

**Social-Behavioral Sciences: 3**

SBU200 Society and Business.

**Natural Sciences: 4**

Any approved general education course from the Natural Sciences area.

## Administrative Professional

### Certificate of Completion - CCL 5677

**18 credits**

**Field of Interest: Business, Entrepreneurialism, and Management**

**For Information:** Beth Berry

**Phone:** 623.845.3391

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in the Administrative Professional program is designed to provide students with basic office skills. This program is recommended for students with little or no office-related work experience or college experience. Includes instruction in business communications, office procedures, and report preparation. An Associate in Applied Science (AAS) in Administrative Professional is available.

This program also is offered by Chandler-Gilbert, Estrella Mountain, and Paradise Valley Community Colleges.

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

**Program Prerequisites:** None.

**Required Courses: (18 credits) Credits**

BPC110 Computer Usage and Applications (3) OR	
CIS105 Survey of Computer Information Systems (3) .....	3
CIS113DE Microsoft Word: Word Processing .....	3
GBS120 Workplace Communication Skills .....	3
GBS131 Business Calculations .....	3
GBS151 Introduction to Business .....	3

Select three of the following courses:

BPC101AA Introduction to Computers I .....	1
BPC/OAS111AA Computer Keyboarding I .....	1
CIS121AE Windows Operating System: Level I .....	1
CIS121AI Mac Operating System .....	1
+ CIS122AE Windows Operating System: Level II .....	1
CIS133AA Internet/Web Development Level I-A .....	1

## Adobe Foundations: Animation and Graphics Production

Certificate of Completion - CCL 5167N

This program is not eligible for Title IV Federal Financial Aid  
9 credits

**Field of Interest:** Computer and Information Technology

**For Information:** Bill Stewart

**Phone:** 623.845.3250

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Adobe Foundations: Animation and Graphics Production program helps prepare students to create, edit, and enhance digital images, graphics, and animation for use in web, print, and video. A Certificate of Completion in Adobe Foundations: Video and Audio Production and an Associate in Applied Science (AAS) in Web Design and Development are also available.

This program also is offered by Chandler-Gilbert, Mesa, Paradise Valley, and South Mountain Community Colleges.

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

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

**Program Prerequisites:** None.

Required Courses: (9 credits)	Credits
CIS120DB Introduction to Adobe Illustrator .....	3
CIS120DC Introduction to Adobe Animate .....	3
CIS120DF Introduction to Adobe Photoshop .....	3

## Advanced Behavioral Health Sciences

Certificate of Completion - CCL 5521

38-41 credits

**Field of Interest:** Behavioral Science and Human Services

**For Information:** Dr. Thomas Rojo Aubrey, Jr.

**Phone:** 623.845.3212

<https://www.gccaz.edu/counseling>

**Program Description:** The Certificate of Completion (CCL) in Advanced Behavioral Health Sciences is designed to provide students with a comprehensive study of human behavior and prepare them to assist, as part of a clinical team, in the care of individuals and families dealing with mental illness, addictions and substance use, trauma, developmental disabilities, co-morbid medical conditions, and challenging behaviors. The program includes courses designed to provide students with the skills necessary to deliver specialized and comprehensive behavioral health and social services. This program also provides university transfer options in addition to preparation for industry certifications and supervised field experience.

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

Students should select courses in one of the following areas of

emphasis:

Trauma and Crisis Stabilization  
Infant and Early Childhood Mental Health  
Addiction and Substance Use Disorders  
Developmental Disabilities  
Criminal Justice and Forensic Science  
Mental Health

This program also is offered by South Mountain Community College.

**Program Prerequisites:** None.

Required Courses: (32 credits)	Credits
Certificate of Completion (CCL) in Basic Behavioral Health Sciences (5522) .....	16
AND	
BHS175 Introduction to Trauma-Informed Care and Trauma-Focused Caregiving .....	3
BHS185 Cultural Competence in Behavioral Health .....	3
+ BHS190 Professional Portfolio: Supervised Practice In Behavioral Health and Social Services .....	1
BHS205 Therapeutic Models and Interventions in Individual Therapy.....	3
BHS210 Addictions, Substance Use Disorders, and Relapse Prevention .....	3
BHS215 Therapeutic Models and Intervention in Group Therapy .....	3

**Restricted Electives: (6 credits)** Credits

Student must choose six credits from one of the following areas of Emphasis:

### Emphasis in Trauma and Crisis Stabilization

BHS230 Crisis and Trauma Stabilization .....	3
BHS235 Emergency Mental Health Crisis Response and Recovery .....	3

### Emphasis in Infant and Early Childhood Mental Health

BHS275 Infant and Early Childhood Mental Health (3).....	3
CFS177 Parent-Child Interaction (3).....	3

BHS272 Child and Adolescent Mental Health and Interventions .....	3
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CFS235 Developing Child: Theory into Practice, Prenatal to Age Eight.....	3
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+ EED210 Creative and Cognitive Play .....	3
(If EED210 is selected, CFS235 will need to be selected unless another requisite option has been met.)	

### Emphasis in Addiction and Substance Use Disorders

ASD110 Pharmacology of Substances of Abuse and Dependency.....	3
--	---

ASD245 Co-Occurring Disorders (2)	
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AND

ASD120 Professional Ethics in Addictions and Substance Use Disorders (1) OR	
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ASD145 AIDS and Addiction (1) .....	3
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BHS251 Harm Reduction in Addiction, Substance Use, and Social Services .....	3
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### Emphasis in Developmental Disabilities

BHS271 Developmental Disabilities Assistance Training .....	3
+ PSY241 Understanding and Changing Behavior.....	3
+ PSY243 The Psychology of Developmental Disabilities .....	3

### Emphasis in Criminal Justice and Forensic Science

+ PSY267 Introduction to Forensic Psychology.....	3
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AJS101 Introduction to Criminal Justice (3) OR	
--	--

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

AJS200	Current Issues In Criminal Justice (3) OR	
AJS225	Criminology (3) .....	3

**Emphasis in Mental Health**

BHS230	Crisis and Trauma Stabilization (3) OR	
BHS235	Emergency Mental Health Crisis Response and Recovery (3)	3
BHS251	Harm Reduction in Addiction, Substance Abuse and Social Services .....	3
BHS255	Health and Wellness Coaching in Professional Resiliency .....	3
BHS262	Behavioral Health Service Techniques for the Elderly .....	3
BHS266	Violence and Abuse Services .....	3
BHS269	Grief Support Techniques .....	3
BHS271	Developmental Disabilities Assistance Training .....	3
BHS272	Child and Adolescent Mental Health and Interventions .....	3
BHS275	Infant and Early Childhood Mental Health .....	3
CPD180	Human Resilience: Cognitive, Emotional, and Behavioral Applications .....	3
+ PSY266	Abnormal Psychology .....	3

**Free Electives: (0-3 credits)****Credits**

Students choosing Developmental Disabilities, Criminal Justice and Forensic Science, or Mental Health may also need to complete PSY101 as it is a requisite to courses in these emphases. PSY101 can be counted towards General Education requirement in most Associate degrees.

PSY101	Introduction to Psychology .....	3
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**Aerospace Studies****General Information****Field of Interest: Culture and Society**

**For Information:** Arizona State University AFROTC

**Phone:** 480.965.3181

<https://afrotc.asu.edu/>

The Aerospace Studies (AES) curriculum consists of the General Military Course (GMC) for freshmen and sophomores and the Professional Officer Course (POC) for juniors and seniors. Through an arrangement with Arizona State University (ASU) at Tempe, students at Glendale Community College can take the GMC at ASU. Upon receiving a four-year bachelor's degree and completion of the POC at any university offering Air Force Reserve Officer Training Corps (AFROTC), 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 AFROTC 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.

AFROTC 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.

AFROTC 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 ASU's AFROTC at 480-965-3181.

**Amazon Web Services Cloud Associate****Certificate of Completion - CCL 5330N**

**This program is not eligible for Title IV Federal Financial Aid 3-6 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Andrea Schauer

**Phone:** 623.845.3502

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Certificate of Completion (CCL) in Amazon Web Services (AWS) Cloud Associate builds the knowledge and skills to design, plan, and implement a cloud solution architecture. Students will be introduced to concepts and hands-on opportunities to manage cloud systems/architectures for real world-applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the AWS Certified Solutions Architect – Associate examination, which is the second level of the AWS certifications.

**Program Notes:** This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: BPC, CIS, CLD, CNT, ITS, and MST.

Students must earn a grade of C or better for all courses required within the program.<sup>1</sup>

This program also is offered at Chandler-Gilbert, GateWay, Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (3-6 credits)****Credits**

CLD110	Amazon Web Services Cloud Foundations (3) OR	
	Certificate of Completion in Amazon Web Services Cloud Practitioner (5141N (not eligible for Title IV Federal Financial Aid)) (3) OR	
	AWS Certified Cloud Practitioner certification badge (0) OR	
	Permission of Program Director (0).....	0-3
+ CLD120	Amazon Web Services Cloud Architect Associate.....	3

**Amazon Web Services Cloud Practitioner****Certificate of Completion - CCL 5141N****This program is not eligible for Title IV Federal Financial Aid  
3 credits****Field of Interest: Computer and Information Technology****For Information:** Andrea Schauer**Phone:** 623.845.3502<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Certificate of Completion (CCL) in Amazon Web Services Cloud Practitioner builds the practical knowledge and skills of cloud computing. Cloud computing provides reliable, scalable, secure, and flexible technology solutions for personal and business use. This CCL will introduce students new to or interested in cloud computing to the fundamental concepts of cloud services as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Amazon Web Services (AWS) Certified Cloud Practitioner exam, which is the first level of the AWS certification.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.**Required Courses: (3 credits)****Credits**

CLD110 Amazon Web Services Cloud Foundations .....3

**Animation****Certificate of Completion - CCL 5169****40 credits****Field of Interest: Visual and Performing Arts****For Information:** Michelle Blomberg**Phone:** 623.845.3667<https://www.gccaz.edu/art-humanities>

**Program Description:** The Certificate of Completion (CCL) in Animation develops knowledge and skills in the area of digital

animation, including but not limited to the production of still and time-based media, animation techniques, narrative development, character design, compositing, motion graphics, and interactive design. The curriculum is designed to provide the student with an understanding of animation techniques, use of production equipment, animation terminology, media and interactivity applications, and industry practices. This certificate prepares students for employment and upgrades the skills of persons employed in occupations such as digital animators, media producers, storyboard artists, media artist/designers, and interaction designers. CCL in Video Game Production, and Associate in Applied Science (AAS) degrees in Animation and Time-Based Media and Video Game Production, are also available.

This program also is offered at Phoenix Community College.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This CCL is designed for individuals who already have a degree or relevant experience in the field or who are currently employed in the field.

**Program Prerequisites:** None.**Required Courses (40 credits)****Credits**+ ADA/ART169 2D Media Design (3) OR  
+ ART178 Digital Arts Studies (3) .....3

+ ADA/ART177 Digital Photographic Imaging I .....3

+ ADA/ART/MMT184 Digital Animation I .....3

ART100 Introduction to Digital Arts .....1

ART111 Drawing I .....3

ART116 Life Drawing I .....3

ART/COM/STO150 Digital Storytelling (3) OR

CRW150 Introduction to Creative Writing (3) OR

CRW172 Introduction to Comic Book Writing (3) OR

CRW176 Writing Narrative for Video Games (3) OR

FMT121 Story Theory for Film, Television and Media (3) .....3

+ ART170 3D Computer Design (3) OR

ART/THP246 Digital Fabrication (3) .....3

+ ART/MMT185 3D Modeling and Animation I .....3

+ ART200 Animation and Interactivity .....3

+ ART240 Cinematography and Directing for 2D/3D Animation .....3

+ ART284 Digital Animation II .....3

+ ART/MMT285 3D Modeling and Animation II .....3

+ ART287 3D Character Animation .....3

**Animation and Time-Based Media****Associate in Applied Science - AAS 3199****68-74 credits****Field of Interest: Visual and Performing Arts****For Information:** Michelle Blomberg**Phone:** 623.845.3667<https://www.gccaz.edu/art-humanities>

**Program Description:** The Associate in Applied Science (AAS) in Animation and Time-Based Media is designed for the student who

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

wishes to develop marketable skills in the area of digital animation and time-based media development. The program provides the student with an understanding of the equipment, operations, and knowledge of the terminology related to still image, video, and animation production. It allows for the exploration of personal interest in this area, prepares students for employment, and upgrades skills of those already employed in this field. Employment opportunities are included in video and multimedia fields, such as digital animator, media production, marketing, publishing, motion graphics, photography, storyboard artist, freelance artist designer, web and interactivity design, and multimedia artist/designer. A Certificate of Completion (CCL) in Animation and in Time-Based Media are also available.

This program also is offered at Mesa and Phoenix Community Colleges.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

**Program Prerequisites:** None.

**Required Courses: (16 credits) Credits**

+ ADA/ART169 2D Media Design (3) OR	
+ ART178 Digital Arts Studies (3) .....	3
+ ADA/ART177 Digital Photographic Imaging I .....	3
+ ADA/ART/MMT184 Digital Animation I .....	3
ART100 Introduction to Digital Arts .....	1
ADA/ART248 Design Self Promotion (3) OR	
ART255 Art Marketing (3) .....	3
+ ART280AC Digital Media Arts and Design Capstone .....	3

**Restricted Electives: (30 credits) Credits**

**Specialization 1: Digital Animation - Credits: 30**

ART111 Drawing I .....	3
ART116 Life Drawing I .....	3
ART/COM/STO150 Digital Storytelling (3) OR	
CRW150 Introduction to Creative Writing (3) OR	
CRW172 Introduction to Comic Book Writing (3) OR	
CRW176 Writing Narrative for Video Games (3) OR	
FMT121 Story Theory for Film, Television and Media (3) .....	3
+ ART170 3D Computer Design (3) OR	
ART/THP246 Digital Fabrication (3) .....	3
+ ART/MMT185 3D Modeling and Animation I .....	3
+ ART200 Animation and Interactivity .....	3
+ ART240 Cinematography and Directing for 2D/3D Animation .....	3
+ ART284 Digital Animation II .....	3
+ ART/MMT285 3D Modeling and Animation II .....	3
+ ART287 3D Character Animation .....	3

**Specialization 2: Time-Based Media - Credits: 30**

ART111 Drawing I (3) OR	
ART116 Life Drawing I (3) .....	3
ART142 Introduction to Digital Photography .....	3
ART/COM/STO150 Digital Storytelling (3) OR	
FMT121 Story Theory for Film, Television and Media (3) OR	

+ JRN203 Writing for Online Media (3) .....	3
+ ART202 Media Productions I (3) OR	
FMP108 Video Production (3) .....	3
+ ART279 Media Productions II (3) OR	
+ FMP215 Digital Video Effects (3) .....	3
MTC191 Electronic Music I (3) OR	
MUC122 Sound Design I (3) .....	3

Complete 12 credits from courses not already selected in the Required Courses area. Students may choose from one emphasis or from among multiple emphasis areas according to their occupational needs.

**Photography Emphasis**

ART131 Photography I .....	3
+ ART138 Commercial Photography I .....	3
+ ART140 Portrait Photography .....	3
+ ART143 Intermediate Digital Photography .....	3
+ ART270 Digital Photographic Imaging II .....	3

**Audio Emphasis**

+ FMP114 Audio Production .....	3
MTC191 Electronic Music I .....	3
+ MTC192 Electronic Music II .....	3
MUC122 Sound Design I .....	3
MUC195 Studio Music Recording I .....	3
+ MUC222 Sound Design II .....	3

**Media Production Emphasis**

ART/COM/STO145 Digital Storybook .....	1
+ ART/MMT190 Art of Web Site Design .....	3
+ ART192 Advanced Web Presentation Design .....	3
ART/THP246 Digital Fabrication .....	3
CIS133DA Internet/Web Development Level I .....	3
+ FMP204 Advanced Video Production .....	3
+ FMP215 Digital Video Effects .....	3
+ FMT151 TV and New Media Production .....	3

**Motion Graphics Emphasis**

ART116 Life Drawing I .....	3
+ ART174 Electronic Color Principles .....	1
+ ART/MMT185 3D Modeling for Animation I .....	3
+ ART200 Animation and Interactivity .....	3
+ ART240 Cinematography and Directing for 2D/3D Animation .....	3
+ ART273AC Special Topics: Multimedia Arts .....	3
+ ART287 3D Character Animation .....	3
+ FMP215 Digital Video Effects .....	3

**General Education Requirements: (22-28 credits)**

**General Education Core: (12-18 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	

**Oral Communication: 3**

COM100 Introduction to Human Communication (3) OR	
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COM110	Interpersonal Communication (3) OR		Global Awareness: ASB102, ASB211, ASB214, ASB222, ASB223
+ COM225	Public Speaking (3) OR		Historical Awareness: ASB202, ASB222, ASB223, ASB235, ASM104
COM230	Small Group Communication		
<b>Critical Reading:</b>		<b>0-3</b>	Cultural Diversity: ASB202, ASB235
+ CRE101	College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment.		To Prepare for a Major at Arizona State University (ASU)-Main: Those intending to transfer as anthropology majors should complete ASM104, ASB102, and either ASB222 or ASB223. Consult with Dr. Dean Wheeler, Social Sciences Department, in selecting additional anthropology courses for transfer to ASU-Main.
<b>Mathematics:</b>		<b>3-6</b>	
Any approved general education course from the Mathematics area.			
Recommended for students planning to transfer to a four-year university:			
+ MAT140	College Mathematics (5) OR		
+ MAT141	College Mathematics (4) OR		
+ MAT142	College Mathematics (3) OR		
MAT145	College Mathematics with Review (5) OR		
MAT146	College Mathematics with Review (6)		
<b>General Education Distribution: (10 credits)</b>		<b>Credits</b>	
<b>Humanities, Arts and Design:</b>		<b>3</b>	<b>Field of Interest: Applied Technology</b>
ARH101	Prehistoric Through Gothic Art (3) OR		<b>For Information:</b> Glenda Chagolla
ARH102	Renaissance Through Contemporary Art (3) OR		<b>Phone:</b> 623.845.3699
ARH115	History of Photography (3) OR		<a href="https://www.gccaz.edu/consumer-sciences">https://www.gccaz.edu/consumer-sciences</a>
HUM/THF205	Introduction to Cinema (3)		
<b>Social-Behavioral Sciences:</b>		<b>3</b>	<b>Program Description:</b> The Associate in Applied Science (AAS) in Architectural and Civil CAD Technology degree is designed to prepare students for careers in Computer Aided Design (CAD) and Building Information Modeling (BIM) including but not limited to Structural, Mechanical, Electrical, or Civil Engineering offices; Landscape Architects, or related fields. The goal of this program is to broaden design exposure and CAD technology skills. Students develop two-dimensional (2D) and three-dimensional (3D) drawings and models utilizing industry standard CAD and BIM software and learn presentation methods and construction documentation conventions.
Any approved general education course from the Social-Behavioral Sciences area.			
<b>Natural Sciences:</b>		<b>4</b>	<b>Program Notes:</b> Students must earn a grade of C or better for all courses within the program.
Any approved general education course from the Natural Sciences area.			

## Anthropology

### General Information

**Field of Interest: Culture and Society**

**For Information:** Dr. Dean Wheeler

**Phone:** 623.845.3903

<https://www.gccaz.edu/social-sciences>

**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-Behavioral Sciences: ASB102, ASB211, ASB214, ASB222, ASB223, ASB230, ASB235, ASM104

Natural Sciences: ASB231, ASM104

## Architectural and Civil CAD Technology

**Associate in Applied Science - AAS 3503**

**63-70 credits**

**Field of Interest: Applied Technology**

**For Information:** Glenda Chagolla

**Phone:** 623.845.3699

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Associate in Applied Science (AAS) in Architectural and Civil CAD Technology degree is designed to prepare students for careers in Computer Aided Design (CAD) and Building Information Modeling (BIM) including but not limited to Structural, Mechanical, Electrical, or Civil Engineering offices; Landscape Architects, or related fields. The goal of this program is to broaden design exposure and CAD technology skills. Students develop two-dimensional (2D) and three-dimensional (3D) drawings and models utilizing industry standard CAD and BIM software and learn presentation methods and construction documentation conventions.

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

**Program Prerequisites:** None.

<b>Required Courses: (35-39 credits)</b>		<b>Credits</b>
BLT263++	Any Building Codes course .....	3
CAD100	Fundamentals of 2D AutoCAD .....	3
+ CAD101	Elements of CAD Graphics (AutoCAD) .....	3
+ CAD145	Design Principles for Industry .....	3
+ CAD201	Three-Dimensional (3D) Modeling and Advanced CAD Techniques .....	3
+ CET211	Strength of Materials .....	3
DFT126	Building Trades Blueprint Reading .....	3

Students must complete one of the following math requirements:

+ DFT106	Algebra and Graphs for Design Technology (3)	
AND		
+ DFT107	Trigonometry and Analytic Geometry for Design Technology (3) OR	
+ MAT150	College Algebra/Functions (5) OR	
+ MAT151	College Algebra/Functions (4) OR	
+ MAT152	College Algebra/Functions (3) OR	
+ MAT155	College Algebra/Functions with Review (5) OR	
+ MAT156	College Algebra/Functions with Review (6)	
AND		
+ MAT182	Plane Trigonometry (3) OR	
+ MAT187	Precalculus (5) .....	5-9

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

Students must also complete the courses in one of the following application specialty tracks:

**Track I: Architecture Credits: 9**

+ CAD105	Fundamentals of Revit Architecture .....	3
+ CAD167	Architectural Drawings I (Revit): Residential CAD .....	3
+ CAD267	Architectural Drawings II (Revit): Commercial CAD .....	3

**Track II: Civil Credits: 9**

+ CAD106	Fundamentals of Civil 3D .....	3
+ CAD186	Site Development I .....	3
+ CAD286	Site Development II .....	3

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

Students must select an additional nine credit hours from the following course options. Selected courses will not apply to both Required Courses and Restricted Electives areas.

+ CAD105	Fundamentals of Revit Architecture .....	3
+ CAD106	Fundamentals of Civil 3D .....	3
+ CAD167	Architectural Drawings I (Revit): Residential CAD .....	3
+ CAD186	Site Development I .....	3
+ CAD235	Modeling, Rendering and Animation for Technical Presentations .....	3
+ CAD267	Architectural Drawings II (Revit): Commercial CAD .....	3
+ CAD286	Site Development II .....	3
+ CAD287	Advanced Revit Techniques .....	3
+ CAD292	Current Developments in CAD Technology (1) (May repeat up to three times on different topics) .....	1-3

Courses selected from the following Restricted Electives options require prior approval by Department Advisor or Program Director:

CAD+++++	Any CAD Computer-Aided Drafting course(s) (1-3) OR
CIS+++++	Any CIS Computer Information Systems course(s) (1-3) OR
ECE+++++	Any ECE Engineering Science course(s) (1-3) .....

**General Education Requirements: (19-22 credits)****General Education Core: (9-12 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) OR
+ ENG111	Technical and Professional 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

**Critical Reading:****0-3**

+ CRE101	College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment.
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**Mathematics:****0**

Met by (DFT106 and DFT107) OR (MAT150, or MAT151, or MAT152, or MAT155, or MAT156 and MAT182) OR MAT187 in Required Courses area.

**General Education Distribution: (10 credits)****Credits****Humanities, Arts and Design:****3**

Any approved general education course in the Humanities, Arts and Design [HU] area.

**Social-Behavioral Sciences:****3**

Any approved general education course from the Social-Behavioral Sciences [SB] area.

**Natural Sciences:****4**

+ PHY101	Introduction to Physics (4) OR
+ PHY111	General Physics I (4)

**Art****General Information****Field of Interest: Visual and Performing Arts**

**For Information:** Brendan Regan

**Phone:** 623.845.3449

<https://www.gccaz.edu/art-humanities>

**Student Goals: Career-related****Transfer Pathways:**

- Associate in Arts, Fine Arts (AAFA) - Art, Dance, Music, Musical Theatre, Theatre
- Associate in General Studies (AGS)

Fine Arts occupations reflect creating artwork whose primary purpose is to be viewed through the context of a conceptual theme. While there has been an ongoing trend of commercial art overlap, the main difference is avenue of exhibition along with thematic and process based execution. Career tracks are based on education, a proficiency in skill set, a firm conceptual direction, and the personal tenacity to market the artwork. This program prepares students to be emerging artists in various media as well as providing a path to higher educational goals.

**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 institution's catalog for appropriate lower division courses that can then be taken at Glendale Community College.

Students should consult with an Advisor prior to every semester to keep on track with their educational goals. Courses are offered in sequence with the understanding that every course is not offered every semester.

**Recommended Courses:****Credits**

The following courses would be acceptable at most four-year schools for lower division credit. If the student is seeking the AAFA degree please consult with an Advisor to determine which track best suits the student's individual needs.

ARH101	Prehistoric Through Gothic Art .....	3
ARH102	Renaissance Through Contemporary Art .....	3
ART100	Introduction to Digital Arts.....	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



**General Education Distribution: (10 credits) Credits**

**Humanities, Arts and Design: 3**

Any approved general education courses from the Humanities, Arts and Design area.

MHL140 or MHL145 or MHL153 recommended.

**Social-Behavioral Sciences: 3**

Any approved general education course from the Social-Behavioral Sciences area.

PSY101 recommended.

**Natural Sciences: 4**

Any approved general education course from the Natural Sciences area.

## Audio Production Technologies

**Certificate of Completion - CCL 5334**

**39-40 credits**

**Field of Interest: Visual and Performing Arts**

**For Information:** Dave Schmidt

**Phone:** 623.845.3725

<https://www.gccaz.edu/performing-arts>

**Program Description:** The Certificate of Completion (CCL) in Audio Production Technologies program offers students hands-on study of audio engineering and related media fields. Students learn and apply the concepts and theories associated with music recording, live sound reinforcement, and sound design. The program is designed to give students foundational knowledge and experience essential in the field of audio production. An Associate in Applied Science (AAS) is also available.

This program also is offered at Mesa, Paradise Valley, Phoenix, and Scottsdale Community Colleges.

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

**Program Prerequisites:** None.

**Required Courses: (30-31 credits) Credits**

In addition to the required coursework, students must consult with a Program Advisor to select one of the specializations within the Restricted Electives area.

MTC101	Introduction to Music Theory .....	3
MTC191	Electronic Music I .....	3
+ MTC192	Electronic Music II .....	3
MUC109	Music Business: Content Creation and Copyright .....	3
MUC110	Music Business: Marketing and Monetization (3) OR	
MUC145	Recording Studio Business Operations (2) .....	2-3
+ MUC111	Digital Audio Workstation I (DAW I) .....	3
+ MUC194	Audio Mixing Techniques <sup>1</sup> .....	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
+ MUC297AA	Audio Production Internship .....	1

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

Students must select one of two Specializations:

**Specialization I: Audio Engineering - Credits: 9**

+ MUC112	Digital Audio Workstation II (DAW II) .....	3
+ MUC198	Live Sound Reinforcement II .....	3

+ MUC289	Live Sound III (3) OR	
+ MUC295	Studio Music Recording III (3) .....	3

**Specialization II: Sound Design - Credits: 9**

MUC122	Sound Design I .....	3
+ MUC222	Sound Design II .....	3
+ MUC292	Sound Design III .....	3

## Automotive Automatic Transmission and Transaxle

**Certificate of Completion - CCL 5930N**

**This program is not eligible for Title IV Federal Financial Aid 4 credits**

**Field of Interest: Applied Technology**

**For Information:** Jonathan Strait

**Phone:** 623.845.4546

<https://www.gccaz.edu/automotive>

**Program Description:** The Certificate of Completion (CCL) in Automotive Automatic Transmission and Transaxle provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of automatic transmission and transaxle. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A2 Test.

See Program Advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service is also available.

This program also is offered at GateWay and Mesa Community Colleges.

**Program Notes:** Students must earn a grade of C or better for each course listed in the Required Courses area.

**Program Prerequisites:** None.

**Required Courses: (4 credits) Credits**

ASE121	Automatic Transmission and Transaxle (4) OR	
ASE121AU	Automatic Transmission and Transaxle (4) .....	4

**Automotive Brake Systems****Certificate of Completion - CCL 5936N****This program is not eligible for Title IV Federal Financial Aid  
4 credits****Field of Interest: Applied Technology****For Information:** Jonathan Strait**Phone:** 623.845.4546<https://www.gccaz.edu/automotive>

**Program Description:** The Certificate of Completion (CCL) in Automotive Brake Systems provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of brake systems. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A5 Test.

See Program Advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service also is available.

This program also is offered at GateWay and Mesa Community Colleges.

**Program Notes:** Students must earn a grade of C or better for each course listed in the Required Courses area.

**Program Prerequisites:** None.

Required Courses: (4 credits)	Credits
ASE151 Introduction to Brake Systems (2) OR	
ASE151AU Introduction to Brake Systems (2) .....	2
+ ASE251 Advanced Brake Systems (2) OR	
+ ASE251AU Advanced Brake Systems (2) .....	2

**Automotive Chassis****Certificate of Completion - CCL 5952****16 credits****Field of Interest: Applied Technology****For Information:** Joe Landavazo**Phone:** 623.845.3189<https://www.gccaz.edu/automotive>

**Program Description:** The Certificate of Completion (CCL) in Automotive Chassis provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of suspension, steering, brakes and electrical systems. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A4, A5 and A6 Tests.

See Program Advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service also is available.

This program also is offered at Mesa Community College.

**Program Notes:** Students must earn a grade of C or better for each listed in the Required Courses area.

**Program Prerequisites:** None.

Required Courses: (16 credits)	Credits
ASE141 Steering, Suspension and Pre-Alignment (2) OR	
ASE141AU Steering, Suspension and Pre-Alignment (2) .....	2
ASE151 Introduction to Brake Systems (2) OR	
ASE151AU Introduction to Brake Systems (2) .....	2
ASE161 Basic Automotive Electrical/Electronics (2) OR	
ASE161AU Basic Automotive Electrical/Electronics (2) .....	2
+ ASE162 Automotive Battery, Starting and Charging Systems (2) OR	
+ ASE162AU Automotive Battery, Starting and Charging Systems (2) .....	2
+ ASE241 Advanced Steering, Suspension and Alignment (2) OR	
+ ASE241AU Advanced Steering, Suspension and Alignment (2) .....	2
+ ASE251 Advanced Brake Systems (2) OR	
+ ASE251AU Advanced Brake Systems (2) .....	2
+ ASE261 Automotive Electrical Diagnostics and Repair (2) OR	
+ ASE261AU Automotive Electrical Diagnostics and Repair (2) .....	2
+ ASE262 Automotive Electronic Control Systems (2) OR	
+ ASE262AU Automotive Electronic Control Systems (2) .....	2

**Automotive Drive Train****Certificate of Completion - CCL 5950****16 credits****Field of Interest: Applied Technology****For Information:** Joe Landavazo**Phone:** 623.845.3189<https://www.gccaz.edu/automotive>

**Program Description:** The Certificate of Completion (CCL) in Automotive Drive Train provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of automatic and manual transmissions and drive-trains and electrical systems. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A2, A3 and A6 Tests.

See Program Advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service also is available.

This program also is offered at Mesa Community College.

**Program Notes:** Students must earn a grade of C or better for each course listed in the Required Courses area.

**Program Prerequisites:** None.

Required Courses: (16 credits)	Credits
ASE121 Automatic Transmission and Transaxle (4) OR	
ASE121AU Automatic Transmission and Transaxle (4) .....	4
ASE131 Manual Drive Trains and Axles (4) OR	
ASE131AU Manual Drive Trains and Axles (4) .....	4
ASE161 Basic Automotive Electrical/Electronics (2) OR	
ASE161AU Basic Automotive Electrical/Electronics (2) .....	2

+ ASE162	Automotive Battery, Starting and Charging Systems (2) OR	
+ ASE162AU	Automotive Battery, Starting and Charging Systems (2) .....	2
+ ASE261	Automotive Electrical Diagnostics and Repair (2) OR	
+ ASE261AU	Automotive Electrical Diagnostics and Repair (2) .....	2
+ ASE262	Automotive Electronic Control Systems (2) OR	
+ ASE262AU	Automotive Electronic Control Systems (2) .....	2

## Automotive Electrical, Heating, Ventilation and Air Conditioning Systems

**Certificate of Completion - CCL 5948N**

**This program is not eligible for Title IV Federal Financial Aid 11 credits**

**Field of Interest: Applied Technology**

**For Information:** Joe Landavazo

**Phone:** 623.845.3189

<https://www.gccaz.edu/automotive>

**Program Description:** The Certificate of Completion (CCL) in Automotive Electrical, Heating, Ventilation and Air Conditioning Systems provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of electrical systems and heating, ventilation and air conditioning. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A7 and A6 Tests.

See Program Advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service also is available.

This program also is offered at GateWay and Mesa Community Colleges.

**Program Notes:** Students must earn a grade of C or better for each course listed in the Required Courses area.

**Program Prerequisites:** None.

**Required Courses: (11 credits)**

		Credits
ASE161	Basic Automotive Electrical/Electronics (2) OR	
ASE161AU	Basic Automotive Electrical/Electronics (2) .....	2
+ ASE162	Automotive Battery, Starting and Charging Systems (2) OR	
+ ASE162AU	Automotive Battery, Starting and Charging Systems (2) .....	2
ASE171	Automotive Heating, Ventilation and Air Conditioning Systems (3) OR	
ASE171AU	Automotive Heating, Ventilation and Air Conditioning Systems (3) .....	3
+ ASE261	Automotive Electrical Diagnostics and Repair (2) OR	
+ ASE261AU	Automotive Electrical Diagnostics and Repair (2) .....	2
+ ASE262	Automotive Electronic Control Systems (2) OR	
+ ASE262AU	Automotive Electronic Control Systems (2) .....	2

## Automotive Electronic/Electrical Systems

**Certificate of Completion - CCL 5938N**

**This program is not eligible for Title IV Federal Financial Aid 8 credits**

**Field of Interest: Applied Technology**

**For Information:** Jonathan Strait

**Phone:** 623.845.4546

<https://www.gccaz.edu/automotive>

**Program Description:** The Certificate of Completion (CCL) in Automotive Electronic/Electrical Systems provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of electronic/electrical systems. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A6 Test.

See Program Advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service also is available.

This program also is offered at GateWay and Mesa Community Colleges.

**Program Notes:** Students must earn a grade of C or better for each course listed in the Required Courses area.

**Program Prerequisites:** None.

**Required Courses: (8 credits)**

		Credits
ASE161	Basic Automotive Electrical/Electronics (2) OR	
ASE161AU	Basic Automotive Electrical/Electronics (2) .....	2
+ ASE162	Automotive Battery, Starting and Charging Systems (2) OR	
+ ASE162AU	Automotive Battery, Starting and Charging Systems (2) .....	2
+ ASE261	Automotive Electrical Diagnostics and Repair (2) OR	
+ ASE261AU	Automotive Electrical Diagnostics and Repair (2) .....	2
+ ASE262	Automotive Electronic Control Systems (2) OR	
+ ASE262AU	Automotive Electronic Control Systems (2) .....	2

## Automotive Engine Performance

**Certificate of Completion - CCL 5942N**

**This program is not eligible for Title IV Federal Financial Aid 8 credits**

**Field of Interest: Applied Technology**

**For Information:** Jonathan Strait

**Phone:** 623.845.4546

<https://www.gccaz.edu/automotive>

**Program Description:** The Certificate of Completion (CCL) in Automotive Engine Performance provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of engine performance. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A8 Test.

See Program Advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service also

is available.

This program also is offered at GateWay and Mesa Community Colleges.

**Program Notes:** Students must earn a grade of C or better for each course listed in the Required Courses area.

**Program Prerequisites:** None.

Required Courses: (8 credits)	Credits
ASE181 Introduction to Engine Performance (2) OR ASE181AU Introduction to Engine Performance (2) .....	2
+ ASE182 Theory and Fundamentals of Automotive Fuel/Air and Ignition Systems (2) OR	
+ ASE182AU Theory and Fundamentals of Automotive Fuel/Air and Ignition Systems (2) .....	2
+ ASE281 Computerized Automotive Engine Control Systems (2) OR	
+ ASE281AU Computerized Automotive Engine Control Systems (2) .....	2
+ ASE282 Advanced Engine Performance Diagnosis (2) OR	
+ ASE282AU Advanced Engine Performance Diagnosis (2) .....	2

## Automotive Engine Repair

**Certificate of Completion - CCL 5928N**

**This program is not eligible for Title IV Federal Financial Aid  
4 credits**

**Field of Interest: Applied Technology**

**For Information:** Jonathan Strait

**Phone:** 623.845.4546

<https://www.gccaz.edu/automotive>

**Program Description:** The Certificate of Completion (CCL) in Automotive Engine Repair provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of engine repair. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A1 Test.

See Program Advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service also is available.

This program also is offered at GateWay and Mesa Community Colleges.

**Program Notes:** Students must earn a grade of C or better for each course listed in the Required Courses area.

**Program Prerequisites:** None.

**Required Courses: (4 credits)** **Credits**  
Students are required to take (ASE102++, AND ASE111++) OR ASE113++ for a total of four credits.

ASE102 Automotive Express Service (2) OR ASE102AU Automotive Express Service (2)	
AND	
ASE111 Engine Diagnosis and Inspection (2) OR ASE111AU Engine Diagnosis and Inspection (2) .....	4
OR	

ASE113 Engine Repair (4) OR	
ASE113AU Engine Repair (4) .....	4

## Automotive Engine Repair and Performance

**Certificate of Completion - CCL 5954  
20 credits**

**Field of Interest: Applied Technology**

**For Information:** Joe Landavazo

**Phone:** 623.845.3189

<https://www.gccaz.edu/automotive>

**Program Description:** The Certificate of Completion (CCL) in Automotive Engine Repair and Performance provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of engine repair and performance and electrical systems. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A1, A6 and A8 Tests.

See Program Advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service also is available.

This program also is offered at Mesa Community College.

**Program Notes:** Students must earn a grade of C or better for each course listed in the Required Courses area.

**Program Prerequisites:** None.

**Required Courses: (20 credits)** **Credits**  
Students are required to take (ASE102++, AND ASE111++) OR ASE113++ for a total of four credits.

ASE102 Automotive Express Service (2) OR ASE102AU Automotive Express Service (2)	
AND	
ASE111 Engine Diagnosis and Inspection (2) OR ASE111AU Engine Diagnosis and Inspection (2) .....	4
OR	
ASE113 Engine Repair (4) OR ASE113AU Engine Repair (4) .....	4
ASE161 Basic Automotive Electrical/Electronics (2) OR ASE161AU Basic Automotive Electrical/Electronics (2) .....	2
+ ASE162 Automotive Battery, Starting and Charging Systems (2) OR + ASE162AU Automotive Battery, Starting and Charging Systems (2) .....	2
+ ASE261 Automotive Electrical Diagnostics and Repair (2) OR + ASE261AU Automotive Electrical Diagnostics and Repair (2) .....	2
+ ASE262 Automotive Electronic Control Systems (2) OR + ASE262AU Automotive Electronic Control Systems (2) .....	2
ASE181 Introduction to Engine Performance (2) OR ASE181AU Introduction to Engine Performance (2) .....	2

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

+ ASE182	Fundamentals of Automotive Fuel/Air and Ignition Systems (2) OR	
+ ASE182AU	Fundamentals of Automotive Fuel/Air and Ignition Systems (2) .....	2
+ ASE281	Computerized Automotive Engine Control Systems (2) OR	
+ ASE281AU	Computerized Automotive Engine Control Systems (2).....	2
+ ASE282	Advanced Engine Performance Diagnosis (2) OR	
+ ASE282AU	Advanced Engine Performance Diagnosis (2) OR	
+ ASE263	Hybrid Vehicle Overview (2) .....	2

## Automotive Heating, Ventilation and Air Conditioning Systems

**Certificate of Completion - CCL 5940N**

**This program is not eligible for Title IV Federal Financial Aid  
3 credits**

**Field of Interest: Applied Technology**

**For Information:** Jonathan Strait

**Phone:** 623.845.4546

<https://www.gccaz.edu/automotive>

**Program Description:** The Certificate of Completion (CCL) in Automotive Heating, Ventilation and Air Conditioning (HVAC) Systems provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of HVAC systems. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A7 Test.

See Program Advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service also is available.

This program also is offered at GateWay and Mesa Community Colleges.

**Program Notes:** Students must earn a grade of C or better for each course listed in the Required Courses area.

**Program Prerequisites:** None.

Required Courses: (3 credits)	Credits
ASE171 Automotive Heating, Ventilation and Air Conditioning Systems (3) OR	
ASE171AU Automotive Heating, Ventilation and Air Conditioning Systems (3) .....	3

## Automotive Maintenance and Light Repair

**Certificate of Completion - CCL 5946**

**16 credits**

**Field of Interest: Applied Technology**

**For Information:** Joe Landavazo

**Phone:** 623.845.3189

<https://www.gccaz.edu/automotive>

**Program Description:** The Certificate of Completion (CCL) in Automotive Maintenance and Light Repair provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of basic electrical and mechanical maintenance and repair. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification Tests.

See Program Advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service also is available.

This program also is offered at Mesa Community College.

**Program Notes:** Students must earn a grade of C or better for each course listed in the Required Courses area.

**Program Prerequisites:** None.

Required Courses: (16 credits)	Credits
ASE101 Introduction to Automotive .....	2
ASE141 Steering, Suspension and Pre-Alignment (2) OR	
ASE141AU Steering, Suspension and Pre-Alignment (2) .....	2
ASE151 Introduction to Brake Systems (2) OR	
ASE151AU Introduction to Brake Systems (2) .....	2
ASE161 Basic Automotive Electrical/Electronics (2) OR	
ASE161AU Basic Automotive Electrical/Electronics (2) .....	2
+ ASE162 Automotive Battery, Starting and Charging Systems (2) OR	
+ ASE162AU Automotive Battery, Starting and Charging Systems (2) .....	2
ASE171 Automotive Heating, Ventilation and Air Conditioning Systems (3) OR	
ASE171AU Automotive Heating, Ventilation and Air Conditioning Systems (3) .....	3
ASE181 Introduction to Engine Performance (2) OR	
ASE181AU Introduction to Engine Performance (2) .....	2
ASE290AA Automotive Service Internship (1) OR	
ASE298AA Special Projects (1) .....	1

**Automotive Manual Drive Train and Axles****Certificate of Completion - CCL 5932N****This program is not eligible for Title IV Federal Financial Aid  
4 credits****Field of Interest: Applied Technology****For Information:** Jonathan Strait**Phone:** 623.845.4546<https://www.gccaz.edu/automotive>

**Program Description:** The Certificate of Completion (CCL) in Automotive Manual Drive Train and Axles provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of manual drive train and axles. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A3 Test.

See Program Advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service also is available.

This program also is offered at GateWay and Mesa Community Colleges.

**Program Notes:** Students must earn a grade of C or better for each course listed in the Required Courses area.

**Program Prerequisites:** None.**Required Courses: (4 credits)****Credits**

ASE131	Manual Drive Trains and Axles (4) OR	
ASE131AU	Manual Drive Trains and Axles (4) .....	4

**Automotive Service****Associate in Applied Science - AAS 3180****62-67 credits****Field of Interest: Applied Technology****For Information:** Joe Landavazo**Phone:** 623.845.3189<https://www.gccaz.edu/automotive>**For ASEP Program Information:** Lyle Clark**Phone:** 623.845.3659**For ASSET Program Information:** Don Davis**Phone:** 623.845.3972**For MCAP Program Information:** Greg Dragiewicz**Phone:** 623.845.3167

The Automotive Technology Department at Glendale Community College offers four automotive programs:

- General
- ASEP (General Motors)
- ASSET (Ford)
- MCAP (Fiat Chrysler)

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.

The Factory Sponsored Programs at Glendale Community College (GCC) 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 Service AAS degree program with General Motors dealership experience.

The Automotive Student Service Educational Training Program (ASSET) combines GCC's Automotive Service AAS degree program with Ford dealership experience.

The Fiat Chrysler Mopar Career Automotive Program (MCAP) combines GCC's Automotive Service AAS degree program with a Chrysler, Dodge Fiat or Jeep dealership service department experience.

Students sponsored through ASEP/ASSET/MCAP programs may be required to take additional classes.

**Transferability:** Coursework has been generally transferable to Arizona State University's and Northern Arizona University's Department of Industrial Education, but the transfer student may need 75-80 more hours to receive the Bachelor of Science (BS) 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 Associate in Applied Science (AAS) degree are advised to follow the recommendations of the Basic Studies Advisors for English and Reading placements.

**Program Description:** The Associate in Applied Science (AAS) in Automotive Service prepares individuals to apply technical knowledge and skills to repair, service, and maintain automobiles. Instruction is in both the theoretical and practical aspects of automotive repair, service, and maintenance; and includes brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drivetrains, and heating and air conditioning systems. The curriculum within this certificate aligns with the Automotive Service

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

Excellence (ASE) Automobile Certification Tests (A1 - A8).

See Program Advisor for additional certificate offerings.

This program also is offered at GateWay and Mesa Community Colleges.

**Program Notes:** Students must earn a grade of C or better for each course listed in the Required Courses area.

**Program Prerequisites:** None.

**Required Courses: (41 credits)**

**Credits**

ASE101 Introduction to Automotive .....2

Students are required to take (ASE102++, AND ASE111++) OR ASE113++ for a total of four credits.

ASE102 Automotive Express Service (2) OR

ASE102 AU Automotive Express Service (2)

AND

ASE111 Engine Diagnosis and Inspection (2) OR

ASE111AU Engine Diagnosis and Inspection (2) .....4

OR

ASE113 Engine Repair (4) OR

ASE113AU Engine Repair (4) .....4

ASE121 Automatic Transmission and Transaxle (4) OR

ASE121AU Automatic Transmission and Transaxle (4) .....4

ASE131 Manual Drive Trains and Axles (4) OR

ASE131AU Manual Drive Trains and Axles (4) .....4

ASE141 Steering, Suspension and Pre-Alignment (2) OR

ASE141AU Steering, Suspension and Pre-Alignment (2) .....2

+ ASE241 Advanced Steering, Suspension and Alignment (2) OR

+ ASE241AU Advanced Steering, Suspension and Alignment (2) .....2

ASE151 Introduction to Brake Systems (2) OR

ASE151AU Introduction to Brake Systems (2) .....2

+ ASE251 Advanced Brake Systems (2) OR

+ ASE251AU Advanced Brake Systems (2) .....2

ASE161 Basic Automotive Electrical/Electronics (2) OR

ASE161AU Basic Automotive Electrical/Electronics (2) .....2

+ ASE162 Automotive Battery, Starting and Charging Systems (2) OR

+ ASE162AU Automotive Battery, Starting and Charging Systems (2) .....2

+ ASE261 Automotive Electrical Diagnostics and Repair (2) OR

+ ASE261AU Automotive Electrical Diagnostics and Repair (2) .....2

+ ASE262 Automotive Electronic Control Systems (2) OR

+ ASE262AU Automotive Electronic Control Systems (2) .....2

ASE171 Automotive Heating, Ventilation and Air Conditioning Systems (3) OR

ASE171AU Automotive Heating, Ventilation and Air Conditioning Systems (3) .....3

ASE181 Introduction to Engine Performance (2) OR

ASE181AU Introduction to Engine Performance (2) .....2

+ ASE182 Theory and Fundamentals of Automotive Fuel/Air and Ignition Systems (2) OR

+ ASE182AU Theory and Fundamentals of Automotive Fuel/Air and Ignition Systems (2) .....2

+ ASE281 Computerized Automotive Engine Control Systems (2) OR

+ ASE281AU Computerized Automotive Engine Control Systems (2) .....2

+ ASE282 Advanced Engine Performance Diagnosis (2) OR

+ ASE282AU Advanced Engine Performance Diagnosis (2) OR

+ ASE263 Hybrid Vehicle Overview (2) .....2

**Restricted Electives: (3 credits)**

**Credits**

ASE264 Advanced Automotive Electrical Systems .....3

ASE265 Introduction to Electric Drive Vehicles .....3

ASE266 Electric/Hybrid High Voltage Batteries .....1

ASE267 Electric Vehicle Operation and Diagnosis .....3

ASE290++ Automotive Service Internship (any suffixed courses) (1-3) .....1-3

ASE296++ Cooperative Education (any suffixed courses) (1-3) .....1-3

ASE298++ Special Projects (any suffixed courses) (1-3) .....1-3

DIE104 Electrical for Diesel Engines I .....3

DIE106 Mobile Hydraulics and Pneumatics .....3

DIE108 Heavy Duty Diesel Power Trains .....3

DIE112 General Diesel Engines .....3

MFG102 Machine Processes, Theory and Application .....3

OSH106 Industrial Safety .....2

WLD101 Welding I .....3

**General Education Requirements: (18-23 credits)**

**General Education Core: (12-17 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**

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 and Critical Thinking (3) OR Equivalent as indicated by assessment.

**Mathematics:**

**3-5**

GTC107 Technical Mathematics I (3) OR

+ MAT140 College Mathematics (5) OR

+ MAT141 College Mathematics (4) OR

+ MAT142 College Mathematics (3) OR

Any approved general education course in the Mathematical Applications [MA] area (3-5)

**General Education Distribution: (6 credits)**

**Credits**

**Humanities, Arts and Design:**

**3**

Any approved general education course from the Humanities and Fine Arts area.

**Social-Behavioral Sciences: .....3**

Any approved general education course from the Social-Behavioral Sciences area.

**Natural Sciences: 0**

Area waived.

**Automotive Service****Certificate of Completion - CCL 5956**

**44 credits**

**Field of Interest: Applied Technology**

**For Information:** Joe Landavazo

**Phone:** 623.845.3189

<https://www.gccaz.edu/automotive>

**Program Description:** The Certificate of Completion (CCL) in Automotive Service prepares individuals to apply technical knowledge and skills to repair, service, and maintain automobiles. Instruction is in both the theoretical and practical aspects of automotive repair, service, and maintenance; and includes brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drivetrains, and heating and air conditioning systems. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile Certification Tests (A1 - A8).

See Program Advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service also is available.

This program also is offered at Mesa Community College.

**Program Notes:** Students must earn a grade of C or better for each course listed in the Required Courses area.

**Program Prerequisites:** None.

**Required Courses: (41 credits) Credits**

ASE101 Introduction to Automotive .....2

Students are required to take (ASE102++, AND ASE111++) OR ASE113++ for a total of four credits.

ASE102 Automotive Express Service (2) OR

ASE102AU Automotive Express Service (2)

AND

ASE111 Engine Diagnosis and Inspection (2) OR

ASE111AU Engine Diagnosis and Inspection (2) .....4

OR

ASE113 Engine Repair (4) OR

ASE113AU Engine Repair (4) .....4

ASE121 Automatic Transmission and Transaxle (4) OR

ASE121AU Automatic Transmission and Transaxle (4) .....4

ASE131 Manual Drive Trains and Axles (4) OR

ASE131AU Manual Drive Trains and Axles (4) .....4

ASE141 Steering, Suspension and Pre-Alignment (2) OR

ASE141AU Steering, Suspension and Pre-Alignment (2) .....2

ASE151 Introduction to Brake Systems (2) OR

ASE151AU Introduction to Brake Systems (2) .....2

ASE161 Basic Automotive Electrical/Electronics (2) OR

ASE161AU Basic Automotive Electrical/Electronics (2) .....2

+ ASE162 Automotive Battery, Starting and Charging Systems (2) OR

+ ASE162AU Automotive Battery, Starting and Charging Systems (2) .....2

ASE171 Automotive Heating, Ventilation and Air Conditioning Systems (3) OR

ASE171AU Automotive Heating, Ventilation and Air Conditioning Systems (3) .....3

ASE181 Introduction to Engine Performance (2) OR

ASE181AU Introduction to Engine Performance (2) .....2

+ ASE182 Theory and Fundamentals of Automotive Fuel/Air and Ignition Systems (2) OR

+ ASE182AU Theory and Fundamentals of Automotive Fuel/Air and Ignition Systems (2) .....2

+ ASE241 Advanced Steering, Suspension and Alignment (2) OR

+ ASE241AU Advanced Steering, Suspension and Alignment (2) .....2

+ ASE251 Advanced Brake Systems (2) OR

+ ASE251AU Advanced Brake Systems (2) .....2

+ ASE261 Automotive Electrical Diagnostics and Repair (2) OR

+ ASE261AU Automotive Electrical Diagnostics and Repair (2) .....2

+ ASE262 Automotive Electronic Control Systems (2) OR

+ ASE262AU Automotive Electronic Control Systems (2) .....2

+ ASE281 Computerized Automotive Engine Control Systems (2) OR

+ ASE281AU Computerized Automotive Engine Control Systems (2).....2

+ ASE282 Advanced Engine Performance Diagnosis (2) OR

+ ASE282AU Advanced Engine Performance Diagnosis (2) OR

+ ASE263 Hybrid Vehicle Overview (2) .....2

**Restricted Electives: (3 credits)****Credits**

ASE264 Advanced Automotive Electrical Systems .....3

ASE265 Introduction to Electric Drive Vehicles .....3

ASE266 Electric/Hybrid High Voltage Batteries .....1

ASE267 Electric Vehicle Operation and Diagnosis .....3

ASE290++ Automotive Service Internship (any suffixed courses) (1-3) ....1-3

ASE296++ Cooperative Education (any suffixed courses) (1-3) .....1-3

ASE298++ Special Projects (any suffixed courses) (1-3) .....1-3

DIE104 Electrical for Diesel Engines I .....3

DIE106 Mobile Hydraulics and Pneumatics .....3

DIE108 Heavy Duty Diesel Power Trains .....3

DIE112 General Diesel Engines .....3

MFG102 Machine Processes, Theory and Application .....3

OSH106 Industrial Safety .....2

WLD101 Welding I .....3

## Automotive Steering and Suspension

Certificate of Completion - CCL 5934N

This program is not eligible for Title IV Federal Financial Aid  
4 credits

**Field of Interest:** Applied Technology

**For Information:** Jonathan Strait

**Phone:** 623.845.4546

<https://www.gccaz.edu/automotive>

**Program Description:** The Certificate of Completion (CCL) in Automotive Steering and Suspension provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of steering and suspension. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A4 Test.

See Program Advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service also is available.

**Program Notes:** Students must earn a grade of C or better for each course listed in the Required Courses area.

This program also is offered at GateWay and Mesa Community Colleges.

**Program Prerequisites:** None.

### Required Courses: (4 credits)

### Credits

ASE141	Steering, Suspension and Pre-Alignment (2) OR	
ASE141AU	Steering, Suspension and Pre-Alignment (2) .....	2
+ ASE241	Advanced Steering, Suspension and Alignment (2) OR	
+ ASE241AU	Advanced Steering, Suspension and Alignment (2) .....	2

## Automotive Technology

### General Information

**Field of Interest:** Applied Technology

**For Information:** Jonathan Strait

**Phone:** 623.845.4546

<https://www.gccaz.edu/automotive>

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,

ensures fast and efficient work.

## Basic Behavioral Health Sciences

Certificate of Completion - CCL 5522

16 credits

**Field of Interest:** Behavioral Science and Human Services

**For Information:** Dr. Thomas Rojo Aubrey

**Phone:** 623.845.3212

<https://www.gccaz.edu/counseling>

**Program Description:** The Certificate of Completion (CCL) in Basic Behavioral Health Sciences is designed to provide students with a foundational study of human behavior and prepare them to assist, as part of a clinical team, in the care of individuals and families dealing with mental illness, comorbid medical conditions, and challenging behaviors. The program includes courses designed to provide students with the skills necessary to deliver essential behavioral health and social services. The core focus of the program is practical training and service learning experiences.

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

This program also is offered at South Mountain Community College.

**Prerequisites:** None.

### Required Courses: (16 credits)

### Credits

BHS150	Introduction to Behavioral Health and Social Services .....	3
BHS155	Professional Resiliency and Well-Being .....	1
BHS160	Ethical, Legal and Professional Issues in Behavioral Health and Social Services .....	3
BHS165	Applied Therapeutic Communication Skills .....	3
BHS170	Case Management and Clinical Documentation .....	3
BHS180	Child, Family, and Adult Advocacy .....	3

## Behavioral Health Sciences

### General Information

**Field of Interest:** Behavioral Science and Human Services

**For Information:** Dr. Thomas Rojo Aubrey

**Phone:** 623.845.3212

<https://www.gccaz.edu/counseling>

Behavioral Sciences is designed to provide students with a comprehensive study of human behavior and prepare them to assist, as part of a clinical team, in the care of individuals and families dealing with mental illness, addictions and substance use, trauma, developmental disabilities, comorbid medical conditions, and challenging behaviors. The Behavioral Health Sciences curriculum provides a strong foundation for students who plan to pursue advanced degrees in mental health, social services, or a related field.

A Behavioral Health Sciences degree and certificate provides students with the knowledge and skills to work in the field while they continue higher-level education. Our transfer partnerships with state and private universities allow BHS students to transfer

67-90 credits towards a bachelor's degree in:

- Behavioral Health Sciences
- Counseling
- Human Services
- Psychology
- Sociology
- Social work
- Substance abuse counseling, or
- Technical Education

The BHS program offers the following certifications and degree:

- CCL in Basic Behavioral Health Sciences
- CCL in Advanced Behavioral Health Sciences
- AAS in Behavioral Sciences

Industry certifications offered in the BHS program include:

- BHS 150 = Mental Health First Aid (National Council for Behavioral Health)
- BHS 155 = Certified Psychological and Emotional Resilience Professional (International Trauma Institute)
- BHS 155 = Approved Distance Learning (13.5 CEU hours) by The Arizona Peace Officer Standards and Training Board (AzPOST.gov)
- BHS 175 = Certified Trauma Support Specialist (Trauma Institute International)
- BHS 190 = Nonviolent Crisis Intervention (Crisis Prevention Institute)
- BHS 205 = Registered Behavior Technician (Behavior Analyst Certification Board) - in process
- BHS 230 = Applied Suicide Intervention Skills Training (LivingWorks)
- BHS 230 = safeTALK (Living Works)
- BHS 235 = Psychological First Aid (The National Child Traumatic Stress Network)

Upon completion of an associate or bachelor's degree, students may pursue a career as a(n):

- ABA Therapist
- ACT Specialist
- Behavior Coach
- Behavior Analyst
- Behavioral Health Technician
- Behavior Management Specialist
- Birth to five Mental Health Specialist
- Child Development Specialist
- Care Manager/Case manager
- Case Aid
- Child Care Worker/Child Welfare
- Crisis Specialist
- Crisis Transition Navigator
- Crisis Hotline
- Direct Care Staff
- Family Advocate
- Family Support Partner
- High Needs Case Management
- Human Services Worker
- Independent Living Specialist
- Mental Health Intake Specialist
- Mental Health Provider
- Parent Aid
- Parent Support Partner
- Peer Support Specialist
- Psychiatric Aide/Attendant/Technician

- Psychological Stress Evaluator
- Psychosocial Rehabilitation Specialist
- Recovery Support Specialist
- Rehabilitation Specialist
- Respite Care Worker
- Social Service Aid
- Social Work
- Substance Abuse Counselor
- Youth Advocate
- Youth Mentor
- Victims' Advocate

## Behavioral Sciences

**Associate in Applied Science - AAS 3067**  
**60-66 credits**

**Field of Interest: Behavioral Science and Human Services**

**For Information:** Dr. Thomas Rojo Aubrey

**Phone:** 623.845.3212

<https://www.gccaz.edu/counseling>

**Program Description:** The Associate in Applied Science (AAS) in Behavioral Sciences is designed to provide students with a comprehensive study of human behavior and prepare them to assist, as part of a clinical team, in the care of individuals and families dealing with mental illness, addictions and substance use, trauma, developmental disabilities, comorbid medical conditions, and challenging behaviors. The program includes courses designed to provide students with the skills necessary to deliver specialized and comprehensive behavioral health and social services. This program is university-transferable and provides preparation for industry certifications and supervised field experience.

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

Students should select restricted electives in one of the following areas of emphasis:

Trauma and Crisis Stabilization

Infant and Early Childhood Mental Health

Addiction and Substance Use Disorders

Developmental Disabilities

Criminal Justice and Forensic Science

Mental Health

This program also is offered at South Mountain Community College.

**Program Prerequisites:** None.

<b>Required Courses: (32 credits)</b>		<b>Credits</b>
BHS150	Introduction to Behavioral Health and Social Services .....	3
BHS155	Professional Resiliency and Well-Being .....	1
BHS160	Ethical, Legal and Professional Issues in Behavioral Health and Social Services .....	3
BHS165	Applied Therapeutic Communication Skills .....	3
BHS170	Case Management and Clinical Documentation .....	3
BHS180	Child, Family, and Adult Advocacy .....	3
BHS175	Introduction to Trauma-Informed Care and Trauma-Focused	

Caregiving .....	3	BHS275	Infant and Early Childhood Mental Health .....	3	
BHS185	Cultural Competency in Behavioral Health Services .....	3	CPD180	Human Resilience: Cognitive, Emotional, and Behavioral Applications .....	3
+ BHS190	Professional Portfolio: Supervised Practice In Behavioral Health and Social Services .....	1	+ PSY266	Abnormal Psychology .....	3
BHS205	Therapeutic Models and Interventions in Individual Therapy ..	3	<b>General Education: (22-28 Credits)</b>		
BHS210	Addictions, Substance Use Disorders, and Relapse Prevention ...	3	<b>General Education Core: (12-18 credits) Credits</b>		
BHS215	Therapeutic Models and Intervention in Group Therapy .....	3	<b>First Year Composition: 6</b>		
<b>Restricted Electives: (6 credits) Credits</b>					
Students must choose six credits from one of the following areas of Emphasis:					
<b>Emphasis in Trauma and Crisis Stabilization</b>					
BHS230	Crisis and Trauma Stabilization .....	3			
BHS235	Emergency Mental Health Crisis Response and Recovery .....	3			
<b>Emphasis in Infant and Early Childhood Mental Health</b>					
BHS275	Infant and Early Childhood Mental Health (3).....	3			
CFS177	Parent-Child Interaction (3) OR				
BHS272	Child and Adolescent Mental Health and Interventions .....	3			
CFS235	Developing Child: Theory into Practice, Prenatal to Age Eight .....	3			
+ EED210	Creative and Cognitive Play .....	3			
(If EED210 is selected, CFS235 will need to be selected unless another requisite option has been met.)					
<b>Emphasis in Addiction and Substance Use Disorders</b>					
ASD110	Pharmacology of Substances of Abuse and Dependency .....	3			
ASD245	Co-Occurring Disorders (2)				
AND					
ASD120	Professional Ethics in Addictions and Substance Use Disorder (1) OR				
ASD145	AIDS and Addiction (1) .....	3			
BHS251	Harm Reduction in Addiction, Substance Use, and Social Services .....	3			
<b>Emphasis in Developmental Disabilities</b>					
BHS271	Developmental Disabilities Assistance Training .....	3			
+ PSY241	Understanding and Changing Behavior .....	3			
+ PSY243	The Psychology of Developmental Disabilities .....	3			
<b>Emphasis in Criminal Justice and Forensic Science</b>					
+ PSY267	Introduction to Forensic Psychology .....	3			
AJS101	Introduction to Criminal Justice (3) OR				
AJS200	Current Issues In Criminal Justice (3) OR				
AJS225	Criminology (3) .....	3			
<b>Emphasis in Mental Health</b>					
BHS230	Crisis and Trauma Stabilization (3) OR				
BHS235	Emergency Mental Health Crisis Response and Recovery (3)3				
BHS251	Harm Reduction in Addiction, Substance Abuse and Social Services .....	3			
BHS255	Health and Wellness Coaching in Professional Resiliency .....	3			
BHS262	Behavioral Health Service Techniques for the Elderly .....	3			
BHS266	Violence and Abuse Services .....	3			
BHS269	Grief Support Techniques .....	3			
BHS271	Developmental Disabilities Assistance Training .....	3			
BHS272	Child and Adolescent Mental Health and Interventions .....	3			

**Biology****General Information**

**Field of Interest:** Science, Technology, Engineering, and Mathematics

**For Information:** Karen Conzelman

**Phone:** 623.845.3612

<https://www.gccaz.edu/biology>

**Student Goals:** Career-related, General Education, Transfer

The primary focus of biology is the study of life. This field includes all living organisms from the smallest bacterium to the largest and most complex plants and animals. The critical role that scientists play in helping us to better understand natural phenomena like climate change and disease means that it is as important as ever for everyone to have a basic knowledge of biology and the process of scientific inquiry. It is only with this foundation that we can evaluate the credibility of information, understand new technology and its impact on all aspects of our society and make personal choices that best serve us now and in the future.

Students typically take biology courses to:

- Provide the needed foundation for careers in fields such as nursing, medicine, health, human services, nutrition, physical education, agriculture, and forestry. Pre-Nursing students must complete several prerequisite biology courses before applying for admission to the nursing program. Similarly, as described in the Pre-Health section of this catalog, biology is one of many science courses required for admission to other professional programs in the health fields (Pre-Med, Pre-Dental, Pre-Pharmacy).
- Meet requirements for a major in biology (or related field) at a four-year institution. Students can complete the first half of their bachelor's degree in Biology at Glendale Community College (GCC). Careful planning can enable students to transfer seamlessly to the university. The guided pathway leading to an Associate in Science, Emphasis in Biological Sciences provides an academic planning framework for students intending to transfer to an Arizona university. (<https://www.maricopa.edu/degrees-certificates/science-technology-engineering-mathematics/associate-science-emphasis-biological-sciences-8602-as>) This program of study also aligns with the admission requirements of professional programs in many health-related fields like Medicine, Dentistry, and Pharmacy. (For additional information, see the Pre-Health information provided elsewhere in this catalog).
- Prepare for careers in the field of biotechnology. GCC offers an Associate in Applied Sciences (AAS) degree in Biotechnology and Molecular Biosciences that is aligned with university transfer opportunities.
- Meet the General Education requirement in Natural Sciences for their associate and/or bachelor's degree in other non-STEM majors like business, computer information systems, education and the arts. BIO101, BIO102, BIO105, BIO145, and BIO160 all have Arizona General Education Curriculum (AGEC) designations [SQ/SG] and are intended primarily for such non-major students.

**Biotechnology and Molecular Biosciences****Associate in Applied Science - AAS 3034**

**62-69 credits**

**Field of Interest:** Science, Technology, Engineering, and Mathematics

**For Information:** James Tuohy

**Phone:** 623.845.3845

<https://www.gccaz.edu/biology>

**Program Description:** The Associate in Applied Science (AAS) in Biotechnology and Molecular Biosciences program is designed to give entry-level laboratory technicians skills for application in academic, industrial and commercial research institutions. The exposure to an academic environment that simulates the contemporary biotechnological workplace, inclusive of analytical, critical thinking and problem-solving skills, provides the opportunity to form a strong technical foundation typically sought by employers. The successful completion of the program may also provide the educational background for those wishing to pursue a career in the pharmaceutical industry, clinical laboratory medicine, forensics or environmental testing laboratories and/or a foundation for a student wishing to continue their education at a university.

**Program Notes:** Students must earn a grade of C or better for each course listed in the Required Courses and Restricted Electives area.

**Prerequisites:** None.

**Required Courses: (44-45 credits)****Credits**

ABS/BIO173	Basic Instrumentation and Lab Math (1)	
AND		
ABS/BIO175	Research Methods in Biology (1) OR	
+ BIO181	General Biology (Majors) I (4) OR	
+ BIO181XT	General Biology (Majors) I (4) .....	4
+ BIO195AA	Principles and Practice of Scientific Research .....	1
+ BIO205	Microbiology .....	4
+ BIO208	Nucleic Acid Methods .....	3
+ BIO209	Biomolecular Separation .....	3
+ BIO210	Advanced Lab Instrumentation .....	3
BIO211AA	Biotechnology Seminar: Biomedical Applications (1) OR	
+ BIO211AB	Biotechnology Seminar: Laboratory Protocol (1) OR	
BIO211AE	Biotechnology Seminar: Business and Regulatory Issues (1) 1	
Select four credits of internship/research from the following. BIO215AB and BIO295AB may be repeated for credit.		
+ BIO215AB	Biotechnology Internship .....	2
+ BIO295AB	Independent Research in Biology .....	2
+ BIO/CSC283	Bioinformatics and Scientific Computing .....	3
+ CHM150	General Chemistry I (4)	
AND		
+ CHM151LL	General Chemistry I Laboratory (1) OR	
+ CHM151	General Chemistry I (3)	
AND		
+ CHM151LL	General Chemistry I Laboratory (1) OR	
+ CHM150AA	General Chemistry I (5) OR	
+ CHM151AA	General Chemistry I (4) .....	4-5

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

+ 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 IIA .....	3
+ CHM236LL	General Organic Chemistry IIA Laboratory .....	1

**General Education Requirements: (18-24 Credits)****General Education Core: (12-18 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

**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)
- COM230 recommended.

**Critical Reading: 0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
- Equivalent as indicated by assessment.

**Mathematics: 3-6**

- + MAT150 College Algebra/Functions (5) OR
- + MAT151 College Algebra/Functions (4) OR
- + MAT152 College Algebra/Functions (3) OR
- + MAT155 College Algebra/Functions with Review (5) OR
- + MAT156 College Algebra/Functions with Review (6) OR
- Satisfactory completion of higher level Mathematics course.

**General Education Distribution: (6 credits) Credits****Humanities, Arts and Design: 3**

- PHI105 Introduction to Ethics (3) OR
- PHI213 Medical and Bio-Ethics (3) OR
- PHI216 Environmental Ethics (3)

**Social-Behavioral Sciences: 3**

Any approved general education course from the Social-Behavioral Sciences area.

**Natural Sciences: 0**

Met by BIO181 OR BIO181XT in Required Courses area.

**Business Administration Fastrack****Certificate of Completion - CCL 5152****27 credits****Field of Interest: Business, Entrepreneurialism, and Management****For Information:** Scott Stroher**Phone:** 623.845.3453<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Business Administration Fastrack program provides opportunities for individuals to update, upgrade, or develop essential

business skills. The program's focus is preparing students for job advancement and career opportunities in today's business environment as defined by industry practitioners. Each course includes learning activities and projects which may be offered in an accelerated five-week or eight-week format. Additional features of the program include: student directed learning stressing the dynamic business environment, communication skills, leadership development, and performing effectively within a team environment.

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

This program also is offered at Scottsdale Community College.

**Program Prerequisites:** None.**Required Courses: (27 credits) Credits**

ACC110	Understanding and Using Accounting Systems (3) OR	
ACC111	Accounting Principles I (3) .....	3
BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3) .....	3
GBS120	Workplace Communication Skills .....	3
GBS151	Introduction to Business .....	3
GBS205	Legal, Ethical, and Regulatory Issues in Business .....	3
MGT126	Customer Service Skills and Strategies .....	3
MGT175	Business Organization and Management .....	3
MGT251	Human Relations in Business .....	3
MKT271	Principles of Marketing .....	3

**Business and Information Technology****General Information****Field of Interest: Computer and Information Technology****For Information:** Scott Stroher**Phone:** 623.845.3453<https://www.gccaz.edu/business>

University Transfer Program

**Associate in Business, General Requirements: Purpose of the Degree**

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

**Associate in Business, Special Requirements: Purpose of the Degree**

The ABUS-SR degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for Business CIS majors at

Arizona's public universities. Other Business majors should follow the ABUS-GR pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements. In most cases, courses used to satisfy the ABUS-SR will apply to university graduation requirements of the university major for which the ABUS-SR was designed.

## Business and Personal Computers

### General Information

**Field of Interest:** Computer and Information Technology

**Phone:** 623.845.3391

<https://www.gccaz.edu/business>

**Student Goals:** Personal, Career-related

These eCourses and traditional structured courses designed to develop skills in using IBM and Macintosh microcomputers and their related software. Students take these courses:

For personal development of microcomputer skills. Beginning courses are available, such as BPC101 Introduction to Computers, BPC110 Computer Usage and Applications, and BPC111AA Computer Keyboarding I and BPC111AB Computer Keyboarding II. Students may wish to continue in more advanced courses.

To Prepare for or Enhance Employment. Both an Associate in Applied Science degree program and a Certificate of Completion (CCL) program are available. With proper choices, a student who completes a CCL 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 and degree-seeking or transfer students 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 Business and Personal Computers programs, visit <https://www.gccaz.edu/business>.

## CAD Application

**Certificate of Completion - CCL 5410N**

**This program is not eligible for Title IV Federal Financial Aid 12-37 credits**

**Field of Interest:** Applied Technology

**For Information:** Glenda Chagolla

**Phone:** 623.845.3699

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Certificate of Completion (CCL) in CAD Application program is designed to broaden students' design exposure and Computer-Aided Design (CAD) technology skills. Students will utilize industry standard CAD and building information modeling (BIM) software to produce three-dimensional (3D) drawings and parametric models. This will include presentation methods and construction documentation conventions for

either the architecture or civil design fields. Students may apply these courses toward the Associate in Applied Science (AAS) degree in Architectural and Civil CAD Technology.

**Program Notes:** Students must earn a grade of C or better for each course listed in the program.

**Program Prerequisites:** None.

### Required Courses: (6-31 credits)

### Credits

CAD100	Fundamentals of 2D AutoCAD (3) AND	
+ CAD101	Elements of CAD Graphics (AutoCAD) (3) AND	
+ CAD145	Design Principles for Industry (3) AND	
+ CAD201	Three-Dimensional (3D) Modeling and Advanced CAD Techniques (3) AND	
+ CAD105	Fundamentals of Revit Architecture (3) OR	
+ CAD106	Fundamentals of Civil 3D (3) AND	
+ CAD292	Current Developments in CAD Technology 1 OR	
	Permission of Program Director based on equivalent industry experience. (0) .....	0-16

Students must complete one of the following math requirements:

+ DFT106	Algebra and Graphs for Design Technology (3) AND	
+ DFT107	Trigonometry and Analytic Geometry for Design Technology (3) OR	
+ MAT150	College Algebra/Functions (5) OR	
+ MAT151	College Algebra/Functions (4) OR	
+ MAT152	College Algebra/Functions (3) OR	
+ MAT155	College Algebra/Functions with Review (5) OR	
+ MAT156	College Algebra/Functions with Review (6) AND	
+ MAT182	Plane Trigonometry (3) OR	
+ MAT187	Precalculus (5) OR	
	Permission of Program Director based on equivalent industry experience. (0) .....	0-9

+ CAD167	Architectural Drawings I (Revit): Residential CAD (3) OR	
+ CAD186	Site Development I (3) .....	3
+ CAD267	Architectural Drawings II (Revit): Commercial CAD (3) OR	
+ CAD286	Site Development II (3) .....	3

### Restricted Electives: (6 credits)

### Credits

BLT263++	Any Building Codes course .....	3
+ CAD167	Architectural Drawings I (Revit): Residential CAD .....	3
+ CAD186	Site Development I .....	3
+ CAD235	Modeling, Rendering and Animation for Technical Presentations .....	3
+ CAD267	Architectural Drawings II (Revit): Commercial CAD .....	3
+ CAD286	Site Development II .....	3
+ CAD287	Advanced Revit Techniques .....	3
+ CAD292	Current Developments in CAD Technology (1) .....	1-3
	(CAD292 may be repeated up to three times on different topics.)	
CAD+++++	Any other CAD Computer-Aided Drafting course(s) .....	1-3
CET211	Strength of Materials .....	3
DFT126	Building Trades Blueprint Reading .....	3

## CAD Fundamentals

**Certificate of Completion - CCL 5409**  
16 credits

**Field of Interest:** Applied Technology

**For Information:** Glenda Chagolla

**Phone:** 623.845.3699

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Certificate of Completion (CCL) in CAD Fundamentals program is designed to provide students with the Computer-Aided design (CAD) skills and competence in two-dimensional (2D) and three-dimensional (3D) documentation and modeling typical of entry level CAD operators. Students may apply these courses toward the Associate in Applied Science (AAS) degree in Architectural and Civil CAD Technology.

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

**Program Prerequisites:** None.

Required Courses: (16 credits)		Credits
CAD100	Fundamentals of 2D AutoCAD .....	3
+ CAD101	Elements of CAD Graphics (AutoCAD) .....	3
+ CAD145	Design Principles for Industry.....	3
+ CAD201	Three-Dimensional (3D) Modeling and Advanced CAD Techniques .....	3
+ CAD105	Fundamentals of Revit Architecture (3) OR	
+ CAD106	Fundamentals of Civil 3D (3) .....	3
+ CAD292	Current Developments in CAD Technology .....	1

## Chemistry

### General Information

**Field of Interest:** Science, Technology, Engineering, and Mathematics

**For Information:** Debbie Leedy

**Phone:** 623.845.4770

<https://www.gccaz.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 coursework 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 four years high school math.

### Departmental Recommendations for Chemistry Majors: Credits

+ CHM150	General Chemistry I .....	4
+ 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.

## Chicana and Chicano Studies

### Academic Certificate - AC 6230N

**This program is not eligible for Title IV Federal Financial Aid 12-13 credits**

**Field of Interest:** Culture and Society

**For information:** Guiomar Borrás

**Phone:** 623.845.3636

<https://www.gccaz.edu/communication>

**Program Description:** The Academic Certificate (AC) in Chicana

and Chicano Studies explores the unique experiences of the Chicana and Chicano people living in the Southwest. The Certificate provides a study of Mexican-American life in the society of the United States, including Mexican background, social and cultural differences, and experiences of assimilation.

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

This program also is offered at Phoenix College.

<b>Program Prerequisites: Credits: 3-6</b>		<b>Credits</b>
+ ENG101	First-Year Composition (3) OR	
+ ENG107	First-Year Composition for ESL (3) .....	3

+ CRE101	College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment. ....	0-3
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<b>Required Courses: Credits: 9</b>		<b>Credits</b>
+ CCS101	Chicana and Chicano Studies .....	3
HIS109	Mexican-American History and Culture .....	3
SPH245	Hispanic Heritage in the Southwest .....	3

<b>Restricted Electives: Credits: 3-4</b>		<b>Credits</b>
ENH112	Chicano Literature .....	3
HIS145	History of Mexico .....	3
HUM213	Hispanic Film .....	3
SPA101	Elementary Spanish I .....	4
+ SPA102	Elementary Spanish II .....	4
+ SPA103	Elementary Spanish for Spanish Speakers I .....	4
+ SPA104	Elementary Spanish for Spanish Speakers II .....	4
+ SPA201	Intermediate Spanish I .....	4
+ SPA202	Intermediate Spanish II .....	4
+ SPA203	Spanish for Spanish-Speaking Students I .....	4
+ SPA204	Spanish for Spanish-Speaking Students II .....	4

## Child and Family Organizations Management and Administration

**Certificate of Completion - CCL 5401**  
**16 credits**

**Field of Interest: Behavioral Science and Human Services**

**For Information:** Gina Weatherly

**Phone:** 623.845.3194

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Certificate of Completion (CCL) in Child and Family Organizations Management and Administration is designed to 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 may seek 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.

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

For some occupations within this field, students may be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current tuberculosis (TB) vaccination. Please consult with your faculty mentor to discuss these and other occupational requirements.

This program also is offered at Rio Salado Community College.

**Program Prerequisites:** None.

<b>Required Courses: (16 credits)</b>		<b>Credits</b>
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
+ FCS250	Portfolio Development and Professional Writing .....	3
+ FCS260	Family and Consumer Science Internship .....	1

## Cisco Certified Network Professional: Enterprise

**Certificate of Completion - CCL 5190**

**This program currently is not eligible for Title IV Federal Financial Aid**  
**16 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Andrea Schauer

**Phone:** 623.845.3502

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Certificate of Completion (CCL) in Cisco Certified Network Professional: Enterprise builds the advanced knowledge and skills needed for professional-level networking technologies and architecture. This CCL includes fundamental concepts of virtualization, network assurance, security, automation, and the implementation and troubleshooting of advanced routing technologies; as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Cisco Enterprise Network Core Technologies (ENCOR) certification and Implementing Cisco Enterprise Network Advanced Routing and Services (ENARSI) exams aligned with the Cisco Certified Network Professional Enterprise (CCNP Enterprise), Cisco Certified Internetwork Expert (CCIE) Enterprise Infrastructure, CCIE Enterprise Wireless, and Cisco Certified Specialist - Enterprise core, CCNP Enterprise, Cisco Certified Specialist - Advanced Infrastructure Implementation certifications.

Additional CCLs in Cisco Certified Network Security (CCNA Security), Cisco Certified Network Professional: Enterprise Core, Cisco Certified Network Professional: Enterprise Advanced Routing and Services, Cisco Network Administration: CCNP, as well as an Associate in Applied Science (AAS) in Network and

Systems Administration, are also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This CCL is intended for industry professionals with the requisite skills aligned with the Cisco Certified Network Associate (CCNA) industry certification who are interested in expanding their knowledge in the area in professional-level networking or to enhance their employment opportunities. Speak to a Program Director for additional information.

All courses within the Required Courses area are not applicable if taken more than five years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Scottsdale, and South Mountain Community Colleges.

**Admission Criteria:** This Certificate of Completion is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the following prerequisites to the courses within the Required Course area as follows with a C or better OR have a Cisco Certified Network Associate (CCNA) industry certification OR receive permission of the Program Director:

CNT140AB	Introduction to Networks .....	4
+ CNT150AB	Switching, Routing, and Wireless Essentials .....	4
+ CNT160AB	Enterprise Networking, Security, and Automation .....	4

Students also have the option to complete the full CCL in this program, Cisco Network Administration: CCNP (major code 5037), that includes the prerequisites and required course:

**Program Prerequisites:** None.

<b>Required Courses: (16 credits)</b>		<b>Credits</b>
+ CNT240	Cisco Certified Network Professional: Enterprise Core (8) OR	
+ CNT240AA	Cisco Certified Network Professional: Enterprise Core I (4) AND	
+ CNT240AB	Cisco Certified Network Professional: Enterprise Core II (4) ..	.8
+ CNT250	Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR	
+ CNT250AA	Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4)	
AND		
+ CNT250AB	Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) .....	8

## **Cisco Certified Network Professional: Enterprise Advanced Routing and Services Certificate of Completion - CCL 5187N**

**This program is not eligible for Title IV Federal Financial Aid  
8 credits**

**Field of Interest:** **Computer and Information Technology**

**For Information:** Andrea Schauer

**Phone:** 623.845.3502

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Certificate of Completion (CCL) in Cisco Certified Network Professional: Enterprise Advanced Routing and Services builds the advanced knowledge and skills needed for professional-level networking technologies and architecture. This CCL includes concepts of implementation and troubleshooting of advanced routing technologies and services including Layer 3 VPN services, infrastructure security, and infrastructure services, as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Implementing Cisco Enterprise Network Advanced Routing and Services (ENARSI) certification exam aligned with the Cisco Certified Network Professional Enterprise (CCNP Enterprise), Cisco Certified Specialist - Advanced Infrastructure Implementation certifications. Additional CCLs in Cisco Certified Network Security (CCNA Security), Cisco Certified Network Professional: Enterprise Core, Cisco Certified Network Professional: Enterprise, Cisco Network Administration: CCNP, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This CCL is intended for industry professionals with the requisite skills aligned with the Cisco Certified Network Associate (CCNA) industry certification who are interested in expanding their knowledge in the area in professional-level networking or to enhance their employment opportunities. Speak to a Program Director for additional information.

All courses within the Required and Restricted elective areas are not applicable if taken more than five years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Scottsdale, and South Mountain Community Colleges.

**Admission Criteria:** This CCL is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the following prerequisites to the courses within the Required Course area as follows with a C or better OR have a Cisco Certified Network Associate (CCNA) industry certification OR receive permission of the Program Director:

CNT140AB	Introduction to Networks .....	4
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- + CNT150AB Switching, Routing, and Wireless Essentials .....4
- + CNT160AB Enterprise Networking, Security, and Automation .....4

Students also have the option to complete the full CCL in this program, Cisco Network Administration: CCNP (major code 5037), that includes the prerequisites and required course:

**Program Prerequisites:** None.

<b>Required Courses: (8 credits)</b>	<b>Credits</b>
+ CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR	
+ CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND	
+ CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) .....	8

## Cisco Certified Network Professional: Enterpris Core

**Certificate of Completion - CCL 5189N**

**This program is not eligible for Title IV Federal Financial Aid  
8 credits**

**Field of Interest:** **Computer and Information Technology**

**For Information:** Andrea Schauer

**Phone:** 623.845.3502

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Certificate of Completion (CCL) in Cisco Certified Network Professional: Enterprise Core builds the knowledge and skills needed for professional-level networking technologies and architecture. This CCL includes the fundamental concepts of virtualization, network assurance, security, and automation, as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Cisco Enterprise Network Core Technologies (ENCOR) certification exam aligned with the Cisco Certified Network Professional Enterprise (CCNP Enterprise), CCIE Enterprise Infrastructure, CCIE Enterprise Wireless, and Cisco Certified Specialist - Enterprise core certifications.

Additional CCLs in Cisco Certified Network Security (CCNA Security), Cisco Certified Network Professional: Enterprise, Cisco Certified Network Professional: Enterprise Core and Advanced Routing and Services, Cisco Network Administration: CCNP, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This CCL is intended for industry professionals with the requisite skills aligned with the Cisco Certified Network Associate (CCNA) industry certification who are interested in expanding their knowledge in the area in professional-level networking or to enhance their employment opportunities. Speak to a Program Director for additional information.

All courses within the Required and Restricted elective areas are not applicable if taken more than five years prior to the completion of the program. Consult with an Academic Advisor or Program

Director for exceptions.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Scottsdale, and South Mountain Community Colleges.

**Admission Criteria:** This CCL is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the following prerequisites to the courses within the Required Courses area as follows with a C or better OR have a Cisco Certified Network Associate (CCNA) industry certification OR receive permission of the Program Director:

CNT140AB Introduction to Networks .....	4
+ CNT150AB Switching, Routing, and Wireless Essentials .....	4
+ CNT160AB Enterprise Networking, Security, and Automation .....	4

Students also have the option to complete the full CCL in this program, Cisco Network Administration: CCNP (major code 5037), that includes the prerequisites and required course:

**Program Prerequisites:** None.

<b>Required Courses: (8 credits)</b>	<b>Credits</b>
+ CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR	
+ CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND	
+ CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) ..	8

## Cisco Network Administration and Security

**Certificate of Completion - CCL 5036  
16-19 credits**

**Field of Interest:** **Computer and Information Technology**

**For Information:** Andrea Schauer

**Phone:** 623.845.3502

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Certificate of Completion (CCL) in Cisco Network Administration and Security provides training for those interested in working with Cisco network and Internet hardware with a particular emphasis on securing networks from threats and vulnerabilities. Knowledge and skills are developed to install, configure, and maintain Cisco routers and switches; configure routing protocols, and Local Area Networks (LANs); troubleshoot problems with various hardware and software configurations; perform administrative tasks in a network. Specific skills in maintaining integrity, accountability, and confidentiality of data are also developed. Taught by Cisco Certified professionals using the Cisco Network Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) and Security examinations. Students who complete this program may seek employment in a variety of environments. An additional CCL in Cisco Certified Network Professional (CCNP), as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available.

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

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

Students who pursue this CCL should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (16-19 credits)</b>		<b>Credits</b>
CIS105	Survey of Computer Information Systems (3) OR Permission of the Program Director (0) .....	0-3
CNT140AB	Introduction to Networks .....	4
+ CNT150AB	Switching, Routing, and Wireless Essentials .....	4
+ CNT160AB	Enterprise Networking, Security, and Automation .....	4
+ CNT202	Cisco Secure Firewall Appliance Configuration (4) OR	
+ CNT205	Cisco Certified Network Associate Security (4) .....	4

## **Cisco Network Administration: CCNA**

**Certificate of Completion - CCL 5969N**

**This program is not eligible for Title IV Federal Financial Aid  
12-15 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Andrea Schauer

**Phone:** 623.845.3502

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Certificate of Completion (CCL) in Cisco Network Administration: CCNA provides training for those interested in working with network and Internet hardware. Knowledge and skills are developed to install, configure, and maintain Cisco routers and switches; configure advanced routing protocols, and Local Area Networks (LANs); troubleshoot hardware and software configurations; perform administrative tasks in a network. Taught by Cisco Certified professionals using the Cisco Networking Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) examination. Students who complete this program may seek employment in a variety of environments. Additional CCLs in Cisco Network Administration and Security and Cisco Network Administration: CCNP, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are available.

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

Students who pursue this CCL should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses.

Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (12-15 credits)</b>		<b>Credits</b>
CIS105	Survey of Computer Information Systems (3) OR Permission of Program Director (0) .....	0-3
CNT140AB	Introduction to Networks .....	4
+ CNT150AB	Switching, Routing, and Wireless Essentials .....	4
+ CNT160AB	Enterprise Networking, Security, and Automation .....	4

## **Cisco Network Administration: CCNP**

**Certificate of Completion - CCL 5037**

**28-31 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Andrea Schauer

**Phone:** 623.845.3502

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Certificate of Completion (CCL) in Network Administration: Cisco Network Professional (CCNP) provides students with advanced knowledge and skills to install, configure, and maintain Cisco routers and switches; configure advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); troubleshoot complex hardware and software configurations; and perform administrative tasks in a network at the professional level. Taught by Cisco Certified professionals using the Cisco Network Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) and Cisco Certified Network Professional Certifications (CCNP) examinations. Students who complete this program may seek employment in a variety of environments. An additional CCL in Cisco Network Administration and Security, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available.

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

Students who pursue this CCL should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

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

	<b>Credits</b>
CIS105 Survey of Computer Information Systems (3) OR Permission of Program Director (0) .....	0-3
CNT140AB Introduction to Networks .....	4
+ CNT150AB Switching, Routing, and Wireless Essentials .....	4
+ CNT160AB Enterprise Networking, Security, and Automation .....	4
+ CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR + CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND + CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) ...	8
+ CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR + CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND + CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) .....	8

## Commercial Photography

### Commercial and Freelance Photography<sup>1</sup>

**Certificate of Completion - CCL 5784**  
**35 (35-36<sup>1</sup>)Credits**

**Field of Interest:** Visual and Performing Arts

**For Information:** Stephanie Lucas

**Phone:** 623.845.3755

<https://www.gccaz.edu/art-humanities>

**Program Description:** The Certificate of Completion (CCL) in Commercial Photography program (Commercial and Freelance Photography<sup>1</sup>) includes the study of both the digital and film aspects of photography. The program is structured to help students develop an understanding of exposure principles, camera operations and functions, digital photographic materials, film-based strategies, studio lighting, and the basics of running a freelance photography business. This certificate is designed to provide knowledge and experience important to those hoping to work as freelance photographers, wedding photographers, commercial photographers, photography editors, photography assistants, or photo lab technicians. An Associate in Applied Science (AAS) in Photography is also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

There will be costs for supplies and equipment in this program.

This program also is offered at Phoenix College.

**Program Prerequisites:** None.

**Required Courses: (29 (27<sup>1</sup>)credits)**

	<b>Credits</b>
ART100 Introduction to Digital Arts .....	1
ART112 Two-Dimensional Design .....	3

ART131 Photography I .....	3
+ ART132 Photography II .....	3
+ ART138 Commercial Photography I .....	3
+ ART140 Portrait Photography (3) OR + ART237 Fashion Photography (3) .....	3
ART142 Introduction to Digital Photography .....	3
+ ART143 Intermediate Digital Photography .....	3
+ ENG101 First-Year Composition (3) OR + ENG107 First-Year Composition for ESL (3) .....	3
SBS200 Small Business Operations .....	2
<del>SBS204<sup>1</sup> Small Business Marketing and Advertising .....</del>	<del>2</del>

**Restricted Electives: (6 (8-9<sup>1</sup>) credits)**

**Credits**

Students must complete one of the two following specializations<sup>1</sup>:

Specialization I: Freelance Photography - Credits: 8<sup>1</sup>

SBS204 Small Business Marketing and Advertising .....	2
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In consultation with Departmental Advisor, (an Advisor or Program Coordinator,<sup>1</sup>) choose two courses from the following list to best fulfill goals:

ARH115 History of Photography .....	3
ART116 Life Drawing I .....	3
ART137 Alternative Photographic Processes .....	3
ART139 Commercial Art Photography II .....	3
+ ART181 Graphic Design I .....	3
ART234 Color Photography I .....	3
ART255 Art Marketing .....	3
FMP108 Video Production .....	3

Specialization II<sup>1</sup>: Commercial Photography - Credits: 8-9

+ ART139 Commercial Photography II .....	3
+ ART234 Color Photography I .....	3

In consultation with an Advisor or Program Coordinator, choose one course from the following list to best fulfill goals:

ARH115 History of Photography .....	3
ART116 Life Drawing I .....	3
ART137 Alternative Photographic Processes .....	3
+ ART181 Graphic Design I .....	3
ART255 Art Marketing .....	3
FMP108 Video Production .....	3
SBS204 Small Business Marketing and Advertising .....	2

## Communication

### General Information

**Field of Interest:** Culture and Society

**For Information:** Dr. Doug Deiss

**Phone:** 623.845.3985

<https://www.gccaz.edu/communication>

**Student Goals:** General Education, Career-related, Bachelor of Science 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

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

in other areas; and to provide low division requirements for the NAU@GCC Bachelor of Science in Communication Studies; 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. Glendale Community College's (GCC's) Communication and World Languages Department is affiliated with the National Communication Association (NCA), Western States Communication Association, and is headquarters for the Southwest Communication Association (SWCA).

## **BACHELOR OF SCIENCE IN COMMUNICATION STUDIES WITH AN EMPHASIS IN ORGANIZATIONAL COMMUNICATION (NAU@GCC)**

That's correct, students may now receive their bachelor's degree without ever leaving GCC's campus. The Bachelor of Science Degree in Communication Studies is a joint offering between GCC and Northern Arizona University (NAU). Upon completion of the program, students receive their bachelor's degree from NAU. The Bachelor of Science Degree in Communication Studies 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.

<b>Communication Core: (6 credits)</b>		<b>Credits</b>
COM100	Introduction to Human Communication .....	3
COM110	Interpersonal Communication .....	3

### **Speech Communication: (18 credits)**

#### **Glendale Community College 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)**

CST 300W	Rhetorical Criticism .....	3
CST 311	Advanced Presentation Techniques .....	3
CST 498C	Senior Seminar in Speech Communication .....	3

#### **Organizational Communication Emphasis: (24 credits)**

#### **Upper Division NAU Courses taken at GCC:(9 credits)**

CST 312	Methods of Interviewing .....	3
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CST 472	Organizational Communication .....	3
CST 477	Mediation and Conflict Management .....	3

#### **Communication Electives taken at GCC: (15 credits)**

COM222	Argumentation and Debate (GCC Course) .....	3
COM259	Communication in Business and the Professions (GCC Course) .....	3
COM263	Intercultural Communication (GCC Course) .....	3
CST 321	Nonverbal Communication (NAU Course) .....	3
CST 351	Interpersonal Communication (NAU Course) .....	3
CST 361	Persuasion (NAU Course) .....	3
CST 365	Communication in Contemporary Affairs (NAU Course) .....	3
CST 408	Fieldwork Experience (NAU Course) .....	1-12
CST 424	Gender and Communication (NAU Course) .....	3
CST 460	Rhetorical Theory (NAU Course) .....	3
CST 465	American Political Communication (NAU Course) .....	3
CST 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.

## **BACHELOR OF ARTS/BACHELOR OF SCIENCE 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 coursework meets the Arizona General Education Curriculum (AGEC-A) as modified by MCCC 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

\*For non-communication majors. Meets the business requirement for accounting majors, media arts, music business, dance, and other disciplines.

Consult your Community College Advisor to ensure compliance. Students are responsible for checking all requirements and regulations at their transferring institution.

## **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.

## Communication Competence in the Workplace

### Academic Certificate - AC 6219N

This program is not eligible for Title IV Federal Financial Aid 30-33 credits

**Field of Interest:** Culture and Society

**For Information:** Jim Reed

**Phone:** 623.845.3631

<https://www.gccaz.edu/communication>

**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.

**Program Notes:** Students must earn a grade of C or better for all courses within the Required Courses area.

This program also is offered at Mesa Community College.

**Program Prerequisites:** None.

Required Courses: (18-21 credits)	Credits
COM110 Interpersonal Communication .....	3
+ COM225 Public Speaking .....	3
COM230 Small Group Communication .....	3
+ COM282AC Service-Learning Experience in Communication .....	3
+ CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment. ....	0-3
+ ENG101 First-Year Composition (3) OR	
+ ENG107 First-Year Composition for ESL (3) .....	3
+ ENG102 First-Year Composition (3) OR	
+ ENG108 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
+ COM207 Introduction to Communication Inquiry .....	3
+ COM222 Argumentation .....	3
+ COM/THP241 Oral Interpretation of Literature .....	3
COM250 Introduction to Organizational Communication .....	3
+ COM259 Communication in Business and Professions .....	3
COM263 Elements of Intercultural Communication .....	3
+ ENG111 Technical and Professional Writing .....	3
+ GBS233 Business Communication .....	3
IBS109 Cultural Dimension for International Trade .....	3
SWU295 Effective Helping in a Diverse World .....	3

General Electives: (3 credits)	Credits
Any approved General Education course in the Cultural	

Awareness [C] value (3), OR

COM++++ Any COM Communication course (3) except courses used to satisfy Required Courses or Restricted

Electives areas. ....3

## Communication Skills for Non-Native English Speakers

### Academic Certificate - AC 6222N

This program is not eligible for Title IV Federal Financial Aid 30 credits

**Field of Interest:** Culture and Society

**For Information:** Jim Reed

**Phone:** 623.845.3631

<https://www.gccaz.edu/communication>

**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.

**Program Notes:** Students must earn a grade of C or better for all courses within the Required Courses area.

This program also is offered at Mesa Community College.

**Program Prerequisites:** None.

Required Courses: (21 credits)	Credits
COM120 Pronunciation of American Speech.....	3
+ COM221 Oral Fluency in American Speech .....	3
+ COM282AC Service-Learning Experience in Communication.....	3
COM100 Introduction to Human Communication (3) OR	
COM110 Interpersonal Communication (3) .....	3
+ CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment. ....	3
+ 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

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
+ ENG111 Technical Writing.....	3
+ GBS233 Business Communication .....	3
IBS109 Cultural Dimension for International Trade .....	3
SWU295 Effective Helping in a Diverse World.....	3

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

Any approved General Education course in the Cultural Awareness [C] value (3) OR  
COM+++++ Any COM Communication course (3).....3

## Community Health Paramedicine

**Certificate of Completion - CCL 5017N**

**This program is not eligible for Title IV Federal Financial Aid 8 credits**

**Field of Interest: Health Sciences**

**For Information:** Todd Polansky

**Phone:** 623.845.3908

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Community Health Paramedicine is designed to provide the knowledge, skills and ability to synthesize standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence-based paramedicine in the community setting. This certificate prepares students for a community health paramedic credential.

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

**Admission Criteria:** Current state Paramedic certification.

This program also is offered at Mesa, Paradise Valley, and Phoenix Community Colleges.

**Program Prerequisites:** None.

Required Courses: (8 credits)	Credits
PME291 Community Health Paramedicine .....	8

## Computer Science

**General Information**

**Field of Interest: Science, Technology, Engineering, and Mathematics**

**For Information:** Dr. Chris Miller

**Phone:** 623.845.3841

<https://www.gccaz.edu/math>

**Student Goals:** Career-related, General Education, Transfer

Computer Science (CS) 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 Bachelor of Science graduate in CS 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 bachelor degree in Computer Science or Computer Systems Engineering

at Arizona State University (ASU). Coursework should include:

- + CSC100AB Introduction to Computer Science (C++)
- + CSC110AB Introduction to Computer Science (Java)
- + CSC120 Digital Design Logic
- + CSC205 Object Oriented Programming and Data Structures
- + CSC220 Programming for Computer Engineering
- + 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 CSC 150, 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 Glendale Community College website, [www.gccaz.edu](http://www.gccaz.edu), for an up-to-date description of course offerings.

An Associate in Science Degree, Emphasis in Computer Science also is available.

## Computer System Configuration and Support

**Certificate of Completion - CCL 5038N**

**This program is not eligible for Title IV Federal Financial Aid 6-9 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Rachelle Hall

**Phone:** 623.845.3231

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Computer System Configuration and Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in computer technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on hardware installation, maintenance, mobile devices, hardware troubleshooting, proper use of tools, safety procedures, and professionalism. This program helps prepare students for the CompTIA A+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional CCLs in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students who pursue this CCL should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses (6-9 credits)</b>		<b>Credits</b>
CIS105	Survey of Computer Information Systems (3) OR Permission of Program Director (0) .....	0-3
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support .....	3
+ BPC270	A+ Exam Prep: Operating System Configuration and Support .....	3

## Computer System Configuration and Support, Linux

**Certificate of Completion - CCL 5039N**

**This program is not eligible for Title IV Federal Financial Aid 9-12 credits**

**Field of Interest:** Computer and Information Technology

**For Information:** Rachele Hall

**Phone:** 623.845.3231

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Computer System Configuration and Support, Linux program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on Linux. The classes focus on the development of knowledge and skills in computer and network technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on the Linux Operating system including knowledge and skills required to install, configure and troubleshoot a Linux-based workstation. This program helps prepare students for the CompTIA A+ and Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional CCLs in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:** Students must earn a grade of C or better in all

courses within the program.

Students who pursue this CCL should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses (9-12 credits)</b>		<b>Credits</b>
CIS105	Survey of Computer Information Systems (3) OR Permission of Program Director (0) .....	0-3
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support .....	3
+ BPC270	A+ Exam Prep: Operating System Configuration and Support .....	3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) .....	3

## Computer System Configuration and Support, Network

**Certificate of Completion - CCL 5044N**

**This program is not eligible for Title IV Federal Financial Aid 9-13 credits**

**Field of Interest:** Computer and Information Technology

**For Information:** Andrea Schauer

**Phone:** 623.845.3502

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Certificate of Completion (CCL) in Computer System Configuration and Support, Network program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on networking. The courses focus on the development of knowledge and skills in computer and network technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on elements of a data network, network components, and use of a network. This program helps prepare students for the CompTIA A+ and Network+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional CCLs in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

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

Students who pursue this CCL should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses (9-13 credits)</b>		<b>Credits</b>
CIS105	Survey of Computer Information Systems (3) OR Permission of Program Director (0).....	0-3
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support .....	3
+ BPC270	A+ Exam Prep: Operating System Configuration and Support .....	3
+ CIS190	Introduction to Local Area Networks (3) OR	
CNT140AB	Introduction to Networks (4) .....	3-4

## Computer System Configuration and Support, Security

**Certificate of Completion - CCL 5040N**

**This program is not eligible for Title IV Federal Financial Aid 9-19 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Rachelle Hall

**Phone:** 623.845.3231

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Computer System Configuration and Support, Security program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on security. The courses focus on the development of knowledge and skills in computer and security technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on preventing, identifying, and mitigating threats to the security of information systems and utilizing the basic tools for information security. This program helps prepare participants for the CompTIA A+, Security+, and certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional CCLs in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examina-

tions. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students who pursue this CCL should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses (9-19 credits)</b>		<b>Credits</b>
CIS105	Survey of Computer Information Systems (3) OR Permission of Program Director (0) .....	0-3
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support .....	3
+ BPC270	A+ Exam Prep: Operating System Configuration and Support .....	3

Select from one of the following areas of specialization.

### Specialization 1: Credits 3-6

+ CIS270	Essentials of Network and Information Security (3) OR	
+ ITS110	Information Security Fundamentals (3) AND	
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) .....	3-6

### Specialization 2: Credits 9-10

CNT140AB	Introduction to Networks (4) OR	
CIS190	Introduction to Networks (3) .....	3-4
CIS250	Management of Information Systems .....	3
+ CIS271DB	Information Security Essentials .....	3

## Corrections

**Certificate of Completion - CCL 5776N**

**This program is not eligible for Title IV Federal Financial Aid 15 credits**

**Field of Interest: Behavioral Science and Human Services**

**For Information:** Paul Brown

**Phone:** 623.845.3913

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Corrections program is designed for students intending to pursue careers in various correctional components of the justice system, including parole, probation, jail, and prisons. Focus is broader

learning about the correction function in the context of overall administration of justice system.

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

This program also is offered at Chandler-Gilbert, Estrella Mountain, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

Required Courses (15 credits)		Credits
AJS101	Introduction to Criminal Justice .....	3
AJS123	Ethics and the Administration of Justice (3) OR	
AJS255	The Criminal Justice System Handling of the Mentally Ill (3) .....	3
AJS212	Juvenile Justice Procedures .....	3
AJS240	The Correction Function .....	3
AJS205	Effective Communication and Report Writing in Criminal Justice (3) OR	
AJS275	Criminal Investigation (3) .....	3

## Counseling

### General Information

**For Information:** Paul Romo

**Phone:** 623.845.3051

<https://www.gccaz.edu/counseling>

Career and Personal Development (CPD) courses are taught by Master's level and advanced degree counselors who have vast experience in human behavior, career development, student development, and a broad range of social issues and dynamics. Our courses include:

- CPD150 Strategies for College Success (3 credits)
- CPD150AC Educational and Career Planning (1 credit)
- CPD160 Introduction to Multiculturalism (3 credits)

## Creative Writing

### Academic Certificate - AC 6224N

**This program is not eligible for Title IV Federal Financial Aid 24 credits**

**Field of Interest:** Culture and Society

**For Information:** Jeff Baker

**Phone:** 623.845.3248

<https://www.gccaz.edu/english>

**Program Description:** The Academic Certificate (AC) in Creative Writing program 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 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 aims to serve a diverse community who may be under-represented in traditional creative writing programs. Completion of the certificate does not lead to a particular degree program, but may aid students in their pursuit of a career in the writing professions and in their continued enjoyment of writing for personal growth.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

**Admission Criteria:** Students who wish to enroll in the Creative Writing program must complete a formal application; contact Program Director.

This program also is offered at Chandler-Gilbert, Estrella Mountain, Mesa, Paradise Valley, Phoenix, Rio Salado, and Scottsdale Community Colleges.

**Program Prerequisites:** None.

Required Courses: (21 credits)		Credits
ENG210	Creative Writing (3) may be substituted for CRW150 with permission of Program Director.	
CRW150	Introduction to Creative Writing .....	3
CRW200 must be repeated for a total of two credits.		
+ CRW200	Readings for Writers (1).....	2
+ CRW201	Portfolio .....	1

Students must complete six credits from Series I and nine credits from Series II in consultation with a Program Director.

#### Series I: Credits: 6

Students must complete two of the following courses for a total of six credits.

CRW120	Introduction to Writing Children's Literature .....	3
CRW160	Introduction to Writing Poetry .....	3
CRW170	Introduction to Writing Fiction .....	3
CRW172	Introduction to Comic Book Writing .....	3
CRW180	Introduction to Writing Nonfiction .....	3
CRW190	Introduction to Screenwriting .....	3
THE118	Playwriting .....	3

#### Series II: Credits: 9

Students must complete three of the following courses for a total of nine 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
+ CRW281	Topics in Writing: Non-Fiction .....	3
+ CRW290	Intermediate Screenwriting .....	3
+ CRW291	Topics in Writing: Plays.....	3

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

**Restricted Electives: Credits: 3 Credits**

CRW+++++ Any CRW Creative Writing prefixed course not listed under Required Courses area. ....	1-3
ENG235 Magazine Article Writing .....	3
ENG/THE 260 Film Analysis .....	3
ENH+++++ Any ENH English Humanities prefixed course.....	3
HUM/THF210 Contemporary Cinema.....	3

**Crime Scene Investigation****Certificate of Completion - CCL 5964****16-18 credits****Field of Interest: Behavioral Science and Human Services****For Information:** Paul Brown**Phone:** 623.845.3913<https://www.gccaz.edu/public-safety-sciences>

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

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

This program also is offered at Chandler-Gilbert, Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

**Admission Criteria:** None.**Program Prerequisites:** None.

<b>Required Courses (16-18 credits)</b>	<b>Credits</b>
AJS213 Evidence Technology/Fingerprints (3) OR AJS243 Crime Scene Reconstruction (3) .....	3
AJS215 Criminalistics: Physical Evidence (3) OR AJS219 Crime Scene Technology: Physical Evidence (3) OR FOR105 Forensic Science: Physical Evidence (4) .....	3-4
AJS216 Criminalistics: Biological Evidence (3) OR FOR106 Forensic Science: Biological Evidence (4) .....	3-4
AJS214 Evidence Technology Photography .....	3
AJS275 Criminal Investigation I .....	3
AJS290BN Courtroom Testimony Seminar .....	1

**Critical Care Paramedicine****Certificate of Completion - CCL 5003N****This program is not eligible for Title IV Federal Financial Aid 8 credits****Field of Interest: Health Sciences****For Information:** Todd Polansky**Phone:** 623.845.3908<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Critical Care Paramedicine is designed to provide the knowledge, skills and ability to synthesize standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence based paramedicine in the clinical, out-of-hospital, and inter-facility transport settings. This certificate prepares students for a critical care paramedic credential.

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

This program also is offered at Mesa, Paradise Valley, and Phoenix Community Colleges.

**Admission Criteria:** Current state Paramedic certification.**Program Prerequisites:** None.

<b>Required Courses: (8 credits)</b>	<b>Credits</b>
PME292 Critical Care Paramedicine .....	8

**Critical Infrastructure****Certificate of Completion - CCL 5150****This program currently is not eligible for Title IV Federal Financial Aid 44 credits****Field of Interest: Computer and Information Technology****For Information:** Martin Bencic**Phone:** 623.845.3237<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Critical Infrastructure program provides students with the skills required to secure, protect and identify vulnerabilities in a network with a focus on the cross-domain security concerns between information technology and operational technology systems. This program is designed to prepare students for a variety of industry-recognized information technology (IT) security certification exams. An Associate in Applied Science (AAS) in Cybersecurity is also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward

this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Estrella Mountain Community College.

**Program Prerequisites:** None.

**Required Courses: (44 credits) Credits**

The following courses are required and included in the CCL in Cyber-security Fundamentals:

MST150++	Any Microsoft Windows course (3)	.....3
CIS105	Survey of Computer Information Systems	.....3
CIS111	Ethics in Information Technology	.....3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3)	.....3
+ CIS156	Python Programming: Level I	.....3
+ CIS271DB	Information Security Essentials	.....3
+ CIS272DB	Information Security Principles	.....3
CNT140AB	Introduction to Networks	.....4
+ ITS240	Ethical Hacking and Network Defense	.....3

The following courses are required for CCL in Critical Infrastructure

+ CIS143	Introduction to Critical Infrastructure Protection	.....3
+ CIS201	Introduction to Operational Technology	.....3
+ CIS202	Introduction to Smart Grid Security	.....3
+ CIS203	Risk Management Framework	.....3
+ CNT150AB	Switching, Routing, and Wireless Essentials	.....4

## Cyber Engineering

**Certificate of Completion - CCL 5149**

**42-46 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Martin Bencic

**Phone:** 623.845.3237

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Cyber Engineering program is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cyber Engineering program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

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

Only required courses taken within eight years of completion of the program may be applied towards this degree. Consult with your Faculty Mentor or Academic Advisor.

Clarified Program Note per CIS IC: Courses within any of

the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (42-46 credits) Credits**

The following courses are required and included in the CCL in Cyber-security Fundamentals:

+ BPC270	A+ Exam Prep: Operating System Configuration and Support (3) OR	
MST150++	Any Microsoft Windows course (3)	.....3
CIS105	Survey of Computer Information Systems	.....3
CIS111	Ethics in Information Technology (3) OR	
+ ITS120	Legal, Ethical and Regulatory Issues (3)	.....3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3)	.....3
+ CIS156	Python Programming: Level I	.....3
+ CIS190	Introduction to Networking (3)	.....3
CNT140AB	Introduction to Networks (4)	.....3-4
+ CIS270	Essentials of Network and Information Security (3) OR	
+ CIS271DB	Information Security Essentials (3)	
AND		
+ CIS272DB	Information Security Principles (3) OR	
+ ITS110	Information Security Fundamentals (3)	.....3-6
+ ITS240	Ethical Hacking and Network Defense	.....3
The following courses are required in the CCL in Cyber Engineering:		
+ CIS119DO	Introduction to Oracle: SQL (3) OR	
+ CIS276++	Any SQL Database course (3)	.....3
+ CIS162++	Any C Programming: Level I course	.....3
CIS227	Assembler Language	.....3
+ CIS238DL	Linux System Administration (3) OR	
+ CIS238RH	Red Hat System Administration II (3)	.....3
+ CIS250	Management of Information Systems	.....3
+ CIS262++	Any C Programming: Level II course	.....3

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

**Cyber Operations****Certificate of Completion - CCL 5165****41-42 credits****Field of Interest: Computer and Information Technology****For Information:** Martin Bencic**Phone:** 623.845.3237<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Cyber Operations program is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cyber Operations program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, and South Mountain Community Colleges.

**Program Prerequisites:** None.**Required Courses: (41-42 credits) Credits**

The following courses are required and included in CCL Cybersecurity Fundamentals:

+ BPC270	A+ Exam Prep: Operating System Configuration and Support (3) OR	
MST150++	Any Microsoft Windows course (3)	3
CIS105	Survey of Computer Information Systems	3
CIS111	Ethics in Information Technology (3) OR	
+ ITS120	Legal, Ethical and Regulatory Issues (3)	3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3)	3
+ CIS156	Python Programming: Level I	3
+ CIS190	Introduction to Networking (3) OR	
CNT140AB	Introduction to Networks (4)	3-4
+ ITS110	Information Security Fundamentals	3
+ ITS240	Ethical Hacking and Network Defense	3

The following courses are required in Cyber Operations:

BPC170	A+ Exam Prep: Computer Hardware Configuration and Support	3
+ CIS238DL	Linux System Administration (3) OR	
+ CIS238RH	Red Hat System Administration II (3)	3
+ CIS290AC	Computer Information Systems Internship (3) OR	
+ CIS298AC	Special Projects (3)	3
+ ITS291	Computer Forensics Foundations	4
+ ITS292	Advanced Computer Forensics	4

**Cybersecurity****Associate in Applied Science - AAS 3197****61-74 Credits****Field of Interest: Computer and Information Technology****For Information:** Martin Bencic**Phone:** 623.845.3237<https://www.gccaz.edu/business>

**Program Description:** The Associate in Applied Science in Cybersecurity is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. Certificates of Completion are also available in the following areas: Cybersecurity Fundamentals, Cyber Operations, Linux System Administration, Microsoft, Cisco Networking CCNA Security, Cyber Engineering, and Critical Infrastructure.

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

Only required courses and restricted electives taken within eight years of completion of the program may be applied towards this degree. Consult with your faculty mentor or Academic Advisor.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.**Required Courses: (24-28 credits) Credits**

+ BPC270	A+ Exam Prep: Operating System Configuration and Support (3) OR	
MST150++	Any Microsoft Windows course (3)	3
(MST150++ required for Microsoft System Administration specialization and Critical Infrastructure specialization.)		
CIS105	Survey of Computer Information Systems	3

CIS111 Ethics in Information Technology (3) OR  
 + ITS120 Legal, Ethical and Regulatory Issues (3) .....3

CIS126DL Linux Operating System (3) OR  
 CIS126RH Red Hat System Administration I (3) .....3

+ CIS156 Python Programming: Level I .....3

+ CIS190 Introduction to Networking (3) OR  
 CNT140AB Introduction to Networks (4) .....3-4  
 (CNT140AB required for Cisco Network Administration and Security  
 specialization and Critical Infrastructure specialization.)

+ CIS271DB Information Security Essentials (3)  
 AND  
 + CIS272DB Information Security Principles (3) OR  
 + CIS270 Essentials of Network and Information Security (3) OR  
 + ITS110 Information Security Fundamentals (3) .....3-6  
 (ITS110 required for Cyber Operations specialization; CIS271DB and  
 CIS272DB required for Critical Infrastructure specialization.)

+ ITS240 Ethical Hacking and Network Defense .....3

#### Restricted Electives: (15-18 credits) Credits

Students must complete 15 to 18 credits from the following list of courses.  
 Courses that are required for a specialization in Cyber Operations, Linux  
 System Administration, Microsoft System Administration, Cisco Network  
 Administration and Security, Cyber Engineering, and/or Critical Infrastructure  
 are noted. Courses cannot be repeated for credit.

#### Specialization I: Cyber Operations - Credits: 17

BPC170 A+ Exam Prep: Computer Hardware Configuration and  
 Support .....3

+ CIS238DL Linux System Administration (3) OR  
 + CIS238RH Red Hat System Administration II (3) .....3

+ CIS290AC Computer Information Systems Internship (3) OR  
 + CIS298AC Special Projects (3) .....3

+ ITS291 Computer Forensics Foundations .....4  
 + ITS292 Advanced Computer Forensics .....4

#### Specialization II: Linux System Administration - Credits: 15

+ CIS238DL Linux System Administration (3) OR  
 + CIS238RH Red Hat System Administration II (3) .....3

+ CIS239DL Linux Shell Scripting .....3  
 + CIS240DL Linux Network Administration .....3

+ CIS271DL Linux Security (3) OR  
 + CIS271RH<sup>1</sup> Red Hat System Administration IV (3) .....3

+ CIS275DL Linux Capstone .....3

#### Specialization III: Microsoft System Administration - Credits: 15

CIS121AH Microsoft PowerShell/Command Line Operations .....3  
 + MST155DC Installation, Storage, and Compute with Windows Server .....4  
 + MST157DC Networking with Windows Server .....4  
 + MST158DC Identity Management with Windows Server 2016 .....4

#### Specialization IV: Cisco Network Administration and Security - Credits: 16

CNT140AB Introduction to Networks .....4  
 + CNT150AB Switching, Routing, and Wireless Essentials .....4  
 + CNT160AB Enterprise Networking, Security, and Automation .....4

+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR  
 + CNT205 Cisco Certified Network Associate Security (4) .....4

#### Specialization V: Cyber Engineering - Credits: 18

+ CIS119DO Introduction to Oracle: SQL (3) OR  
 + CIS276++ Any SQL Database course (3) .....3

+ CIS162++ Any C Programming: Level I course .....3  
 (Students intending to transfer to University of Arizona (UA) South should  
 take CIS162 C Programming.)

CIS227 Assembler Language .....3

+ CIS238DL Linux System Administration (3) OR  
 + CIS238RH Red Hat System Administration II (3) .....3

+ CIS250 Management of Information Systems .....3  
 + CIS262++ Any C Programming: Level II course .....3

#### Specialization VI: Critical Infrastructure - Credits: 16

+ CIS143 Introduction to Critical Infrastructure Protection .....3  
 + CIS201 Introduction to Operational Technology .....3  
 + CIS202 Introduction to Smart Grid Security .....3  
 + CIS203 Principles of the Risk Management Framework .....3  
 + CNT150AB Switching, Routing, and Wireless Essentials .....4

#### General Education Requirements: (22-28 credits)

##### General Education Core: (12-18 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

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

COM100 required for students intending to transfer to Arizona State University  
 West to earn a Bachelor of Science in Applied Computing (Cybersecurity)

##### Critical Reading: 0-3

+ CRE101 College Critical Reading and Critical Thinking (3) OR  
 Equivalent as indicated by assessment.

##### Mathematics: 3-6

Any approved general education course in the Mathematics area.

##### General Education Distribution: (10 credits) Credits

##### Humanities, Arts and Design: 3

Any approved general education course(s) in the Humanities, Arts and  
 Design area.

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

**Social-Behavioral Sciences:** **3**  
 Any approved general education course(s) in the Social-Behavioral Sciences area.

**Natural Sciences:** **4**  
 Any approved general education course(s) from the Natural Sciences area.

## Cybersecurity Fundamentals

**Certificate of Completion - CCL 5154**  
**24-31 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Martin Bencic

**Phone:** 623.845.3237

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Cybersecurity Fundamentals is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to provide applied skills necessary for government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (24-31 credits)</b>	<b>Credits</b>
+ BPC270    A+ Exam Prep: Operating System Configuration and Support (3) OR	
MST150++    Any Microsoft Windows course (3) .....	3
CIS105    Survey of Computer Information Systems .....	3
CIS111    Ethics in Information Technology (3) OR	
+ ITS120    Legal, Ethical and Regulatory Issues (3) .....	3
CIS126DL    Linux Operating System (3) OR	
CIS126RH    Red Hat System Administration I (3) .....	3
+ CIS156    Python Programming: Level I .....	3

+ CIS190    Introduction to Networking (3) OR	
CNT140AB    Introduction to Networks (4) .....	3-4
+ CIS250    Management of Information Systems (3) .....	0-3
Only students taking CIS271DB would be required to take CIS250.	
+ CIS270    Essentials of Network and Information Security (3) OR	
+ CIS271DB    Information Security Essentials (3)	
AND	
+ CIS272DB    Information Security Principles (3) OR	
+ ITS110    Information Security Fundamentals (3) .....	3-6
+ ITS240    Ethical Hacking and Network Defense .....	3

## Dance

### General Information

**Field of Interest: Visual and Performing Arts**

**For Information:** Performing Arts Department

**Phone:** 623.845.3796

<https://www.gccaz.edu/performing-arts>

The Glendale Community College (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 Company, 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. See Associate in Arts, Fine Arts, Emphasis in Dance (8312) for specific course requirements.

## Desktop Support

**Certificate of Completion - CCL 5043**

**19-22 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Rachelle Hall

**Phone:** 623.845.3231

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Desktop Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in computer, network, and security technologies, as well as the interpersonal skills in customer service/technical support needed to be successful within the industry. Depending on course selection, this program helps prepare students for the CompTIA A+, CompTIA Network+, and/or CompTIA Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional CCLs in a variety of specializations within the

information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

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

**Program Prerequisites:** None.

<b>Required Courses: (18-19 credits)</b>		<b>Credits</b>
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support .....	3
+ BPC270	A+ Exam Prep: Operating System Configuration and Support .....	3
CIS102DA	Customer User Support .....	3
CIS105	Survey of Computer Information Systems .....	3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) .....	3

+ CIS190	Introduction to Local Area Networks (3) OR	
CNT140AB	Introduction to Networks(4) .....	3-4

(Note: CNT140AB is recommended for students interested in pursuing their Cisco Network Administration Certification.)

<b>Restricted Electives: (1-3 credits)</b>		<b>Credits</b>
Students must select one to three credits from the following:		
BPC171	Recycling Used Computer Technology .....	1
+ CIS290AA	Computer Information Systems Internship .....	1
+ CIS290AB	Computer Information Systems Internship .....	2
+ CIS290AC	Computer Information Systems Internship .....	3
+ CIS296WB	Cooperative Education .....	2
+ CIS296WC	Cooperative Education .....	3
+ CIS298AA	Special Projects .....	1
+ CIS298AB	Special Projects .....	2
+ CIS298AC	Special Projects .....	3

## Developmental Disabilities Specialist

**Certificate of Completion - CCL 5034**  
16 credits

**Field of Interest: Behavioral Science and Human Services**

**For Information:** Shana Hornstein

**Phone:** 623.845.4761

<https://www.gccaz.edu/psychology>

**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.

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

**Program Prerequisites:** None.

<b>Required Courses: (13 credits)</b>		<b>Credits</b>
Students must earn a grade of C or better for all Required Courses.		
PSY101	Introduction to Psychology .....	3
+ PSY241	Understanding and Changing Behavior .....	3
+ PSY243	The Psychology of Developmental Disabilities .....	3
+ PSY244	Internship in Psychology .....	1
+ PSY240	Developmental Psychology (3) OR	
+ PSY242	Understanding and Changing Behavior Lab (3) (1 <sup>2</sup> ) OR	
+ PSY266	Abnormal Psychology (3) .....	3

(PSY242 is recommended for those students interested in Registered Behavioral Technician certification.)

## **Restricted Electives: (3 credits)**

Student may select any combination of courses from the list below that total at least three credits. Restricted electives must be different from those courses counted in the Required Area.

ASL101	American Sign Language I .....	4
BHS170	Case Management and Clinical Documentation .....	3
BHS175	Introduction to Trauma-Informed Care and Trauma-Focused Caregiving .....	3
BHS180	Child, Family, and Adult Advocacy .....	3
BHS275	Infant and Early Childhood Mental Health .....	3
CFS/ECH176	Child Development .....	3
CFS112	Personal Growth and Family Relations .....	3
CFS205	Human Development .....	3
CFS235	Developing Child: Theory into Practice, Prenatal to Age Eight .....	3
CPD102AS	Conflict Resolution .....	2
COM110	Interpersonal Communication .....	3
EDU222	Introduction to the Exceptional Learner .....	3
FON100	Introductory Nutrition .....	3
HES154	First Aid/Cardiopulmonary Resuscitation .....	3
+ PSY240	Developmental Psychology .....	3
+ PSY266	Abnormal Psychology .....	3
ASL101	American Sign Language I .....	4
SPA115	Beginning Spanish Conversation I .....	3
+ SWU171	Introduction to Social Work .....	3

## Developmental Disabilities Specialist<sup>1</sup>

**Certificate of Completion - CCL 5034**  
17-18 credits

**Field of Interest: Behavioral Science and Human Services**

**For Information:** Shana Hornstein

**Phone:** 623.845.4761

<https://www.gccaz.edu/psychology>

**Program Description:** The Certificate of Completion (CCL) in Developmental Disabilities Specialist is designed for students

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

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.

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

**Program Prerequisites:** None.

<b>Required Courses: (14 credits)</b>		<b>Credits</b>
Students must earn a grade of C or better for all Required Courses.		
EDU222	Introduction to the Exceptional Learner (3) OR	
+ PSY243	The Psychology of Developmental Disabilities (3).....	3
PSY101	Introduction to Psychology.....	3
+ PSY240	Developmental Psychology (3) OR	
+ PSY266	Abnormal Psychology (3).....	3
+ PSY241	Understanding and Changing Behavior.....	3
+ PSY242	Understanding and Changing Behavior Lab.....	3 (1 <sup>1</sup> )
+ PSY244	Internship in Psychology.....	1

**Restricted Electives: (3-4 credits)** **Credits**

Student may select any combination of courses from the list below that total at least three credits. Restricted electives must be different from those courses counted in the Required Area.

ASL101	American Sign Language I.....	4
BHS170	Case Management and Clinical Documentation.....	3
BHS175	Introduction to Trauma-Informed Care and Trauma-Focused Caregiving.....	3
BHS180	Child, Family, and Adult Advocacy.....	3
BHS275	Infant and Early Childhood Mental Health.....	3
CFS112	Personal Growth and Family Relations.....	3
CFS/ECH176	Child Development.....	3
CFS205	Human Development.....	3
CFS235	Developing Child: Theory into Practice, Prenatal to Age Eight.....	3
COM110	Interpersonal Communication.....	3
EDU222	Introduction to the Exceptional Learner.....	3
FON100	Introductory Nutrition.....	3
HES154	First Aid/Cardiopulmonary Resuscitation.....	3
+ PSY240	Developmental Psychology.....	3
+ PSY266	Abnormal Psychology.....	3
SPA115	Beginning Spanish Conversation I.....	3
SWU171	Introduction to Social Work.....	3

## Digital Media Arts

**Associate in Applied Science - AAS 3567**  
**65-71 Credits**

**Field of Interest: Visual and Performing Arts**

**For Information:** Michelle Blomberg

**Phone:** 623.845.3667

<https://www.gccaz.edu/art-humanities>

**Program Description:** The Associate in Applied Science (AAS) in Digital Media Arts is designed for the student who wishes to develop skills in the area of graphic design, imaging, photography, animation, time-based, interactivity, and media production. The program emphasizes critical thinking, written communication, and teamwork by challenging students to develop their own design method, production workflow, and conceptual aesthetic. The program provides students with a broad understanding of media design and its place in society as a means to communicate. It allows for the development of an individual's personal interest in this area, prepares students for employment, and upgrades skills of those already employed in this field. Upon completion of the program, students will have compiled a professional portfolio. Employment opportunities include, but are not limited to, graphic design, animation, web design, and video production. Based on course selections, students may also pursue transfer opportunities.

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

This program also is offered at Phoenix College.

**Program Prerequisites:** None.

<b>Required Courses: (31 credits)</b>		<b>Credits</b>
+ ADA/ART169	2D Media Design.....	3
+ ADA/ART177	Digital Photographic Imaging I.....	3
ART100	Introduction to Digital Arts.....	1
ART111	Drawing I (3) OR	
ART116	Life Drawing I (3).....	3
ART142	Digital Photography.....	3
+ ART181	Graphic Design I.....	3
+ ADA/ART/MMT184	Digital Animation I.....	3
+ ART200	Animation and Interactivity.....	3
ADA/ART248	Design Self Promotion.....	3
+ ART280AC	Digital Media Arts and Design Capstone (3) OR	
+ ART297++	Computer Graphic Design Internship (3).....	3
+ JRN203	Writing for Online Media.....	3

**Restricted Electives: (12 credits)** **Credits**

Complete 12 credits from the following courses:

+ ART182	Graphic Design II.....	3
+ ART/MMT185	3D Modeling for Animation I.....	3
+ ART210	Design Tools for Imagery, Production, and Publishing.....	3
+ ART240	Cinematography and Directing for 2D/3D Animation.....	3
CIS133DA	Internet/Web Development.....	3
FMP108	Video Production.....	3
+ FMP215	Digital Video Effects.....	3
MTC191	Electronic Music I.....	3
MUC122	Sound Design I.....	3

**General Education Requirements: (22-28 credits)****General Education Core: (12-18 credits)****First-Year Composition:**

- + ENG101 First-Year Composition (3) OR  
 + ENG107 First-Year Composition for ESL (3)  
 AND

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

**Oral Communication:**

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

**Critical Reading:**

- + CRE101 College Critical Reading and Critical Thinking (3) OR  
 Equivalent as indicated by assessment.

**Mathematics:**

Any approved general education course from the Mathematics area.

Recommended for students planning to transfer to a four-year university:

- + MAT140 College Mathematics (5) OR  
 + MAT141 College Mathematics (4) OR  
 + MAT142 College Mathematics (3) OR  
 MAT145 College Mathematics with Review (5) OR  
 MAT146 College Mathematics with Review (6)

**General Education Distribution: (10 credits)****Humanities, Arts and Design:**

Students who intend to transfer should choose either ARH102 or HUM/THF205 to fulfill the [HU] requirement for transfer.

- ARH102 Renaissance Through Contemporary Art (3) OR  
 ARH110 History of Graphic Design (3) OR  
 HUM/THF205 Introduction to Cinema (3)

**Social-Behavioral Sciences:**

Any approved general education course from the Social-Behavioral Sciences area.

**Natural Sciences:**

Any approved general education course from the Natural Sciences area.

**Documentary Film Production****Certificate of Completion - CCL 5059**

**31 credits**

**Field of Interest: Visual and Performing Arts**

**For Information:** Stephanie Lucas

**Phone:** 623.845.3755

<https://www.gccaz.edu/art-humanities>

**Program Description:** The Certificate of Completion (CCL) in Documentary Film Production introduces the fundamentals of nonfiction filmmaking in a small, supportive setting with industry professionals as mentors. Includes technical aspects of documentary filmmaking (producing, camera, and audio) and exposure to the history and theory behind the art. Students will develop, shoot, and edit an original short documentary film, as well as collaborate on various non-fiction productions, which can include work for clients,

non-profits, and new media. An Associate in Applied Science (AAS) in Film and Media Production is also available.

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

**Program Prerequisites:** None.

**Required Courses: (31 credits)**

	<b>Credits</b>
ART142 Digital Photography .....	3
ART/COM/STO150 Digital Storytelling .....	3
FMP108 Video Production .....	3
FMP111AA Scripting for the Media .....	3
+ FMP114 Audio Production .....	3
FMP115 Introduction to Editing for Media .....	4
+ FMP204 Advanced Video Production .....	3
+ FMP/FMT270 Documentaries for Social Change .....	4
HUM212 Documentary Film .....	3

In consultation with Advisor or Program Director, choose one course from the following:

+ FMP/FMT117 Introduction to Cinematography .....	3
FMP208 Production Company Management .....	3
FMP260 Film and Media Producing and Financing .....	3
+ FMP/FMT294AC Special Topics in Motion Picture, Television, Documentary, and New Media Production .....	3

**Driver Operator****Certificate of Completion - CCL 5418N**

**This program is not eligible for Title IV Federal Financial Aid 8 credits**

**Field of Interest: Behavioral Science and Human Services**

**For Information:** Raul Muniz

**Phone:** 623.845.4776

<https://www.gccaz.edu/public-safety-sciences>

**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.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

**Admission Criteria:** Acceptance into the program and permission of Program Director is required.

This program also is offered at Mesa, Paradise Valley, and Phoenix Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (8 credits)**

	<b>Credits</b>
FSC111 Emergency Vehicle Driver Operator .....	2
FSC117 Fire Apparatus .....	3
FSC118 Fire Hydraulics .....	3

**Early Childhood Education**

**Associate in Applied Science - AAS 3186**  
**60-71 credits**

**Field of Interest: Education**

**For Information:** Judy Basham

**Phone:** 623.845.4479

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Associate in Applied Science (AAS) in Early Childhood Education (ECE) program is designed to prepare individuals for employment as early childhood professionals in a variety of educational settings. The AAS program includes courses based on current ECE theory and practice as well as general education classes to broaden a student's base of knowledge. Certificates of Completion are also available.

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

For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB vaccination.

This program also is offered at Chandler-Gilbert, Estrella Mountain, Mesa, Paradise Valley, Phoenix, Rio Salado, and South Mountain Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (29-34 credits)****Credits**

CFS/ECH176	Child Development (3) OR	
CFS235	Developing Child: Theory into Practice, Prenatal - Age Eight (3) OR	
EED205	The Developing Child: Prenatal to Age Eight (3) .....	3
EED225	Language and Literacy in the Context of Culture and Relationships .....	3
CFS101AH	Art Activities for the Young Child (1)	
AND		
ECH281	Movement/Music for the Young Child (1) OR	
+ EED210	Creative and Cognitive Play (3) OR	
ECH128	Early Learning: Play and the Arts (3) .....	2-3
EED200	Foundations of Early Childhood Education .....	3
CFS/ECH271	Arranging the Environment (1)	
AND		
CFS282	Mainstreaming The Young Child with A Disability (1)	
AND		
ECH282	Discipline/Guidance of Child Groups (1) OR	
EED212	Guidance, Management and the Environment (3) .....	3
CFS123	Health and Nutrition in Early Childhood (1)	
AND		
CFS125	Safety in Early Childhood Settings (1)	
AND		
ECH280	Food Experiences With Young Children (1) OR	
EED215	Early Learning: Health, Safety, Nutrition and Fitness (3) .....	3
EED222	Introduction to the Exceptional Young Child: Birth to	

EDU222	Age Eight (3) OR Introduction to the Exceptional Learner (3) .....	3
ECH269	Child Care Seminar (1)	
AND		
ECH287	Professional Development in Early Childhood Education (1)	
OR		
EED255	Portfolio Development and Writing for the Profession (3).....	2-3
+ CFS/ECH284AB	Early Childhood Teaching Internship (3) OR	
+ EED260	Early Childhood Infant/Toddler Internship (1)	
AND		
+ EED261	Early Childhood Preschool Internship (1) .....	2-3
ECH272	Science for the Young Child (1)	
AND		
ECH273	Math for the Young Child (1 )	
AND		
ECH275	Literacy Development and the Young Child (1)	
AND		
ECH279	Early Childhood Curriculum Development (1) OR	
+ EED278	Early Learning: Curriculum and Instruction - Birth/Preschool (3) .....	3-4
ECH140	Learning Made Visible Through Documentation (1)	
AND		
ECH270	Observing Young Children (1) OR	
+ EED280	Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth Age Eight (3) 2-3	

**Restricted Electives: (9-12 credits)****Credits**

Students must select 9 to 12 credits from the following and must complete a minimum of 60 credits for the degree. Students are encouraged to consult with a Faculty Advisor or student services analyst to identify the requirements for their desired academic and professional goals:

CFS+++	Any CFS Child/Family Studies course(s)
ECH+++	Any ECH Early Childhood Education course(s)
EDU+++	Any EDU Education course(s)
EED+++	Any EED Early Education course(s)
FCS+++	Any FCS Family and Consumer Science course(s)
ITD+++	Any ITD Infant/Toddler Development course(s)

**General Education Requirements: (19-25 credits)****General Education Core: (12-18 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 general education course from the Oral Communication area. Note: +COM225 is recommended for students who wish to transfer to the Bachelor of Arts in Education at Arizona State University.

**Critical Reading:****0-3**

+ CRE101	College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment.
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**Mathematics:**

Any approved general education course in the Mathematical Applications [MA] area (3-6)

**3-6**

AND

CFS282	Mainstreaming The Young Child with A Disability (1)	
AND		
ECH282	Discipline/Guidance of Child Groups (1) OR	
EED212	Guidance, Management and the Environment (3) .....	3

**General Education Distribution: (7 credits)****Credits****Humanities, Arts and Design:****3**

Any approved general education course from the Humanities, Arts and Design area.

Recommend: EDU/ENH291 Children's Literature OR  
EDU/HUM/STO292 The Art of Storytelling.

**Social-Behavioral Sciences:****0**

Fulfilled by EDU222 or EED222 in Required Courses area.

**Natural Sciences:****4**

Any approved general education course from the Natural Sciences area.

CFS123	Health and Nutrition in Early Childhood (1)	
AND		
CFS125	Safety in Early Childhood Settings (1)	
AND		
ECH280	Food Experiences With Young Children (1) OR	
EED215	Early Learning: Health, Safety, Nutrition and Fitness (3) .....	3

CFS101AH	Art Activities for the Young Child (1)	
AND		
ECH281	Movement/Music for the Young Child (1) OR	
ECH128	Early Learning: Play and the Arts (3) OR	
+ EED210	Creative and Cognitive Play (3) .....	2-3

**Early Childhood Education****Certificate of Completion - CCL 5056****36 credits****Field of Interest: Education**

**For Information:** Judy Basham

**Phone:** 623.845.4479

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Certificate of Completion (CCL) in Early Childhood Education program is designed to prepare students for employment as early childhood teachers in a variety of educational programs. Students learn effective teaching skills as they apply developmentally appropriate early childhood educational theory in the classroom setting. Courses have been selected with a focus on developing an educational career ladder. An Associate in Applied Science (AAS) in Early Childhood Education is also available and includes additional early childhood electives and general education classes to broaden the student's base of knowledge.

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

For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB vaccination.

This program also is offered at Chandler-Gilbert, Estrella Mountain, Mesa, Paradise Valley, Phoenix, Rio Salado, and South Mountain Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (29-34 credits)****Credits**

CFS/ECH176	Child Development (3) OR	
CFS235	Developing Child: Theory into Practice, Prenatal - Age Eight (3) OR	
EED205	The Developing Child: Prenatal to Age Eight (3) .....	3
EED200	Foundations of Early Childhood Education .....	3
CFS/ECH271	Arranging the Environment (1)	

EED222	Introduction to the Exceptional Young Child: Birth to Age Eight (3) OR	
EDU222	Introduction to the Exceptional Learner (3) .....	3

ECH272	Science for the Young Child (1)	
AND		
ECH273	Math for the Young Child (1 )	
AND		
ECH275	Literacy Development and the Young Child (1)	
AND		
ECH279	Early Childhood Curriculum Development (1) OR	
+ EED278	Early Learning: Curriculum and Instruction - Birth/Preschool (3) .....	3-4

EED225	Language and Literacy in the Context of Culture and Relationships (3) .....	3
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ECH140	Learning Made Visible Through Documentation (1)	
AND		
ECH270	Observing Young Children (1) OR	
+ EED280	Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth Age Eight (3) 2-3	

ECH269	Child Care Seminar (1)	
AND		
ECH287	Professional Development in Early Childhood Education (1)	
OR		
EED255	Portfolio Development and Writing for the Profession (3) ....	2-3

+ CFS/ECH284AB	Early Childhood Teaching Internship (3) OR	
+ EED260	Early Childhood Infant/Toddler Internship (1)	
AND		
+ EED261	Early Childhood Preschool Internship (1) .....	2-3

**Restricted Electives: (2-7 credits)** **Credits**

Students must select 2 to 7 credits from the following courses to meet a minimum of 36 credits for the certificate. Cannot be shared with Required Courses Area.

CFS+++	Any CFS Child/Family Studies course(s)
ECH+++	Any ECH Early Childhood Education course(s)
EDU+++	Any EDU Education course(s)
EED+++	Any EED Early Education course(s)

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

FCS+++ Any FCS Family and Consumer Science course(s)

ITD+++ Any ITD Infant/Toddler Development course(s)

## Economics

### General Information

**Field of Interest:** Culture and Society

**For Information:** Dmytro Zhosan

**Phone:** 623.845.3694

<https://www.gccaz.edu/social-sciences>

**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-Behavioral Sciences Requirements. ECN 211 or 212 are especially recommended.

Provide Needed Background for other careers especially in Business and Engineering, Social Work and Journalism. ECN 211 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:

ECN 211 and 212, GBS221, MAT 212 or 220 and 225

A broad background in social sciences, history, and philosophy is strongly recommended.

## Education

### General Information

**Field of Interest:** Education

**For Information:** Heather Merrill

**Phone:** 623.845.3768

<https://www.gccaz.edu/social-sciences>

**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

EDU236	Classroom Relationships (3) OR	
EDU291	Children's Literature (3) OR	
EDU292	The Art Of Storytelling (3) .....	3

### Other Recommendations for Elementary and

Special Education Majors:		Credits
+ COM225	Public Speaking .....	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	
+ MAT156	College Algebra/Functions with Review (3)	

MAT256	Investigating Quantity: Number, Operations and Numeration Systems (4) OR	
MAT257	Investigating Geometry, Probability and Statistics (4) .....	4

POS221	Arizona Constitution (1)	
AND		
POS222	U.S. Constitution (2) .....	3

See listing of courses for Associate in Arts in Elementary Education (AAEE) in the Graduation Requirements section.

## Electronic Music

### Academic Certificate - AC 6231N

**This program is not eligible for Title IV Federal Financial Aid 40 credits**

**Field of Interest:** Visual and Performing Arts

**For Information:** Doug Nottingham

**Phone:** 623.845.3915

<https://www.gccaz.edu/performing-arts>

**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.

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

This program also is offered at Mesa, Phoenix, and Scottsdale Community Colleges.

<b>Program Prerequisites: (0-3 credits)</b>	<b>Credits</b>
MTC100 Fundamentals of Music <sup>2</sup> (2) OR	
MTC101 Introduction to Music Theory (3) OR	
Permission of instructor.....	0-3

<b>Required Courses: (40 credits)</b>	<b>Credits</b>
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Students are required to complete a total of six credits of MTC240.

+ MTC105 Music Theory I.....	3
+ MTC106 Aural Perception I.....	1
+ MTC155 Music Theory II.....	3
+ MTC156 Aural Perception II.....	1
+ MTC205 Music Theory III.....	3
+ MTC206 Aural Perception III.....	1
+ MTC255 Music Theory IV.....	3
+ MTC256 Aural Perception IV.....	1
MTC191 Electronic Music I.....	3
+ MTC192 Electronic Music II.....	3
+ MTC193 Computer-Based Sound Synthesis.....	3
+ MTC240 Composition (3).....	6
+ MTC291 Electronic Music III.....	3
MUC195 Studio Music Recording I.....	3
+ MUC196 Studio Music Recording II (3) OR	
MUC197 Live Sound Reinforcement I (3).....	3

## Emergency Management

**Certificate of Completion - CCL 5304**  
**18 credits**

**Field of Interest: Behavioral Science and Human Services**

**For Administration of Justice Studies Information:** Paul Brown  
**Phone:** 623.845.3913  
<https://www.gccaz.edu/public-safety-sciences>

**For Fire Science Information:** Raul Muniz  
**Phone:** 623.845.4776  
<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certification of Completion (CCL) in Emergency Management provides the student with knowledge and skills required to conduct a comprehensive emergency management program. The program prepares students to manage emergency operations, hazardous materials incidents, tactics, strategy, and safety of firefighting activities, and customer service in the public sector. The student will be prepared for positions such as Emergency Manager, Emergency Management Planner, Emergency Operations Coordinator, Environmental Compliance Planner, and Emergency Management Specialist, working in state, local, federal, and international governments, business and industry, military installations, and health care facilities.

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

This program also is offered at Mesa, and Paradise Valley, and Phoenix Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (18 credits)</b>	<b>Credits</b>
AJS/FSC139 Emergency Response to Terrorism .....	3
AJS/FSC146 Disaster Recovery Operations .....	3
AJS/FSC147 Emergency Preparedness .....	3
AJS/FSC148 Fundamentals of Emergency Management .....	3
AJS/FSC149 Hazard Mitigation .....	3
FSC224 Incident Command Systems .....	3

## Emergency Medical Technology

### General Information

**Field of Interest: Health Sciences**

**For Information:** Rainier Perez

**Phone:** 623.845.3172

<https://www.gccaz.edu/public-safety-sciences>

**Certificate of Completion (CCL) in Emergency Medical Technology** curriculum provides the student with the necessary knowledge and skills in accordance with the National Emergency Medical Services (EMS) Scope of Practice published by National Highway Traffic Safety Administration (NHTSA) and the Arizona Department of Health Services. With successful completion of the curriculum and upon licensure, the candidate can seek employment with ambulance service companies, first responder agencies, fire departments, and hospitals as an Emergency Medical Technician (EMT). Emphasis is on the fundamental principles and skills required to provide emergency medical care for the ill or injured. An EMT will treat and stabilize the patient and may provide transport to a medical care facility. Includes instruction on preparatory topics, airway management, patient assessment, medical emergencies, trauma emergencies, pediatric care and EMS operations.

Paramedics are advanced-level providers of emergency care that are educated through a nationally accredited program of 1,500 to 2,000 hours. Paramedics are considered an extension of the hospital emergency department and receive formal education in anatomy, physiology, pathophysiology, cardiology, pulmonology, pharmacology, pediatrics, geriatrics, hematology, toxicology, and many more topics in emergency medicine. The paramedic scope of practice builds on EMT education and includes advanced patient assessment, advanced airway and ventilation management, electrocardiogram analysis and interpretation, administration of more than 50 emergency medications, intravenous therapy, advanced cardiac life support, pediatric advanced life support, trauma management, obstetric care, hazardous materials, and much more. Paramedics are certified through a process that includes national cognitive and psychomotor examinations. Paramedics continue their professional development through prescribed continuing education.

**Certificate of Completion (CCL) in Paramedicine Program** is a 14-month program that builds on the knowledge obtained in the EMT curriculum with an emphasis on patient assessment, fluid

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

resuscitation, cardiac monitoring, specialized medication administration, and life saving techniques. With advanced lab space, simulators, and mannequins; students learn in a case-based environment that prepares them for actual patient care by emulating real world settings. Most of our faculty still work in the pre-hospital setting and all actively maintain certification and licensure. You must be a licensed EMT before you are able to apply for the paramedic program. Our program is accredited by the Commission on Accreditation of Allied Health Education Programs.

The EMT Program meets the educational requirements set forth by the National EMS Scope of Practice published by NHTSA, National Registry of Emergency Medical Technicians (NREMT) and the State of Arizona Administrative Register, R9-25-301 Article 3: Training Programs, The State of Arizona, NREMT, and local EMS agencies may have additional requirements including state and federal criminal background investigations and disclosures to obtain certification and licensure as an EMT or Paramedic in Arizona.

## Emergency Medical Technology

**Certificate of Completion - CCL 5643N**

**This program is not eligible for Title IV Federal Financial Aid 13 credits**

**Field of Interest: Health Sciences**

**For Information:** Rainier Perez

**Phone:** 623.845.3172

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Emergency Medical Technology curriculum provides the student with the necessary knowledge and skills in accordance with the National EMS Scope of Practice published by National Highway Traffic Safety Administration (NHTSA) and the Arizona Department of Health Services. Successful completion of the curriculum and upon licensure, the candidate can seek employment with ambulance service companies, first responder agencies, fire departments, and hospitals as an Emergency Medical Technician (EMT). Emphasis is on the fundamental principles and skills required to provide emergency medical care for the ill or injured. The primary focus of an EMT is to respond to, assess and triage emergent, urgent, and non-urgent requests for medical care, apply basic knowledge and skills necessary to provide patient care and medical transportation to/from an emergency or health care facility.

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

EMT104 requires students to complete additional hours in a competency-based clinical, vehicular, and/or scenario based experience. Depending on the college, this may be completed through EMT104AB or Program Director-approved rotation.

This program also is offered at Chandler-Gilbert, Mesa, Paradise Valley, and Phoenix Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (13 credits)**

Students who have current validation in Basic Life Support (BLS) are required to receive credit by evaluation.

**Credits**

EMT101	Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer (0)	
AND		
	Credit By Evaluation (0.5) .....	0.5
+ EMT104AB	Applied Practical Studies for Emergency Medical Technology .....	0.5
+ EMT104LL	Emergency Medical Technology Practicum .....	2
+ EMT104	Emergency Medical Technology .....	10

## Emergency Medical Technology Comprehensive

**Certificate of Completion - CCL 5058**

**16-17 credits**

**For Information:** Rainier Perez

**Field of Interest: Health Sciences**

**Phone:** 623.845.3172

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Emergency Medical Technology Comprehensive curriculum provides the student with the necessary knowledge and skills in accordance with the National EMS Scope of Practice published by National Highway Traffic Safety Administration (NHTSA) and the Arizona Department of Health Services. This certificate provides students with the expanded knowledge and skills for pre-hospital settings. Successful completion of the curriculum and upon licensure, the candidate can seek employment with ambulance service companies, first responder agencies, fire departments, and hospitals as an Emergency Medical Technician (EMT). Emphasis is on the fundamental principles and skills required to provide emergency medical care for the ill or injured. The primary focus of an EMT is to respond to, assess and triage emergent, urgent, and non-urgent requests for medical care, apply basic knowledge and skills necessary to provide patient care and medical transportation to/from an emergency or health care facility, fire departments, and hospitals as an Emergency Medical Technician (EMT). Emphasis is on the fundamental principles and skills required to provide emergency medical care for the ill or injured. The primary focus of an EMT is to respond to, assess and triage emergent, urgent, and non-urgent requests for medical care, apply basic knowledge and skills necessary to provide patient care and medical transportation to/from an emergency or health care facility.

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

EMT104 requires students to complete additional hours in a competency-based clinical, vehicular, and/or scenario based experience. Depending on the college, this may be completed through EMT104AB or Program Director-approved rotation.

This program also is offered at Chandler-Gilbert, Mesa, Paradise Valley, and Phoenix Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (13 credits)**

Students who have current validation in Basic Life Support (BLS) are required to receive credit by evaluation.

EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR  
Current validation in Basic Life Support (BLS) Health Care Provider/ Professional Rescuer (0)

AND

Credit By Evaluation (0.5) .....0.5

+ EMT104AB Applied Practical Studies for Emergency Medical Technology 0.5

+ EMT104 Emergency Medical Technology .....10

+ EMT104LL Emergency Medical Technology Practicum .....2

**Restricted Electives: (3-4 credits)****Credits**

AJS/EMT/FSC/SWU258 Victimology and Crisis Management .....3

BIO156 Introductory Biology for Allied Health .....4

HCC145 Medical Terminology for Health Care Professionals .....3

PME190 Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals .....3

PME191 Introduction to Pharmacology for EMS Professionals .....3

**Engineering****General Information**

**Field of Interest:** Science, Technology, Engineering, and Mathematics

**For Information:** Dr. Didem Yamak Congress

**Phone:** 623.845.3974

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Engineering Program at Glendale Community College provides both the Associate in Applied Science (AAS) in Engineering Technology and the Associate in Science (AS), Emphasis in Engineering.

The AAS in Engineering Technology program prepares students as entry-level engineering technicians. They will apply basic engineering principles and technical skills to support engineers engaged in a wide variety of projects. Includes instruction in various engineering support functions, including preparation in the areas of research, production, and operations. This degree prepares highly skilled and needed workers for area manufacturers and the tech industry. For more information, please visit <https://www.maricopa.edu/degrees-certificates/science-technology-engineering-mathematics/engineering-technology-3187-aas>

The AS, Emphasis in Engineering provides the majority of the first two years of a four-year curriculum for students who wish to transfer to a four-year institution to earn a bachelor degree in an engineering discipline. With a bachelor degree students may pursue a career as an engineer in a number of areas including but not limited to aerospace engineering, biomedical engineering, chemical engineering, civil engineering, computer systems engineering, electrical engineering, industrial engineering, and mechanical engineering. For more information, please visit <https://www.maricopa.edu/degrees-certificates/science-technology-engineering-mathematics/associate-science-emphasis-engineering-8607-as>

**Credits****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.

**Program Course Offerings:****Credits**

+ ECE102 Engineering Analysis Tools and Techniques .....2

+ ECE103 Engineering Problem Solving and Design .....2

+ ECE105 MatLab Programming .....1

+ EEE202 Circuits and Devices .....5

+ ECE 211 Engineering Mechanics: Statics .....3

+ ECE 212 Engineering Mechanics: Dynamics .....3

+ ECE215 Mechanics of Materials .....3

+ ECE216 Computer Aided Engineering .....2

+ ECE216LL Computer Aided Engineering Laboratory .....1

+ EEE120 Digital Design Fundamentals .....4

+ CSC/EEE230 Computer Organization and Assembly Language .....4

**Other Course 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

+ MAT225 Elementary Linear Algebra .....3

+ MAT227 Discrete Mathematical Structures .....3

+ MAT230 Calculus with Analytic Geometry II .....5

+ MAT240 Calculus with Analytic Geometry III .....5

+ MAT276 Modern Differential Equations .....4

+ PHY115 University Physics I .....5

+ PHY116 University Physics II .....5

+ PHY241 University Physics III .....4

**Engineering Technology**

**Associate in Applied Science - AAS 3187**  
**60-68 credits**

**Field of Interest: Science, Technology, Engineering, and Mathematics**

**For Information:** Dr. Didem Yamak Congress

**Phone:** 623.845.3974

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Associate in Applied Science (AAS) in Engineering Technology program prepares students as entry-level engineering technicians. They will apply basic engineering principles and technical skills to support engineers engaged in a wide variety of projects. Includes instruction in various engineering support functions, including preparation in the areas of research, production, and operations. This degree will prepare highly skilled and needed workers for area manufacturers and the tech industry.

**Program Notes:** Students must earn a grade of C or better in each course in the program.

This program also is offered at Estrella Mountain, Paradise Valley, and South Mountain Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (26-33 credits)****Credits**

+ CHM130	Fundamental Chemistry (3)	
AND		
+ CHM130LL	Fundamental Chemistry Laboratory (1) OR	
+ CHM130AA	Fundamental Chemistry with Lab (4) OR	
+ CHM150	General Chemistry I (4)	
AND		
+ CHM151LL	General Chemistry I Laboratory (1) OR	
+ CHM150AA	General Chemistry I (5) OR	
+ CHM151	General Chemistry I (3)	
AND		
+ CHM151LL	General Chemistry I Laboratory (1) OR	
+ CHM151AA	General Chemistry I (4)	4-5
CIS105	Survey of Computer Information Systems	3
+ CIS150	Programming Fundamentals (3) OR	
+ CIS150AB	Object-Oriented Programming Fundamentals (3) OR	
+ CIS156	Python Programming: Level I (3) OR	
+ CIS159	Visual Basic 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) OR	
+ CSC100	Introduction to Computer Science (C++) (3) OR	
+ CSC100AA	Introduction to Computer Science (C++) (3) OR	
+ CSC100AB	Introduction to Computer Science (C++) (4) OR	
+ CSC110	Introduction to Computer Science (Java) (3) OR	
+ CSC110AA	Introduction to Computer Science (Java) (3) OR	
+ CSC110AB	Introduction to Computer Science (Java) (4)	3-4
+ ECE102	Engineering Analysis Tools and Techniques	2
+ ECE103	Engineering Problem Solving and Design	2
+ ECE216	Computer-Aided Engineering	2
+ ECE216LL	Computer Aided Engineering Laboratory	1

+ ECE104	EPICS Gold I (2) OR	
+ ECE294++	Special Topics in Engineering (1-4) OR	
+ ECE296++	Cooperative Education (1-3) OR	
+ ECE298++	Special Projects (1-3)	1-4

+ PHY111	General Physics I (4) OR	
+ PHY111AA	General Physics I (5)	
+ PHY115	University Physics I (5) OR	
+ PHY121	University Physics I: Mechanics (4)	4-5

+ PHY112	General Physics II (4) OR	
+ PHY116	University Physics II (5) OR	
+ PHY131	University Physics II: Electricity and Magnetism (4)	4-5

**Restricted Electives: (12-15 credits)****Credits**

In consultation with an Academic, Faculty, or Program Advisor, complete 12 to 15 credits of coursework from any of the areas below that best align with academic and professional goals. Students may select courses from multiple areas.

**General Application**

Select one of the following programming courses not already taken in required courses:

+ CIS150	Programming Fundamentals (3) OR	
+ CIS150AB	Object-Oriented Programming Fundamentals (3) OR	
+ CIS156	Python Programming: Level I (3) OR	
+ CIS159	Visual Basic 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) OR	
+ CSC100	Introduction to Computer Science (C++) (3) OR	
+ CSC100AA	Introduction to Computer Science (C++) (3) OR	
+ CSC100AB	Introduction to Computer Science (C++) (4) OR	
+ CSC110	Introduction to Computer Science (Java) (3) OR	
+ CSC110AA	Introduction to Computer Science (Java) (3) OR	
+ CSC110AB	Introduction to Computer Science (Java) (4)	3-4

Select one of the following courses not already taken in required courses:

+ ECE104	EPICS Gold I (2) OR	
+ ECE294++	Special Topics in Engineering (1-4) OR	
+ ECE296++	Cooperative Education (1-3) OR	
+ ECE298++	Special Projects (1-3)	1-4

+ ECE105	MATLAB Programming	1
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ECE106	Survey of Nanotechnology (1) OR	
+ MNT110	General Principles of Nanotechnology (3)	1-3

AIT100	Industrial Safety (1) OR	
CON271	Construction Safety (3) OR	
GTC/MIT/OSH106	Industrial Safety (2)	1-3

+ MAT206	Elements of Statistics	3
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**Biomedical Engineering Technician**

BIO160	Introduction to Human Anatomy and Physiology (4) OR	
+ BIO201	Human Anatomy and Physiology I (4)	4

BIO175	Research Methods in Biology	1
BIO211AA	Biotechnology Seminar: Biomedical Applications	1
ECE111	Bioengineering Systems	3

**Civil Engineering Technician**

+ CET211	Strength of Materials (3) OR	
CON223	Strength of Materials (3) .....	3
+ CON241	Surveying .....	3
+ ECE216	Computer-Aided Engineering .....	2
+ ECE216LL	Computer-Aided Engineering Laboratory .....	1
GLG101	Introduction to Geology I - Physical Lecture (3)	
AND		
GLG103	Introduction to Geology I - Physical Lab (1) OR	
GLG101IN	Introduction to Geology I - Physical (4) .....	4

**Drafting for Engineering Technician**

CAD100	Fundamentals of 2D AutoCAD .....	3
+ CAD101	Elements of CAD Graphics (AutoCAD) .....	3
+ CAD145	Design Principles for Industry .....	3
DFT100	Introduction to Drafting .....	3
DFT110	Introduction to Drafting .....	3
DFT126	Building Trades Blueprint Reading .....	3
+ ECE216	Computer-Aided Engineering .....	2
+ ECE216LL	Computer-Aided Engineering Laboratory .....	1

**General Education Requirements: (19-23 credits)****General Education Core: (13-17 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**

COM100	Introduction to Human Communication (3) OR
COM110	Interpersonal Communication (3) OR
+ COM225	Public Speaking (3) OR
COM230	Small Group Communication (3) .....
Recommend +COM225 or COM230.	

**Critical Reading:****0-3**

+ CRE101	College Critical Reading and Critical Thinking (3) OR
Equivalent as indicated by assessment.	

**Mathematics:****4-5**

+ MAT187	Precalculus (5) OR
+ MAT220	Calculus with Analytic Geometry I (5) OR
+ MAT221	Calculus with Analytic Geometry I (4) .....

**General Education Distribution: (6 credits)****Credits****Humanities, Arts and Design:****3**

Any approved general education course in the Humanities, Arts and Design area.

**Social-Behavioral Sciences:****3**

Any approved general education course in the Social-Behavioral Sciences area.

Recommend ECN211 or ECN212.

**Natural Sciences:****0**

Met by CHM or PHY in Required Courses.

**Enrolled Agent**

**Certificate of Completion - CCL 5958**  
**17-18 credits**

**Field of Interest: Business, Entrepreneurialism, and Management**

**For Information:** Scott Stroher

**Phone:** 623.845.3453

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Enrolled Agent program helps to prepare students for the Enrolled Agent Examination. The Internal Revenue Service (IRS) Enrolled Agent credential allows tax practitioners to represent taxpayers before the IRS when it comes to collections, audits, and appeals. Enrolled Agents' expertise in the continually changing field of taxation enables them to effectively represent taxpayers at all administrative levels within the IRS. Students who successfully complete this CCL may also seek employment as tax preparers.

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

Consultation with an Academic Advisor is recommended for course selection.

The Volunteer Income Tax Assistance (VITA) program internship is only available in the spring semester- Contact a program adviser for more information.

This program also is offered at Chandler-Gilbert, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (15 credits)****Credits**

ACC111	Accounting Principles I (3) OR	
ACC211	Financial Accounting (3) .....	3
ACC121	Income Tax Preparation .....	3
+ ACC221	Tax Accounting .....	3
+ ACC224	Tax Practice Administration and Business Entity Analysis .....	3
CIS105	Survey of Computer Information Systems .....	3

**Restricted Electives: (2-3 credits)****Credits**

Students should select two to three credits from the list below:

ACC105	Payroll, Sales and Property Taxes .....	3
+ ACC112	Accounting Principles II .....	3
+ ACC115	Computerized Accounting .....	3
+ ACC222	Payroll Accounting .....	3
+ ACC230	Uses of Accounting Information I .....	3
+ ACC270AB	Accounting Internship .....	2
+ ACC270AC	Accounting Internship .....	3

**English****General Information****Field of Interest:** Culture and Society**For Information:** Dr. Jennifer Lane**Phone:** 623.845.3436<https://www.gccaz.edu/english>**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 (literature) courses encourage personal enrichment through the study of literature.

Courses in English as a second language assist speakers of other languages 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 computer skills. Papers must be typed and research is database driven.

**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.

**Entrepreneurial Studies Level I****Certificate of Completion - CCL 5819N****This program is not eligible for Title IV Federal Financial Aid 10-11 credits****Field of Interest:** Business, Entrepreneurialism, and Management**For Information:** Kendra Swensen**Phone:** 623.845.3749<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Entrepreneurial Studies Level I program is designed to provide students with an introduction to the entrepreneurial process. Courses include a history of entrepreneurship, current research into its impacts on society, types of business start-up opportunities, and creating a preliminary business plan, as well as securing a healthy financial future. A CCL in Entrepreneurial Studies Level II is also available.

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

This program also is offered at GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.**Required Courses: (10-11 credits)****Credits**

EPS150	Introduction to Entrepreneurship .....	3
EPS160	New Venture Creation .....	2
EPS162	Introduction to Social Entrepreneurship (3) OR	
EPS195	Business Start-Up and Planning (2) .....	2-3
GBS/HEC132	Personal and Family Financial Security .....	3

**Entrepreneurial Studies Level II****Certificate of Completion - CCL 5820****18-19 credits****Field of Interest:** Business, Entrepreneurialism, and Management**For Information:** Kendra Swensen**Phone:** 623.845.3749<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Entrepreneurial Studies Level II program is designed to prepare students to acquire additional skills, tools and knowledge necessary for successful venture opportunities. A CCL in Entrepreneurial Studies Level I is also available and fully embedded in this program.

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

This program also is offered at GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community

Colleges.

**Program Prerequisites:** None.**Required Courses: (18-19 credits)****Credits**

EPS150	Introduction to Entrepreneurship .....	3
EPS160	New Venture Creation .....	2
EPS162	Introduction to Social Entrepreneurship (3) OR	
EPS195	Business Start-Up and Planning (2) .....	2-3
GBS/HEC132	Personal and Family Financial Security .....	3
EPS161	New Venture Law and Finance (3) OR	
EPS180	Technology Business Planning (3) .....	3
EPS165	New Venture Feasibility Analysis .....	2
MGT253	Owning and Operating a Small Business .....	3

## Exercise Science: Health, Fitness and Sports Performance

**Associate in Applied Science - AAS 3059**  
**63-72.5 (63-74.5<sup>1</sup>)credits**

**Field of Interest: Health Sciences****For Information:** Louise So**Phone:** 623.845.3883<https://www.gccaz.edu/fitness-wellness>

**Program Description:** The Associate in Applied Science (AAS) in Exercise Science: Health, Fitness and Sports Performance program prepares students for the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy of Sports Medicine (NASM) and the American Council on Exercise (ACE) personal trainer certifications. The curriculum is designed to prepare students for employment in entry-level positions such as personal training within health and fitness clubs, wellness centers, and public and private recreation facilities. This curriculum also provides good preparation for transfer to a four-year bachelor's program.

**Program Notes:** Students must earn a grade of C or better required for all courses within the program.

This program also is offered at Chandler-Gilbert, Mesa, Paradise Valley, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.**Required Courses: (44-48.5 credits)****Credits**

+ BIO181	General Biology (Majors) I (4) OR One year of high school biology.....	0-4
+ BIO201	Human Anatomy and Physiology I .....	4
EMT101	Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.50) OR	
HES106	Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR	
	Current Basic Life Support (BLS) Health Care Provider/Professional Rescuer certification (0) .....	0-0.5

EXS101	Introduction to Exercise Science .....	3
+ EXS125	Introduction to Exercise Physiology .....	3
+ EXS210	Assessment and Program Design: Muscular Fitness .....	2
+ EXS211	Assessment and Program Design: Flexibility and Balance ....	2
+ EXS212	Assessment and Program Design: Cardiorespiratory Fitness ....	2
+ EXS213	Assessment and Program Design: Weight Management and Motivation .....	2
+ EXS214 <sup>1</sup>	Instructional Competency: Flexibility and Mind Body Exercises ..	2
+ EXS215 <sup>1</sup>	Resistance Training and Recovery Techniques .....	3
+ EXS216 <sup>1</sup>	Instructional Competency: Muscular Strength and Conditioning .....	2
+ EXS217 <sup>1</sup>	Cardiorespiratory and Flexibility Training .....	3
+ EXS218 <sup>1</sup>	Instructional Competency: Cardiorespiratory Exercises and Activities .....	2
+ EXS290	Introduction to Evidence Based Practice .....	3
+ 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) (OR <sup>1</sup> ).....	3
+ EXS275	Sport Science Internship (3) OR	
+ EXS275AA	Sport Science Internship (1)	
AND		
+ EXS275AB	Sport Science Internship (2) OR	
+ EXS239AA	Practical Applications of Personal Training Skills and Techniques Internship (1)	
AND		
+ EXS275AB	Sport Science Internship (2) OR	
+ EXS239AB	Practical Applications of Personal Training Skills and Techniques Internship (2)	
AND		
+ EXS275AA	Sport Science Internship (1) .....	3
FON100	Introductory Nutrition (3) OR	
FON241	Principles of Human Nutrition (3) .....	3
HES100	Healthful Living .....	3
HES210	Cultural Aspects of Health and Illness .....	3
PED101ST	Strength Training .....	1
PED101BC	Boot Camp (1) OR	
PED101BS	Body Sculpting (1) OR	
PED101CY	Cycling - Indoor (1) OR	
PED101GF	Group Fitness/Aerobics (1) OR	
PED101KB	Kickboxing (1) OR	
PED101PC	Physical Conditioning (1) OR	
PED101PS	Pilates (1) OR	
PED101SR	Stretch and Relaxation (1) OR	
PED101TC	Tai Chi (1) OR	
PED101TX	Suspension Training (1) OR	
PED101YG	Gentle Yoga (1) OR	
PED101YH	Hatha Yoga (1) OR	
PED101YO	Yoga (1) OR	
PED101YP	Power Yoga (1) OR	
PED101YR	Restorative Yoga (1) OR	
PED101ZU	Zumba® Fitness (1).....	1

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

PSY101 Introduction to Psychology .....3

**General Electives: (4-5<sup>1</sup> credits) Credits**

Students must choose four (4) additional credits of general elective courses.

(CHM130 AND CHM130LL), OR (CHM151 and CHM151LL) OR BIO202 are recommended for students who intend to transfer.

Students must choose four to five additional credits of general elective courses<sup>1</sup>.

The following courses are recommended for students who intend to transfer:

CHM130 Fundamental Chemistry (3)  
AND  
CHM130LL Fundamental Chemistry Laboratory (1) OR  
CHM130AA Fundamental Chemistry with Lab (4) OR

CHM150 General Chemistry I (4) OR  
CHM151 General Chemistry I (3)

AND  
CHM151LL General Chemistry I Laboratory (1) OR  
CHM150AA General Chemistry I (5) OR  
CHM151AA General Chemistry I (4) OR

BIO202 Human Anatomy and Physiology II (4) .....4-5

**General Education Requirements: (15-20 (15-21<sup>1</sup>) credits)**

**General Education Core: (12-17 (12-18<sup>1</sup>) 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**

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 and Critical Thinking (3) OR  
Equivalent as indicated by assessment.

**Mathematics: 3-5 (3-6<sup>1</sup>)**

+ MAT150 College Algebra/Functions (5) OR  
+ MAT151 College Algebra/Functions (4) OR  
+ MAT152 College Algebra/Functions (3) (OR<sup>1</sup>)  
+ MAT155<sup>1</sup> College Algebra/Functions with Review (5) OR  
+ MAT156<sup>1</sup> College Algebra/Functions with Review (6)

**General Education Distribution: (3 credits) Credits**

**Humanities, Arts and Design: 3**

Any approved general education course from the Humanities, Arts and Design area.

**Social-Behavioral Sciences: 0**

Met by HES100 in Required Courses.

**Natural Sciences: 0**

Met by BIO201 in Required Courses.

## Film and Media Production

**Associate in Applied Science - AAS 3570**  
**60-68 credits**

**Field of Interest: Visual and Performing Arts**

**For Information:** Stephanie Lucas

**Phone:** 623.845.3755

<https://www.gccaz.edu/art-humanities>

**Program Description:** The Associate in Applied Science (AAS) in Film and Media Production is designed to help students develop the creative and technical skills needed to work in the competitive film and video industry. Students receive comprehensive training in the craft, process, and theory behind visual storytelling. The program uses the latest technologies and provides opportunities for students to develop their skills and professionalism with real world projects, both in the laboratory and on location. This program is focused on independent filmmaking with the spirit of entrepreneurship in the field. A Certificate of Completion (CCL) in Documentary Film Production is also available.

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

**Program Prerequisites:** None.

<b>Required Courses: (9 credits)</b>		<b>Credits</b>
FMP108	Video Production .....	3
+ FMP114	Audio Production .....	3
FMP115	Introduction to Editing for Media .....	3

**Restricted Electives: (25-31 credits) Credits**

In addition to completing the Required Courses, students must select one of the following specializations:

**Specialization 1: Film and Media Production - Credits: 30-31**

<b>Film and Media Production Core Credits: 18</b>		
MUC122	Sound Design I .....	3
FMP105	Studio Production .....	3
FMP111	Screenwriting I (3) OR	
FMP111AA	Scripting for the Media (3) .....	3
+ FMP/FMT117	Introduction to Cinematography .....	3
+ FMT134	Pre-Production for Motion Picture and Television .....	3
+ FMP134	Pre-Production for Motion Picture and Television .....	3

FMP208	Production Company Management (3) OR	
FMP260	Film and Media Producing and Financing (3) .....	3

**Film and Media Production Related Area Credits: 12-13**

Complete two Production courses for a total of six credits from the following:

ART142	Digital Photography .....	3
+ FMP/FMT151	TV and New Media Production .....	3
+ FMP204	Advanced Video Production (Required choice if selecting +FMT217 as Capstone/Internship) .....	3
+ FMP215	Digital Video Effects .....	3

Complete one Humanities Film course for a total of three credits from the following:

HUM/THF206	Introduction to Television Arts .....	3
HUM/THF210	Contemporary Cinema .....	3
HUM211AA	Foreign Films: Classics .....	3

HUM212	Documentary Film .....	3
HUM213	Hispanic Film .....	3

Complete one Capstone/Internship course for a total of three to four credits based on career goals:

+ ART280AC	Digital Media Arts and Design Capstone .....	3
+ FMP211	Screenwriting II .....	3
+ FMP214AC	Video Production Internship .....	3
+ FMP/FMT270	Documentaries for Social Change .....	4
+ FMP275	Advanced Portfolio Production .....	4
+ FMT217	Advanced Cinematography .....	3

#### Specialization 2: Documentary Film Production - Credits: 25

##### Documentary Film Production Core Credits: 19

ART142	Digital Photography .....	3
ART/COM/STO150	Digital Storytelling .....	3
FMP111AA	Scripting for the Media .....	3
+ FMP204	Advanced Video Production .....	3
+ FMP/FMT270	Documentaries for Social Change .....	4
HUM212	Documentary Film .....	3

##### Documentary Film Production Related Area Credits: 6

In consultation with Advisor or Program Director, choose two courses for a total of six credits:

+ FMP/FMT117	Introduction to Cinematography .....	3
FMP208	Production Company Management .....	3
FMP260	Film and Media Producing and Financing .....	3
+ FMP/FMT294AC	Special Topics in Motion Picture, Television, Documentary, and New Media Production .....	3

##### General Electives: (0-4 credits)

Credits

Students must complete additional courses to meet the 60 minimum credits required for the degree.

##### General Education Requirements: (22-28 credits)

##### General Education Core: (12-18 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

##### 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 and Critical Thinking (3) OR Equivalent as indicated by assessment.
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##### Mathematics:

3-6

Any approved general education course from the Mathematics area. Students who want to transfer to university recommend the following:

+ MAT140	College Mathematics (5) OR
+ MAT141	College Mathematics (4) OR
+ MAT142	College Mathematics (3) OR
MAT145	College Mathematics with Review (5) OR
MAT146	College Mathematics with Review (6)

##### General Education Distribution: (10 credits)

Credits

#### Humanities, Arts and Design:

3

HUM/THF205 Introduction to Cinema

#### Social-Behavioral Sciences:

3

Any approved general education course from the Social-Behavioral Sciences area.

PSY101 is recommended.

#### Natural Sciences:

4

Any approved general education course from the Natural Sciences area.

## Fingerprint Identification and Photography

### Certificate of Completion - CCL 5010N

**This program is not eligible for Title IV Federal Financial Aid 10 credits**

**Field of Interest: Behavioral Science and Human Services**

**For Information:** Paul Brown

**Phone:** 623.845.3913

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Fingerprint Identification and Photography is designed to prepare students for entry level positions in the field of fingerprint classification and identification. It is one pathway to the Associate in Applied Science (AAS) in Forensic Science.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This program also is offered at Chandler-Gilbert, Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

### Required Courses (10 credits)

Credits

AJS101	Introduction to Criminal Justice .....	3
AJS213	Evidence Technology/Fingerprints .....	3
AJS214	Evidence Technology/Photography .....	3
AJS290BN	Courtroom Testimony Seminar .....	1

## Fire Science

### General Information

**Field of Interest: Behavioral Science and Human Services**

**For Information:** Raul Muniz

**Phone:** 623.845.4776

<https://www.gccaz.edu/public-safety-sciences>

**Student Goals:** Career-related

The Fire Science program at Glendale Community College prepares the student primarily for a career in fire service. It also 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. However, a degree in Fire Science does not 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 Fire Science Department.

To be considered for employment in local fire departments, a candidate must meet the following minimum standards:

- United States citizenship;
- A high school diploma or GED equivalency certificate;
- No felony conviction in any state or federal jurisdiction;
- A medical examination by a licensed physician attesting that no physical conditions exist which would adversely affect the performance of duties as a firefighter;
- Successful completion of the agility and written (general knowledge) tests and oral interview as specified by the employing fire department;
- Proportional height and weight; and
- 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.

Also see Associate in Applied Science Fire Science 3205.

## Fire Science

**Certificate of Completion - AAS 3205**  
60-88 credits

**Field of Interest: Behavioral Science and Human Services**

**For Information:** Raul Muniz

**Phone:** 623.845.4776

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Associate in Applied Science (AAS) in Fire Science provides the opportunity for individuals seeking careers in the fire service to acquire standard firefighting skills and prepare for state and/or national certifications, including the Firefighter I and II Certification. Students will gain broad knowledge and skills necessary to work effectively in the fire service as firefighters. A Certificate of Completion in Firefighter Operations also is available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Consult with your faculty mentor or Academic Advisor to determine educational requirements, including possible university transfer options, for your chosen career field.

**Admission Criteria:** Admission to program is required. See Program Director for details.

This program also is offered at Mesa, Paradise Valley, and Phoenix Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (37-57 credits)**

**Credits**

+ EMT104	Emergency Medical Technology (10)	
AND		
EMT104LL	Emergency Medical Technology Practicum (2) OR	
	Arizona State EMT Certification (0) OR	
	Arizona State Paramedic Certification (0) OR	
	Permission of Program Director (0)	0-12
FSC101	Introduction to Fire Service Selection and Entry (4) OR	
	Current employment as a firefighter as determined by the Program	
	Director. (0)	0-4
+ FSC102	Fire Department Operations	11
FSC105	Hazardous Materials/First Responder (3) OR	
	Permission of Program Director (0)	0-3
FSC108	Fundamentals of Fire Prevention (3) OR	
FSC110	Wildland Firefighter (3)	3
	FSC110 is recommended.	
FSC113	Introduction to Fire Suppression	3
FSC117	Fire Apparatus	3
FSC118	Fire Hydraulics	3
FSC119	Introduction Fire Service Ethics	3
FSC130	Fitness for Firefighters/CPAT (1) OR	
	Verification of CPAT completion (0)	0-1
FSC134	Fitness and Conditioning for Firefighters (3) OR	
+ FSC234	Fitness and Wellness for Firefighter Candidates (3)	3
	FSC234 is recommended for students who have already completed	
	the Fire Academy equivalent of FSC102.	
+ FSC174	Functions of Command	2
+ FSC208	Firefighter Safety and Building Construction	3
FSC215	Customer Service in the Public Sector	3

**Restricted Electives: (1-3 credits)**

**Credits**

FSC++++	Any Fire Science Technology course	1-3
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Recommend the following:

FSC202	Supervisory Training for Firefighters	3
+ FSC204	Firefighting Tactics and Strategy	3
+ FSC282AC	Service-Learning Experience in Fire Science	3
+ FSC296WC	Cooperative Education	3

**General Education Requirements: (22-28 credits)**

**General Education Core: (12-18 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)	

<b>Oral Communication:</b>	<b>3</b>	<b>Required Courses: (29 credits)</b>	<b>Credits</b>
COM100 Introduction to Human Communication (3) OR		+ ENG111 Technical and Professional Writing .....	3
COM110 Interpersonal Communication (3) OR		FSC119 Introduction Fire Service Ethics .....	3
+ COM225 Public Speaking (3) OR		+ FSC167 Fire Captain Academy .....	6
COM230 Small Group Communication (3)		FSC202 Supervisory Training for Firefighters .....	3
COM100 is recommended.		+ FSC204 Firefighting Tactics and Strategy .....	3
<b>Critical Reading:</b>	<b>0-3</b>	+ FSC208 Firefighter Safety and Building Construction .....	3
+ CRE101 College Critical Reading and Critical Thinking (3) OR		+ FSC214 Human Resources Management in Fire Service .....	3
Equivalent as indicated by assessment.		+ FSC220 Fire Officer .....	5
<b>Mathematics:</b>	<b>3-6</b>	<b>Restricted Electives: (3-9 credits)</b>	<b>Credits</b>
+ MAT140 College Mathematics (5) OR		Students should select three to nine credit hours from the following	
+ MAT141 College Mathematics (4) OR		courses in consultation with a Program Director.	
+ MAT142 College Mathematics (3) OR		FSC++++ Any Fire Science Technology course(s) .....	3-9
MAT145 College Mathematics with Review (5) OR			
MAT146 College Mathematics with Review (6) OR			
Equivalent or higher level mathematics course in the Mathematical			
Applications [MA] area.			
<b>General Education Distribution: (10 credits)</b>	<b>Credits</b>	<b>General Education Requirements: (22-28 credits)</b>	
		<b>General Education Core: (12-18 credits)</b>	<b>Credits</b>
<b>Humanities, Arts and Design:</b>	<b>3</b>	<b>First-Year Composition:</b>	<b>6</b>
Any approved general education course from the Humanities, Fine Arts		+ ENG101 First-Year Composition (3) OR	
and Design [HU] area.		+ ENG107 First-Year Composition for ESL (3)	
<b>Social-Behavioral Sciences:</b>	<b>3</b>	AND	
Any approved general education course from the Social and Behav-		+ ENG102 First-Year Composition (3) OR	
ioral Sciences [SB] area.		+ ENG108 First-Year Composition for ESL (3)	
<b>Natural Sciences:</b>	<b>4</b>	<b>Oral Communication:</b>	<b>3</b>
Any approved general education course from the Natural Sciences		COM100 Introduction to Human Communication (3) OR	
[SG/SQ] area.		COM110 Interpersonal Communication (3) OR	
		+ COM225 Public Speaking (3) OR	
		COM230 Small Group Communication (3)	
		COM100 is recommended.	
		<b>Critical Reading:</b>	<b>0-3</b>
		+ CRE101 College Critical Reading and Critical Thinking (3) OR	
		Equivalent as indicated by assessment.	
		<b>Mathematics:</b>	<b>3-6</b>
		+ MAT140 College Mathematics (5) OR	
		+ MAT141 College Mathematics (4) OR	
		+ MAT142 College Mathematics (3) OR	
		MAT145 College Mathematics with Review (5) OR	
		MAT146 College Mathematics with Review (6) OR	
		Equivalent or higher level mathematics course in the Mathematical	
		Applications [MA] area.	
		<b>General Education Distribution: (10 credits)</b>	<b>Credits</b>
		<b>Humanities, Arts and Design:</b>	<b>3</b>
		Any approved general education course from the Humanities, Fine Arts	
		and Design [HU] area.	
		<b>Social-Behavioral Sciences:</b>	<b>3</b>
		Any approved general education course from the Social and Behav-	
		ioral Sciences [SB] area.	
		SOC101 is recommended.	
		<b>Natural Sciences:</b>	<b>4</b>
		Any approved general education course from the Natural Sciences	
		[SG/SQ] area.	
		BIO100, or BIO160, or (CHM130 AND CHM130LL) is recommended.	

## Fire Service Management

### Certificate of Completion - AAS 3207

60 credits

**Field of Interest: Behavioral Science and Human Services**

**For Information:** Raul Muniz

**Phone:** 623.845.4776

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Associate in Applied Science (AAS) in Fire Service Management can be used by professional firefighters for promotional opportunities within the Fire Services. The program provides courses for experienced professional firefighters who desire to learn advanced fireground tactics and strategy, building construction, practical incident command, supervisory training of personnel, public administration, basic finance, and human resource management. Students can select from a variety of fire science electives to meet their professional goals. A Certificate of Completion (CCL) in Fire Service Management is also available.

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

**Admission Criteria:** Current employment as a firefighter and/or Firefighter I and II Certification and/or related experience as determined by the Program Director.

This program also is offered at Mesa, Paradise Valley, and Phoenix Community Colleges.

**Program Prerequisites:** None.

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

## Fire Service Management

Certificate of Completion - CCL 5420  
21 credits

**Field of Interest:** Behavioral Science and Human Services

**For Information:** Chris Coughlin

**Phone:** 623.845.3205

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Fire Service Management can be used by professional firefighters for promotional opportunities within the Fire Services. The program provides courses for experienced professional firefighters who desire to learn advanced fireground tactics and strategy, building construction, practical incident command, supervisory training of personnel, public administration, basic finance, and human resource management. An Associate in Applied Science (AAS) in Fire Service Management is also available.

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

**Admission Criteria:** Current employment as a firefighter and/or Firefighter I and II Certification and/or related experience as determined by the Program Director.

This program also is offered at Mesa, Paradise Valley, and Phoenix Community Colleges.

**Program Prerequisites:** None.

Required Courses: (21 credits)	Credits
FSC119 Introduction to Fire Service Ethics .....	3
+ FSC167 Fire Captain Academy .....	6
FSC202 Supervisory Training for Firefighters .....	3
+ FSC204 Firefighting Tactics and Strategy .....	3
+ FSC208 Firefighter Safety and Building Construction .....	3
+ FSC214 Human Resources Management in Fire Service .....	3

## Firefighter Operations

Certificate of Completion - CCL 5557  
16-32 credits

**Field of Interest:** Behavioral Science and Human Services

**For Information:** Raul Muniz

**Phone:** 623.845.4776

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Firefighter Operations provides the opportunity for individuals seeking careers in the fire service to acquire minimum standard firefighting skills and prepare for state and/or national certifications, including the Firefighter I and II Certification. An Associate in Applied Science (AAS) in Fire Science is also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

**Admission Criteria:** Formal application and admission to the program is required.

This program also is offered at Mesa, Paradise Valley, and Phoenix Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (16-32 credits)**

**Credits**

+ EMT104 Emergency Medical Technology (10)	
AND	
EMT104LL Emergency Medical Technology Practicum (2) OR	
Arizona State EMT Certification (0) OR	
Arizona State Paramedic Certification (0) OR	
Permission of Program Director (0) .....	0-12
FSC105 Hazardous Materials/First Responder (3) OR	
Permission of Program Director (0) .....	0-3
FSC130 Fitness for Firefighters/CPAT (1) OR	
Verification of CPAT completion (0) .....	0-1
+ FSC102 Fire Department Operations .....	11
FSC134 Fitness and Conditioning for Firefighters .....	3
+ FSC174 Functions of Command .....	2

## Fitness and Wellness

**General Information**

**Field of Interest:** Health Services

**For Information:** Lisa Lewis

**Phone:** 623.845.3784

<https://www.gccaz.edu/fitness-wellness>

**Student Goals:** Transfer, Career-related, Personal Interest

The Fitness and Wellness program seeks to help students apply their knowledge of fitness, health, and nutrition in a practical and professional manner. Instructors guide students toward the institutional learning outcomes of personal wellness responsibility and career goals. In collaboration with the Food and Nutrition Program; we offer courses and degree programs which prepare students for immediate entry into the workforce, for transfer to university, or for personal interest.

Our fitness and nutrition labs and facilities have state-of-the-art equipment that enhance students testing skills in VO2 max, body composition, muscular strength, power and flexibility. Notable facilities include the Sports Performance Lab, Fitness Centers, Adapted Fitness Center, Powerhouse, Olympic-sized swimming pool, tennis courts, and racquetball courts.

**Wellness Education (WED):** Students can learn about alternative medicine, medication, and aromatherapy to enhance overall personal health for a lifetime.

**Physical Education (PED):** Physical activity courses benefit the overall health and fitness of students, and include courses that enhance cardiovascular fitness, muscular strength and endurance, flexibility, balance, and sport skills.

**Health (HES):** 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.

**Recreation (REC):** Glendale Community College (GCC) and

Arizona State University's (ASU) West Campus have agreed to provide a transfer guide to students who are pursuing a Bachelor of Science (BS) in Recreation. Those students may complete their first and second years of study at GCC leading to an Associate in Arts (AA) degree and continue their third and fourth years of study at ASU's West Campus and receive a bachelor degree from ASU's West Campus. It is recommended that recreation majors seek departmental advice at registration time. Under the above agreement, the following course may be taken at GCC and transferred directly to ASU's West Campus: REC120 Leisure and the Quality of Life.

**Exercise Science (EXS) Degree Pathways:** GCC's Fitness and Wellness Program offers various pathways to obtaining certificates and degrees in the fields of Exercise Science and Personal Training. 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 or Associate in Applied Science (AAS) degree (and eventually a four-year institution) in Exercise and Wellness, Physical Education, Kinesiology, Wellness, or Health Promotion. Students should see a Department Advisor each semester to plan for easy transition to the university.

Students continuing on to a four-year institution will be well on their way to a career in Personal Training, Strength and Conditioning, Youth and Senior Fitness, Group Fitness, Weight Management, Health and Wellness Coaching, Sports Coaching, Athletic Training, Physical Therapy, Corporate Wellness, and other health related fields. Students should see a Program Advisor each semester to plan for easy transition to the university.

Fitness professionals assess and design fitness programs and supervise workouts for clients who want to improve their fitness level in a safe, motivating, and effective manner. Many fitness professionals also consult, advise, or offer online fitness services for clients. As businesses, government, and insurance organizations continue to recognize the benefits of health and fitness programs for their employees, incentives to join gyms or other types of health clubs are expected to increase the need for fitness trainers and instructors. Other employment growth will come from the continuing emphasis on exercise to combat obesity and encourage healthier lifestyles for people of all ages.

Job prospects and earning potential improve for workers with professional certifications and formal education in the field. Employment of fitness trainers and instructors is projected to grow 13% from 2018 to 2028 which is much faster than the average for all occupations.

Nationally certified fitness professionals have a greater earning potential and are more credible to employers and clients. Students who complete our degree and certificate programs will be prepared to become nationally certified by:

- American College of Sports Medicine (ACSM)
- American Council on Exercise (ACE)
- National Academy of Sports Medicine (NASM)
- National Strength and Conditioning Association (NSCA)
- Other national fitness organizations accredited by the National Commission for Certifying Agencies (NCCA)
- Certificates of Completion (CCLs) and AAS Degrees:

**Personal Trainer (CCL)** program is designed to help prepare students for employment in the fitness industry as a personal trainer. The program provides students with a fundamental knowledge of human anatomy and physiology, nutrition, weight

management, CPR and AED training, and skills to assess, design, and implement safe and effective exercise programs.

**Personal Trainer: Advanced (CCL)** is based on the foundation of the Personal Trainer CCL, and offers more advanced and diversified courses. Students who complete both programs will be prepared for the AAS in Exercise Science: Health, Fitness and Sports Performance.

**Exercise Science: Health, Fitness and Sports Performance (AAS)** is designed to prepare students for employment in entry-level positions such as personal training within health and fitness clubs, wellness centers, and public and private recreation facilities. This curriculum also provides good preparation for transfer to a four-year bachelor degree program. The program prepares students for personal trainer certification exams from the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy of Sports Medicine (NASM) and the American Council on Exercise (ACE).

**Exercise Science: Pre-Physical Therapy (AA)** This program provides the first two years of a four-year curriculum for students who wish to specialize in Exercise Science/Kinesiology and are preparing for graduate programs in physical therapy or other health fields. With a bachelor's degree, students may pursue a career as a fitness director or an exercise physiologist. With a graduate degree; careers may include physical therapy, occupational therapy, athletic training, exercise physiology, sports medicine, and physician assistant.

## Forensic Science

**Associate in Applied Science - AAS 3183**  
**60-65 credits**

**Field of Interest: Behavioral Science and Human Services**

**For Information:** Paul Brown

**Phone:** 623.845.3913

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Associate in Applied Science (AAS) in Forensic Science provides the student with a specialization in forensic investigation as it relates to crime. The curriculum presents a specialized scope of knowledge about photography, collection and preservation of evidence, and investigative strategies. The program provides students with an important knowledge base for investigative specialization in a wide range of disciplines and careers. This degree pathway also provides students with the opportunity to complete two Certificates of Completion (CCL) in Crime Scene Investigation, and Fingerprint Identification and Photography.

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

This program also is offered at Chandler-Gilbert, Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

Required Courses: (31-41 credits)		Credits
AJS101	Introduction to Criminal Justice .....	3
AJS123	Ethics and the Administration of Justice .....	3

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

AJS275	Criminal Investigation I	3
AJS290BN	Courtroom Testimony Seminar	1

Equivalent as indicated by assessment.

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

AJS216	Criminalistics: Biological Evidence (3) OR	
FOR106	Forensic Science: Biological Evidence (4)	3-4

Students should select courses from one of the following emphases based on career goals.

#### Crime Scene (15 credits)

AJS109	Substantive Criminal Law	3
AJS210	Constitutional Law	3
AJS213	Evidence Technology/Fingerprints	3
AJS214	Evidence Technology/Photography	3
AJS260	Procedural Criminal Law	3

#### Lab Science (23 credits)

ASM/FOR275	Forensic Anthropology	4
+ CHM151	General Chemistry I	3
+ CHM151LL	General Chemistry I Laboratory	1
+ CHM152	General Chemistry II	3
+ CHM152LL	General Chemistry II Laboratory	1
+ PHY111	General Physics I	4
+ PHY112	General Physics II	4
Any course with the HU, C and G general education designations (3) OR		
Any course with the HU, C and H general education designations (3)		3

#### Restricted Electives: (3 credits)

Credits

Students must complete three credits of restricted electives.

Students interested in the **Crime Scene Emphasis**

CIS105	Survey of Computer Information Systems (3) OR	
BPC110	Computer Usage and Applications (3) OR	
AJS+++++	Any AJS Administration of Justice Studies course not listed in the required courses area. (3)	3

Students interested in the **Lab Science Emphasis**

CIS105	Survey of Computer Information Systems (3) OR	
BPC110	Computer Usage and Applications (3)	3

#### General Electives: (0-10 (0-14') credits)

Credits

Students must choose 0 to 10 additional credits of general elective courses. Total number of general electives required will largely depend upon emphasis selected.

#### General Education Requirements: (12-24 credits)

##### General Education Core: (12-20 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	
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##### Critical Reading:

0-3

+ CRE101	College Critical Reading and Critical Thinking (3) OR	
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#### Mathematics:

3-8

##### Crime Scene Emphasis (3-5)

+ MAT140	College Mathematics (5) OR	
+ MAT141	College Mathematics (4) OR	
+ MAT142	College Mathematics (3) OR	
Higher course with an [MA] general education designation (3-5)		

##### Lab Science Emphasis (3-8)

+ MAT150	College Algebra/Functions (5) OR	
+ MAT151	College Algebra/Functions (4) OR	
+ MAT152	College Algebra/Functions (3) AND	
+ MAT182	Plane Trigonometry (3) OR	
+ MAT187	Precalculus (5) OR	
Higher course with an [MA] general education designation (3-8)		

#### General Education Distribution: (0-4 credits)

Credits

##### Humanities, Arts and Design:

0

Met by AJS123 in Required Courses area.

##### Social-Behavioral Sciences:

0

Met by AJS101 in Required Courses area.

##### Natural Sciences:

0-4

Recommended Course for **Crime Scene Emphasis:**

+ CHM130	Fundamental Chemistry (3)	
AND		
+ CHM130LL	Fundamental Chemistry Laboratory (1) OR	
+ CHM151	General Chemistry I (3)	
AND		
+ CHM151LL	General Chemistry I Laboratory (1) OR	
FOR105	Forensic Science: Physical Evidence (4) OR	
FOR106	Forensic Science: Biological Evidence (4)	

**Lab Science Emphasis** met by CHM151 and CHM151LL.

## **Foundations of Early Childhood Education**

### **Certificate of Completion - CCL 5054**

**18-19 credits**

#### Field of Interest: **Education**

**For Information:** Judy Basham

**Phone:** 623.845.4479

<https://www.gccaz.edu/consumer-sciences>

**Program Description:** The Certificate of Completion (CCL) in Foundations of Early Childhood Education is designed to prepare students with foundational knowledge regarding the growth and development of the young child. Topics include cognitive and physical development of the young child, language acquisition, curriculum development, health and safety guidelines, business procedures, and family/community relationship building. This CCL is embedded (can be used to fulfill part of the requirements) in a second available CCL, Early Childhood Education. Both CCLs are embedded (can be used to fulfill requirements) in the Associate in Applied Science (AAS) in Early Childhood Education.

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

For some employment and field experiences (including internship

courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB vaccination.

This program also is offered at Chandler-Gilbert, Estrella Mountain, Mesa, Paradise Valley, Phoenix, Rio Salado, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (18-19 credits)</b>	<b>Credits</b>
CFS/ECH176 Child Development (3) OR	
CFS235 Developing Child: Theory into Practice, Prenatal - Age Eight (3) OR	
EED205 The Developing Child: Prenatal to Age Eight (3) .....	3
EED200 Foundations of Early Childhood Education .....	3
CFS/ECH271 Arranging the Environment (1)	
AND	
CFS282 Mainstreaming The Young Child with A Disability (1)	
AND	
ECH282 Discipline/Guidance of Child Groups (1) OR	
EED212 Guidance, Management and the Environment (3) .....	3
CFS123 Health and Nutrition in Early Childhood (1)	
AND	
CFS125 Safety in Early Childhood Settings (1)	
AND	
ECH280 Food Experiences With Young Children (1) OR	
EED215 Early Learning: Health, Safety, Nutrition and Fitness (3) .....	3
CFS101AH Art Activities for the Young Child (1)	
AND	
ECH281 Movement/Music for the Young Child (1) OR	
ECH128 Early Learning: Play and the Arts (3) OR	
+ EED210 Creative and Cognitive Play (3) .....	2-3
EDU222 Introduction to the Exceptional Learner (3) .....	
EED222 Introduction to the Exceptional Young Child: Birth to Age Eight (3) OR.....	3
+ EED260 Early Childhood Infant/Toddler Internship (1)	
AND	
+ EED261 Early Childhood Preschool Internship (1) .....	2-3

## General Business

**Associate in Applied Science - AAS 3148**  
61-66 credits

**Field of Interest: Business, Entrepreneurialism, and Management**

**For Information:** Scott Stroher  
Phone: 623.845.3453  
<https://www.gccaz.edu/business>

**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. A Certificate of Completion (CCL) in General Business is available.

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

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (21 credits)</b>	<b>Credits</b>
ACC111 Accounting Principles I .....	3
CIS105 Survey of Computer Information Systems .....	3
GBS120 Workplace Communication Skills (3) OR	
+ GBS233 Business Communication (3) .....	3
GBS151 Introduction to Business .....	3
GBS205 Legal, Ethical and Regulatory Issues in Business .....	3
MGT175 Business Organization and Management (3) OR	
MGT251 Human Relations in Business (3) .....	3
MKT271 Principles of Marketing .....	3

### Restricted Electives: (18 credits)

Students should select 18 credits from the following courses. Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.

<b>Restricted Electives: (18 credits)</b>	<b>Credits</b>
ACC+++ Any ACC Accounting course(s)	
CIS114DE Excel Spreadsheet .....	3
CIS117DM Microsoft Access: Database Management .....	3
CIS133DA Internet/Web Development Level I .....	3
EPS+++ Any EPS Entrepreneurial Studies course(s)	
GBS+++ Any GBS General Business course(s)	
IBS+++ Any IBS International Business course(s)	
MGT+++ Any MGT Management course(s)	
MKT+++ Any MKT Marketing course(s)	
REA+++ Any REA Real Estate course(s)	
SBS+++ Any SBS Small Business Management course(s)	

### General Education Requirements: (22-27 credits)

#### General Education Core: (12-17 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

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

#### Critical Reading: 0-3

+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment.

<b>Mathematics:</b>	3-5
Any approved general education course from the Mathematics area.	
<b>General Education Distribution: (10 credits)</b>	<b>Credits</b>
<b>Humanities, Arts and Design:</b>	3
Any approved general education course in the Humanities, Arts and Design area.	
<b>Social-Behavioral Sciences:</b>	3
ECN211    Macroeconomic Principles (3) OR	
ECN212    Microeconomic Principles (3) OR	
SBU200    Society and Business (3)	
<b>Natural Sciences:</b>	4
Any approved general education course in the Natural Sciences area.	

## General Business

**Certificate of Completion - CCL 5683**  
21 credits

**Field of Interest: Business, Entrepreneurialism, and Management**

**For Information:** Scott Stroher

**Phone:** 623.845.3453

<https://www.gccaz.edu/business>

**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 an introduction to business concepts, accounting and computer principles, and legal issues related to business. An Associate in Applied Science (AAS) is also available.

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

This program also is offered at Chandler-Gilbert, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (12 credits)</b>	<b>Credits</b>
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

Students should select nine credits from the following courses. Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.

ACC+++    Any ACC Accounting course(s)	
CIS114DE    Excel Spreadsheet .....	3
CIS117DM    Microsoft Access: Database Management .....	3
CIS133DA    Internet/Web Development Level I .....	3
EPS+++    Any EPS Entrepreneurial Studies course(s) .....	1-3
GBS+++    Any GBS General Business course(s)	
MGT+++    Any MGT Management course(s)	
MKT+++    Any MKT Marketing course(s)	
IBS+++    Any IBS International Business course(s)	
REA+++    Any REA Real Estate course(s)	
SBS+++    Any SBS Small Business Management course(s)	

## Geology and Earth Science

### General Information

**Field of Interest: Science, Technology, Engineering, and Mathematics**

**For Information:** Gary Calderone

**Phone:** 623.845.3654

<https://www.gccaz.edu/physical-sciences>

**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 bachelor'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 and

GLG103) satisfies the [SQ] lab science requirement. Likewise, when taken in combination of lecture and lab together, Historical Geology (GLG102 and GLG104) and Geologic Disasters and the Environment (GLG110 and GLG111) 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
GLG110	Geologic Disasters and the Environment .....	3
GLG111	Geological Disasters and the Environment Lab.....	1

## Healthcare Technology Systems

**Associate in Applied Science - AAS 3161**  
62-77 credits

**Field of Interest: Health Sciences**

**For Information:** John Gibson

**Phone:** 623.845.3419

<https://www.gccaz.edu/business>

**Program Description:** The Associate in Applied Science (AAS) in Healthcare Technology Systems degree is designed to develop the knowledge, technical skills and problem solving strategies needed by IT departments of healthcare organizations. Potential employers include hospitals, insurance companies, billing companies, medical practices, pharmacies, health solutions companies, and public agencies. Coursework and career development experiences include training in web development, programming, database management, Data Analytics, system development, project management, as well as Artificial Intelligence (AI), Machine Learning, and other emerging technologies to solve healthcare IT challenges in jobs such as an analyst, software developer, project manager, and informatics specialist. A standalone Certificate of Completion (CCL) is also available for students who already have a bachelor's degree or equivalent work experience as determined by the Program Director. Students can also pursue a bachelor's degree in technology or related fields.

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

BPC110 or CIS105 are not applicable if taken more than five years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

Students are encouraged to speak with an Academic Advisor or Program Director before starting the program.

Students interested in pursuing the Business and Administration Interdisciplinary Studies - Technology Management 90-30, bachelor's program should consult with a Northern Arizona University transfer specialist at their campus.

This program also is offered at Paradise Valley Community College.

**Program Prerequisites:** None.

Required Courses: (40-49 credits)	Credits
BPC110 Computer Usage and Applications (3) OR	
CIS105 Survey of Computer Information Systems (3) OR	
Permission of Program Director .....	0-3

CIS116	Computer Graphics: Introduction to Microsoft Visio .....	1
CIS117DM	Microsoft Access: Database Management .....	3
CIS133DA	Internet/Web Development Level I .....	3
+ CIS150AB	Object-Oriented Programming Fundamentals .....	3
CIS224	Project Management Microsoft Project for Windows .....	3
+ CIS276DA	MySQL Database (3) OR	
+ CIS276DB	SQL Server Database (3) .....	3
HCC130	Fundamentals of Health Care Delivery (3) OR	
	Permission of Program Director .....	0-3
HCC145	Medical Terminology for Health Care Professionals (3) OR	
HCC145AA	Medical Terminology for Health Care Professionals I (1) OR	
HCC146	Common Medical Terminology for Health Care Professionals (2) OR	
	Permission of Program Director .....	0-3
+ HTM150	Introduction to Healthcare IT Systems .....	3
+ HTM200	Healthcare IT Software Infrastructure: Interoperability, Security and mHealth .....	3
+ HTM230	Healthcare Data Analytics, Artificial Intelligence and Machine Learning .....	3
+ HTM250	Healthcare IT Systems Development Life Cycle (SDLC) .....	3
+ HTM270	Healthcare IT Systems Capstone .....	3
+ HTM280	Healthcare Technology Systems Career Strategies .....	3
+ CIS156	Python Programming: Level I (3) OR	
+ CIS159	Visual Basic Programming I (3) OR	
+ CIS162AC	Visual C++: Level I (3) OR	
+ CIS162AD	C#: Level I (3) OR	
+ CIS163AA	Java Programming: Level I (3) .....	3
CIS165++	Any Mobile Application Development course (3) OR	
CIS166++	Any Web Scripting course(s) (3) .....	3

### General Education Requirements: (22-28 credits)

#### General Education Core: (12-18 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 general education course from the Oral Communication (COM) area.

+ COM225 Public Speaking is recommended for students transferring to Northern Arizona University (NAU).

#### Critical Reading: 0-3

+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment.

#### Mathematics: 3-6

+ Any approved general education course from the Mathematics area.  
Recommend MAT14+ or MAT15+ for students seeking university transfer.

#### General Education Distribution: (10 credits) Credits

#### Humanities, Arts and Design: 3

Any approved general education course from the Humanities, Arts and

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

Design [HU] area.

**Social-Behavioral Sciences:** **3**  
Any approved general education course from the Social- Behavioral Sciences [SB] area.

**Natural Sciences:** **4**  
Any approved general education course from the Natural Sciences (Quantitative) [SQ] area of the Natural Sciences (General) [SG] area.

## Healthcare Technology Systems

**Certificate of Completion - CCL 5836**  
**37-46 credits**

**Field of Interest: Health Sciences**

**For Information:** John Gibson

**Phone:** 623.845.3419

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Healthcare Technology Systems degree is designed to develop the knowledge, technical skills and problem solving strategies needed by IT departments of healthcare organizations. Potential employers include hospitals, insurance companies, billing companies, medical practices, pharmacies, health solutions companies, and public agencies. Coursework and career development experiences include training in web development, programming, database management, Data Analytics, system development, project management, as well as Artificial Intelligence (AI), Machine Learning, and other emerging technologies to solve healthcare IT challenges in jobs such as an analyst, software developer, project manager, and informatics specialist. An Associate in Applied Science (AAS) in Healthcare Technology Systems is also available for students who do not have a bachelor's degree or equivalent work experience as determined by the Program Director.

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

BPC110 or CIS105 are not applicable if taken more than five years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

Students who already possess a bachelor's degree, or higher from an accredited institution, are allowed to pursue the Certificate of Completion (CCL) in Healthcare Technology Systems rather than the Associate in Applied Science (AAS) in Healthcare Technology Systems option. Students who do not yet have a bachelor's degree but who have the relevant work or other educational experience may speak with the Program Director to see if an exception is possible.

Students are encouraged to speak with an Academic Advisor or Program Director before starting the program.

This program also is offered at Paradise Valley Community College.

**Program Prerequisites:** None.

Required Courses: (37-46 credits)	Credits
BPC110 Computer Usage and Applications (3) OR	
CIS105 Survey of Computer Information Systems (3) OR	
Permission of Program Director .....	0-3

CIS116 Computer Graphics: Introduction to Microsoft Visio .....	1
CIS117DM Microsoft Access: Database Management .....	3
CIS133DA Internet/Web Development Level I .....	3
+ CIS150AB Object-Oriented Programming Fundamentals .....	3
CIS224 Project Management: Microsoft Project for Windows .....	3
+ CIS276DA MySQL Database (3) OR	
+ CIS276DB SQL Server Database (3) .....	3
HCC130 Fundamentals of Health Care Delivery (3) OR	
Permission of Program Director .....	0-3
HCC145 Medical Terminology for Health Care Professionals (3) OR	
HCC145AA Medical Terminology for Health Care Professionals I (1) OR	
HCC146 Common Medical Terminology for Health Care Professionals (2) OR	
Permission of Program Director .....	0-3
+ HTM150 Introduction to Healthcare IT Systems .....	3
+ HTM200 Healthcare IT Software Infrastructure: Interoperability, Security and mHealth .....	3
+ HTM230 Healthcare Data Analytics, Artificial Intelligence and Machine Learning .....	3
+ HTM250 Healthcare IT Systems Development Life Cycle (SDLC) .....	3
+ HTM270 Healthcare IT Systems Capstone .....	3
+ CIS156 Python Programming: Level I (3) OR	
+ CIS159 Visual Basic Programming I (3) OR	
+ CIS162AC Visual C++: Level I (3) OR	
+ CIS162AD C#: Level I (3) OR	
+ CIS163AA Java Programming: Level I (3) .....	3
CIS165++ Any Mobile Application Development course (3) OR	
CIS166++ Any Web Scripting course(s) (3) .....	3

## History

### General Information

**Field of Interest: Culture and Society**

**For Information:** Donna Allen

**Phone:** 623.845.4760

<https://www.gccaz.edu/social-sciences>

**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.

## Homeland Security

**Certificate of Completion - CCL 5322N**

**This program is not eligible for Title IV Federal Financial Aid 15 credits**

**Field of Interest: Behavioral Science and Human Services**

**For Information:** Paul Brown

**Phone:** 623.845.3913

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Homeland Security program is designed to provide students with the knowledge and skills needed to conduct a homeland security evaluation and to assess, investigate and respond to terrorism incidents. It also provides criminal justice practitioners with an opportunity for academic growth and the development of specialized skills in homeland security.

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

This program also is offered at Chandler-Gilbert, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, and South Mountain Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (15 credits)**

	<b>Credits</b>
AJS/FSC139 Emergency Response to Terrorism .....	3
AJS/FSC147 Emergency Preparedness .....	3
AJS/FSC148 Fundamentals of Emergency Management .....	3
AJS/FSC149 Hazard Mitigation .....	3
AJS195 International and Domestic Terrorism .....	3

## Honors Program

**General Information**

**For Information:** Honors Office

**Phone:** 623.845.3650

<https://www.gccaz.edu/honors>

The Honors Program at Glendale Community College offers talented and motivated students opportunities for 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 professors to give more individual attention to students.

Honors courses are offered in all Fields of Interest and most satisfy a general education requirement for graduation from GCC. Honors courses fit into a student's guided pathway, and most courses will transfer to four-year colleges and universities. Honors courses are

indicated as such on transcripts.

Students who complete a minimum of 15 honors credits (pass/fail credits excluded), complete required co-curricular activities, 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 and diploma. 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.
- Financial awards.
- Special recognition for honors achievements.
- Participation in cultural, social, and service activities.
- Honors Forums.
- Assistance with transfer to Arizona state universities.
- Eligibility to participate in regional, national, and international programs and conferences.

For further information, please visit <https://www.gccaz.edu/honors>, or contact the Honors Office at 623.845.3743.

**Presidents' Honors Scholarship**

Recent graduates of a secondary education program in Maricopa County (including NCA-accredited, charter, private, religious high schools, and homeschool) with a final, unweighted GPA of 3.25 or higher may apply for the Presidents' Honors Scholarship.

Qualified students must enroll during the academic year following high school graduation without having enrolled in any institution other than a Maricopa Community College. Students submitting the Presidents' Honors Scholarship application must be able to show legal presence in the United States and be eligible to receive public funds. In addition, students must also be a resident of Maricopa County while on scholarship.

Application materials and information on deadlines can be found at: <https://www.gccaz.edu/honors/apply>

If accepted, Presidents' Scholars must meet the following requirements as a condition of their scholarships:

- Attend all Honors Program orientations and meetings, including those conducted virtually via Canvas.
- Submit all required acknowledgements and renewal agreements.
- Enroll in and complete a minimum of 12 credits at the 100+ level (pass/fail credits excluded) each Fall and Spring semester.
- Enroll in and complete with a grade of "C" or higher at least 3 credits of Honors coursework/contract each semester.
- Maintain a cumulative Grade Point Average (GPA) of 3.250 or higher. (Cumulative GPA does include all Maricopa Community College credits.)
- Maintain continuous enrollment for the four semesters (summer session excluded).
- Complete two co-curricular activities each semester as defined by the Honors Program.

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.

Honors Program students should not withdraw from courses or alter class schedules without first consulting the Honors Office.

All refund, drop-add, and withdrawal policies, dates, and deadlines apply to Honors Program students.

### Honors Achievement Award

Continuing and transfer students who have accumulated a minimum of 12 credits in courses numbered 100 and above (pass/fail credits excluded) and who have a cumulative MCCCDC GPA of 3.250 or higher may apply for the Honors Achievement Award.

Application materials and information on deadlines can be found at: <https://www.gccaz.edu/honors/apply>

An Honors Achievement Award is earned at the end of the semester when a student successfully meets all the requirements to receive an award:

- Apply for the award before the deadline.
- Attend all Honors Program orientations and meetings, including those conducted virtually via Canvas.
- Submit all required acknowledgements and renewal agreements.
- Enroll in and complete a minimum of six or more credits at the 100+ level (pass/fail credits excluded).
- Enroll in and complete with a grade of “C” or higher at least 3 credits of honors coursework/contract each semester.
- Complete one co-curricular activity as defined by the Honors Program.

Number of Credits	Amount of Fee Waiver
12 or more	\$500.00
9 - 11	\$325.00
6 - 8	\$244.00
Less than 6	not eligible for an award

Students will receive the Honors Achievement Award at the end of the semester. The amount of the award is determined by the number of credits completed. All refund, drop-add, and withdrawal policies, dates, and deadlines apply to Honors Program students.

### Clarion Award

Any current or future Maricopa Community College student with an interest in the Honors Program or taking honors courses may apply to receive the Clarion Award. Recipients of the Clarion Award are not eligible for any scholarship funds.

Recipients of the Clarion Award must meet the following requirements during each semester they receive the award:

- Attend all Honors Program orientations and meetings, including those conducted virtually via Canvas.
- Submit all required acknowledgements and renewal agreements.
- Complete six or more credits of 100+ level coursework (pass/fail credits excluded).
- Enroll in and complete with a grade of “C” or higher at least 3 credits of honors coursework/contract each semester.

- Complete at least one co-curricular event as defined by the Honors Program.

For more information about the Clarion award or to apply, contact the Honors Program at <https://www.gccaz.edu/honors>.

## Human Resources Management

**Certificate of Completion - CCL 5580**  
**24 credits**

**Field of Interest: Business, Entrepreneurialism, and Management**

**For Information:** Kendra Swensen

**Phone:** 623.845.3749

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Human Resources Management program is designed to provide skills necessary for careers in human resources management. The program is designed to provide students a series of courses with an emphasis in management and is designed to prepare students for an entry-level position in human resources. Graduates may be employed in employment (recruiting, interviewing, and hiring), benefits administration, compensation, and employee relations.

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

This program also is offered at Chandler-Gilbert, Mesa, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

Required Courses: (24 credits)	Credits
BPC110 Computer Usage and Applications (3) OR	
CIS105 Survey of Computer Information Systems (3) .....	3
GBS205 Legal, Ethical, and Regulatory Issues in Business .....	3
GBS131 Business Calculations (3) OR	
+ MAT112 Mathematical Concepts and Applications (3) OR	
Satisfactory completion of higher level Mathematics course. ....	3
GBS120 Workplace Communication Skills .....	3
MGT229 Management and Leadership I .....	3
MGT251 Human Relations in Business .....	3
MGT276 Personnel/Human Resources Management .....	3
+ MGT286 Human Resource Employment Management.....	3

## Information Security

**Associate in Applied Science - AAS 3039**  
**62-71 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Martin Bencic

**Phone:** 623.845.3237

<https://www.gccaz.edu/business>

**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 prepares students for internationally recognized IT certifications and high demands in business, industry and government.

**Program Notes:** Students must earn a grade of a C or better for all courses required within the program.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

**Program Prerequisites:** None.

**Required Courses: (28 credits)** **Credits**  
Certificate of Completion (CCL) in Information Security Technology (5347)..... 28

**Restricted Electives: (12-16 credits)** **Credits**

Students should select at least four courses from the list below. A minimum of six credits must be ITS prefixed course.

+ CIS1++++	Any CIS programming Level I course .....	3
+ CIS271DL	Linux Security .....	3
+ CNT150AB	Switching, Routing, and Wireless Essentials .....	4
+ CNT160AB	Enterprise Networking, Security, and Automation.....	4
+ CNT205	Cisco Certified Network Associate Security.....	4

ITS+++++	Any ITS Information Technology Security course except courses used to satisfy Required Courses area. ....	6-16
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**General Education Requirements: (22-27 credits)**

**General Education Core: (12-17 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 general education course in the Oral Communications area.

**Critical Reading:** **0-3**

+ CRE101	College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment.
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**Mathematics:** **3-5**

+ MAT150	College Algebra/Functions (5) OR Higher level mathematics course.
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**General Education Distribution: (10 credits)** **Credits**

**Humanities, Arts and Design:** **3**

Any approved general education course from the Humanities, Arts and Design area.

**Social-Behavioral Sciences:** **3**

Any approved general education course from the Social-Behavioral Sciences area.

**Natural Sciences:** **4**

Any approved general education course from the Natural Sciences area.

## Information Security Technology

**Certificate of Completion - CCL 5347**

**28 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Martin Bencic

**Phone:** 623.845.3237

<https://www.gccaz.edu/business>

**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.

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

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

**Program Prerequisites:** None.

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

BPC170	A+ Exam Prep: Computer Hardware Configuration and Support .....	3
CIS105	Survey of Computer Information Systems .....	3
CIS126DL	Linux Operating System .....	3
CIS238++	Any UNIX/Linux Administration course (3) OR	
+ CIS239DL	Linux Shell Scripting (3) .....	3
CNT140AB	Introduction to Networks .....	4
+ ITS110	Information Security Fundamentals .....	3
+ ITS120	Legal, Ethical and Regulatory Issues .....	3
+ ITS130	Operating System Security .....	3
MST150++	Any Microsoft Windows Operating System course .....	3

## Information Technology

**Associate in Applied Science - AAS 3196**

**60-65 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Bill Stewart

**Phone:** 623.845.3250

<https://www.gccaz.edu/business>

**Program Description:** The Associate in Applied Science (AAS) in Information Technology (IT) program is designed to provide students with skills to meet information technology needs across industries. This program includes instruction in the principles of computer hardware components and business software,

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

programming, databases, networking, customer service, web development, and information systems and project management. Coursework helps prepare students for a variety of industry-recognized examinations and certifications. Students will earn one or more of the following Certificates of Completion (CCLs):

CCL/5154	Cybersecurity Fundamentals
CCL/5083	Database Development
CCL/5043	Desktop Support
CCL/5793	Foundations of Mobile App Development
CCL/5132	Microsoft Office Professional
CCL/5031	Microsoft System Administration
CCL/5048	Programming and Systems Analysis Level I
CCL/5183N	Oracle Database Operations
CCL/5050N	Red Hat Linux Engineer
CCL/5984	Web Foundations

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

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

#### Required Courses: (32-38 credits)

##### Specialization 1: Cybersecurity Fundamentals - Credits: 32-38

##### Information Technology Core Credits: 24-25

+ BPC270	A+ Exam Prep: Operating System Configuration and Support (3) OR	
MST150++	Any Microsoft Windows course (3)	3
CIS105	Survey of Computer Information Systems	3
CIS117DM	Microsoft Access: Database Management (3) OR	
+ CIS119DO	Introduction to Oracle: SQL (3) OR	
+ CIS276DA	MySQL Database (3) OR	
+ CIS276DB	SQL Server Database (3)	3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3)	3
CIS133DA	Internet/Web Development Level I	3
+ CIS156	Python Programming: Level I	3
+ CIS190	Introduction to Networking (3) OR	
CNT140AB	Introduction to Networks (4)	3-4
CIS224	Project Management Microsoft Project for Windows (3) OR	
+ CIS250	Management of Information Systems (3)	3

Students taking CIS271DB would be required to take CIS250.

##### Cybersecurity Fundamentals Credits: 9-12

CIS111	Ethics in Information Technology (3) OR	
+ ITS120	Legal, Ethical and Regulatory Issues (3)	3
+ CIS270	Essentials of Network and Information Security (3) OR	
+ CIS271DB	Information Security Essentials (3) AND	
+ CIS272DB	Information Security Principles (3) OR	

+ ITS110	Information Security Fundamentals (3)	3-6
+ ITS240	Ethical Hacking and Network Defense	3

##### Related Area Credits: 0-5

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++	Any BPC Business-Personal Computers courses
CIS+++++	Any CIS Computer Information Systems courses
CLD+++++	Any CLD Cloud Computing courses
CNT+++++	Any CNT Cisco Network Technology courses
ITS+++++	Any ITS Information Technology Security courses
MST+++++	Any MST Microsoft Technology courses

##### Specialization 2: Database Development - Credits 36-38

##### Information Technology Core Credits: 21-22

+ BPC270	A+ Exam Prep: Operating System Configuration and Support (3) OR	
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) OR	
MST150++	Microsoft Windows (3)	3
CIS105	Survey of Computer Information Systems	3
+ CIS119DO	Introduction to Oracle: SQL	3
CIS133DA	Internet/Web Development Level I	3
+ CIS156	Python Programming: Level I (3) OR	
+ CIS162++	Any C Programming: Level I course (3) OR	
+ CIS163AA	Java Programming: Level I (3)	3
+ CIS190	Introduction to Networking (3) OR	
CNT140AB	Introduction to Networks (4)	3-4
CIS224	Project Management Microsoft Project for Windows (3) OR	
CIS250	Management of Information Systems (3)	3

##### Database Development Credits: 15

CIS117DM	Microsoft Access: Database Management (3) OR	
+ CIS154	Database Modeling and Design (3)	3
+ CIS150++	Programming Fundamentals	3
+ CIS164AB	Oracle: PL/SQL Programming (3) OR	
+ CIS276DA	MySQL Database (3) OR	
+ CIS276DB	SQL Server Database (3)	3
+ CIS217AM	Advanced Microsoft Access: Database Management (3) OR	
+ CIS276DB	SQL Server Database (3)	3
+ CIS225AB	Object-Oriented Analysis and Design	3

##### Related Area Credits : 0-2

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++	Any BPC Business-Personal Computers courses
CIS+++++	Any CIS Computer Information Systems courses
CLD+++++	Any CLD Cloud Computing courses
CNT+++++	Any CNT Cisco Network Technology courses
ITS+++++	Any ITS Information Technology Security courses

MST+++++	Any MST Microsoft Technology courses	+ CIS162++	Any C Programming: Level I course	3
<b>Specialization 3: Desktop Support - Credits: 32-38</b>				
<b>Information Technology Core Credits: 24-25</b>				
+ BPC270	A+ Exam Prep: Operating System Configuration and Support	CIS224	Project Management Microsoft Project for Windows (3) OR	
CIS105	Survey of Computer Information Systems	+ CIS250	Management of Information Systems (3)	3-4
CIS117DM	Microsoft Access: Database Management (3) OR	<b>Foundations of Mobile App Development Credits: 12</b>		
+ CIS119DO	Introduction to Oracle: SQL (3) OR	CIS120DF	Introduction to Adobe Photoshop	3
+ CIS276DA	MySQL Database (3) OR	+ CIS165	Introduction to IOS Application Development	3
+ CIS276DB	SQL Server Database (3)	+ CIS165DA	Introduction to Android Application Development	3
CIS126DL	Linux Operating System (3) OR	+ CIS165DB	C#/VB.NET: Windows 8 App Development (3) OR	
CIS126RH	Red Hat System Administration I (3)	+ CIS165DC	Xamarin/C# Cross Platform Development (3)	3
CIS133DA	Internet/Web Development Level I	<b>Related Area Credits: 0-5</b>		
+ CIS150AB	Object-Oriented Programming Fundamentals (3) OR	Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:		
+ CIS156	Python Programming: Level I (3) OR	BPC+++++	Any BPC Business-Personal Computers courses	
+ CIS162++	Any C Programming: Level I course (3) OR	CIS+++++	Any CIS Computer Information Systems courses	
+ CIS163AA	Java Programming: Level I (3)	CLD+++++	Any CLD Cloud Computing courses	
+ CIS190	Introduction to Networking (3) OR	CNT+++++	Any CNT Cisco Network Technology courses	
CNT140AB	Introduction to Networks (4)	ITS+++++	Any ITS Information Technology Security courses	
CIS224	Project Management Microsoft Project for Windows (3) OR	MST+++++	Any MST Microsoft Technology courses	
+ CIS250	Management of Information Systems (3)	<b>Specialization 5: Microsoft Office Professional - Credits: 31-38</b>		
<b>Information Technology Core Credits: 18-19</b>				
CIS105	Survey of Computer Information Systems	CIS105	Survey of Computer Information Systems	3
CIS117DM	Microsoft Access: Database Management	CIS117DM	Microsoft Access: Database Management	3
CIS133DA	Internet/Web Development Level I	CIS133DA	Internet/Web Development Level I	3
+ CIS150AB	Object-Oriented Programming Fundamentals (3) OR	+ CIS150AB	Object-Oriented Programming Fundamentals (3) OR	
+ CIS156	Python Programming: Level I (3) OR	+ CIS156	Python Programming: Level I (3) OR	
+ CIS162++	Any C Programming: Level I course (3) OR	+ CIS162++	Any C Programming: Level I course (3) OR	
+ CIS163AA	Java Programming: Level I (3)	+ CIS163AA	Java Programming: Level I (3)	3
+ CIS190	Introduction to Networking (3) OR	+ CIS190	Introduction to Networking (3) OR	
CNT140AB	Introduction to Networks (4)	CNT140AB	Introduction to Networks (4)	3-4
MST150++	Microsoft Windows (3) OR	MST150++	Microsoft Windows (3) OR	
+ BPC270	A+ Exam Prep: Operating System Configuration and Support (3)	+ BPC270	A+ Exam Prep: Operating System Configuration and Support (3)	3
<b>Specialization 4: Foundations of Mobile App Development - Credits: 33-38</b>				
<b>Information Technology Core Credits: 21-22</b>				
CIS105	Survey of Computer Information Systems	<b>Microsoft Office Professional Credits: 11-13</b>		
+ BPC270	A+ Exam Prep: Operating System Configuration and Support (3) OR	BPC/OAS111AA	Computer Keyboarding (1) OR	
CIS126DL	Linux Operating System (3) OR		Permission of Program Director (0)	0-1
CIS126RH	Red Hat System Administration I (3) OR	CIS113DE	Microsoft Word: Word Processing	3
MST150++	Microsoft Windows (3)	CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management (3) OR	CIS118DB	Desktop Presentation: PowerPoint	3
+ CIS119DO	Introduction to Oracle: SQL (3) OR	CIS124AA	Project Management Software: Level I (1)	
+ CIS276DA	MySQL Database (3) OR	AND		
+ CIS276DB	SQL Server Database (3)	CIS124BA	Project Management Software: Level II (1) OR	
CIS133DA	Internet/Web Development Level I	CIS224	Project Management Microsoft Project for Windows (3)	2-3
<b>Related Area Credits: 0-8</b>				
Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in				

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

## Information Technology:

BPC+++++	Any BPC Business-Personal Computers courses
CIS+++++	Any CIS Computer Information Systems courses
CLD+++++	Any CLD Cloud Computing courses
CNT+++++	Any CNT Cisco Network Technology courses
ITS+++++	Any ITS Information Technology Security courses
MST+++++	Any MST Microsoft Technology courses

**Specialization 6: Microsoft Server - Credits 36-38****Information Technology Core: 21-22**

CIS105	Survey of Computer Information Systems	3
CIS117DM	Microsoft Access: Database Management (3) OR	
+ CIS119DO	Introduction to Oracle: SQL (3) OR	
+ CIS276DA	MySQL Database (3) OR	
+ CIS276DB	SQL Server Database (3)	3
CIS133DA	Internet/Web Development Level I	3
+ CIS150AB	Object-Oriented Programming Fundamentals (3) OR	
+ CIS156	Python Programming: Level I (3) OR	
+ CIS162++	Any C Programming: Level I course (3) OR	
+ CIS163AA	Java Programming: Level I (3)	3
+ CIS190	Introduction to Networking (3) OR	
CNT140AB	Introduction to Networks (4)	3-4
CIS224	Project Management Microsoft Project for Windows (3) OR	
+ CIS250	Management of Information Systems (3)	3
MST150++	Microsoft Windows	3

**Microsoft Server Credits: 15**

CIS121AH	Microsoft PowerShell/Command Line Operations	3
+ MST155DC	Installation, Storage, and Compute with Windows Server	4
+ MST157DC	Networking with Windows Server	4
+ MST158DC	Identity Management with Windows Server 2016	4

**Related Area Credits: 0-2**

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++	Any BPC Business-Personal Computers courses
CIS+++++	Any CIS Computer Information Systems courses
CLD+++++	Any CLD Cloud Computing courses
CNT+++++	Any CNT Cisco Network Technology courses
ITS+++++	Any ITS Information Technology Security courses
MST+++++	Any MST Microsoft Technology courses

**Specialization 7: Oracle Database Operations - Credits 32-38****Information Technology Core Credits: 21-22**

+ BPC270	A+ Exam Prep: Operating System Configuration and Support (3) OR	
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) OR	
MST150++	Microsoft Windows (3)	3
CIS105	Survey of Computer Information Systems	3
+ CIS119DO	Introduction to Oracle: SQL	3
CIS133DA	Internet/Web Development Level I	3

+ CIS150AB	Object-Oriented Programming Fundamentals (3) OR	
+ CIS156	Python Programming: Level I (3) OR	
+ CIS162++	Any C Programming: Level I course (3) OR	
+ CIS163AA	Java Programming: Level I (3)	3
+ CIS190	Introduction to Networking (3) OR	
CNT140AB	Introduction to Networks (4)	3-4
CIS224	Project Management Microsoft Project for Windows (3) OR	
+ CIS250	Management of Information Systems (3)	3

**Oracle Database Operations Credits: 9**

+ CIS119DP	Oracle: Database Administration	3
+ CIS154	Database Modeling and Design	3
+ CIS164AB	Oracle: PL/SQL Programming	3

**Related Area Credits: 2-8**

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++	Any BPC Business-Personal Computers courses
CIS+++++	Any CIS Computer Information Systems courses
CLD+++++	Any CLD Cloud Computing courses
CNT+++++	Any CNT Cisco Network Technology courses
ITS+++++	Any ITS Information Technology Security courses
MST+++++	Any MST Microsoft Technology courses

**Specialization 8: Programming and Systems Analysis Level 1 Courses: Credits - 32-38****Information Technology Core Credits: 21-22**

CIS105	Survey of Computer Information Systems	3
+ CIS119DO	Introduction to Oracle: SQL (3) OR	
+ CIS276DA	MySQL Database (3) OR	
+ CIS276DB	SQL Server Database (3)	3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) OR	
MST150++	Microsoft Windows (3)	3
CIS133DA	Internet/Web Development Level I	3
+ CIS150AB	Object-Oriented Programming Fundamentals	3
+ CIS190	Introduction to Networking (3) OR	
CNT140AB	Introduction to Networks (4)	3-4
CIS224	Project Management Microsoft Project for Windows (3) OR	
+ CIS250	Management of Information Systems (3)	3

**Programming and Systems Analysis Credits: 9**

+ CIS159	Visual Basic Programming I (3) OR	
+ CIS162++	Any C Programming: Level I course (3) OR	
+ CIS163AA	Java Programming: Level I (3) OR	
+ CIS165++	Any Mobile Application Development course (3)	3
+ CIS166++	Any Web Scripting course	3
GBS151	Introduction to Business	3

**Related Area Credits: 1-8**

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in

## Information Technology:

- BPC+++++ Any BPC Business-Personal Computers courses  
 CIS+++++ Any CIS Computer Information Systems courses  
 CLD+++++ Any CLD Cloud Computing courses  
 CNT+++++ Any CNT Cisco Network Technology courses  
 ITS+++++ Any ITS Information Technology Security courses  
 MST+++++ Any MST Microsoft Technology courses

**Specialization 9: Redhat Linux Engineer - Credits 32-38****Information Technology Core Credits: 21-22**

- CIS105 Survey of Computer Information Systems .....3  
 CIS117DM Microsoft Access: Database Management (3) OR  
 + CIS119DO Introduction to Oracle: SQL (3) OR  
 + CIS276DA MySQL Database (3) OR  
 + CIS276DB SQL Server Database (3) .....3  
 CIS126RH Red Hat System Administration I .....3  
 CIS133DA Internet/Web Development Level I .....3  
 + CIS150AB Object-Oriented Programming Fundamentals (3) OR  
 + CIS156 Python Programming: Level I (3) OR  
 + CIS162++ Any C Programming: Level I course (3) OR  
 + CIS163AA Java Programming: Level I (3) .....3  
 + CIS190 Introduction to Networking (3) OR  
 CNT140AB Introduction to Networks (4) .....3-4  
 CIS224 Project Management Microsoft Project for Windows (3) OR  
 + CIS250 Management of Information Systems (3) .....3

**Redhat Linux Engineer Credits: 6**

- + CIS238RH Red Hat System Administration II .....3  
 + CIS240RH Red Hat System Administration III .....3

**Related Area Credits: 5-11**

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

- BPC+++++ Any BPC Business-Personal Computers courses  
 CIS+++++ Any CIS Computer Information Systems courses  
 CLD+++++ Any CLD Cloud Computing courses  
 CNT+++++ Any CNT Cisco Network Technology courses  
 ITS+++++ Any ITS Information Technology Security courses  
 MST+++++ Any MST Microsoft Technology courses

**Specialization 10: Web Foundations Credits: 36-38****Information Technology Core Credits: 21-22**

- + BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
 CIS126DL Linux Operating System (3) OR  
 CIS126RH Red Hat System Administration I (3) OR  
 MST150++ Microsoft Windows (3) .....3  
 CIS105 Survey of Computer Information Systems .....3  
 CIS117DM Microsoft Access: Database Management (3) OR  
 + CIS119DO Introduction to Oracle: SQL (3) OR  
 + CIS276DA MySQL Database (3) OR  
 + CIS276DB SQL Server Database (3) .....3

- CIS133DA Internet/Web Development Level I .....3  
 + CIS150AB Object-Oriented Programming Fundamentals (3) OR  
 + CIS156 Python Programming: Level I (3) OR  
 + CIS162++ Any C Programming: Level I course (3) OR  
 + CIS163AA Java Programming: Level I (3) .....3  
 + CIS190 Introduction to Networking (3) OR  
 CNT140AB Introduction to Networks (4) .....3-4  
 CIS224 Project Management Microsoft Project for Windows (3) OR  
 + CIS250 Management of Information Systems (3) .....3

**Web Foundation Credits: 15**

- CIS120DF Introduction to Adobe Photoshop .....3  
 CIS136 Content Management Systems: WordPress .....3  
 + CIS166AA Introduction to Javascript .....3  
 + CIS233DA Internet/Web Development Level II .....3  
 + CIS235 e-Commerce .....3

**Related Area Credits: 0-2**

Select courses with one of the following prefixes to complete a minimum of 60 credits for the Associate in Applied Science (AAS) in Information Technology:

- BPC+++++ Any BPC Business-Personal Computers courses  
 CIS+++++ Any CIS Computer Information Systems courses  
 CLD+++++ Any CLD Cloud Computing courses  
 CNT+++++ Any CNT Cisco Network Technology courses  
 ITS+++++ Any ITS Information Technology Security courses  
 MST+++++ Any MST Microsoft Technology courses

**Specialization 11:**

A related Certificate of Completion (CCL) at the discretion of the Program Director (minimum of 11 credits)  
 AND

the following core courses with permission of the Program Director:

**Information Technology Core Credits: 21-22**

- CIS105 Survey of Computer Information Systems 3  
 CIS117DM Microsoft Access: Database Management (3) OR  
 + CIS119DO Introduction to Oracle: SQL (3) OR  
 + CIS276DA MySQL Database (3) OR  
 + CIS276DB SQL Server Database (3) 3  
 + BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
 CIS126DL Linux Operating System (3) OR  
 CIS126RH Red Hat System Administration I (3) OR  
 MST150++ Microsoft Windows (3) .....3  
 + CIS150AB Object-Oriented Programming Fundamentals (3) OR  
 + CIS156 Python Programming: Level I (3) OR  
 + CIS162++ Any C Programming: Level I course (3) OR  
 + CIS163AA Java Programming: Level I (3) .....3  
 CIS190 Introduction to Networking (3).....3  
 CIS133DA Internet/Web Development Level I .....3  
 + CIS224 Project Management Microsoft Project for Windows (3) OR  
 CIS250 Management of Information Systems (3) .....3

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

**General Education Requirements: (22-28 credits)****General Education Core: (12-18 credits)****First-Year Composition:**

- + ENG101 First Year Composition (3) OR  
 + ENG107 First-Year Composition for ESL (3)  
 AND

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

**Oral Communication:**

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

**Critical Reading:**

- + CRE101 College Critical Reading and Critical Thinking (3) OR  
 Equivalent as indicated by assessment.

**Mathematics:**

- + MAT140 College Mathematics (5) OR  
 + MAT141 College Mathematics (4) OR  
 + MAT142 College Mathematics (3) OR  
 MAT145 College Mathematics with Review (5) OR  
 MAT146 College Mathematics with Review (6) OR  
 Equivalent or higher level mathematics course in the Mathematical Applications [MA] area.

**General Education Distribution: (10 credits)****Humanities, Arts and Design:**

Any approved general education course from the Humanities, Arts and Design [HU] area.

**Social-Behavioral Sciences:**

Any approved general education course from the Social-Behavioral-Sciences [SB] area.

**Natural Sciences:**

Any approved general education course from the Natural Sciences [SG] or [SQ] area.

**iOS App Development****Certificate of Completion - CCL 5914N**

**This program is not eligible for Title IV Federal Financial Aid 9-12 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Bill Stewart

**Phone:** 623.845.3250

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in iOS App Development prepares students for positions in app development for the Apple iPad, iPhone, and Apple Watch series. The program emphasizes knowledge and skills required to design, develop, test, and document structured and object-oriented programs utilizing Swift and Xcode. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and CCLs in Native App Development and Mobile App Development.

**Program Notes:** Students must earn a grade of C or better for all

courses required within the program.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (9-12 credits)**

	<b>Credits</b>
CIS105 Survey of Computer Information Systems (3) OR Permission of Program Director, Department or Division Chair (0) .....	0-3
+ CIS150AB Object-Oriented Programming Fundamentals .....	3
+ CIS165 Introduction to IOS Application Development .....	3
+ CIS265 Advanced iOS Application Development .....	3

## Journalism, Mass Communications and New Media Studies

### General Information

**Field of Interest:** **Culture and Society**

**For Information:** Jenna Duncan

**Phone:** 623.845.3914

<https://www.gccaz.edu/english>

**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 Glendale Community College 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.

<b>Departmental Recommendations:</b>		<b>Credits</b>
JRN133	Development of Small Publications .....	3
+ JRN201	News Writing .....	3
+ JRN215	News Production .....	3
+ MCO120	Media and Society .....	3
+ MCO220	Cultural Diversity and the Media .....	3

<b>Other Recommendations:</b>		<b>Credits</b>
ART131	Photography I .....	3

<b>Electives:</b>	<b>Credits</b>
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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.

+ ART181	Graphic Design I .....	3
+ ENG111	Technical Writing .....	3
+ JRN234	Feature Writing .....	3
+ JRN235	Practicum: Public Relations .....	3
+ JRN240++	Journalism Internship (Modules AA, AB, AC) .....	1-3
+ JRN298++	Special Projects (Modules AA, AB, AC) .....	1-3
+ MCO120	Media and Society .....	3

<b>General Education Requirements:</b>	<b>Credits</b>
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See listing of courses for Associate in Arts (AA).

The following courses are recommended within the General Education Requirements:

<b>Humanities, Arts and Design: (8-9 credits)</b>	<b>Credits</b>
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Any approved course. Students are encouraged to choose ENH (English Humanities) and PHI (Philosophy).

<b>Social-Behavioral Sciences: (6 credits)</b>	<b>Credits</b>
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ECN211	Macroeconomic Principles (3) <u>OR</u>	
ECN212	Microeconomic Principles (3) .....	3
HIS+++	Any (History) course .....	3
POS110	American National Government .....	3
PSY101	Introduction to Psychology .....	3

<b>Arizona State University Requirements for a Bachelor of Arts (BA) in Journalism:</b>
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Students intending to transfer into Arizona State University'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) <u>OR</u>	
+ COM/THP241	Oral Interpretation of Literature (3) .....	3
+ ENG210	Creative Writing (3) <u>OR</u>	
+ ENG215	Strategies of Academic Writing (3) <u>OR</u>	
+ ENG216	Persuasive Writing on Public Issues (3) <u>OR</u>	
+ ENG217	Personal and Exploratory Writing (3) <u>OR</u>	
+ ENG218	Writing About Literature (3) .....	3
+ MAT142	College Mathematics (3) <u>OR</u>	
+ MAT150	College Algebra / Functions (5) <u>OR</u>	
+ MAT151	College Algebra / Functions (4) <u>OR</u>	
+ MAT152	College Algebra / Functions (3) <u>OR</u> higher	

Any Foreign Language course .....

<b>Computer Science Requirement: (3 credits)</b>	<b>Credits</b>	
CIS105	Survey of Computer Information Systems (Recommended) .....	3

## Journalism and New Media Studies

**Associate in Applied Science - AAS 3120**  
**62-68 credits (60-64 credits)<sup>1</sup>**

**Field of Interest: Culture and Society**

**For Information:** Jenna Duncan

**Phone:** 623.845.3914

<https://www.gccaz.edu/english>

**Program Description:** The Associate in Applied Science (AAS) in Journalism and New Media Studies program is designed to provide students with general, practical and marketable skills that will enable them to seek entry-level employment in various media outlets, including: newspapers, magazines, community journals, online websites, radio and television. The program includes development of a portfolio that will exhibit students' abilities to write both news and feature stories. News judgment is also integrated as a critical component of the program. An awareness of global and cultural differences also forms a key element of this degree for the successful graduate. The curriculum combines coursework in journalism with a General Education component.

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

There are additional university transfer options within this pathway. Students should speak with the Program Director or an Academic Advisor to identify the best option to meet their academic and career goals.

This program also is available at Mesa Community College.

**Program Prerequisites:** None.

<b>Required Courses: ((36<sup>1</sup>) 40 credits):</b>	<b>Credits</b>	
BPC110	Computer Usage and Applications (3) <u>OR</u>	
CIS105	Survey of Computer Information Systems (3) .....	3
ENG235	Magazine Article Writing (3) <u>OR</u>	
+ JRN212 <sup>1</sup>	Broadcast Writing (3) <u>OR</u>	
+ JRN234	Feature Writing (3) .....	3
JRN125	Photo Editing .....	3
+ JRN201	News Writing .....	3
+ JRN203	Writing for Online Media .....	3
+ JRN205	Copyediting .....	3
+ JRN215	News Production .....	3
JRN225	Photojournalism .....	3
+ MCO120	Media and Society .....	3
+ MCO220	Cultural Diversity and the Media .....	3

Any combination of the following courses must be taken for a total of six credits:

+ JRN101	Professional Writing Fundamentals .....	1
+ JRN240AC	Journalism Internship (3) .....	3
+ JRN298AA	Special Projects .....	1
+ JRN298AB	Special Projects .....	2
+ JRN298AC	Special Projects .....	3

<b>General Electives: (0-2 credits):</b>	<b>Credits</b>
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Select additional courses 100-level or higher to complete a minimum of 60 semester credits. Consult with the Program Director or an Academic Advisor

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

**General Education Requirements: (22-28 credits)****General Education Core: (12-18 credits)****First-Year Composition:**

- + ENG101 First-Year Composition (3) OR  
 + ENG107 First-Year Composition for ESL (3)  
 AND

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

**Oral Communication:**

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

**Critical Reading:**

- + CRE101 College Critical Reading and Critical Thinking (3) OR  
 Equivalent as indicated by assessment.

**Mathematics:**

- + MAT140 College Mathematics (5) OR  
 + MAT141 College Mathematics (4) OR  
 + MAT142 College Mathematics (3) OR  
 Satisfactory completion of a higher level mathematics course.

**General Education Distribution: (10 credits)****Humanities, Arts and Design:**

- HIS103 United States History to 1865 (3) OR  
 HIS108 United States History 1945 to Present (3) OR  
 HIS203 African-American History to 1865 (3) OR  
 PHI101 Introduction to Philosophy (3) OR  
 + PHI102 Introduction to Philosophy (3) OR  
 + PHI103 Introduction to Logic (3) OR  
 PHI105 Introduction to Ethics (3)

**Social-Behavioral Sciences:**

- ECN211 Macroeconomic Principles (3) OR  
 ECN212 Microeconomic Principles (3) OR  
 POS110 American National Government (3) OR  
 PSY101 Introduction to Psychology (3) OR  
 SOC101 Introduction to Sociology (3)

**Natural Sciences:**

Any approved general education course from the Natural Sciences area.

**Journalism and New Media Studies**

**Certificate of Completion - CCL 5466**  
**21-25 credits**

**Field of Interest: Culture and Society**

**For Information:** Jenna Duncan

**Phone:** 623.845.3914

<https://www.gccaz.edu/english>

**Program Description:** The Certificate of Completion (CCL) in Journalism and New Media Studies program is designed both for students that are just starting their career path in journalism as well as those that have a bachelor's degree in another discipline and are shifting professional goals or areas of emphasis. The CCL includes courses that are often required in journalism program at universities throughout the state and country. An internship in

journalism as well as submission of a portfolio of published articles are also required to complete the certificate.

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

**Program Prerequisites:** None.

**Required Courses: (21 credits)**

	<b>Credits</b>
+ ENG101 First-Year Composition (3) OR	
+ ENG107 First-Year Composition for ESL (3) .....	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: (0-4 credits)**

	<b>Credits</b>
Students have the option of taking up to four credits selected from the following list to develop an additional area of concentration. Restricted Elective credits are not required for the program.	
+ JRN101 Professional Writing Fundamentals .....	1
JRN125 Photo Editing .....	3
JRN133 Development of Small Publications .....	3
+ JRN212 Broadcast Writing .....	3
+ JRN298AA Special Projects .....	1

**Language Studies****Academic Certificate - AC 6237N**

**This program is not eligible for Title IV Federal Financial Aid 12-18 credits**

**For Information:** Guiomar Borrás

**Phone:** 623.845.3636

<https://www.gccaz.edu/communication>

**Program Description:** The Academic Certificate (AC) in Language Studies is designed to provide students with a foundation in the study of culture, language, and linguistic structures. Students will have the opportunity to develop oral and written communication skills in a language other than English.

**Program Notes:** Students must earn a grade of C or better in each course in the program.

Students may qualify to enter higher level Spanish courses by placement or may qualify to exempt out of taking any Spanish courses by assessment. Students wishing to earn credit for any course of which they are exempt by assessment should take the College-Level Examination Program (CLEP) examination or apply credits earned through the Advanced Placement (AP) or International Baccalaureate (IB) exams.

This program also is offered at Mesa and Rio Salado Community Colleges.

**Program Prerequisites: (0-4 credits)**

	<b>Credits</b>
201-level proficiency in a language other than English as indicated by assessment or coursework .....	0-4

**Required Courses: (6-8 credits)****Credits**

SLC201	Introduction to Linguistics .....	3
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AND

Students must choose three to five credits in 202 or higher-level coursework in the language used to satisfy the program prerequisites. 3-5

**Restricted Electives: (6-10 credits)****Credits**

Students must choose two courses from the list below. Prerequisites may not be used to satisfy the Restricted Electives:

AFR/ASB/CCS202	Ethnic Relations in the United States (3) OR	
SOC241	Race and Ethnic Relations (3) .....	3
COM163	Intercultural Communication in Everyday Life .....	3
COM263	Elements of Intercultural Communication .....	3
AHU+++	Any AHU Arabic Humanities course(s)	
ARB+++	Any ARB Arabic course(s)	
ASL+++	Any ASL Sign Language course(s)	
CHI+++	Any CHI Chinese course(s)	
FLA+++	Any FLA Foreign Language Acquisition course(s)	
FRE+++	Any FRE French course(s)	
GER+++	Any GER German course(s)	
GRK+++	Any GRK Greek course(s)	
HBR+++	Any HBR Hebrew course(s)	
HEB+++	Any HEB Hebrew course(s)	
IPP+++	Any IPP Interpreter Preparation Program course(s)	
ITA+++	Any ITA Italian course(s)	
ITH+++	Any ITA Italian Humanities course(s)	
JPN+++	Any JPN Japanese course(s)	
LAT+++	Any LAT Latin course(s)	
NAV+++	Any NAV Navajo course(s)	
NVH+++	Any NVH Navajo Humanities course(s)	
PIM+++	Any PIM Pima course(s)	
POR+++	Any POR Portuguese course(s)	
RUS+++	Any RUS Russian course(s)	
SLC+++	Any SLC Studies in Language and Culture course(s)	
SPA+++	Any SPA Spanish course(s)	
SPH+++	Any SPH Spanish Humanities course(s)	
TRS+++	Any TRS Translation and Interpretation course(s)	

**Law Enforcement****Certificate of Completion - CCL 5987N**

**This program is not eligible for Title IV Federal Financial Aid 15 credits**

**Field of Interest: Behavioral Science and Human Services**

**For Information:** Genea Stephens

**Phone:** 623.845.3951

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Law Enforcement is designed for students who are interested in pursuing a course of study specifically focused on law enforcement. The certificate program specializes in training and education related to the duties of law enforcement. The program is designed for the student with no Arizona police academy experience and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

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

This program also is offered at Chandler-Gilbert, Estrella Mountain, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (15 credits)****Credits**

AJS101	Introduction to Criminal Justice .....	3
AJS123	Ethics and the Administration of Justice .....	3
AJS205	Effective Communication and Report Writing in Criminal Justice .....	3
AJS230	The Police Function .....	3
AJS275	Criminal Investigation I .....	3

**Law Enforcement Investigator  
Law Enforcement Investigation<sup>2</sup>****Certificate of Completion - CCL 5899N**

**This program is not eligible for Title IV Federal Financial Aid 6 credits**

**Field of Interest: Behavioral Science and Human Services**

**For Information:** Genea Stephens

**Phone:** 623.845.3951

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Law Enforcement Investigator (Investigation<sup>2</sup>) 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.

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

This program also is offered at Rio Salado Community College.

**Program Prerequisites:** None.

**Admission Criteria:** Student must be Law Enforcement personnel or permission of instructor (Program Director<sup>2</sup>).

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

+ LET225	Criminal Investigations Certification (6) OR	
+ LET225AA	Criminal Investigations Certification I (1)	
AND		
+ LET225AB	Criminal Investigations Certification II (1)	
AND		
+ LET225AC	Criminal Investigations Certification III (1)	
AND		
+ LET225AD	Criminal Investigations Certification IV (1)	
AND		
+ LET225AE	Criminal Investigations Certification V (0.5)	
AND		
+ LET225AF	Criminal Investigations Certification VI (0.5)	
AND		
+ LET225AG	Criminal Investigations Certification VII (1).....	6
(OR		
+ LET254	Criminal Investigations Detective I (3) AND	
+ LET255	Criminal Investigations Detective II (3) 6 .....	6 <sup>2</sup> )

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

**Law Enforcement Training**

**Associate in Applied Science - AAS 3188**  
**62-68 credits**

**Field of Interest: Behavioral Science and Human Services**

**For Information:** Paul Brown

**Phone:** 623.845.3913

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Associate in Applied Science (AAS) in Law Enforcement Training is designed to provide students with up-to-date industry specific training that will enhance their professional opportunities. Courses are also designed to teach students how to handle the challenges of the law enforcement profession. A Certificate of Completion (CCL) in Law Enforcement Training Academy is also available.

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

This program also is offered at Chandler-Gilbert and Rio Salado Community Colleges.

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

**Program Prerequisites:** None.

**Required Courses: (40 credits)** **Credits**  
 Certificate of Completion in Law Enforcement Training Academy (5991) .....40

**General Education Requirements: (22-28 credits)**

**General Education Core: (12-18 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**

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

**Critical Reading:** **0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
- Equivalent as indicated by assessment.

**Mathematics:** **3-6**

Any approved general education course in the Mathematics area.

Recommend for transfer:

- + MAT140 College Mathematics (5) OR
  - + MAT141 College Mathematics (4) OR
  - + MAT142 College Mathematics (3) OR
- Any higher approved general education course in the Mathematical Applications [MA] area (3-6).

**General Education Distribution: (10 credits)** **Credits**

**Humanities, Arts and Design:** **3**

Any approved general education course from the Humanities, Arts and Design area.

Recommended: AJS123 Ethics and the Administration of Justice.

**Social-Behavioral Sciences:** **3**

Any approved general education course in the Social-Behavioral Sciences area.

**Natural Sciences:** **4**

Any approved general education course in the Natural Sciences area.

**Law Enforcement Training Academy**

**Certificate of Completion - CCL 5991N**

**This program is not eligible for Title IV Federal Financial Aid**  
**40 credits**

**Field of Interest: Behavioral Science and Human Services**

**For Information:** Genea Stephens

**Phone:** 623.845.3951

<https://www.gccaz.edu/public-safety-sciences>

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 peace officers with full peace officer duties when in the presence of a full-authority peace 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, oral board evaluation, polygraph test, psychological evaluation, background investigation, medical exam, and fitness test. For college appointment details, please refer to <https://www.gccaz.edu/public-safety-sciences/leo>.

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 Revised Statutes allow academies to appoint cadets to complete peace officer training. Upon successful completion of the academy, these cadets will have 12 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, refer to <https://www.gccaz.edu/public-safety-sciences/leo>.

**Program Description:** The Certificate of Completion (CCL) in Law Enforcement Training Academy is designed for students wishing to pursue a career as a law enforcement officer. The student will develop skills in eight functional areas: Introduction to Law Enforcement, Law and Legal Matters, Patrol Procedures, Traffic Control, Crime Scene Management, Community and Police Relations, Report Writing, and Police Proficiency Skills. At the conclusion of this program the student will have completed all requirements of the Arizona Peace Officer Standards and Training (AZPOST) Board standards established to certify police officers in the State of Arizona.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

AZPOST regulations require AZPOST recognized instructors teach all coursework within this certificate and that this coursework follow lesson plans approved by AZPOST. Any AJS coursework that has already been completed, and was not taught by an AZPOST recognized instructor, will not satisfy the requirements of this certificate.

This Certificate of Completion (CCL) is offered as an educational partnership at Rio Salado College. Students are advised to meet with the program director, chair and/or Faculty Advisor. This Certificate of Completion is offered as a closed academy program at Chandler Gilbert Community College and Glendale Community College. Students at these colleges are advised to meet with the program director, chair and/or Faculty Advisor.

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

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

**Program Prerequisites:** None.

Required Courses: (40 credits)	Credits
AJS101 Introduction to Criminal Justice .....	3
AJS109 Substantive Criminal Law .....	3
AJS113 Criminal Justice Crime Control Policies and Practices .....	3
AJS151 Firearms I .....	1
+ AJS153 Firearms II/Handguns .....	1
AJS154 Firearms III/Long Weapons .....	1
AJS162 Domestic Violence .....	3
AJS201 Rules of Evidence .....	3
AJS205 Effective Communication and Report Writing in Criminal Justice .....	3
AJS210 Constitutional Law .....	3
AJS215 Criminalistics: Physical Evidence .....	3
AJS230 The Police Function .....	3
AJS260 Procedural Criminal Law .....	3
AJS270 Community Relations .....	3
AJS275 Criminal Investigation I .....	3
AJS290BN Courtroom Testimony Seminar .....	1

## Leadership in Public Safety Organizations

**Certificate of Completion - CCL 5211N**

**This program is not eligible for Title IV Federal Financial Aid  
6 credits**

**Field of Interest:** Behavioral Science and Human Services

**Administration of Justice Studies Information:** Paul Brown

**Phone:** 623.845.3913

[www.gccaz.edu/public-safety-science](http://www.gccaz.edu/public-safety-science)

**Fire Science Information:** Raul Muniz

**Phone:** 623.845.4776

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Leadership in Public Safety Organizations program builds the industry knowledge and skills for individuals to transition to leadership positions in the field of public safety. This CCL will introduce students to the fundamental concepts and skills of professionalism, organizational culture and management, characteristics of effective teams, conflict resolution, motivation, systems-thinking, problem-solving, and leadership as applicable to public safety organizations. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of front-line leadership positions within the fields of public safety including law enforcement, fire service, and public safety support operations such as communication operators and property and records management.

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

This program also is offered at Chandler-Gilbert, Mesa, and Phoenix Community Colleges.

**Admission Criteria:** This is a closed program for Public Safety professionals. Please see the Program Advisor for admission requirements.

**Program Prerequisites:** None.

Required Courses: (6 credits)	Credits
LET173 Introduction to Leadership in Public Safety .....	2
+ LET174 Organizational Culture and Leadership .....	3
+ LET175 Public Safety Leadership Capstone .....	1

## Legal Studies

**Certificate of Completion - CCL 5966N**

**This program is not eligible for Title IV Federal Financial Aid  
15 credits**

**Field of Interest:** Behavioral Science and Human Services

**For Information:** Paul Brown

**Phone:** 623.845.3913

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Legal Studies is designed for students who are interested in pursuing a course of study specifically focused on legal studies. It is one pathway to the Associate in Applied Science (AAS) in

Administration of Justice.

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

This program also is offered at Chandler-Gilbert, Estrella Mountain, Mesa, Paradise Valley, Phoenix, Rio Salado, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (15 credits)</b>		<b>Credits</b>
AJS109	Substantive Criminal Law .....	3
AJS201	Rules of Evidence .....	3
AJS123	Ethics and the Administration of Justice (3) OR	
AJS205	Effective Communication and Report Writing in Criminal Justice (3) .....	3
AJS210	Constitutional Law .....	3
AJS260	Procedural Criminal Law .....	3

## Linux Associate

**Certificate of Completion - CCL 5046N**

**This program is not eligible for Title IV Federal Financial Aid 6-9 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Martin Bencic

**Phone:** 623.845.3237

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Linux Associate program is designed to help prepare students for employment or to improve current professional skills. The program includes Linux operating system basics and management 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. This program helps prepare students for the Linux Professional Institute Certification (LPIC-1) and CompTIA Linux + certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional CCLs in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (6-9 credits)</b>		<b>Credits</b>
CIS105	Survey of Computer Information Systems (3) OR Permission of Program Director (0) .....	0-3
CIS126DL	Linux Operating System .....	3
+ CIS238DL	Linux System Administration .....	3

## Linux System Administration

**Certificate of Completion - CCL 5052N**

**This program is not eligible for Title IV Federal Financial Aid 15-18 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Martin Bencic

**Phone:** 623.845.3237

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Linux System Administration 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 workplace. The program includes a core of Linux classes including Linux operating system basics, system administration, network administration and network security. The courses in the program will help develop a student's knowledge and skill level in preparation for employment or to improve current professional skills. Students who complete this program may seek employment in a variety of environments. The program helps prepare students for the Red Hat Certified System Administrator (RHCSA), Red Hat Certified Engineer (RHCE), and CompTIA Linux+ certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (15-18 credits)</b>	<b>Credits</b>
CIS105 Survey of Computer Information Systems (3) OR Permission of Program Director (0) .....	0-3

Students should select from one of the following two tracks (Linux or Red Hat Enterprise Linux):

#### Linux Track

CIS126DL Linux Operating System .....	3
+ CIS238DL Linux System Administration .....	3
+ CIS239DL Linux Shell Scripting .....	3
+ CIS240DL Linux Network Administration .....	3
+ CIS275DL Linux Capstone .....	3

#### Red Hat Enterprise Linux Track

CIS126RH Red Hat System Administration I .....	3
+ CIS238RH Red Hat System Administration II .....	3
+ CIS239DL Linux Shell Scripting .....	3
+ CIS240RH Red Hat System Administration III .....	3
+ CIS275DL Linux Capstone .....	3

## Management

**Associate in Applied Science - AAS 3070**  
**61-66 credits**

**Field of Interest: Business, Entrepreneurialism, and Management**

**For Information:** Kendra Swensen

**Phone:** 623.845.3749

<https://www.gccaz.edu/business>

**Program Description:** The Associate in Applied Science (AAS) in Management program is designed to provide skills for management careers. Students completing this program are better equipped to apply competencies needed for successful performance in management occupations such as manufacturing, wholesaling, retailing, and service industries. The Certificate of Completion (CCL) in Management is fully embedded in this AAS. The following CCLs are also available based on chosen restricted electives: Human Resources Management, Project Management, Business Administration, Supervision and Management, and Organizational Leadership.

**Program Notes:** Students must earn a grade of C or better for all courses required in the program.

This program also is offered at Chandler-Gilbert, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (21 credits)</b>	<b>Credits</b>
ACC111 Accounting Principles I .....	3
BPC110 Computer Usage and Applications (3) OR CIS105 Survey of Computer Information Systems (3) .....	3
GBS120 Workplace Communication Skills .....	3
GBS151 Introduction to Business .....	3

GBS205 Legal, Ethical, and Regulatory Issues in Business .....	3
MGT229 Management and Leadership I .....	3
MGT251 Human Relations in Business .....	3

#### Restricted Electives: (18 credits) Credits

Students should select 18 credits from the following courses in consultation with a Department Advisor. Courses cannot be shared with Required Courses.

ACC110 Understanding and Using Accounting Systems (3) OR + ACC112 Accounting Principles II (3) .....	3
CIS114DE Excel Spreadsheet .....	3
CIS224 Project Management Microsoft Project for Windows .....	3
GBS131 Business Calculations .....	3
IBS101 Introduction to International Business .....	3
MKT271 Principles of Marketing .....	3
MGT+++ Any MGT Management course(s) (except courses used to satisfy Required Courses area) .....	3
TQM230 Teamwork Dynamics .....	2
TQM240 Project Management in Quality Organizations .....	3

#### General Education Requirements: (22-27 Credits)

##### General Education Core: (12-17 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

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 and Critical Thinking (3) OR Equivalent as indicated by assessment. (0)	
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##### Mathematics: 3-5

Any approved general education course from the Mathematics [MA] area.

##### General Education Distribution: (10 credits) Credits

##### Humanities, Arts and Design: 3

Any approved general education course from the Humanities, Arts and Design [HU] area.

##### Social-Behavioral Sciences: 3

SBU200 Society and Business	
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##### Natural Sciences: 4

Any approved general education course from the Natural Sciences (quantitative) [SQ] area or the Natural Sciences (General) [SG] area.

**Management**

**Certificate of Completion - CCL 5729**  
**18 credits**

**Field of Interest: Business, Entrepreneurialism, and Management**

**For Information:** Kendra Swensen

**Phone:** 623.845.3749

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Management is designed to provide skills for management careers. Students completing this program are better equipped to apply competencies needed for successful performance in management occupations such as manufacturing, wholesaling, retailing, and service industries. An Associate in Applied Science (AAS) in Management is also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This certificate also is offered at Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

Required Courses: (18 credits)	Credits
ACC111 Accounting Principles I .....	3
BPC110 Computer Usage and Applications (3) OR CIS105 Survey of Computer Information Systems (3) .....	3
GBS151 Introduction to Business .....	3
GBS205 Legal, Ethical, and Regulatory Issues in Business .....	3
MGT229 Management and Leadership I .....	3
MGT251 Human Relations in Business .....	3

**Marketing**

**Certificate of Completion - CCL 5094**  
**21 credits**

**Field of Interest: Business, Entrepreneurialism, and Management**

**For Information:** Kendra Swensen

**Phone:** 623.845.3749

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Marketing program meets students' needs by providing skills necessary for marketing careers. The program is designed to develop competencies essential for success in Marketing. By completing this program, students will be better equipped for successful performance in a variety of marketing/management occupations including wholesaling, retailing, professional sales, and entrepreneurship. An Associate in Applied Science (AAS) in Marketing and Sales is available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This certificate also is offered at Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

Required Courses: (18 credits)	Credits
BPC110 Computer Usage and Applications (3) OR CIS105 Survey of Computer Information Systems (3) .....	3
GBS151 Introduction to Business .....	3
GBS120 Workplace Communication Skills .....	3
MKT263 Advertising Principles .....	3
MKT267 Principles of Sales .....	3
MKT271 Principles of Marketing .....	3

**Restricted Electives: (3 credits)** **Credits**

Students should select from the following courses in consultation with Department Advisor.

CIS103 Introduction to Social Media .....	3
MKT101 Introduction to Public Relations .....	3
MKT110 Marketing and Social Networking .....	3
MKT268 Merchandising .....	3

**Marketing and Sales**

**Associate in Applied Science - AAS 3094**  
**61-66 credits**

**Field of Interest: Business, Entrepreneurialism, and Management**

**For Information:** Kendra Swensen

**Phone:** 623.845.3749

<https://www.gccaz.edu/business>

**Program Description:** The Associate in Applied Science (AAS) in Marketing and Sales program is designed to develop competencies essential for success in marketing and personal selling. By completing this program, students will be better equipped for successful performance in a variety of marketing/management occupations, including wholesaling, retailing, professional sales, and entrepreneurship. Certificates of Completion (CCL) in Marketing and Social Media Marketing are available.

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

This program also is offered at GateWay, Mesa, Paradise Valley, Phoenix, and Scottsdale Community Colleges.

**Program Prerequisites:** None.

Required Courses: (24 credits)	Credits
ACC111 Accounting Principles I .....	3
BPC110 Computer Usage and Applications (3) OR CIS105 Survey of Computer Information Systems (3) .....	3
GBS151 Introduction to Business .....	3
GBS120 Workplace Communication Skills (3) OR + GBS233 Business Communication .....	3
MKT110 Marketing and Social Networking .....	3
MKT263 Advertising Principles .....	3
MKT267 Principles of Sales .....	3
MKT271 Principles of Marketing .....	3

**Restricted Electives: (15 credits)****Credits**

Students should select 15 credits from the following courses in consultation with a Department Advisor.

CIS103	Introduction to Social Media .....	3
GBS205	Legal, Ethical, and Regulatory Issues in Business .....	3
IBS101	Introduction to International Business .....	3
MGT126	Customer Service Skills and Strategies .....	3
MGT251	Human Relations in Business .....	3
MKT+++	Any MKT Marketing courses except courses used to satisfy the Required Courses area. ....	3-15

**General Education Requirements: (22-27 Credits)****General Education Core: (12-17 credits)****Credits****First Year Composition:****6**

Any approved general education courses from the First-Year Composition area.

**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) 3

**Critical Reading:****0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment. (0)

**Mathematics:****3-5**

Any approved general education course from the Mathematics area.

**General Education Distribution: (10 credits)****Credits****Humanities, Arts and Design:****3**

Any approved general education course from the Humanities, Arts and Design area.

**Social-Behavioral Sciences:****3**

SBU200	Society and Business
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**Natural Sciences:****4**

Any approved general education course from the Natural Sciences area.

**Mathematics****General Information**

**Field of Interest: Science, Technology, Engineering, and Mathematics**

**For Information:** Dr. Chris Miller

**Phone:** 623.845.3841

<https://www.gccaz.edu/math>

**Student Goals:** Career-related, General Education, Transfer.

Mathematics courses 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 creating 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 Science, Technology, Engineering, and Mathematics (STEM) 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 timelines and attend both day and evening classes.

An Associate in Science Degree, Emphasis in Mathematics also is available.

**Microsoft Certification Preparation****General Information**

**Field of Interest: Computer and Information Technology**

**For Information:** Kenneth Lein

**Phone:** 623.845.3232

<https://www.gccaz.edu/business>

Glendale Community College, Microsoft Authorized Academic Training Program provider, prepares students for industry-recognized certification.

**Microsoft Desktop Associate****Certificate of Completion - CCL 5030N**

**This program is not eligible for Title IV Federal Financial Aid 3 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Kenneth Lein

**Phone:** 623.845.3232

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Microsoft Desktop Associate program is designed to provide students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with how to effectively install and configure Windows operating systems. The course includes basic features of the Windows operating system, virtualization improvements, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. It is designed to prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional CCLs in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Students are encouraged, but not required, to complete CIS105, or CIS190, or CNT140AB prior to beginning this CCL. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, Gateway, Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (3 credits)</b>	<b>Credits</b>
MST150WT Installing and Configuring Microsoft Windows 10 .....	3

## Microsoft Office Professional

**Certificate of Completion - CCL 5132**

**16-22 credits**

**Field of Interest:** Computer and Information Technology

**For Information:** Beth Berry

**Phone:** 623.845.3391

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Microsoft Office Professional emphasizes training on word processing, spreadsheet, database, and presentation software for business purposes. This certificate provides students with the knowledge and skills requisite of various business settings. This certificate helps with initial preparation for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS). This certificate embeds into the Associate in Applied Science (AAS) degree in Information Technology and CCL in Microsoft Office Specialist.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (16-22 credits)</b>	<b>Credits</b>
BPC/OAS111AA Computer Keyboarding I (1) OR	
Permission of Program Director (0) .....	0-1

CIS105	Survey of Computer Information Systems (3) OR	
	Permission of Program Director (0) .....	0-3
CIS113DE	Microsoft Word: Word Processing .....	3
CIS114DE	Excel Spreadsheet .....	3
CIS117DM	Microsoft Access: Database Management .....	3
CIS118DB	Desktop Presentation: Powerpoint .....	3
+ BPC270	A+ Exam Prep: Operating System Configuration and Support (3) OR	
CIS121AE	Windows Operating System: Level I (1)	
AND		
CIS122AE	Windows Operating System: Level II (1) OR	
MST150++	Microsoft Windows (3) .....	2-3
CIS124AA	Project Management Software: Level I (1)	
AND		
CIS124BA	Project Management Software: Level II (1) OR	
CIS224	Project Management Microsoft Project for Windows (3) .....	2-3

## Microsoft Office Specialist

**Certificate of Completion - CCL 5137**

**25-31 credits**

**Field of Interest:** Computer and Information Technology

**For Information:** Beth Berry

**Phone:** 623.845.3391

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Microsoft Office Specialist emphasizes advanced training on word processing, spreadsheet, and database software for business purposes. This certificate builds upon the knowledge and skills gained by the CCL in Microsoft Office Professional for use in various business settings. This certificate helps prepare students for the Microsoft Office Specialist (MOS) certification examinations. This certificate embeds into the Associate in Applied Science (AAS) degree in Information Technology.

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

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (25-31 credits)</b>	<b>Credits</b>
The following courses are required and included in Microsoft Office Professional CCL:	
BPC/OAS111AA Computer Keyboarding I (1) OR	
Permission of Program Director (0) .....	0-1

CIS105	Survey of Computer Information Systems (3) OR Permission of Program Director (0) .....	0-3
CIS113DE	Microsoft Word: Word Processing .....	3
CIS114DE	Excel Spreadsheet .....	3
CIS117DM	Microsoft Access: Database Management .....	3
CIS118DB	Desktop Presentation: Powerpoint .....	3
+ BPC270	A+ Exam Prep: Operating System Configuration and Support (3) OR	
CIS121AE	Windows Operating System: Level I (1)	
AND		
CIS122AE	Windows Operating System: Level II (1) OR	
MST150++	Microsoft Windows (3) .....	2-3
CIS124AA	Project Management Software: Level I (1)	
AND		
CIS124BA	Project Management Software: Level II (1) OR	
CIS224	Project Management Microsoft Project for Windows (3) .....	2-3

The following courses are required in Microsoft Office Specialist CCL:

CIS213DE	Advanced Microsoft Word: Word Processing .....	3
CIS214DE	Advanced Excel Spreadsheet: Level II .....	3
CIS217AM	Advanced Microsoft Access: Database Management .....	3

GateWay, Mesa, Paradise Valley, and Phoenix Community Colleges.

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

Students who pursue this CCL should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

**Program Prerequisites:** None.

**Required Courses: (18-21 credits)**

**Credits**

CIS105	Survey of Computer Information Systems (3) OR May be waived by permission of the Program Director (0) .....	0-3
CIS121AH	Microsoft PowerShell/Command Line Operations .....	3
MST150++	Any Microsoft Windows course .....	3
+ MST155DC	Installation, Storage, and Compute with Windows Server .....	4
+ MST157DC	Networking with Windows Server .....	4
+ MST158DB	Installing and Configuring Windows Server .....	4

## Microsoft System Administration

**Certificate of Completion - CCL 5031**  
**18-21 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Dr. Ken Lein

**Phone:** 623.845.3232

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Microsoft System Administration program is designed to provide students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with computer networks and data communications. The program includes a core of Microsoft courses to develop professionals who implement, manage, and troubleshoot existing network and system environments based on current Microsoft operating systems including active directory, messaging services, file and print servers, and firewalls. The courses in the program are also designed to help prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate and Microsoft Certified Solutions Associate (MCSA) - Windows Server 2016 certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional CCLs in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain,

## Military Science

**General Information**

**Field of Interest: Culture and Society**

**For Information:** Arizona State University ROTC Program

**Phone:** 480.965.3318

<https://militaryscience.asu.edu/>

Reserve Officer 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 Glendale Community College, these basic courses are unique for ROTC in that they:

- Do not have any military obligation.
- Teach valuable skills regardless of the student's future plans.
- Can normally be used toward general education requirements at Arizona State University.
- Have no uniform or haircut requirements.

Equivalence for some or all of these courses may be granted to veterans, Junior Reserve Officer Training Corps (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 each offer a two-year and four-year program leading to a commission in both the United States Air Force and the United States 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 eight semester hour curriculum of either

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

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.

## Music

### General Information

**Field of Interest:** Visual and Performing Arts

**For Information:** Donald Smith

**Phone:** 623.845.3070

<https://www.gccaz.edu/performing-arts>

Musicians pursue careers as performers, teachers, composers, arrangers, music theorists, music historians, music therapists, music producers, audio engineers, sound designers, and in music-related business and professional work.

**Program Description:** This program provides the first two years of music required for a bachelor's degree in Music Education, Theory, Composition, Music Therapy, Jazz Performance, Popular Music Performance and Classical Performance. Associate in Arts, Fine Arts (AAFA) degrees with Emphases in Music and Musical Theatre are available.

Associate in Applied Science (AAS) degrees and Certificates of Completion (CCLs) are available in Music Business and Audio Production Technologies with tracks in Audio Engineering and Sound Design.

Every music major pursuing the AAFA, Emphasis in Music degree is required to participate in a large performance ensemble each semester. Qualifying large ensembles include concert choir, band, orchestra, and guitar. There are many other performance opportunities available, including jazz ensembles, percussion ensembles, chamber singers, jazz choir, musical theatre, and many various chamber ensembles such as flute, clarinet, bass clarinet, brass quintet, woodwind quintet, saxophone, trumpet, tuba/euphonium and brass.

Most courses in the music program are open to all students. There are some courses which have prerequisites and those are found in the course descriptions. Students who have not had sufficient training in the fundamentals of music are advised to take MTC101 Introduction to Music Theory and MTC103 Introduction to Aural Perception before taking MTC105 Music Theory I and MTC106 Aural Perception I.

The Performing Arts Department offers class instruction in piano, voice, and guitar. In addition, the department provides private instruction in the areas of piano, guitar, voice, flute, clarinet, oboe, bassoon, saxophone, horn, trumpet, trombone, euphonium, tuba, percussion, drum set, harp, violin, viola, cello, string bass and electric bass. There is a course fee for private instruction that is partially waived for music majors taking a minimum amount of credits. If a student is not ready for "first-year level" in applied music on the major instrument, the first semester of 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 Glendale Community College (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 GCC Music Advisor and the catalogs of the universities that they plan to attend.

**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. See AAFA, Emphasis in Music; AAFA, Emphasis in Musical Theatre; AAS/CCL in Audio Production; AAS/CCL in Music Business for specific course requirements.

## Music Business I

**Certificate of Completion - CCL 5106**

**16 credits**

**Field of Interest:** Visual and Performing Arts

**For Information:** Dave Schmidt

**Phone:** 623.845.3725

<https://www.gccaz.edu/performing-arts>

**Program Description:** The Certificate of Completion (CCL) in Music Business I is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines foundational and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. There is a CCL in Music Business II available as well as an Associate in Applied Science (AAS) in Music Industries: Music Business.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This program also is offered at Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (16 credits)</b>		<b>Credits</b>
MGT253	Owning and Operating a Small Business .....	3
MKT110	Marketing and Social Networking (3) OR	
MKT271	Principles of Marketing (3) .....	3
MUC109	Music Business: Content Creation and Copyright .....	3
MUC110	Music Business: Marketing and Monetization .....	3
MUC293	Self Promotion for Music .....	1
+ MTC180	Computer Literacy for Musicians (3) OR	
MUC180	Computer Literacy for the Music Business (3) .....	3
Note: Students who have not completed MTC180 already, must take MUC180		

**Music Business II**

**Certificate of Completion - CCL 5258**  
**35-37 credits**

**Field of Interest: Visual and Performing Arts**

**For Information:** Dave Schmidt

**Phone:** 623.845.3725

<https://www.gccaz.edu/performing-arts>

**Program Description:** The Certificate of Completion (CCL) in Music Business II is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines theoretical and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. An Associate in Applied Science (AAS) in Music Industries: Music Business is available.

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

This program also is offered at Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (25-26 credits)</b>		<b>Credits</b>
MGT253	Owning and Operating a Small Business .....	3
MKT110	Marketing and Social Networking .....	3
MKT271	Principles of Marketing .....	3
MUC109	Music Business: Content Creation and Copyright .....	3
MUC110	Music Business: Marketing and Monetization .....	3

+ MTC180	Computer Literacy for Musicians (3) OR	
MUC180	Computer Literacy for the Music Business (3) .....	3
Note: Students who have not completed MTC180 already, must take MUC180.		

+ MUC209	Music Industry Entrepreneurship .....	3
MUC293	Self Promotion for Music .....	1

**Music Industry Capstone Experience**

+ MUC290AA	Music Business Internship (1) OR	
+ MUC296WA	Cooperative Education (1) OR	
MUC298AA	Special Projects (1) .....	1

**Overview of Music Genres**

MUC242	Music Genres and Styles (2) OR	
MHL155	Survey of American Music (3) .....	2-3

**Restricted Electives: (10-11 credits) Credits**

Students should work with their program advisor to select 10 to 11 credits from courses that align with the academic/career goals and further their development in the areas of Music Business and Marketing, Music Production, and Commercial Performance. Courses from required courses area may not be used.

**Music Business and Marketing**

GBS+++	Any GBS General Business course
MKT+++	Any MKT Marketing course
MUC+++	Any MUC Music: Commercial/Business course

**Music Production**

MTC+++	Any MTC Music: Theory/Composition course
MUC+++	Any MUC Music: Commercial/Business course

**Commercial Performance**

MTC+++	Any MTC Music: Theory/Composition course
MUP+++	Any MUP Music: Performance course

**Music Industries: Music Business**

**Associate in Applied Science - AAS 3017**  
**60-67 credits**

**Field of Interest: Visual and Performing Arts**

**For Information:** Dave Schmidt

**Phone:** 623.845.3725

<https://www.gccaz.edu/performing-arts>

**Program Description:** The Associate in Applied Science (AAS) in Music Industries: Music Business is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines theoretical and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. Students will choose a focus area among business and marketing, commercial performance, and music production. They will employ analytical and communication skills and explore aesthetic, cultural, and historical perspectives relevant to the music industry.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This program also is offered at Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (25-26 credits)</b>		<b>Credits</b>
MGT253	Owning and Operating a Small Business .....	3
MKT110	Marketing and Social Networking .....	3
MKT271	Principles of Marketing .....	3
MUC109	Music Business: Content Creation and Copyright .....	3
MUC110	Music Business: Marketing and Monetization .....	3

+ MTC180	Computer Literacy for Musicians (3) OR	
MUC180	Computer Literacy for the Music Business (3) .....	3
Note: Students who have not already completed MTC180 must take MUC180.		

+ MUC209	Music Industry Entrepreneurship .....	3
MUC293	Self Promotion for Music .....	1

**Music Industry Capstone Experience**

+ MUC290AA	Music Business Internship (1) OR	
+ MUC296WA	Cooperative Education (1) OR	
MUC298AA	Special Projects (1) .....	1

**Overview of Music Genres**

MUC242	Music Genres and Styles (2) OR	
MHL155	Survey of American Music (3) .....	2-3

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

**Restricted Electives: (12-13 credits)**

Students should work with their Program Advisor to select 12 to 13 credits from courses that align with the academic/career goals and further their development in the areas of music business and marketing, music production, and commercial performance. Courses from required courses area may not be used.

**Business and Marketing**

- GBS+++ Any GBS General Business course(s)  
 MKT+++ Any MKT Marketing course(s)  
 MUC+++ Any MUC Music: Commercial/Business course(s)

**Music Production**

- MTC+++ Any MTC Music: Theory/Composition course(s)  
 MUC+++ Any MUC Music: Commercial/Business course(s)

**Commercial Performance**

- MTC+++ Any MTC Music: Theory/Composition course(s)  
 MUP+++ Any MUP Music: Performance course(s)

**General Electives: (0-1 credits)**

Select courses 100-level or higher to complete a minimum of 60 semester credits. Consult with an Academic and/or Program Advisor. ....0-1

**General Education Requirements: (22-28 credits)****General Education Core: (12-18 credits)****First-Year Composition:**

- + ENG101 First-Year Composition (3) OR  
 + ENG107 First-Year Composition for ESL (3)  
 AND  
 + ENG102 First-Year Composition (3) OR  
 + ENG108 First-Year Composition for ESL (3) OR  
 + ENG111 Technical and Professional Writing (3)  
 ENG101 or ENG107 and ENG102 or ENG108 is recommended for students who intend to transfer.

**Oral Communication:**

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

Consult with an Academic Advisor about specific COM requirements if intending to transfer.

**Critical Reading:**

- + CRE101 College Critical Reading and Critical Thinking (3) OR  
 Equivalent as indicated by assessment.

**Mathematics:**

- + MAT140 College Mathematics (5) OR  
 + MAT141 College Mathematics (4) OR  
 + MAT142 College Mathematics (3) OR  
 MAT145 College Mathematics with Review (5) OR  
 MAT146 College Mathematics with Review (6)

**General Education Distribution: (10 credits)****Humanities, Arts and Design:**

Any approved general education course from the Humanities, Arts and Design area.

**Social-Behavioral Sciences:**

Any approved general education course from the Social-Behavioral Sciences area.

**Credits****Natural Sciences:**

Any approved general education course from the Natural Sciences area.

**4****Network and Systems Administration**

**Associate in Applied Science - AAS 3189**  
**60-71 credits**

**Field of Interest: Computer and Information Technology**

**For Cisco Network Information:** Andrea Schauer

**Phone:** 623.845.3502

<https://www.gccaz.edu/consumer-sciences>

**For Linux Administration Information:** Martin Bencic

**Phone:** 623.845.3237

<https://www.gccaz.edu/business>

**For Microsoft Information:** Kenneth Lein

**Phone:** 623.845.3232

<https://www.gccaz.edu/business>

**For Red Hat Linux Information:** Martin Bencic

**Phone:** 623.845.3237

<https://www.gccaz.edu/business>

**For VMware Information:** Martin Bencic

**Phone:** 623.845.3237

<https://www.gccaz.edu/business>

**Program Description:** The Associate in Applied Science (AAS) in Network and Systems Administration program provides students with a solid, hands-on skill set of computer, networking, and inter-networking systems technology principles and desktop support. Students gain an understanding of the interaction between micro-computer software and hardware, network and internetworking operating systems software and hardware, local area network administration and management, the use of troubleshooting techniques, troubleshooting hardware and software tools, as well as interpersonal/customer service skills. Students have the opportunity to specialize in specific information technology areas based on their interests and professional goals and leading to industry recognized certifications through an embedded Certificate of Completion (CCL) including, but not limited to, Desktop (Desktop Support, Computer System Configuration and Support, Computer System Configuration and Support, Network, Computer System Configuration and Support, Security, Computer System Configuration and Support, Linux), Cisco (Cisco Network CCNA, Cisco Network CCNP, Cisco Network CCNA Security), Linux (Red Hat Linux Engineer, Linux Associate, Red Hat Linux Administrator, Linux System Administration), Microsoft (Microsoft System Administration, Microsoft Desktop Associate), and VMware (VMware Network Administrator, VMware Foundations, VMware System Administrator). Graduates may pursue employment in a variety of information technology environments and/or transfer to a university.

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

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward

this award. Students may receive credit for courses within the program based on current industry certifications.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This degree also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (30-43 credits)</b>		<b>Credits</b>
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support .....	3
+ BPC270	A+ Exam Prep: Operating System Configuration and Support .....	3
CIS102DA	Customer User Support .....	3
CIS105	Survey of Computer Information Systems .....	3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) .....	3
+ CIS190	Introduction to Local Area Networks (3) OR	
CNT140AB	Introduction to Networks (4) .....	3-4
	(CNT140AB is required for students on the Cisco emphasis.)	

Students must also select from one of the following areas of emphasis based on their career goals.

**Emphasis 1: Cisco System Administration (CCNA) and Security - Credits: 12**

+ CNT150AB	Switching, Routing, and Wireless Essentials .....	4
+ CNT160AB	Enterprise Networking, Security, and Automation .....	4
+ CNT202	Cisco Secure Firewall Appliance Configuration (4) OR	
+ CNT205	Cisco Certified Network Associate Security (4) .....	4

**Emphasis 2: Cisco System Administration (CCNP) - Credits: 24**

+ CNT150AB	Switching, Routing, and Wireless Essentials .....	4
+ CNT160AB	Enterprise Networking, Security, and Automation .....	4
+ CNT240	Cisco Certified Network Professional: Enterprise Core (8) OR	
+ CNT240AA	Cisco Certified Network Professional: Enterprise Core I (4) AND	
+ CNT240AB	Cisco Certified Network Professional: Enterprise Core II (4) ..8	
+ CNT250	Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR	
+ CNT250AA	Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4)	
AND		
+ CNT250AB	Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) .....	8

**Emphasis 3: Linux System Administration - Credits: 12**

+ CIS238DL	Linux System Administration .....	3
+ CIS239DL	Linux Shell Scripting .....	3
+ CIS240DL	Linux Network Administration .....	3
+ CIS275DL	Linux Capstone .....	3

**Emphasis 4: Red Hat Enterprise Linux Administration - Credits: 12**

+ CIS238RH	Red Hat System Administration II .....	3
+ CIS239DL	Linux Shell Scripting .....	3
+ CIS240RH	Red Hat System Administration III .....	3
+ CIS271RH <sup>1</sup>	Red Hat System Administration IV .....	3
+ CIS275DL	Linux Capstone .....	3

**Emphasis 5: Microsoft System Administration - Credits: 18**

CIS121AH	Microsoft PowerShell/Command Line Operations .....	3
MST150++	Any Microsoft Windows Operating System course .....	3
+ MST155DC	Installation, Storage, & Compute With Windows Server .....	4
+ MST157DC	Networking With Windows Server .....	4
+ MST158DC	Installing and Configuring Windows Server .....	4

**Emphasis 6: VMware Network Administrator - Credits: 12**

CIS189	Virtualization and IT Solutions for Digital Businesses .....	3
+ CIS197	VMware ESXI Server Enterprise .....	3
+ CIS198	VMware vSphere: Optimize and Scale .....	3
+ CIS200	VMware NSX: Install, Configure, Manage .....	3

**Restricted Electives: (0-8 credits)**

**Credits**

Students are to select enough Restricted Elective credits to meet a minimum of 60 credits not used to satisfy Required Courses or selected area of emphasis within the Required Courses. Consult with an Academic, Program, or Faculty Advisor to pick courses that align with your career goals.

**Cisco Electives**

CNT140AB	Introduction to Networks .....	4
+ CNT150AB	Switching, Routing, and Wireless Essentials .....	4
+ CNT160AB	Enterprise Networking, Security, and Automation .....	4
+ CNT171	CCNA Exam Prep .....	1
+ CNT202	Cisco Secure Firewall Appliance Configuration (4) OR	
+ CNT205	Cisco Certified Network Associate Security (4) .....	4
+ CNT206	Cisco Certified Network Associate Wireless .....	4

**Linux Electives**

+ CIS238DL	Linux System Administration (3) OR	
+ CIS238RH	Red Hat System Administration II (3) .....	3
+ CIS239DL	Linux Shell Scripting .....	3
+ CIS240DL	Linux Network Administration (3) OR	
+ CIS240RH	Red Hat Systems Administration III (3) .....	3
+ CIS275DL	Linux Capstone .....	3

**Microsoft Electives**

MST++++	Any MST Microsoft Technology course	
CIS121AB	Microsoft Command Line Operations .....	1
CIS121AH	Microsoft PowerShell/Command Line Operations .....	3

**Security Electives**

+ CIS270	Essentials of Network and Information Security .....	3
+ CIS271DB	Information Security Essentials .....	3
+ CIS272DB	Information Security Principles .....	3
+ ITS110	Information Security Fundamentals .....	3

**VMware Electives**

CIS189	Virtualization and IT Solutions for Digital Businesses .....	3
+ CIS197	VMware ESXI Server Enterprise .....	3
+ CIS198	VMware vSphere: Optimize and Scale .....	3
+ CIS200	VMware NSX: Install, Configure, Manage .....	3

**Other Information Technology Electives**

BPC171	Recycling Used Computer Technology .....	1-3
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+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

CIS111	Ethics in Information Technology .....	3
CIS124AA	Project Management Software: Level I .....	1
+ CIS124BA	Project Management Software: Level II .....	1
+ CIS156	Python Programming: Level I .....	3
+ CIS190	Introduction to Networks .....	3
CIS224	Project Management Microsoft Project for Windows .....	3
+ CIS240	Local Area Network Planning and Design .....	3
+ CIS250	Management of Information Systems .....	3
+ CIS266	Network Integration Capstone .....	4
CIS290++	Computer Information Systems Internship .....	1-3
+ CIS296++	Cooperative Education .....	1-4
+ CIS298++	Special Projects .....	1-3
+ ITS120	Legal, Ethical, and Regulatory Issues .....	3

**General Education Requirements: (22-28 credits)****General Education Core: (12-18 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)  
(ENG111 does not count as an ENG Transfer option)

**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)
- + COM225 is recommended for students transferring to Northern Arizona University.

**Critical Reading:****0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment.

**Mathematics:****3-6**

- + MAT140 College Mathematics (5) OR
- + MAT141 College Mathematics (4) OR
- + MAT142 College Mathematics (3) OR
- MAT145 College Mathematics with Review (5) OR
- MAT146 College Mathematics with Review (6)
- Equivalent or higher level mathematics course in the Mathematical Applications [MA] area.

**General Education Distribution: (10 credits)****Credits****Humanities, Arts and Design:****3**

Any approved general education course from the Humanities, Arts and Design [HU] area.

**Social-Behavioral Sciences:****3**

Any approved general education course from the Social-Behavioral Sciences [SB] area.

**Natural Sciences:****4**

Any approved general education course from the Natural Sciences [SG] or [SQ] area.

**Networking: Cisco Systems****General Information****Field of Interest: Computer and Information Technology****For Information:** Andrea Schauer**Phone:** 623.845.3502<https://www.gccaz.edu/consumer-sciences>

Cisco Systems is recognized as a worldwide leader, manufacturer and innovator of networking Internet hardware, software, and high-tech services. Glendale Community College is a Cisco Networking Academy and prepares students for industry-recognized certifications and rewarding careers in Information Technology. The knowledge and skills taught in Cisco courses is the foundation for several information technology careers including network administration, network engineering, network and computer systems administration, network technician, network security, cybersecurity, network virtualization, cloud computing, telecommunications, and more.

The Cisco program is taught by certified Cisco Academy instructors, provides training for those interested in working in the IT industry, and helps to prepare students for industry recognized certification: Cisco Certified Network Associate (CCNA), CCNA Security, CCNA CyberOps, Cisco Certified Network Professional (CCNP). Students are provided hands-on experience and develop skills to install, configure, and maintain routers and switches; configure routing protocols and Local Area Networks (LAN); troubleshoot hardware and software configurations; and perform administrative tasks in a network.

**Degrees & Certificates**

- 3189 AAS Network and Systems Administration - 60-65 credits
- 5969N CCL Cisco Network Administration: CCNA - 12-15 credits
- 5036 CCL Cisco Network Administration and Security - 16-19 credits
- 5037 CCL Cisco Network Administration: CCNP - 20-23 credits
- 5044N CCL Computer System Configuration and Support, Network - 9-13 credits
- 5038N CCL Computer System Configuration and Support - 6-9 credits
- 5141N CCL Amazon Web Services Practitioner - 2 credits

**Courses**

- CNT140AB Introduction to Networks (4)
- + CNT150AB Switching, Routing, and Wireless Essentials (4)
- + CNT160AB Enterprise Networking, Security, and Automation (4)
- + CNT171 CCNA Exam Prep (1)
- CNT203 CCNA Cybersecurity Operations (4)
- + CNT205 Cisco Certified Network Associate Security (4)
- CNT240 Cisco Certified Network Professional: Enterprise Core (8)
- CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8)
- BPC170 A+ Exam Prep: Computer Hardware Configuration and Support (3)
- + BPC270 A+ Exam Prep: Operating System Configuration and Support (3)
- CLD110 Amazon Web Services Cloud Foundations (3)
- CLD120 Amazon Web Services Cloud Architect Associate (3)

**Non-Sworn Fire Service Professional****Certificate of Completion - CCL 5486****18 credits****Field of Interest: Behavioral Science and Human Services****For Information:** Raul Muniz**Phone:** 623.845.4776<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Non-Sworn Fire Service Professional program is designed for students who need basic preparation courses to pursue a non-sworn career as a fire service professional and/or more comprehensive information about life safety, fire hazards, and prevention. A unique feature of the program is that the instructors are professional fire service personnel including firefighters.

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

This program also is offered at Mesa, Paradise Valley, and Phoenix Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (18 credits)</b>	<b>Credits</b>
FSC105 Hazardous Materials Awareness and Operations.....	3
FSC106 Introduction to Fire Protection .....	3
FSC108 Fundamentals of Fire Prevention .....	3
FSC113 Introduction to Fire Suppression .....	3
+ FSC208 Firefighter Safety and Building Construction .....	3
FSC215 Customer Service in the Public Sector .....	3

**Nurse Assisting****Certificate of Completion - CCL 5963N****This program is not eligible for Title IV Federal Financial Aid 2-4.5 credits****Field of Interest: Health Sciences****For Information:** Grace Paul**Phone:** 623.845.3626<https://www.gccaz.edu/nursing>

**Program Description:** The Certificate of Completion (CCL) in Nurse Assisting prepares students for employment as a nurse assistant. The program combines classroom instruction with clinical laboratory practice and long-term care and/or acute care experiences. Students who complete the program are eligible to take a written and practical certification examination if desired to meet employment requirements to be a nurse assistant. Certification/licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

The MCCCDC Nurse Assisting program is approved by the Arizona State Board of Nursing.

**Waiver of Licensure/Certification Guarantee:**

Admission or completion from the MCCCDC Nurse Assisting program does not guarantee obtaining a license or certificate to practice as a nurse assistant. 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).

**Health Declaration:**

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

Health and Safety Requirements for MCCCDC Nurse Assisting Program:

1. Students must meet and maintain health and safety requirements throughout the program.
2. Admission to a Maricopa County Community College District health program requires that students be in compliance with the MCCCDC Supplemental Background Check Policy. Evidence of a current Arizona Department of Public Safety Level One Fingerprint Clearance Card is required for program application.
3. Negative urine drug screen.

**Grade Requirements:**

Student must obtain a C grade or better in all courses.

**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/licensure through the Arizona State Board of Nursing to practice in a health care agency as a nurse assistant. Completion of the Nurse Assistant program of study provides job ready skills as a nurse assistant.

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

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

This program also is offered at Estrella Mountain, GateWay, Mesa, and Paradise Valley Community Colleges.

**Admission Criteria:** Application and acceptance into the program, high school graduate or GED, and meet current health and safety course requirements.

**Program Prerequisites:** None.

**Required Courses: (2-4.5 credits)**

**Credits**

+ NUR158	Nurse Assisting (4.5) OR	
	Advanced Placement course:	
+ NCE150	Advanced Placement: Nursing Assistant (2).....	2-4.5

## Nursing

### General Information

**Field of Interest: Health Sciences**

**For Information:** Nursing Department

**Phone:** 623.845.3200

<https://www.gccaz.edu/nursing>

### 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, <https://www.maricopa.edu/academics/healthcare> is a comprehensive information source.

#### Allied Health or Nursing Assumption of Risk/Release of Liability

Most of the allied health or nursing program pathways include a program of study in a clinical training environment that may contain exposures to risks inherent in patient-oriented educational experiences (such as but not limited to bodily injury or communicable and infectious diseases). Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

#### Use of Confidential Information

Students enrolled in allied health or nursing program pathways will have learning experiences in a 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).

#### MCCCD Required Background Checks

Students enrolled in an MCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCD's major clinical agency partners now mandate that any college students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCD has instituted two specific background check requirements in order for a student to enroll in a program. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in Arizona Revised Statute § 41-1758.07 (<https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/41/01758-07.htm>). Additionally, students must also obtain a "pass" status on a MCCCD supplemental background check from MCCCD's authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCD's clinical experience partners.

The sole program for which the background check requirements are different is the Emergency Medical Technician program. For that program, students must have obtained a Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety. They are also required, at the time of their clinical assignments, to submit to, pay for and pass any additional background check requirements of the clinical agencies to which their EMT program places students.

Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

The MCCCD supplemental background check review may include searches of the following databases and information but MCCCD reserves the right to change the search criteria and the program background check requirements at any time without notice:

1. National Federal Health Care and Abuse Databases
2. Social Security Verification
3. Residency History
4. Arizona Statewide Criminal Records
5. Nationwide Criminal Databases
6. Nationwide Sexual Offender Registry
7. Homeland Security Search

Examples of background information that will result in a "fail" status on the supplemental background check include:

1. Social Security number does not belong to the applicant.
2. Any inclusion on any registered sex offender database.
3. Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists.
4. Any conviction of a felony no matter what age of the convictions.
5. Any warrant any state.
6. Any misdemeanor conviction for the following no matter how long ago:
  - A. Violent crimes
  - B. Sex crime of any kind including non consensual sexual

- crimes and sexual assault
  - C. Murder, attempted murder
  - D. Abduction
  - E. Assault
  - F. Robbery
  - G. Arson
  - H. Extortion
  - I. Burglary
  - J. Pandering
  - K. Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
  - L. Any abuse or neglect
  - M. Any fraud
  - N. Illegal drugs
  - O. Aggravated DUI
7. Any misdemeanor controlled substance conviction in last seven years.
8. Any other misdemeanor conviction within last three years [EXCEPTIONS: Any misdemeanor traffic (DUI is NOT considered traffic)].

The information that MCCCDCD uses for the “pass/fail” background check is subject to change at any time without notice.

MCCCDCD recommends that students carry proof of the background clearance at all times during any clinical agency learning experience.

#### **Duty to Report Changes; Removal**

Students have an obligation to immediately report to the Director of their program any change in the information that they supplied on forms submitted to initiate background checks relating to the allied health or nursing program. That includes information provided to the Arizona Department of Public Safety and MCCCDCD’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 MCCCDCD’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 MCCCDCD 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**

MCCCDCD has no obligation to make repeated attempts to place a student when the reason for MCCCDCD’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**

MCCCDCD 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.

#### **CONCURRENT ENROLLMENT PROGRAM (CEP)/ASSOCIATE/BACCALAUREATE DEGREE REGISTERED NURSE**

MaricopaNursing at Glendale Community College (GCC) offers concurrent enrollment program (CEP) associate/baccalaureate pathway options with partner universities, including Northern Arizona University (NAU), Arizona State University, Upper Iowa University (UIU), Grand Canyon University (GCU), and Ottawa University (OU).

These CEP programs are designed for qualified associate degree nursing students interested in earning a Bachelor of Science in Nursing (BSN) or Master of Science in Nursing (MSN) degree while pursuing the Associate in Applied Science (AAS) in Nursing degree. Students enrolled in the CEP follow a sequence of coursework that enables completion of the BSN degree concurrent with AAS graduation or within one semester following AAS graduation.

Students enrolled in the CEP follow the traditional course of study for all students pursuing the AAS degree in nursing, but at the same time they will be enrolled in partner university courses, which are almost exclusively online or offered as hybrid courses held in the Phoenix area. Upon completion of the MaricopaNursing AAS degree, graduates are eligible to take the National Council Licensure Examination (NCLEX-RN®).

For students who have a bachelor’s degree in another field, Glendale Community College offers the AAS-MSN Nursing Concurrent Program option with Grand Canyon University (GCU). This program enables eligible students to take six nursing core courses from the BSN program at GCU at a significantly reduced tuition concurrent with MaricopaNursing AAS courses. After completion of AAS and BSN courses and passing the NCLEX-RN®, students move into the MSN portion of the AAS-MSN Nursing Concurrent Program. For more information about CEP options, visit the MaricopaNursing website at [www.nursing.maricopa.edu](http://www.nursing.maricopa.edu).

CEP admission requirements, prerequisites, costs, and program options vary considerably and students are encouraged to review all available information to determine the best fit for their needs.

**Nursing<sup>2</sup>**

**Associate in Applied Science - AAS 3812**  
**62-75 credits**

**Field of Interest:** Health Sciences

**For Information:** Grace Paul

**Phone:** 623.845.3626

<https://www.gccaz.edu/nursing>

**Program Description:** The Associate in Applied Science (AAS) in Nursing Program is available at eight of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Nursing Program graduates are eligible to apply for the national exam for the registered nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.

The Associate in Applied Science (AAS) Nursing Program is approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326; (404.975.5000); email: [info@acennursing.org](mailto:info@acennursing.org).

Program offerings:

This program is offered at the following sites:

- Chandler-Gilbert Community College
- Estrella Mountain Community College
- GateWay Community College
- Glendale Community College
- Mesa Community College
- Paradise Valley Community College
- Phoenix College
- Scottsdale Community College

**Waiver of Licensure/Certification Guarantee:**

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

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

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCCDC Healthcare/Nursing Advisor. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602.771.7800).

**Health Declaration:**

It is essential that nursing students be able to perform a number

of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

**Health and Safety Requirements for the Maricopa Nursing Program:**

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen
4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy.

**University Transfer Students:**

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

**REGISTERED NURSE PATHWAY**

**Associate in Applied Science Degree in Nursing Program**

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

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

**Course Fee Information:** Please see class schedule for information regarding course fees.

Maricopa Nursing is aligned with Nurse of the Future Compe-

tencies: Patient-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, and Scottsdale Community Colleges.

**Admission Criteria:** High school diploma or GED is required for the Associate in Applied Science degree in Nursing. Applicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application page containing the 'Declaration of High School Graduation or GED completion.' In some instances, high school diploma/transcripts or proof of GED completion may be required.

Formal application and admission to the program is required; all program prerequisites must be completed prior to submission of application. A passing score on a nursing program admission test is required to complete an application. Successful completion of a nurse assistant course (NCE150 or NUR158 or equivalent as determined by the Nursing Director or designee) or current active AZ certification or licensure as a Nurse Assistant in good standing is required to complete an application<sup>2</sup>

Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3. The final placement decision rests with the Nursing Program Chair at the College to which the student is accepted.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was previously dismissed for issues relating to academic integrity, unsafe patient care, and or two 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 school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

**Program Prerequisites: (10-20 credits) Credits**

The credit-hour range is subject to change depending on the student's educational experience.

+ BIO156	Introductory Biology for Allied Health (4) OR	
+ BIO181	General Biology (Majors) I (4) OR	
	One year of high school biology.....	0-4
+ BIO201	Human Anatomy and Physiology I .....	4
+ CHM130	Fundamental Chemistry (3)	
AND		
+ CHM130LL	Fundamental Chemistry Laboratory (1) OR	
+ CHM130AA	Fundamental Chemistry with Lab (4) OR	
	One year of high school chemistry .....	0-4

+ ENG101	First-Year Composition (3) OR	
+ ENG107	First-Year Composition for ESL (3) .....	3
+ MAT140	College Mathematics (5) OR	
+ MAT141	College Mathematics (4) OR	
+ MAT142	College Mathematics (3) OR	
	Satisfactory completion of higher level math course .....	3-5

<b>Required Courses: (36 credits)</b>		<b>Credits</b>
+ NUR152	Nursing Theory and Science I .....	9
+ NUR172	Nursing Theory and Science II .....	9
+ NUR252	Nursing Theory and Science III .....	9
+ NUR283	Nursing Theory and Science IV .....	9

**General Education Requirements: (16-19 credits)**

**General Education Core: (3-6 credits) Credits**

**First-Year Composition 3**

Three credits of First Year Composition are met by ENG101 or ENG107 in Program Prerequisites area.

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

**Oral Communication 0**  
Waived.

**Critical Reading 0-3**

+ CRE101	College Critical Reading and Critical Thinking (3) OR	
	Equivalent as indicated by assessment.	

**Mathematics 0**

Met by MAT140 OR MAT141 OR MAT142 OR Satisfactory completion of higher level mathematics course in Program Prerequisites area.

**General Education Distribution: (13 credits) Credits**

**Humanities, Arts and Design 2**

Any approved general education course in the Humanities, Arts and Design area.

**Social-Behavioral Sciences 3**

PSY101	Introduction to Psychology	
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**Natural Sciences 8**

+ BIO202	Human Anatomy and Physiology II (4) AND	
+ BIO205	Microbiology (4)	

## Oral Communication Fluency for Non-Native English Speakers

**Academic Certificate - AC 6223N**

**This program is not eligible for Title IV Federal Financial Aid 15 credits**

**Field of Interest: Culture and Society**

**For Information:** Jim Reed

**Phone:** 623.845.3631

<https://www.gccaz.edu/communication>

**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 pronunci-

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

ation 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.

Program Notes: Students must earn a grade of C or better for all courses within the Required Courses area.

This program also is offered at Mesa Community College.

**Program Prerequisites:** None.

Required Courses: (12 credits)	Credits
COM110 Interpersonal Communication.....	3
COM120 Pronunciation of American Speech.....	3
+ COM221 Oral Fluency in American Speech .....	3
+ COM282AC Service-Learning Experience in Communication.....	3

Restricted Electives: (3 credits)	Credits
Any approved General Education course in the Cultural Awareness [C] value, .3	

## Organizational Leadership

Certificate of Completion - CCL 5731  
18 credits

**Field of Interest:** Business, Entrepreneurialism, and Management

**For Information:** Kendra Swensen

**Phone:** 623.845.3749

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Organizational Leadership is designed to prepare students with knowledge and skills needed in today's changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. The CCL in Organizational Leadership is fully embedded in an Associate in Applied Science (AAS) in Organizational Management.

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

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, and Scottsdale Community Colleges.

**Program Prerequisites:** None.

Required Courses (18 credits)	Credits
BPC110 Computer Usage and Applications (3) OR CIS105 Survey of Computer Information Systems (3) .....	3
GBS110 Human Relations in Business and Industry (3) OR MGT251 Human Relations in Business (3) .....	3
GBS120 Workplace Communication Skills 3 GBS151 Introduction to Business .....	3
MGT175 Business Organization and Management (3) OR TQM240 Project Management in Quality Organizations (3) .....	3

MGT101 Techniques of Supervision (3) OR MGT229 Management and Leadership I (3).....	3
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## Organizational Management

Associate in Applied Science - AAS 3727  
60-65 credits

**Field of Interest:** Business, Entrepreneurialism, and Management

**For Information:** Kendra Swensen

**Phone:** 623.845.3749

<https://www.gccaz.edu/business>

**Program Description:** The Associate in Applied Science (AAS) in Organizational Management program is designed with a customized curriculum specific to the student's individual needs in addition to the knowledge and skills needed in today's changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. A Certificate of Completion (CCL) in Organizational Leadership is fully embedded in this AAS.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

Required Courses (18 credits)	Credits
Certificate of Completion in Organizational Leadership (5731) - Requirements listed below:.....	18
BPC110 Computer Usage and Applications (3) OR CIS105 Survey of Computer Information Systems (3).....	3
GBS110 Human Relations in Business and Industry (3) OR MGT251 Human Relations in Business (3) .....	3
GBS120 Workplace Communication Skills .....	3
GBS151 Introduction to Business .....	3
MGT175 Business Organization and Management (3) OR TQM240 Project Management in Quality Organizations (3) .....	3
MGT101 Techniques of Supervision (3) OR MGT229 Management and Leadership I (3) .....	3

**Restricted Electives (20 credits)** **Credits**

Students must choose 20 industry/job related course credits from any MCCC occupational program and/or Academic Certificate. Industry/job related course credits must include a minimum of nine credits with a common subject or theme. Program of study must be approved by the business department chair or designee..... 20

**General Education Requirements: (22-27 credits)****General Education Core: (12-17 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 general education course from the Oral Communication area.

**Critical Reading 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR  
 Equivalent as indicated by assessment.

**Mathematics 3-5**

Any approved general education course from the Mathematics [MA] area.

**General Education Distribution: (10 credits) Credits****Humanities, Arts and Design 3**

Any approved general education course from the Humanities, Arts and Design area.

**Social-Behavioral Sciences 3**

Any approved general education course from the Social-Behavioral Sciences area.

**Natural Sciences 4**

Any approved general education course from the Natural Sciences area.

**Paramedicine**

**Associate in Applied Science - AAS 3889**  
**63-75 credits**

**Field of Interest: Health Sciences**

**For Information:** Todd Polansky

**Phone:** 623.845.3908

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Associate in Applied Sciences (AAS) in Paramedicine is a nationally accredited program designed to prepare students to become Paramedics. This program is a formal education in such paramedicine topics as anatomy and physiology, pathophysiology, cardiology, pulmonary, pharmacology, pediatrics, geriatrics hematology, toxicology. Paramedicine builds upon EMT education and includes paramedic scope of practice. Paramedicine is integrated with fire service, law enforcement, ground transport services, flight transport services, search and rescue, hospitals, clinical setting, community paramedicine, and EMS education. There is a Certificate of Completion (CCL) in Paramedicine available.

**Program Notes:** Students must earn a grade of B or better in all PME courses required within the program.

This program also is offered at Mesa, Paradise Valley, and Phoenix Community Colleges.

**Admission Criteria:** Students must be current and in good standing with the Arizona Department of Health Services Bureau of Emergency Medical Services-Certified as an Emergency Medical Technician (EMT). EMT certification preparatory courses

are available at Maricopa County Community Colleges. Contact an academic advisor for details.

Students must complete an application and selection process.

**Program Prerequisites:** None.

**Required Courses: (45-51 credits) Credits**

BIO160 Introduction to Human Anatomy and Physiology .....4

PME190 Introduction to ECG Rhythm Analysis and Interpretation  
 for EMS Professionals (3) OR  
 Permission of Program Director (0) .....0-3

PME191 Introduction to Pharmacology for EMS Professionals (3) OR  
 Permission of Program Director (0) .....0-3

+ PME201 Advanced Cardiac Life Support (ACLS) Initial Provider in  
 Paramedicine .....1

+ PME202 Pediatric Advanced Life Support (PALS) Initial Provider in  
 Paramedicine .....1

+ PME203 Pediatric Emergencies for Prehospital Professionals  
 (PEPP) Initial Provider in Paramedicine .....1

+ PME204 Neonatal Resuscitation Provider (NRP) in Paramedicine ....0.5

+ PME205 Advanced Medical Life Support (AMLS) Initial Provider in  
 Paramedicine .....1

+ PME206 International Trauma Life Support (ITLS) Provider/  
 Pre-Hospital Trauma Life Support (PHTLS) .....1

+ PME240 Pharmacology in Paramedicine .....3

+ PME245 Airway and Ventilatory Management in Paramedicine .....3

+ PME250 Comprehensive Patient Assessment in Paramedicine .....1

+ PME251 Medical Emergencies in Paramedicine I .....4

+ PME252 Medical Emergencies in Paramedicine II .....4

+ PME253 Medical Emergencies in Paramedicine III .....4

+ PME254 Technical Operations in Paramedicine .....2.5

+ PME260 Trauma Patient Management in Paramedicine .....2

+ PME270 Immersive Total Patient Management Experience (ITPME) .....2

+ PME280 Preparation for Paramedicine Practicum .....1

+ PME281 Paramedicine Clinical Practicum: Comprehensive (2) OR

+ PME281AA Paramedicine Clinical Practicum: Phase I (1)

AND

+ PME281AB Paramedicine Clinical Practicum: Phase II (1) .....2

+ PME288 Paramedicine Comprehensive Field Internship Practicum .....5

+ PME289 Preparation for Paramedic National Credentialing .....2

**General Education Requirements: (18-24 credits)****General Education Core: (12-18 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**

COM100 Introduction to Human Communication (3) OR  
 COM110 Interpersonal Communication (3) OR

+ COM225 Public Speaking (3) OR  
 COM230 Small Group Communication (3)

+ COM225 recommended for students who intend to transfer to satisfy the

AGEC-A literacy requirement.  
COM110 or COM230 recommended for students who do not intend to transfer.

**Critical Reading** **0-3**  
+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment.

**Mathematics** **3-6**  
+ MAT126 Intermediate Algebra with Review (6) OR  
+ MAT120 Intermediate Algebra (5) OR  
+ MAT121 Intermediate Algebra (4) OR  
+ MAT122 Intermediate Algebra (3)

MAT150, or MAT151, or MAT152 recommended for students who intend to transfer.

**General Education Distribution: (6 credits)** **Credits**

**Humanities, Arts and Design** **3**  
Any approved general education course from the Humanities, Arts and Design area.

**Social-Behavioral Sciences** **3**  
Any approved general education course from the Social-Behavioral Sciences area.

**Natural Sciences** **0**  
Met by BIO160 in the Required Courses area.

## Paramedicine

**Certificate of Completion - CCL 5990**  
**45 credits**

**Field of Interest: Health Sciences**  
**For Information:** Todd Polansky  
**Phone:** 623.845.3908  
<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Paramedicine is a nationally accredited program designed to prepare students to become Paramedics. This program is a formal education in such paramedicine topics as anatomy and physiology, pathophysiology, cardiology, pulmonary, pharmacology, pediatrics, geriatrics hematology, toxicology. Paramedicine builds upon EMT education and includes paramedic scope of practice. Paramedicine is integrated with fire service, law enforcement, ground transport services, flight transport services, search and rescue, hospitals, clinical setting, community paramedicine, and EMS education. There is an Associate in Applied Science (AAS) in Paramedicine available.

**Program Notes:** Students must earn a grade of B or better in all PME courses required within the program.

**Admission Criteria:** Students must be current and in good standing with the Arizona Department of Health Services Bureau of Emergency Medical Services-Certified as an Emergency Medical Technician. EMT certification preparatory courses are available at Maricopa County Community Colleges. Contact an academic advisor for details.

Students must complete an application and selection process.

This program also is offered at Mesa, Paradise Valley, and

Phoenix Community Colleges.

**Program Prerequisites:** None.

<b>Required Courses: (45 credits)</b>	<b>Credits</b>
BIO160 Introduction to Human Anatomy and Physiology .....	4
+ PME201 Advanced Cardiac Life Support (ACLS) Initial Provider in Paramedicine .....	1
+ PME202 Pediatric Advanced Life Support (PALS) Initial Provider in Paramedicine .....	1
+ PME203 Pediatric Emergencies for Prehospital Professionals (PEPP) Initial Provider in Paramedicine .....	1
+ PME204 Neonatal Resuscitation Provider (NRP) in Paramedicine ...	0.5
+ PME205 Advanced Medical Life Support (AMLS) Initial Provider in Paramedicine .....	1
+ PME206 International Trauma Life Support (ITLS) Provider/Pre-Hospital Trauma Life Support (PHTLS) .....	1
+ PME240 Pharmacology in Paramedicine .....	3
+ PME245 Airway and Ventilatory Management in Paramedicine .....	3
+ PME250 Comprehensive Patient Assessment in Paramedicine .....	1
+ PME251 Medical Emergencies in Paramedicine I .....	4
+ PME252 Medical Emergencies in Paramedicine II .....	4
+ PME253 Medical Emergencies in Paramedicine III .....	4
+ PME254 Technical Operations in Paramedicine .....	2.5
+ PME260 Trauma Patient Management in Paramedicine .....	2
+ PME270 Immersive Total Patient Management Experience (ITPME) ...	2
+ PME280 Preparation for Paramedicine Practicum .....	1
+ PME281 Paramedicine Clinical Practicum: Comprehensive (2) OR	
+ PME281AA Paramedicine Clinical Practicum: Phase I (1) AND	
+ PME281AB Paramedicine Clinical Practicum: Phase II (1) .....	2
+ PME288 Paramedicine Comprehensive Field Internship Practicum .....	5
+ PME289 Preparation for Paramedic National Credentialing .....	2

## Personal Trainer

**Certificate of Completion - CCL 5421**  
**18-18.5 credits**

**Field of Interest: Health Sciences**  
**For Information:** Louise So  
**Phone:** 623.845.3883  
<https://www.gccaz.edu/fitness-wellness>

**Program Description:** The Certificate of Completion (CCL) in Personal Trainer program is designed to provide students with current foundational skills in assessment, design, implementation and evaluation of fitness and exercise programs. This program encourages development of critical thinking, leadership, and communication skills for developing and implementing individualized exercise programs. A CCL in Personal Training Specialist is available. An Associate in Applied Science (AAS) in Exercise Science: Health, Fitness, and Sports Performance is available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This program also is offered at Chandler-Gilbert, Mesa, Paradise Valley, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (18-18.5 credits)**

	<b>Credits</b>
EXS101 Introduction to Exercise Science .....	3
+ EXS125 Introduction to Exercise Physiology .....	3
+ EXS210 Assessment and Program Design: Muscular Fitness .....	2
+ EXS211 Assessment and Program Design: Flexibility and Balance .....	2
+ EXS212 Assessment and Program Design: Cardiorespiratory Fitness .....	2
+ EXS213 Assessment and Program Design: Weight Management and Motivation .....	2
+ EXS239AA Practical Applications of Personal Training Skills and Techniques Internship (OR) <sup>1</sup> .....	1
+ EXS275AA <sup>1</sup> Sport Science Internship (1) .....	1
FON241 Principles of Human Nutrition .....	3
HES106 Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR Current CPR/AED certification .....	0-0.5

**Personal Training: Advanced****Certificate of Completion - CCL 5445****31-31.5 credits****Field of Interest: Health Sciences****For Information:** Louise So**Phone:** 623.845.3883<https://www.gccaz.edu/fitness-wellness>

**Program Description:** The Certificate of Completion (CCL) in Personal Trainer: Advanced is designed to prepare students for the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy of Sports Medicine (NASM), and the American Council on Exercise (ACE) personal trainer certifications. These certifications are generally required for employment in personal training positions and/or professional advancement within the fitness industry. The curriculum includes the foundational courses required for the CCL in Personal Trainer coupled with some additional advanced and specialized courses.

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

This program also is offered at Chandler-Gilbert, Mesa, Paradise Valley, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (31-31.5 credits)**

	<b>Credits</b>
EMT101 <sup>1</sup> Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.50) OR HES106 <sup>1</sup> Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR Current Basic Life Support (BLS) Health Care Provider/Professional Rescuer certification <sup>1</sup> (0).....	0-0.5
EXS101 Introduction to Exercise Science .....	3
+ EXS125 Introduction to Exercise Physiology .....	3
+ EXS210 Assessment and Program Design: Muscular Fitness .....	2
+ EXS211 Assessment and Program Design: Flexibility and Balance .....	2
+ EXS212 Assessment and Program Design: Cardiorespiratory Fitness .....	2
+ EXS213 Assessment and Program Design: Weight Management .....	2

and Motivation .....	2
+ EXS214 Instructional Competency: Flexibility and Mind-Body Exercises .....	2
+ EXS214 <sup>1</sup> Instructional Competency: Flexibility and Mind-Body Exercises .....	2
+ EXS215 <sup>1</sup> Resistance Training and Recovery Techniques .....	3
+ EXS216 Instructional Competency: Muscular Strength and Conditioning .....	2
+ EXS216 <sup>1</sup> Instructional Competency: Muscular Strength and Conditioning .....	2
+ EXS217 <sup>1</sup> Cardiorespiratory and Flexibility Training.....	3
+ EXS218 Instructional Competency: Cardiorespiratory Exercises and Activities .....	2
+ EXS218 <sup>1</sup> 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) (OR) <sup>1</sup> .....	3
+ EXS275 Sport Science Internship (3) OR	
+ EXS275AA Sport Science Internship (1)	
AND	
+ EXS275AB Sport Science Internship (2) OR	
+ EXS239AA Practical Applications of Personal Training Skills and Techniques Internship (1)	
AND	
+ EXS275AB Sport Science Internship (2) OR	
+ EXS239AB Practical Applications of Personal Training Skills and Techniques Internship (2)	
AND	
+ EXS275AA Sport Science Internship (1).....	3
FON100 Introductory Nutrition (3) OR	
FON241 Principles of Human Nutrition (3) .....	3
HES100 Healthful Living .....	3
PED101ST Strength Training .....	1
PED101BC Boot Camp (1) OR	
PED101BS Body Sculpting (1) OR	
PED101CY Cycling - Indoor (1) OR	
PED101GF Group Fitness/Aerobics (1) OR	
PED101KB Kickboxing (1) OR	
PED101PC Physical Conditioning (1) OR	
PED101PS Pilates (1) OR	
PED101SR Stretch and Relaxation (1) OR	
PED101TC Tai Chi (1) OR	
PED101TX Suspension Training (1) OR	
PED101YG Gentle Yoga (1) OR	
PED101YH Hatha Yoga (1) OR	
PED101YO Yoga (1) OR	
PED101YP Power Yoga (1) OR	
PED101YR Restorative Yoga (1) OR	
PED101ZU Zumba® Fitness (1).....	1

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

## Philosophy

### General Information

**Field of Interest:** Culture and Society

**For Information:** Peter Lupu

**Phone:** 623.845.3747

<https://www.gccaz.edu/philosophy>

**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 Introduction to Ethics examine fundamental philosophic issues and major attempts to resolve them. PHI103 Introduction to 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, computer science, journalism, government, public relations, and other areas requiring training and skill in critical thinking.

## Photography

**Associate in Applied Science - AAS 3195**  
**60-64 credits**

**Field of Interest:** Visual and Performing Arts

**For Information:** Brendan Regan

**Phone:** 623.845.3449

<https://www.gccaz.edu/art-humanities>

**Program Description:** The Associate in Applied Science (AAS) in Photography program is designed for the student who wishes to pursue a career in photography, either commercial or fine arts. Students will study digital and traditional film-based (darkroom) media, content and image selection, and the theory and practice of visual communication.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

There will be costs for supplies and equipment in this program.

This program also is offered at Chandler-Gilbert, Mesa, and Phoenix Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (26-28 credits)**

**Credits**

ARH101	Prehistoric Through Gothic Art (3) OR		
ARH102	Renaissance Through Contemporary Art (3) .....	3	
ARH115	History of Photography .....	3	
ART100	Introduction to Digital Arts .....	1	
ART112	Two-Dimensional Design .....	3	
ART113	Color .....	3	
ART131	Photography I .....	3	
+ ART132	Photography II .....	3	
ART142	Introduction to Digital Photography .....	3	
+ ART143	Intermediate Digital Photography .....	3	
ART255	Art Marketing (3) OR		
ART255AB	The Portfolio (1) .....	1-3	
<b>Retricted Electives: (8-19 (8-20<sup>1</sup>) credits)</b>		<b>Credits</b>	
Complete all courses in the subplan option (specialization <sup>1</sup> ) below that best aligns with your academic and professional goals.			
<b>Subplan 1 (Specialization I<sup>1</sup>): Commercial (Fashion, Studio, Portrait, and Editorial)<sup>1</sup> Photography, Credits: 13-19 (13-20<sup>1</sup>)</b>			
+ ART138	Commercial Photography I .....	3	
+ ART139	Commercial Photography II .....	3	
+ ART140	Portrait Photography (3) OR		
+ ART237	Fashion Photography (3) .....	3	
SBS200	Small Business Operations .....	2	
SBS204 <sup>1</sup>	Small Business Marketing and Advertising .....	2	
MKT110 <sup>1</sup>	Marketing and Social Networking (3) OR		
MKT263 <sup>1</sup>	Advertising Principles (3) OR		
MKT271 <sup>1</sup>	Principles of Marketing (3) OR		
SBS204 <sup>1</sup>	Small Business Marketing and Advertising (2) .....	2-3	
Select zero to six credits from the following:			
(In consultation with Advisor or Program Coordinator, choose up to six credits of coursework from the following list to best fulfill goals and complete a minimum of 60 credits required for the AAS. <sup>1</sup> )			
+ ADA/ART169	2D Media Design .....	3	
+ ADA/ART177	Digital Photographic Imaging I .....	3	
ART111	Drawing I .....	3	

ART116	Life Drawing I .....	3
ART137	Alternative Photographic Processes .....	3
+ ART178	Digital Arts Studies .....	3
+ ART181	Graphic Design I .....	3
+ ART234	Color Photography I .....	3
+ ART270	Digital Photographic Imaging II .....	3
+ ART290AC	Studio Art .....	3
+ ART290EC	Studio Art: Photography .....	3
+ ART290MC	Studio Art: Digital Photography .....	3
+ ART295DA	Art Workshop/Seminar: Photography .....	1
+ ART295DB	Art Workshop/Seminar: Photography .....	2
+ ART295DC	Art Workshop/Seminar: Photography .....	3
+ ART297AA	Commercial Art Internship .....	1
FMP08	Video Production .....	3

**Subplan 2 (Specialization II<sup>1</sup>): Fine Art Photography, Credits: 8-19 (8-15<sup>1</sup>)**

+ ART133	Photography III .....	3
ART137	Alternative Photographic Processes .....	3

Select 2 to 13 (two to nine<sup>1</sup>) credits from the following:

+ ADA/ART169	2D Media Design .....	3
+ ADA/ART177	Digital -Photographic Imaging I .....	3
ART111	Drawing I .....	3
ART116	Life Drawing I .....	3
+ ART134	Photography IV .....	3
+ ART178	Digital Arts Studies .....	3
+ ART234	Color Photography I .....	3
+ ART250	Introduction to Printmaking .....	3
+ ART270	Digital Photographic Imaging II .....	3
+ ART274	Digital Photographic Imaging III .....	3
+ ART290AC	Studio Art .....	3
+ ART290EC	Studio Art: Photography .....	3
+ ART290MC	Studio Art: Digital Photography .....	3
+ ART295DA	Art Workshop/Seminar: Photography .....	1
+ ART295DB	Art Workshop/Seminar: Photography .....	2
+ ART295DC	Art Workshop/Seminar: Photography .....	3
+ ART297AA	Commercial Art Internship .....	1
SBS200	Small Business Operations .....	2
SBS204	Small Business Marketing and Advertising .....	2

**General Electives: (0-7 credits)****Credits**

Select courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits. Consult with the Program Director or an Academic Advisor. Recommend that students interested in transferring to a four-year institution to earn a bachelor's degree take courses that fulfill any unmet Arizona General Education Curriculum (AGEC) requirements.

**General Education Requirements: (19-25 credits)****General Education Core: (12-18 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**

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 and Critical Thinking (3) OR  
Equivalent as indicated by assessment.

**Mathematics****3-6**

+ MAT140 College Mathematics (5) OR  
+ MAT141 College Mathematics (4) OR  
+ MAT142 College Mathematics (3) OR  
MAT145 College Mathematics with Review (5) OR  
MAT146 College Mathematics with Review (6) OR  
Any approved general education course in the Mathematical Applications [MA] area (3-6).

**General Education Distribution: (7 credits)****Credits****Humanities, Arts and Design****0**

Met by ARH101 OR ARH102 OR ARH115 OR ART131 in Required Courses.

**Social-Behavioral Sciences****3**

Any approved general education courses in the Social-Behavioral Sciences area.

**Natural Sciences****4**

Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area.

**Physics****General Information**

**For Information:** Bruce Gordon

**Phone:** 623.845.3445

<https://www.gccaz.edu/physical-sciences>

**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 coursework 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

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

**Other Recommendations:**

	<b>Credits</b>
+ 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

**Practical Nursing**

**Certificate of Completion - CCL 5957**  
35-45 credits

**Field of Interest: Health Sciences**

**For Information:** Grace Paul

**Phone:** 623.845.3626

<https://www.gccaz.edu/nursing>

**Program Description:** The Certificate of Completion (CCL) in Practical Nursing Program is available at seven of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Practical Nursing Program graduates are eligible to apply for the national exam for the practical nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.

The Certificate of Completion Practical Nursing Program is approved by the Arizona State Board of Nursing.

**Program offerings:**

This program is offered at the following sites:

Chandler Gilbert Community College  
Estrella Mountain Community College  
Community College  
Glendale Community College  
Mesa Community College  
Paradise Valley Community College  
Scottsdale Community College

**Waiver of Licensure/Certification Guarantee:**

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

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

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint

Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCCDC Healthcare/Nursing Advisor. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602.771.7800).

**Health Declaration:**

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

**Health and Safety Requirements for the Nursing Program:**

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy.

**University Transfer Students:**

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

**PRACTICAL NURSE EXIT OPTION**

Following completion of the practical nurse level program of study, the student is eligible to apply for licensure as a practical nurse. Licensed Practical Nurses (LPN) may be employed in acute, long-term, and community-based health care settings under the direction of a registered nurse. Practical Nurses function within their legal scope of practice and use professional standards of care in illness care and health promotion activities for clients and families across the life span.

The Associate in Applied Science (AAS) Nursing Program is

approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404.975.5000); email: info@acennursing.org.

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

**Course Fee Information:** Please see class schedule for information regarding course fees.

MaricopaNursing is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.

**Admission Criteria:** High School diploma or GED is required for the Certificate of Completion in Practical Nursing. Applicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application page containing the 'Declaration of High School Graduation or GED completion'. In some instances, high school diploma/transcripts or proof of GED completion may be required.

Formal application and admission to the program is required; all program prerequisites must be completed prior to submission.

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 previously dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate as a Nursing Assistant and/or license as a Practical Nurse must remain in good standing with the Board of Nursing. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

**Program Prerequisites: (10-20 credits) Credits**

The credit-hour range is subject to change depending on the student's educational experience.

+ BIO156	Introductory Biology for Allied Health (4) OR	
+ BIO181	General Biology (Majors) I (4) OR	
	+ CHM130AA Fundamental Chemistry with Lab (4) OR	
	One year of high school biology.....	0-4
+ BIO201	Human Anatomy and Physiology I .....	4
+ CHM130	Fundamental Chemistry (3) AND	
+ CHM130LL	Fundamental Chemistry Laboratory (1) OR	
	One year of high school chemistry.....	0-4
+ ENG101	First-Year Composition (3) OR	
+ ENG107	First-Year Composition for ESL (3) .....	3

+ MAT140	College Mathematics (5) OR	
+ MAT141	College Mathematics (4) OR	
+ MAT142	College Mathematics (3) OR	
	Satisfactory completion of higher level mathematics course .....	3-5

Students that are admitted into the MaricopaNursing Program for Fall 2015 and Spring 2016, AND completed MAT120, MAT121, or MAT122 prior to Fall 2015 as an admission requirement, may complete the program without completing MAT140, MAT141, or MAT142 as a graduation requirement, by waiver of the Program Director.

<b>Required Courses: (25 credits)</b>		<b>Credits</b>
+ BIO202	Human Anatomy and Physiology II .....	4
+ NUR152	Nursing Theory and Science I .....	9
+ NUR172	Nursing Theory and Science II .....	9
+ NUR191	Practical Nursing Transition .....	3

## Pre-Forestry

### General Information

**For Information:** forestryinfo@asu.edu

Phone: 928.523.3031

<https://nau.edu/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 are 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: <https://nau.edu/forestry/>. Students are advised to review the reverse transfer process to complete their Associate in Arts/ Associate in Business degree and the Arizona General Education Curriculum (AGEC). The following are recommended courses:

+ BIO181	General Biology (Majors) I (4)
+ BIO182	General Biology (Majors) II (4)
+ CHM151	General Chemistry I (3)
+ CHM151LL	General Chemistry I Laboratory (1)
+ COM221	Oral Fluency in American Speech (3)
ECN211	Macroeconomic Principles (3)
ECN212	Microeconomic Principles (3)
+ ENG101	First-Year Composition (3)
+ ENG102	First-Year Composition (3)
+ MAT187	Precalculus (5)
+ MAT206	Elements of Statistics (3)

**Pre-Health****General Information**

General Information

See specializations below.

**Student Goals:** Transfer

Pre-health programs are designed for students preparing for the following professional schools: medical, dental, occupational therapy, optometry, pharmacy, physical therapy, physician assisting, and podiatry. Students hoping to be admitted to a professional program should first pursue their bachelor's degree at a university. Admission to professional schools is competitive; therefore, 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, GRE, etc.) and higher scores make applicants more competitive. Often pre-health, students choose biology, chemistry, or biochemistry, kinesiology or exercise science as their major; however, any major is allowed as long as all prerequisite courses are completed. Accomplishing this may require students of other majors to take extra courses/credits above and beyond the requirements of their own bachelor's degree.

Professional program admission requirements are fairly uniform across the country; however, it is advisable for students to consult the website of all professional schools they are considering so they are aware of the specific prerequisite requirements of each. Many professional schools require students to have a minimum number of hours of volunteer or paid experience in a variety of healthcare settings. It is never too early to start putting in these kinds of clinical hours. This "real life" field experience can also be a good way for students to validate their career choice and to better identify how they fit in the health care professions. Students are urged to consult with an academic advisor to create an educational plan that will support their long term educational and professional goals.

More specific information for various areas of emphasis is provided below.

**PRE-MEDICAL/PRE-DENTAL/PRE-PODIATRY**

A physician, whether allopathic, osteopathic, or podiatric, diagnoses, prescribes medication for, and treats diseases and disorders of the human body. Physicians often specialize in one aspect of medical care and treatment, but there is also a need for general practitioners.

Dentists examine, diagnose, and treat ailments or abnormalities of teeth and gums as well as performing routine prophylactic procedures. Many dentists are general practitioners offering multiple office services, but some get additional specialized training to become endodontists, dental surgeons, periodontists and/or to perform implant, reconstructive or cosmetic dentistry.

**Program Description:** The following course recommendations are based on common admission requirements for many medical, podiatry and dental schools. The sequence of courses identified in the Associate in Science, Emphasis in Biological Sciences degree may be a useful academic planning tool for students interested in pursuing these medically-related programs. Students are

urged to consult with an academic advisor in Glendale Community College's STEM Connect Student Success Center to work out an individualized program of study that will best prepare them to meet the entrance requirements of their selected professional schools.

**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
+ CHM150	General Chemistry I (4) OR	
+ CHM151	General Chemistry I (3)	
AND		
+ CHM151LL	General Chemistry I Laboratory (1).....	4-5
+ CHM152	General Chemistry II (3)	
AND		
+ CHM152LL	General Chemistry II Laboratory (1)	
+ 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
+ MAT15X*	College Algebra/Functions OR higher level MAT course.....	4-6
+ PHY111**	General Physics I.....	4
+ PHY112**	General Physics II.....	4

\*Math requirements vary with transfer institution and major. Some universities and professional schools require calculus.

\*\*Some university majors and professional schools require one or both semesters of Physics.

**PRE-OCCUPATIONAL THERAPY (PRE-OT)**

Occupational therapists (OTs) help people of all ages live life to its fullest by helping them promote health, and improve or maintain activities of daily living after injury, illness, or disability. Common occupational therapy interventions include helping children with disabilities to participate fully in school and social situations, helping people recovering from injury to regain life skills, and assisting older adults experiencing physical and cognitive changes improve their ability to perform daily activities.

**Program Description:** The following is a short list of courses that those interested in applying to an OT program should consider in selecting their undergraduate major. Admission requirements vary somewhat from one OT program to another so it is important that students determine the courses needed for their preferred professional programs and work with a Glendale Community College Health Sciences advisor to develop a program of study that best fits those needs

**Program Recommendations:****Credits**

+ BIO201	Human Anatomy and Physiology I.....	4
+ BIO202	Human Anatomy and Physiology II.....	4
Additional science course(s) [BIO, CHM, PHY] .....		4-8

- + MAT206 Elements of Statistics (3) OR  
 + PSY230 Introduction to Statistics (3) .....3

### PRE-OPTOMETRY

An optometrist examines and determines the condition of one's eyes and prescribes non-surgical treatment to conserve or improve vision such as corrective lenses and some medication.

**Program Description:** The following is a suggested list of science and math courses that are generally required in order to be considered for admission to an optometry school. Early consultation with an academic advisor in Glendale Community College's STEM Connect Student Success Center is recommended to assist in working out an individualized program of study based on each student's unique background and long term goals.

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
+ BIO205** Microbiology.....	4
+ CHM150 General Chemistry I (4) OR +.....	
CHM151 General Chemistry I (3)	
AND	
+ CHM151LL General Chemistry I Laboratory (1).....	4-5
+ 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
+ MAT15X* College Algebra/Functions OR higher level MAT course.....	4-6
+ MAT206 Elements of Statistics (3) OR	
+ PSY230 Introduction to Statistics (3).....	3
+ PHY111 General Physics I.....	4
+ PHY112 General Physics II.....	4

\*Most optometry schools require calculus.

\*\*Some optometry schools prefer students take one semester of Organic Chemistry (such as CHM230 and CHM230LL) and one semester of Biochemistry (like CHM260).

### 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 drug therapy consultants to other health professionals.

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.

Many professional pharmacy schools do not require the completion of a bachelor's degree for admission; such schools' entrance requirements include the completion of up to 90 semester credits of prerequisite courses, including many in the sciences and mathematics. Admission is, however, generally quite competitive so completion of a bachelor's degree may be advantageous.

**Program Description:** The following is a list of science and math courses that are generally required in order to be considered for admission to a pharmacy school. Early consultation with an academic advisor in Glendale Community College's STEM Connect Student Success Center is recommended to assist in working out an individualized program of study based on each student's unique background and long term goals

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
+ CHM150 General Chemistry I (4) OR	
+ 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
+ MAT15X* College Algebra/Functions OR higher level MAT course.....	4-6
+ PHY111 General Physics I.....	4
+ PHY112 General Physics II.....	4

\*Math requirements vary. Calculus is often required.

\*\*Number of semesters of Physics varies depending on university majors and professional school.

### PRE-PHYSICAL THERAPY (PRE-PT)

Physical Therapists (PTs) help people (of all ages) to rebuild strength, mobility and/or function and reduce/manage pain after an injury or other medical condition. They assess each individual's condition and then develop, monitor and adjust a treatment plan to assist in their recovery. Physical therapists may use a variety of modalities to help patients including application of heat and cold, physical manipulations and massage, ultrasound, and exercise. PTs work in a variety of medical settings including hospitals, rehabilitation centers and long term care facilities, clinics, medical offices and patients' homes.

**Program Description:** The following is a list of science and math

courses that are generally required in order to be considered for admission to a doctoral program in physical therapy. Although the requirements for a B.S. in Biology will include the courses listed below, many students interested in PT decide to major in Exercise Science or Kinesiology instead because of its emphasis on the mechanics and anatomy of movement. The Associate in Arts, Emphasis Exercise Science:Pre-Physical Therapy degree's sequence of recommended courses is designed to help students envision the first steps in their academic journey (<https://www.gccaz.edu/degrees-certificates/health-sciences/associate-arts-emphasis-exercise-science-pre-physical-therapy-8121-aa>)

Early consultation with an Academic Advisor in Health Sciences is recommended to assist in working out an individualized program of study based on each student's unique background and long term goals.

<b>Program Recommendations:</b>	<b>Credits</b>
+ BIO201 Human Anatomy and Physiology I .....	4
+ BIO202 Human Anatomy and Physiology II .....	4
+ CHM150 General Chemistry I (4) OR	
+ 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
+ MAT15X* College Algebra/Functions OR higher level MAT course .....	4-6
AND	
+ MAT182 Plane Trigonometry (3) OR	
+ MAT187 Precalculus (5) .....	7-9
+ MAT206 Elements of Statistics (3) OR	
+ PSY230 Introduction to Statistics (3) .....	3

### PRE-PHYSICIAN ASSISTING (PRE-PA)

Physician Assistants (PAs) work in association with a doctor to conduct complete physical examinations, diagnose injury and illness, develop and manage treatment plans, and prescribe medications. PAs work in a variety of medical settings and specialties; they are often a patient's principal healthcare provider.

**Program Description:** This is a suggested curriculum for the first two years of preparation for entering PA school. Students are urged to consult with an academic advisor in Glendale Community College's STEM Connect Center to plan a program of study which will meet the entrance requirements of the PA programs of interest as well as their bachelor's degree.

<b>Program Recommendations:</b>	<b>Credits</b>
+ BIO201 Human Anatomy and Physiology I .....	4
+ BIO202 Human Anatomy and Physiology II .....	4
+ CHM150 General Chemistry I (4) OR	
+ CHM151 General Chemistry I (3)	
AND	
+ CHM151LL General Chemistry I Laboratory (1) .....	4-5
+ 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 (3)	
AND	
+ CHM236LL General Organic Chemistry II Laboratory (1) .....	4
+ MAT15X College Algebra/Functions or higher level higher level MAT course .....	4-6
+ MAT206 Elements of Statistics (3) OR	
+ PSY230 Introduction to Statistics (3) .....	3

### Pre-Law

#### General Information

**For Information:** Scott Stroher  
**Phone:** 623.845.3453  
<https://www.gccaz.edu/business>

#### 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:

Scores on the Law School Admission Test (LSAT). A preparation course is recommended before taking the LSAT.

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.)

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.

Ability to write correctly, clearly, and concisely. (Many law schools require demonstration of this ability as part of their admission test.)

General community involvement and/or personal achievement.

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 Macroeconomic Principles .....	3
GBS205 Legal, Ethical, and Regulatory Issues in Business .....	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 Associate in Arts, Associate in Science, or Associate in Business degrees, depending on intended transfer major. Meet with an Academic Advisor in the Glendale Community College 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.

## Programming and Systems Analysis

Associate in Applied Science - AAS 3844

61-67 (61-68)<sup>1</sup> credits

**Field of Interest:** Computer and Information Technology

**For Information:** Bill Stewart

**Phone:** 623.845.3250

<https://www.gccaz.edu/business>

**Program Description:** The Associate in Applied Science (AAS) in Programming and Systems Analysis program provides an in-depth exploration of different computer language and technical skills. The AAS includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. Certificate of Completions (CCL) in Programming and Systems Analysis Level I and Level II and iOS Application Development are also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Consultation with an Academic Advisor is recommended for course selection.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, Mesa, Paradise Valley, Phoenix, Rio Salado, and Scottsdale Community Colleges.

**Program Prerequisites:** None.

Required Courses: (33-34 credits)	Credits
CIS105 Survey of Computer Information Systems .....	3
GBS151 Introduction to Business .....	3
CIS126DL Linux Operating System (3) OR	
CIS126RH Red Hat System Administration I (3) OR	
+ MST150++ Any Microsoft Windows course (3) .....	3
CIS133DA Internet/Web Development Level I .....	3
Students interested in pursuing an iOS Certificate of Completion (CCL) are recommended to take CIS150AB.	
+ CIS150 Programming Fundamentals (3) OR	
+ CIS150AB Object-Oriented Programming Fundamentals (3) .....	3
CIS166++ Any Web Scripting course(s) .....	3
+ CIS166++ <sup>1</sup> Any Web Scripting course(s) .....	3
+ CIS190 Introduction to Networks (3) OR	
CNT140AB Introduction to Networks (4) OR	
+ MST140 Microsoft Networking Essentials (3) .....	3-4
+ CIS225 Business Systems Analysis and Design (3) OR	
+ CIS225AB Object-Oriented Analysis and Design (3) OR	
+ CIS250 Management of Information Systems (3) .....	3

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

- + CIS119DO Introduction to Oracle: SQL (3) OR
- + CIS276DA MySQL Database (3) OR
- + CIS276DB SQL Server Database (3) .....3

Select a programming language from below that best aligns with academic and professional goals (two courses for a total of six credits) in one of the following areas:

- + CIS156<sup>1</sup> Python Programming: Level I (3)  
AND
- + CIS256<sup>1</sup> Python Programming: Level II (3) OR
- + CIS159 Visual Basic Programming I (3)  
AND
- + CIS259 Visual Basic Programming II (3) OR
- CIS162++ Any C Programming: Level I course (3)  
AND
- CIS262++ Any C Programming: Level II course (3) OR
- + CIS163AA Java Programming: Level I (3)  
AND
- + CIS263AA Java Programming: Level II (3) OR
- CIS165++ Any Mobile Application Development course (3)  
AND
- + CIS265 Advanced iOS Application Development (3) .....6

#### Restricted Electives: (6 credits) Credits

Students may not use courses from the Required Courses Area.

- CIS224 Project Management Microsoft Project for Windows .....3
- + CIS151 Computer Game Development-Level I .....3
- + CIS156 Python Programming: Level I .....3
- + CIS159 Visual Basic Programming I .....3
- CIS162++ Any C Programming: Level I course .....3
- + CIS163AA Java Programming: Level I .....3
- CIS165++ Any Mobile Application Development course .....3
- + CIS251 Computer Game Development-Level II .....3
- + CIS259 Visual Basic Programming II .....3
- CIS262++ Any C Programming: Level II course .....3
- + CIS263AA Java Programming: Level II .....3
- + CIS265 Advanced iOS Application Development .....3
- GBS211 Legal, Ethical and Regulatory Issues of the Internet Studies.....3

#### General Education Requirements: (22-27 (22-28<sup>1</sup>)credits)

#### General Education Core: (12-17 (12-18<sup>1</sup>) 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 general education course in the Oral Communication area.

#### Critical Reading: 0-3

- + CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment. ....

#### Mathematics: 3-5 (3-6<sup>1</sup>)

- + MAT150 College Algebra/Functions (5) OR
- + MAT151 College Algebra/Functions (4) OR

- + MAT152 College Algebra/Functions (3)  
Any MAT course that is equivalent or higher.  
~~Any MAT<sup>1</sup> course that is equivalent or higher.~~
- + MAT155<sup>1</sup> College Algebra/Functions with Review (5) OR
- + MAT156<sup>1</sup> College Algebra/Functions with Review (6) 3-6

#### General Education Distribution: (10 credits) Credits

#### Humanities, Arts and Design: 3

Any approved general education course in the Humanities, Arts and Design [HU] area.

#### Social-Behavioral Sciences: 3

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

#### Natural Sciences: 4

Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area.

## Programming and Systems Analysis

### Level I

Certificate of Completion - CCL 5048

24 credits

#### Field of Interest: Computer and Information Technology

For Information: Bill Stewart

Phone: 623.845.3250

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Programming and Systems Analysis Level I provides an exploration of different computer language and technical skills. The CCL includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. A CCL in Programming and Systems Analysis Level II, CCL in iOS Application Development and an Associate in Applied Science (AAS) in Programming and Systems Analysis are also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Consultation with an Academic Advisor is recommended for course selection.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, Mesa, Paradise Valley, Phoenix, Rio Salado, and Scottsdale Community Colleges.

**Program Prerequisites:** None.

#### Required Courses: (24 credits) Credits

- CIS105 Survey of Computer Information Systems.....3
- + CIS119DO Introduction to Oracle: SQL (3) OR
- + CIS276DA MySQL Database (3) OR
- + CIS276DB SQL Server Database (3) .....3

CIS126DL	Linux Operating System (3) OR	+ CIS276DB	SQL Server Database (3) .....3
CIS126RH	Red Hat System Administration I (3) OR	CIS126DL	Linux Operating System (3) OR
MST150++	Any Microsoft Windows course (3) .....3	CIS126RH	Red Hat System Administration I (3) OR
		MST150++	Any Microsoft Windows course (3) .....3
CIS133DA	Internet/Web Development Level I .....3	CIS133DA	Internet/Web Development Level I .....3
+ CIS150	Programming Fundamentals (3) OR	+ CIS150	Programming Fundamentals (3) OR
+ CIS150AB	Object-Oriented Programming Fundamentals (3) .....3	+ CIS150AB	Object-Oriented Programming Fundamentals (3) .....3
CIS166++	Any Web Scripting course(s) .....3	+ CIS156	Python Programming: Level I (3) OR
GBS151	Introduction to Business .....3	+ CIS159	Visual Basic Programming I (3) OR

Select a programming language from below that best aligns with academic and professional goals (one course for a total of three credits) in one of the following areas:

- + CIS156 Python Programming: 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) OR
- CIS165++ Any Mobile Application Development course (3) .....3

## Programming and Systems Analysis

### Level II

**Certificate of Completion - CCL 5962**  
**36-37 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Bill Stewart

**Phone:** 623.845.3250

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Programming and Systems Analysis Level II provides an in-depth exploration of different computer language and technical skills. This CCL includes, but is not limited to the following: local area networks, team roles, and dynamics. A CCL in iOS Application Development and an Associate in Applied Science (AAS) in Programming and Systems Analysis are available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Consultation with an Academic Advisor is recommended for course selection.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

This program also is offered at Chandler-Gilbert, Estrella Mountain, Mesa, Paradise Valley, Phoenix, Rio Salado, and Scottsdale Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (33-34 credits) Credits**

The following courses are required and included in CCL Programming and Systems Analysis Level I.

CIS105	Survey of Computer Information Systems .....3
+ CIS119DO	Introduction to Oracle: SQL (3) OR
+ CIS276DA	MySQL Database (3) OR

+ CIS162++	Any C Programming: Level I course (3) OR
+ CIS163AA	Java Programming: Level I (3) OR
+ CIS165++	Any Mobile Application Development course (3) .....3
CIS166++	Any Web Scripting course(s) .....3
GBS151	Introduction to Business .....3

The following courses are required for CCL Programming and Systems Level II:

+ CIS190	Introduction to Local Area Networks (3) OR
CNT140AB	Introduction to Networks (4) OR
MST140	Microsoft Networking Essentials (3) .....3-4
+ CIS225	Business Systems Analysis and Design (3) OR
+ CIS225AB	Object-Oriented Analysis and Design (3) OR
+ CIS250	Management of Information Systems (3) .....3

Select a programming language from below that best aligns with academic and professional goals (one course for a total of three credits) in one of the following areas:

- + CIS256 Python Programming: Level II (3) OR
- + CIS259 Visual Basic Programming II (3) OR
- CIS262++ Any C Programming: Level II course (3) OR
- + CIS263AA Java Programming: Level II (3) OR
- + CIS265 Advanced iOS Application Development (3) .....3

### Restricted Electives: (3 credits) Credits

Select one of the courses below that best aligns with academic and professional goals for a total of three credits. Students may not choose courses they have taken from the required courses area.

+ CIS151	Computer Game Development-Level I .....3
+ CIS156	Python Programming: Level I .....3
+ CIS159	Visual Basic Programming I .....3
CIS162++	Any C Programming: Level I course .....3
+ CIS163AA	Java Programming: Level I .....3
CIS165++	Any Mobile Application Development course .....3
CIS224	Project Management Microsoft Project for Windows .....3
+ CIS251	Computer Game Development-Level II .....3
+ CIS256	Python Programming: Level II .....3
+ CIS259	Visual Basic Programming II .....3
CIS262++	Any C Programming: Level II course .....3
+ CIS263AA	Java Programming: Level II .....3
+ CIS265	Advanced iOS Application Development .....3
GBS211	Legal, Ethical and Regulatory Issues of the Internet Studies .....3

**Psychology****General Information****Field of Interest:** Behavioral Science and Human Services**For Information:** Julie Morrison**Phone:** 623.845.4761<https://www.gccaz.edu/psychology>**ASSOCIATE IN ARTS/TRANSFER PROGRAM****Student Goals:** General Education, Transfer to a University, Personal Interest

Psychologists are concerned with the scientific study of behavior and mental processes. 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 8% to 14% growth in clinical and industry settings between 2016 and 2026. 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 provides the first two years of a four-year curriculum for students who wish to specialize in psychological sciences or are preparing for graduate programs in psychology or related fields. With a bachelor's degree, students may pursue numerous careers such as mid- and top-level managers, market research analysts/specialists, human resources specialists/managers, social and human service assistants, psychiatric technicians, survey researchers, and probation officers/correctional treatment specialists. Most careers in psychology require graduate work. With a graduate degree, students may pursue a number of careers, including but not limited to: psychologists (industrial-organizational, clinical, counseling, and school), research scientists, psychiatrists, neuropsychologists, statisticians, teachers, and human factors engineers.

**Special Skill Levels Needed:**

College level reading, writing, and math skills.

**Core Requirements:**

	<b>Credits</b>
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 Glendale Community College, 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 [SB*, C*].....	3

+ PSY215 Introduction to Sport Psychology.....	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.....	3 (1 <sup>2</sup> )
+ PSY243 The Psychology of Developmental Disabilities.....	3
+ PSY244 Internship in Psychology.....	1
+ PSY250 Social Psychology [SB*].....	3
+ PSY262 Positive Psychology: The Science of Well-Being.....	3
+ PSY266 Abnormal Psychology [SB*].....	3
+ PSY267 Forensic Psychology.....	3
+ PSY275 Biopsychology [SG*].....	4
+ PSY277 Psychology of Human Sexuality [SB*].....	3
+ PSY280 Industrial/Organizational Psychology [SB*].....	3
+ PSY295AA Independent Research in Psychology.....	1

**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
+ PSY266 Abnormal Psychology [SB*].....	3
+ PSY275 Biopsychology [SG*].....	4
+ PSY277 Psychology of Human Sexuality [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.

PSY143 Lesbian, Gay, Bisexual and Transgendered Studies [C*].....	3
PSY156 Understanding Death and Dying.....	3
PSY157 African/Black Psychology [SB*, C*].....	3
+ PSY215 Introduction to Sport Psychology [SB*].....	3
+ PSY235 Psychology of Gender [SB,C*].....	3
+ PSY241 Understanding and Changing Behavior.....	3
+ PSY243 The Psychology of Developmental Disabilities.....	3
+ PSY262 Positive Psychology: The Science of Well-Being.....	3
+ PSY277 Psychology of Human Sexuality [SB*].....	3

\*[SB] counts at Arizona State University as Social-Behavioral Sciences general education requirement. [C] counts as Cultural Awareness General Education requirement. [CS] counts as Computer/Statistics, [L] counts for Literacy and 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 Bachelor's of Arts or Bachelor's of Science 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.

**Real Estate: Prelicense****Certificate of Completion - CCL 5139N****This program is not eligible for Title IV Federal Financial Aid  
6.5 credits****Field of Interest: Business, Entrepreneurialism, and Management****For Information:** Scott Stroher**Phone:** 623.845.3453<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Real Estate: Prelicense introduces students to the real estate profession. This program is designed to prepare students to meet the requirements to take the Arizona State Real Estate Salesperson's Exam. Emphasis will be placed on license laws, real and personal property, financing, purchasing, selling, renting, legal descriptions, rights and interests in property, ownership, contracts, real estate terminology and economics, investing in real estate, foreclosure, land use, and evaluation.

**Program Notes:** Students must earn a grade of C or better for each course listed in the program.

This program also is offered by Mesa, Paradise Valley, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.**Required Courses: (6.5 credits)**

	<b>Credits</b>
REA179 Real Estate Principles I (3)	
AND	
+ REA180 Real Estate Principles II (3) OR	
REA201 Real Estate Principles I and II (6) .....	6
+ REA290AH Real Estate Seminar: Contract Writing .....	0.5

**Red Hat Linux Administrator****Certificate of Completion - CCL 5049N****This program is not eligible for Title IV Federal Financial Aid  
6-9 credits****Field of Interest: Computer and Information Technology****For Information:** Martin Bencic**Phone:** 623.845.3237<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Red Hat Linux Administrator program is designed to help prepare students for employment or to improve current professional skills. The program includes Red Hat Enterprise Linux system basics and management including sophisticated manipulation of file structures, backup systems, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, and system resource control. This program helps prepare students for the Red Hat Certified System Administrator (RHCSA) certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional CCLs in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry

certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

This program also is offered by Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.**Required Courses: (6-9 credits)**

	<b>Credits</b>
CIS105 Survey of Computer Information Systems (3) OR	
Permission of Program Director (0) .....	0-3
CIS126RH Red Hat System Administration I .....	3
+ CIS238RH Red Hat System Administration II .....	3

**Red Hat Linux Engineer****Certificate of Completion - CCL 5050N****This program is not eligible for Title IV Federal Financial Aid  
9-12 credits****Field of Interest: Computer and Information Technology****For Information:** Martin Bencic**Phone:** 623.845.3237<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Red Hat Linux Engineer program is designed to help prepare students for employment or to improve current professional skills. The program includes in depth Red Hat Enterprise Linux system networking including integrating Linux servers and workstations into a network environment with multi-platform network operating systems with a variety of open-standard and proprietary protocols. This program helps prepare students for the Red Hat Certified System Administrator (RHCSA) and Red Hat Certified Engineer (RHCE) certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional CCLs in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

This program also is offered by Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

**Program Prerequisites:** None.

<b>Required Courses: (9-12 credits)</b>		<b>Credits</b>
CIS105	Survey of Computer Information Systems (3) OR Permission of Program Director (0) .....	0-3
CIS126RH	Red Hat System Administration I .....	3
+ CIS238RH	Red Hat System Administration II .....	3
+ CIS240RH	Red Hat System Administration III .....	3

## Religious Studies

### General Information

**Field of Interest:** Culture and Society

**For Information:** Peter Lupu

**Phone:** 623.845.3747

<https://www.gccaz.edu/philosophy>

**Student Goals:** General Education, Personal Interest and Career Related

In today's global socioeconomic situation, it is important to understand and respect the differences present in a variety of ethnic and religious cultures. The academic study of religion is an excellent program for developing strong analytical, research and critical thinking skills that will contribute to success in life and career endeavours. An Associate in Arts degree with a focus in Religious Studies prepares students for a variety of career options.

Graduates often pursue careers in:

- Business/International Business
- Counseling
- Education
- Law
- Nursing
- Journalism
- Foreign Service
- Chaplaincy
- Public and Non-Profit Administration
- Social Work

## Retail Management

**Associate in Applied Science - AAS 3048**

**61-63 credits**

**Field of Interest:** Business, Entrepreneurialism, and Management

**For Information:** Kendra Swensen

**Phone:** 623.845.3749

<https://www.gccaz.edu/business>

**Program Description:** The Associate in Applied Science (AAS) in Retail Management degree is designed to prepare individuals working in the retail management, food industry, and related fields, for the mid-level management position challenges of the future. The curriculum encompasses business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. Instruction will provide the background and knowledge necessary for students to develop the judgment skills they must exercise as business managers. A Certificate of Completion (CCL) in Retail Management is also available.

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

This program also is offered by Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (27-30 credits)** **Credits**

Choose one of the following three accounting sequences:

ACC111	Accounting Principles I (3)	
AND		
+ ACC230	Uses of Accounting Information I (3)	
AND		
+ ACC240	Uses of Accounting Information II (3) OR	
ACC111	Accounting Principles I (3)	
AND		
+ ACC112	Accounting Principles II (3)	
AND		
+ ACC212	Managerial Accounting (3) OR	
ACC211	Financial Accounting (3)	
AND		
+ ACC212	Managerial Accounting (3) .....	6-9
BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3) .....	3
MGT101	Techniques of Supervision (3) OR	
MGT229	Management and Leadership I (3) .....	3
MGT180	Retail Management (3) OR	
MKT268	Merchandising (3) .....	3
MGT251	Human Relations in Business .....	3
MGT276	Personnel/Human Resources Management .....	3
MKT271	Principles of Marketing .....	3
SBU200	Society and Business .....	3

**Restricted Electives: (9-15 credits)**

Student must complete additional 9 to 15 credits from GBS, MGT, and/ or MKT prefixed courses (except courses used to satisfy Required Courses area) to complete a minimum of 61 total program credits. Must include at least one MKT course.

GBS+++	Any GBS General Business course(s)
MGT+++	Any MGT Management course(s)
MKT+++	Any MKT Marketing course(s)

**General Education Requirement: (19-24 credits)****General Education Core: (12-17 credits)****First-Year Composition:**

	<b>6</b>
+ 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)
ENG102 or ENG108 recommended for students considering pursuing a bachelor's degree at an Arizona university.	

**Oral Communication:**

COM100	Introduction to Human Communication	<b>3</b>
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**Critical Reading:**

+ CRE101	College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment.	<b>0-3</b>
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**Mathematics:**

Any approved general education course from the Mathematics area.

**General Education Distribution: (7 credits)****Humanities, Arts and Design:**

Any approved general education course from the Humanities, Arts and Design area.

**Social-Behavioral Sciences:**

Met by SBU200 in Required Courses area.

**Natural Sciences:**

Any approved general education course from the Natural Sciences area.

**Retail Management**

**Certificate of Completion - CCL 5286**  
**24 credits**

**Field of Interest: Business, Entrepreneurialism, and Management**

**For Information:** Kendra Swensen

**Phone:** 623.845.3749

[www.gccaz.edu/business-information-technology](http://www.gccaz.edu/business-information-technology)

**Program Description:** The Certificate of Completion (CCL) in Retail Management is designed to prepare individuals working in the retail industry, and related fields, for the industry training needs in supervision and management, marketing, financial management, and business planning. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. An Associate in Applied Science (AAS) in Retail Management is also available.

**Credits**

**Program Notes:** Students must earn a grade of C or better required for all courses within the program.

This program also is offered by Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (24 credits)**

		<b>Credits</b>
ACC111	Accounting Principles I (3) OR	
ACC211	Financial Accounting (3) .....	3
BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3) .....	3
COM100	Introduction to Human Communication .....	3
MGT251	Human Relations in Business (3) .....	3
MGT101	Techniques of Supervision (3) OR	
MGT229	Management and Leadership I (3) .....	3
MGT180	Retail Management (3) OR	
MKT268	Merchandising (3) .....	3
MGT276	Personnel/Human Resources Management (3) .....	3
MKT271	Principles of Marketing .....	3

**Risk Management and Insurance**

**Associate in Applied Science - AAS 3172**  
**61-67 credits**

**Field of Interest: Business, Entrepreneurialism, and Management**

**For information:** Scott Stroher

**Phone:** 623.845.3543

<https://www.gccaz.edu/business>

**Program Description:** The Associate in Applied Science (AAS) in Risk Management and Inhe Associate in Applied Science (AAS) in Risk Management and Insurance program is designed to provide students with foundational skills in insurance and risk management. This program encourages development of critical thinking, leadership, and communication skills as well as techniques for planning and organizing personal and business insurance strategies. Courses offer a framework of knowledge including an introduction to the insurance industry, risk management, principles of property and liability insurance, health, life, personal, and commercial insurance. A Certificate of Completion (CCL) in Risk Management and Insurance is also available and is fully embedded in this program.

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

This program also is available at Chandler-Gilbert, GateWay, Mesa, Rio Salado, and Scottsdale Community Colleges.

Program Prerequisites: None.

<b>Required Courses: (15 credits):</b>		<b>Credits</b>
INS100	Insurance Industry Profession .....	3
INS200	Principles of Property and Liability Insurance .....	3
+ INS205	Personal Insurance .....	3
+ INS210	Commercial Insurance .....	3

CIS105	Survey of Computer Information Systems (3) OR	
BPC110	Computer Usage and Applications (3) .....	3

**Restricted Electives: (24 credits)** **Credits**  
 Students must choose 24 industry/job related credits from the list of Restricted Electives below.

Students must choose six to nine credits from:  
 Any INS Insurance Studies course except courses used to satisfy the Required Courses area. .... 6-9  
**AND**

Students must choose a total of 15 to 18 credits from other Business courses listed up to the maximum number of credits allowed for each prefix.

ACC+++++	Any ACC Accounting course(s) .....	0-9
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CIS113DE	Microsoft Word: Word Processing (3) OR	
CIS114DE	Excel Spreadsheet (3) OR	
CIS117DM	Microsoft Access: Database Management (3) .....	0-3

COM+++++	Any COM Communication course(s) .....	0-3
EPS+++++	Any EPS Entrepreneurial Studies course(s) .....	0-6
FIN+++++	Any FIN Financial Planning course(s) .....	0-6
GBS+++++	Any additional GBS General Business course(s) .....	0-6
(Recommend GBS120 or GBS233 as one of the course options)		
IBS+++++	Any IBS International Business course(s) .....	0-3
MGT+++++	Any MGT Management course(s) .....	0-6
MKT+++++	Any MKT Marketing course(s) .....	0-6
REA+++++	Any REA Real Estate course(s) .....	0-6
SBS+++++	Any SBS Small Business Management course(s) .....	0-6
TQM+++++	Any TQM Total Quality Management course(s) .....	0-6

**General Education Requirements: (22-28 credits)**

**General Education Core: (12-18 credits)** **Credits**

**First-Year Composition:** **6**

+ ENG101	First-Year Composition (3) OR	
+ ENG107	First-Year Composition for ESL (3)	
<b>AND</b>		
+ ENG102	First-Year Composition (3) OR	
+ ENG108	First-Year Composition for ESL (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:** **0-3**

+ CRE101	College Critical Reading and Critical Thinking (3) OR	
Equivalent as indicated by assessment.		

**Mathematics:** **3-6**

Any approved general education course from the Mathematics area.  
 MAT1++ recommended.

**General Education Distribution: (10 credits)** **Credits**

**Humanities, Arts and Design:** **3**

Any approved general education course in the Humanities, Arts and

Design area.

**Social-Behavioral Sciences:** **3**

Any approved general education course in the Social-Behavioral Sciences area.

**Natural Sciences:** **4**

Any approved general education course in the Natural Sciences area.

## Risk Management and Insurance

**Certificate of Completion - CCL 5842**

**18 credits**

**Field of Interest: Business, Entrepreneurialism, and Management**

**For Information:** Scott Stroher

**Phone:** 623.845.3453

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Risk Management and Insurance program is designed to provide students with foundational skills in insurance and risk management. Courses offer a framework of knowledge including an introduction to the insurance industry, risk management, principles of property and liability insurance, health, life, personal, and commercial insurance. An Associate in Applied Science (AAS) in Risk Management and Insurance is also available.

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

This program also is available at Chandler-Gilbert, GateWay, Mesa, Rio Salado, and Scottsdale Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (12 credits)** **Credits**

INS100	Insurance Industry Profession .....	3
INS200	Principles of Property and Liability Insurance .....	3
+ INS205	Personal Insurance .....	3
+ INS210	Commercial Insurance .....	3

**Restricted Electives: (6 credits)** **Credits**

Students must choose six industry/job related credits from the list of Restricted Electives below:

COM+++++	Any COM Communication course(s) .....	0-6
Recommended: COM110 Interpersonal Communication (3)		

FIN+++++	Any FIN Financial Planning course(s) .....	0-6
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GBS+++++	Any GBS General Business course(s) .....	0-6
Recommended:		

GBS151	Introduction to Business 3 OR	
GBS205	Legal, Ethical, and Regulatory Issues in Business 3.	

INS+++++	Any INS Insurance Studies course(s) except courses used to satisfy Required Courses area.....	0-6
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MGT+++++	Any MGT Management course(s).....	0-6
Recommended:		

MGT175	Business Organization and Management 3	
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MKT+++++	Any MKT Marketing course(s) .....	0-6
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## Recommended:

MKT271 Principles of Marketing 3

TQM+++++ Any TQM Total Quality Management course(s) .....0-6

## Recommended:

TQM101 Quality Customer Service 3

**Small Business Management Level I****Certificate of Completion - CCL 5153N****This program is not eligible for Title IV Federal Financial Aid  
10-12 credits****Field of Interest: Business, Entrepreneurialism, and Management****For Information:** Kendra Swensen**Phone:** 623.845.3749<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Small Business Management Level I program is designed to meet the needs of individuals who wish to own and/or manage a small business. Prepares students to acquire the skills, tools and knowledge necessary for successful start-up and operations of a business.

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

**Program Notes:** Students must earn a grade of C or better required for all courses within the program.

**Program Prerequisites:** None.

**Required Courses: (10-12 credits)**

	<b>Credits</b>
EPS195 Business Start-Up and Planning (2) OR	
+ SBS216 Planning for a Small Business (2) OR	
MGT253 Owning and Operating a Small Business (3) .....	2-3
 SBS200 Small Business Operations .....	 2
 SBS202 Small Business Bookkeeping and Tax Preparation (1)	
AND	
SBS203 Financing and Cash Management for a Small Business (1) OR	
SBS230 Financial and Tax Management for Small Business (2) .....	2
 SBS204 Small Business Marketing and Advertising (2) OR	
SBS220 Internet Marketing for Small Business (2) OR	
MKT271 Principles of Marketing (3) .....	2-3
 SBS213 Hiring and Managing Employees .....	 1
SBS214 Small Business Customer Relations .....	1

**Small Business Management Level II****Certificate of Completion - CCL 5978****This program currently is not eligible for Title IV Federal  
Financial Aid  
16-18 credits****Field of Interest: Business, Entrepreneurialism, and Management****For Information:** Kendra Swensen**Phone:** 623.845.3749<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Small Business Management Level II program is designed to focus on aspects critical to a specific individual's small business. Prepares students to acquire additional skills, tools and knowledge necessary for successful start-up and operations of a business. A CCL in Small Business Management Level I is also available and fully embedded in this program.

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

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

**Program Prerequisites:** None.

**Required Courses: (10-12 credits)**

	<b>Credits</b>
EPS195 Business Start-Up and Planning (2) OR	
+ SBS216 Planning for a Small Business (2) OR	
MGT253 Owning and Operating a Small Business (3) .....	2-3
 SBS200 Small Business Operations .....	 2
 SBS202 Small Business Bookkeeping and Tax Preparation (1)	
AND	
SBS203 Financing and Cash Management for a Small Business (1) OR	
SBS230 Financial and Tax Management for Small Business (2) .....	2
 SBS204 Small Business Marketing and Advertising (2) OR	
SBS220 Internet Marketing for Small Business (2) OR	
MKT271 Principles of Marketing (3) .....	2-3
 SBS213 Hiring and Managing Employees .....	 1
SBS214 Small Business Customer Relations .....	1

**Restricted Electives: (6 credits)**

	<b>Credits</b>
Choose six credits from the restricted electives below. Courses cannot be shared with Required Courses.	
EPS150 Introduction to Entrepreneurship .....	3
EPS195 Business Start-Up and Planning .....	2
MGT253 Owning and Operating a Small Business .....	3
MKT271 Principles of Marketing .....	3
SBS202 Small Business Bookkeeping and Tax Preparation .....	1
SBS203 Financing and Cash Management For a Small Business .....	1
SBS204 Small Business Marketing and Advertising .....	2
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
SBS221 Social Media Marketing for Small Business .....	2

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

SBS230 Financial and Tax Management for Small Business .....2

## Social Media Marketing

**Certificate of Completion - CCL 5830****This program currently is not eligible for Title IV Federal Financial Aid  
17-18 credits****Field of Interest: Business, Entrepreneurialism, and Management****For Information:** Kendra Swensen**Phone:** 623.845.3749<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Social Media Marketing is designed to provide useful skills important in a variety of strategic marketing areas, e.g., social media, digital communications, integrated marketing, media relations, and brand management. An Associate in Applied Science (AAS) in Marketing and Sales is also available.

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

This program also is offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Scottsdale and South Mountain Community Colleges.

**Program Prerequisites:** None.

Required Courses: (15 credits)	Credits
CIS103 Introduction to Social Media .....	3
GBS120 Workplace Communication Skills .....	3
MKT110 Marketing and Social Networking .....	3
+ MKT111 Applied Marketing and Social Networking .....	3
MKT271 Principles of Marketing .....	3

Restricted Electives: (2-3 credits)	Credits
MKT101 Introduction to Public Relations .....	3
+ MKT280AB Marketing Internship .....	2
+ MKT298AB Special Projects .....	2

## Sustainability

**Academic Certificate - AC 6240N****This program is not eligible for Title IV Federal Financial Aid  
15-18 credits****Field of Interest: Science, Technology, Engineering, and Mathematics****For Information:** Michael Strong**Phone:** 623.845.3602<https://www.gccaz.edu/social-sciences>

**Program Description:** The Academic Certificate (AC) in Sustainability is interdisciplinary and builds a strong academic expertise within a student's desired focus area of Sustainability. The focus areas are established within and among the foundational pillars of Sustainability (social - environmental - economic).

**Program Notes:** Students must earn a grade of C or better for all

courses required within the program.

This program also is offered at Chandler-Gilbert, Mesa, Paradise Valley, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

Required Courses: (6 credits)	Credits
SSH111 Sustainable Cities .....	3
SUS110 Sustainable World .....	3

Restricted Electives: (9-12 credits)	Credits
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Students must select three focus area classes.

ASM104 Bones, Stones, and Human Evolution .....	4
BIO105 Environmental Biology .....	4

CHM107 Chemistry and Society (3)	
AND	
+ CHM107LL Chemistry and Society Laboratory (1) .....	4

COM263 Elements of Intercultural Communication .....	3
FON135 Sustainable Cooking .....	3
ECN212 Microeconomic Principles .....	3
EPS150 Introduction to Entrepreneurship .....	3
ENV101 Introduction to Environmental Science .....	4

GLG110 Geological Disasters and the Environment (3)	
AND	
GLG111 Geological Disasters and the Environment Lab (1) .....	4

GPH113 Introduction to Physical Geography .....	4
PHI216 Environmental Ethics .....	3
PSY132 Psychology and Culture .....	3
SBU200 Society and Business .....	3
SUS100 Introduction to Sustainability .....	3
SCT100 Introduction to Sustainable Built Environments .....	3

## Tactical Emergency Casualty Care

**Certificate of Completion - CCL 5998N****This program is not eligible for Title IV Federal Financial Aid  
2.5 credits****Field of Interest: Health Sciences****For Information:** Todd Polansky**Phone:** 623.845.3908<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Tactical Emergency Casualty Care is designed to provide the knowledge, skills and ability to synthesize standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence-based paramedic in the tactical emergency setting. This certificate prepares students for a tactical emergency casualty care paramedic credential.

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

This program also is offered at Mesa, Paradise Valley, and Phoenix Community Colleges.

**Admission Criteria:** Current state Paramedic certification.

**Program Prerequisites:** None.

**Required Courses: (2.5 credits)** **Credits**  
 PME293 Tactical Emergency Casualty Care (TECC) .....2.5

### **Technical Theatre: Audio Technician**

**Certificate of Completion - CCL 5077N**

**This program is not eligible for Title IV Federal Financial Aid 11-12 credits**

**Field of Interest: Visual and Performing Arts**

**For Information:** David Seitz

**Phone:** 623.845.3385

<https://www.gccaz.edu/performing-arts>

**Program Description:** The Certificate of Completion (CCL) in Technical Theatre: Audio Technician is designed to prepare students to apply live sound reinforcement in theatre productions. Classes include instruction in live sound reinforcement, setting up equipment, and sound design for theatrical productions. A CCL in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This program also is offered at Mesa, Paradise Valley, and Phoenix, Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (11-12 credits)** **Credits**  
 + MUC122 Sound Design I .....3  
 MUC197 Live Sound Reinforcement I .....3  
 + MUC198 Live Sound Reinforcement II .....3

THP201AA Theatre Production I (1) OR  
 THP201AB Theatre Production II (2) OR  
 THP202 Theatre Production Projects (1) OR  
 THP202AB Theatre Production I Electrics (1) OR .....1-2

THP251 Safety Practices in Theatre and Film Production .....1

### **Technical Theatre: Costuming**

**Certificate of Completion - CCL 5090N**

**This program is not eligible for Title IV Federal Financial Aid 8-9 credits**

**Field of Interest: Visual and Performing Arts**

**For Information:** David Seitz

**Phone:** 623.845.3385

<https://www.gccaz.edu/performing-arts>

**Program Description:** The Certificate of Completion (CCL) in Technical Theatre: Costuming is designed to provide students with skills in the acquisition, construction, alteration, and maintenance of costumes for theatrical performances. Courses include instruction in costume construction, theory and period styles. A

CCL in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This program also is offered at Mesa, Paradise Valley, and Phoenix, Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (5-6 credits)** **Credits**  
 THP201AA Theatre Production I (1) OR  
 THP201AB Theatre Production II (2) OR  
 THP202AC Theatre Production I Costume Shop (1) .....1-2

THP206 Introduction to Costume Construction for Theatre .....4

### **Restricted Electives (3 credits)**

Students should select courses for a total of three credits based on their career goal. Speak to a Program Director for additional information.

TEC113 Textiles: Dyeing .....1

TEC114 Textiles: Block Printing/Silk Screening .....1

TEC115 Textiles: Hand Painting .....1

TEC225 Pattern Design I .....3

THF115 Makeup for Stage and Screen .....3

### **Technical Theatre: Stage Crew Technician**

**Certificate of Completion - CCL 5099N**

**This program is not eligible for Title IV Federal Financial Aid 6-7 credits**

**Field of Interest: Visual and Performing Arts**

**For Information:** David Seitz

**Phone:** 623.845.3385

<https://www.gccaz.edu/performing-arts>

**Program Description:** The Certificate of Completion (CCL) in Technical Theatre: Stage Crew Technician is designed to provide students with skills to work on theatrical productions as part of the stage crew. The courses include instruction in general theatre knowledge and safety and provide opportunities for hands-on theatrical production experience. A CCL in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This program also is offered at Mesa, Paradise Valley, Phoenix, and Scottsdale Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (6-7 credits)** **Credits**  
 THP201AA Theatre Production I (1) OR  
 THP201AB Theatre Production II (2) OR  
 THP202AA Theatre Production I Scene Shop (1) OR  
 THP202AB Theatre Production I Electrics (1) .....1-2

THP213 Introduction to Technical Theatre .....4

THP251 Safety Practices in Theatre and Film Production .....1

## Theatre

### General Information

**Field of Interest:** Visual and Performing Arts

**For Information:** David Seitz

**Phone:** 623.845.3385

<https://www.gccaz.edu/performing-arts>

Theatre personnel pursue careers as performers, teachers, stage managers, actors, theatre critics and journalists, theatre historians, dramaturgs, writers, directors, producers, sound designers, set designers, lighting designers, media designers, costume designers, props designers, hair and makeup designers, technicians, and in theatre related business and professional work.

**Program Description:** This program provides the first two years of theatre required for a bachelor's degree in Theatre Arts, Theatre Performance, Theatre Design-Technical-Production, and Musical Theatre. Associate in Arts, Fine Arts (AAFA) degrees with Emphases in Theatre and Musical Theatre are available.

Certificates of Completion (CCLs) are available in Technical Theatre: Costuming, Technical Theatre: Stage Crew Technician, and Technical Theatre: Audio Technician.

Every theatre major pursuing the AAFA, Emphasis in Theatre or Musical Theatre degree has an opportunity to participate in at least one production each semester. There are one to four large and small productions produced each semester through the mainstage, black box, and other alternative venues Glendale Community College (GCC) Theatre has to offer.

Most courses in the theatre program are open to all students. There are some courses which have prerequisites, and those may be found in the course descriptions.

The Theatre Arts and Film and Musical Theatre programs offer class instruction in acting, directing, production, theatre and cinema and television history and analysis, theatre design areas, theatre tech, piano, voice, and many others. In addition, the program is in collaboration with professional theatre groups around the state providing occasional internship and joint venture opportunities. The Theatre Programs are actively affiliated with the Kennedy Center American College Theater Festival (KCACTF), Maricopa County Community College District's Artists of Promise, and several other scholarship competitions. GCC Theatre also has an active chapter of Delta Psi Omega Drama Club - open to all GCC Students.

Students who major in theatre 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 GCC Theatre Advisor and the catalogs of the universities that they plan to attend.

**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. See AAFA, Emphasis in Theatre; AAFA, Emphasis in Musical Theatre; CCL in Technical Theatre: Audio Production; CCL in Technical Theatre: Costuming; and CCL in Technical Theatre: Stage Crew Technician for specific course requirements.

## Victimology

**Certificate of Completion - CCL 5392N**

**This program is not eligible for Title IV Federal Financial Aid 15 credits**

**Field of Interest:** Behavioral Science and Human Services

**For Information:** Paul Brown

**Phone:** 623.845.3913

<https://www.gccaz.edu/public-safety-sciences>

**Program Description:** The Certificate of Completion (CCL) in Victimology is designed for students who are interested in pursuing a course of study specifically focused on crisis intervention, community services, and victim rights. It is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

This program also is offered at Chandler-Gilbert, Mesa, Paradise Valley, Phoenix, Rio Salado, and South Mountain Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (15 credits)**

**Credits**

AJS101	Introduction to Criminal Justice .....	3
AJS162	Domestic Violence .....	3
AJS225	Criminology .....	3
AJS255	The Criminal Justice System Handling of the Mentally Ill .....	3
AJS/EMT/FSC/SWU258	Victimology and Crisis Management .....	3

## Video Game Production

**Associate in Applied Science - AAS 3890**

**61-76 credits**

**Field of Interest:** Computer and Information Technology

**For information:** Bill Stewart

**Phone:** 623.845.3250

<https://www.gccaz.edu/business>

**Program Description:** The Associate in Applied Science (AAS) in Video Game Production provides students with the essential skill sets needed to plan, design, and produce video games. The program features interdisciplinary coursework and related studies to build a strong foundation bridging the art and science of video game production. The Associate in Applied Science in Video Game Production's curriculum brings together business concepts, game technology, game narrative, music, sound design, and animation to prepare students for entry-level careers as a Level Designer, Environment Artist, Production Artist, Character Modeler, Character Animator, Game Designer, Game Developer, Mobile Game Developer, Commercial Artist, Game Writer, Composer and/or Sound Designer. Embedded Certificates of Completion (CCL) are available in Video Game Production: Game Art, Video Game Production: Audio and Sound and Video Game Production: Narrative and Video Game Production: Scripting and Coding.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Students interested in transferring should meet with an Academic,

Faculty, or Program Director.

GST201 Game Studies is recommended for students who intend to transfer to Arizona State University.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is available at Mesa and Paradise Valley Community Colleges.

**Program Prerequisites:** None.

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

In addition to the required coursework, students must consult with a program advisor to select one of the specializations within the Restricted Electives area.

ART100	Introduction to Digital Arts	1
+ ADA/ART177	Digital Photographic Imaging I (3) OR	
CIS120DF	Introduction to Adobe Photoshop (3)	3
ART/MMT185	3D Modeling for Animation I (3) OR	
CIS130DA	3D Studio Max: Modeling (3)	3

Note: ART/MMT185 is recommended for students interested in the Game Art Emphasis and CIS130DA is recommended for students interested in the Coding and Scripting Emphasis.

CIS105	Survey of Computer Information Systems	3
+ CIS107	The Electronic Game Industry	3
+ CIS151	Computer Game Development Level I	3
+ CIS251	Computer Game Development Level II	3
CRW176	Writing Narrative for Video Games	3
+ GST202	Games, Culture and Aesthetics	3
MUC122	Sound Design I	3

**Restricted Electives: (14-23 credits)** **Credits**

Students must select one of the following four specializations.

**Specialization I Game Art - Credits: 23**

+ ADA/ART/MMT184	Digital Animation I	3
ART116	Life Drawing	3
ART/COM/STO150	Digital Storytelling	3
+ ART200	Animation and Interactivity	3
+ ART240	Cinematography and Directing for 2D/3D Animation (3) OR	
+ CIS230DB	3D Studio Max: Lighting and Rendering (3)	3

+ ART/MMT285	3D Modeling and Animation II (3) OR	
+ CIS130DB	3D Studio Max: Animation (3)	3
+ ART287	3D Character Animation	3
+ ART298AB	Special Projects	2

**Specialization II Game Narrative - Credits: 17**

ART/COM/STO150	Digital Storytelling	3
CRW160	Introduction to Writing Poetry	3
CRW170	Introduction to Writing Fiction	3
CRW190	Introduction to Screenwriting	3
CRW270	Intermediate Fiction Writing	3
+ CRW298AB	Special Projects	2

**Specialization III Coding and Scripting Emphasis - Credits: 14**

CIS120DC	Introduction to Adobe Animate	3
+ CIS150AB	Object-Oriented Programming Fundamentals	3

+ CIS156	Python Programming: Level 1	3
+ CIS163AA	Java Programming: Level I	3
+ CIS298AB	Special Projects	2

**Specialization IV Audio and Music - Credits: 17-18**

MTC191	Electronic Music (3) OR	
MUC194	Audio Mixing Techniques <sup>1</sup> (3)	3
+ MUC111	Digital Audio Workstation I (DAW I)	3
+ MTC192	Electronic Music II (3) OR	
+ MUC196	Studio Recording II (3)	3
MUC195	Studio Music Recording I	3
+ MUC222	Sound Design II	3
+ MUC292	Sound Design III (3) OR	
+ MUC298AB	Special Projects (2)	2-3

**General Education Requirements: (19-25 credits)**

**General Education Core: (12-18 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**

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 and Critical Thinking (3) OR	
Equivalent as indicated by assessment. (0)		

**Mathematics:** **3-6**

Recommended for students who do not intend to transfer.

+ MAT120	Intermediate Algebra (5) OR	
+ MAT121	Intermediate Algebra (4) OR	
+ MAT122	Intermediate Algebra (3) OR	
MAT126	Intermediate Algebra with Review (6) OR	
satisfactory completion of a higher level mathematics course		

Recommended for students who intend to transfer to Arizona State University in the Game Arts, Narrative for Games, or Audio and Music emphases. (3-6)

+ MAT140	College Mathematics (5) OR	
+ MAT141	College Mathematics (4) OR	
+ MAT142	College Mathematics (3) OR	
MAT145	College Mathematics with Review (5) OR	
MAT146	College Mathematics with Review (6)	

Recommended for students who intend to transfer to Arizona State University in the Scripting and Coding emphasis. (3-6)

+ MAT150	College Algebra/Functions (5) OR	
+ MAT151	College Algebra/Functions (4) OR	
+ MAT152	College Algebra/Functions (3) OR	
+ MAT155	College Algebra/Functions with Review (5) OR	
+ MAT156	College Algebra/Functions with Review (6)	

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

**General Education Distribution: (7 credits) Credits**

**Humanities, Arts and Design:** 0  
Met by GST202 in Required Courses.

**Social-Behavioral Sciences:** 3  
Any approved Social and Behavioral Sciences.

**Natural Sciences:** 4  
Any approved general education course in the Natural Sciences area.

**Video Game Production: Audio and Sound**

**Certificate of Completion - CCL 5130**  
**30-31 credits**

**Field of Interest: Computer and Information Technology**

**For information:** Bill Stewart

**Phone:** 623.845.3250

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Video Game Production: Audio and Sound provides students with the introductory skills in audio and sound for video games. Coursework focuses on the music aspects of Video Game Production. An Associate in Applied Science (AAS) in Video Game Production is available. CCLs are also available in Video Game Production: Game Art, Video Game Production: Coding and Scripting, and Video Game Production: Narrative.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Mesa and Paradise Valley Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (30-31 credits) Credits**

Students must complete the following courses for a total of 13 credits that apply to the core of the Associate in Applied Science (AAS) in Video Game Production.

ART100	Introduction to Digital Arts .....	1
CIS105	Survey of Computer Information Systems .....	3
+ CIS151	Computer Game Development Level I .....	3
MUC122	Sound Design I .....	3
CRW176	Writing Narrative for Video Games .....	3

Students must complete the following courses for a total of 17 to 18 credits that apply to the Video Game Production: Audio and Sound Emphasis of the Associate in Applied Science (AAS) in Video Game Production.

MTC191	Electronic Music (3) OR	
+ MUC194	Audio Mixing Techniques <sup>1</sup> (3) .....	3
+ MUC111	Digital Audio Workstation I (DAW I) .....	3
+ MTC192	Electronic Music II (3) OR	
+ MUC196	Studio Recording II (3) .....	3
MUC195	Studio Music Recording I .....	3

+ MUC222 Sound Design II .....3

+ MUC292 Sound Design III (3) OR  
+ MUC298AB Special Projects (2) .....2-3

**Video Game Production: Coding and Scripting**

**Certificate of Completion - CCL 5129**  
**33 credits**

**Field of Interest: Computer and Information Technology**

**For information:** Bill Stewart

**Phone:** 623.845.3250

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Video Game Production: Coding and Scripting provides students with the introductory skills to code and write script for video games. Coursework focuses on the coding and scripting aspects of Video Game Production. An Associate in Applied Science (AAS) in Video Game Production is also available. CCLs are also available in Video Game Production: Game Art, Video Game Production: Audio and Sound and Video Game Production: Narrative.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Mesa and Paradise Valley Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (33 credits) Credits**

Students must complete the following courses for a total of 13 credits that apply to the core of the Associate in Applied Science (AAS) in Video Game Production.

ART100	Introduction to Digital Arts .....	1
CIS105	Survey of Computer Information Systems .....	3
+ CIS151	Computer Game Development Level I .....	3
MUC122	Sound Design I .....	3
CRW176	Writing Narrative for Video Games .....	3

Students must complete the following courses for a total of 20 credits that apply to the Video Game Production: Coding and Scripting Emphasis of the Associate in Applied Science (AAS) in Video Game Production.

+ CIS107	The Electronic Game Industry .....	3
CIS120DC	Introduction to Adobe Animate .....	3
CIS130DB	3D Studio Max: Animation .....	3
+ CIS150AB	Object-Oriented Programming Fundamentals .....	3
+ CIS156	Python Programming: Level I .....	3
+ CIS163AA	Java Programming: Level I .....	3
+ CIS298AB	Special Projects .....	2

**Video Game Production: Game Art****Certificate of Completion - CCL 5123****39 credits****Field of Interest: Computer and Information Technology****For information:** Bill Stewart**Phone:** 623.845.3250<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Video Game Production: Game Art provides students with the introductory skills to design Art for video games. Coursework focuses on the artistic aspect of Video Game Production. An Associate in Applied Science (AAS) in Video Game Production is available. CCLs are also available in Video Game Production: Audio and Sound, Video Game Production: Coding and Scripting, and Video Game Production: Narrative.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Mesa and Paradise Valley Community Colleges.

**Program Prerequisites:** None.**Required Courses: (33 credits) Credits**

Students must complete the following courses for a total of 13 credits that apply to the core of the Associate in Applied Science (AAS) in Video Game Production.

ART100	Introduction to Digital Arts .....	1
CIS105	Survey of Computer Information Systems .....	3
+ CIS151	Computer Game Development Level I .....	3
CRW176	Writing Narrative for Video Games .....	3
MUC122	Sound Design I .....	3

Students must complete the following courses for a total of 26 credits that apply to the Video Game Production: Game Art Emphasis of the Associate in Applied Science (AAS) in Video Game Production.

+ ADA/ART/MMT184	Digital Animation I .....	3
ART116	Life Drawing .....	3
ART/COM/STO150	Digital Storytelling .....	3
+ ART/MMT185	3D Modeling for Animation I (3) OR	
+ CIS130DA	3D Studio Max: Modeling (3) .....	3
+ ART200	Animation and Interactivity .....	3
+ ART240	Cinematography and Directing for 2D/3D Animation (3) OR	
+ CIS230DB	3D Studio Max: Lighting and Rendering (3) .....	3
+ ART/MMT285	3D Modeling and Animation II (3) OR	
+ CIS130DB	3D Studio Max: Animation (3) .....	3
+ ART287	3D Character Animation .....	3
+ ART298AB	Special Projects .....	2

**Video Game Production: Game Narrative****Certificate of Completion - CCL 5125****27 credits****Field of Interest: Computer and Information Technology****For information:** Bill Stewart**Phone:** 623.845.3250<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Video Game Production: Game Narrative provides students with the introductory skills to write narrative for video games. Coursework focuses on the narrative aspect of Video Game Production. An Associate in Applied Science (AAS) in Video Game Production is also available. CCLs are available in Video Game Production: Game Art, Video Game Production: Audio and Sound and Video Game Production: Coding and Scripting.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is offered at Mesa and Paradise Valley Community Colleges.

**Program Prerequisites:** None.**Required Courses: (27 credits) Credits**

Students must complete the following courses for a total of 13 credits that apply to the core of the Associate in Applied Science (AAS) in Video Game Production.

ART100	Introduction to Digital Arts .....	1
CIS105	Survey of Computer Information Systems .....	3
+ CIS151	Computer Game Development Level I .....	3
MUC122	Sound Design I .....	3
CRW176	Writing Narrative for Video Games .....	3

Students must complete the following courses for a total of 14 credits that apply to the Video Game Production: Game Narrative Emphasis of the Associate in Applied Science (AAS) in Video Game Production.

CRW160	Introduction to Writing Poetry .....	3
CRW170	Introduction to Writing Fiction .....	3
CRW190	Introduction to Screenwriting .....	3
+ CRW270	Intermediate Fiction Writing .....	3
+ CRW298AB	Special Projects .....	2

**VMware Foundations****Certificate of Completion - CCL 5035N****This program is not eligible for Title IV Federal Financial Aid 3 credits****Field of Interest: Computer and Information Technology****For Information:** Martin Bencic**Phone:** 623.845.3237<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in VMware Foundations program is designed to help students

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

prepare for VMware industry certifications and work in a variety of information technology environments including software defined data centers. The program introduces vSphere and VMware ESXi server in the enterprise and covers many aspects of virtualization for VMware ESXi server administration. It is designed to prepare students for the VMware Foundations (VCA) certification exam. Students can also pursue additional CCLs in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students who pursue this CCL should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also offered at Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, and Sottsdale Community Colleges.

#### Admission Criteria:

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the prerequisites to the courses within the Required Courses area as follows OR receive permission of the Program Director:

CIS105	Survey of Computer Information Systems .....	3
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support (3)	
AND		
+ BPC270	A+ Exam Prep: Operating System Configuration and Support (3) OR	
MST150++	Any Windows Operation Course (3) .....	3-6
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) .....	3
+ CIS190	Introduction to Networking (3) OR	
CNT140AB	Introduction to Networks (3) .....	3

Students also have the option to complete the full CCL in this program, VMware Network Administrator (major code 5032), that includes the prerequisites and required courses.

**Program Prerequisites:** None.

Required Courses: (3 credits)	Credits	
+ CIS197	VMware ESXi Server Enterprise .....	3

## VMware Network Administrator

Certificate of Completion - CCL 5032

24-28 credits

**Field of Interest:** Computer and Information Technology

**For Information:** Martin Bencic

**Phone:** 623.845.3237

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in VMware Network Administrator program is designed to help students prepare for VMware industry certifications and work in a variety of information technology environments including software-defined data centers. Courses will build the knowledge and skills for students to design, install, configure, troubleshoot, and manage virtual environments and help prepare students for the CompTIA A+, CompTIA Linux +, CompTIA Network +; VMware VCA, VCP, and/or VCAP-NV Deploy certification exams. Students can also pursue additional CCLs in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:** Students who pursue this Certificate of Completion should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also offered at Chandler-Gilbert, Estrella Mountain, Mesa, and Paradise Valley Community Colleges.

**Program Prerequisites:** None.

Required Courses: (24-28 credits)	Credits	
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support .....	3
+ BPC270	A+ Exam Prep: Operating System Configuration and Support .....	3
CIS105	Survey of Computer Information Systems (3) OR Permission of Program Director (0) .....	0-3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) .....	3
CIS189	Virtualization and IT Solutions for Digital Businesses .....	3
+ CIS190	Introduction to Networking (3) OR	
CNT140AB	Introduction to Networks (4) .....	3-4
+ CIS197	VMware ESXi Server Enterprise .....	3
+ CIS198	VMware vSphere: Optimize and Scale .....	3
+ CIS200	VMware NSX: Install, Configure, Manage .....	3

**VMware Systems Administrator****Certificate of Completion - CCL 5033N****This program is not eligible for Title IV Federal Financial Aid  
6 credits****Field of Interest: Computer and Information Technology****For Information:** Martin Bencic**Phone:** 623.845.3237<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in VMware Systems Administrator program is designed to help students prepare for VMware industry certifications and work in a variety of information technology environments including software defined data centers. The program introduces vSphere and VMware ESXi server in the enterprise and covers many aspects of virtualization for VMware ESXi server administration. It includes advanced skills for configuring and maintaining a highly available and scalable virtual infrastructure and is designed to prepare students for the VMware VCA and VCP certification exams. Students can also pursue additional CCLs in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Required courses and restricted electives must be taken within five years prior to completion of the program to be applied toward this award.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also offered at Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, and Scottsdale Community Colleges.

**Admission Criteria:**

This CCL is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the prerequisites to the courses within the Required Courses area as follows OR receive permission of the Program Director.

CIS105	Survey of Computer Information Systems .....	3
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support (3)	
AND		
+ BPC270	A+ Exam Prep: Operating System Configuration and Support (3) OR	
MST150++	Any Windows Operation Course (3) .....	3-6
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) .....	3
+ CIS190	Introduction to Networking (3) OR	
CNT140AB	Introduction to Networks (3) .....	3

Students also have the option to complete the full CCL in this

program, VMware Network Administrator (major code 5032), that includes the prerequisites and required courses.

**Program Prerequisites:** None.**Required Courses: (6 credits)****Credits**

+ CIS197	VMware ESXi Server Enterprise .....	3
+ CIS198	VMware vSphere: Optimize and Scale .....	3

**Web App Development****Certificate of Completion - CCL 5835N****This program is not eligible for Title IV Federal Financial Aid  
9-12 credits****Field of Interest: Computer and Information Technology****For Information:** Bill Stewart**Phone:** 623.845.3250<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Web App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on web apps. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and CCLs in Mobile App Development and Cross-Platform App Development.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program.

Students should consult with a Department Advisor in arranging their schedules.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also offered at Chandler-Gilbert, GateWay, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.**Required Courses: (9-12 credits)****Credits**

CIS105	Survey of Computer Information Systems (3) OR	
	Permission of Program Director, Department or Division Chair (0) .....	0-3
+ CIS133DA	Internet/Web Development Level I .....	3
+ CIS166AA	Introduction to JavaScript .....	3
+ CIS233DA	Internet/Web Development Level II .....	3

**Web Design****Certificate of Completion - CCL 5986****38-43 credits****Field of Interest: Computer and Information Technology****For Information:** Bill Stewart**Phone:** 623.845.3250<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Web Design provides students with comprehensive and focused

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

studies in web design, including advanced image manipulation, vector graphics, page layout, video editing and design principles. A CCL in Web Development and an Associate in Applied Science (AAS) in Web Design/Development are also available.

**Program Notes:** Students must earn a grade of C or better in each course in the program.

Students should consult with a Department Advisor in arranging their schedules.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also offered at Chandler-Gilbert, Estrella Mountain, Mesa, Paradise Valley, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

#### Required Courses: (36-37 credits) Credits

The following courses are required and also fulfill the requirements for the CCL in Web Foundations:

CIS105	Survey of Computer Information Systems .....	3
CIS120DF	Adobe Photoshop Level I: Digital Imaging .....	3
CIS133DA	Internet/Web Development Level I .....	3
CIS136	Content Management Systems: WordPress .....	3
+ CIS166AA	Introduction to Javascript .....	3
+ CIS233DA	Internet/Web Development Level II .....	3
+ CIS235	e-Commerce .....	3

The following courses are required and fulfill the requirements for the CCL in Web Design:

ADA/ART183	Digital Graphic Arts I (3) OR	
ART100	Introduction to Digital Arts (1)	
AND		
ART181	Graphic Design I (3) OR	
ART112	Two-Dimensional Design (3) .....	3-4
CIS120DB	Computer Graphics: Adobe Illustrator .....	3
CIS120DA	Introduction to Digital Video Editing: Adobe Premiere (3) OR	
CIS120DK	Introduction to Digital Video Editing (3) .....	3
+ CIS138DA	Desktop Design and Publishing Using Adobe InDesign .....	3
+ CIS220DF	Adobe Photoshop Level II: Advanced Digital Imaging .....	3

#### Restricted Electives: (2-6 credits) Credits

Select two to six credits in consultation with your Program Advisor to further develop skills in the areas of Adobe, Art, Social Media, Marketing, Business and/or Multimedia.

## Web Design/Development

**Associate in Applied Science - AAS 3185**  
**60-67 credits**

**Field of Interest: Computer and Information Technology**

**For information:** Bill Stewart

**Phone:** 623.845.3250

<https://www.gccaz.edu/business>

**Program Description:** The Associate in Applied Science (AAS)

in Web Design/Development prepares students to design, create, and administer interactive and professional web sites. Courses focus on "hands-on" experience with web publishing, web graphics preparation, scripting, content management systems and e-commerce solutions. The program provides students a pathway to either develop advanced skills in Web Design or Web Development. Certificates of Completion (CCLs) in Foundational Web Technologies, Web Design and Web Development are also available.

**Program Notes:** Students must earn a grade of C or better in each course in the program.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also is available at Chandler-Gilber, Estrella Mountain, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

#### Required Courses: (21 credits): Credits

In addition to the required coursework, students must consult with a program advisor to select one of the specializations within the Restricted Electives area.

CIS105	Survey of Computer Information Systems .....	3
CIS120DF	Adobe Photoshop Level I: Digital Imaging .....	3
CIS133DA	Internet/Web Development Level I .....	3
CIS136	Content Management Systems: WordPress .....	3
+ CIS166AA	Introduction to Javascript .....	3
+ CIS233DA	Internet/Web Development Level II .....	3
+ CIS235	e-Commerce .....	3

#### Restricted Electives: (17-22 credits) Credits

##### Specialization I Web Design - Credits: 17-22

ADA/ART183	Digital Graphic Arts I (3) OR	
ART100	Introduction to Digital Arts (1)	
AND		
ART181	Graphic Design I (3) OR	
ART112	Two-Dimensional Design (3) .....	3-4
CIS120DA	Introduction to Digital Video Editing: Adobe Premiere (3) OR	
CIS120DK	Introduction to Digital Video Editing (3) .....	3
CIS120DB	Computer Graphics: Adobe Illustrator .....	3
CIS120DC	Adobe Animate: Digital Animation (3) OR	
+ CIS220DF	Adobe Photoshop Level II: Advanced Digital Imaging (3) .....	3
+ CIS138DA	Desktop Design and Publishing Using Adobe InDesign .....	3

Students must select two to six credits in consultation with your program advisor to further develop skills in the areas of Adobe, Art, Social Media, Marketing, Business and/or Multimedia.

##### Specialization II: Web Development - Credits: 18

+ CIS119DO	Introduction to Oracle: SQL (3) OR	
+ CIS276++	Any Database Management Systems course (3) .....	3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) .....	3
+ CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP) .....	3

Programming Language: Select two courses for a total of six credits.

+ CIS150AB	Object-Oriented Programming Fundamentals .....	3
+ CIS156	Python Programming: Level I .....	3
+ CIS159	Visual Basic Programming I .....	3
+ CIS162++	Any C Programming course .....	3
+ CIS163AA	Java Programming: Level I .....	3
+ CIS165++	Any Mobile Application Development course .....	3
+ CIS256 <sup>1</sup>	Python Programming: Level II .....	3
+ CIS262AD	C# Level II .....	3
+ CIS263AA	Java Programming: Level II .....	3
+ CIS265++	Advanced iOS Application Development .....	3

Students must select three credits of any course with a CIS prefix in consultation with their Program Advisor to further develop skills in the areas of Databases, Information Systems, Programming, and/or Operating Systems.

### General Education Requirements: (22-28 credits)

#### General Education Core: (12-18 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 general education course from the Oral Communication area.

#### Critical Reading: 0-3

+ CRE101	College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment.
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#### Mathematics: 3-6

Any approved general education course in the Mathematics Area.  
(MAT140, MAT141, MAT142, MAT145, MAT146 College Mathematics)  
OR (MAT150, MAT151, MAT152, MAT155, MAT156 College Algebra/  
Functions) OR higher math course with the Mathematical Applications  
[MA] general education designation recommended for students  
intending to transfer to a four-year institution.

MAT187 Precalculus is recommended for students intending to transfer to Arizona State University (Tempe campus) to earn a BS in Graphic Information Technology.

#### General Education Distribution: (10 credits) Credits

#### Humanities, Arts and Design: 3

Any approved general education course from the Humanities, Arts and Design area.

#### Social-Behavioral Sciences: 3

Any approved general education course from the Social-Behavioral Sciences area.

PSY101 Introduction to Psychology is recommended for students intending to transfer to Arizona State University (ASU)-Polytechnic campus to earn a Bachelor of Science in Technical Communication (User Experience) or to ASU-Tempe campus to earn a Bachelor of Science in Graphic Information Technology.

#### Natural Sciences: 4

Any approved general education course from the Natural Sciences area.

## Web Development

**Certificate of Completion - CCL 5988**  
**39 credits**

**Field of Interest: Computer and Information Technology**

**For Information:** Bill Stewart

**Phone:** 623.845.3250

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Web Development prepares students to create and administer interactive and professional websites. The program provides students with knowledge and skills in developing dynamic websites, client and server side programs, database structures, and object-oriented design. A CCL in Web Design and an Associate in Applied Science (AAS) in Web Design/Development are also available.

**Program Notes:** Students must earn a grade of C or better in each course in the program.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also offered at Chandler-Gilbert, Estrella Mountain, GateWay, Mesa, Paradise Valley, Phoenix, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

#### Required Courses: (36 credits) Credits

The following courses are required and included in the CCL in Web Foundations

CIS105	Survey of Computer Information Systems .....	3
CIS120DF	Adobe Photoshop Level I: Digital Imaging .....	3
CIS133DA	Internet/Web Development Level I .....	3
CIS136	Content Management Systems: WordPress .....	3
+ CIS166AA	Introduction to Javascript .....	3
+ CIS233DA	Internet/Web Development Level II .....	3
+ CIS235	e-Commerce .....	3

The following courses are required for CCL Web Development:

+ CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP) .....	3
+ CIS119DO	Introduction to Oracle: SQL (3) OR	
+ CIS276++	Any Database Management Systems course (3) .....	3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) .....	3

Programming Language: Select two courses for a total of six credits.

+ CIS150AB	Object-Oriented Programming Fundamentals .....	3
+ CIS156	Python Programming: Level I .....	3
+ CIS159	Visual Basic Programming I .....	3
+ CIS162++	Any C Programming course .....	3
+ CIS163AA	Java Programming: Level I .....	3
+ CIS165++	Any Mobile Application Development course .....	3
+ CIS256	Python Programming: Level II .....	3
+ CIS262AD	C# Level II .....	3
+ CIS263AA	Java Programming: Level II .....	3
+ CIS265++	Advanced iOS Application Development .....	3

#### Restricted Electives (3 credits) Credits

Students should select any course with a CIS prefix in consultation with

+ indicates course has pre/corequisites. ++ indicates suffixed courses

<sup>1</sup> Effective Term Fall 2021, <sup>2</sup> Effective Term Spring 2022

their program advisor to further develop skills in the areas of Databases, Information Systems, Programming, and/or Operating Systems ..... 3

- Linguistics (SLC)
- Spanish (SPA)
- Spanish Humanities (SPH)

**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. Glendale Community College offers the opportunity to study a variety of world languages: American Sign Language, Arabic, Chinese, French, German, Japanese, Linguistics (SLC), Spanish, and Spanish Humanities. 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.

**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.

## Web Foundations

**Certificate of Completion - CCL 5984**

**21 credits**

**Field of Interest:** Computer and Information Technology

**For Information:** Bill Stewart

**Phone:** 623.845.3250

<https://www.gccaz.edu/business>

**Program Description:** The Certificate of Completion (CCL) in Web Foundations introduces students to designing and developing web pages. This CCL prepares students for entry level web positions. CCLs in Web Design and Web Development are available. An Associate in Applied Science (AAS) degree in Web Design/Development is also available.

**Program Notes:** Students must earn a grade of C or better in each course in the program.

Courses within any of the following prefixes must be taken within five years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.<sup>1</sup>

This program also offered at Chandler-Gilbert, Estrella Mountain, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain Community Colleges.

**Program Prerequisites:** None.

**Required Courses: (21 credits)**

**Credits**

CIS105	Survey of Computer Information Systems .....	3
CIS120DF	Adobe Photoshop Level I: Digital Imaging .....	3
CIS133DA	Internet/Web Development Level I .....	3
CIS136	Content Management Systems: WordPress .....	3
+ CIS166AA	Introduction to Javascript .....	3
+ CIS233DA	Internet/Web Development Level II .....	3
+ CIS235	e-Commerce .....	3

## World Languages

**General Information**

**Field of Interest:** Culture and Society

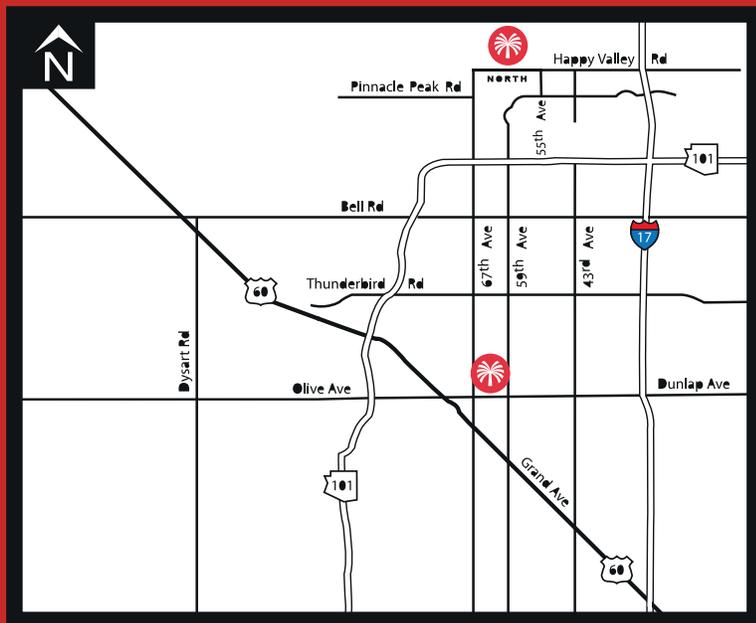
**For Information:** Dr. Bel Quiros-Winemiller

**Phone:** 623.845.3744

<https://www.gccaz.edu/communication>

The following world language course descriptions can be found using the website for the Center for Curriculum and Transfer Articulation (CCTA): <https://curriculum.maricopa.edu/curriculum/courses/search-course-bank>:

- American Sign Language (ASL) (Contact Raymond Baesler, 623.845.3640)
- Arabic (ARB)
- Chinese (CHI)
- French (FRE)
- German (GER)
- Japanese (JPN),



## Convenient Locations

### GCC main

6000 W. Olive Ave., Glendale, AZ 85302  
623.845.3333 | [www.gccaz.edu](http://www.gccaz.edu)

### GCC North

5727 W. Happy Valley Rd., Phoenix, AZ 85310  
623.845.4000 | [www.gccaz.edu/gccnorth](http://www.gccaz.edu/gccnorth)



# GLENDALE COMMUNITY COLLEGE

A MARICOPA COMMUNITY COLLEGE



**MARICOPA**  
COMMUNITY COLLEGES

### Title IX Coordinator Contact Information- reference MCCCC AR 5.1.7

Monica Castaneda  
Glendale Community College  
Administration Building, Room A 108  
(623) 845-3053  
[monica.castaneda@gccaz.edu](mailto:monica.castaneda@gccaz.edu)

### Non-Discrimination Statement - Reference MCCCC AR 5.1.2

The Maricopa County Community College District (MCCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/non-discrimination>.

El distrito de Los Colegios Comunitarios de Maricopa (cuyas siglas en inglés son MCCCCD) es una institución EEO/AA y un empleador con igualdad de oportunidades para veteranos protegidos y personas con discapacidades. Todos los solicitantes calificados recibirán consideración para empleo sin considerar raza, color, religión, sexo, orientación sexual, identidad de género, u origen nacional. La falta de destrezas del idioma inglés no es un impedimento para admisión y participación en programas de educación Técnica del distrito.

El distrito de Los Colegios Comunitarios de Maricopa no discriminan con base a raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades. Sí tiene preguntas sobre título IX/504, llama al siguiente número para comunicarse con el coordinador designado: (480) 731-8499. Para obtener información adicional, así como una lista de todos los coordinadores dentro del sistema de Colegios Comunitarios de Maricopa, visite: <http://www.maricopa.edu/non-discrimination>.

**Maricopa County Community College District (MCCCD)**  
**2021-2022 General Academic Policies for Associate Degrees Designed for University Transfer**

**The following academic policies govern the associate degrees designed for university transfer:** Associate in Arts (AA); Associate in Arts, Elementary Education (AAEE); Associate in Arts, Fine Arts (AAFA); Associate in Business-General Requirements (ABUS-GR); Associate in Business-Special Requirements (ABUS-SR); and Associate in Science (AS). *Note that academic policies that govern the Associate in General Studies (AGS) and Associate in Applied Science (AAS) degrees are listed separately, with the requirements for each of those degrees.*

- The graduation policies within the general catalog must be satisfied (administrative regulation 2.3.9).
- Minimum semester credits for completion vary slightly by degree and specific emphasis (when applicable). Refer to the Program (Degree) Search at <https://curriculum.maricopa.edu/> for credit minimums for individual degree programs.
- Credits completed toward these minimums must be in courses numbered 100 or above with a grade of “C” or better. These credits must include a minimum of 35\* in satisfaction of the requirements of the Arizona General Education Curriculum (AGEC) along with a maximum of 6 credits towards MCCCD’s Additional Requirements.
- Detailed degree requirements are maintained by the Center for Curriculum and Transfer Articulation (CCTA); refer to the program search at <https://curriculum.maricopa.edu/>.

**General Education Requirements:**

- The AGEC requirements include a designated number of courses approved for each of the following areas:
  - First Year Composition [FYC]
  - Mathematical Applications [MA]
  - Computer/Statistics/Quantitative Applications [CS] (not required for Associate in Science)
  - Literacy and Critical Inquiry [L]
  - Humanities, Arts and Design [HU]
  - Social-Behavioral Sciences [SB]
  - Natural Sciences: Science Quantitative [SQ], Science General [SG]
  - Awareness Area: Cultural Diversity in the U.S. [C]
  - Awareness Area: Global [G] or Historical [H] Awareness
- Note that there are three different AGECS each aligning with a different subset of associate Degrees--AGEC-A for the AA, AAEE, and AAFA degrees, AGEC-B for the ABUS-GR and ABUS-SR degrees, and AGEC-S for the AS degree. For some types of AGECS/Associate degrees, students are allowed to choose from a broad list of courses; for others the courses are more restricted or even specified.
- A single course can simultaneously count toward one or more Awareness Areas, other AGEC requirements, MCCCD Additional Requirements and, for some degree types, other lower division courses used to meet the degree requirements. For example, CRE101 may be used to satisfy both the MCCCD Reading Requirement and the Literacy and Critical Inquiry area [L] of the AGEC core. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree.
- Except for the Associate in Science (AS) degree, a single course cannot be used to satisfy more than one AGEC requirement, with the exception of Awareness Areas. For example, a course cannot be used to satisfy [HU] and [SB], but a course can be used to meet [HU] and [C],[G] and/or [H].
- The AGEC-A and AGEC-B require a minimum of 35 credits\* and the AGEC-S requires a minimum of 36 credits\*, however, the AGEC credit count within the total credits for a degree may be under these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCCD’s Additional Requirements may also be shared with AGEC Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.
- All MCCCD courses applied to the AGEC must be completed with a grade of “C” or better.

- All MCCCDC courses applied to the AGECE must be accepted for transfer credit as a direct equivalent, departmental elective, or general elective credit at ASU, NAU, and UAZ according to the Course Equivalency Guide for the academic year in which the course was taken. Courses applied exclusively to the Bachelor of Applied Science are ineligible for inclusion in the AGECE.

#### **Coursework beyond General Education:**

- For some degree types, the additional coursework required to complete the degree is specified while others offer the student more latitude. See degree checksheets for more complete description. Consultation with an academic advisor about course selection is always recommended.
- Oral Communication and Critical Reading are MCCCDC Additional Requirements required for Associate in Arts, Associate in Arts, Elementary Education, Associate in Arts, Fine Arts and Associate in Science degrees. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for acceptable options to meet these requirements for individual degree programs.
- Within the Restricted Electives, course recommendations are made for specific transfer institutions. Students should select a transfer plan (group of courses) based on their intended transfer institution. However, not all transfer institutions are reflected in these recommendations. Therefore, students may instead meet the minimum number of Restricted Elective credits using a combination of courses from the transfer plans listed. Restricted Electives should be selected in consultation with an academic, faculty, or program advisor.
- Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language. Students should consult with an academic advisor to discuss options to complete these requirements.
- General Electives may need to be selected to meet the minimum total credits required for the degree. Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives, (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: [aztransfer.com](http://aztransfer.com), [curriculum.maricopa.edu](http://curriculum.maricopa.edu), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291-Children's Literature) covers identical content and its credits can only be counted once toward requirements.

#### **Transfer Credit from Institutions Outside of MCCCDC:**

- Credits transferred from outside of MCCCDC must be at a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGECE requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better.
- External courses evaluated either as equivalent to an MCCCDC course or as elective credit may be applied toward the minimum credits for degree completion.
- The AGECE (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCDC direct equivalency to a course from another Arizona public college or university, applicability to AGECE and/or associate degree requirements will be based on the source institution's AGECE designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System comprised of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGECE and/or associate degree requirements based on the courses' evaluated MCCCDC equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.

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

**Completion and Transfer:**

- Completion of the AGECE with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.
- While MCCCDC's associate degrees are designed to facilitate a seamless transfer to other Arizona institutions, courses may be transferable and/or meet associate degree requirements, but may not necessarily meet the specific requirements of a particular degree, major, or area of emphasis at another institution.

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

\*Credit minimums may be lower if students have transfer credit from ASU, NAU or UAZ for a single course that meets First Year Composition in full. See notes on individual degree policies.

**Maricopa County Community College District (MCCCD)  
2021-2022 Arizona General Education Curriculum (AGEC) – A, B, S**

**Description**

The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGEC) is a 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. The AGEC-A and AGEC-B require a minimum of 35\* credit hours, and the AGEC-S requires a minimum of 36\* credit hours.

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

There are three types of AGECS in MCCCD: AGEC-A, AGEC-B, and AGEC-S. As described below, these AGECS are also a component of most MCCCD associate degrees and comparable degrees at other Arizona public community colleges. The AGEC-A defines the general education requirements in the Associate in Arts (AA), Associate in Arts, Elementary Education (AAEE), and the Associate in Arts, Fine Arts (AAFA) degrees. The AGEC-B defines the general education requirements in the Associate in Business-General Requirements (ABUS-GR) and Associate in Business-Special Requirements (ABUS-SR) degrees. The AGEC-S defines the general education requirements in the Associate in Science (AS) degree.

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

**Purpose of the AGECS**

AGECS were designed to articulate with different academic majors, and their particular requirements vary accordingly. In some major-specific pathways, students are allowed to choose from a broad list of courses to satisfy the AGEC requirements; for others the courses are more restricted or even specified. Additional information on academic majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

1. The **AGEC-A** is designed to satisfy requirements in many liberal arts majors as well as other majors that articulate with an Associate in Arts degree (e.g., social sciences, fine arts, humanities, elementary education). AGEC-A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement.
2. The **AGEC-B** is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGEC-B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.
3. The **AGEC-S** is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements such as many in the sciences, technology, engineering and mathematics. AGEC-S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement, and a minimum of eight credits of either university chemistry, university physics, general biology for majors, or physical and historical geology to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six to ten additional credits of Subject Options comprised of math and/or science appropriate to their major.

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

- Requires completion of at least 35 credit hours\* (AGEC-A, AGEC-B) and 36 credit hours\* (AGEC-S) in courses numbered 100 and above and that a minimum of 12 of those credits be taken at one or any combination of the MCCCD colleges. See First Year Composition [FYC] notes in the following AGEC descriptions and footer for credit minimum exceptions.\*
- All MCCCD courses applied to the AGEC must be completed with a grade of “C” or better.
- All MCCCD courses applied to the AGEC must be accepted for transfer credit as a direct equivalent, departmental elective, or general elective credit at ASU, NAU, and UAZ according to the Course Equivalency Guide for the

academic year in which the course was taken. Courses applied exclusively to the Bachelor of Applied Science are ineligible for inclusion in the AGEC.

- A single course can simultaneously count toward one or more Awareness Areas and other AGEC requirements. For example, a course in world geography can be used to satisfy [SB] and [G] requirements. While multiple requirements can be met with a single course, the credits for that course are only counted one time toward the required minimum total for the AGEC. Except as detailed below for the AGEC-S, a single course cannot be used to satisfy more than one AGEC requirement, with the exception of Awareness Areas.
- The AGEC-A and AGEC-B require a minimum of 35\* credits and the AGEC-S requires a minimum of 36\* credits, however, the AGEC credit count within the total credits for a degree may be lower than these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCC'D's Additional Requirements may also be shared with other AGEC Requirements. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.

### **Transfer Credit from Institutions Outside of MCCC'D**

- Credits transferred from outside of MCCC'D must be a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better.
- External courses evaluated either as equivalent to an MCCC'D course or as elective credit may be applied toward the minimum credits for degree completion.
- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCC'D direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System comprised of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCC'D equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Credit awarded at a Maricopa Community College through prior learning assessment in non-traditional setting is transferable to the other colleges in the MCCC district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGEC.

### **Completion and Transfer**

- Completion of the AGEC with a minimum grade point average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.
- Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree. For some majors, the statewide Common Course matrix, AZTransfer Pathway Guides and/or University Transfer Guides posted on the AZTransfer website can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

### **AGEC Requirements**

Descriptions and definitions of the requirements for each of the three AGECS follow. The following website identifies the courses that apply to the different requirements within each AGEC:

[AGEC matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the "Find a

Class” tool on maricopa.edu and on each MCCCDC college’s website.

Note that for students pursuing an associate degree with a specific emphasis (for example: Associate in Arts, Emphasis in History, Associate in Arts, Fine Arts, Emphasis in Theatre, Associate in Science, Emphasis in Physics), the AGEC course requirements are usually more prescriptive. Students pursuing a major-specific pathway should consult the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific degree and AGEC requirements. Consultation with an academic advisor about course selection is always recommended.

Credits

**Arizona General Education Curriculum--Arts (AGEC-A)..... 35 (min.)\***

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*, however, the AGEC credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)\* within an associate degree provided that all requirements listed below are completed.

Courses applied to meet AGEC-A requirements vary by emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

- A. First-Year Composition [FYC]..... **6\***
  - ENG101 OR ENG107..... (3)\*
  - AND ENG102 OR ENG108..... (3)\*
- B. Literacy and Critical Inquiry [L]..... **3**
- C. Mathematical Applications [MA]..... **3-6**
  - Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher [MA]-approved general education course.
- D. Computer/Statistics/Quantitative Applications [CS]..... **3**
- E. Humanities, Arts and Design [HU]..... **6**
  - Students are encouraged to choose course work from more than one discipline.
- F. Social-Behavioral Sciences [SB]..... **6**
  - Students are encouraged to choose course work from more than one discipline.
- G. Natural Sciences [SQ/SG]..... **8**
  - The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.
- H. Awareness Areas..... **0-6**
  - Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)
  - 1. Cultural Diversity in the United States [C]..... (0-3)
  - 2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

\*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

Credits

**Arizona General Education Curriculum - Business (AGEC-B)..... 35 (min.)\***

The AGECE-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*, however, the AGECE credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGECE-B may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)\* within an associate degree provided that all requirements listed below are completed.

Courses applied to meet AGECE-B requirements vary by emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGECE requirements, Required Course(s) or Restricted Elective(s). AGECE designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGECE matrix](#) for each course's value(s) in the semester it is taken.

- A. First-Year Composition [FYC]..... **6\***
  - ENG101 OR ENG107 AND..... (3)\*
  - ENG102 OR ENG108..... (3)\*
- B. Literacy and Critical Inquiry [L]..... **3**
- C. Mathematical Applications [MA]..... **3-5**
  - MAT212 Brief Calculus OR..... (3)
  - MAT213 Brief Calculus OR..... (4)
  - Higher [MA] designated course..... (3-5)
- D. Computer/Statistics/Quantitative Applications [CS]..... **3**
  - CIS105 Survey of Computer Information Systems
- E. Humanities, Arts and Design [HU]..... **6**
  - Students are encouraged to choose course work from more than one discipline.
- F. Social-Behavioral Sciences [SB]..... **6**
  - ECN211 Macroeconomics AND ECN212 Microeconomics
- G. Natural Sciences [SQ/SG]..... **8**
  - The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.
- H. Awareness Areas..... **0-6**
  - Courses may be used to satisfy other AGECE requirements and one or more Awareness Area(s). (See [AGECE matrix](#) for current course values.)
  - 1. Cultural Diversity in the United States [C]..... (0-3)
  - 2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

\*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

Credits

**Arizona General Education Curriculum--Science (AGEC-S)..... 36 (min.)\***

The AGECS requires a minimum of 36 credits (33 if FYC is met by single transfer course)\*, however, the AGECS credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGECS may be met with fewer than 36 credits (fewer than 33 if FYC is met by single transfer course)\* within an associate degree provided that all requirements listed below are completed.

Courses applied to meet AGECS requirements vary by emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGECS requirements, Required Course(s) or Restricted Elective(s). AGECS designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGECS matrix](#) for each course's value(s) in the semester it is taken.

- A. First-Year Composition [FYC]..... **6\***
  - ENG101 OR ENG107..... (3)\*
  - AND ENG102 OR ENG108..... (3)\*
- B. Literacy and Critical Inquiry [L]..... **0-3\*\***

Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGECS designations are subject to change. See [AGECS matrix](#) for each course's value(s) in the semester it is taken.)
- C. Mathematical Applications [MA]..... **4-5**

Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a pre-requisite.
- D. Humanities, Arts and Design [HU]..... **6**

For the AGECS, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well. (AGECS designations are subject to change. See [AGECS matrix](#) for each course's value(s) in the semester it is taken.)
- E. Social-Behavioral Sciences [SB]..... **6**

For the AGECS, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well. (AGECS designations are subject to change. See [AGECS matrix](#) for each course's value(s) in the semester it is taken.)
- F. Natural Sciences [SQ/SG]..... **8-10**

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

  - [(CHM150 or CHM151) & CHM151LL] or
  - CHM150AA or CHM151AA General Chemistry I
  - AND
  - [CHM152 & CHM152LL] or CHM152AA General Chemistry II
  - OR**
  - PHY115 or PHY121 University Physics I
  - AND

PHY116 or PHY131 University Physics II

**OR**

BIO181 or BIO181XT General Biology (Majors) I

AND

BIO182 or BIO182XT General Biology (Majors) II

**OR**

GLG101IN Introduction to Geology I - Physical or

GLG101 Introduction to Geology I - Physical Lecture and

GLG103 Introduction to Geology I – Physical Lab

AND

GLG102IN Introduction to Geology II – Historical or

GLG102 Introduction to Geology II - Historical Lecture and

GLG104 Introduction to Geology II – Historical Lab

G. Subject Options - Math/Science..... **6-10**

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

Select Mathematics course(s) [MAT] above Calculus I and/or

Computer Science course(s) [CSC] and/or

Science courses from the following disciplines: Astronomy, Biology,

Botany, Chemistry, Engineering, Environmental Science, Geology,

Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO

(except BIO174), CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY)

H. Awareness Areas..... **0-6**

Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See [AGEC matrix](#) for current course values.)

1. Cultural Diversity in the United States [C]..... (0-3)

2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

\*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

\*\*0 only if shared with HU or SB

## AGEC Area Requirements Descriptions/Definitions

### First-Year Composition (FYC)

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

### Literacy and Critical Inquiry [L]

In the [L] course students, typically at the sophomore level, gather, interpret, and evaluate evidence and express their findings in writing or speech. This course includes a series of graded written or spoken formal assignments.

Literacy is defined broadly as communicative competence in written and oral discourse; critical inquiry is defined as the gathering, interpreting, and evaluating of evidence. Building on the proficiency attained in traditional First-Year Composition courses, the Literacy and Critical Inquiry [L] requirement sustains and extends students' ability to thoughtfully use and critically analyze written and/or spoken language.

### Mathematical Applications [MA]

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

**Computer/Statistics/Quantitative Applications [CS]**

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

**Humanities, Arts and Design [HU]**

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

**Social-Behavioral Sciences [SB]**

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

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

**AWARENESS AREAS**

Students must satisfy two Awareness areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness. Courses can satisfy other AGECE requirements 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 one. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

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

**Global Awareness [G]**

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

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

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

### **Historical Awareness [H]**

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

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

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

**Maricopa County Community College District (MCCCD)  
2021-2022 Associate in Arts (AA) Degree**

**Description**

The Maricopa County Community College District Associate in Arts (AA) degree requires a minimum of 60 semester credits for the program of study; minimum total credits vary by specific emphasis (for example, Associate in Arts, Emphasis in Psychology). Refer to the Program (Degree) Search at <https://curriculum.maricopa.edu/> for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 and grades of “C” or higher are required to earn the degree. The AA degree is governed by the [MCCCD General Academic Policies for Associate Degrees Designed for University Transfer](#).

The Associate in Arts degree includes the following components:

- I. Program Prerequisites (if applicable, for versions with an emphasis only)
- II. Required Courses (for versions with an emphasis only)
- III. Restricted Electives (for versions with an emphasis only)
- IV. Arizona General Education Curriculum for Arts (AGEC-A)
- V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

**Purpose of the Degree**

The Associate in Arts (AA) 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 (AA) will apply to general university graduation requirements of the majors that align with the AA degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the AA with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

**Degree Requirements**

The requirements for the Associate in Arts (AA) follow. No versions of the Associate in Arts require fewer than a minimum of 60 credits; however, minimum credits for the AA vary by specific emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums by emphasis. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-A](#) and the [AGEC matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the “Find a Class” tool on [maricopa.edu](http://maricopa.edu) and on each MCCCD college’s website.

**Requirements**

**Credits**

<b>I. Program Prerequisites.....</b>	<b>Number varies</b>
Program prerequisites for the Associate in Arts degree vary by specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums by emphasis.	

<b>II. Required Courses</b> .....	<b>Number varies</b>
Required (major-specific) courses for the Associate in Arts degree vary by specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums by emphasis.	
<b>III. Restricted Electives</b> .....	<b>Number varies</b>
Restricted electives for the Associate in Arts degree vary by specific emphasis, and are not required for version of the degree without a specific emphasis. Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums by emphasis.	
<b>IV. Arizona General Education Curriculum--Arts (AGEC-A)</b> .....	<b>up to 44</b>
The AGECE-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, prerequisite/required/restricted elective courses may also meet AGECE-A requirements and credits count once toward the total for the degree. Therefore, the AGECE-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (IV) are completed.	
Courses applied to meet AGECE-A requirements vary by emphasis. Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well other AGECE requirements, Required Course(s) or Restricted Elective(s). AGECE designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See <a href="#">AGECE matrix</a> for each course's value(s) in the semester it is taken.	
A. First-Year Composition [FYC].....	<b>6*</b>
ENG101 OR ENG107.....	<b>(3)*</b>
AND ENG102 OR ENG108.....	<b>(3)*</b>
B. Literacy and Critical Inquiry [L].....	<b>3</b>
C. Mathematical Applications [MA].....	<b>3-6</b>
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher [MA]-approved general education course.	
D. Computer/Statistics/Quantitative Applications [CS].....	<b>3</b>
E. Humanities, Arts and Design [HU].....	<b>6</b>
Students are encouraged to choose course work from more than one discipline.	
F. Social-Behavioral Sciences [SB].....	<b>6</b>
Students are encouraged to choose course work from more than one discipline.	
G. Natural Sciences [SQ/SG].....	<b>8</b>
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.	
H. Awareness Areas.....	<b>0-6</b>
Courses may be used to satisfy other AGECE requirements and one or more Awareness Area(s). (See <a href="#">AGECE matrix</a> for current course values.)	
1. Cultural Diversity in the United States [C].....	<b>(0-3)</b>
2. Global Awareness [G] OR Historical Awareness [H].....	<b>(0-3)</b>
<b>V. MCCC Additional Requirements</b> .....	<b>0-6</b>
As noted below, courses in this area may also be applied toward AGECE-A requirements.	

- A. Oral Communication ..... (0-3)  
 COM100 [SB] Introduction to Human Communication OR  
 COM110 [SB] Interpersonal Communication OR  
 COM225 [L] Public Speaking OR  
 COM230 [SB] Small Group Communication (3 credits) OR  
 COM100AA & COM100AB & COM100AC [SB] (3 credits) OR  
 COM110AA & COM110AB & COM110AC [SB] (3 credits)
- B. Critical Reading..... (0-3)  
 CRE101 [L] Critical Reading OR equivalent as indicated by assessment

**VI. General Electives..... 0-28**

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona’s public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

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

**TOTAL..... 60-64\*\***

\*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona’s public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

**Maricopa County Community College District (MCCCD)  
2021-2022 Associate in Arts, Elementary Education (AAEE) Degree**

**Description**

The Maricopa County Community College District Associate in Arts, Elementary Education (AAEE) degree requires a minimum of 60 semester credits for the program of study. A minimum grade point average of 2.0 and grades of “C” or higher are required to earn the degree. The AAEE degree is governed by the [MCCCD General Academic Policies for Transfer Degrees](#).

The Associate in Arts, Elementary Education degree includes the following components:

- I. Required Courses
- II. Restricted Electives
- III. Arizona General Education Curriculum for Arts (AGEC-A)
- IV. MCCCD Additional Requirements (Oral Communication and Critical Reading)

**Purpose of the Degree**

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

**Degree Requirements**

The requirements for the Associate in Arts in Elementary Education follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC matrix. Courses available for both Areas during a current or upcoming semester can also be found using the “Find a Class” tool on maricopa.edu and on each MCCCD college’s website.

<u><b>Requirements</b></u>	<u><b>Credits</b></u>
<b>I. Required Courses</b> .....	<b>17</b>
EDU221 Introduction to Education.....	(3)
EDU222 Introduction to the Exceptional Learner.....	(3)
EDU230 Cultural Diversity in Education.....	(3)
MAT256 Investigating Quantity: Number, Operations, and Numeration Systems.....	(4)
MAT257 Investigating Geometry, Probability, and Statistics.....	(4)
<b>II. Restricted Electives</b> .....	<b>8</b>
A total of 8 semester credits is required to satisfy the Electives for Arizona Professional Teacher Standards: 3 credits in an additional Education course and 5 credits in Content Area Electives.	
Courses must transfer to all public Arizona universities as elective credit, departmental elective, or equivalent to a university course as indicated in the Arizona Course Equivalency Guide 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.	
Select one additional EDU course (other than EDU221, EDU222, EDU230 or EDU250).....	(3)
Recommended:	
EDU110 Education in Film	
EDU220 Introduction to Serving English Language Learners (ELL)	
EDU236 Classroom Relationships	
EDU/HUM/STO292 The Art of Storytelling	

Choose any combination from the following list of courses and prefixes to total five (5) credits of additional coursework. Course(s) selected must be different from those used to fulfill a requirement of the AGEC-A and/or those used to fulfill Required Courses. (5)

- Content Area Electives: Select 5 credits from the following:..... (5)
- AAA/CPD115 Creating College Success
- ARH+++ Any ARH Art Humanities course(s)
- ART+++ Any ART Art course(s)
- BPC+++ Any BPC Business-Personal Computers course(s)
- CFS/ECH176 Child Development
- CFS205 Human Development
- CIS+++ Any CIS Computer Information Systems course(s)
- ECN+++ Any ECN Economics course(s)
- EDU+++ Any EDU Education course(s) (except EDU221, EDU222, EDU230, and EDU250)
- EED215 Early Learning: Health, Safety, Nutrition and Fitness
- ENG+++ Any ENG English course(s)
- ENH+++ Any ENH English Humanities course(s)
- GCU+++ Any GCU Cultural Geography course(s)
- GPH+++ Any GPH Physical Geography course(s)
- HIS+++ Any HIS History course(s)
- MAT+++ Any MAT Mathematics course(s) 140 or higher (except MAT256 and MAT257)
- MHL+++ Any MHL Music: History/Literature course(s)
- MTC+++ Any MTC Music: Theory/Composition course(s)
- POS+++ Any POS Political Science course(s)
- THE+++ Any THE Theatre course(s)
- THF+++ Any THF Theatre and Film course(s)
- THP+++ Any THP Theatre Performance/Production course(s)
- Any Foreign Language course(s)
- Any Natural Science course(s)

**III. Arizona General Education Curriculum--Arts (AGEC-A)..... 32-44\***

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*, however, prerequisite/required/restricted elective courses may also meet AGEC-A requirements and credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)\* as long as all requirements listed in this section (III) are completed.

Courses applied to meet AGEC-A requirements vary by emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

- A. First-Year Composition [FYC]..... **6\***
  - ENG101 OR ENG107..... (3)\*
  - AND ENG102 OR ENG108..... (3)\*
- B. Literacy and Critical Inquiry [L]- COM225 Public Speaking..... **3**
- C. Mathematical Applications [MA]..... **3-6**
  - Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher approved general education course in the Mathematical Applications [MA] area for which MAT15+ is a prerequisite.
  - (Note that MAT182, MAT206, MAT256, MAT257 do NOT meet this requirement.
- D. Computer/Statistics/Quantitative Applications [CS]..... **3**
  - BPC110 Computer Usage and Applications OR
  - CIS105 Survey of Computer Information Systems
- E. Humanities, Arts and Design [HU]..... **6**

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

- 1) Select one of the following ARH, DAH, MHL or THE courses:..... (3)
- ARH100 Introduction to Art OR
  - ARH101 Prehistoric through Gothic Art OR
  - ARH102 Renaissance through Contemporary Art OR
  - DAH100 Introduction to Dance OR
  - DAH201 World Dance Studies OR
  - DAH250 Dance in Popular Culture OR
  - MHL140 Survey of Music History OR
  - MHL145 American Jazz and Popular Music OR
  - MHL146 Survey of Broadway Musicals OR
  - MHL153 Rock Music and Culture OR
  - THE111 Introduction to Theatre OR
  - THE220 Modern Drama

AND

- 2) Select one of the following EDU, ENH or HUM courses:..... (3)
- EDU/ENH291 Children's Literature (Recommended) OR
  - ENH110 Introduction to Literature OR
  - ENH241 American Literature Before 1860 OR
  - ENH242 American Literature After 1860 OR
  - HUM250 Ideas and Values in the Humanities: Early Civilizations to the Renaissance OR
  - HUM251 Ideas and Values in the Humanities: Renaissance to the Contemporary World

(EDU/ENH291 recommended)

F. Social-Behavioral Sciences [SB]..... 6

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

- 1) Select one of the following US History/Government courses\*\*..... (3)
- These courses satisfy the United States Constitution requirement for state teacher certification.
- GCU/POS113 United States and Arizona Social Studies OR
  - HIS103 United States History to 1865 OR
  - POS110 American National Government

AND

- 2) Select one of the following CFS, ECH, GCU, ECN, HIS or PSY courses..... (3)
- CFS205 Human Development OR
  - CFS/ECH176 Child Development OR
  - ECN211 Macroeconomic Principles OR
  - ECN212 Microeconomic Principles OR
  - GCU121 World Geography I: Eastern Hemisphere OR
  - GCU122 World Geography II: Western Hemisphere OR
  - HIS104 United States History 1865 to Present OR
  - PSY101 Introduction to Psychology

(CFS/ECH176 recommended)

- G. Natural Sciences [SQ/SG]..... 8
- The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of 4 credits each. At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.
- 1) Life Sciences: Select four (4) credits of SQ or SG in Biology (BIO)..... (4)  
AND
  - 2) Physical Sciences or Earth/Space Sciences: Select four (4) credits of SQ or SG from one of the following prefixes:..... (4)  
AGS, ASM, AST, CHM, GPH, GLG, PHS, or PHY

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

- H. Awareness Areas..... 0-3
1. Cultural Diversity in the United States [C]..... (0)  
Met by EDU222 and EDU230 in Required Courses.
  2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)  
May be met by [HU] and/or [SB] course depending on specific courses selected. (AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)

**IV. MCCC Additional Requirements..... 0-3**

These requirements may be shared with other AGECE requirements. See the [AGEC matrix](#) on [aztransfer.com](http://aztransfer.com) for course designations.

- A. Oral Communication..... (0)  
Met by COM225 in Required Courses.
- B. Critical Reading..... (0-3)  
Students may demonstrate proficiency through assessment.  
CRE101 [L] Critical Reading OR equivalent as indicated by assessment

**TOTAL..... 60-68\*\*\***

\*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

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

\*\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

**Maricopa County Community College District (MCCCD)  
2021-2022 Associate in Arts, Fine Arts (AAFA) Degree**

**Description**

The Maricopa County Community College District Associate in Arts, Fine Arts (AAFA) degree requires a minimum of 60 semester credits for the program of study; however, minimum total credits for the AAFA vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 and grades of “C” or higher are required to earn the degree. The AAFA degree is governed by the [MCCCD General Academic Policies for Transfer Degrees](#).

The Associate in Arts, Fine Arts degree includes the following components:

- I. Program Prerequisites (if applicable, for versions with an emphasis only)
- II. Required Courses (for versions with an emphasis only)
- III. Restricted Electives (for versions with an emphasis only)
- IV. Arizona General Education Curriculum for Arts (AGEC-A)
- V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

**Purpose of the Degree**

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

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

**Degree Requirements**

The requirements for the Associate in Arts, Fine Arts (AAFA) follow. No versions of the AAFA require fewer than a minimum of 60 credits; however, minimum total credits for the AAFA vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums by emphasis. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-A](#) and the [AGEC matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the “Find a Class” tool on maricopa.edu and on each MCCCD college’s website.

**Requirements**

**Credits**

<b>I. Program Prerequisites</b> .....	<b>Number varies</b>
Program prerequisites for the Associate in Arts, Fine Arts degree vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums by emphasis.	
<b>II. Required Courses</b> .....	<b>Number varies</b>
Required (major-specific) courses for the Associate in Arts, Fine Arts degree vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums by emphasis.	

<b>III. Restricted Electives</b> .....	<b>Number varies</b>
<p>Restricted electives for the Associate in Arts, Fine Arts degree vary by specific emphasis, and are not required for version of the degree without a specific emphasis. (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums by emphasis.</p>	
<b>IV. Arizona General Education Curriculum--Arts (AGEC-A)</b> .....	<b>up to 44</b>
<p>The AGECE-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, however, prerequisite/required/restricted elective courses may also meet AGECE-A requirements and credits count once toward the total for the degree. Therefore, the AGECE-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)* as long as all requirements listed in this section (IV) are completed.</p> <p>Courses applied to meet AGECE-A requirements vary by emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Area designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGECE requirements, Required Course(s) or Restricted Elective(s). AGECE designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See <a href="#">AGECE matrix</a> for each course's value(s) in the semester it is taken.</p>	
A. First-Year Composition [FYC].....	<b>6*</b>
ENG101 OR ENG107.....	(3)*
AND ENG102 OR ENG108.....	(3)*
B. Literacy and Critical Inquiry [L].....	<b>3</b>
C. Mathematical Applications [MA].....	<b>3-6</b>
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher [MA]-approved general education course.	
D. Computer/Statistics/Quantitative Applications [CS].....	<b>3</b>
E. Humanities, Arts and Design [HU].....	<b>6</b>
F. Social-Behavioral Sciences [SB].....	<b>6</b>
Students are encouraged to choose course work from more than one discipline.	
G. Natural Sciences [SQ/SG].....	<b>8</b>
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.	
H. Awareness Areas.....	<b>0-6</b>
Courses may be used to satisfy other AGECE requirements and one or more Awareness Area(s). (See <a href="#">AGECE matrix</a> for current course values.)	
1. Cultural Diversity in the United States [C].....	(0-3)
2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)
<b>V. MCCC Additional Requirements</b> .....	<b>0-6</b>
<p>These requirements may be shared with other AGECE requirements. See the <a href="#">AGECE matrix</a> on <a href="http://aztransfer.com">aztransfer.com</a> for course designations.</p>	
A. Oral Communication.....	(0-3)
<i>Refer to emphasis area (Art, Dance, Music, Musical Theatre, Theatre) for specific COM course required from the following:</i>	
COM100 [SB] Introduction to Human Communication OR	
COM110 [SB] Interpersonal Communication OR	
COM225 [L] Public Speaking OR	
COM230 [SB] Small Group Communication (3 credits) OR	

COM100AA & COM100AB & COM100AC [SB] (3 credits) OR  
 COM110AA & COM110AB & COM110AC [SB] (3 credits)

- B. Critical Reading..... (0-3)  
 Students may demonstrate proficiency through assessment.  
 CRE101 [L] Critical Reading OR equivalent as indicated by assessment

**VI. General Electives..... 0-25**

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona’s public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

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

**MINIMUM TOTAL CREDITS REQUIRED\*\***

AAFA (No Emphasis).....	<b>60</b>
AAFA, Emphasis in Art.....	<b>60</b>
AAFA, Emphasis in Dance.....	<b>62</b>
AAFA, Emphasis in Music.....	<b>66</b>
AAFA, Emphasis in Musical Theatre.....	<b>66</b>
AAFA, Emphasis in Theatre.....	<b>61</b>

\*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona’s public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

**Maricopa County Community College District (MCCCD)  
2021-2022 Associate in Science (AS) Degree**

**Description**

The Maricopa County Community College District Associate in Science (AS) degree requires a minimum of 60 semester credits for the program of study; minimum total credits for vary by specific emphasis (for example, Associate in Science, Emphasis in Physics). Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 is required to earn the degree. The AS degree is governed by the [MCCCD General Academic Policies for Transfer Degrees](#).

The Associate in Science degree includes the following components:

- I. Program Prerequisites (if applicable, for versions with an emphasis only)
- II. Required Courses (for versions with an emphasis only)
- III. Restricted Electives (for versions with an emphasis only)
- IV. Arizona General Education Curriculum for Science (AGEC-S)
- V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

**Purpose of the Degree**

The Associate in Science (AS) 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 (AS) will apply to general university graduation requirements of the majors that align with the AS degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the AS with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

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

**Special Academic Policies that Govern the Associate in Science Degree**

- The AGEC-S does not require a course with [CS] Computer/Statistics designation.
- Unlike the AGEC-A and AGEC-B, the same course is allowed to satisfy the ([L] and [HU]) or ([L] and [SB]) areas of the AGEC-S's Core Area. The credits for such a "shared" course are only counted one time toward the required minimum for the degree.

**Degree Requirements**

The requirements for the Associate in Science follow. All versions of the Associate in Science require at least 60 credits; for major-specific pathways within the degree, prescribed courses and minimum credits for categories within the degree, as well as the total, vary. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums for major-specific pathways within the degree. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-S](#) and the [AGEC Matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on each MCCCD college's website.

**Requirements**

**Credits**

**I. Program Prerequisites.....** **Number varies**

Program prerequisites for the Associate in Science degree vary by specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific courses and credit minimums by emphasis.

**II. Required Courses.....** **Number varies**

Required (major-specific) courses for the Associate in Science degree vary by specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific courses and credit minimums by emphasis.

**III. Restricted Electives.....** **Number varies**

Restricted electives for the Associate in Science degree vary by specific emphasis, and are not required for version of the degree without a specific emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific courses and credit minimums by emphasis.

**IV. Arizona General Education Curriculum—Science (AGEC-S).....** **up to 56**

The AGECS requires a minimum of 36 credits (33 if FYC is met by single transfer course)\*, however, prerequisite/required/restricted elective courses may also meet AGECS requirements and credits count once toward the total for the degree. Therefore, the AGECS may be met with fewer than 36 credits (33 if FYC is met by single transfer course)\* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGECA requirements vary by emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGECS requirements, Required Course(s) or Restricted Elective(s). AGECS designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

- A. First-Year Composition [FYC]..... **6\***
  - ENG101 OR ENG107..... (3)\*
  - AND ENG102 OR ENG108..... (3)\*
- B. Literacy and Critical Inquiry [L]..... **0-3\*\***

Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGECS designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)
- C. Mathematical Applications [MA]..... **4-5**

Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a pre-requisite.
- D. Humanities, Arts and Design [HU]..... **6**

For the AGECS, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness

Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)

E.	Social-Behavioral Sciences [SB].....	<b>6</b>
	For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See <a href="#">AGEC matrix</a> for each course's value(s) in the semester it is taken.)	
F.	Natural Sciences [SQ/SG].....	<b>8-10</b>
	Students must complete eight (8) to ten (10) credits of General Chemistry, University Physics, General Biology for Majors, or Physical and Historical Geology. Consult specific requirements of university transfer major for guidance.	
	[(CHM150 or CHM151) & CHM151LL] or CHM150AA or CHM151AA General Chemistry I AND [CHM152 & CHM152LL] or CHM152AA General Chemistry II OR PHY115 or PHY121 University Physics I AND PHY116 or PHY131 University Physics II OR BIO181 or BIO181XT General Biology (Majors) I AND BIO182 or BIO182XT General Biology (Majors) II OR GLG101IN Introduction to Geology I - Physical or GLG101 Introduction to Geology I - Physical Lecture and GLG103 Introduction to Geology I – Physical Lab AND GLG102IN Introduction to Geology II – Historical or GLG102 Introduction to Geology II - Historical Lecture and GLG104 Introduction to Geology II – Historical Lab	
G.	Subject Options - Math/Science .....	<b>6-10</b>
	Refer to transfer resources, including academic advisement and transfer guides, to select six (6)- ten (10) additional math and/or science credits that meet requirements for selected major.	
	Select Mathematics course(s) [MAT] above Calculus I and/or Computer Science course(s) [CSC] and/or Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO (except BIO174), CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY)	
H.	Awareness Areas.....	<b>0-6</b>
	Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See <a href="#">AGEC matrix</a> for current course values.)	
	1. Cultural Diversity in the United States [C].....	(0-3)
	2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)
<b>V.</b>	<b>MCCCD Additional Requirements.....</b>	<b>0-6</b>

Some courses in this area have [SB] and [L] designations and may also be applied to the corresponding AGEC requirements. See the [AGEC matrix](#) on [aztransfer.com](http://aztransfer.com) for course designations.

- A. Oral Communication..... (0-3)
  - COM100 [SB] Introduction to Human Communication OR
  - COM110 [SB] Interpersonal Communication OR
  - COM225 [L] Public Speaking OR
  - COM230 [SB] Small Group Communication (3 credits) OR
  - COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
  - COM110AA & COM110AB & COM110AC [SB] (3 credits)
- B. Critical Reading..... (0-3)
  - CRE101 [L] Critical Reading OR equivalent as indicated by assessment

**VI. General Electives..... 0-28**

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona’s public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

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

**TOTAL..... 60-64\*\*\***

\*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

\*\* (0 only if shared with HU or SB)

\* 64 semester credits is the maximum accepted toward most degree programs at Arizona’s public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

**Maricopa County Community College District (MCCCD)  
2021-2022 Associate in Business, General Requirements (ABUS-GR) Degree**

**Description**

The Maricopa County Community College District Associate in Business General Requirements (ABUS-GR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 and grades of “C” or higher are required to earn the degree. The Associate in Business-General Requirements degree is governed by the [MCCCD General Academic Policies for Transfer Degrees](#).

This degree provides the first two years of a four-year curriculum for students who wish to specialize in business. For a comprehensive list of bachelor’s degrees at Arizona’s public universities, refer to the [AZTransfer Business Matrix](#). With a bachelor’s degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management.

The Associate in Business-General Requirements degree includes the following components:

- I. Required Courses
- II. Restricted Electives
- III. Arizona General Education Curriculum for Business (AGEC-B)
- IV. General Electives (if needed to reach minimum credits for degree)

**Purpose of the Degree**

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

**Special Academic Policies that Govern the ABUS-GR Degree**

- The ABUS-GR does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)
- A single course can be used to satisfy multiple areas within the degree simultaneously:(Awareness Area(s), other AGECE-B requirements), Required Courses (Common Lower Division Requirements), and/or Restricted Electives (Business Electives)). Credits are counted once toward the total for the degree.

**Degree Requirements**

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

<u>Requirements</u>	<u>Credits</u>
<b>I. Required Courses</b> .....	<b>21-25</b>
Accounting.....	(6-9)
ACC111 Accounting Principles <b>AND</b>	
ACC230 Uses of Accounting Information I <b>AND</b>	
ACC240 Uses of Accounting Information II	
<b>OR</b>	
ACC211 Financial Accounting <b>AND</b>	
ACC212 Managerial Accounting	
<b>OR</b>	

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

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

ECN211 [SB] Macroeconomic Principles.....	(3)
ECN212 [SB] Microeconomic Principles.....	(3)
GBS205 Legal, Ethical, and Regulatory Issues in Business.....	(3)
GBS221 Business Statistics.....	(3)
Quantitative Methods.....	(3-4)

GBS220 Quantitative Methods in Business **OR**

MAT217 or MAT218 Mathematical Analysis for Business

Note: Students planning to transfer to ASU's W.P. Carey School of Business BS program should take MAT217 or MAT218.

Students planning to transfer to ASU's W.P. Carey School of Business BA program may take GBS220, MAT217, or MAT218.

Students planning to transfer to the University of Arizona should take GBS220.

**II. Restricted Electives..... 0-6**

Complete six (6) credits from the following options. Some courses may be used to satisfy both Restricted Elective and Arizona General Education Curriculum (AGEC) requirements simultaneously. See the [AGEC matrix](#) on [aztransfer.com](#) for course designations. AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

CIS114DE Excel Spreadsheet.....	(3)
CIS133DA Internet/Web Development Level I.....	(3)
CIS162AD C#: Level I.....	(3)
GBS110 Human Relations in Business and Industry <b>OR</b>	
MGT251 Human Relations in Business.....	(3)
GBS151 Introduction to Business (Recommended).....	(3)
GBS220 Quantitative Methods in Business (If course used to satisfy Required Courses, it can not be used to satisfy Restricted Electives.).....	(3)
GBS233 Business Communication.....	(3)
IBS101 Introduction to International Business.....	(3)
MGT253 Owning and Operating a Small Business.....	(3)
MKT271 Principles of Marketing.....	(3)
PAD100 21st Century Public Policy and Service.....	(3)
REA179 Real Estate Principles I.....	(3)
REA180 Real Estate Principles II.....	(3)
REA201 Real Estate Principles I and II.....	(6)
SBU200 Society and Business.....	(3)

**III. Arizona General Education Curriculum- Business (AGEC-B)..... 29-37\***

The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*, however, Required and Restricted elective courses may also meet AGEC-B requirements and credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 (fewer than 32 if FYC is met by single transfer course)\* credits as long as all requirements listed in this section (III) are completed.

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses

may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC].....	<b>6*</b>
ENG101 OR ENG107 AND.....	(3)*
ENG102 OR ENG108.....	(3)*
B. Literacy and Critical Inquiry [L].....	<b>3</b>
<i>(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)</i>	
C. Mathematical Applications [MA].....	<b>(3-5)</b>
MAT212 Brief Calculus OR.....	(3)
MAT213 Brief Calculus OR.....	(4)
Higher [MA] designated course.....	(3-5)
D. Computer/Statistics/Quantitative Applications [CS].....	<b>3</b>
CIS105 Survey of Computer Information Systems.....	
E. Humanities, Arts and Design [HU].....	<b>6</b>
Students are encouraged to choose course work from more than one discipline.	
F. Social-Behavioral Sciences [SB].....	<b>0</b>
Met by Required Courses ECN211 AND ECN212	
G. Natural Sciences [SQ/SG].....	<b>8</b>
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.	
H. Awareness Areas.....	<b>0-6</b>
Courses may be used to satisfy other AGECE requirements and one or more Awareness Area(s). (See <a href="#">AGEC matrix</a> for current course values.)	
1. Cultural Diversity in the United States [C].....	(0-3)
2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)

***Students transferring to ASU to major in business should complete courses from the following list (up to the 64 credit transfer maximum) to meet W.P. Carey School of Business requirements. If students do not take these prior to transfer, they may need to take additional credits to meet ASU graduation requirements:***

Any course that transfers to ASU in the SOC prefix and carries the [SB] designation

Any course that transfers to ASU in the PSY prefix and carries the [SB] designation

COM100 Introduction to Human Communication (3) OR

COM225 Public Speaking (3) OR

COM230 Small Group Communication (3) OR

COM259 Communication in Business and Professions (3)

Note: COM requirements vary by business major. Check ASU MAPP or major map for acceptable options.

**IV. General Electives..... 0-12**

Select courses 100-level or higher if needed to complete a minimum of 62 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

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

**TOTAL..... 62-72\*\***

\*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

**Maricopa County Community College District (MCCCD)  
2021-2022 Associate in Business, Special Requirements (ABUS-SR) Degree**

**Description**

The Maricopa County Community College District Associate in Business, Special Requirements (ABUS-SR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 and grades of “C” or higher are required to earn the degree. This degree provides the first two years of a four-year curriculum for students who wish to pursue Computer Information Systems majors at Arizona’s public universities. With a bachelor’s degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, computer information systems, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management. The Associate in Business-Special Requirements degree is governed by the [MCCCD General Academic Policies for Transfer Degrees](#).

The Associate in Business-Special Requirements degree includes the following components:

- I. Required Courses
- II. Arizona General Education Curriculum for Business (AGEC-B)
- III. General Electives (if needed to reach minimum credits for degree)

**Purpose of the Degree**

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

**Special Academic Policies that Govern the ABUS-SR Degree**

- The ABUS-SR does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)
- A single course can be used to satisfy multiple areas within the degree simultaneously: Awareness Area(s), other AGECE-B requirements, and/or Required Courses (Common Lower Division Requirements). Credits are counted once toward the total for the degree.

**Degree Requirements**

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

<u>Requirements</u>	<u>Credits</u>
<b>I. Required Courses</b> .....	<b>27-31</b>
Accounting.....	(6-9)
ACC111 Accounting Principles <b>AND</b>	
ACC230 Uses of Accounting Information I <b>AND</b>	
ACC240 Uses of Accounting Information II	
<b>OR</b>	
ACC211 Financial Accounting <b>AND</b>	
ACC212 Managerial Accounting	
<b>OR</b>	
ACC111 Accounting Principles I <b>AND</b>	
ACC112 Accounting Principles II <b>AND</b>	
ACC212 Managerial Accounting	

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

ECN211 [SB] Macroeconomic Principles.....	(3)
ECN212 [SB] Microeconomic Principles.....	(3)
GBS205 Legal, Ethical, and Regulatory Issues in Business.....	(3)
GBS221 Business Statistics.....	(3)
CIS162AD C#: Level 1.....	(3)
CIS250 Management of Information Systems.....	(3)
Quantitative Methods.....	(3-4)

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

Note: Students planning to transfer to ASU's W.P. Carey School of Business BS program should take MAT217 or MAT218.

Students planning to transfer to ASU's W.P. Carey School of Business BA program may take GBS220, MAT217, or MAT218.

Students planning to transfer to the University of Arizona should take GBS220.

**II. Arizona General Education Curriculum- Business (AGEC-B)..... 29-37\***

The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*, however, Required and Restricted elective courses may also meet AGEC-B requirements and credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)\* as long as all requirements listed in this section (II) are completed.

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements or Required Course(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC].....	<b>6*</b>
ENG101 OR ENG107 AND.....	(3)*
ENG102 OR ENG108.....	(3)*
B. Literacy and Critical Inquiry [L].....	<b>3</b>
(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)	
C. Mathematical Applications [MA].....	<b>3-5</b>
MAT212 Brief Calculus OR.....	(3)
MAT213 Brief Calculus OR.....	(4)
Higher [MA] designated course.....	(3-5)
A. Computer/Statistics/Quantitative Applications [CS].....	<b>3</b>
CIS105 Survey of Computer Information Systems.....	
B. Humanities, Arts and Design [HU].....	<b>6</b>
Students are encouraged to choose course work from more than one discipline.	
C. Social-Behavioral Sciences [SB].....	<b>0</b>
Met by Required Courses ECN211 AND ECN212.....	
D. Natural Sciences [SQ/SG].....	<b>8</b>
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or	

each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.

- B. Awareness Areas..... **0-6**  
 Courses may be used to satisfy other AGECE requirements and one or more Awareness Area(s). (See [AGECE matrix](#) for current course values.)
1. Cultural Diversity in the United States [C]..... (0-3)
  2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

*Students transferring to ASU to major in business should complete courses from the following list (up to the 64 credit transfer maximum) to meet W.P. Carey School of Business requirements. If students do not take these prior to transfer, they may need to take additional credits to meet ASU graduation requirements:*

- Any course that transfers to ASU in the SOC prefix and carries the [SB] designation
- Any course that transfers to ASU in the PSY prefix and carries the [SB] designation
- COM100 Introduction to Human Communication (3) OR
- COM225 Public Speaking (3) OR
- COM230 Small Group Communication (3) OR
- COM259 Communication in Business and Professions (3)

Note: COM requirements vary by business major. Check ASU MAPP or major map for acceptable options.

**III. General Electives..... 0-6**

Select courses 100-level or higher if needed to complete a minimum of 62 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona’s public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

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

**TOTAL..... 62-71\*\***

\*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona’s public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

**Maricopa County Community College District (MCCCD)**  
**2021-2022 Associate in General Studies (AGS) Degree and General Education Requirements**

**Description**

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

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

**Purpose of the Degree**

The Associate in General Studies (AGS) degree is recommended for students whose educational goals require flexibility. The degree allows students to apply any course numbered 100 or above, including some that are not transferable to the Arizona public universities and may not be transferable to other universities, toward the credits required for the degree. Therefore, for students who intend to transfer to another college or university in the future to pursue a bachelor’s degree, this degree may be less appropriate than other associate degrees offered (Associate in Arts; Associate in Arts, Elementary Education; Associate in Fine Arts; Associate in Business-General Requirements; Associate in Business-Special Requirements; Associate in Science; and all emphases under these degrees), by the Maricopa Community Colleges.

**Academic Policies that Govern the Associate in General Studies Degree:**

- The graduation policies within the general catalog must be satisfied (Administrative Regulation 2.3.9).
- A single course can simultaneously count towards a Core Area and a Distribution requirement. Courses that meet this criterion are **bold print and underscored** in the Core areas and Distribution areas (on the course list at the conclusion of this document). For example, CRE101 may be used to satisfy both the Literacy and Critical Inquiry requirement [L] of Distribution area and the Core Curriculum’s Critical Reading area. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.
- Credits transferred from outside of MCCCD must be at a grade of “C” (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be transferred if documentation collected by the community college indicates that this was the only grading option available to the student and that the Pass grade (“P”) is equivalent to a “C” or better.
- Completion of the AGS with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. However, meeting all AGS minimums does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment. Furthermore, because the AGS is not designed to align with the requirements for bachelors degrees, not all credits may be transferable and students may have deficiencies in lower division (100- and 200-level) courses for a particular major.

**Summary of Degree Requirements:**

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

<b>I. MCCCD General Education</b> .....	35-48*
<b>Core Areas</b> .....	13-19
1. First-Year Composition .....	6*
ENG101 OR ENG107 AND	
ENG102 OR ENG108	
2. Mathematics .....	3-6

- 3. Computer Usage ..... 1
- 4. Oral Communication ..... 3
  - COM100** Introduction to Human Communication OR
  - COM110** Interpersonal Communication OR
  - COM225** Public Speaking OR
  - COM230** Small Group Communication (3 credits) OR
  - COM100AA & COM100AB & COM100AC** (3 credits) OR
  - COM110AA & COM110AB & COM110AC** (3 credits)
- 5. Critical Reading .....0-3
 

Students may demonstrate proficiency through assessment.

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

**Distribution Areas** ..... 22-29

- 1. Humanities, Arts and Design ..... 9
 

Students are encouraged to choose course work from more than one discipline.
- 2. Social-Behavioral Sciences ..... 6-9
 

Students are encouraged to choose course work from more than one discipline. Social-Behavioral Sciences requirements may be met with 6 credits only if COM100, COM110, or COM230 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet Oral Communication and Social-Behavioral Science requirements.
- 3. Natural Sciences ..... 7-8
 

Two lecture courses and one corresponding laboratory course are to be selected. Credits for lecture and lab components may be combined or each may carry separate credit. For appropriate course selection students should consult with an academic advisor.
- 4. Literacy and Critical Inquiry .....0-3
 

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

**II. General Electives** .....13-26  
 Select additional courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

**Associate in General Studies Total Credits:** .....60-64

\*First-Year Composition may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

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

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

### AGS 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 100, 100AA & 100AB & 100AC, 110, 110AA & 110AB & 110AC, 225, 230

#### Critical Reading (3 credits)

CRE Critical Reading 101 or Equivalent as indicated by assessment

#### Mathematics (3 credits)

MAT Mathematics 112, 114, 115, 120, 121, 122, 126, 140, 141, 142, 145, 146, 150, 150&182, 151, 151&182, 152, 152&182, 155, 155&182, 156, 156&182, 172, 187, 206, 212, 213, 217, 218, 220, 221, 225, 227, 230, 231, 240, 241, 256, 257, 261, 276, 277,  
Equivalent course/ Satisfactory completion of a higher level Mathematics course.

#### Computer Usage (1 credit)

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

ACC Accounting 115  
ADA Advertising Arts 169, 175, 177, 183, 283, 289  
AJS Administration of Justice Studies 205  
ARC Architecture 243, 244, 245  
ART Art 100, 169, 170, 173, 175, 177, 179, any 180++ course, 183, 283, 289  
BIO Biology 283  
BPC Business-Personal Computers Any BPC Course(s), including 110  
CIS Computer Information Systems Any CIS Course(s), including 105, 162AB, 162AD, 163AA (and except 159, 162AC, 217AM, 259, )  
CSC Computer Science Any CSC Course(s), including 100AA, 100AB, 110, 110AA, 110AB, 120, 150, 150AA, 180 180AA, 180AB, 181, 181AA, 181AB, 182, 182AA, 205, 205AA, 205AB, 205AC, 205AD, 283 (and except 200, 200AA, 200AB, 210, 210AA, 210AB)  
CTR Court Reporting 101, 102  
DFT Drafting Technology 105AA\*\*, 251, 254AA  
\*\*Must be taken with CSCI00AA or AB to meet AGECE value  
ECH Early Childhood Education 238  
EDU Education 115  
(Continued in next column)

(Computer Usage Continued)

EED Early Education 115  
EEE Electrical Engineering 120  
ELE Electronic 131, 181, 241, 243, 245  
ELT Electronic Technology 131, 243  
ENG English 100AE  
FON Food & Nutrition 100  
GBS General Business 221  
GIS Geographic Information Science 205, 211  
HRM Hotel Restaurant Management 126  
JRN Journalism 133  
LAS Paralegal Studies 229  
MAT Mathematics 206  
MTC Music Theory/Composition 180, 191  
NET Networking Technology 181  
OAS Office Automation Systems 111AA  
PSY Psychology 230  
SWU Social Work 225

### AGS GENERAL EDUCATION DISTRIBUTION AREAS (28-29 credits – grade of "D" or better)

#### Humanities, Arts and Design (9 credits)

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

AHU Arabic Humanities 245  
AIS American Indian Studies 213  
AJS Administration of Justice Studies 123  
ARH Art Humanities Any ARH Course(s), including 100, 101, 102, 109, 110, 112, 115, 118, 145, 201, 203, 204, 217, 216, 240, 250  
ART Art 131  
ASB Anthropology 211, 214, 220, 222, 223, 253  
CCS Chicana and Chicano Studies 101  
COM Communication 241  
CON Construction 101(formerly CNS101)  
DAH Dance Humanities 100, 201, 250, 255  
EDU Education 230 (eff. Spring '22), 291, 292, 294  
ENG English 200, 213, 218  
ENH English Humanities Any ENH Course(s), including 110, 111, 112, 113, 114, 117, 130, 140AA, 190, 201, 202, 204, 206, 214, 221, 222, 230, 231, 232, 235, 241, 242, 245, 251, 253, 254, 255, 256, 259, 260, 275, 277, 277AG, 277AA-AK, 280, 284, 285, 291, 294, 295 (and except 250)  
FRE French 265  
GST Game Studies 202  
HCR Health Care Related 210  
HIS History 101, 102, 103, 108, 110, 111, 113, 114, 203, 212, 251, 252  
HON Honors 190  
HUM Humanities Any HUM course(s), including 100, 101, 107, 108, 190AA, 190AB, 190AC, 190AD, 190AE, 190AF, 190AG, 190AH, 190AI, 201, 202, 205, 206, 209, 210, 211AA, 211AE, 212, 213, 214, 215, 216, 220, 235, 245, 250, 251, 260, 261, 292, 295 (and except 120, 225)  
INT Interior Design 115, 120  
LAT Latin 201, 202  
MHL Music: History/Literature 140, 143, 145, 146, 153, 155, 194, 204, 241, 242, 295

(Continued on next page)

(Humanities, Arts, and Design Continued)

PHI	Philosophy Any PHI Course(s), including <a href="#">101</a> , <a href="#">103</a> , <a href="#">104</a> , <a href="#">105</a> , <a href="#">201</a> , <a href="#">212</a> , <a href="#">213</a> , 214, 215, <a href="#">216</a> , <a href="#">218</a> , <a href="#">224</a> , <a href="#">233AA</a> , <a href="#">233AB</a> , <a href="#">233AC</a> , <a href="#">244</a> , <a href="#">245</a> , 250, <a href="#">251</a> , 282AC
REL	Religious Studies Any REL Course(s), <a href="#">100</a> , <a href="#">101</a> , <a href="#">151</a> , <a href="#">200</a> , <a href="#">202</a> , <a href="#">203</a> , <a href="#">205</a> , <a href="#">206</a> , <a href="#">207</a> , <a href="#">210</a> , 211, <a href="#">212</a> , 213, 214, 218, 223, <a href="#">225</a> , 230, <a href="#">240</a> , <a href="#">244</a> , 245, 248, <a href="#">250</a> , <a href="#">251</a> , <a href="#">270</a> , <a href="#">271</a> , 277, 292, 294, 295, 282AA-AC, <a href="#">290</a> , <a href="#">291</a>
SLC	Studies in Language & Culture <a href="#">201</a> , <a href="#">202</a>
SPA	Spanish <a href="#">241</a> , <a href="#">242</a> , <a href="#">265</a> , <a href="#">266</a>
SPH	Spanish Humanities <a href="#">241</a> , <a href="#">245</a>
SSH	Sustainability/Social Sciences and Humanities <a href="#">111</a>
STO	Storytelling <a href="#">292</a> , <a href="#">294</a>
SWU	Social Work <a href="#">183</a>
TEC	Textiles and Clothing <a href="#">105</a>
THE	Theater <a href="#">111</a> , <a href="#">220</a>
THF	Theatre and Film <a href="#">205</a> , <a href="#">206</a> , <a href="#">210</a>
THP	Theater/Performance/Production <a href="#">217</a> , <a href="#">241</a>
WST	Women's Studies <a href="#">209</a> , <a href="#">284</a> , <a href="#">285</a> , <a href="#">290</a>

**Social-Behavioral Sciences (6-9 credits)**

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

AFR	African American Studies <a href="#">202</a> , <a href="#">203</a> , <a href="#">204</a>
AIS	American Indian Studies <a href="#">101</a> , <a href="#">140</a> , <a href="#">141</a> , 160
AJS	Administration of Justice Studies <a href="#">101</a> , 119, <a href="#">200</a> , <a href="#">225</a> , <a href="#">258</a> , <a href="#">270</a>
ASB	Anthropology <a href="#">100</a> , <a href="#">102</a> , <a href="#">202</a> , <a href="#">211</a> , <a href="#">222</a> , <a href="#">223</a> , <a href="#">226</a> , <a href="#">230</a> , <a href="#">235</a> , <a href="#">252</a>
ASM	Anthropology <a href="#">104</a> / <a href="#">275</a>
BHS	Behavioral Health Services Technology <a href="#">150</a> , <a href="#">210</a>
CCS	Chicana and Chicano Studies <a href="#">202</a>
CFS	Child/Family Studies <a href="#">112</a> , <a href="#">157</a> , <a href="#">159</a> , <a href="#">176</a> , <a href="#">205</a> , <a href="#">235</a> , <a href="#">259</a>
COM	Communication <a href="#">100</a> , <a href="#">100AA</a> & <a href="#">100AB</a> & <a href="#">100AC</a> , <a href="#">110</a> , <a href="#">110AA</a> & <a href="#">110AB</a> & <a href="#">110AC</a> , 163, 230, 250, 263 <a href="#">180</a>
CPD	<a href="#">180</a>
ECH	Early Childhood Education <a href="#">176</a>
ECN	Economics <a href="#">160</a> , <a href="#">211</a> , <a href="#">212</a> , <a href="#">213</a> , <a href="#">250</a>
EDU	Education <a href="#">221</a> , <a href="#">222</a>
EED	Early Education <a href="#">200</a> , <a href="#">205</a> , <a href="#">222</a>
EMT	Emergency Medical Technology <a href="#">258</a>
ENG	English <a href="#">213</a>
FOR	Forensic Science <a href="#">275</a>
FSC	Fire Science Technology <a href="#">258</a>
GCU	Cultural Geography <a href="#">102</a> , <a href="#">113</a> , <a href="#">121</a> , <a href="#">122</a> , <a href="#">141</a> , <a href="#">221</a>
HES	Health Science <a href="#">100</a>
HIS	History any HIS Course(s), including <a href="#">100</a> , <a href="#">101</a> , <a href="#">102</a> , <a href="#">103</a> , <a href="#">104</a> , <a href="#">105</a> , <a href="#">106</a> , <a href="#">108</a> , <a href="#">109</a> , <a href="#">113</a> , <a href="#">114</a> , <a href="#">140</a> , <a href="#">145</a> , <a href="#">173</a> , 190, <a href="#">201</a> , <a href="#">203</a> , <a href="#">204</a> , <a href="#">209</a> , 240, <a href="#">241</a> , <a href="#">242</a> , <a href="#">273</a> , <a href="#">277</a> (and except 111, 170, 251, 252)
HON	Honors <a href="#">201</a>
HUM	Humanities <a href="#">235</a>
IBS	International Business <a href="#">109</a>
IFS	Information Studies <a href="#">201</a> , <a href="#">210</a> , <a href="#">213</a>
MCO	Mass Communications <a href="#">120</a>
MGT	Management <a href="#">229</a> , <a href="#">230</a>

(Continued in next column)

(Social-Behavioral Sciences Continued)

PAD	Public Administration <a href="#">200</a>
POS	Political Science Any POS course(s), including <a href="#">100</a> , 101, <a href="#">110</a> , <a href="#">113</a> , <a href="#">114</a> , <a href="#">115</a> , <a href="#">120</a> , <a href="#">125</a> , <a href="#">130</a> , <a href="#">140</a> , 180, <a href="#">210</a> , 221, 222, <a href="#">223</a> , 281AB, 282AA-AC, <a href="#">285</a>
PSY	Psychology <a href="#">101</a> , 123, <a href="#">132</a> , 156, <a href="#">157</a> , <a href="#">215</a> , <a href="#">218</a> , <a href="#">225</a> , <a href="#">235</a> , <a href="#">240</a> , <a href="#">241</a> , <a href="#">243</a> , <a href="#">250</a> , <a href="#">260</a> , <a href="#">262</a> , <a href="#">266</a> , <a href="#">277</a> , <a href="#">280</a> , <a href="#">292</a>
REC	Recreation <a href="#">120</a>
SBU	Society and Business <a href="#">200</a>
SLC	Studies in Language & Culture <a href="#">201</a>
SOC	Sociology Any SOC course(s), including <a href="#">101</a> , <a href="#">110</a> , <a href="#">130</a> , <a href="#">141</a> , <a href="#">157</a> , <a href="#">180</a> , <a href="#">212</a> , <a href="#">220</a> , <a href="#">241</a> , <a href="#">251</a> , <a href="#">266</a> , <a href="#">270</a> (and except 143, 245, 253, 265)
SSH	Sustainability/Social Sciences and Humanities <a href="#">111</a>
SUS	Sustainability/Natural Sciences <a href="#">110</a>
SWU	Social Work <a href="#">171</a> , <a href="#">182</a> , <a href="#">250</a> , <a href="#">258</a> , <a href="#">295</a>
TEC	Textiles and Clothing <a href="#">105</a>
WED	Wellness Education <a href="#">110</a>
WST	Women's Studies <a href="#">100</a> , <a href="#">161</a>
YAQ	Yaqui Indian History and Culture <a href="#">100</a>

**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 <a href="#">164</a> , <a href="#">260</a>
ASB	Anthropology <a href="#">231</a>
ASM	Anthropology <a href="#">104</a> , <a href="#">265</a> , <a href="#">275</a>
AST	Astronomy <a href="#">101</a> , <a href="#">106</a> , <a href="#">111</a> , <a href="#">112</a>
BIO	Biology <a href="#">100</a> , <a href="#">101</a> , <a href="#">102</a> , <a href="#">105</a> , <a href="#">107</a> , <a href="#">108</a> , <a href="#">109</a> , <a href="#">111</a> , <a href="#">145</a> , 149AF, 149AH, 149AK, 149AL, 149AM, 149AN, <a href="#">156</a> , <a href="#">156XT</a> , <a href="#">160</a> , <a href="#">181</a> , <a href="#">181XT</a> , <a href="#">182</a> , <a href="#">182XT</a> , <a href="#">201</a> , <a href="#">201XT</a> , <a href="#">202</a> , <a href="#">205</a> , <a href="#">241</a>
CHM	Chemistry <a href="#">107</a> & <a href="#">107LL</a> , <a href="#">130</a> & <a href="#">130LL</a> , <a href="#">130AA</a> , <a href="#">150</a> & <a href="#">151LL</a> , <a href="#">150AA</a> , <a href="#">151</a> & <a href="#">151LL</a> , <a href="#">151AA</a> , <a href="#">152</a> & <a href="#">152LL</a> , <a href="#">152AA</a> , <a href="#">154</a> & <a href="#">154LL</a> , <a href="#">230</a> & <a href="#">230LL</a>
CON	Construction <a href="#">106</a> (formerly CNS106)
ENV	Environmental Sciences <a href="#">101</a>
FON	Food and Nutrition <a href="#">241</a> & <a href="#">241LL</a>
FOR	Forensic Science <a href="#">105</a> , <a href="#">106</a> , <a href="#">275</a>
GLG	Geology <a href="#">101</a> & <a href="#">103</a> , <a href="#">101IN</a> , <a href="#">102</a> & <a href="#">104</a> , <a href="#">102IN</a> , <a href="#">105</a> , <a href="#">106</a> , <a href="#">110</a> & <a href="#">111</a> , <a href="#">110IN</a> , 121, 140, 229AB-AC, 230AA-AC, 231AA-AD, 280, 281, 282AA
GPH	Physical Geography <a href="#">111</a> & <a href="#">112</a> , <a href="#">113</a> , <a href="#">211</a> , <a href="#">212</a> & <a href="#">214</a> , <a href="#">213</a> & <a href="#">215</a>
PHS	Physical Science <a href="#">110</a> , <a href="#">115</a> , <a href="#">120</a>
PHY	Physics <a href="#">101</a> , <a href="#">101AA</a> , <a href="#">111</a> , <a href="#">111AA</a> , <a href="#">112</a> , <a href="#">115</a> , <a href="#">116</a> , <a href="#">121</a> , <a href="#">131</a>
PSY	Psychology <a href="#">275</a> , <a href="#">290AB</a> , <a href="#">290AC</a>

**Literacy and Critical Inquiry (0-3 credits)**

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

AIS	American Indian Studies <a href="#">203</a> , <a href="#">213</a>
COM	Communication <a href="#">222</a> , <a href="#">225</a> , <a href="#">241</a>

(Continued on next page)

(Literacy and Critical Inquiry Continued)

CPD Counseling and Personal Development [160](#)  
CRE Critical Reading [101](#), [201](#)  
CUL Culinary Arts [223](#)  
DAH Dance Humanities [255](#)  
EDU Education [282AC](#)  
ENG English [111](#), [200](#), [215](#), [216](#), [217](#), [218](#)  
ENH English Humanities [241](#), [254](#), [255](#), [277AG](#)  
EXS Exercise Science [290](#)  
FON Food and Nutrition [225](#)  
GBS General Business [233](#)  
GPH Physical Geography [267](#)  
HUM Humanities [225](#), [235](#), [250](#), [251](#)  
IFS Information Studies [201](#)  
JRN Journalism [201](#), [215](#), [234](#)  
MCO Mass Communications [220](#)  
MHL Music: History/Literature [204](#)  
PHI Philosophy [103](#), [218](#), [224](#), [244](#)  
POS Political Science [115](#)  
PSY Psychology [290AB](#), [290AC](#)  
REL Religious Studies [203](#), [205](#), [207](#), [244](#)  
SLC Studies in Language & Culture [202](#)  
THE Theatre [220](#)  
THP Theatre Performance/Production [241](#)

**Elective Courses (15-22 credits)** May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas.

\*First-Year Composition may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**Maricopa County Community College District (MCCCD)  
2021-2022 Associate in Applied Science (AAS) Degree and General Education Requirements**

**Description**

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

**Purpose of the Degree**

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

**Academic Policies that Govern the AAS degree:**

- \* Requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (\*) following the course number defines requirements with an effective begin term of spring;
- \* All courses must be completed with a grade of C or higher; any additional requirements such as grades of B or higher or minimum grade point average requirements are listed on individual degrees and certificates;
- \* The graduation policies within the general catalog must be satisfied (Administrative Regulation 2.3.9).
- \* Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements.
- \* 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

**Mathematics (3 credits)**

MAT Mathematics 112/114/115/120/121/122/126  
 140/141/142/145/146/150/  
 MAT150&182/151/MAT151&182/  
 152/152&182/155/155&182/  
 156/156&182/172/187/206/212/213/217/218/220/221/  
 225/227/230/231/240/241/256/257/261/276/277/  
 equivalent course/Satisfactory completion of a higher  
 level mathematics course

**AAS GENERAL EDUCATION DISTRIBUTION AREAS  
(9-10 credits)****Humanities, Arts and Design (2-3 credits)**

AHU Arabic Humanities 245  
 AIS American Indian Studies 213  
 AJS Administration of Justice Studies 123  
 ARH Art Humanities Any ARH Course(s)  
 ART Art 131  
 ASB Anthropology 211/214/220/222/223/253  
 CCS Chicana and Chicano Studies 101  
 COM Communication 241  
 CON Construction 101 (formerly CNS 101)  
 DAH Dance Humanities 100/201/250/255  
 EDU Education 230 (Eff. Spring '22)/291/292/294  
 ENG English 200/213/218  
 ENH English Humanities Any ENH Course(s)  
 FRE French 265  
 GST Game Studies 202  
 HCR Health Care Related 210  
 HIS History 101/102/103/108/110/111/113/114/203/212/251/252  
 HON Honors 190  
 HUM Humanities Any HUM course(s) (except 120, 225)  
 INT Interior Design 115/120  
 LAT Latin 201/202  
 MHL Music: History/Literature 140/143/145/146/153/155/194/  
 204/241/242/295  
 PHI Philosophy Any PHI Course(s)  
 REL Religious Studies Any REL Course(s)  
 SLC Studies in Language & Culture 201/202  
 SPA Spanish 241/242/265/266  
 SPH Spanish Humanities 241, 245  
 SSH Sustainability/Social Sciences and Humanities 111  
 STO Storytelling 292/294  
 SWU Social Work 183  
 TEC Textiles and Clothing 105  
 THE Theatre 111/220  
 THF Theatre and Film 205/206/210  
 THP Theatre Performance/Production 217, 241  
 WST Women's Studies 209/284/285/290

**Social-Behavioral Sciences (3 credits)**

AFR African American Studies 202/203/204  
 AIS American Indian Studies 101/140/141/160  
 AJS Administration of Justice Studies 101/200/225/258/270  
 ASB Anthropology 100/102/202/211/222/223/  
 226/230/235/252  
 ASM Anthropology 104/275  
 BHS Behavioral Health Services Technology 150, 210  
 CCS Chicana and Chicano Studies 202  
 CFS Child/Family Studies 112/157/159/176/205/  
 235/259  
 COM Communications 100/100AA&100AB&100AC/  
 110/110AA&110AB & 110AC/ 163/230/250/263  
 CPD Counseling and Personal Development 180  
 ECH Early Childhood Education 176  
 ECN Economics Any ECN course(s)  
 EDU Education 221/222

**AAS GENERAL EDUCATION CORE**

(12-15 credits)\*

Demonstrate college-level skills in the following areas:

**First-Year Composition (6 credits)\***

ENG English [101/107] &amp; [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 or Equivalent as  
indicated by assessment

EED Early Education 200/205/222  
 EMT Emergency Medical Technology 258  
 ENG English 213  
 FOR Forensic Science 275  
 FSC Fire Science 258  
 GCU Cultural Geography 102/113/121/122/141/221  
 HES Health Science 100  
 HIS History Any HIS course(s) (except 111,170, 251, 252)  
 HON Honors 201  
 HUM Humanities 235  
 IBS International Business 109  
 IFS Information Studies 201, 210, 213  
 MCO Mass Communications 120  
 MGT Management 229/230  
 PAD Public Administration 200  
 POS Political Science Any POS course(s)  
 PSY Psychology 101/123/132/156/157/215/218/  
 225/235/240/241/243/250/260/262/266/277/280/292  
 REC Recreation 120  
 SBU Society and Business 200  
 SLC Studies in Language & Culture 201  
 SOC Sociology Any SOC course(s) (except 143, 245, 253, 265)  
 SSH Sustainability/Social Sciences and Humanities 111  
 SUS Sustainability/Natural Sciences 110  
 SWU Social Work 171/182/250/258/295  
 TEC Textiles and Clothing 105  
 WED Wellness Education 110  
 WST Women's Studies 100/161  
 YAQ Yaqui Indian History and Culture 100

#### **Natural Sciences (4 credits)**

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

AGS Agricultural Science 164, 260  
 ASB Anthropology (Soc/Behv. Science) 231  
 ASM Anthropology (Science/Math) 104/265/275  
 AST Astronomy 101/106/111/112  
 BIO Biology 100/101/102/105/107/108/109/111/145/  
 149AN/156/156XT/160/181/181XT/182/182XT/201/  
 201XT/202/205/241  
 CHM Chemistry 107&107LL/130&130LL/130AA/  
 150AA/150&151LL/151AA/151&151LL/152AA/  
 152&152LL/154&154LL/230&230LL  
 CON Construction 106 (formerly CNS106)  
 ENV Environmental Sciences 101  
 FON Food and Nutrition 241&241LL  
 FOR Forensic Science 105/106/275  
 GLG Geology Any GLG course(s)  
 GPH Physical Geography 111&112/113/211/212&214/  
 213&215  
 PHS Physical Science 110/115/120  
 PHY Physics 101/101AA/111/111AA/112/115/116/  
 121/131  
 PSY Psychology 275/290AB/290AC

\* FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**Maricopa County Community College District (MCCCD)  
2021-2022 Academic Certificate (AC)**

**Purpose of the Academic Certificate**

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

**Academic Policies that Govern the Academic Certificate:**

- \* Although, the program of study for an Academic Certificate (AC) does not have a mandated minimum number of credit hours, most ACs require approximately 12-39 credit hours in courses numbered 100 and above;
- \* Requires a cumulative GPA of 2.0 or better in required courses for completion;
- \* Follows the graduation policies listed in the college's general catalog for the appropriate catalog year;
- \* Any course cross-referenced under another prefix(es) (for example ENH291/EDU291-Children's Literature) covers identical content and its credits can only be counted once toward certificate requirements;
- \* Although ACs may include a subset of coursework required in particular transfer degrees, the intent of an AC is not to align with any specific university major. There is no presumption of block transfer to another college or university;
- \* May have admission criteria established by the college if and when appropriate;
- \* Generally offered at a limited number of colleges. For a listing of all ACs available in the district and their affiliated college(s) see the [CCTA web site](#).

# University Transfer Pathways

Many public university majors are matched with one of the following associate degree pathways. See an advisor to determine the specific degree requirements for a selected major.

For more information regarding your academic major, visit the [Fields of Interest](#) page to explore the options available in your chosen field.

## University Transfer Pathways

Degree Name	Degree	Credits*
Arizona General Education Curriculum	AGEC-A	35
	AGEC-B	35
	AGEC-S	36
Associate in Arts	AA	60-64
Associate in Arts, Elementary Education	AAEE	60-64
Associate in Arts, Fine Arts	AAFA	60-94
Associate in Business, General Requirements	ABUS-GR	62
Associate in Business, Special Requirements	ABUS-SR	62
Associate in General Studies**	AGS	60-64
Associate in Science	AS	60-64

In addition to the degrees listed above, all of GCC's AAS (Associate in Applied Science) degrees can transfer seamlessly into a BAS (Bachelor of Applied Science) degree at some universities. For more information, meet with your academic advisor to discuss if this transfer opportunity fits your academic or professional goals.

*\*Normally, 64 credits are the maximum number of community college credits accepted in a transfer, however, some of MCCC's [university partners will accept a higher number of credits](#) toward the 120 credits generally required for a bachelor's degree. For more information, speak with a college representative when they visit GCC. (See [Transfer Your Credits](#) to view scheduled events.)*

*\*\*The AGS degree is recommended for students whose educational goals require flexibility. This degree may be less appropriate for students who intend to transfer to a baccalaureate-granting institution.*

## Catalog Common Pages 2021-2022

### MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

**2.2.2 Admission Information AMENDED through the Administrative Regulation Process, June 24, 2021; 2.2.4 Transfer Credit and Prior Learning Assessment Policy AMENDED through the Administrative Regulations Approval Process, June 24, 2021; 2.2.5 Catalog Under Which a Student Graduates AMENDED through the Administrative Regulations Approval Process, June 24, 2021; 2.3.9 General Graduation Requirements AMENDED through the Administrative Regulations Approval Process, June 24, 2021; 2.3.13 Course Substitutions ADOPTED through the Administrative Regulations Approval Process, June 24, 2021; 2.8.1 Eligibility for Accommodations & Required Disability Documentation AMENDED through the Administrative Regulations Approval Process, June 24, 2021**

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted, or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced by number, which corresponds with the regulations on the MCCCD web site:

<https://district.maricopa.edu/regulations>

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

#### 2.4.1 General Statement

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

#### 2.4.2 Nondiscrimination (see [5.1.1 Maricopa EEO Policy](#))

It is the policy of the Maricopa County Community College District (MCCCD), (consisting of [Chandler-Gilbert Community College](#), the District Office, [Estrella Mountain Community College](#), [GateWay Community College](#), GateWay Community College - Central City, [Glendale Community College](#), [Mesa Community College](#), [Paradise Valley Community College](#), [Phoenix College](#), [Rio Salado Community College](#), [Scottsdale Community College](#), [South Mountain Community College](#), and all affiliated locations) to:

1. Recruit, hire, and promote in all job groups, and to ensure that all [Human Resources \(HR\)](#) employment selection and decision practices do not discriminate, nor tolerate discrimination in employment against any applicant or employee, on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
2. Administer all HR employment selection and decision practices pertaining to advertising, benefits, compensation, discipline (including probation, suspension, and/or involuntary termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training will be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
3. Hold each level of management responsible for ensuring that all employment policies, procedures, and activities are in full compliance with all applicable federal, state, and local EEO statutes, rules, and regulations.
4. Maintain an educational environment that does not discriminate or tolerate discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, or veteran status in federally funded programs, activities and MCCCD sponsored events.
5. Hold each level of academic and student life management responsible for ensuring that all academic environments and activities are in full compliance with all applicable federal, state, and local non-discrimination laws.

**AMENDED by Direct Approval from the Chancellor Approval, April 8, 2020**

**AMENDED through the Administrative Regulations Approval Process, January 2, 2020**

### **2.4.3 Equal Opportunity Statement (see [5.1.3 EEO Policy Statement](#))**

It is the policy of the Maricopa County Community College District (MCCCD) 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, pregnancy, veteran status or genetic information. Additionally, it is the policy of Maricopa to provide an environment for each Maricopa job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.

In addition, lack of English language skills is not a barrier to admission into Career and Technical Education (CTE) programs or skill centers.

**AMENDED by Direct Approval from the Chancellor, April 8, 2020**

**AMENDED through the Administrative Regulations Approval Process, January 2, 2020**

## **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 County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. MCCCD 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. MCCCD 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 conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250 (k), Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because they are a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. MCCCD agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disabled or veteran status in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. MCCCD 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, MCCCD 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 and 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 \(see \[5.1.7 Notice of Americans with Disabilities Act \\(ADA\\)/Section 5004 of the Rehabilitation Act/Title IX Coordinator\]\(#\)\)](#)**

Under the ADA and Section 504, the Maricopa County Community College District (MCCCD) recognizes the obligation to provide overall program accessibility throughout its locations for qualified disabled individuals. Students and employees can raise concerns or make complaints, without retaliation, about matters made unlawful under the ADA.

#### EMPLOYEES

The District Office and each College must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the Americans with Disabilities Act (42 U.S.C. Chapter 126), Section 504 of the Rehabilitation Act (29 U.S.C. §794(d)), and all other applicable law. The Notice will specify how employees can request reasonable accommodations.

College ADA Coordinators (Credentials are needed to enter secure site.)

#### STUDENTS

The District Office and each MCCCD location must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the Americans with Disabilities Act (42 U.S.C. Chapter 126), Section 504 of the Rehabilitation Act (29 U.S.C. §794(d)), and Title IX of the Education Amendments of 1972 (20 U.S.C. §1681), using the format below:

- ADA/504/Title IX Coordinator
- Address
- Phone #
- Email address

Additionally, each college/center must publish electronically or in print the above information in student handbooks and catalogs.

The designated ADA/504/Title IX Coordinator at each college/center will provide information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

Title IX Coordinators

ADA/504 Managers

**AMENDED through the Administrative Regulations Approval Process, January 2, 2020**

#### Governing Values (Board Policy 4.1)

**Our Vision:** A Community of Colleges—Colleges for the Community—working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

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

*University Transfer Education*

*General Education*

*Developmental Education*

*Workforce Development*

*Student Development Services*

*Continuing Education*

*Community Education*

*Civic Responsibility*

*Global Engagement*

**Our Institutional Values:** The Maricopa Community Colleges are committed to:

#### **Community**

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

#### **Excellence**

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

### **Honesty and Integrity**

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

### **Inclusiveness**

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

### **Innovation**

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

### **Learning**

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

### **Responsibility**

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

### **Stewardship**

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

## **ADMISSION, REGISTRATION AND ENROLLMENT**

### **2.1 General Regulation**

#### **1. General Statement**

##### *Compliance with Policies, Rules and Regulations*

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

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

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

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

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

#### **2. Outcomes Assessment**

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

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

### 2.2.1 Admission Policy

Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee. Admission is determined in accordance with state law (ARS §§15-1805.01 and 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. A community college in this state shall grant admission to any student who is under eighteen years of age and who achieves at least one of the following:
  - i. A composite score of 720 or more on the Preliminary Scholastic Aptitude Test (PSAT).
  - ii. A composite score of 720 or more on the Scholastic Aptitude Test (SAT).
  - iii. A composite score of twelve or more on the American College Test (ACT).
  - iv. A passing score on the relevant portions of the statewide assessment.
  - v. The completion of a college placement method 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. 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 official determines that the student's admission is in the best interest of the student.

##### 3. Specialized Vocational / Training Program

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

##### 4. Western Undergraduate Exchange Program

The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE) and administered by the Arizona Board of Regents. Through WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming), Guam and the Commonwealth of the Northern Marianas Islands (CNIMI) and who meet the eligibility requirements, pay 150 percent of the regular

resident tuition plus fees. Students must mark prominently on the Student Information Form that they seek admission as WUE students. Students may not apply as out-of-state students and expect to receive the WUE tuition rate after admitted. Once admitted as WUE students, students may not petition for in-state residency. Further information may be obtained from the Admissions and Records Office/Office of Student Enrollment Services.

**5. Admission of F-1 Nonimmigrant Students**

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

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

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

**A. Admission to Academic Programs**

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

**B. Admission to an Intensive English Program**

Applicants for admission to an Intensive English Program are advised to check with individual colleges for their respective admission requirements. Applicants must provide evidence of at least an intermediate command of English by way of one or more of the following criteria:

- i. At least six years of English language instruction as shown by the applicant’s school transcript(s);
- ii. A minimum TOEFL score of 400 (on the paper-based TOEFL) or 23 (on the internet-based 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	\$ 8,010(1)
Living Expenses	\$10,140(2)

Books	\$800(3)
Health Insurance	\$1400(4)
Total	\$20,350(5)

D. Dependent Financial Guarantee

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

E. Health Insurance

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

Footnotes:

(1) Based on 2016-2017 tuition and fee schedule.

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

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

(4) Based on the 2016-2017 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.

**AMENDED by Direct Approval from the Chancellor, June 4, 2019**

**AMENDED through the Administrative Regulations Approval Process, June 5, 2017**

**2.2.2 Admission Information**

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

**1. Student Status**

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

**2. Student Identification Number**

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

**3. Residency for Tuition Purposes (See [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 and students on other non-immigrant visas)

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. An applicant must be eligible to attend post-secondary education in the United States prior to being eligible to register for classes and pay fees.
- ii. 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.
- iii. 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.

- iv. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten (10) days of receipt of notification of classification as a non-resident. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the review committee shall be final.

## B. Definitions

- i. "Armed forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard, or any military reserve unit of any branch of the armed forces of the United States.
- ii. "Continuous attendance" means enrollment at one of 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 lives in Maricopa County and has lived in the state of Arizona for at least one year prior (365 days) to the first day of the semester (as published in the approved MCCC Academic Calendar posted online at [ACADEMIC CALENDARS](#)) and who is a United States citizen or in a lawful status. 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. Visa status must confer the ability to establish domicile in the United States in order to be classified as an in-state student.
- 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. Applicants for in-state tuition status and other public benefits must demonstrate lawful presence in the United States by presenting one of the documents listed in this regulation, under the section "Demonstrating Lawful Presence."
  - 2. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:
    - a. The person's parent's domicile is in this state and the parent is allowed to claim the person as an exemption for state and federal tax purposes.
    - b. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such an employee.
    - c. The person is an employee of a school District in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that

school District. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school District in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section. Eligibility for in-state tuition is subject to verification of intent to domicile in this state. Determination of residency is made by the admissions and records office/office of enrollment services.

- d. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

AMENDMENT TO BE REPEATED IN CORRESPONDING APPENDIX ITEM S-1 – IN-STATE STUDENT STATUS  
SECTION C

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. Immediate classification as an in-state student shall be granted to a veteran who meets the provisions of Arizona statute HB 2091, paragraph G, which reads: G. A person holding an honorable discharge from the uniformed services of the United States from either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an in-state student and, while continuously enrolled, does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:
  1. Registration to vote in this state.
  2. An Arizona driver license.
  3. Arizona motor vehicle registration.
  4. Employment history in Arizona.
  5. Transfer of major banking services to Arizona.
  6. Change of permanent address on all pertinent records.
  7. Other materials of whatever kind or source relevant to domicile or residency status.
8. A veteran using Chapter 30 or 33 benefits who does not otherwise qualify under item 7 above (paragraph G of PL 2091), or a veteran's dependent or spouse who is using transferred Post-9/11 GI Bill® (Chapter 33) benefits or the Marine Gunnery Sergeant John David Fry Scholarship, may be eligible for immediate classification as an in-state student if he/she meets the provisions of Arizona statute HB 2091,

paragraph H: h. A person who, while using educational assistance under 38 United States Code Chapter 30 or Chapter 33, enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district governing board within three years after the veteran's discharge from active duty service of ninety or more days or within three years after the service member's death in the line of duty following a period of active duty service of ninety or more days or who remains continuously enrolled beyond the three year period following the discharge of the veteran or the service member's death shall be granted immediate classification as an in-state student and does not lose instate student classification if the person has demonstrated objective evidence of intent to be a resident of this state that, for the purposes of this section, includes at least one of the following:

Students are required to submit the following:

1. Certificate of eligibility letter from the VA Awarding Chapter 30 or 33 benefits or the Fry scholarship, or the Dept. of Defense document approving the transfer of CH. 33 benefits
2. DD-214 proving a minimum of 90 days service and no more than 3 years since discharge or since death of veteran
3. Students must also provide at least one of the following:
  - A. Registration to vote in this state.
  - B. An Arizona driver license.
  - C. Arizona motor vehicle registration.
  - D. Employment history in Arizona.
  - E. Transfer of major banking services in Arizona.
  - F. Change of permanent address on all pertinent records.
  - G. Other materials of whatever kind or source relevant to domicile or residency status.

Effective August 1, 2021, Section 1005 of the new Public Law 116-315 (Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020) removes the requirement for covered individuals to enroll in a course at a public institution of higher learning within three years of being discharged from the military or within three years after the service member's death in the line of duty in order to receive in-state tuition.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.*

9. Per Arizona state law, a person who is honorably discharged from the armed forces of the United States on either Active Duty or Reserve or National Guard Status, or who has retired from Active Duty or Reserve or National Guard Status, shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:

- A. Registered to vote in this state.
- B. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:
  1. An Arizona driver license
  2. Arizona motor vehicle registration

3. Employment history in Arizona
4. Transfer of major banking services to Arizona
5. Change of permanent address on all pertinent records
6. Other materials of whatever kind or source relevant to domicile or residency status

10. A student using any VA educational benefits who does not otherwise qualify under items above shall be granted immediate classification as an in-state student, and while continuously enrolled does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that for the purposes of this section, includes at least one of the following:

1. Registration to vote in this state
2. An Arizona driver license
3. Arizona motor vehicle registration
4. Employment history in Arizona
5. Transfer of major banking services to Arizona.
6. Change of permanent address on all pertinent records
7. Other material of whatever kind or source relevant to domicile or residency status.

11. A person who is a member of an Indian Tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

ii. Alien In-State Student Status

1. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.
2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is not lawfully present in the United States is not entitled to classification as an in-state student pursuant to ARS §15-1802 or entitled to classification as a county resident pursuant to ARS §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of lawful presence is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is confirmed. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of 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 the United States and this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students (See Appendix S-1A):
  - A**=Foreign Government Official or Adopted Child of a Permanent Resident
  - E**=Treaty Traders
  - G**=Principal Resident Representative of Recognized Foreign Member Government to International Staff
  - H**=H1B AND H4
  - K**=Spouse or Child of Spouse of a US Citizen, Fiancé or Child of Fiancé of US Citizen
  - L**=Intracompany Transferee or Spouse or Child
  - N6**=NATO-6

**U, T=Victim of Criminal Activity**

**V=Spouses and Dependent Children of Lawful Permanent Residents**

4. Students who hold a current visa and have submitted an I-485 to U.S. Citizenship and Immigration Services (USCIS), may establish residency if other domicile requirements have been met. Residency eligibility for I-485 applicants may be considered one year after the date on the USCIS Notice of Action letter (I-797) confirming application for permanent resident status provided their prior visa status is one that allows the visa holder to establish domicile in the United States. Students must provide required residency documentation in addition to the (I-797) Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester. Exception: In the event that an alien student's parent is allowed to claim the student as an exemption for state or federal tax purposes (3C.1.2.A) (E.G., The student is under 23 and not emancipated), the student's residence is deemed to be the same as the parent's. If the parent holds a visa that is not listed in section 3 above, he or she would not be eligible to establish residency. In such circumstances, the student would likewise be barred notwithstanding his or her own filing of an I-485.
5. Students who hold a current or expired visa and have applied for a change of status will retain their immigration status based on their prior visa status and not the status or visa for which they are applying.

### III. Proving lawful presence in the United States

All applicants for in-state tuition (and other public benefits) must first show at least one of the following documents in accordance with ARS §1-502 to demonstrate that they are lawfully present in the United States by presenting to the Registrar at least one of the following documents:

- H. An Arizona Driver's license issued after 1996 or an Arizona non-operating identification license or an Arizona Instruction Permit
- I. A birth certificate or delayed birth certificate issued in any state, territory, or possession of the United States (A hospital record/certificate and certified Abstract of Birth are not acceptable).
- J. A United States certificate of birth abroad.
- K. A United States Passport.
- L. A Foreign Passport with a United States Visa.
- M. An I-94 Form with a Photograph.
- N. An appropriately designated United States Citizenship and Immigration Services Employment Authorization (Work Permit) or Refugee Travel Document [as listed on the Employee Authorization Document Chart].
- O. A United States Permanent Resident Card
- P. A United States Certificate of Naturalization.
- Q. A United States Certification of Citizenship.
- R. A Tribal Certificate of Indian Blood.
- S. A Tribal or Bureau of Indian Affairs Affidavit of Birth.

Tribal Members\*, the Elderly and "Persons with Disabilities or incapacity of the mind or body," may submit certain types of documents under Section 1903 of the Federal Social Security Act (42 UNITED STATES CODE 1396B, As Amended By Section 6036 Of The Federal Deficit Reduction Act of 2005)\*\*

\* A document issued by a federally recognized Indian tribe evidencing membership or enrollment in, or affiliation with, such tribe.

\*\* If you think that this may apply, please contact the Legal Services Department for assistance.

### IV. Presumptions Relating to Student Status

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

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

V. Proof of Residency

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

1. In-State Residency

- a. An affidavit signed by the student must be filed with the person responsible for verifying residency.
- b. A combination 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. Arizona Department of Children Services documents related to foster care placement
  14. Other relevant information

2. County Residency

A combination of the following may be used to determine a student's county residency:

1. Notarized statements of landlord and/or employer
2. Source of financial support
3. Place of graduation from high school
4. Ownership of real property
5. Bank accounts
6. Arizona income tax return
7. Dependency as indicated on a Federal income tax return
8. Other relevant information

- D. Concurrent Enrollment in Arizona Public Institutions of Higher Education (ARS §15-1807) (See [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.

AMENDED through the Administrative Regulation Process, June 24, 2021  
AMENDED through the Administrative Regulations Approval Process, June 30, 2020  
AMENDED through the Administrative Regulations Approval Process, November 5, 2019  
AMENDED by Direct Approval from the Chancellor, September 17, 2018  
AMENDED by Direct Approval from the Chancellor, August 30, 2017  
AMENDED by Direct Approval from the Chancellor, August 30, 2015  
AMENDED by Direct Approval from the Chancellor, May 20, 2015

### 2.2.3 Other Admission Information

#### 1. Veterans

By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two years' service in the armed forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (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 student enrolled prior to July 1, 2012, an evaluation during the admission process resulted in the student being admitted to the college with the status of Regular, Regular with Provisional Requirements or Special.
- i. "Regular" status, for the purpose of 2.2.3.2, is granted to an individual admitted to the college who is a high school graduate, has a GED certificate, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law. A student without a high school diploma or GED certification and beyond the age of compulsory high school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate in an eligible program.
  - ii. "Regular with Provisional Requirements" status, for the purpose of 2.2.3.2, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, is beyond the age of compulsory high school attendance, or has 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 and is pursuing a degree/certificate in an eligible program.
  - iii. "Special" status, for the purpose of 2.2.3.2, is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

#### 3. Transcripts

The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs, for verification of course requisites and for determination of academic standing. The official transcript must be sent directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. The official transcripts may be sent via a secured website. Please contact the Admissions Office of The Maricopa College you plan to attend to verify which secure websites may be valid.

It is the student's responsibility to ensure that official transcripts have been received and are complete.

Students entering as high school graduates may be required to submit high school transcripts. Please contact the Admissions Office of the Maricopa College you plan to attend for more information on preparing a home-schooled official transcript. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or official report of qualifying GED scores.

#### 4. Educational Assessment

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

#### 5. High Pressure Recruitment Tactics

The Maricopa County Community College District prohibits its employees from engaging in high-pressure recruitment tactics or in providing to any person or entity engaged in student recruitment, admission activity, or in making decisions regarding the award of Title IV, HEA funds, any commissions, bonuses, or other incentive payments based, in any part, directly or indirectly upon successfully securing enrollments or the awarding of financial aid.(34 CFR 668.14(A)(22)(I)).

**AMENDED through the Administrative Regulations Approval Process, October 23, 2019**

**AMENDED through the Administrative Regulations Approval Process, June 5, 2017**

### 2.2.4 Transfer Credit and Prior Learning Assessment Policy

#### **TRANSFER CREDIT**

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 or sent through an approved electronic transfer method directly from the source institutions to the Admissions and Records/Enrollment Services Office of the receiving institutions. Hand-carried and emailed transcripts cannot be accepted for an official evaluation. Students should allow approximately 10 days before confirming with your Maricopa Community College that the transcript(s) was received. The Admissions and Records/Enrollment Services office at the receiving institutions will complete course-by-course evaluations for all submitted transcripts upon student request. The award of transfer credit shall not express or imply that all transfer credit will be fully accepted or applied toward all Maricopa associate's degree and certificate requirements.

The Maricopa Community Colleges will evaluate coursework from institutions listed in the *database of institutions and programs accredited by recognized U.S. accrediting organizations* at the time the coursework was taken. To be "recognized" means that the accreditors in the database have been reviewed by the Council for Higher Education Accreditation (CHEA) or by the U.S. Department of Education (USDE) or both and meet the quality standards of the respective organizations.

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 an approved international credential evaluation service to be translated into English (when applicable), evaluated on a course-by-course-basis, and sent directly to the receiving college(s). Contact your College Admissions and Records/Enrollment Services Office to obtain a list of recommended evaluation services.

#### **CONDITIONS OF TRANSFER CREDIT:**

- Credits transferred from outside of MCCCDC graded on a plus/minus grading scale are converted based on the grading scale of the transferring institution. Only courses with a grade of "C" (2.0 on a 4.0 scale) or better are transferable. Course credit below 100 level, earned at an MCCCDC Institution prior to August 2020 or at a sending institution, cannot be used to calculate grade level.
- Developmental coursework below 100-level is accepted for the purpose of fulfilling course prerequisites. However, the credit does not apply toward a degree or certificate, and it does not transfer to another postsecondary institution. It does, however, get added to the Transfer Credit Report as part of the evaluation.
- Courses with different credit systems (quarter hours, units) are converted to semester hours of credit. The semester conversion of quarter credits is at a rate of .67 semester credit hours for each quarter hour.

- The age of credit may be considered in applying credit toward degrees and certificate programs.

**REVERSE TRANSFER OF CREDIT**

In an effort to assist former Maricopa students who have transferred to a university, the Maricopa Community Colleges offer reverse transfer of credit with participating universities. Former Maricopa students may use this opportunity to fulfill previously incomplete coursework requirements. Interested students at participating universities must meet university criteria to qualify for free transcript exchange when available. Participation in reverse transfer of credit does not guarantee coursework applicability or degree or certificate eligibility. Students participating in reverse transfer of credit must meet all curriculum and college requirements.

**PRIOR LEARNING ASSESSMENT (PLA)**

The Maricopa Community Colleges are committed to the idea that people deserve credit for verifiable college-level learning, no matter how it was acquired. Many people have developed learning outside of the traditional classroom. This evaluation of credit is referred to as Prior Learning Assessment, or PLA. Prior learning can be identified and assessed in a variety of ways to determine if college credit should be awarded. Credit is awarded only to certificate or degree seeking students who:

1. plan to enroll, and
2. are admitted and matriculated within the college awarding the credit. Exceptions can be made for contractual agreements.

Students may be awarded no more than 45 credit hours through prior learning assessment, unless required by a specific program of study within the Maricopa Community Colleges. Exceptions include evaluated credit from post-secondary institutions and military credit as indicated on joint service transcripts. Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions to this institutional policy must have prior written approval of the Program Director, Department/Division Chair, or designee and documentation of rationale and approval included as part of the admission process and/or application to graduate. No more than 20 credit hours may be applied to the Arizona General Education Curriculum (AGEC). Please direct questions about Prior Learning Assessment at the Maricopa Community Colleges to the Admissions and Records/Enrollment Services Office.

**PRIOR LEARNING ASSESSMENT FEE SCHEDULE**

No fees are assessed by the college for the following types of Prior Learning Assessment: Transfer credit from nationally recognized institutions, international coursework that has been officially evaluated by a foreign evaluator service (such as Educational Credential Evaluators), standardized college-level exams (such as CLEP, AP, IB, DSST, CIE), GED exams, Military Transcripts, ACE (American Council On Education) transcripts, credit received through organizations and companies that offer nationally recognized credit evaluated by ACE, NCCRS, etc. (STRAIGHTERLINE, NOCTI, STUDY.COM, etc.), industry recognized credentials, Skill Center and clock hour transcripts.

Departmental Challenge Exam and Credit By Evaluation	\$40 administrative fee if awarded transfer credit
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## **CREDIT BY EXAM (COLLEGE-LEVEL EQUIVALENCY EXAMINATIONS)**

ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the *Guide to Educational Credit by Examination*. The Maricopa Community Colleges use these recommendations as guidelines to award credit for equivalent coursework as well as elective credit. 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.

Scores must be sent directly to the Admissions and Records/Enrollment Services Office from the specific testing companies before credit is awarded; equivalencies are subject to review and change. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to research the credit for Prior Learning Assessment policies at any college or university outside of the Maricopa Community Colleges to which they plan to transfer. Credit by exam is awarded based on equivalencies in effect at the time of evaluation. Changes to exams and scores are determined by the respective Maricopa Instructional Councils (ICS) and/or Statewide Articulation Task Forces (ATFS).

### **Maricopa recognizes the following examinations:**

- Advanced Placement (AP)
- American College Testing Proficiency Examination Program (ACT-PEP)
- Cambridge International Exams (CIE), A and AS LEVEL
- College-Level Examination Program (CLEP)
- Departmental Exams (also known as “Challenge Exams”)
- Defense Activity For Non-Traditional Education Support [DANTES] Subject Standardized Tests (DSST)
- GED, College Ready + Scores
- International Baccalaureate (IB) Diploma/Certificate
- Pearson VUE Exams

Fees for standardized exams are the responsibility of the student.

[Current list of exams and scores.](#)

### **ADVANCED PLACEMENT (AP) CREDIT**

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. Scores must be received directly from CEEB to Admissions and Records/Enrollment Services before credit is awarded.

### **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 to Admissions and Records/Enrollment Services.

### **CAMBRIDGE INTERNATIONAL EXAMINATIONS (CIE) A AND AS LEVEL**

Students who have taken a Cambridge International Examination may receive college credit. Scores must be received directly from CIE to Admissions and Records/Enrollment Services before credit is awarded.

### **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Students who have taken a college level examination of the College Entrance Examination Board (CEEB) may receive college credit. Scores must be received directly to Admissions and Records/Enrollment Services from CEEB before credit is awarded.

Estrella Mountain Community College, Rio Salado College, Paradise Valley Community College, and Mesa Community College are CLEP test sites. For more information on registering for the CLEP examinations, contact the Testing Centers at these colleges.

### **DEPARTMENTAL EXAMS (ALSO KNOWN AS CHALLENGE EXAMS)**

Students may apply for departmental credit by examination in certain courses by obtaining the appropriate form in the Admissions and Records Office, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees. Students may not request:

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

#### **ADDITIONALLY:**

- Exceptions may be granted at some of the Maricopa Community Colleges for their unique programs of study. specialized programs may allow courses to be repeated due to the student needing to have recent knowledge of the content in order to progress in the program.
- Academic departments may have additional requirements that must be met before credit may be granted through departmental credit by examination.
- Only grades of A, B, C, D or P earned as a result of this examination will be recorded on the student's transcript. Fees are not refundable after the examination has been administered, regardless of results.
- When credit is granted as outlined above, a notation of "Credit by Examination," a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average.

### **DSST (FORMERLY DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT OR DANTES)**

The Maricopa Community Colleges may award credit for DSST Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DSST exams. The Maricopa Community Colleges do not award credit for ENG 102 through DSST examination. Credit received through DSST 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 DSST test site. For additional information on registering for DSST examinations, call (480) 517-8560.

Students who have taken a DSST examination may receive college credit. Scores must be received directly from DSST before credit is awarded.

### **GED EXAMS**

The Maricopa Community Colleges may award credit for GED subject area scores designated as College Ready + in accordance with the ACE recommended scores. The transcript needs to be sent directly by the Department of Education to the Admissions and Records Office /Enrollment Services in order to be awarded credit. **DISCLAIMER: TEST SCORES ARE CONTINUALLY REVIEWED AND MAY BE UPDATED AT ANY TIME.**

### **EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES**

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

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

Upon request, 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.

### **INTERNATIONAL BACCALAUREATE (IB) DIPLOMA/CERTIFICATE**

Students who present an international baccalaureate diploma/certificate may qualify for college credit. Maricopa grants credit for college-level courses only. Scores must be received directly from the institution where the exams were administered before credit is awarded.

### **CREDIT BY EVALUATION**

#### **COLLEGE CREDIT RECOMMENDATION SERVICE**

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

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

#### **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 /Enrollment Services Office. The completed Credit by Evaluation form and the required fees are due to the college when the Credit by Evaluation request is submitted.

Some academic departments may have additional requirements that must be met before credit may be granted through Departmental Credit by Evaluation. When credit is granted 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. 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; and
- To establish credit for a lower level of a course in which credit has been received.

### **PLA AND TRANSFER DISCLAIMER**

If pursuing a transfer degree (AA, ABUS, AS, AAEE, AAFA, or Articulated Academic Degree Program), transfer credit and PLA will be granted for the purpose of satisfying Maricopa graduation requirements. Because credits may not transfer to all colleges or universities, contact your transferring institution to determine their transfer credit and PLA requirements and policies.

**AMENDED through the Administrative Regulations Approval Process, June 24, 2021**

**AMENDED through the Administrative Regulations Approval Process, June 30, 2020**

**AMENDED through the Administrative Regulations Approval Process, November 5, 2019**

**AMENDED by Direct Approval from the Chancellor, August 10, 2018**

**AMENDED by Direct Approval from the Provost, May 8, 2018**

**AMENDED by Direct Approval from the Chancellor, June 28, 2017**

**AMENDED through the Administrative Regulations Approval Process, June 5, 2017**

**AMENDED by Direct Approval from the Chancellor, January 4, 2017**

## **2.2.6 Academic Advising, New Student Orientation, and Student Success Course**

### **1. Academic Advising**

Students who will be attending college for the first time, and intend to earn an Associate's degree or to transfer to a college/university to complete a Bachelor's degree, will be required to meet with an academic advisor prior to the start of their first semester at a MCCCCD college.

i. Recent high school students who received MCCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCCD Early Outreach Program are considered first time to college.

## 2. New Student Orientation

Students who will be attending college for the first time, and intend to earn an Associate's degree or to transfer to a College/university to complete a Bachelor's degree, will be required to attend New Student Orientation prior to the start of their first semester at a MCCCCD College.

i. Recent High School students who received MCCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCCD Early Outreach Program are considered first time to college.

## 3. Student Success Course

Students who will be attending college for the first time, and intend to earn and associate's degree or transfer to a college/university to complete a bachelor's degree will be required to successfully complete a college success course (CPD150 or CPD115/AAA115) within the first two semesters at a MCCCCD college, unless they have completed high school within the last 10 years with a cumulative, unweighted grade point average of 2.6 or above. colleges have the leeway to determine if a student who is not first-time or enters with a cumulative grade point average of 2.6 or higher should have the college success course (CPD150 or CPD115/AAA115) added to their program requirements.

**AMENDED by Direct Approval from the Chancellor, April 16, 2020**

**AMENDED through the Administrative Regulations Approval Process, June 4, 2019**

## 2.2.7 Student Assessment and Course Placement

### 1. Course Placement

A. Students who plan to register in English, Reading, or Math will be advised to enroll into courses based on valid District-approved placement methods.

B. Students who place into course(s) that are below college-level (i.e., below 100-level) will be advised to enroll into the course(s) within the first two semesters.

C. A department/division chair or designee may grant a course placement waiver under special circumstances. The signed waiver will be noted on the student's electronic record. The process may also be done electronically without a signature if supported by the attending college.

D. Course placement will be determined utilizing the district placement options under any one of the following conditions:

- i. The student is taking his or her first college credit English, reading or math course, or any college course for which English, reading or math is a prerequisite.
- ii. The student is pursuing a degree or transfer pathway and does not have current valid District approved course placement on file or does not have previous college credit in English, reading and math.
- iii. The student for whom English is not the primary language and who is taking his or her first English as a Second Language class is required to take a test of English proficiency.

E. Students will be exempt from the course placement process if at least one of the following conditions apply:

- i. The student has earned an associate or higher degree from a regionally accredited college.
- ii. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher.
- iii. The student has currently valid District approved course placement scores on file.

- iv. The student who is exempt from the course placement process must still fulfill the minimum graduation requirements.

## 2. Determining Course Placement

Maricopa County Community Colleges use multiple placement options. In cases, when a course placement test is given, scores will be valid for two years. Other placement methods will also have limited time validity. For additional information, go to [PLACEMENT](#).

- A. Reading placement test scores that indicate “exempt from CRE101” do not expire.
- B. Students will be permitted one re-test in English, reading, or by math level after at least a 24-hour waiting period. One additional re-test is permitted no sooner than three months from the oldest valid score date at any course placement testing site.
- 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.

## 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 methods.
- B. All colleges shall adhere to the same approved placement scores.
- C. All colleges shall adhere to the approved limited time validity for each course placement method. for more information, go to: [PLACEMENT](#).
- D. Reading Placement Scores that Indicated “Exempt from CRE101” Do Not Expire.

## 4. Evaluation

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

**AMENDED through the Administrative Regulations Approval Process, June 4, 2019**

### 2.2.8 Registration

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

The colleges reserve the right to enroll students in courses. The final decision for admission to any class for students admitted under section 2 of AR 2.2.1 will be determined by the designated college administrator in consultation with the department chairperson and/or faculty.

Class Registration Deadlines:

- 1. For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. Students may not register for a class once it has started. Self-Service registration for a class through [my.maricopa.edu](http://my.maricopa.edu) will end at 11:59 PM on the day before the class starts. Registration for a class on the date it starts must be done in person or on the phone, and must be completed before the class start time.
- 2. For classes without published meeting times (for example, online classes, special projects), registration in the class must be completed by 11:59 PM on the day before the class starts.
- 3. Exceptions
  - a. Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.
  - b. Exceptions are limited to
    - i. Courses requiring permission of instructor
    - ii. Courses requiring auditions or try-outs

- iii. Courses for Special Populations or Cohorts
- iv. Enrollment in an alternative section of a course taught by the same instructor
- v. Enrollment in an alternative section of a course taught by a different instructor
- vi. Course level changes
- vii. Students dropped for non-payment during the 100% refund period may be reinstated if they attended since the first class meeting.
- viii. Students dropped due to Human or system errors may be reinstated if they attended the first class meeting.
- ix. Other exceptions may be granted after faculty consultation with the student.

### 2.2.9 Tuition and Fees Policy

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

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

Residency for tuition purposes is determined in accordance with state law (ARS §§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 Appendix S-3, Concurrent Enrollment in Arizona Public Institutions of Higher Education.)

#### 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, 2018 for fall, spring and summer Sessions)\*

Current information can be found at <https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-4>

The following is a tuition and fees schedule for 2018-2019 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. See [Appendix S-4](#).

**Amended by Direct Approval from the Chancellor, November 21, 2018**

### [Appendix S-4: Tuition & Fee Schedule - Tuition Discounts for 2020-2021 Academic Year](#)

#### 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.

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

- E. If you choose to audit a class, add an additional fee of \$25 per credit hour.
- F. 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.
- G. Pay Your Fees  
Payment of fees may be made by cash, check, money order, VISA, MasterCard, Discover or American Express. Payment Plan options are also available.

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

**Skill Center Tuition Rates**

Regular	\$5.00 per clock hour
Nursing Assistant	\$6.00 per clock hour
Practical Nursing	\$6.00 per clock hour

**Amended through the Administrative Regulations Approval Process, May 5, 2017**

**Credit by Examination & Credit by Evaluation (excludes Allied Health courses)**

Regular Rate	\$85.00 per credit hour
Contract Rate	\$42.50 per credit hour

**3. Outstanding Debts**

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

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

- A. The designated college official or fiscal officer is responsible for:
  - i. Verifying the student's district wide debt,
  - ii. Attempting to notify the student of the debt and
  - iii. Attempting to collect the debt.
- B. Maricopa Community College services may be withheld pending payment of debt (at designated college office) with cash, certified check or money order or online with debit or credit card or in person with credit card. Student may be withdrawn from classes.
- C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
  - i. Collection agency, requiring payment of collection fees by the student;
  - ii. The Tax Refund Setoff Programs as stated in ARS §42-1122;
  - iii. Litigation, requiring payment of court costs and legal fees by the student.
- D. Debt Holds may be lifted only in limited instances by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:
  - i. MCCCCD 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 MCCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

Admission Criteria to Attend a College within the Maricopa Community College District (MCCCD) is determined in accordance with state law (ARS §§15-1805.01 AND 15-1821) and regulations of the Maricopa Community Colleges Governing Board and the Chancellor. As such, participants enrolled in courses as part of third party agreements are also subject to the same admissions criteria. This includes the participants resolving any current enrollment or administrative holds that are unrelated to the Third party in an existing student account, but that otherwise impact his/her eligibility to enroll in courses or participate in programs delivered by MCCCD faculty or staff.

**4. Discounted Fees and Waivers**

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

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

**2.2.10 Refund Policy**

**1. Refund Policy for Credit/Clock Classes**

Students who officially withdraw from credit/clock classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration 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.

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

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

**2. Refund Policy for Non-Credit Classes**

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

**3. Canceled Classes**

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

**4. Refund Exceptions**

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

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

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

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

##### **5. Refund Policy for Department of Defense Tuition Assistance Funds**

Students who receive tuition assistance (TA) funds for a course or courses from the department of defense (DOD) may have a refund processed and returned to the student's DOD branch of service in the following situations. Refer to individual colleges for withdrawal and refund processes.

- A. Per refund exception D, a student who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw, provided courses have not been completed. A 100% refund of TA funds will be issued to the student's DOD branch of service.
- B. A student who withdraws for reasons other than those outlined above within the first 60% of the period for which funds were received will have the proportional amount of unearned TA funds returned to the student's DOD branch of service. Refer to individual colleges and DOD branch of service for potential student financial responsibility as a result of withdrawal.

*Requests for refund should be referred directly to the college of enrollment.*

**AMENDED by Direct Approval from the Chancellor, January 13, 2020.**

**AMENDED through the Administrative Regulations Approval Process, May 5, 2017**

### **2.2.11 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. Additional procedural information on financial assistance is available in [Appendix S-5](#).

#### **Appendix S-5: Student Financial Assistance**

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Only those with a lawful presence in the United States may qualify for federal financial aid or Maricopa County Community College District (MCCCD) scholarships. Under Arizona law, any information the student provides about his or her legal status when applying for financial aid or publicly funded scholarships may be subject to mandatory reporting to federal immigration authorities. This does not apply to applications for the private scholarship funds held in and distributed by the Maricopa Community Colleges Foundation.

The office of financial aid may request to have the validity of a student's high school completion evaluated if either the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education. An evaluation may be conducted on the basis of any of the following:

- Alerts, bulletins, or similar communications provided by any state, federal, or other governmental agency, another institution, a professional or similar organization, or any other resource that might provide information helpful to the evaluation;
- A transcript or other record received from another institution the student may have attended;
- The contents of the student's Free Application for Federal Student Aid, student information form, or any other information the student provides to the college;
- The independent professional judgment by any official of the office of student financial aid.

### **How to Apply for Federal Financial Aid**

New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the Web at <http://www.fafsa.ed.gov/>. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the Web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

### **Types of Aid**

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

The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities. Scholarship opportunities are available year round. However, most scholarships are posted mid-January and most deadlines are the last week of March. Options are available at <https://mcccdf.org/> or by calling 480-731-8400.

### **Distribution of Aid**

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

### **Rights and Responsibilities**

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

### **Satisfactory Academic Progress**

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

### **Refunds and Repayments**

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

### **Verification of Information**

1. A Free Application for Federal Student Aid (FAFSA) or a change to that FAFSA may be selected for verification. If a student's FAFSA is selected for verification, the student will be notified via the Student Center in my.maricopa.edu. In most cases, the student will be required to submit documentation as part of the verification process. The earlier the Financial Aid Office receives the required documentation, the earlier the student's eligibility for financial aid can be

determined. The verification process must be completed no later than 120 days after the last date of enrollment or August 31, whichever comes first. In addition, the Financial Aid Office must receive a final and valid electronic SAR by the student's last day of enrollment or June 30 of the award year, whichever comes first. The verification process must be completed before the Financial Aid Office can award any federal aid.

2. If an award has already been made and a FAFSA is selected for verification, the student must provide required documentation within thirty days after it has been requested of the student or on June 30, whichever comes first. If documentation is not received within this deadline, the student's award may be adjusted or canceled.
3. The required forms and documents a student submits for verification will be compared to the information reported on the student's FAFSA. If the information provided does not match what is shown on the FAFSA, the Financial Aid Office will submit changes to the US Department of Education FAFSA processor. After all changes are made to the FAFSA data, the student's eligibility for financial aid will be reviewed. If there are any changes to the student's financial aid eligibility as a result of verification, the student will be notified by means of the Student Center in my.maricopa.edu. If, following verification, the institution discovers evidence of student aid fraud (including identity theft), waste or abuse of US Department of Education funds, such evidence may be referred to the Office of Inspector General of the US Department of Education.

### **Award Amount and Level of Enrollment**

Award amount is determined, in part, on the level of enrollment. A reduction in course load after financial aid has been awarded may result in an adjusted financial aid award. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award. Some federal aid may not be awarded for classes added at a later date. Contact the college Office of Student Financial Aid for more information.

### **Repeated Coursework and Financial Aid Enrollment Status**

Federal regulations regarding repeated coursework may impact your financial aid eligibility and awards. Federal regulations specify that students may receive federal financial aid funding for one repetition of a previously passed course. A passed course is defined as one in which a grade of A, B, C, D, or P is received. If you enroll in a course in which you have previously received passing grades twice, the course will not be counted towards your enrollment level for financial aid purposes. You may repeat a failed course until it is passed. Your enrollment for financial aid purposes will be calculated accordingly.

### **Maricopa Community Colleges Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility**

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of title IV, HEA program (federal financial aid) eligibility.

To remain eligible for federal and state aid programs, students must meet ALL of MCCC'D's Satisfactory Academic Progress (SAP) standards regardless of whether a student has received financial aid in the past or not. These standards apply to a student's entire academic records at any MCCC'D college, including transfer credit hours accepted by the college.

#### **1. Definitions and Terminology Pertaining to this Policy**

- A. Summer: Enrollment in the summer semester includes all courses scheduled within the summer enrollment period with all coursework counted in the SAP evaluation.
- B. Non-Standard Session / Clock Hour: Sessions that do not follow the traditional start and end dates for the semester.
- C. Attempted Credit: Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, Y, or Z is received and courses not yet graded.
- D. CGPA [Cumulative Grade Point Average]: The MCCC'D grading policy is published in the administrative regulations at 2.3.3. The CGPA does not include credits accepted in transfer.

- E. Financial Aid Warning: status assigned to an eligible payment period for the next enrolled semester after failing SAP GPA (2.0) and/or Completion Pace ( $\frac{2}{3}$ ). Students not meeting maximum timeframe evaluation are not eligible for a warning period.
  - F. Appeal: A process by which a student who is not meeting the institution's satisfactory academic progress standards is eligible to appeal the institution for reconsideration of the student's eligibility for title IV, HEA program assistance based on extenuating circumstances.
  - G. Extenuating Circumstance: A one-time (not on-going) circumstance that is beyond the reasonable control of the student.
  - H. 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.
  - I. Academic Plan – A plan developed through the SAP Appeal Process which will lead a student to qualify for further title IV, HEA program funds and complete the program within 150% of published program length.
  - J. Financial Aid Suspension – The status assigned upon failing to meet the minimum SAP standards or the terms of probationary status. Students in this status are not eligible to receive title IV, HEA assistance.
2. Federal regulations (CFR 668.32(f) and 668.34) require institutions of higher education to evaluate Satisfactory Academic Progress (SAP) using qualitative (GPA) and quantitative (pace of progression) standards.
  3. Qualitative and quantitative measures of SAP are required to ensure students receiving Federal Student Aid are progressing towards the completion of a degree or certificate within an eligible program.
  4. Specific requirements for academic progress for Federal Student Aid recipients are applied differently than Scholastic Standards. Federal regulations state that SAP Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Standards are applicable for all enrolled payment periods, including all levels of enrollment (full-time or part-time enrollment). Students will be evaluated using the standards described below.
  5. Failure to meet any of the minimum standards outlined below will result in a student's loss of HEA, Title IV Federal Student Aid.

### Evaluation Period

1. Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each payment period. For credit hour programs, a payment period is a semester (Fall, Spring, and Summer). For clock hour programs, a payment period / evaluation will depend on the hours required in the program.
2. Standards of Satisfactory Academic Progress (SAP) are evaluated based on qualitative (GPA), quantitative (pace of progression), and maximum timeframe. Failure to meet any of these standards may result in the loss of eligibility for financial aid. Grades of F, I, N, W, Y, Z, and courses not yet graded are considered attempted, but not completed in evaluating SAP. Late grades will be recalculated and may change eligibility.
  - a. **Grade Point Average Qualitative Measurement:** Students must maintain a 2.0 cumulative Grade Point Average in order to meet SAP GPA requirements.
  - b. **Pace of Progression Quantitative Measurement:** Students must successfully complete  $\frac{2}{3}$  (66.67%) of all attempted course work. For clock hour programs, please refer to program attendance requirements.
  - c. **Maximum Time Frame Measurement:** Students must be able to complete their program within 150% of the published program length. Once students have attempted 150% of the published program length, they are no longer eligible for Federal Student Aid. For example, a 16 credit certificate program will allow up to 24 credit hours to complete the

program. A 60 credit Associate's degree will allow up to 90 credit hours to complete the program.

3. Courses included in SAP evaluation:

- a. All attempted coursework, regardless of enrollment status
- b. Courses funded through a Consortium Agreement
- c. All attempted remedial credits, including English as a Second Language (ESL) courses.
- d. Repeated course work
- e. All transferred coursework
- f. Grades attempted, but not completed (F, I, N, W, Y, Z)

4. Course work included in the Maximum Time Frame evaluation:

- a. All of those included in the Pace of Progression evaluation
- b. Any Bachelor's degree (or higher) earned will be considered to have exhausted maximum timeframe eligibility
- c. All coursework forgiven through the Academic Renewal Process

5. Course work not included in SAP evaluation:

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

### **Notification**

Students who have applied for Federal Student Aid, but are not meeting Satisfactory Academic Progress requirements, will be notified via email of their FA Warning or ineligibility for financial aid. The notification will direct students to information regarding available college resources during the Warning Period and the appeal process in cases of extenuating circumstances.

### **Financial Aid Warning**

Students are allowed a warning period upon failing Qualitative and/or Quantitative SAP standards. The warning period allows one (1) payment period (semester) of Federal Student Aid eligibility upon failing SAP. The warning period will follow the semester for which SAP was not met, meaning the next semester for which the student registers for classes. In order to receive the Warning period, students must be meeting Maximum Timeframe requirements.

### **SAP Appeal**

Any student who has lost federal student aid eligibility due to a resolved, one-time extenuating circumstance may appeal to have their financial aid reinstated by completing a Satisfactory Academic Progress Appeal Form. The form must address:

1. what caused the student's work to fall below acceptable standards--specific explanations must be provided, including any supporting documentation,
2. each incomplete/failed course,
3. how the extenuating circumstance has been resolved, and
4. how the student will maintain good academic standards and progress toward the degree if the appeal is granted.

The outcome of the appeal will depend upon:

1. the nature of the extenuating circumstances (if the stated circumstance qualifies as such),
2. the quality of the documentation provided, and
3. how well the student has demonstrated the ability to progress towards degree completion within a reasonable time period.

All documentation submitted is confidential. All decisions are final and cannot be appealed. For assistance in completing the SAP appeal paperwork, including examples of supporting documentation, visit your college Financial Aid Office.

Students will be notified of the results of their appeal within ten (10) days of filing the appeal. Notification will include any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary period. Appeals granted longer than one (1) payment period must include an academic plan, which must be followed. Failure to follow an approved academic plan will result in immediate suspension of Federal Student Aid. Students are responsible for any and all debt incurred as a result of this adjustment to financial aid. 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. Transfer coursework taken at other colleges will be considered for reinstatement purposes.

If you are receiving federal financial aid it is important to read the information below prior to making a decision to withdraw.

### **Treatment of Title IV Aid When a Student Withdraws**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

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

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

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

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

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

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

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

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. You can view the tuition refund policy and requirements and procedures for withdrawing from school at <https://district.maricopa.edu/regulations/admin-regs/section-2/2-2>

**TECHNICAL CHANGE by Legal Counsel, May 6, 2020**

**AMENDED by Direct Approval from the Chancellor, May 5, 2020**

**AMENDED through the Administrative Regulations Approval Process, June 5, 2017**

### **2.2.12 Vaccinations (As Required By 20 USC §1092(a)(1)(V)):**

The Maricopa County Community Colleges District does not require that students receive vaccinations prior to enrollment. Certain professional or occupational programs do require particular vaccinations for participation in those programs. More information about these programs can be found on college websites.

### **2.2.13 UNIVERSITY TRANSFER**

#### **UNIVERSITY TRANSFER**

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 accredited private, public, and international baccalaureate granting institutions. 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.

Articulated transfer programs and pathways between the Maricopa Community Colleges and baccalaureate-granting institutions [such as the Maricopa-ASU Pathway Program (MAPP), the UA Bridge Program, 2NAU and 90/30 Transfer Agreements] are official, recognized programs of study that fulfill both associate degree and bachelor's degree requirements. These articulated programs and pathways are designed to aid in a smooth transition for a student planning to transfer to a four-year college or university by identifying the required, transferable, and applicable coursework for that student's specific program of study. A complete list of Maricopa-ASU Pathway Program requirements by major and catalog year is maintained on ASU'S website, at [Transfer](#).

#### **ARIZONA PUBLIC COMMUNITY COLLEGES AND UNIVERSITIES**

Maricopa is a participant in the Arizona statewide transfer system. [AZTRANSFER.COM](#) 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 transfer course equivalencies between Arizona's 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. [AZ Transfer Course Equivalency Guide](#)

#### **(U.S.) AND INTERNATIONAL INSTITUTIONS**

The Maricopa Community Colleges have transfer agreements with accredited U.S. universities and colleges as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized

through District-Wide memorandums of understanding and articulation agreements, and are designed to help students maximize the applicability of transfer credit toward a bachelor's degree. To access a list of institutions with which Maricopa has established articulation agreements, visit: [Maricopa University Partner List](#)

## **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.

## **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 may 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 [SUN](#)

**ADOPTED through the Administrative Regulations Approval Process, June 4, 2019**

### **2.9 Veterans Services**

The Maricopa Community Colleges' veterans' services offices act as liaisons with the Department of Veterans Affairs (VA) and the state approving agency. Each program must be approved by the state approving agency. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student's approved programs. Application forms, counseling, advisement, tutoring, and priority enrollment 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 – Veteran Readiness and Employment (VR&E)
- 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

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.*

Covered individuals (as defined in 38 U.S.C. § 3679) utilizing Chapter 33 or Chapter 31 VA education benefits may attend or participate in a program of study during the period beginning on the date the individual provides the educational institution a Certificate of Eligibility (COE), a Statement of Benefits obtained from eBenefits, or a purchase order for Chapter 31, and ending on the earlier of the following dates:

1. The date upon which payment from the VA is made to the institution;

2. 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

No penalty, including the assessment of late fees, and/or the denial of access to classes or other institutional facilities will be imposed on the individual due to the delayed disbursement funding from VA under Chapter 31 or 33.

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.

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program make satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards of 2.0 upon completion of 12 or more credit hours will be placed on probation, at which point the student will have no more than two semesters in which to improve academic standing to acceptable. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits will be terminated. Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standards or demonstrates the ability to meet these standards through the approval of a written appeal. For appeal procedures, contact the office that serves veterans at your campus.

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

#### **Distance Learning:**

The course content and competencies for distance learning classes are the same as courses offered in-person or in a hybrid format. The courses offered in this format lead to completion of MCCC degrees and/or certificates of completion.

Colleges use Learning Management Systems (LMS) like Canvas and RioLearn for online offerings. These portals are used for both hybrid and online classes. Students must use their Maricopa Enterprise ID and password to access the portal. The link to the portal is provided on the college home page and on [my.maricopa.edu](http://my.maricopa.edu), the district's website for student access to Maricopa tools. Maricopa-assigned student email addresses are used for communicating with students within the tools. Students are also able to communicate with the instructor through the LMS, via Maricopa e-mail or by phone.

#### **Externship Programs:**

The Maricopa Community College's official District course descriptions for credited experiential learning opportunities (Internships, Externships, Practicums, and Clinicals) state the amount of hours required in order for a student to receive college credit. The descriptions also indicate if a maximum amount of credit is allowable for any given experiential learning opportunity. Each course that includes an experiential learning opportunity is assigned a Maricopa Instructor of Record who is responsible for ensuring that the student completes the required hours and assignments in order to receive credit. Additionally, the instructor works extensively with a site supervisor to ensure that the student is making satisfactory progress and meeting the time requirements. The experiential credit process for the student includes the specific course details and learning outcomes, how hours will be tracked, and what is required for grading and course completion. The instructor submits the final grade for the experience. Maricopa's experiential learning process is in compliance with CFR 38 21.4265

A complete list of internship courses, along with course objectives, can be found on the Maricopa Community College's District – [Center for Curriculum and Transfer Articulation](http://www.maricopa.edu/center-for-curriculum-and-transfer-articulation) website, located at: <https://curriculum.maricopa.edu/transfer-and-articulation>

**Prior Credit Evaluation:**

Department of Veterans Affairs requires that all persons using any type of veteran's educational assistance must have all prior education and training evaluated. Students will be required to request transcripts from all prior institutions, including military training. Without all prior institutions and military training, veteran educational assistance may not be certified. Transcripts will be evaluated and credit will be granted, as appropriate.

**AMENDED through Direct Approval by the Chancellor, April 14, 2021**

**AMENDED through Direct Approval by the Chancellor, October 21, 2020**

**AMENDED through Direct Approval by the Chancellor, March 6, 2019**

**AMENDED through Direct Approval by the Chancellor, September 17, 2018**

**AMENDED through Direct Approval by the Chancellor, April 17, 2018**

**AMENDED through the Administrative Regulations Approval Process, June 5, 2017**

**AMENDED through the Administrative Regulations Approval Process, May 16, 2016**

## SCHOLASTIC STANDARDS

### 2.3.1 Academic Load

A credit hour is defined as an amount of work represented in course competencies and verified by evidence of student achievement that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other academic activities, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. In accordance with common practice in higher education, instruction representing a credit hour is typically delivered in a 50 minute class period.

Students carrying at least twelve (12) credit hours will be considered full-time students for the fall and spring semesters. Three-quarter-time is 9 - 11.9 credit hours. Half-time is 6 - 8.9 credit hours. Fewer than six (6) credit hours is considered less than half-time. Academic load for summer and special terms may be defined differently. Contact the Admissions and Records Office/Office of Student Enrollment Services for clarification. As provided in the Reduced Course Load administrative regulation, a student may be deemed a full-time student carrying fewer than twelve credit hours pursuant to an accommodation of a disability.

Courses may vary in length, and begin and end throughout the year. A credit hour indicates the value of an academic credit. Standards for the awarding of credit hours may be time based or competency based. To obtain credit, a student must be properly registered and must pay fees for the course. The fall and spring semesters are typically sixteen (16) weeks in length. Summer sessions are typically five 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 the class (see [Appendix S-7](#) for Withdrawal Procedures).

### 2.3.2 Attendance

- Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.
- Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.
- At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.
- Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college. Please refer to [Appendix S-7](#) for Withdrawal Procedures.

#### 1. Official Absences

- A. Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.
- B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for 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, provided the student has utilized the Religious Accommodation Procedure outlined in ND-4 of the Administrative Regulations Appendices. The Procedure and Religious Accommodation form may be found at [ND-4](#). As outlined in the ND-4 Religious Accommodation Procedure, to the extent possible, requests must be made at least two (2) weeks before the requested absence from class due to religious holiday or day of observance by providing the faculty member with the [Religious Accommodation Request Form](#). Once a religious accommodation is granted, the student must make arrangements with each instructor for make-up work.

### 2.3.3 Grading

#### 1. Policy

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

#### Grade Key

A	Excellent	4 grade points per credit hour
B	Above Average	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Passing	1 grade point per credit hour
F	Failure	0 grade points per credit hour
I	Incomplete	Not computed in grade point average
IP	Course in Progress	Not computed in grade point average
N	Audit	Not computed in grade point average
P*	Credit	Not computed in grade point average
W	Withdrawn, passing	Not computed in grade point average
Y	Withdrawn, failing	0 grade points per credit hour
Z	No Credit	Not computed in grade point average

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

NOTE: Grading errors discovered after the sixty (60) day expiration date can be corrected if they have been researched by the Director of A&R/Enrollment Services and the Instructor of Record or the Department/Division Chair.

#### 2. Incomplete Grade

- A. Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.
- B. Students must complete the requirements within the time period agreed to--maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within the approved time period will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.
- C. A student's eligibility for financial aid may be jeopardized by an incomplete grade. Refer to the Standards of Satisfactory Academic Progress for details.

#### 3. Repeating a Course/Improving a Grade

Students who wish to improve their GPA may repeat a course within the Maricopa Community Colleges up to three times after the initial attempt. (A "W" is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) and credit for repeated courses taken at the same college will automatically be excluded from the grade point calculation.

However, if the course(s) were taken at a different Maricopa Community College, the student must submit a request for the lower-graded course to be excluded from the GPA. The request can be submitted to the Admissions and Records Office at any of the Maricopa Community Colleges that the student attended.

Students receiving federal financial assistance and/or benefits should follow up with the Office of Financial Aid and/or Veterans' Services regarding their policies for repeated courses. An official student transcript is a permanent academic record issued by the college registrar. It displays all courses taken for credit within the Maricopa Community Colleges District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the college registrar and displays the college seal of the Maricopa College issuing the official transcript.

Check individual courses and programs for exceptions.

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

- A. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGECE (Arizona General Education Curriculum).
- B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students".
- 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 and appear in the "Important Deadlines for Students."

**6. Important Deadlines for Students (See [Appendix S-12](#))**

Class Length	Deadline for Students to Withdraw with Guaranteed Grade of W	Deadline for Students to Withdraw from a Course (Instructor Signature Required)	Deadline for Students to Request Complete Withdrawal	Deadline to Change Type of Grading (A-F to P/Z, or P/Z to A-F)	Deadline to Change From Audit Grade to Credit Grade	Deadline to Change from Credit Grade to Audit Grade
One Week or Less (1 to 7 days)	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class or Prior to the Last Day of Class	1 <sup>st</sup> Day of Class or Prior to the Last Day of Class	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class
Two Weeks (8 to 14 days)	3 <sup>rd</sup> Calendar Day	6 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class	3 <sup>rd</sup> Calendar Day
Three Weeks (15 to 21 days)	6 <sup>th</sup> Calendar Day	12 <sup>th</sup> Calendar Day	12 <sup>th</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	1 <sup>st</sup> Day of Class	5 <sup>th</sup> Calendar Day
Four Weeks (22 to 28 days)	9 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	7 <sup>th</sup> Calendar Day
Five Weeks (29 to 35 days)	12 <sup>th</sup> Calendar Day	23 <sup>rd</sup> Calendar Day	23 <sup>rd</sup> Calendar Day	4 <sup>th</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	9 <sup>th</sup> Calendar Day
Six Weeks (36 to 42 days)	14 <sup>th</sup> Calendar Day	29 <sup>th</sup> Calendar Day	29 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	11 <sup>th</sup> Calendar Day
Seven Weeks (43 to 49 days)	17 <sup>th</sup> Calendar Day	35 <sup>th</sup> Calendar Day	35 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	12 <sup>th</sup> Calendar Day
Eight Weeks (50 to 56 days)	20 <sup>th</sup> Calendar Day	41 <sup>st</sup> Calendar Day	41 <sup>st</sup> Calendar Day	6 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	15 <sup>th</sup> Calendar Day
Nine Weeks (57 to 63 days)	23 <sup>rd</sup> Calendar Day	46 <sup>th</sup> Calendar Day	46 <sup>th</sup> Calendar Day	7 <sup>th</sup> Calendar Day	4 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day
Ten Weeks (64 to 70 days)	26 <sup>th</sup> Calendar Day	52 <sup>nd</sup> Calendar Day	52 <sup>nd</sup> Calendar Day	8 <sup>th</sup> Calendar Day	4 <sup>th</sup> Calendar Day	19 <sup>th</sup> Calendar Day
Eleven Weeks (71 to 77 days)	29 <sup>th</sup> Calendar Day	58 <sup>th</sup> Calendar Day	58 <sup>th</sup> Calendar Day	9 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	21 <sup>st</sup> Calendar Day
Twelve Weeks	32 <sup>nd</sup> Calendar Day	63 <sup>rd</sup> Calendar Day	63 <sup>rd</sup> Calendar Day	10 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	23 <sup>rd</sup> Calendar Day

<b>(78 to 84 days)</b>						
<b>Thirteen Weeks (85 to 91 days)</b>	35 <sup>th</sup> Calendar Day	70 <sup>th</sup> Calendar Day	70 <sup>th</sup> Calendar Day	10 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	25 <sup>th</sup> Calendar Day
<b>Fourteen Weeks (92 to 98 days)</b>	38 <sup>th</sup> Calendar Day	76 <sup>th</sup> Calendar Day	76 <sup>th</sup> Calendar Day	11 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	27 <sup>th</sup> Calendar Day
<b>Fifteen Weeks (99 to 105 days)</b>	41 <sup>st</sup> Calendar Day	82 <sup>nd</sup> Calendar Day	82 <sup>nd</sup> Calendar Day	12 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	28 <sup>th</sup> Calendar Day
<b>Sixteen Weeks or more (106 or more days)</b>	End of the 7 <sup>th</sup> week	Two weeks before the last class period	Two weeks before the last class period	Within 14 days including the first class period	Within first week of class	Within first five weeks of class
<i>Deadlines are based on calendar day and begin with the first day of class.</i>						

AMENDED through the Administrative Regulations Approval Process, June 30, 2020

AMENDED through the Administrative Regulations Approval Process, June 4, 2018

AMENDED through the Administrative Regulations Approval Process, June 5, 2017

### 2.3.4 Academic Probation (Progress)

#### 1. Probation

A student will be placed on academic probation if, after completion of twelve (12) or more credit hours, the student's cumulative grade point average is less than 2.0:

Students on academic probation may take no more than twelve (12) credit hours per semester unless approved by the Admissions and Standards Committee.2.9

#### 2. Continued Probation

A student on academic probation who fails to raise the cumulative grade point average 2.0 will be placed on continued probation and may be limited to taking six (6) credit hours.

Academic probation and continued probation are calculated at the conclusion of every term including summer.

### 2.3.5 Instructional Grievance Process

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

The appeal process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued. Steps outlining the process are available in [Appendix S-6](#).

#### Appendix S-6: Instructional Grievance Process

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, sex, gender identify, national origin, citizenship status (including document abuse), gender, age, disability, veteran status, genetic information, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Vice President for Student Affairs.

Steps for students to follow:

1. If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written grievance must be filed within ten working days following the previous deadline. The written grievance will be given to the faculty member five days before any official meetings are convened.
2. Upon receipt of a written grievance, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask that the College Faculty Senate

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

3. If the grievance is not resolved at this level within ten working days, the student should forward to vice president of academic affairs or designee, a copy of the original written grievance with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/ center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.
5. Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

**Note:** The grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.

### **2.3.12 Non-Instructional Complaint Resolution Process**

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. See [Appendix S-8](#).

### **Appendix S-8: Non-Instructional Complaint Resolution Process**

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

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.
3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.
4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the Vice President of Student Affairs or Designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean and/or associate dean will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.
5. If the associate dean and/or dean do not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

### **2.3.6 Withdrawal**

To withdraw from a course or courses from the college, students must follow approved procedures (See [Appendix S-7](#)). The Office of Admissions and Records provides information about the withdrawal process. The official date of withdrawal is the date the withdrawal is received in the Admissions and Records Office/Office of Student Enrollment Services.

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

## Appendix S-7: Student and Faculty Withdrawal Procedures

### Student Withdrawal Procedures

#### 1. Withdrawal from Specific Courses

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

- A. Through the 7th week\*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self service system or by submitting a course withdrawal form to the Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing – not computed in the grade point average) will be assigned.
- B. After the 7th week\*, a student must initiate a withdrawal request with the faculty member. If, after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing--not computed in the grade point average) or Y (withdrawn, failing--computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course.
- C. A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in [Appendix S-6](#).

*\*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.*

#### 2. Complete Withdrawal from College

Students electing to withdraw from the college must contact the Admissions and Records Office/Office of 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. Refunds will only be processed within the refund period.*

#### 3. Withdrawal of Financial Aid Students

In accordance with federal regulations (34CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school.

### Faculty Withdrawal Procedures

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member's attendance policy in the course syllabus (see AR 2.3.2). A grade of W (withdrawn passing, not computed in GPA) or a grade of Y (withdrawn failing, 0 grade points per credit hour) may be assigned in accordance with the course syllabus. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. Any impact on attendance that is protected by the exercise of students' rights under ADA/504, Title IX, Title VI, or other recognized law or policy do not count as unexcused absences for the purposes of instructor-initiated withdrawals for lack of attendance/participation.

**Requests for withdrawals should be referred directly to the College of Enrollment.**

**AMENDED through the Administrative Regulations Approval Process, December 12, 2018**

**AMENDED through the Administrative Regulations Approval Process, February 23, 2010**

**AMENDED through the Administrative Regulations Approval Process, August 18, 2008**

**AMENDED through the Administrative Regulations Approval Process, March 5, 2009**

### 2.3.7 Academic Renewal

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

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

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic performance by earning a minimum of twelve (12) credit hours and a cumulative grade point average of 2.5 or higher within Maricopa Colleges after reenrollment.
2. Upon approval, all courses taken prior to reenrollment with a grade of "A," "B," "C," "D," "F," and "Y" will be annotated as academic renewal on the student's permanent record. All course work affected by academic renewal will not be computed in the grade point average. Courses with grades "A," "B," or "C" will have the associated credit hours counted in the total credit hours earned. Such credit will not be computed in the grade point average.
3. All course work will remain on the student's permanent academic record, ensuring a true and accurate academic history.
4. The academic renewal policy may be used only once at each college and cannot be revoked once approved.
5. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

### 2.3.8 Honors Program

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

#### President's Honor List

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

### 2.3.9 General Graduation Requirements

**Note:** Also see Catalog Under Which a Student Graduates ([AR 2.2.5](#))

#### Earning a Certificate or Degree

The Maricopa Community Colleges offers certificates and degrees in a variety of areas. Each certificate and degree has specified program requirements for graduation. See certificate and degree information for specific program requirements. It is the student's responsibility to be aware of these requirements.

Candidates for graduation must satisfy the following requirements:

- Complete the minimum number of credits required for the certificate or degree. For degrees, at least 15 credits must be completed at the awarding college. For certificates that are 15 or more credits, at least 6 credits must be completed at the awarding college. For certificates that are 14 or fewer credits, at least half of the credits must be completed at the awarding college. Exceptions to this institutional residency policy must have prior written approval of the program director, department/division chair, or designee and documentation of rationale and approval included as part of application to graduate.
- Meet the general education, program requirements, and electives for the certificate or degree required. Requirements can be satisfied by MCCCDC coursework, prior learning assessment, and transfer credit. No

more than 45 credit hours can be accepted and applied to a degree using transfer credit and/or prior learning assessment. Transfer credit and prior learning assessment does not count as hours in residence for graduation requirements. Exceptions to this institutional policy must have prior written approval of the program director, department/division chair, or designee and documentation of rationale and approval included as part of application to graduate.

- Earn a minimum cumulative grade point average (GPA) of 2.0 on a four-point grading scale in all letter-graded courses (100-level and above) (completed in residence and accepted in transfer) used to fulfill requirements at the college granting the degree or certificate. Some awards may specify additional GPA requirements.
- Remove all deficiencies (e.g. incomplete grades, missing transcripts, national test results, etc.) on the record to use those courses toward program completion.
- Fulfill any financial obligations with the college.
- File a Petition for Graduation with the Admissions & Records/Enrollment Services Office.

AutoAward Policy: MCCCDC has an auto-award program that identifies some students who have completed a degree or certificate and never submitted a Petition for Graduation (e.g. [Reverse Transfer](#)). However, this program is limited and students should not depend on it for graduation. The Petition for Graduation should always be submitted when a student is intending to graduate.

### **Maricopa Nursing Program**

For the Maricopa Nursing program, the cumulative GPA for awarding purposes is calculated based on courses required for the degree or certificate taken at any Maricopa campus and includes pre-requisites, co-requisites, and nursing blocks. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

### **Graduation with Honors**

All courses used to fulfill graduation and degree requirements, including courses from other institutions are used in the grade point average calculation (GPA) at graduation. Degree-seeking students who have distinguished themselves with GPAs 3.50 and higher are recognized with the following graduation honors:

- 3.50 to 3.69 graduation “with distinction”
- 3.70 to 3.89 graduation “with high distinction”
- 3.90 to 4.0 graduation “with highest distinction”

Certificate programs are not eligible for institutional honors.

**AMENDED through the Administrative Regulation Process, June 24, 2021**

**AMENDED by Direct Approval from the Chancellor, December 6, 2019**

**AMENDED through the Administrative Regulations Approval Process, June 5, 2017**

### **2.2.5 Catalog Under Which a Student Graduates**

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a public community college and/or public university in the state of Arizona.

The rules for maintaining continuous enrollment are:

- A semester in which a student earns course credit will be counted toward continuous enrollment.
- Noncredit courses, audited courses, or courses from which the student withdraws do not count toward continuous enrollment.
- Failure to enroll in three consecutive regular (fall or spring) semesters breaks continuous enrollment; however, enrollment in the intervening summer terms may be used to maintain continuous enrollment status.
- If continuous enrollment is not maintained, the student must fulfill the requirements for graduation specified in the catalog in effect for the academic year in which they re-enroll or any subsequent catalog of their continuous enrollment.
- Students who initially enrolled or re-enrolled during a summer term must follow the annual catalog of the subsequent academic year or any subsequent catalog of their continuous enrollment.

## AGE OF CREDIT

In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than ten years old is applicable to completion of certificate and degree requirements at the discretion of the designated individuals at the college. The college may accept such coursework, reject it, or request that the student revalidate its substance. The ten-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

\*Please note that the above language is guided by statewide practices.

**AMENDED through the Administrative Regulations Approval Process, June 24, 2021**

### 2.3.13 Course Substitutions

Course substitutions should only be made in a consistent and transparent manner, according to Administrative Regulation 2.2.4 (Transfer Credit and Prior Learning Assessment Policy), academic policies, and the following guidelines:

Students may seek to have course(s) requirements (including required courses, restricted electives, and prescribed general education requirements) in their declared associate in applied science or certificate program substituted.

Because a substituted course may not be accepted by a transfer institution or meet transfer degree requirements, no course substitutions are allowed in any of the required course areas of the associate in arts or associate in science degrees with emphasis, Associate In Business - Gr, Associate Of Business - Sr, Associate In Arts, Elementary Education, or the Associate In Arts, Fine Arts.

The course being used as a substitution must meet the content and/or spirit of the substituted course in the student's pathway plan (or for date status petitions by reason of disability). If the pathway course satisfies an Arizona General Education Curriculum (AGEC-A, B, or S) requirement, the course substitution must meet that same requirement. Considerations for substitutions should also include impact to satisfying transfer pathway, industry requirements. Substituted courses should provide the skills and knowledge specified by the pathway learning outcomes.

Course substitutions should not be processed for students who have earned fewer than 15 credits (at Maricopa or elsewhere).

To pursue a course substitution, students must obtain a course substitution petition from the Admissions and Records office or Academic Advisor. Substitutions must be approved by the Program Department Chair, Program Division Chair, Academic/Occupational Program Director, or designee and the appropriate Instructional Dean. The Department Chair, Division Chair, or Academic/Occupational Program Director will work with other departments as needed for courses outside of the discipline.

If the credits of a substituted course are fewer than the original requirement, the missing credit hours are not granted by a substitution. Students must complete the minimum credit hours required by the award.

Students are encouraged to seek substitutions prior to enrollment in an intended substitute course. Requests for course substitutions and supporting documentation should be submitted as soon as possible when transcripts are reviewed. For assistance, students should meet with an Academic Advisor specific to the declared transfer emphasis. Students seeking Title IV financial aid and veteran benefits for a course substitution must have the substitution approved and processed prior to registering for the substitute course.

See also, Administrative Regulation [3.5 Course Substitution for Students With Documented Disabilities](#).

**ADOPTED through the Administrative Regulations Approval Process, June 24, 2021**

### **2.3.10 Transcripts for Transfer**

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

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

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

**AMENDED through the Administrative Regulation Approval Process, June 5, 2017**

## **COLLEGE ENVIRONMENT**

### **2.4.4 Sexual Harassment Policy (replaced with Administrative Regulation 5.1.16).**

**Administrative Regulation 2.4.4 is rescinded effective August 14, 2020. For cases made prior to August 14, 2020, 2.4.4 applies. Administrative Regulation 2.4.4 has been archived for transitional purposes.**

**RESCINDED by Direct Approval from the Chancellor, August 3, 2020**

### **5.1.8 Policy Prohibiting Harassment**

#### **A. Policy**

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of harassment that is based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information. Such prohibited harassment includes but is not limited to sexual violence, unwelcome sexual advances,

requests for sexual favors, and other verbal and/or physical conduct or communications constituting harassment with regards to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information as defined and otherwise prohibited by state and federal law.

Employee complaints of harassment must be reported to the District Office of Equal Employment and Opportunity.

Harassment based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information violates MCCCCD Policy when the conduct is unwelcome, verbal, or physical conduct that is sufficiently severe, or pervasive that it alters working conditions and creates a hostile environment for employees. The unwelcome behavior may be based on power differentials, the creation of a hostile environment, or retaliation for harassment complaints. Harassment by and between any student or employee (paid, unpaid, or contract), is prohibited by this policy.

Due process is afforded any employee accused of harassment. Upon receipt of a complaint, an immediate preliminary review will be conducted to determine if there is reasonable cause to believe the nondiscrimination policy may have been violated. If so, then a prompt, thorough, impartial investigation will be conducted by the authorized administrator, or designee. If the final decision is that harassment occurred, the college will take immediate action to eliminate the hostile environment, prevent its recurrence, and address its effects. Remedies for the complainant will also be sought. Violations of this policy may result in disciplinary action up to and including termination for employees, sanctions up to and including suspension or expulsion for students, and appropriate sanctions against campus visitors. This policy applies to prohibited conduct that occurs both on and off campus and covers employees, and visitors.

MCCCCD affirms its commitment to supporting the academic and personal freedom of all members of the community. In particular, the policy against harassment shall not be applied in a manner that contradicts the principle of academic freedom: Faculty and other members of the community are entitled to freedom in research, and faculty members are entitled to freedom in the classroom to pursue controversial matters related to their disciplines. However, this right to teach controversial material entails the responsibility that it be carried out in a way that would be judged by peers as not violating the District's non-discrimination policy.

Questions about this policy may be directed to the [MCCCCD EEO/Affirmative Action Office](#).

## **B. Examples of Policy Violations**

It shall be a violation of MCCCCD's Harassment Policy for any employee (paid, unpaid, or contract), student or campus visitor to engage in any unwelcome conduct that is based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information. Such as to:

1. Engage in offensive conduct that is sufficiently severe or pervasive to create a work or academic environment that a reasonable person would consider intimidating, hostile, or abusive. Such conduct must be based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
2. Engage in unwelcome verbal or physical conduct, including intimidation, ridicule, insult, or comments, when the behavior can reasonably be considered to adversely affect the work or academic environment, or an employment decision based upon the employee's acceptance or rejection of such conduct. Such verbal or physical conduct must be based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information or on their protected activities under applicable non-discrimination laws and policies,
3. Engage in Sexual Harassment, which includes, but is not limited to:
  - A. Make unwelcome sexual advances to another employee (paid, unpaid, or contract), student or campus visitor;
  - B. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;

- C. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way:
  - 1. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
  - 2. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
- D. Engage in verbal or physical conduct of a sexual nature that:
  - 1. Has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or
  - 2. Which creates an intimidating, hostile or offensive work or academic environment;
- E. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCDC property or in connection with any MCCCDC-sponsored activity;
- F. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);
- 4. Engage in other 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), degrading words to describe an individual, offensive comments, suggestive language or jokes, innuendoes, and suggestive objects, print or digital media. Misconduct may include exploitation, stalking, bullying. Such conduct must be based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
- 5. Treat a complainant or witness of harassment in a manner that could dissuade a reasonable person from pursuing or participating in the complaint and investigation. Such treatment must be based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
- 6. Engage in sexual misconduct, including but not limited to:
  - A. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
  - B. Explicit sexual comments by one or more employees about another employee or student, or circulating drawings or other images depicting an employee or student in a sexual manner.
  - C. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another person's sexuality or sexual experience.
  - D. Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the District's education programs and/or activities, including employment. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).
  - E. Sexual Exploitation, which means taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. Examples of behavior that could rise to the level of Sexual Exploitation include:
    - 1. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
    - 2. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
    - 3. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
    - 4. Going beyond the bounds of consent (such as attempting to kiss an employee or student without their consent)

5. Engaging in non-consensual voyeurism;
  6. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
  7. Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals;
  8. Possessing, distributing, viewing or forcing others to view obscenity.
7. All complaints of sexual harassment or sexual misconduct shall be referred promptly to the college Title IX Coordinator (or the District Title IX Coordinator, if the allegations concern a District Office employee), for initial review in determining the appropriate investigation channel.
8. Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be referred by the Title IX Coordinator to the College or District's respective Human Resources Department for investigation and adjudication under this conduct policy.

**AMENDED by Direct Approval from the Chancellor, August 18, 2020**

**AMENDED by Direct Approval from the Chancellor, April 8, 2020**

**AMENDED by the Administrative Regulations Approval Process, January 2, 2020**

#### **5.1.9 Additional Policy Violations**

Mandatory Reporters (as defined in Administrative Regulation 5.1.16) must report allegations of sexual harassment/assault (whether reported by the person who is the subject of the sexual harassment or a witness) to an Official with Authority or the Title IX Coordinator (as defined in Administrative Regulation 5.1.16). Failure to report to an Official with Authority or the Title IX Coordinator is a policy violation subject to discipline up to and including dismissal.

Campus Security Authority (CSAs) are mandatory reporters under the Cleary Act. Failure to report is a policy violation subject to discipline up to and including dismissal.

Mandatory Reporters are expected to report harassment/discrimination (whether reported by the person who is the subject of the sexual harassment or a witness) based on 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. Failure to report may be a policy violation subject to discipline up to and including dismissal.

**AMENDED by Direct Approval from the Chancellor, November 16, 2020**

**AMENDED by the Administrative Regulations Approval Process, January 2, 2020**

#### **5.1.10 Responsibility for Policy Enforcement**

Employees and students must avoid offensive or inappropriate harassing behavior based on 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 at work or in the academic environment (in and out of the classroom).

Employees and students are encouraged (but not required) to inform perceived offenders of this policy and that the commentary/conduct is offensive and unwelcome.

**AMENDED by the Administrative Regulations Approval Process, January 2, 2020**

#### **5.1.11 Complaints**

##### **1. Employees**

Employees who experience 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 County Community College District (MCCCD) Equal Employment Opportunity/Affirmative Action Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any

reason is uncomfortable in dealing with their immediate supervisor, the employee may go directly to the MCCCCD EEO/AA Office.

## 2. **Students**

Students who experience sexual harassment or sexual assault in a school's education program and activities (by a faculty member, administrator, staff, campus visitor or other student) are urged to report such conduct to the designated Title IX Coordinator, of which there is one for each MCCCCD college. A student may also contact the MCCCCD EEO/AA Office to obtain the name and phone number of the college official designated to respond to harassment complaints based on 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.

## 3. **General**

- A. Complaints by employees will be investigated according to procedures established by the MCCCCD EEO/AA Office. Copies of these procedures may be obtained on the District website and the MCCCCD EEO/AA Office.
- B. Complaints by students will be investigated according to the procedures established in the College Environment section of the Administrative Regulations (AR 2.4). Copies of these procedures are posted on the District website.
- C. All complaints will be investigated in a prompt, thorough, and impartial manner.
- D. Where investigation confirms the allegations, appropriate, response action will be taken by the college/center/MCCCCD.

**AMENDED by the Administrative Regulations Approval Process, January 2, 2020**

### **5.1.12 Confidentiality**

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with the Maricopa County Community College District's (MCCCCD) legal obligation to investigate and resolve issues of discrimination and harassment based on one's protected class status as outlined in law and in MCCCCD policy. The MCCCCD cannot promise complete confidentiality.

**AMENDED by the Administrative Regulations Approval Process, January 2, 2020**

### **5.1.13 Violations of Law**

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under Maricopa County Community College District (MCCCCD) policy. Disciplinary action by MCCCCD 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.

**AMENDED by the Administrative Regulations Approval Process, January 2, 2020**

### **5.1.14 False Statements Prohibited**

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

**AMENDED by the Administrative Regulations Approval Process, January 2, 2020**

### **5.1.15 Retaliation Prohibited**

Retaliation against an employee or student for engaging in protected activity is strictly prohibited. The Maricopa County Community College District (MCCCCD) strictly prohibits taking an adverse action that might deter a reasonable person from participating in activity protected by antidiscrimination laws. Protected activity consists of:

- (a) opposing conduct reasonably believed to constitute discrimination, including harassment which violates a nondiscrimination statute or which MCCCCD policy prohibits;

(b) filing a complaint about such practice; or

(c) testifying, assisting, or participating in any manner in an investigation or other proceeding related to a discrimination complaint.

Retaliatory actions are not limited to formal personnel actions such as termination, demotion, non-promotion, or non-selection. Retaliatory actions are broadly defined as harassing behavior, significant changes to job duties or working conditions, and even threats to take personnel actions based on engaging in protected activity. MCCCCD will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

**AMENDED by the Administrative Regulations Approval Process, January 2, 2020**

## **5.1.16 TITLE IX Sexual Harassment Policy**

### **I. DEFINITIONS**

1. **Actual Knowledge** means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of alleged harassing, discriminatory, and/or retaliatory conduct. Actual knowledge compels the Maricopa County Community College District (MCCCCD) to initiate action.
2. **Advisor** means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if a hearing is held. This individual may be an MCCCCD employee, a member of the community, or attorney (hired and paid for by a party).
3. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.
4. **Formal Complaint** means a document filed with the Title IX Coordinator/signed by a Complainant or signed by the Title IX Coordinator alleging against sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that the MCCCCD investigate the allegation.
5. **Confidential Resource** means an employee who is not a Mandatory Reporter or an Official with Authority (irrespective of Clery Act Campus Security Authority status). At MCCCCD, there is only one confidential resource. This confidential resource is the Ombudsman, who is located in the MCCCCD Office of Public Stewardship.
6. **Day(s)** means a business day when the MCCCCD is in normal operation.
7. **Education program or activity** means locations, events, or circumstances where MCCCCD exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by the MCCCCD.
8. **Final Determination of Responsibility** means a conclusion by preponderance of the evidence that the alleged conduct occurred, or did not occur, and whether it did, or did not, violate policy.
9. **Formal Grievance Process** means a method of formal resolution designated by MCCCCD to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
10. **Grievance Process Pool** means any investigators, appeal officers, hearing administrators, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
11. **Hearing Decision-maker** means a person who has decision-making and sanctioning authority within the MCCCCD's Formal Title IX Grievance process.
12. **Investigator** means the person or persons charged by MCCCCD with gathering facts about an alleged violation of this policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
13. **Mandatory Reporter** means an employee of MCCCCD who is obligated by policy to share

knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. Mandatory reporters do not convey actual knowledge to the MCCCCD. Mandatory Reporter under this policy does not diminish the requirement under Arizona state law to report alleged or suspected child abuse, elder abuse, and/or abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandatory reporter responsibility in this policy.

14. **Official with Authority (OWA)** means an employee of the MCCCCD explicitly vested with the responsibility to implement corrective measures for harassment and/or retaliation on behalf of the MCCCCD. Notice to an OWA of an allegation of sexual harassment as defined in this policy conveys actual knowledge to the MCCCCD and triggers a responsibility to act.
15. **Parties** include the Complainant(s) and Respondent(s), collectively.
16. **Promptness** means the time period in which allegations are acted upon once MCCCCD has received notice or a formal complaint. Typically, complaints can take 60-90 business days to resolve. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but MCCCCD will avoid all undue delays within its control.
17. **Remedies** means post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to MCCCCD's educational program.
18. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity. When the Respondent is a member of the MCCCCD community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the MCCCCD community.
19. **Resolution** means the result of an informal or formal grievance process.
20. **Sanction** means a consequence imposed by MCCCCD on a Respondent who is found to have violated this policy.
21. **Sexual Harassment** means the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence.
22. **Title IX Coordinator** is at least one official designated by MCCCCD to ensure compliance with Title IX and the MCCCCD's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.
23. **Student** means any individual who is registered or enrolled for credit or non-credit bearing coursework, camps and other District-sponsored programs or activities, and who maintains an ongoing relationship with the MCCCCD, which means the student is on leave (medical, administrative, or other documented leave of absence), but is not registered or taking classes at the time of the complaint being filed.
24. **Title IX Team** refers to the Title IX Coordinator, any deputy coordinators, and any member(s) of the Grievance Process Pool.

## II. RATIONALE FOR POLICY

MCCCCD is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sexual harassment, discrimination on the basis of sex, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, MCCCCD has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of sexual harassment, and for allegations of retaliation. MCCCCD values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

## III. TITLE IX COORDINATOR

Each MCCCCD college has a designated Title IX Coordinator who oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating MCCCCD's efforts related to the intake, investigation,

resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The names and contact information for each college Title IX Coordinator can be found on the following page: <https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators>. It is the responsibility of each of the MCCCDColleges' Vice Presidents of Student Affairs to ensure this list is up-to-date with correct information. The college Title IX Coordinators must act with independence and authority free from bias and conflicts of interest.

To raise any concern involving bias or conflict of interest by the college Title IX Coordinator, contact the Compliance Office in the Office of General Counsel by emailing [compliance@domail.maricopa.edu](mailto:compliance@domail.maricopa.edu). Concerns of bias or a potential conflict of interest by any other Title IX team member should be raised with the respective college Title IX Coordinator.

Reports of misconduct or discrimination committed by the college Title IX Coordinator should be reported to the college Human Resources Department. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the respective college Title IX Coordinator.

#### **IV. OFFICIALS WITH AUTHORITY AND MANDATORY REPORTERS**

##### **OFFICIALS WITH AUTHORITY**

MCCCDCollege has determined that the following administrators are Officials with Authority to address and correct sexual harassment and/or retaliation. In addition to the Title IX team members listed in Section 1. Definitions, these Officials with Authority listed below may also accept notice or complaints on behalf of the MCCCDCollege. Knowledge on the part of an Official with Authority conveys actual knowledge to the MCCCDCollege.

1. College/District Title IX Coordinator
2. Chancellor
3. Provost
4. General Counsel and Associate General Counsels
5. Chief Human Resources Officer
6. Chief Executive Officer
7. College Presidents
8. College Vice Presidents (at all levels)
9. Associate Vice Chancellors
10. Law enforcement
11. Athletic Directors
12. Directors (in any administrative area of a college or the District)

##### **MANDATORY REPORTERS**

The following classification of employees are mandatory reporters and are required to report actual or suspected discrimination or harassment to the respective college Title IX Coordinator or to the District Compliance Office for District employees. A Complainant who expects formal action in response to their allegations, but does not wish to contact the Title IX Coordinator should report their allegations to any mandatory reporter who can connect them with resources to report crimes and/or policy violations. Mandatory reporters will, within twenty-four (24) hours, refer reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action. Mandatory reporters must promptly (within twenty-four (24) hours) share with the Title IX Coordinator all known details of a report made to them in the course of their employment. The persons occupying the following positions are mandatory reporters. Knowledge to a mandatory reporter does not convey actual knowledge to the MCCCDCollege.

1. Chancellor
2. Provost
3. General Counsel
4. Chief Human Resources Officer
5. Chief Workforce and Economic Development Officer

6. Chief Executive Officer
7. College Presidents
8. Associate Vice Chancellors
9. Director of Communications
10. Associate General Counsels
11. Supervisors/Managers/Directors (but not including division or department chairs)
12. College Vice Presidents, at all levels
13. Deans, at all levels
14. Athletic Directors/Coaches/Trainers
15. Law enforcement

### **Anonymous Notice to Mandated Reporters**

A Complainant may request that the mandatory reporter provide notice to the Title IX Coordinator anonymously, without identification of the Complainant. A mandatory reporter cannot remain anonymous themselves. The MCCCDC will investigate matters in which anonymous notice has been given to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notice typically limits the MCCCDC's ability to investigate, respond, and provide remedies, depending on what information is shared. When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a mandatory reporter, but all other details of the alleged incident(s) must be shared with the Title IX Coordinator. Supportive measures may be offered to the Complainant as the result of such disclosures without formal MCCCDC action.

Failure of a mandatory reporter to report an incident of harassment or discrimination of which they become aware is a violation of MCCCDC policy and the mandatory reporter may be subject to disciplinary action, up to and including termination, for failure to comply.

### **V. CONFIDENTIAL RESOURCES AND FEDERAL RESOURCES**

A Complainant who wants to keep the details of an incident confidential may speak with:

- On-campus (Maricopa Community Colleges District Office) Office of Public Stewardship
- Off-campus (non-employees):
  - Licensed professional counselors and other medical providers
  - Local rape crisis counselors
  - Domestic violence resources
  - Local or state assistance agencies
  - Clergy/Chaplains
  - Attorneys

The Office of Public Stewardship will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client.

External Inquiries may also be made to:

Office for Civil Rights,

#### ***Denver Office***

U.S. Department of Education

Cesar E. Chavez Memorial Building

1244 Speer Boulevard, Suite 310

Denver, CO 80204-3582

Telephone: (303) 844-5695

Facsimile: (303) 844-4303

Email: OCR.Denver@ed.gov

## **VI. NOTICE/COMPLAINTS OF DISCRIMINATION, HARASSMENT, AND/OR RETALIATION**

Notice or complaints of discrimination, harassment, and/or retaliation in violation of this policy may be made using any of the following options:

1) File a complaint with, or give verbal notice to, a college Title IX Coordinator or an Official with Authority. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed. Title IX Coordinators can be found on the following page: <https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators>. It is the responsibility of each of the MCCCDCollege's Vice President of Student Affairs to ensure this list is up to date with correct information.

2) Report online, using the reporting form posted at <https://district.maricopa.edu/consumer-information/reporting>. Anonymous reports are accepted, but can give rise to a need to investigate. The MCCCDCollege tries to provide supportive measures to all Complainants, which is impossible with an anonymous report when the name of the Complainant is not shared in the report. Since anonymous reporting carries no obligation to initiate a formal response and since the MCCCDCollege respects a Complainant's requests to dismiss complaints, unless there is a compelling threat to health and/or safety, the matter will be dismissed.

A formal complaint is a document filed and signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the MCCCDCollege investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the MCCCDCollege) that contains the Complainant's physical or digital signature, which can include the Complainant's name on the email, or otherwise indicates that the Complainant is the person filing the complaint.

The Title IX Coordinator will contact the Complainant regarding any notice that is submitted in a form that does not comply with these requirements to ensure that it is filed correctly.

## **VII. SUPPORTIVE MEASURES**

MCCCDCollege will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the MCCCDCollege's education program or activity, including measures designed to protect the safety of all parties, the MCCCDCollege's educational environment, and/or deter sexual harassment, discrimination on the basis of sex, and/or retaliation.

The Title IX Coordinator shall make supportive measures available to the parties upon receiving notice of allegations or a formal complaint. There is no statute of limitations for filing a Title IX Complaint. The Title IX Coordinator works with the Complainant to ensure their wishes are considered with respect to the planned and implemented supportive measures.

The MCCCDCollege will maintain the privacy of the supportive measures, provided that maintaining privacy does not impair the MCCCDCollege's ability to provide the supportive measures. MCCCDCollege will act to ensure as minimal an academic impact on the parties as possible. The MCCCDCollege will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

1. Referral to counseling, medical, and/or other healthcare services
2. Referral to the Employee Assistance Program
3. Referral to community-based service providers
4. In-house visa and immigration assistance
5. Student financial aid counseling
6. Education to the community or community subgroup(s)

7. Altering work arrangements for employees or student-employees
8. Safety planning
9. Providing campus safety escorts
10. Implementing contact limitations (no contact orders) between the parties
11. Academic support, extensions of deadlines, or other course/program-related adjustments
12. Trespass orders, when applicable
13. Timely warnings under the Clery Act
14. Class schedule modifications, withdrawals, or leaves of absence
15. Increased security and monitoring of certain areas of the campus
16. Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement and further discipline, as is necessary.

### **VIII. EMERGENCY REMOVAL**

MCCCD can act to remove a Respondent entirely or partially from its education program/activities or MCCCCD employment on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the college or District Behavioral Intervention Team (also known as BIT/BAT/TAT/CARE, etc.) using its standard objective violence risk assessment procedures.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion from the MCCCCD or termination from employment.

In all cases where an emergency removal is imposed:

1. The Respondent will be given written notice of the action. In the written notice will be the option to request to meet with the Title IX Coordinator as soon as reasonably possible, to show cause as to why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the underlying Title IX allegations, but rather an administrative process intended to determine solely whether the emergency removal is appropriate.
2. The Respondent has three (3) days after the receipt of the emergency removal to request a meeting with the Title IX Coordinator. If the Respondent does not make such a request within the three (3) day time period, objection to the emergency removal is deemed waived.
3. The Respondent may be accompanied by an Advisor of their choosing in the Show Cause administrative meeting with the Title IX Coordinator.
4. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation. Such summary will be included in the notification letter regarding the emergency removal.
5. The Title IX Coordinator will issue a Show Cause Meeting Determination letter to the Respondent within two (2) days of the meeting taking place.
6. There is no appeal process for emergency removal decisions.
7. A Complainant and their Advisor may be permitted to participate in this meeting, as it is equitable to do so.
8. MCCCCD will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns.

**For additional information regarding emergency removals, please see [Emergency Removals](#).**

### **IX. PRIVACY**

Every effort is made by the MCCCCD to preserve the privacy of a report under this policy.

**For additional information regarding privacy and confidentiality under this policy, please see [Privacy and Confidentiality](#).**

## **X. JURISDICTION**

This policy applies to all MCCCDC educational programs and activities, and to conduct that takes place on the campus or on property owned or controlled by the MCCCDC, at MCCCDC-sponsored events, or in buildings owned or controlled by MCCCDC's recognized student organizations. The Respondent must be a member of MCCCDC's community in order for its policies to apply. Nevertheless, even when the Respondent is not a member of the MCCCDC's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

This policy applies to the effects of off-campus misconduct that effectively deprive someone of access to MCCCDC's educational programs. The MCCCDC may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial MCCCDC interest.

Regardless of where the conduct occurred, the MCCCDC will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity.

A Title IX Coordinator may be able to provide guidance for a student or employee Complainant who experiences sexual harassment/discrimination in an externship, study abroad program, or other environment external to the MCCCDC under the MCCCDC's Student Conduct Code or employee conduct or nondiscrimination policies.

**For additional information regarding the MCCCDC jurisdiction over Title IX matters, please see [Jurisdiction](#).**

## **XI. TIME LIMITS ON REPORTING**

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the MCCCDC's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator (except in cases where mandatory dismissal is required), who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

The MCCCDC will apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of the notice of alleged misconduct or complaint of sexual harassment.

## **XII. ONLINE HARASSMENT AND MISCONDUCT**

This policy is written and should be interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the MCCCDC's education programs and activities or use MCCCDC networks, technology, or equipment.

When harassing communications made on websites, social media, and other venues not controlled by the MCCCDC are reported to the MCCCDC pursuant to this policy the MCCCDC will attempt to address and mitigate the effects of such communications. Any online postings or other electronic communication by students and employees, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the MCCCDC's control (e.g., not on MCCCDC networks, websites, or between MCCCDC email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption to the student's educational pursuit of MCCCDC's educational programs and/or activities.

Off-campus harassing speech by employees, whether online or in person, may be regulated by the MCCCDC only when such speech is made in an employee's official or work-related capacity, including where the speaker holds themselves out as employees of an MCCCDC college or District office. Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech will not be subjected to discipline.

## **XIII. TITLE IX SEXUAL HARASSMENT**

MCCCD has adopted the following definition of Title IX Sexual Harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment/discrimination, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

- 1) Quid Pro Quo:
  - a. an employee of the MCCCD,
  - b. conditions the provision of an aid, benefit, or service of the MCCCD,
  - c. on an individual's participation in unwelcome sexual conduct; and/or
- 2) Sexual Harassment:
  - a. unwelcome conduct,
  - b. determined by a reasonable person,
  - c. to be so severe, and
  - d. pervasive, and,
  - e. objectively offensive,
  - f. that it effectively denies a person equal access to the MCCCD's education program or activity. Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.
- 3) Sexual assault, defined as:
  - a) Sex Offenses, Forcible:
    - i) Any sexual act directed against another person,
    - ii) without the consent of the Complainant,
    - iii) including instances in which the Complainant is incapable of giving consent.
  - b) Forcible Rape:
    - i) Penetration,
    - ii) no matter how slight,
    - iii) of the vagina or anus with any body part or object, or
    - iv) oral penetration by a sex organ of another person,
    - v) without the consent of the Complainant.
  - c) Forcible Sodomy:
    - i) Oral or anal sexual intercourse with another person,
    - ii) forcibly,
    - iii) and/or against that person's will (non-consensually), or
    - iv) not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age (under the age of 18) or because of temporary or permanent mental or physical incapacity.
  - d) Sexual Assault with an Object:
    - i) The use of an object or instrument to penetrate,
    - ii) however slightly,
    - iii) the genital or anal opening of the body of another person,
    - iv) forcibly,
    - v) and/or against that person's will (non-consensually),
    - vi) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

- e) Forcible Fondling:
    - i) The touching of the private body parts of another person (buttocks, groin, breasts),
    - ii) for the purpose of sexual gratification,
    - iii) forcibly,
    - iv) and/or against that person's will (non-consensually),
    - v) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  - f) Sex Offenses, Non-forcible:
    - i) Incest:
      - 1) Non-forcible sexual intercourse,
      - 2) between persons who are related to each other,
      - 3) within the degrees wherein marriage is prohibited by Arizona law.
    - ii) Statutory Rape:
      - 1) Non-forcible sexual intercourse,
      - 2) with a person who is under the Arizona statutory age of consent, which is the age of 18 years old.
- 4) Dating Violence, defined as:
- a. violence,
  - b. on the basis of sex,
  - c. committed by a person,
  - d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
    - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition
    - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - iii. Dating violence does not include acts covered under the definition of domestic violence.
- 5) Domestic Violence, defined as:
- a. violence,
  - b. on the basis of sex,
  - c. committed by a current or former spouse or intimate partner of the Complainant,
  - d. by a person with whom the Complainant shares a child in common, or
  - e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
  - f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the state of Arizona or
  - g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the state of Arizona.

To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

- 6) Stalking, defined as:
- a. engaging in a course of conduct,
  - b. on the basis of sex,
  - c. directed at a specific person, that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress.
- For the purposes of this definition—

- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

MCCCD reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

**Force, Coercion, Consent, and Incapacitation:**

As used in the offenses above, the following definitions apply:

**Force:** Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent.

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

**Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point may be coercive.

**Consent is:**

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity. No one under the age of consent in Arizona, specifically, 18 years old, can consent to sexual activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the MCCCCD to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

**Incapacitation:** Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

#### **XIV. RETALIATION**

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The MCCCCD is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for the MCCCCD or any member of MCCCCD’s community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charges against an individual for Student Conduct Code violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The following do not constitute retaliation under this policy:

1. The exercise of rights protected under the First Amendment.
2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure. A determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

**For additional information on prohibited retaliation, please see [Retaliation](#).**

#### **XV. WHEN A COMPLAINANT DOES NOT WISH TO PROCEED**

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether the MCCCCD proceeds when the complainant does not wish to do so. The Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment. The Title IX Coordinator's decision to sign a formal complaint should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires the MCCCCD to pursue formal action to protect the community.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy. The Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow the MCCCCD to honor that request, the MCCCCD will offer supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by the MCCCCD, and to have the incidents investigated and properly resolved through these procedures.

#### **XVI. FEDERAL TIMELY WARNING OBLIGATIONS**

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, MCCCCD must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

MCCCCD will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

#### **XVII. FALSE ALLEGATIONS AND EVIDENCE**

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be referred to either the Student Conduct Code or employee conduct policies for appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an investigator or hearing Decision-maker will be subject to discipline under the appropriate student or employee policy as well as under this policy for providing false testimony.

#### **XVIII. AMNESTY FOR COMPLAINANTS AND WITNESSES**

The MCCCCD community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to MCCCCD officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the MCCCCD community that Complainants choose to report misconduct to MCCCCD officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process. To encourage reporting and participation in the process, MCCCCD maintains a policy of offering parties and witnesses amnesty from minor policy violations, such as underage consumption of alcohol or the use of illicit drugs related to the incident being reported.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. A decision not to offer amnesty to a Respondent should not be based on sex nor gender, but should take into account the rationale for amnesty. The incentive to report serious misconduct is rarely applicable to Respondents with respect to a Complainant.

MCCCD maintains a policy of amnesty for students who offer help to others in need via bystander intervention. While policy violations cannot be overlooked, MCCCD may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

## **XIX. FEDERAL STATISTICAL REPORTING OBLIGATIONS**

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b) Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- c) VAWA based crimes, which include sexual assault, domestic violence, dating violence, and stalking (VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040); and
- d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: presidents, vice-presidents, student affairs/student conduct staff, campus law enforcement/public safety, local police, coaches, athletic directors, student activities staff, human resources staff, Advisors to student organizations, and any other official with significant responsibility for student and campus activities.

## **XX. ALLEGED VIOLATIONS OF THE TITLE IX POLICY**

### **1. Overview**

MCCCD will act on any formal or informal notice/complaint of violation of the Title IX Sexual Harassment policy (“the Policy”) that is received by the Title IX Coordinator or any other Official with Authority by applying these procedures.

The procedures below apply **only** to qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined in Section XIII) involving MCCCD students, staff, administrator, or faculty members.

Unionized/other categorized employees are subject to the terms of their agreements/employees’ rights to the extent those agreements do not conflict with this policy.

### **2. Notice/Complaint**

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of this Policy, MCCCD will initiate a prompt initial assessment to determine the next steps. The Title IX Coordinator will initiate at least one of three responses:

- 1) Offering supportive measures because the Complainant does not want to proceed formally;
- 2) Offering supportive measures and initiating an informal resolution; or
- 3) Offering supportive measures and initiating a Formal Grievance Process including an investigation and a hearing to determine whether or not the Policy has been violated.

### **3. Initial Assessment**

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator (or designee) will engage in an initial assessment, which is typically one (1) to five (5) business days in duration.

**For more information related to the Initial Assessment, please see [The Investigative Process](#).**

#### **4. Emergency Removal**

In the event an emergency removal is considered, the Title IX Coordinator will follow the procedures outlined in Section VIII of this policy.

#### **5. Dismissal (Mandatory and Discretionary)**

Mandatory Dismissal: The Title IX Coordinator **must** dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Policy hereinabove, even if proved; and/or
- 2) The conduct did not occur in an educational program or activity controlled by MCCCCD (including buildings or property controlled by recognized student organizations), and/or MCCCCD does not have control of the Respondent; and/or
- 3) The conduct did not occur against a person in the United States.

Any conduct alleged in the formal complaint that is dismissed under the first (1st) provision above will be referred by the Title IX Coordinator to the Student Code of Conduct administrator (for student Respondents) or the college or district Human Resources administrator (for employee/third party Respondents). Referrals shall take place within three (3) days of the date of the Dismissal Letter being mailed to the parties.

Discretionary Dismissal: The Title IX Coordinator **may** choose to dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it; or
- 2) The Respondent is no longer enrolled in or employed by the MCCCCD; or
- 3) Specific circumstances prevent MCCCCD from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, MCCCCD will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

Both mandatory and discretionary dismissal decisions are appealable by any party under the procedures for appeal below.

#### **6. Counterclaims**

MCCCCD is obligated to ensure that the grievance process is not abused for retaliatory purposes. MCCCCD permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims made with retaliatory intent will not be permitted and may constitute a violation of this policy.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator.

## **7. Right to an Advisor**

The parties may each have an Advisor of their choice. The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the MCCCCD community. The Advisor may be present with the Complainant or Respondent for all of their meetings and interviews within the resolution process, if they so choose.

The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available. "Available" means the party agrees to act as Advisor and has no conflict of interest in doing so. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker.

If the parties choose an Advisor from the pool available from the MCCCCD, the Advisor will be trained by the MCCCCD and be familiar with the MCCCCD's resolution process. If the parties choose an Advisor from outside the pool of those identified by the MCCCCD, the Advisor may not have been trained by the MCCCCD and may not be familiar with MCCCCD policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing. If either party chooses not to have an Advisor present in the initial stages of the resolution process, this choice will be documented in the record of the case.

**For more information regarding the training received by an Advisor, please see [Advisors FAQ](#).**

### **a. Advisors in Hearings/MCCCCD-Appointed Advisor**

Under U.S. Department of Education regulations applicable to Title IX, cross-examination is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for a hearing, MCCCCD will appoint a trained Advisor for the limited purpose of conducting cross-examination.

A party may reject this appointment and choose their own Advisor, but they may not proceed with the hearing without an Advisor. If the party's Advisor will not conduct cross-examination, MCCCCD will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses may also be conducted by the Decision-maker during the hearing.

### **b. Pre-Interview Meetings**

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. In order for a pre-interview meeting to be held it must be requested by the Advisor. This pre-meeting allows Advisors to clarify and understand their role and MCCCCD's policies and procedures. A pre-interview meeting is not mandatory.

### **c. Advisor Violations of MCCCCD Policy**

All Advisors are subject to the same MCCCCD policies and procedures, whether they are attorneys or not. Advisors are expected to advise without disrupting proceedings. Advisors may not address MCCCCD officials in a meeting or interview unless invited to do so (e.g., asking procedural questions). The Advisor may not speak on behalf of their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the investigator(s) or other Decision-maker except during a hearing proceeding, during cross-examination.

The parties are expected to respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If an Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

#### **d. Sharing Information with the Advisor**

Parties may share documentation and evidentiary information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

MCCCD also provides a consent form (FERPA authorization to release) that authorizes the MCCCD to share such information directly with a party's Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before MCCCD is able to share records with an Advisor.

The MCCCD will not comply with any party's request that all communications be made through their attorney Advisor.

#### **e. Privacy of Records Shared with Advisor**

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by MCCCD. MCCCD may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the MCCCD's privacy expectations.

#### **f. Expectations of an Advisor**

The MCCCD expects an Advisor to adjust their schedule to allow them to attend MCCCD meetings when planned. At the sole discretion of the Title IX Coordinator, scheduled meetings may be changed to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay. A Title IX Coordinator's decision as to whether to change meeting dates and times is final.

MCCCD may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

#### **g. Expectations of the Parties with Respect to Advisors**

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

### **8. Resolution Processes**

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with MCCCD policy. While there is an expectation of privacy

around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. MCCCCD encourages parties to discuss this topic with their Advisors before doing so.

## **9. Formal Grievance Process**

The Formal Grievance Process relies on a pool of administrators (“the Pool”) to carry out the process. Members of the Pool are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees. They are also listed in the Annual Title IX Report published by the Title IX Office.

**For more information regarding the Formal Grievance Pool—including selection, training, and responsibilities—please see [Formal Grievance Pool](#).**

## **10. Formal Grievance Process: Notice of Investigation and Allegations**

The Title IX Coordinator will provide written notice of allegations (the “NOA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOA is also copied to the Complainant, who is to be given advance notice of when the NOA will be delivered to the Respondent.

The NOA will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that the MCCCCD presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about the MCCCCD’s policy on retaliation,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that the MCCCCD’s policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A suggested date and time for an initial meeting (proper time will be given to allow for the selection of an Advisor)
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and will be sent via electronic mail to the MCCCCD-issued email account and mailed via regular mail to the local or permanent address as indicated in official MCCCCD records. Notice is presumed to have been given upon emailing the NOA to the Respondent’s MCCCCD-owned email address. The NOA will also be placed in regular mail, postage pre-paid.

## **11. Resolution Timeline**

The MCCCCD will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day

time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

### **12. Appointment of Investigators**

Once the decision to commence a formal investigation is made, the Title IX Coordinator shall appoint a team of two (2) investigators to investigate the allegations. Appointment of investigators typically occurs within two (2) business days of determining that an investigation should proceed.

### **13. Ensuring Impartiality**

Any individual materially involved in the administration of the resolution process may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent. The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. The Title IX Coordinator's decision allegations of bias or conflict of interest is final.

The Formal Grievance Process involves an objective evaluation of all relevant inculpatory and exculpatory evidence obtained. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

A Respondent is presumed not to be responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable preponderance of the evidence standard.

### **14. Delays in the Investigation Process and Interactions with Law Enforcement**

The MCCCCD may undertake a short delay in its investigation (several days) if the following circumstances require: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions, or such circumstances as determined by the Title IX Coordinator in their sole discretion.

The MCCCCD will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The MCCCCD will promptly resume its investigation and resolution process as soon as feasible. During such a delay, MCCCCD will implement supportive measures, as deemed appropriate.

The MCCCCD's action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

### **15. The Investigation Process**

All investigations should be thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary. Either party may submit a written statement to the Title IX Coordinator outlining their position on the allegations.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses (at their own expense), and to fully review and respond to all evidence on the record.

**For additional information regarding steps in the investigative process, please see [Investigative Process](#).**

### **16. Role and Participation of Witnesses in the Investigation**

Witnesses (as distinguished from the parties) who are employees or students of the MCCCCD are expected to cooperate with and participate in the MCCCCD's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of this policy and may warrant discipline.

While in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. MCCCCD will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in addition to being interviewed. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence.

### **17. Recording of Interviews**

No audio or video recording of any kind is permitted during investigation meetings.

### **18. Evidentiary Considerations in the Investigation**

The investigation does not consider:

- 1) incidents not directly related to the possible violation, unless they evidence a pattern;
- 2) the character of the parties; or
- 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

### **19. Referral for Hearing**

The Title IX Coordinator will refer the matter for a hearing, once the final investigative report is shared with the parties.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation, when the final investigation report is made available to the Parties and the Decision-maker for review and comment, unless all parties, and the Decision-maker agrees to an expedited timeline. This agreement must be in writing.

The Title IX Coordinator will select a Decision-maker that is hired from a list of approved attorneys for any hearing held under the Title IX policy.

### **20. Hearing Decision-maker Composition**

The MCCCCD will designate a single decision-maker. The single Decision-maker will also be the Chair of the hearing. The Decision-maker will not have had any previous involvement with the investigation. The Decision-maker is an out-sourced position. The Decision-maker will not be an MCCCCD employee. The Decision-maker will have had no previous involvement in the matter at hand.

### **21. Evidentiary Considerations in the Hearing**

Any evidence that the Decision-maker determines is relevant and credible may be considered. The hearing does not consider:

- 1) incidents not directly related to the possible violation, unless they evidence a pattern;
- 2) the character of the parties; or
- 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process.

The parties, if they so choose, may submit a written impact statement prior to the hearing for the consideration of the Decision-maker at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker renders a determination based on the preponderance of the evidence--whether it is more likely than not that the Respondent violated the policy as alleged.

## **22. Notice of Hearing**

No less than ten (10) business days prior to the hearing, the Title IX Coordinator will send notice of the hearing to the parties via email to the individual MCCCCD-issued email address. Once emailed, notice will be presumptively delivered.

The notice will contain:

1. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
2. The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. Thoroughness and fairness are the primary FOCI of any Title IX hearing process. Hearings are generally scheduled for two (2) hours, but can be extended, as needed at the discretion of the Decision-maker, to ensure that both parties are able to present the information relevant to their position. (e.g., complicated fact pattern, numerous witnesses, etc.).
3. Any technology that will be used to facilitate the hearing.
4. A list of all those who will attend the hearing, along with an invitation to object to the Decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
5. Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
6. A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-maker. For compelling reasons, the Decision-maker may reschedule the hearing.
7. Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the MCCCCD will appoint one. Each party must have an Advisor present. There are no exceptions.
8. An invitation to each party to submit to the Decision-maker an impact statement. Pre-hearing that the Decision-maker will review during any sanction determination.
9. An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
10. Direction that the parties may not bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the MCCCCD and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this policy is not in good standing to graduate.

## **23. Virtual Hearings**

All hearings will occur virtually by use of technology, specifically WebEx or Zoom technology. Each party will be located in a separate room from the Decision-maker, but will be able to see and hear each other. Witnesses will testify in the same room as the Decision-maker, but not the room where the parties and their Advisors sit. The Title IX Coordinator will arrange to use technology to allow remote testimony without compromising the fairness of the hearing.

## **24. Pre-Hearing Preparation**

The Decision-maker, or designee, after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing. During the ten (10) business day period prior to the hearing, the parties have the opportunity to review and comment on the final investigation report and available evidence.

The Decision-maker, or designee will also provide the parties a copy of the pre-hearing preparation checklist/document. A copy of the pre-hearing preparation checklist/document may be found on the MCCCCD's Title IX webpage: <https://district.maricopa.edu/consumer-information/title-ix/>

## **25. Hearing Procedures**

At the hearing, the Decision-maker has the authority to hear and make determinations on all allegations of sexual harassment and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the Title IX policy.

Participants at the hearing will include the Decision-maker, the hearing facilitator, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, the Title IX Coordinator and anyone providing authorized accommodations or assistive services.

The Decision-maker will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Decision-maker will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker and the parties and will then be excused from attendance.

## **26. Joint Hearings**

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the parties may agree to hear the allegations jointly. All parties must agree to a joint hearing. If one party does not agree, the default will be to hold the hearings separately.

In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

## **27. Refusal to Submit to Cross-Examination and Inferences**

The Decision-maker may not rely on any prior statement made by any party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility, if that party or witness chooses not to submit to cross-examination at the hearing, by either failing to attend the hearing or by attending but refusing to participate in questioning. The Decision-maker may consider evidence provided that is something other than a statement by such a party or witness.

If the party or witness attends the hearing and answers some, but not all, cross-examination questions, the Decision-maker may rely only on those statements related to the cross-examination questions that they answered. The Decision-maker cannot rely on any portion of a statement related to cross-examination questions that a party or witness refused to answer. Except that, a Decision-maker can rely on statements that are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), even if the party who allegedly made the statements refuses to attend the hearing or submit to cross-examination.

The Decision-maker may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-maker may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for

cross-examination is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party's Advisor of choice refuses to comply with MCCCDC's established rules of decorum for the hearing, MCCCDC may require the party to use a different Advisor. If a MCCCDC-provided Advisor refuses to comply with the rules of decorum, the Title IX Coordinator may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

### **28. Recording Hearings**

Hearings (but not deliberations) are recorded by MCCCDC for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker, the parties, their Advisors, and appropriate administrators of the MCCCDC will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given a copy or be allowed to make a copy of the recording.

### **29. Deliberation, Decision-making, and Standard of Proof**

The Decision-maker will deliberate alone to determine, by a preponderance of the evidence, whether the Respondent is responsible or not responsible for the policy violation(s) in question. The deliberation period is not to exceed five (5) days. The Decision-maker may consider the previously submitted party impact statements in determining appropriate sanction(s), when there is a finding of responsibility as to one or more of the allegations.

The Decision-maker will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker may--at their discretion--consider the statements, but they are not binding.

The Decision-maker will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions. This report typically should not exceed three (3) to five (5) pages in length and must be submitted electronically to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties in writing of the extension.

### **30. Notice of Outcome**

Using the deliberation statement, the Title IX Coordinator will prepare a Notice of Outcome, which shall include the final determination, rationale, and any applicable sanction(s). The Title IX Coordinator will then provide the Notice of Outcome to the parties and their Advisors within five (5) business days of receiving the Decision-maker's deliberation statement. The Notice of Outcome must be shared with the parties simultaneously.

Notification will be made in writing and will be mailed to the local or permanent address of the parties as indicated in official MCCCDC records, or emailed to the parties' MCCCDC-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

**For more information about the Notice of Outcome Letter, please see [Notice of Outcome](#).**

### **31. Sanctions**

Factors considered when determining a sanction/responsive action may include, but are not limited to:

1. The nature, severity of, and circumstances surrounding the violation(s)
2. The Respondent's disciplinary history
3. Previous allegations or allegations involving similar conduct
4. The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
5. The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
6. The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the

community

7. Any other information deemed relevant by the Decision-maker

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

#### **a. Student Sanctions**

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

1. *Warning*: A formal statement that the conduct was unacceptable and a warning that further violation of any MCCCDC policy, procedure, or directive will result in more severe sanctions/responsive actions.
2. *Required Counseling*: A mandate to meet with and engage in external counseling to better comprehend the misconduct and its effects.
3. *Probation*: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
4. *Suspension*: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at MCCCDC.
5. *Expulsion*: Permanent termination of student status and revocation of rights to be on any MCCCDC campus for any reason or to attend MCCCDC-sponsored events.
6. *Withholding Diploma*: MCCCDC may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
7. *Revocation of Degree*: MCCCDC reserves the right to revoke a degree previously awarded from MCCCDC for fraud, misrepresentation, and/or other violation of MCCCDC policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
8. *Organizational Sanctions*: Deactivation, loss of recognition, loss of some or all privileges (including MCCCDC registration) for a specified period of time.
9. *Other Actions*: In addition to or in place of the above sanctions, MCCCDC may assign any other sanctions as deemed appropriate.

#### **b. Employee Sanctions**

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

1. Warning – Verbal or Written
2. Performance Improvement/Management Process
3. Required Counseling
4. Required Training or Education
5. Probation
6. Loss of Annual Pay Increase
7. Loss of Oversight or Supervisory Responsibility
8. Demotion
9. Suspension with pay
10. Suspension without pay
11. Termination
12. Other Actions: In addition to or in place of the above sanctions, the MCCCDC may assign any other sanctions as deemed appropriate.

### **32. Withdrawal or Resignation While Charges Pending**

Students: If a student is a Respondent in a pending matter alleging a violation of the Title IX policy, the MCCCCD may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the MCCCCD, the resolution process ends, as the MCCCCD no longer has disciplinary jurisdiction over the withdrawn student. A student who withdraws or leaves while the process is pending may not return to any MCCCCD college. Such exclusion applies to all campuses of MCCCCD. A hold will be placed on their ability to be readmitted. They may also be barred from MCCCCD property and/or events.

However, MCCCCD will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

During the resolution process, MCCCCD may put a hold on a responding student's educational record that a disciplinary matter is pending.

Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as MCCCCD no longer has disciplinary jurisdiction over the resigned employee. The employee who resigns with unresolved allegations pending is not eligible for rehire with any MCCCCD or any campus of the MCCCCD, and the records retained by the Title IX Coordinator will reflect that status. Human Resources should also be notified and make the appropriate notation on its list of people who are not permitted to be rehired.

However, MCCCCD will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination.

All MCCCCD responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

### **33. Appeals**

Any party may file a Request for Appeal by submitting such a request in writing to the Title IX Coordinator within five (5) days of the delivery of the Notice of Outcome Letter. Once the five (5) days have passed, the matter will be deemed closed.

The request for appeal will be forwarded to the Provost or Chief Academic Officer for the MCCCCD, acting as the Appeal Chair, for consideration to determine if the request meets the grounds for appeal.

#### **a. Grounds for Appeal**

Appeals are limited to the following grounds:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) An allegation that the Title IX Coordinator, Investigators, or Decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

The Appeal Chair will deny any request for appeal that does not meet the grounds in this policy and will notify the parties and their Advisors in writing of the denial and the rationale. Denials based on lack of grounds shall be communicated to the requesting party within five (5) days of the request for appeal being received by the Appeal Chair.

If any of the grounds in the Request for Appeal meet the grounds in this policy, then the Appeal Chair will:

1. Notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the investigators and/or the original Decision-maker.
2. Provide the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker a copy of the appeal request with the approved grounds outlined.
3. Provide the other party(ies) and their Advisors, the Title IX Coordinator, and when appropriate, the investigators and/or the original Decision-maker five (5) days to submit a response to the portion of the appeal that was approved and involves them.
4. Collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and render a decision in no more than fifteen (15) days from the date the Request for Appeal was filed, barring exigent circumstances. All decisions apply the preponderance of the evidence.
5. Prepare a Notice of Appeal Outcome letter and send it to all parties simultaneously, which includes the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome letter will also outline specific instructions for remand or reconsideration of any sanction imposed by the Decision-maker, which MCCCDC is permitted to share according to state or federal law.

The Notice of Appeal Outcome letter will be mailed to the local or permanent address of the parties as indicated in official institutional records and emailed to the parties' MCCCDC-issued email or otherwise approved account. Notice is presumed to have been made once the letter is emailed.

#### **b. Sanctions Status During the Appeal**

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be continued or reinstated, subject to the supportive measures procedure in Section VII of this policy.

MCCCDC may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

#### **34. Long-Term Remedies/Other Actions**

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

1. Referral to community services including counseling and health services
2. Referral to the Employee Assistance Program
3. Education to the individual and/or the community
4. Permanent alteration of work arrangements for employees
5. Provision of campus safety escorts
6. Climate surveys
7. Policy modification and/or training
8. Implementation of long-term contact limitations between the parties
9. Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by the MCCCDC to the Respondent to ensure that the Respondent did not experience effective denial of educational access.

The MCCCCD will maintain the privacy of any Party subject to any long-term remedies/actions/measures, provided doing so does not impair the MCCCCD's ability to provide these services.

### **35. Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions**

All parties are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker (including the Appeal Chair).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the MCCCCD.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

### **36. Recordkeeping**

MCCCCD will maintain for a period of seven (7) years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to the MCCCCD's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, investigators, Decision-makers, and any person who facilitates an Informal Resolution process. MCCCCD will make these training materials publicly available on MCCCCD's website. (Note: If the MCCCCD does not maintain a website, MCCCCD must make these materials available upon request for inspection by members of the public.); and
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
  - a. The basis for all conclusions that the response was not deliberately indifferent;
  - b. Any measures designed to restore or preserve equal access to the MCCCCD's education program or activity; and
  - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The MCCCCD will also maintain any and all records in accordance with state and federal laws. The MCCCCD will follow the destruction of records policy as outlined by the state of Arizona.

### **37. Disabilities Accommodations in the Resolution Process**

MCCCCD is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the MCCCCD's resolution process. Anyone needing such accommodation should contact the Title IX Coordinator and request the accommodation. The Title IX Coordinator shall seek consultation from the college Disability Resource Services Manager (for students) or Human Resources (for employees).

### **38. Mandatory Training**

This policy requires that annual training for the Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process will include:

1. the definition of sexual harassment under this policy,
2. the scope of the MCCCCD's education program or activity,
3. how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and

4. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Decision-makers will receive annual training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators will receive annual training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

### **39. Revision of this Policy and Procedures**

This policy and procedures supersede any previous policy(ies) addressing Title IX sexual harassment and discrimination. The policy (administrative regulation) will be reviewed and updated as needed by the Title IX Coordinator, in consultation with any other stakeholders deemed necessary by the Title IX Coordinator and upon approval by the Chancellor. MCCCCD reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. District legal may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This policy and procedures are effective August 14, 2020.

ATIXA 2020 ONE POLICY, TWO PROCEDURES MODEL.

USE AND ADAPTATION OF THIS MODEL WITH CITATION TO ATIXA IS PERMITTED THROUGH A LIMITED LICENSE TO MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT ALL OTHER RIGHTS.

**AMENDED by Direct Approval from the Chancellor, September 16, 2020**

**ADOPTED by Direct Approval from the Chancellor, August 3, 2020**

\*\*\*\*\* SECTION TO INCLUDE IN HANDBOOK\*\*\*\*\*

**AMENDED by Direct Approval from the Chancellor, April 1, 2015**

### **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 (MCCCCD), a member college or center, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, citizenship status (including document abuse), sex (including pregnancy and sexual harassment), sexual orientation,

gender identity, age, veteran status, physical or mental disability, or genetic information. The entire college community should act promptly upon receipt of an allegation of conduct that might constitute discrimination. Any member of the college community should refer a person who might be a victim of such conduct to these procedures, as well as to the college officials responsible for conducting an investigation pursuant to these procedures.

Students who believe they are experiencing sexual harassment may submit a complaint under the Sexual Harassment Policy for Students 2.4.4. If a student has been a victim of sexual assault, a complaint may also be filed with College Public Safety (CPS).

All deadlines prescribed for Report, Informal Resolution and Formal Resolution processes may be extended by the Vice President of Student Affairs for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties. Notwithstanding any deadline extension, college officials should take all necessary steps to ensure prompt and equitable resolution of any complaint of discrimination.

Information related to MCCCDC's Discrimination Complaint Procedure for Students is also available from the Office of General Counsel's Office of Public Stewardship at 480-731-8880.

### **Informal Resolution of Discrimination Complaints**

Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person's supervisor or department head. The supervisor or department head will notify the Vice President of Student Affairs who may designate an employee to provide such assistance. If a student alleges discrimination based upon physical or mental disability the Vice President of Student Affairs, who is designated at each college as the ADA/504 Coordinator or the Associate Vice Chancellor of Student Affairs who is designated as the District ADA/504 Coordinator, will assist directly in the informal resolution process. Each Vice President and the Associate Vice Chancellor has knowledge of the ADA/504 regulations applicable to students with disabilities. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.

Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. The college official responsible for this informal resolution process should ensure that the process is concluded promptly. For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the student, the student has the right to file a complaint and to proceed under formal resolution procedures.

### **Formal Resolution of Discrimination Complaints**

A student who contends that unlawful or MCCCDC-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. If a student alleges discrimination based upon physical or mental disability he or she may submit a formal complaint with the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs or designee. The Vice President of Student Affairs or District Associate Vice Chancellor of Student Affairs or designee will accept.

A complaint may be submitted by the student verbally or in writing. A student may also contact the Office of General Counsel to obtain the name and phone number of the college or center official designated to respond to discrimination complaints.

The complaint must identify the action, decision, conduct, or other basis that the student believes is unlawful or MCCCDC prohibited discrimination.

Upon receipt of a complaint, the Vice President of Student Affairs or the Associate Vice Chancellor will notify the college president or provost and the Office of General Counsel.

A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs. Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted. If the student submits a written complaint, the Vice President or the District Associate Vice Chancellor need not share with the respondent the actual form submitted by the student, but may paraphrase the allegations sufficiently to allow the respondent to draft a response.

Respondent must provide a written response to allegations within fifteen (15) calendar days of his or her receipt of the complaint.

After accepting a complaint, the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The interviews will include all witnesses identified by all parties. If the complaint alleges discrimination based upon mental or physical disability the investigator designated by the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs must have knowledge of ADA/504 regulations applicable to students with disabilities. 34 C.F.R. §104.4 et.seq.; 28 C.F.R. §35.130 et. seq. The Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs may serve as complaint investigator. The complaint investigator shall promptly complete the investigation and deliver to the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs the investigator's written findings and the results of the investigation, including summaries of all interviews and all documents received as part of the investigation. In no event shall this occur later than ninety (90) calendar days following receipt of the complaint. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs or the District Vice Chancellor 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 student and respondent along with a copy of the investigator's written findings and the vice president's or District Associate Vice Chancellor's recommendations within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs.

When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures. Both complainant and respondent receive notice of the outcome. The institution will take appropriate steps to prevent further occurrences.

### **Interim Measures**

If a student alleges discrimination based upon physical or mental disability, the District may take interim measures to assist or protect the student during an investigation. Such measures may include academic adjustments, arranging for changes in class schedules, or other appropriate temporary measures.

### **MCCCD Administrative Review Process**

#### **Request for Reconsideration**

A student or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, verbally or in writing, administrative review of the decision by his or her college president or provost. The request for administrative review must state reasons why the complainant or respondent believes the finding was improper. The president or provost will review the results of the investigation and written findings and respond to the

request within ten (10) working days from receipt of the request. If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation. If the president or provost determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will deny the request for administrative review. At this point, the student has exhausted the Internal Discrimination Complaint Procedure.

### **Complaint Process**

Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs in accordance with these Procedures. The Vice President of Student Affairs and any complaint investigator who participates in a complaint resolution pursuant to these Procedures shall administer every resolution process in an impartial manner, and shall fully consider all facts discovered in the course of any investigation before a resolution is reached. Each party in any complaint resolution shall have full opportunity to present all information and documentation the party feels is germane to the complaint. At no time shall a student who has made an allegation of discrimination under these Procedures be asked or required in any way by a college official to engage in any direct confrontation with any person alleged to have committed an act of discrimination. The Vice President shall ensure that every effort is made to obtain information from each witness to every act of alleged discrimination or from any other person possessed of information that is relevant and material to the complaint resolution. The Vice President of Student Affairs shall ensure that all appropriate corrective action that is warranted as a result of any complaint resolution will be taken, and shall employ best efforts to ensure that the college prevents recurrence of discrimination in the future.

### **Maintenance of Documentation**

Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.

### **Right to Assistance**

A student or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

### **Confidentiality of Proceedings**

Every effort will be made by the college and MCCCDC to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCDC's legal obligation to investigate and resolve issues of discrimination.

### **Retaliation Prohibited**

Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action.

### **False Statements Prohibited**

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline.

### **External Filing of Discrimination Complaint**

MCCCD encourages students to use the MCCCD Discrimination Complaint Procedure for students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR)  
Denver Office  
U.S. Department of Education  
Federal Building  
1244 Speer Boulevard, Suite 310  
Denver, Colorado 80204-3582  
Phone: 303-844-5695  
Fax: 303-844-4303  
TDD: 303-844-3417  
E-mail: [OCR\\_Denver@ed.gov](mailto:OCR_Denver@ed.gov)

**AMENDED by Direct Approval from the Chancellor, April 1, 2015**

\*\*\*\*\*END SECTION\*\*\*\*\*

#### **2.4.6 Emissions Control Compliance**

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

#### **2.4.8 Petition Signature Solicitation**

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election.
2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
4. Representatives shall notify the designated official at each college or center 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](#).

#### **2.4.9 Use of College Grounds by Non-MCCCD-Affiliated Users**

In contrast to traditional public forums such as a public square, park, or right of way, Maricopa's campuses are dedicated by law to the purpose of formal education. They are, and have been since their creation, for the use and benefit of prospective and enrolled students, the Maricopa employees who serve them, and those who are invited to campus by members of the College community to attend or participate in sponsored events. The Maricopa County Community College District (MCCCD) has a long history of regulating the time, place, and manner in which expressive activities are conducted on campuses, for the purposes of avoiding disruption or interference with its educational activities, and protecting the rights of the members of the campus community and their invited guests to express themselves and access information. While members of the general community always have been welcome to share their ideas with the

campus community, they are subject to reasonable, content-neutral regulation of the time, place and manner of the event and to the institution's mission-based priorities – including but not limited to the need to provide an environment conducive to teaching and learning.

## **POLICY**

This administrative regulation governs use of the college grounds, defined as the open areas and walkways of the campus by non-MCCCD-affiliated users. Use of college facilities is governed by a separate administrative regulation. Parking lots are not available for events and activities other than those sponsored and authorized by the College president.

Camping is not permitted anywhere on the campuses. Camping is defined as the use of college grounds or facilities for living accommodations or housing purposes such as overnight sleeping or making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), the making of any fire for cooking, lighting or warmth, or the erection or use of tents, motor vehicles, or other structures for living or shelter. These activities constitute camping when it reasonably appears, in light of all the circumstances, the participants conducting these activities intend to use or are using the facilities or grounds for living accommodations or housing, regardless of the duration or other purpose of the use.

Lawful use of college grounds for events or expressive activities by individuals, groups, and organizations may be authorized by college officials when the events and activities are lawful and consistent with the non-profit, educational nature of the campus, authorized and conducted in accordance with MCCCD policies, administrative regulations and priorities, and compliant with reasonable restrictions as to time, place, and manner. The content of the expression will not be a factor in authorizing, locating, or scheduling decisions. However, events and activities will not be permitted to disrupt or obstruct the teaching, research, or administrative functioning of the College by means of physical obstacles and crowds, by the creation of sound or noise that would interfere with teaching, learning, and the conduct of College business, or by any other means. Each College president will designate a Responsible College Official with delegable authority to approve, locate, and schedule use of college grounds.

**Permit Application:** Any non-MCCCD-affiliated organization, group, or individual desiring to use campus grounds for an event or activity must submit a request form to the Responsible College Official in advance of the use date.

If the activities proposed in the application are limited to low-impact, non-commercial activities the request form shall be submitted at least two business days in advance of the expected use date. For purposes of this administrative regulation, "low-impact, non-commercial activities" are defined as: (1) activities that do not seek to sell or promote a product or service for direct or indirect financial gain; (2) activities that are limited to gatherings of five people or less at any given time; and (3) activities that do not involve machinery, temporary structures, tables, chairs, displays or electronic equipment, including amplifiers, or the distribution of food products.

For events that are not low-impact, non-commercial activities, the request form shall be submitted at least seven business days before the expected use. The additional advance time is required to allow the College to prepare for conditions that may affect the flow of foot traffic, involve signs and displays, create crowds, involve significant numbers of participants, or require the use of significant amounts of space and/or use of equipment and resources.

**Designated Areas:** Because each College has a limited amount of outdoor space, activities and events sponsored by non-MCCCD-affiliated users, including speech and literature distribution, shall be restricted to designated areas. For each College, the Responsible College Official shall establish specific designated areas for such activities. A written description of these areas shall be maintained at the office of Student Life and Leadership for each College. Consistent with the goal of providing a healthy, comfortable, and educationally productive environment, the Responsible College Official should attempt to locate the designated areas in prominent locations on campus where there is a likelihood of significant pedestrian traffic. The designated areas shall not be located in building stairways and entryways, parking lots, or congested areas. The Responsible College Official will make every effort to assign users to their requested space when a specific space is desired. However, in order to ensure the potential success of all scheduled events, the College

reserves the right to assign an event or activity to the area the College deems most appropriate in light of the campus capacity, other activities scheduled, and the type of event or activity being planned.

**Use Fees and Proof of Insurance:** To offset the costs associated with the use of college 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 the MCCCD as an additional insured for the anticipated use date.

The fee and proof-of-insurance provisions of this Administrative Regulation shall not be applied to low-impact, non-commercial users. A user may request designation as a low-impact, non-commercial user from the applicable College's Responsible College Official. Any questions or comments about the criteria for approval or denial of such request shall be directed to the District Ombudsman.

**Permits:** The approved request form will describe the location of the authorized activity and any other restrictions specific to the event. Violation of the terms of the permit, District policy, administrative regulation or law shall be grounds for immediate revocation of the permit, and the individual violators and their organizations may be banned from the campus.

**Priorities and Criteria for Approval of Permits:** The content or subject of the proposed expressive activity or event will not affect approval of the application. Availability of space is not guaranteed. Reservations shall be approved on a space-available basis and will be addressed on a first come-first served basis, subject to the following priorities and criteria for the use and scheduling of space on campus grounds:

#### Scheduling Priorities (in order)

1. The use of facilities and grounds for the operations of the College. For example, there are times when the college is unusually crowded by members of the campus community, such as registration and orientation at the beginning of the semester. Other uses may reasonably be precluded during those times.
2. Activities and events sponsored by the College administration.
3. Activities and events sponsored by MCCCD student organizations or employee groups.
4. Activities of non-MCCCD-affiliated individuals and organizations.
5. Commercial advertising or activities.

#### Criteria

1. Capacity of college grounds to accommodate the number of participants at the scheduled time and proposed location.
2. Capacity of College Safety staff to provide security for all events and activities scheduled at the time.
3. Possible interference or conflict with College operations or other scheduled activities and events on the grounds.
4. General feasibility of hosting the event as proposed.

**Other Policies:** This administrative regulation will be applied in conjunction and coordination with all other MCCCD policies and administrative regulations and College processes and procedures, including but not limited to regulations on facilities use, signage, sales of alcohol and/or food, and solicitation of donations.

Specific procedures on how to implement the Use of College Grounds regulation can be found in [Appendix S-15](#).

#### 2.4.10 Children on Campus

Children (younger than 18) may not attend any class unless they are officially registered for the class.

Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

#### 2.4.11 Crime Awareness and Campus Security Act

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

#### 2.4.15 Campus Sex Crimes Prevention Act

Federal legislation requires that the MCCCDC establish notification procedures concerning the presence of registered sex offenders enrolled either as students or those working for the institution. The Registered Sex Offender Notification Procedure is outlined in Appendix item S-18.

**ADOPTED by Direct Approval from the Chancellor, March 6, 2019**

#### Appendix Item S-18: Maricopa County Community College District Registered Sex Offender Notification Procedure

The Campus Sex Crime Prevention Act (CSCPA), (section 1601 of Public Law 106-386), is a Federal Law enacted on October 28, 2000. In compliance with this law, the Maricopa County Community College District (MCCCDC) will work in collaboration with the Sheriff's Department to identify convicted registered sex offenders enrolled as students at one of MCCCDC's colleges or working at the District office or at any of the MCCCDC colleges (in paid or unpaid positions).

#### GENERAL INFORMATION

- I. In accordance with the CSCPA, the MCCCDC will provide on its Sex Offender Information Website, found [Sex Offender Information and Notification](#) website, a link to the Arizona Sex Offender Registry website and instructions on how to access it.
- II. Arizona Revised Statutes require persons convicted of any of the following 21 different offenses to register as sex offenders: 1) unlawful imprisonment if the victim is under 18 years of age; 2) kidnapping if the victim is under 18 years of age; 3) sexual abuse if the victim is under 18 years of age; 4) sexual conduct with a minor; 5) sexual assault; 6) sexual assault of a spouse; 7) molestation of a child; 8) continuous sexual abuse of a child; 9) taking a child for the purpose of prostitution; 10) child prostitution; 11) commercial sexual exploitation of a minor; 12) sexual exploitation of a minor; 13) luring a minor for sexual exploitation; 14) aggravated luring a minor for sexual exploitation; 15) unlawful age misrepresentation for the purpose of committing a sexual offense 16) sex trafficking of a minor; 17) a second or subsequent violation of indecent exposure to a person under 15 years of age; 18) a second or subsequent violation of public sexual indecency to a minor under the age of 15; 19) a third or subsequent violation of indecent exposure; 20) a third or subsequent violation of public sexual indecency; and 21) violations relating to the failure to register as a sex offender. (See, [A.R.S. §13-3821](#)).
- III. The Arizona Department of Public Safety classifies sex offenders according to levels. The levels consist of Level 1: Low risk to the community, Level 2: Intermediate risk to the community, and Level 3: High risk to the community.
- IV. By law, Registered Sex Offenders (RSO) are required to contact the Maricopa County Sheriff's office or local police agency when they enroll in or are employed at a college—in either paid or unpaid status. ([A.R.S. § 13-3821](#)).
  - a. Level Two and Level Three Offender's Obligation to Notify the College:

#### STUDENTS

- i. **Current Students** who are enrolled and receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of enrollment must notify the Campus Public Safety Officer within five (5) business days of the start of the semester. Campus Public Safety Officers for each college and for the district office can be found at the [MCCCD Police](#) website. The Campus safety officer will schedule a meeting with the Dean of Students (or designee) and the Registered Sex Offender student to take place within ten (10) days of the notification to Public Safety.
  - 1. Failure to comply with this procedure may lead to discipline under the Student Code of Conduct as well as possible criminal penalty as outlined in Arizona state law.
  
- ii. **Potential Students** who have been designated as a Level 2 or Level 3 sex offender must notify the Campus Public Safety Officer to arrange a meeting when they intend to enroll at a College. Campus Public Safety Officers for each college and for the district office can be found at the [MCCCD Police](#) website. This meeting must take place at least ten (10) calendar days prior to the start of classes. The meeting shall include the RSO, the Dean of Students (or designee), and the Campus Public Safety Officer.)
  - 1. A person who is classified as a Level Two or Three sex offender has been admitted to MCCCD and who has failed to timely to register pursuant to these procedures may be subject to discipline under the Student Code of Conduct as well as possible criminal penalties as outlined in Arizona state law.

#### EMPLOYEES

- iii. **Current Employees** who receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of employment must immediately notify the Campus Public Safety Officer. The campus public safety officer will arrange meeting with the Human Resources Manager (or designee) at the individual campus and the Registered Sex Offender employee. Campus Public Safety Officers for each college and for the district office can be found at the [MCCCD Police](#) website. The meeting with the college human resources manager and the Campus Public Safety Officer must take place within ten (10) days of the original notification to Public Safety.
  
- iv. **Potential Employees** who have been classified as a Level 2 or Level 3 sex offender must notify the Campus Public Safety Officer to arrange a meeting when they are offered employment at the College. Campus Public Safety Officers for each college and for the district office can be found at the [MCCCD Police](#) website. This meeting must take place at least ten (10) calendar days prior to the start of employment. The meeting shall include the RSO, the college human resources manager and the Campus Public Safety Officer (or their designees).

#### V. COLLEGE OFFICIALS' MEETING WITH LEVEL 2 OR LEVEL 3 SEX OFFENDER

- a. After notification that a student or employee has been classified as a Level Two or Three Sex Offender, MCCCD Public Safety will collect information from the RSO student or employee, probation/parole officer, Sheriff's Office, and/or arresting agency regarding the type of crime, conditions for probation, and/or level of risk.

- b. For Students: MCCCDC Public Safety will notify the Dean of Student Affairs (or designee) when a RSO has enrolled or expressed a desire to enroll at a MCCCDC college. A representative from the Student Affairs office shall participate in the required meeting with the RSO.
  - i. An RSO identification must be placed in the Advocate online system. The identification should include a summary of the offense/court-ordered conditions in place upon release, information from the parole/probation officer, and possible interventions needed at the college/District level.
- c. For Employees: MCCCDC Public Safety will notify District and college Human Resources (or designee) when an RSO has registered due to being offered employment with the MCCCDC or is a current employee who has been classified as a Level Two or Three Sex Offender. A representative from District and the identified college's Human Resources department shall participate in the required meeting with the RSO.
  - i. An RSO identification must be placed in the employee's personnel file. The identification should include a summary of the offense/court-ordered conditions in place upon release, information from the parole/probation officer, and possible interventions needed at the college/District level.
- d. At the meeting referred to above, the student or employee who is classified as a Level Two or Three sex offender will be advised of the following information:
  - i. The College's knowledge of his/her final classification.
  - ii. The College's obligation to provide public access to Level 2 & 3 sex offender information through its Department of Public Safety.
  - iii. Any restrictions that will be imposed on the sex offender—based on any Court restrictions, restraining orders, or orders of protection that may be in place—and the duration of such restrictions.
  - iv. If the offender is classified at Level 3, he/she is further informed of:
    - 1. The College's policy of posting notice at each college campus within two (2) days of receipt of the RSO's information, regardless of when the meeting occurs.
    - 2. The Level 3 RSO will receive a copy of the community notification the College intends to post.
    - 3. The functional areas of the College which will be provided with the public notification that will be posted.
  - v. At any time, the Department of Public Safety can communicate with the offender's parole/probation officer.

VI. FERPA: The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning the presence of registered sex offenders.

VII. ANNUAL AND OFF-CYCLE REVIEWS: Public Safety and the Student Affairs Dean (or designee) or Human Resources representative, depending on the status of the RSO, shall meet on an annual basis to review the conditions of enrollment, employment, and campus engagement. Additional, off cycle, reviews should be conducted when an RSO student or employee transfers within MCCCDC or new information about criminal conduct has been received. District imposed conditions may be removed, added, or altered based on

changes in enrollment location(s), legal case status, new criminal activity, and/or disciplinary standing. Both Public Safety and Dean of Students or Human Resources professionals, for students and employees, respectively, shall maintain documentation regarding all initial, annual, and off-cycle meetings and reviews.

- VIII. FAILURE TO NOTIFY CAMPUS ADMINISTRATION: Failure to notify campus administration, as outlined in this procedure, of one's status as a RSO may lead to discipline up to and including removal from classes and/or suspension from participation in academic or extra-curricular programs, termination from employment as well as possible criminal penalty as outlined in Arizona state law.
- IX. CAMPUS AND COMMUNITY NOTIFICATION OF RSO STATUS: Pursuant to Arizona law, the MCCCDC shall make campus notifications of RSO status, as follows:
- a. For level two and level three offenders, the MCCCDC Public Safety Office, in conjunction with the Public Safety office at each college will coordinate with the local law enforcement agency responsible for the individual community notifications to ensure the sex offender notification is provided to the individual campus community.
  - b. The [Sex Offender Information and Notification](#) website will host the notification of RSO's employed by or attending a MCCCDC college, including employment with the District office.
  - c. For Colleges with facilities off-site from the main campuses that receive a registered sex offender community notification flyer from a local law enforcement agency, building managers are advised to post the flyer the building's common area easily accessed by students, staff, and faculty for a at least thirty (30) days. Specific information and instructions related to the community notification will be contained in the flyer and such instructions should be followed.
  - d. Any criminal activity involving a registered sex offender should be reported to police.
- X. ADMINISTRATIVE OVERSIGHT:
- a. Students: A campus administrator has the right to, at her or his discretion, require currently enrolled RSOs to attend regular meetings. The meetings will serve as a way to monitor compliance with conditions for enrollment and assist with student success. The frequency, duration, attendees to the meeting, and location of the meetings will vary based upon the needs of the RSO.
  - b. Employees: A supervisor, in conjunction with a Human Resources representative, at her or his discretion, may require currently employed RSOs to attend regular meetings. The meetings will serve as a way to monitor compliance with conditions for employment and assist with student success. The frequency, duration, attendees to the meeting, and location of the meetings will vary based upon the needs of the RSO.

**ADOPTED by Direct Approval from the Chancellor, March 6, 2019**

## 2.4.12 Workplace Violence Prevention

### Purpose

It is the policy of the Maricopa County Community College District to promote a safe environment for its employees, students, contractors, and visitors. MCCCDC is committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

### Policy

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities is prohibited and will not be tolerated. It is the responsibility of all employees, students, contractors, and visitors of MCCCDC to report any occurrence of such conduct to MCCCDC Public Safety. Every employee, student, contractor, and visitor on MCCCDC property should report threats or acts of physical violence and acts of harassment, intimidation, and other disruptive behavior of which he/she is aware. All reports will be taken seriously and will be investigated by public safety immediately in order to

protect everyone from danger. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

### **Prohibited Behavior**

For example, and without limiting the generality of the foregoing statement, this policy prohibits:

- direct threats or physical intimidation
- implications or suggestions of violence
- stalking
- assault of any form
- physical restraint, confinement
- dangerous or threatening horseplay
- loud, disruptive, or angry behavior or language that is clearly not part of the typical work environment
- blatant or intentional disregard for the safety or well-being of others
- commission of a violent felony or misdemeanor on MCCCCD property
- abuse
- violation of a protective order or restraining order
- any other act that a reasonable person would perceive as constituting a threat of violence

This list is illustrative only and not exhaustive.

### **Future Violence**

Employees, students, and visitors who have reason to believe they, or others, may be victimized by a violent act or sometime in the future, at the workplace or as a direct result of their relationship with MCCCCD, shall inform a supervisor or manager as soon as possible. The supervisor or manager shall inform the Public Safety Department. Students, contractors, and visitors shall contact the Public Safety Department as soon as possible.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy to the Department Director, Human Resources, and Public Safety. Students shall supply a copy of the signed order to the Public Safety Department.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the MCCCCD. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

### **2.4.13 Student Right to Know**

Under the terms of the Student Right To Know Act, the college must maintain and report statistics on the number of students receiving athletically related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general, reported by race and sex and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **2.4.5 Copyright Act Compliance**

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

### **3.2 Copyright Regulation**

1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code Section 101 et seq.). Though there continues to be

controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.

2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.
3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
4. Employees are prohibited from copying materials not specifically allowed by the (1) copyright Law, (2) fair use guidelines, (3) Licenses or contractual agreements, or (4) other permission.
5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

### **What Students Should Know About Copyright**

#### **What is copyright?**

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then, this means that you may not do things like duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

#### **What is copyright infringement?**

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages-potentially in excess of \$100,000 for each work infringed as well as criminal penalties, which may include fines and even incarceration.

#### **How does copyright law affect information I obtain off the Internet?**

Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials-most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: "It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it."

### **Why is it important for a student to be aware of copyright law?**

Copyright infringement is expressly prohibited by the US 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 an instructor.

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

## **3.4 Recording of Faculty Lectures**

1. MCCC acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may record (audio/visual) their classes.
2. Each faculty member shall inform their students in the course syllabus or other course introductory material of their

policy with regard to recording of class lectures. Failure to do so will accord students the right to record lectures. A lecture is defined as anything upon which a student is tested or that is part of the curriculum or course content whether in person, virtual, or pre-recorded. A restriction on recording does not apply if the recording is allowed under another policy.

- a. Students, regardless of whether they have permission or not from the faculty member to record class lectures, may not reproduce or otherwise share and/or distribute all or part of recorded class lectures and/or activities taking place during class time, without the written consent of the faculty member. (Reproducing includes, but is not limited to, posting any pre-recorded or real time recording of a class lecture—in whole or in part—to any social media platform (TikTok, Twitter, Facebook, Instagram, YouTube, etc.)).
- b. Any violation of AR 3.4 (2)(a) may constitute "academic misconduct" prohibited by AR 2.3.11 Academic Misconduct.

3. Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation – subject to engagement in the interactive process and a determination of functional limitation as outlined in AR 2.8 Students with Disabilities – to remedy this inability. Approved accommodation may require a faculty member to modify their recording policy for the affected student.

In accordance with Subpart E of Section 504 of the Rehabilitation Act of 1973, a student with a qualifying disability which adversely affects the student's ability to take or read notes may be permitted to audio record class lectures as a reasonable academic accommodation.

In an effort to address faculty concerns for privacy and protection of copyright while still assuring the availability of recording classroom lectures as a reasonable accommodation for students, use of this accommodation is subject to the following conditions:

- a. The faculty member must have received the Disability Resource Services (DRS) Faculty Notification Letter specifying the recording of classroom lectures as a granted reasonable accommodation.
- b. Such recordings of class lectures are only for the student's personal use in study and preparation related to class.
- c. The student must comply with a faculty request to stop recording during discussions, demonstrations, presentations, guest speakers, and situations of a sensitive nature. The faculty member should provide as much notice of these situations as possible in order for the student to coordinate with the faculty member and DRS to have notes taken on the substantive parts of the lecture.
- d. The student may not share classroom lecture, or any other recordings made during class time with any other person or in any media or on a public or private platform without the written consent of the faculty member.
- e. Information contained in the authorized audio recorded lectures, and any other recordings whether authorized or unauthorized, may be protected under federal copyright laws and may not be published or quoted without the written consent of the faculty and without giving proper identity and credit to speakers, this includes publication via any social media platform, emails, or text messages.
- f. The student may not use the authorized recorded lectures, and any other recordings whether authorized or unauthorized, against the faculty member, other instructors, or students whose classroom comments are recorded as part of the class activity. This provision is subject to the protections under

policy and the law.

g. The student will erase all recorded class lectures when they are no longer needed for academic work. Upon written request from the faculty member, the student will return all class recordings to the faculty member for erasure. Faculty members should provide DRS with a copy of the aforementioned written request. Likewise, students are not permitted to post the lectures on any social media platform, website, or learning management system without the instructor's written consent except for communications to the instructor of record.

h. Students who wish to keep recordings beyond the end of the course for future review must obtain written permission from the faculty member.

i. Audio, or any other recordings outside of the aforementioned lectures (including fieldwork, internships, etc.) may be discussed on a case-by-case basis in collaboration with the faculty member, program of study, site manager, and DRS. In clinical/experiential learning placements, the recording of any discussions, lectures, or conversations are never permitted.

j. Students, regardless of whether they have permission or not from the faculty member to record class lectures or any other part of the classroom/class time experience, may not post all or part of recorded class lectures or any other recordings made during class time to any social media platform (TikTok, Twitter, Facebook, Instagram, YouTube, etc.), or otherwise reproduce, share and/or distribute to any other person or party.

k. Any violation of AR 3.4(3) may constitute "academic misconduct" prohibited under AR 2.3.11 Academic Misconduct.

**AMENDED through the Administrative Regulations approval process, April 20, 2021**

## **4.4 Technology Resource Standards**

### **Introduction**

The Maricopa County Community College District (MCCCD) provides its students, employees, Governing Board members and the public with access to information resources and technologies. MCCCD recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational, and management purposes, is furthered by making these resources accessible.

Arizona constitutional and statutory mandates require that MCCCD resources, including technology, be used only for the public's business, and not for private purposes. Those mandates apply to all MCCCD public officials—employees of every kind and the Governing Board. The aim of those laws is to safeguard the use of resources, including technology resources, acquired and maintained with public funds. Compliance with other laws—both federal and state—also dictates the need for standards for the use of MCCCD technology resources. In some cases, the Governing Board policies emphasize the importance of compliance with the law such as the requirement to adhere to copyright laws. Governing Board policies also establish MCCCD's own standards, such as the directive that all persons within the MCCCD community be treated in a manner that is humane, fair and dignified.

This administrative regulations established standards for the use of MCCCD technology resources. They should be seen as supplementing, and not in lieu of, Governing Board policy, applicable law and other applicable administrative regulations such as Administrative Regulation 4.3 "Electronic Communications."

### **General Responsibilities**

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, MCCCD-wide or college-wide networks, local-area networks, telephones, facsimile machines, scanners, access to the

Internet, electronic mail and similar electronic devices and information) of the MCCCCD are available to MCCCCD Governing Board members, employees, students and, in a limited number of cases, MCCCCD contractors and the public. Use of all those resources is subject to the standards set forth in this regulation (Standards).

The first screen that each MCCCCD 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 MCCCCD employees are responsible for annually acknowledging receipt of the Blue Book, which contains this regulation. So all users of MCCCCD technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources MCCCCD-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-MCCCCD Technology**

Under Arizona's public records law, MCCCCD 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 MCCCCD 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-MCCCCD technology resources for communication of any type of MCCCCD business is heavily discouraged because those records are less capable of being managed according to MCCCCD's process for ensuring retention, retrieval and disclosure set forth in Administrative Regulation 4.15 "Retrieval, Disclosure and Retention of Records."

Additionally, an MCCCCD employee who receives a communication allegedly from another MCCCCD employee using a non-MCCCCD 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 MCCCCD's technology resources, including websites created by MCCCCD employees and students, is limited to educational, research, service, operational and management purposes of the MCCCCD and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via MCCCCD's technology resources are limited to the same purposes.

Frequently, access to MCCCCD's technology resources can be obtained only through use of a password known exclusively to the MCCCCD employees, Governing Board members or students. It is those users' responsibility to keep a password confidential. While MCCCCD 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 MCCCCD 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 MCCCCD employees are authorized to access information on an MCCCCD technology device.

It is not Maricopa's practice to monitor the content of electronic mail transmissions, files, images, links or other data stored on or transmitted through Maricopa's technology resources. The maintenance, operation and security of Maricopa's technology resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications stored on or transmitted through those resources. Any other review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user's privacy will be honored. Nevertheless, that privacy is subject to Arizona's public records laws and other applicable state and federal laws, as well as policies of Maricopa's Governing Board all of which may supersede a user's interests in maintaining privacy in information contained in Maricopa's technology resources.

## **Incidental Computer and Technology Usage**

Limited incidental personal use of MCCCDC technology resources including through use of personal e-mail systems is permitted, except as described in item 16 under "Prohibited Conduct." MCCCDC employees are responsible for exercising good judgment about personal use in accordance with this regulation, Colleges' consistent local guidelines and MCCCDC ethical standards. Personal use refers to activities which only affect the individual and that are not related to an employee's outside business. MCCCDC employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the Guidelines for Incidental Computer Usage for the Maricopa Community Colleges ([Appendix AS-8](#)) and Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges ([Appendix AS-9](#)).

## **Prohibited Conduct**

The following is prohibited conduct in the use of MCCCDC's technology resources

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCCDC 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-MCCCDC 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 MCCCDC's Governing Board, including, but not limited to, MCCCDC'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 MCCCDC policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any technology resources by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to MCCCDC's technology and non-technology resources.
15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.
16. Intermittent use of technology resources that interferes with the performance of an employee's main responsibilities.
17. Use of technology resources to market or conduct other activities on behalf of a third-party regarding the "hosting" of an event that is prohibited under MCCCDC's Use of College Facilities administrative regulation.
18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by MCCCDC, and approved by the Vice Chancellor of Information Technology Services, even when the e-mail account copies all outgoing and incoming messages to the MCCCDC hosted account.
19. Deleting or altering a technology public record in violation of public records retention requirements, or in anticipation of receiving or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCDC grievance, investigation or review, or other lawful request for the record.

20. Deleting or altering a technology record on an MCCCCD device in anticipation or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCCD grievance, investigation or review, or other lawful request for the records where the record may demonstrate a misuse of technology resources under this regulation.

### **Review and Approval of Alternate E-Mail Account Systems**

The prior review and approval by the Vice Chancellor of Information Technology is required for the implementation of alternate College electronic mail account systems. Requests will be evaluated based upon the following considerations:

1. The system must be compatible and interoperable with the MCCCCD 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 MCCCCD's entity's e-mail system with e-discovery implications must be approved in advance during the planning stages as specified in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."

### **Disclaimer**

The home page of an MCCCCD web site must display, or link to, the following disclaimer in a conspicuous manner:

*All information published online by MCCCCD is subject to change without notice. MCCCCD is not responsible for errors or damages of any kind resulting from access to its internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.*

*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 MCCCCD 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, MCCCCD may unilaterally delete any violative content and terminate the user's access to MCCCCD's technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal actions through MCCCCD's grievance procedures or resolution of controversy.

### **2.6 Hazing Prevention Regulation**

The Maricopa County Community College District (MCCCCD) 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 MCCCDCD 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 MCCCDCD is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCDCD 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 MCCCDCD; 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 MCCCDCD 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 other 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 MCCCDCD policies, and local and state laws.

Alleged violations of the MCCCDCD 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 MCCCDCD 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 MCCCDCD policies, and local and state laws.

Any MCCCDC faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and MCCCDC 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.
  - 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 MCCCDC hazing prevention regulation is not intended to prohibit or sanction the following conduct:
  - A. Customary athletic events, contests or competitions that are sponsored by the college or MCCCDC.
  - 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 MCCCDC hazing prevention regulation:

"Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with MCCCDC, whose membership consists primarily of students enrolled at MCCCDC and that may also be classroom-related or co-curricular in nature.

#### **2.4.7 Abuse-Free Environment**

See also the Auxiliary Services section for Tobacco-Free Environment and the Appendices/Student Section Medical Marijuana Act of the Administrative Regulations.

##### **1. Substance Abuse/Misuse Statement**

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses. Annual Acknowledgements for students and employees are provided through the online messaging accounts.

Students who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. Maricopa Community Colleges recognized drug and alcohol abuse as an illness and a major health problem as well as a potential safety and security issue.

Part of the educational mission of the Maricopa Community Colleges is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse. This mission closely aligns with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.

## 2. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

### A. Introduction and Purpose

The Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at the Maricopa Community Colleges.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa County Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs.

### B. Standards of Conduct

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

- i. Drinking or possession of alcoholic beverages on the college campus.
- ii. Misuse of narcotics or drugs.

### C. Sanctions for Violation of Standards of Conduct

Disciplinary actions include, but are not limited to:

- i. Warning,
- ii. Loss of privileges,
- iii. Suspension, or
- iv. Expulsion.

### D. Legal Sanctions

Local, state, and federal law prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug-and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

Any employee is subject to disciplinary action, up to and including employment termination, for any of the following: reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCCD premises, while conducting MCCCCD business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCCD; and use of illegal drugs.

## 3. MCCCCD Program Standards

The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

- A. Identify a key individual, at each college, to provide emergency services and/or to contact and work with outside agencies that provide drug and alcohol counseling, treatment or rehabilitation programs that may be available to students and employees.
- B. Support disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.
- C. Establish a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances.

#### 4. Alcoholic Beverages—Usage Regulation (AR 4.13)

This Administrative Regulation prohibits the use of District funds to purchase alcoholic beverages or services related to them except in small amounts to be used in cooking for the District's culinary programs. Additionally, it generally prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It permits a few, narrow exceptions to that latter prohibition. The exceptions are not available to the general population of District employees or officials. More importantly, they are established to ensure that the District's actions stay within the boundaries of state law and the District's insurance coverage. Therefore, strict compliance with this regulation is essential.

- A. **No Funds.** No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District's culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCDC except as provided in Paragraph H.
- B. **No Service or Sale of Alcoholic Beverages.** The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the District does not permit alcoholic beverages to be served, sold or distributed on or in the premises owned by the District or leased or rented by the Maricopa Community Colleges for District-approved educational, fund-raising or other community purposes, except as provided in Paragraphs C and G.
- C. **Service at District Events on District-owned Property.** The Chancellor has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at District events on district-owned property that the Chancellor either sponsors or approves. The only District employees authorized to request the Chancellor's approval are the College Presidents and the Vice Chancellors. Additionally, the law strictly limits the service of wine or beer by the District on District-owned property, and those restrictions are specified in Paragraph E. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages may not be served on District-owned property.
- D. **Event Form Required.** A College President or Vice Chancellor who wishes to obtain the Chancellor's approval for the service of wine or beer at a District-sponsored event on District-owned property shall forward a completed written request to the Chancellor no later than 30 days before the event. The request form is available at: [AS-6 Notice of Intent to Serve Beer and Wine Form](#). On signing the form, the Chancellor will provide a copy of it to the requestor and to the MCCCDC Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCDC Risk Manager no later than 10 business days before the event.
- E. **Service restrictions required by law.** An event approved under Paragraph D must, by law, comply with the all of the following restrictions:
  - i. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
  - ii. The gathering must be by invitation only, and not open to the public;
  - iii. The gathering may not exceed 300;
  - iv. Invitees may not be charged any fee for either the event or the beer or wine; and
  - v. The consumption may only take place between noon and 10:00 p.m.

Additionally, beer and wine may only be served by a beverage service contractor whose liquor license with the state of Arizona is in good standing, except as provided in Paragraph F. The contractor must provide all of the beverages served 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.

- F. **Culinary Institutes.** The Chancellor may sponsor or approve an event at one of the District's culinary institutes. Students may serve wine and beer at the event as part of their class requirements, subject to the limitations of Paragraph E. Any student serving those beverages must, by law, be 19 years or older.
- G. **Third-Party Event.** The Maricopa County Community College District Foundation and the Friends of Public Radio Arizona may, with the approval of the Chancellor, sponsor an event on District-owned property under this regulation. The City of Phoenix and the Friends of the Phoenix Public Library may also do so, with the approval of

the Chancellor, at the joint library on the campus of South Mountain Community College. These third-party, non-district entities are solely responsible for determining the steps that they are required to take to comply with Arizona's alcoholic beverages laws. Additionally, they must comply with the following steps:

- i. The entity obtains a liquor license, if required by law, from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;
  - ii. The entity completes the form available at [AS-7 Request to Serve Beer and Wine — Third Party Form](#) . And provides it to the Chancellor for approval along with a copy of the liquor license no later than 30 days before the event, unless the Chancellor approves a shorter period of time in a particular case;
  - iii. The entity provides or currently has on file with the District a certificate of insurance demonstrating that it has liquor liability coverage and that adds the District as an additional insured;
  - iv. The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;
  - v. Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;
  - vi. The contractor provides all of the beverages served and well as the servers or bartenders;
  - vii. Before the event, the contractor provides a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured; and
  - viii. The contractor agrees in writing to indemnify the District regarding the service of the beverages.
- H. **Receipt of beverages; storage.** It is not permissible to store wine or beer on premises owned, leased or rented by MCCCC, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district's culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:
- i. Wine and beer to be served may only be brought to MCCCC property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and
  - ii. Once the wine and beer arrives on MCCCC property, the Director the culinary program shall assign an MCCCC employee to ensure that it is not stolen or that it is not opened until ready to be served.
- I. **Compliance with law.** In compliance with applicable law, any persons planning an event under this administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).
- J. **Residential Housing.** Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.
- K. **Personal Responsibility.** The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.
- L. **Miscellaneous Usage Issues.** Any issues that are not specifically addressed within this regulation require the review and determination by the Chancellor or Executive Vice Chancellor and Provost on matters related to culinary programs, academic or student affairs.

## 5. Other Health Concerns

### General Guidelines Concerning AIDS

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in an faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Disabled Resources and Services and/or the vice president of student affairs or designee for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

#### **4.12 Smoke-Free/Tobacco-Free Environment**

The Maricopa County Community College District is dedicated to providing a healthy, comfortable, and educationally productive environment for students, employees, and visitors. In order to promote a healthy learning and work environment, the Chancellor has directed that the Maricopa County Community College District serve as a total smoke free and tobacco free environment, effective July 1, 2012. Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries.

Support signage prohibiting the use of smoking instruments and tobacco shall be placed throughout all college and District locations.

Continued violations by an employee or student shall be handled through the respective conduct procedures established for employees and students.

#### **Appendix S-16: Statement on the Arizona Medical Marijuana Act (Proposition 203)**

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Propositions 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations under federal law, however, the Maricopa Community Colleges will continue to prohibit marijuana possession and use on campus for any purpose.

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another federal law, the Controlled Substances Act, prohibits the possession, use, production, and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Maricopa Community Colleges could lose its eligibility for federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Maricopa Community Colleges will

continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on its property or as part of any of its activities.

Employees and students who violate Maricopa Community Colleges policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment.

## **2.8 Students with Disabilities**

### **2.8.1 Eligibility for Accommodations & Required Disability Documentation**

This policy is intended to specify the disability documentation required that will qualify Maricopa County Community College District (MCCCD) students for reasonable and appropriate academic adjustments through each college's Disability Resources And Services (DRS) office.

Only accommodations granted by the respective college drs office and communicated to faculty through a Faculty Notification Letter (FNL) will be recognized by the District as approved accommodations for students with disabilities.

Faculty are not required to provide reasonable accommodations/academic adjustments to students with disabilities unless the student has registered with drs and engages in the interactive process.

#### **I. General Eligibility Requirements**

1. To receive services from the DRS, a student must be admitted and enrolled as an MCCCD student.
2. The student must provide the DRS office with documentation of a qualifying disability that verifies the nature and extent of the disability prior to receiving any accommodation or academic adjustment.
  - a. If a student does not have documentation, they are still required to follow the application and intake process, which includes meeting with a drs representative and participating in the interactive process.
  - b. Provisional accommodations may be granted to a student by DRS to assist students while they collect appropriate documentation to support their eligibility for accommodations/academic adjustments. such provisional accommodations must not exceed thirty (30) days, unless such extensions are granted due to extenuating circumstances. In these cases, an additional thirty (30) days of provisional accommodations may be granted. any extension beyond the additional thirty (30) days must be reviewed by the District ADA/504 Coordinator. Such extension must be based on extenuating circumstances beyond the control of the requesting student, and is not guaranteed.

#### **II. Who Is Eligible For Services**

1. To be eligible for DRS support services, a student must have a disability as defined by federal law (Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).
2. An individual with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these federal laws.
3. The definition of "disability" in Section 504 and the ada should be interpreted to allow for broad coverage.

#### **III. Definitions**

1. **Academic Adjustment** means: a modification of a non-essential academic requirement, an examination, or an institutional rule that is necessary to provide access to the academic and educational environment. Academic adjustments may include changes in the length of time permitted for completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted. Academic adjustments may not substantially or materially alter the course modality, curriculum, competencies or degree requirements.
2. **Accommodation** means: An alteration of environment, curriculum format, or equipment that allows a student with a disability to gain access to content and/or complete assigned tasks. Accommodations allow students with disabilities to pursue a regular course of study. Since accommodations do not alter what is being taught, instructors should be able to implement the same grading scale for students with disabilities as they do for students without disabilities.

Examples of accommodations include, but are not limited to, sign language interpreters for students who are hearing impaired, computer text-to-speech, computer-based systems for students with visual impairments or dyslexia; extended time for students with fine motor limitations, visual impairments, or learning disabilities, and large-print books and worksheets for students with visual impairments.

3. **Current Documentation** means: documentation of a diagnosed physical or mental impairment that is dated within 5-7 years. Adult norms must be used for all testing provided as documentation.
4. **Major Life Activities** include, but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive function.
5. **Mental Impairment** means: any mental or psychological disorder, including but not limited to, intellectual disabilities (intellectual developmental disorder), organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bipolar disorder. The phrase substantially limits must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).
6. **Physical Impairment** means: a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

#### IV. Procedures

1. General Procedures

- a. The DRS office alone is responsible for evaluating documentation and determining eligibility and reasonable academic adjustments/accommodations.
  - b. Any instructor, academic staff member, or support staff (i.e., admissions of financial aid employees) who receives a request from a student for accommodations/academic adjustments due to a disability must refer the student to the college's DRS office.
  - c. All requests for academic adjustments/accommodations shall be considered on an individual, case-by-case basis and all reasonable and appropriate requests for academic adjustments/accommodations from eligible students shall be considered by DRS. DRS may exercise its right to require additional documentation in support of a request for academic adjustment/accommodation.
  - d. Academic adjustments/accommodations are determined by the DRS office through an interactive exchange (the interactive process) with the eligible student. The interactive exchange may continue during the course of the year and may involve faculty members' input regarding the terms and conditions of the course or program of study. Accommodations/ academic adjustments in the classroom environment shall require participation of course faculty.
  - e. MCCCDC is not required to provide "best" or "most desired" accommodations, but rather a reasonable accommodation sufficient to provide the eligible student equal access to the educational environment/activities.
2. Material Alteration of class or certification requirement
    - a. If a faculty member believes the DRS approved academic adjustment/ accommodation would alter an essential academic course competencies, curriculum, or a licensing requirement, the instructor shall meet with the DRS office as part of the interactive process. Since the faculty member will have been part of the discussion regarding requested accommodations/academic adjustments involving a course or course curriculum, issues of material alteration should have already been addressed . In the event such was not addressed, a conversation with DRS should take place within five (5) days of the faculty member's receipt of the faculty notification letter outlining the approved academic adjustment/accommodation. The parties will attempt to resolve the concern.
    - b. If the faculty member's concerns are not resolved after the meeting with the DRS Manager, the faculty member and the DRS Manager will meet with the Chief Academic Officer, or designee, and the District ADA/504 Coordinator to resolve the concern. This meeting should take place within three (3) days of the meeting between the DRS Manager and the faculty member. The Chief Academic Officer's decision is final.
    - c. Any change in the DRS office's initial recommendation resulting from the meeting with the Chief Academic Officer will be communicated to the student by the DRS office and the interactive process will continue in an effort to provide reasonable and appropriate academic adjustments/accommodations.

## **V. Rights And Responsibilities**

1. Students served by Disability Resources and Services have the right:
  - a. To an equal opportunity to access course information and materials
  - b. To an equal opportunity to participate in and benefit from the college community

- c. To choose whether or not to disclose the nature of their disability to their professor(s). The information the student provides to DRS is protected by FERPA.
- d. To file a grievance if the student believes they have been discriminated against.

**2. Students served by Disability Resources and Services responsibilities:**

- a. Self-identify to DRS as having a disability and provide accurate, recent, and timely documentation.
- b. Check MCCC CD email and/or DRS connect portal for updates and announcements.
- c. Request accommodations each semester in a timely manner and understand that a late request does not constitute retroactive adjustments.
- d. Notify DRS if classes are dropped or added.
- e. Ensure that instructors have received the Faculty Notification Letter once it has been issued through drs connect.
- f. Communicate directly with DRS regarding exam accommodations, such as taking exams in the testing center, and stay in communication about the time and place for such exams.
- g. Contact DRS in a timely manner if having any difficulty securing or arranging accommodations.
- h. Promptly return any borrowed or assigned equipment (as an accommodation) to DRS when it is no longer needed.
- i. If approved for note taking or audio recording services, understand that these services are for personal use only and may not be shared. In addition, the student must understand that you must be present in class to receive these services.
- j. Understand that requesting accommodations does not mean that the student's request will be approved.
- k. Meet the same standards—academic, technical, performance, and behavioral—expected of all Maricopa County Community College students.
- l. Accommodations may be granted on a provisional basis (30 days). This may be based on the need for additional documentation. In these cases, the student will need to update their documentation to receive accommodations beyond the 30 days. The student must understand that approval will be based on a review of the new documentation and there is no guarantee that the provisional (or any) accommodations will be approved.
- m. Understand that faculty are not required to provide any accommodation that fundamentally alters the nature of their course or lowers the academic standards.

**VI. Grievance Procedure**

1. If a student is not satisfied with either the academic adjustments/ accommodations granted by the DRS office or the denial of academic adjustments/accommodations, the student may file a complaint under the [Discrimination Complaint Procedures for Students](#).

2. The determination generated from the Discrimination Complaint Procedure is final.

## **VII. General Disability Documentation Guidelines**

### Physical Disabilities

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of 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, psychologists, neuropsychologists, audiologists).

### Learning Disabilities

Maricopa County Community College District, Disability Resources and Services will accept diagnoses of specific learning disabilities that are based on comprehensive, age-appropriate, psychoeducational evaluations that demonstrate current functional limitations of the disability.

The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities, including all battery scores in addition to evaluative notes.

### Attention Deficit Hyperactivity Disorder (ADHD)/Attention Deficit Disorder (ADD)

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of ADHD that are based on age-appropriate, diagnostic evaluations, administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists). Submitted documentation must demonstrate current functional limitations of the disability.

### Psychiatric Disabilities

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of psychiatric disabilities that are based on comprehensive and appropriate diagnostic evaluations completed by trained and qualified (i.e., licensed or certified) professionals (e.g., psychologists, psychiatrists, neuropsychologists, school psychologists).

Submitted documentation must demonstrate current functional limitations of the disability.

## **VIII. Additional Documentation Guidelines and Resources**

The Maricopa County Community College District, Disability Resources and Services can provide a “disability verification form” that can be completed by a trained and qualified professional, or the professional may choose to submit a letter. The letter must be on letterhead, with date and signature (including license number, if applicable), and must include the following:

1. a diagnostic statement identifying the disability (including the date of the diagnosis)
2. current severity/impact of the disability (mild/moderate/severe)
3. an assessment of major life activities that are impacted by the disability (e.g., learning, concentration, class attendance, social interactions, reading, walking, etc.) and
4. specific recommendations for accommodations. The DRS office alone is responsible for evaluating documentation and determining eligibility and reasonable academic adjustments/accommodations.

### **2.8.2 Eligibility of Students Taking Reduced Course Loads**

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of academic eligibility.
2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.
3. The reduced credit load may result in an adjusted financial aid package. There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.
4. Eligibility for Federal Stafford Loans may be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.
5. The amount of Federal Financial Aid (Title IV) awarded is based on the actual number of credit hours taken.
6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.
7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

#### **Application Process**

1. Applications for reduced course loads must be submitted to the Disability & 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.

### 2.3.11 Academic Misconduct

#### 1. Definitions

- A. Academic Misconduct - includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.
- B. Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.
- C. Plagiarism is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

#### 2. Academic Consequences

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance

Warning - A notice in writing to the student that the student has violated the academic standards as defined in 1.A.

Grade Adjustment - Lowering of a grade on a test, assignment, or course.

Discretionary assignments - Additional academic assignments determined by the faculty member.

Course Failure - Failure of a student from a course where academic misconduct occurs.

#### 3. Disciplinary Sanctions

If the misconduct is sufficiently serious to warrant course failure, and if either (a) the failure results in a student being removed from an instructional program or (b) the student refuses to accept responsibility for the misconduct and its academic consequences, the faculty member will, in addition to awarding the course grade, consult the department chair and the vice president of academic affairs as to whether institutional sanctions set forth below should be sought under AR 2.5. Regardless whether the student has accepted responsibility for academic consequences, in all cases of academic misconduct the faculty member may make recommendations

for sanctions and may file a written complaint of misconduct. The vice president of academic affairs will serve as the student conduct administrator in all academic misconduct cases, and will follow the procedure established in AR 2.5.2 to evaluate whether disciplinary sanctions are warranted. College probation, suspension, or expulsion will be imposed only by the vice president of academic affairs or designee, and only after the student has received the procedural rights provided in AR 2.5.2.

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.

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.)

College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

#### **4. Appeal of Sanctions for Academic Misconduct**

Students can appeal academic consequences by following the instructional grievance procedure (AR 2.3.5; [Appendix S-6](#)). Students may appeal disciplinary sanctions as provided in AR 2.5.2. If the student appeals through both processes, the instructional grievance process will be suspended until a final decision is reached in the student discipline procedure. In all cases in which financial aid has been adversely affected by academic consequences or disciplinary sanctions that are the subject of ongoing hearing or appeal proceedings, the student may appeal the financial aid determination on the grounds that a final decision has not been made. In such an event, a final decision on financial aid will not be made until after the final decision on consequences and/or sanctions.

**Amended through Direct Approval from the Chancellor and Executive Vice Chancellor & Provost on August 7, 2013**

## **DISCIPLINARY STANDARDS**

### **2.5.1 Disciplinary Standards**

#### **1. Disciplinary Probation and Suspension**

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa County Community College District (MCCCD) are vested in the MCCCD Governing Board. The MCCCD Governing Board and its agents-the Chancellor, administration, and employees are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the MCCCD prefers mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed. The MCCCD reserves the right to levy discipline rather than attempt mediation and guidance, based on the severity of the conduct.

Misconduct for which students are subject to disciplinary action falls into the general areas of:

- A. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records
- B. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions
- C. Violation of Arizona statutes, and/or college regulations and policies
- D. Use of college computer resources such as the Internet in violation of [Technology Resource Standards](#) (AR 4.4) which may result in notification of law enforcement authorities

#### **2. Disciplinary Removal from Class**

A faculty member may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one (1) class meeting, 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 moving forward. If a resolution to the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

**AMENDED by Direct Approval from the Chancellor, August 11, 2020**

### 2.5.2 Student Conduct Code

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

#### Article I: Definitions

The following are definitions of terms or phrases contained within this Code:

1. "**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 MCCCDC's Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president, or designee, may act as the appellate board.
2. "**College**" means a Maricopa County Community College or Center/ Site.
3. "**College premises**" means all land, buildings, facilities and other property in the possession of or owned, used or substantially controlled by the college or MCCCDC.
4. "**College official**" means any person employed by the college or MCCCDC, 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.
5. "**Complainant**" means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that they have been a victim of another student's misconduct, the student who believes they have 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.
6. "**Day**" means calendar business day when college is in session, and shall exclude weekends and holidays.
7. "**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/facility.
8. "**District**" means the Maricopa County Community College District (MCCCDC).
9. "**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.
10. "**May**" is used in the permissive sense.
11. "**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.
12. "**Organization**" means any number of persons who have complied with the formal requirements for college recognition.
13. "**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.
14. "**Respondent**" (accused) means any student accused of violating MCCCDC's Student Conduct Code.
15. "**Shall**" is used in the imperative sense.
16. "**Student**" means any individual who is registered or enrolled for credit or non-credit bearing coursework, full or part-time, camps, and other District-sponsored programs or activities, and who maintains an ongoing relationship with the MCCCDC, which means the student is on an approved leave (medical, administrative, or other documented leave of absence), but is not registered or taking classes at the time of the complaint being filed.
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. A Student Conduct Board may constitute one person, if designated as such.
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 the Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case. A Student Conduct Board may constitute one person, if designated as such.
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.
4. Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be referred by the Title IX Coordinator to the College's respective Student Conduct Administrator for investigation and adjudication under the Student Conduct Code.

## **Article III: Prohibited Conduct**

### **1. Jurisdiction of the College**

The Student Conduct Code shall apply to conduct that occurs on any college or District premises, or at any college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Jurisdiction under this policy applies to students who are registered or enrolled for credit or non-credit bearing coursework, full or part-time, camps, and other District-sponsored programs or activities, and those who maintain an ongoing relationship with the MCCCCD, which means the student is on an approved leave (medical, administrative, or other documented leave of absence), but is not registered or taking classes at the time of the complaint being filed. 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. Title IX Sexual Harassment.**

Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be referred by the Title IX Coordinator to the College's respective Student Conduct Administrator for investigation and adjudication under the Student Conduct Code.

### **3. 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 police may be summoned to provide assistance. For involuntary removal from more than one class period, the faculty member should invoke the procedures outlined in 2.5.1(2) above.

### **4. 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. Knowingly furnishing false information to any college official or officer, including during an official investigation (i.e., Title IX, conduct, or campus police investigation).
  - ii. Forgery, alteration or misuse of any college document, record or instrument of identification, even if there is no reliance on the forged or altered document in the posting of grades or other academic/financial benefit.
  - 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 follow the procedures as outlined in 2.5.1(2) above.
- 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.
- 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 properly 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 or online, 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 their prior knowledge, or without their effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
- O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
  - i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
  - ii. Unauthorized transfer of a file
  - iii. Unauthorized use of another individual's identification and/or password
  - iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
  - v. Use of technology facilities or resources to send obscene or abusive messages
  - vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
  - vii. Use of technology facilities or resources in violation of copyright laws

- viii. Any violation of the District's technology resource standards
- ix. Use of technology facilities or resources to illegally download files
- P. Abuse of the Student Conduct system, including but not limited to:
  - i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
  - ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
  - iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
  - iv. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
  - v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding
  - vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding
  - vii. Failure to comply with the sanctions imposed under this Student Conduct Code
  - viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
  - ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.
- Q. Engaging in irresponsible social media conduct. All student conduct policies apply to social networking platforms.
- 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 their safety.
- T. Sexual misconduct, including but not limited to:
  - i. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
  - ii. Explicit sexual comments by one or more students about another student, or circulating drawings or other images depicting a student in a sexual manner.
  - iii. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another student's sexuality or sexual experience.
  - iv. Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the District's education programs and/or activities. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).
  - v. Sexual Exploitation
    - a. Taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. Examples of behavior that could rise to the level of Sexual Exploitation include:
      1. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
      2. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
      3. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
      4. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
      5. Engaging in non-consensual voyeurism;
      6. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
      7. Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals;

8. Possessing, distributing, viewing or forcing others to view obscenity.

## **5. 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. If a criminal investigation and/or prosecution results from the same factual situation, 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 their 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.
- B. Both the Complainant and the Respondent (the accused) shall have the right to be assisted by an Advisor of their choosing. 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 Respondent (accused) are responsible for presenting their own information. Therefore, Advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.
- C. Misconduct that would fall under the jurisdiction of 5.1.16, meaning it alleges sexual harassment, discrimination, sexual assault, dating/domestic violence, or stalking should be forwarded to the Title IX Coordinator for a jurisdictional review. In such cases where the conduct alleged does not meet the definition of sexual harassment, as outlined in the Title IX Regulations (and MCCCCD policy 5.1.16) or is otherwise subject to mandatory or discretionary dismissal, the alleged conduct will be referred back to the Student Conduct Code for investigation and adjudication.
- D. The Student Conduct Administrator shall conduct a prompt, thorough, and impartial investigation to determine if the charges have merit. After the investigation, but prior to the convening of a Student Conduct Board Hearing, the Student Conduct Administrator will determine whether the parties mutually agree to dispose of the matter in a way that is acceptable to the Student Conduct Administrator. If there is mutual consent to resolve the matter, such disposition shall be final and there shall be no appeal afforded either party. If the charges 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).
- E. 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 their sole discretion.

- F. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV 1.I below:
- i. Student Conduct Board hearings normally shall be conducted in private.
  - ii. The Complainant, Respondent (accused), 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 (beyond the Parties and their Advisors) 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 their discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.
  - iv. The Complainant, Respondent (accused), 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 the Respondent (accused) at least two (2) 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 Respondent (accused) 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 Chair, 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 at the discretion of the Chair of the Student Conduct Board.
  - v. The Student Conduct Administrator will present the information they received.
  - vi. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the Chair.
  - vii. All procedural questions are subject to the final decision of the Chair of the Student Conduct Board.
  - viii. 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.
  - ix. 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 (preponderance of the evidence).
- G. 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.
- H. No student may be found to have violated this Student Conduct Code simply 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.
- I. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent (accused), 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. Suspension from one college means a suspension from all colleges in the District.
  - 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. Disciplinary sanctions are part of a student's educational record. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record seven (7) years after final disposition of the case. In situations involving both a Respondent student(s) (or group or organization) and a student(s) Complainant, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Respondent (accused(s)) and the Complainant(s).
- D. The following sanctions may be imposed upon groups or organizations:
- i. Those sanctions listed above in Article IV 2. A. 1 through 4.
  - ii. Loss of selected rights and privileges for a specified period of time.
  - iii. Deactivation - loss of all privileges, including college recognition for a designated period of time.
- E. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes they were 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 the outcome of the investigation and the Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process as long as such resolution occurs before the Student Conduct Board hearing commences. 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, 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 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.

**AMENDED by Direct Approval from the Chancellor, August 11, 2020**

### **2.5.3 Student Records**

#### **1. Definitions**

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

- A. "College" includes all colleges, educational centers, skill centers and District office.
- B. "Educational Records" are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
  - i. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute
  - ii. An employment record of an individual whose employment is not contingent on the fact that he or she 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. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used *only* for treatment of a student or made available only to those persons providing treatment.
- v. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student

## 2. Records Request

Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

## 3. Fees

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

## 4. Annual Notification ([SEE ALSO FERPA EXPLANATION](#))

Students will be notified of their rights annually by electronic mail in a FERPA Annual Notification. Students rights may also be provided via the following means: FERPA Annual Notification placement on the college website, publication in the college catalog and/or the student handbook:

Individuals requesting admission or enrollment at any of the Maricopa County Community Colleges are asked to provide certain contact information that is collected and used for the purpose of responding to the request. The information collected may include your name, address, telephone number or email address. Maricopa county community colleges and/or its agents, including attorneys and/or collection agencies, may use this information to contact you through various means, including phone calls, text messages, e-mail and postal mail. Communication may include, but is not limited to, information regarding account balances, programs and services that MCCCDC offers.

## 5. Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (FERPA defines an "eligible student" as a student who has reached 18 years of age or is attending a postsecondary institution at any age). These rights include:

### **A. *The right to inspect and review the student's education records within 45 days after the day the college receives a request for access.***

1. Students should submit to the Admissions & Records Office/Enrollment Services written requests that identify the record(s) they wish to inspect. The form to do so may be found [HERE](#). The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. if the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. There may be occasions when a record may not be copied, especially if doing so may compromise another student or faculty member's privacy. The college or district may deny access to the following records:
  - a. Parents' financial statements;
  - b. Letters of recommendation, if the student has waived his or her right of access;
  - c. Records filed before January 1, 1975; or
  - d. Records not included in the FERPA definition of educational records.
3. The Maricopa County Community College District and its associated colleges reserve the right to deny copies of records, including transcripts, in any of the following situations:
  - a. The student has an unpaid financial obligation to the college or District;
  - b. There is an unresolved disciplinary action against the student; or
  - c. The educational record requested is an exam or set of standardized test questions.

### **B. *The right to request the amendment of the student's education records that the student believes is inaccurate, or misleading.***

1. 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.
2. A proper request to correct a student education record must:
  - a. Be written to the College Registrar;
  - b. Clearly identify the part of the record they want to be changed; and
  - c. Specify why the record is inaccurate or misleading.
3. Any written request which does not include the required information will not be considered. The requestor will be notified in writing that their request was not properly submitted and they will receive directions on how to resubmit it.
4. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The FERPA Appeal Process is also outlined in the student handbook and in [Appendix S-17](#) of the MCCC Administrative Regulations.

**C. *The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

1. With the exception of directory information and the various FERPA authorized disclosures without consent, the Maricopa County Community College District or its associated colleges must receive written consent from students before disclosing any personally identifiable information from educational records. The FERPA Release Of Information Consent MAY BE FOUND [HERE](#).

**CONDITIONS OF DISCLOSURE WITHOUT CONSENT**

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA Regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including instructors, administrators, supervisors, Governing Board members, academic or support staff, law enforcement and health staff, within the MCCC District whom the college or District has determined to have legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. This includes contractors, attorneys, auditors, collection agents, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(A)(1)(I)(B)(1) – (A)(1)(I)(B)(2) are met. (§99.31(A) (1))
2. To officials of another school where the student seeks to or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(A) (2))
3. To authorized representatives of the US Comptroller General, the US Attorney General, and the US Secretary of Education, or State and Local Educational Authorities, such as a state postsecondary authority that is responsible for supervising the college's state supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal-or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement, or compliance activity on their behalf (§§99.31(A) (3) AND 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(A) (4))

5. To organizations conducting studies for, or on behalf of, the college, in order to: (A) Develop, Validate, or Administer Predictive Tests; (B) Administer student aid programs; or (C) Improve instruction (§99.31(A) (6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(A) (7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(A) (8))
8. To comply with a judicial order or lawfully issued subpoena. (§99.31(A) (9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(A) (10))
10. Information the college has designated as “Directory Information” under §99.37. (§99.31(A) (11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(A) (13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college’s rules or policies with respect to the allegation made against him or her. (§99.31(A) (14))
13. To parents of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(A) (15))

Students who believe that MCCCDC or an agent of the college has disclosed information contrary to the provisions outlined in this section may submit a grievance via the non-instructional complaint resolution process. The process is posted at: [S-8 Non-Instructional Complaint Resolution](#)

**D. The right to file a complaint with the US Department to 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 Avenue SW  
 Washington, DC 20202-5920

- E. **2012 FERPA AMENDMENT:** As of January 3, 2012, the U.S. Department of Education’s FERPA Regulations expand the circumstances under which your education records and Personally Identifiable Information (PII) contained in such records—including social security number, grades, or other private information—may be accessed without student consent. For more information on this amendment, please see: [FERPA](#)  
[HTTPS://DISTRICT.MARICOPA.EDU/CONSUMER-INFORMATION/FAMILY-EDUCATIONAL-RIGHTS-PRIVACY-ACT-FERPA](https://DISTRICT.MARICOPA.EDU/CONSUMER-INFORMATION/FAMILY-EDUCATIONAL-RIGHTS-PRIVACY-ACT-FERPA)  
 A

**F. Student Directory Information**

1. A Maricopa County 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 Admission & Records Office/Enrollment Services.

A. Students should consider very carefully the consequences of a decision to withhold directory information. A privacy block will call for the college or District to not release this directory information. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.

2. Students may request their college to withhold the sharing of directory information by filing out a [Request To Withhold Directory Information](#) form and submitting that form to the college Admission & Records Office/Enrollment Services.
3. Directory information is considered public information. At any Maricopa County Community College, directory information is defined as a student's:

**A. Name**

- B. Address
- C. Phone Number
- D. MCCCDC Email Address
- E. Photograph/Electronic Image
- F. Place of Birth
- G. Major Field of Study
- H. Current Enrollment Status
- I. Participation in Officially Recognized Activities
- J. Dates of Attendance
- K. Degrees Awarded
- L. Awards and Academic Honors Received/Dean's List Selection
- M. Previous Institutions Attended
- N. Program and promotional materials on participants in various sports and similar public activities, including weight and height of athletic team members.

**G. Disclosure to Parents**

In accordance with federal law, college officials may disclose educational records to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

**RELEASE OF DIRECTORY (PUBLIC) INFORMATION**

At its discretion, the college or District may provide *Directory Information* in accordance with the provisions of FERPA. Types of information considered As *Directory Information* are listed below. additional information may be found at: [DISTRICT.MARICOPA.EDU](http://DISTRICT.MARICOPA.EDU) under Consumer Information.

**DIRECTORY (PUBLIC) INFORMATION AT MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT AND ITS ASSOCIATED COLLEGES**

- Name
- Address
- Phone Number
- MCCCDC Email Address
- Photographs
- Electronic Images
- Date and Place of Birth
- Major Fields of Study
- Current Enrollment Status
- Participation in Officially Recognized Activities
- Dates of Attendance
- Degrees
- Awards and Academic Honors Received
- Dean's List Selection
- Previous Institutions Attended
- Program and promotional materials on participants in various sports and similar public activities, including weights and heights of athletic team members
- Directory Information is Considered Public Information.

**PRIVACY OF DIRECTORY (PUBLIC) INFORMATION**

***BLOCKING THE RELEASE OF DIRECTORY (PUBLIC) INFORMATION***

By default, a college or District may release a student's directory information. Students may prohibit

(or block) the public disclosure of directory information by completing a ***PRIVACY BLOCK*** form.

Students should consider *very carefully* the consequences of a decision to withhold directory information. A privacy block will call for the college or District to not release this *directory information*. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.

Although the college or District will honor a student's request to withhold directory information, it cannot *assume responsibility* to contact the student for subsequent permission to release this information. Regardless of the effect upon the student, the college or District assumes no liability as a result of honoring a student's instructions to withhold such information.

#### **ADDITIONAL INFORMATION:**

- If a student blocks directory information, it still may be inspected by those MCCCCD officials authorized by law to inspect education records without consent.
- If a student chooses to block directory information, it cannot be released to friends, family, prospective employers, the news media, advisors, student activities, and honors societies.
- Some reasons for considering a privacy block on directory information include harassment or the advice of a legal or medical professional.
- If a student wishes to keep public data private but release information so it can be published in commencement programs and honors lists, contact the office of Admissions & Records/Enrollment Services at the appropriate college(s).

If a student wishes to remove the privacy block, he or she must rescind the previous block. The college and District cannot assume responsibility to contact students for subsequent permission to release this information. It is the sole responsibility of the student to initiate the release of blocked information.

#### **USING SOCIAL SECURITY NUMBERS**

Due to identity theft concerns and privacy issues, students will no longer be asked to provide a social security number as a personal identifier. Instead, students will be assigned a student id number upon enrollment that can be used to access education records, as needed.

**AMENDED through the Administrative Regulations Approval Process, June 4, 2019**

[Appendix S-17: FERPA Appeal Process](#)

## **FERPA APPEAL PROCESS**

In instances where the college decides not to amend an education record as requested by the student, the college will notify the student of the decision and advise him/her of the right to an appeal hearing according to the following process:

- The student must have first presented the issue in writing to the college's Admissions/Enrollment Office or designee identifying the records that he/she wishes to have amended and provided any supporting documentation. Note: With the exception of clerical errors, requests that are expressly related to grade disputes are not subject to this process and must be vetted through the Instructional Grievance Process.

- If the request to change the record was deemed unsubstantiated by the college designee and the institution was able to demonstrate that the record was accurate, the student will be informed of the right to a formal appeal hearing.
- Students must request a formal hearing within 10 business days from the date they are informed of the right to an appeal hearing.
- The request for a formal hearing must be in writing and delivered to the [Dean of Admissions/Enrollment Services, Vice President of Student Affairs] or designee.
- The college official who receives the formal hearing request will either review the case personally or designate a hearing committee if the issue involves a matter not clearly established by current policy or administrative regulation.
- A written decision will be delivered to all parties summarizing the evidence and stating the reason(s) for the decision. If the decision is in favor of the student, the education record will be amended. If the decision is for the record to remain the same, the student may place a statement commenting on or disagreeing with the decision in the education record.

## **STUDENT HANDBOOK**

### **2.5.4 Student Employment**

#### **1. District Student Employees**

##### **A. Introduction**

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

##### **B. Philosophy and Workload for Student Employees**

- i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.
- ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the College president or his/her designee.
- iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

##### **C. Student Employee Benefits**

As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

##### **D. Student Employment Records**

Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the Vice President of Students Affairs.

E. Student Compensation

The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

F. Employee Contracts and Forms (See [Appendix FM-3](#))

Student Employee Grievance Procedure

G. Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process ([AR 2.3.12](#))

## 2. Student Security Guards

A. Introduction and Philosophy

Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

B. Workload of Student Security Guards

i. Student security guards shall be enrolled for a minimum of three (3) semester hours.

ii. Student security guards shall be limited to 20 hours per week when the 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 7:00 a.m. and 11:00 p.m.

C. Students not in Administration of Justice Program

i. Use of student other than those in Administration of Justice Program:

1. Selection of the student must be personally approved by the vice president of students affairs and chief of security.
2. Selection of a student should not extend beyond one semester without the approval of the vice president of students affairs.
3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.

ii. Recommended program for students other than those in Administration of Justice programs: Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:

1. Wearing of the uniform, general appearance, and demeanor
2. The use of the various security report forms and how to properly complete them to provide requested information; General report writing methods
3. Public relations methods used on the campus
4. Crime prevention methods used on the campus; Patrol methods used in buildings and grounds.
5. Basic techniques for interviewing students, faculty and visitors relative to the incidents
6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
7. Basic first aid

D. Student Security Guards Employee Benefits

As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

E. Student Employment Records

The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the Vice President of Student Affairs.

### 2.5.5 Student Governance

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who

delegates responsibility for each college to the College President who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The President shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, the Maricopa Community Colleges Governing Board Policies and the Chancellor's 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 persons elected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (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 college experience. Each college shall outline the requirements necessary to establish the formation of an interest-based student club and organization (i.e., mission/purpose, size, structure, advisors). Club advisors shall be employees of the Maricopa County Community College District.

In most instances, student clubs and organizations shall be open to all students who are enrolled in credit courses at a Maricopa Community College. Pursuant to ARS §15-1863, religious or political student organizations may determine that the organization’s internal affairs, selecting the organization’s leaders and members, defining the organization’s doctrines, and resolving the organization’s disputes are part of the organization’s religious or political mission and that only persons committed to that mission should conduct such activities. For religious and political organizations, state statute recognizes the role that viewpoint serves in the mission and purpose of the organization’s operations. Thus, such groups may elect to select members based upon organizational doctrine. The MCCCCD may not deny recognition or any privilege or benefit to a religious or political student organization or group that exercises its rights pursuant to the statute.

Whereas ARS §15-1863 allows religious and political organizations to determine their internal affairs and the selection of their leaders and members, the MCCCCD non-discrimination policy is applicable to all other aspects of these student clubs and organizations.

**\*\*\*\*\*INSERT INTO PROGRAM SECTION OF THE CATALOG AS ALLIED HEALTH\*\*\*\*\***

**Appendix S-13: The Maricopa Community Colleges Allied Health or Nursing Program  
Allied Health or Nursing Assumption of Risk/Release of Liability**

Most of the allied health or nursing program pathways include a program of study in a clinical training environment that may contain exposures to risks inherent in patient-oriented educational experiences (such as but not limited to bodily injury or communicable and infectious diseases). Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

## Use of Confidential Information

Students enrolled in allied health or nursing program pathways will have learning experiences in a 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).

## MCCCD Required Background Checks

Students enrolled in an MCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCD's major clinical agency partners now mandate that any college students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCD has instituted two specific background check requirements in order for a student to enroll in a program. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in Arizona Revised Statute § 41-1758.07 (<https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/41/01758-07.htm>). Additionally, students must also obtain a "pass" status on a MCCCD supplemental background check from MCCCD's authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCD's clinical experience partners.

The sole program for which the background check requirements are different is the Emergency Medical Technician program. For that program, students must have obtained a Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety. They are also required, at the time of their clinical assignments, to submit to, pay for and pass any additional background check requirements of the clinical agencies to which their EMT program places students.

Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

The MCCCD supplemental background check review may include searches of the following databases and information but MCCCD reserves the right to change the search criteria and the program background check requirements at any time without notice:

1. *National Federal Health Care and Abuse Databases*
2. *Social Security Verification*
3. *Residency History*
4. *Arizona Statewide Criminal Records*
5. *Nationwide Criminal Databases*
6. *Nationwide Sexual Offender Registry*
7. *Homeland Security Search*

Examples of background information that will result in a "fail" status on the supplemental background check include:

1. *Social Security number does not belong to the applicant*
2. *Any inclusion on any registered sex offender database*
3. *Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists*
4. *Any conviction of a felony no matter what age of the convictions*
5. *Any warrant any state*
6. *Any misdemeanor conviction for the following no matter how long ago:*
  - A. *Violent crimes*
  - B. *Sex crime of any kind including non consensual sexual crimes and sexual assault*
  - C. *Murder, attempted murder*
  - D. *Abduction*
  - E. *Assault*
  - F. *Robbery*

- G. Arson
  - H. Extortion
  - I. Burglary
  - J. Pandering
  - K. Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
  - L. Any abuse or neglect
  - M. Any fraud
  - N. Illegal drugs
  - O. Aggravated DUI
7. Any misdemeanor controlled substance conviction in last 7 years
  8. Any other misdemeanor conviction within last 3 years

EXCEPTIONS: Any misdemeanor traffic (DUI is not considered traffic).

The information that MCCCDC uses for the “pass/fail” background check is subject to change at any time without notice.

MCCCDC recommends that students carry proof of the background clearance at all times during any clinical agency learning experience.

### **Duty to Report Changes; Removal**

Students have an obligation to immediately report to the director of their program any change in the information that they supplied on forms submitted to initiate background checks relating to the allied health or nursing program. That includes information provided to the Arizona Department of Public Safety and MCCCDC’s supplemental background check vendor, as well as that related to the background check required by a clinical agency. Failure to do so will result in removal from the program. Additionally, any change in background check status that would affect the student’s clearance under either MCCCDC’s or a clinical agency’s standards will result in removal from a program.

### **Additional Clinical Agency Background Check**

Some clinical agencies require that students assigned to their sites submit to a criminal background check covering other offenses, as well as to a drug screening. Students are required to pay for the additional agency clinical background check. A clinical agency that requires this additional background check may refuse to place a student due to information the clinical agency obtains in its background check even though that student possess a valid Level I Fingerprint Clearance Card and has obtained a “pass” status on the MCCCDC supplemental background check.

Some conditions that have resulted in students being denied placement at clinical agencies include pending criminal charges, outstanding warrants, unfinished terms of a sentence (such as unpaid fines), pattern of repeated types of arrests/convictions, and failure to disclose all past arrests/convictions when asked to do so on any background check application.

### **Inability to Place**

MCCCDC has no obligation to make repeated attempts to place a student when the reason for MCCCDC’s inability to place the student is due to background check issues. Since clinical agency assignments are mandatory requirements for completion of a program, a student’s inability to complete required clinical experience due to his or her background check issues will result in removal from the program.

### **Changes to Admission or Background Check Requirements**

MCCCDC may change its program admission requirements or background check requirements without notice at any time.

### **No Guarantee of Receipt of Licensure/Certificate**

Many of the nursing and allied health programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a nursing and allied health program does not guarantee the receipt of a license or certificate to practice in the field of study.

**AMENDED by Direct Approval from the Chancellor, June 1, 2017**

## 4.18 Consensual Relationships

### 1. General

The existing Governing Board Policy on Hiring of Relatives prohibits employees from being involved in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that such relationships can create a conflict with the interests of the Maricopa Community Colleges, and the increased potential for nepotism and favoritism, the same principles also apply in the case of consensual amorous, romantic and/or sexual relationships that occur between employees or between employees and students.

In the work and academic environment, such a relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of supervision, instruction, coaching, counseling or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

#### A. Definitions

- i. Consensual relationships are defined as romantic, amorous and/or sexual relationships between consenting employees or between employees and adult (18 years or older) college students currently enrolled at one of the community colleges.
- ii. An employee is any individual who is employed by the Maricopa County Community College District (MCCCD). An employee includes an individual who is subject to an established employee job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCD.
- iii. A student is considered to be any person currently enrolled in a credit or non-credit class at one of the colleges or centers within the Maricopa County Community College District.
- iv. A vendor is someone who sells or can sell products or services to the Maricopa County Community College District.
- v. A recent consensual relationship is considered to be one that has taken place within the past 24 months.

#### B. Prohibited Conduct

- i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual's supervision or with a student that is currently enrolled in the individual's class, or a student whom the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.
- ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee's effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.

### 2. Procedures for Disclosure

Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

- A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:

- i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.
  - ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.
  - iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.
  - iv. The respective Vice President or Vice Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest. The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.
- B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:
- i. The faculty member shall counsel and advise the student not to enroll in his or her course.
  - ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.
  - iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer the matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student's enrollment in the class will nevertheless be maintained.
3. Persons who are married, 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 [The Annual Acknowledgement and Disclosures form may be found in the [Employee Learn Center](#). Employee credentials are needed to enter secure site].
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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**LANGUAGE ADOPTED BY DIRECT CHANCELLOR APPROVAL**

**2.8.3 Technology Accessibility**

The Maricopa Community College District is committed to ensuring equal access to information, programs, services and activities through its technologies, Web pages, and resources both in the academic and work environments. This regulation establishes that Electronic and Information Technology (EIT) that are used to conduct the business of the Maricopa Community Colleges shall adhere to established accessibility standards and guidelines.

**ADOPTED by Direct Approval from the Chancellor, April 1, 2015**

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

**AREAS/AWARD**

**INSTITUTION**

**DESCRIPTION**

The Maricopa County Community College Field of Interest Matrix identifies all awards currently available for offering within the ten (10) community colleges and skill centers of the district. The awards are grouped under Field of Interest as requested by the colleges. For specific information regarding individual awards, contact the college(s) listed as participating institutions.

**Applied Technology**

Air Conditioning and Electrical Accessories	GW
Air Conditioning/Refrigeration/Facilities	GW
Aircraft Maintenance Technology	CG
Aircraft Maintenance Technology-Airframe	CG
Aircraft Maintenance Technology-Powerplant	CG
Airway Science Technology, Flight Emphasis	CG
Applied Electrical Technologies	RS
Architectural and Civil CAD Technology	GC
Architectural Technology	SC
Automated Industrial Technology	EM, MC
Automated Industrial Technology I	EM, MC
Automated Industrial Technology II	EM, MC
Automotive Automatic Transmission and Transaxle	GC, GW, MC
Automotive Brake Systems	GC, GW, MC
Automotive Chassis	GC, GW, MC
Automotive Drive Train	GC, GW, MC
Automotive Electrical, Heating, Ventilation and Air Conditioning Systems	GC, GW, MC

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Automotive Electronic/Electrical Systems	GC, GW, MC
Automotive Engine Performance	GC, GW, MC
Automotive Engine Repair	GC, GW, MC
Automotive Engine Repair and Performance	GC, GW, MC
Automotive Heating, Ventilation and Air Conditioning Systems	GC, GW, MC
Automotive Maintenance and Light Repair	GC, GW, MC
Automotive Manual Drive Train and Axles	GC, GW, MC
Automotive Service	GC, GW, MC
Automotive Steering and Suspension	GC, GW, MC
Basic Automotive Maintenance	RS
Brakes, Alignment, Suspension and Steering	MC
Building Inspection	GW, MC
Cable and Wire Harness Assembly	MC
CAD Application	GC
CAD Fundamentals	GC
Carpenter Apprenticeship	GW
Caterpillar Technician Training	MC
Certified Flight Instructor Instrument Airplane Rating	CG
CNC Machine Operator	GW, MC
CNC Machine Operator (Day)	GW
CNC Machine Operator (Night)	GW
CNC Machining I	GW, MC
CNC Machining I (Day)	GW

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
CNC Machining I (Night)	GW
CNC Machining II	GW, MC
CNC Machinist (Day)	GW
CNC Machinist (Night)	GW
Collision Repair Technician (Day)	GW
Collision Repair Technician (Night)	GW
Computer Aided Drafting	MC
Construction Building Codes	MC
Construction Management	MC
Construction Safety OSHA 30	MC
Construction Technology	MC, SM
Construction Trades - Mechanical Trades: Pipefitting	GW
Construction Trades - Mechanical Trades: Plumbing	GW
Construction Trades - Mechanical Trades: Sheet Metal	GW
Construction Trades: Carpentry	GW, MC, RS, SM
Construction Trades: Carpentry, Commercial and Residential	MC, RS, SM
Construction Trades: Carpentry, Commercial and Residential (Day)	GW
Construction Trades: Construction Management	GW, MC
Construction Trades: Electrical	MC, RS, SM
Construction Trades: Electrical (Day)	GW
Construction Trades: Electrical (Night)	GW
Construction Trades: Electrical, Commercial and Residential	MC, RS, SM
Construction Trades: Electrical, Commercial and Residential (Day)	GW

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Construction Trades: Electrical, Commercial and Residential (Night)	GW
Construction Trades: Electricity	GW
Construction Trades: Heat and Frost Insulation	GW
Construction Trades: Ironworking	GW
Construction Trades: Millwrighting	GW
Construction Trades: Painting and Drywalling	GW
Construction Trades: Plumbing	GW, MC, RS, SM
Construction Trades: Plumbing, Commercial and Residential	GW, MC, RS, SM
Construction Trades: Pre-Apprenticeship	GW
Drafting and Design Technology	MC
Electric Utility Technology	CG
Electrical Installer (Day)	GW
Electrical Installer (Night)	GW
Electrical Systems Technology	EM
Electrical Technician (Day)	GW
Electrical Technician (Night)	GW
Electrical Technology	GW
Electrical Technology - Commercial Wiring	GW
Electrical Technology - Industrial Wiring	GW
Electrical Technology: Residential Wiring	GW
Energy and Industrial Technology	EM
Engine Performance and Diagnosis	GW
Environmental Science and Water Resources Technologies	GW

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Environmental Science Technology	GW
HVAC Commercial Installation and Service Technician	GW
HVAC Residential Installation and Service Technician	GW
HVAC Residential Installation and Service Technician (Day)	GW
HVAC Residential Installation and Service Technician (Night)	GW
HVAC Technician (Night)	GW
Industrial Design Technology	GW
Industrial Design Technology: Design Specialist	GW
International Residential Code	MC
J-STD Soldering Certification	MC
Lineman Technology Level I	RS
Lineman Technology Level II	RS
Lineman Technology Level III	RS
Lineman Technology Level IV	RS
Maintenance Technician: Apartments	GW
Manufacturing Production Technology	MC
Mechanical Drafting	MC
Mechanical Systems Technology	EM
Millwrighting	GW
Nanotechnology	RS
Nuclear Power Technology	EM
Power Systems Technology	EM
Quality Assurance	GW

**Maricopa Community Colleges  
 Field of Interest Matrix 2021-2022**

<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Salt River Project Relay Apprentice	MC
Unmanned Aircraft Systems	CG
Water and Wastewater Treatment	GW
Welding	MC
Welding: Combination (Day)	GW
Welding: Combination (Night)	GW
Welding: Fundamentals	MC
Welding: Fundamentals (Day)	GW
Welding: Fundamentals (Night)	GW
Welding: Gas Metal / Flux Cored Arc Welding (GMAW)/(FCAW)	MC
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous	MC
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous and Non-Ferrous (Day)	GW
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous and Non-Ferrous (Night)	GW
Welding: Gas Tungsten Arc Welding (GTAW) Non-Ferrous	MC
Welding: Pipe and Plate (Day)	GW
Welding: Pipe and Plate (Night)	GW
Welding: Shielded Metal Arc Welding (SMAW) (Day)	GW
Welding: Shielded Metal Arc Welding (SMAW) (Night)	GW
Welding: Shielded Metal Arc Welding (SMAW) Pipe	MC
Welding: Shielded Metal Arc Welding (SMAW) Pipe (Day)	GW
Welding: Shielded Metal Arc Welding (SMAW) Pipe (Night)	GW
Welding: Shielded Metal Arc Welding (SMAW) Plate	MC
Welding: TIG (GTAW) (Day)	GW

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

**AREAS/AWARD** **INSTITUTION**

Welding: TIG (GTAW) (Night)	GW
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**Behavioral Science and Human Services**

Addictions and Substance Use Disorders	RS
Addictions and Substance Use Disorders Level I	RS
Addictions and Substance Use Disorders Level II	RS
Administration of Justice	CG, EM, GC, MC, PC, PV, RS, SC, SM
Administration of Justice Studies	CG, EM, GC, MC, PC, PV, RS, SC, SM
Adolescent Studies	PC
Advanced Behavioral Health Sciences	GC, SM
Advanced Corrections and Detention	RS
Advanced Juvenile Corrections	RS
Associate in Arts, Emphasis in Counseling and Applied Psychological Science	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Criminal Justice	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Family Life Education	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Law and Policy	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Political Science	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Psychology	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Social Work	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Basic Behavioral Health Sciences	GC, SM

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Basic Corrections	RS
Basic Detention	RS
Behavioral Sciences	GC, SM
Child and Family Organizations Management and Administration	GC, RS
Community Emergency Response Team (CERT): Level I	PC
Corrections	CG, EM, GC, MC, PC, PV, RS, SC, SM
Corrections and Detention	RS
Crime Scene Investigation	CG, GC, MC, PC, PV, SC, SM
Developmental Disabilities Specialist	GC
Driver Operator	GC, MC, PC, PV
Emergency Communications	RS
Emergency Communications and Deployment	PC
Emergency Management	GC, MC, PC, PV
Fingerprint Identification and Photography	CG, GC, MC, PC, PV, SC, SM
Fire Science	GC, MC, PC, PV
Fire Service Management	GC, MC, PC, PV
Firefighter Operations	GC, MC, PC, PV
Forensic Science	CG, GC, MC, PC, PV, SC, SM
Hazardous Materials Response	PC
Homeland Security	CG, GC, GW, MC, PC, PV, RS, SM
Human Services - Specialist: Customer Service	RS
Human Services - Unemployment Insurance: Customer Service	RS

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Human Services-Assistance: Public Assistance Eligibility	RS
Juvenile Corrections	RS
Law Enforcement	CG, EM, GC, MC, PC, PV, RS, SC, SM
Law Enforcement Field Training	RS
Law Enforcement Investigation	GC, RS
Law Enforcement Training	CG, GC, RS
Law Enforcement Training Academy	CG, GC, RS
Leadership Development, Level I	PV
Leadership Development, Level II	PV
Leadership in Public Safety Organizations	CG, GC, MC, PC
Legal Studies	CG, EM, GC, MC, PC, PV, RS, SM
Non-Sworn Fire Service Professional	GC, MC, PC, PV
Paralegal	RS
Paralegal Studies	PC
Professional Addictions Counseling	RS
Public Safety Leadership	RS
Public Safety Technology	RS
Search Warrant Preparation	RS
Stage Combat	PV
Substance Use Prevention and Interventions	RS
Terrorism Liaison Training	PC
Victimology	CG, GC, MC, PC, PV, RS, SM

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

**AREAS/AWARD**

**INSTITUTION**

Workforce Development and Community Re-Entry	RS
Workforce Development: Foundations in Addictions and Substance Use Disorders	RS

**Business, Entrepreneurialism, and Management**

Accounting	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Administrative Professional	CG, EM, GC, GW, MC, PC, PV, SM
Airline Operations	RS
Airline Operations: Reservations and Ticketing Services	RS
Apprentice Meat Cutter	GW
Associate in Business, General Requirements (ABUS-GR)	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Business, Special Requirements (ABUS-SR)	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Automobile Insurance Claims: Customer Service	RS
Automobile Insurance: Customer Service	RS
Automobile Insurance: Policy Services	RS
Automobile Insurance: Sales	RS
Automobile Insurance: Sales Service	RS
Bank Account Management: Customer Service	RS
Banking and Finance	GW, PC
Beauty and Wellness	GW, MC
Broadband Telecommunications	RS
Broadband Telecommunications: Field Operations	RS

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Business Administration Fastrack	CG, GC, MC, PC, SC
Business Technology Specialist	GW
Commercial Baking and Pastry	EM, PC, SC
Court Reporting: Judicial	GW
Credit Counseling: Customer Service	RS
Culinary Arts	EM, SC
Culinary Arts I	EM, SC
Culinary Arts II	EM, SC
Culinary Fundamentals	SC, SM
Debt Resolution: Customer Service	RS
Debt Resolution: Sales	RS
Enrolled Agent	CG, GC, GW, MC, PC, PV, RS, SC, SM
Entrepreneurial Studies Level I	GC, GW, MC, PC, PV, RS, SC, SM
Entrepreneurial Studies Level II	GC, GW, MC, PC, PV, RS, SC, SM
Fashion Merchandising	MC, PC
Financial Industry	GW
General Business	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Health Care Insurance: Customer Service	RS
Hospitality: Golf Management	SC
Hospitality: Hotel Management	SC
Hospitality: Meeting and Event Management	SC
Hospitality: Restaurant Management	SC

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Hospitality: Spa and Wellness Center Management	SC
Hospitality: Tourism Development and Management	SC
Human Resources Management	CG, GC, GW, MC, PC, RS, SC, SM
Insurance: Customer Service	RS
Licensed Residential Appraiser	MC
Management	CG, GC, GW, MC, PC, PV, RS, SC, SM
Marketing	GC, GW, MC, PC, PV, SC, SM
Marketing and Sales	GC, GW, MC, PC, PV, SC
Motor Vehicle: Customer Service	RS
Organizational Leadership	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Organizational Management	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Personal Loans: Customer Service	RS
Project Management	MC
Property Insurance: Customer Service	RS
Public Administration	RS
Public Administration: Legal Services	RS
Public Relations	MC
Quality Customer Service	RS
Real Estate: Prelicense	GC, MC, PV, RS, SC, SM
Residential Appraisal Trainee	MC
Retail Management	CG, EM, GC, GW, MC, PC, RS, SC, SM

**Maricopa Community Colleges  
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**AREAS/AWARD**

**INSTITUTION**

Retail Pharmacy: Customer Service	RS
Risk Management and Insurance	CG, GC, GW, MC, RS, SC
Securities Industry Essentials	CG, GW, MC, PC, PV, SC, SM
Small Business Management II	GC, GW, MC, PC, RS, SM
Small Business Management Level I	EM, GC, GW, MC, PC, RS, SM
Small Business Start-Up	CG, PV
Social Media Marketing	CG, EM, GC, GW, MC, PC, PV, SC, SM
Utilities: Customer Service	RS
Water Services: Customer Service	RS

**Computer and Information Technology**

Adobe Foundations: Animation and Graphics Production	CG, GC, MC, PV, SM
Adobe Foundations: Audio and Video Production	MC, SM
Amazon Web Services Cloud Associate	CG, GC, GW, MC, PC, PV, SC, SM
Amazon Web Services Cloud Practitioner	CG, EM, GC, GW, MC, PC, PV, SC, SM
Amazon Web Services Cloud Specialist	CG, GC, GW, MC, PC, PV, SC, SM
Android App Development	CG, GW, MC, PC, PV, RS, SM
Associate in Science, Emphasis in Computer Science	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

**Maricopa Community Colleges  
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<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Cisco Certified Network Professional: Enterprise	CG, EM, GC, GW, MC, PV, SC, SM
Cisco Certified Network Professional: Enterprise Advanced Routing and Services	CG, EM, GC, GW, MC, PV, SC, SM
Cisco Certified Network Professional: Enterprise Core	CG, EM, GC, GW, MC, PV, SC, SM
Cisco Network Administration and Security	CG, EM, GC, GW, MC, PV, SC, SM
Cisco Network Administration: CCNA	CG, EM, GC, GW, MC, PV, SC, SM
Cisco Network Administration: CCNP	CG, EM, GC, GW, MC, PV, SC, SM
CompTIA A+ Certification Prep	GW
CompTIA Security+ Certification Prep	GW
Computer Support Specialist (Day)	GW
Computer Support Specialist (Night)	GW
Computer System Configuration and Support	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Computer System Configuration and Support, Linux	CG, EM, GC, GW, MC, PC, PV, SC, SM
Computer System Configuration and Support, Network	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Computer System Configuration and Support, Security	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Critical Infrastructure	EM, GC
Cross-Platform App Development	GW, MC, PC, PV, RS, SM
Cyber Engineering	CG, EM, GC, MC, PC, PV, RS, SC, SM
Cyber Operations	CG, EM, GC, GW, MC, PV, SM
Cybersecurity	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

**Maricopa Community Colleges  
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<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Cybersecurity Fundamentals	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Data Analytics	EM, GW, MC, PV, RS, SC
Database Development	EM, MC, SC
Desktop Support	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Foundations of Mobile App Development	MC, PC, PV, RS, SM
Information Security	GC
Information Security Technology	GC
Information Technology	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
iOS App Development	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
IT Security Associate	EM
Linux Associate	CG, EM, GC, GW, MC, PC, PV, SC, SM
Linux System Administration	CG, EM, GC, GW, MC, PC, PV, SC, SM
Microsoft Desktop Associate	CG, EM, GC, GW, MC, PC, PV, SC, SM
Microsoft Office Professional	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Microsoft Office Specialist	CG, EM, GC, GW, MC, PV, RS, SC, SM
Microsoft System Administration	CG, EM, GC, GW, MC, PC, PV
Mobile App Development	MC, PC, PV, RS, SC, SM
Native Mobile App Development	GW, MC, PC, PV, RS, SM
Network and Cyber Fundamentals	GW
Network and Systems Administration	CG, EM, GC, GW, MC, PC, PV, SC, SM

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Network Specialist (Day)	GW
Network Specialist (Night)	GW
Network Support Specialist	GW
Network Support Technician	GW
Oracle Database Operations	CG
Programming	EM, RS, SM
Programming and Systems Analysis	CG, EM, GC, MC, PC, PV, RS, SC
Programming and Systems Analysis Level I	CG, EM, GC, MC, PC, PV, RS, SC
Programming and Systems Analysis Level II	CG, EM, GC, MC, PC, PV, RS, SC
Red Hat Linux Administrator	CG, EM, GC, GW, MC, PC, PV, SC, SM
Red Hat Linux Engineer	CG, EM, GC, GW, MC, PC, PV, SC, SM
Security Specialist	GW
Video Game Production	GC, MC, PV
Video Game Production: Audio and Sound	GC, MC, PV
Video Game Production: Coding and Scripting	GC, MC, PV
Video Game Production: Game Art	GC, MC, PV
Video Game Production: Game Narrative	GC, MC, PV
VMware Foundations	EM, GC, GW, MC, PC, PV, SC
VMware Network Administrator	CG, EM, GC, MC, PV
VMware Systems Administrator	EM, GC, GW, MC, PC, PV, SC

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<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Web App Development	CG, GC, GW, MC, PC, PV, RS, SC, SM
Web Design	CG, EM, GC, MC, PV, RS, SC, SM
Web Design/Development	CG, EM, GC, MC, PC, PV, RS, SC, SM
Web Development	CG, EM, GC, GW, MC, PC, PV, SC, SM
Web Foundations	CG, EM, GC, MC, PC, PV, RS, SC, SM
Windows App Development	GW, MC, PC, PV, RS, SM

**Culture and Society**

African-American Studies	MC
American Indian Studies	MC, PC, SC
Applied Storytelling	EM, SM
Associate in Arts, Emphasis in American Indian Studies	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Anthropology	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Communication	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Economics	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in English (Creative Writing)	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in English (Literature)	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in History	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

**Maricopa Community Colleges  
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<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Associate in Arts, Emphasis in Humanities	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Information Studies and eSociety	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Japanese	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Philosophy	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Religious Studies	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Sociology	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Spanish	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Women and Gender Studies	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Chicana and Chicano Studies	GC, PC
Communication Competence in the Workplace	GC, MC
Communication Skills for Non-Native English Speakers	GC, MC
Creative Writing	CG, EM, GC, MC, PC, PV, RS, SC
Deaf Studies	PC
Foundations of Storytelling	EM, SM
Global Citizenship	MC
International Studies	PC
Interpreter Preparation	PC
Journalism and New Media Studies	GC, MC
Language and Literary Culture of the USA	RS
Language Studies	CG, GC, MC, RS

**Maricopa Community Colleges  
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<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Oral Communication Fluency for Non-Native English Speakers	GC, MC
Southwest Studies	PC
Spanish Language and Culture	CG, MC, RS
Sustainability and Ecological Literacy	EM, RS, SM
Sustaining and Advancing Indigenous Nations	SC
Traditional and Fact-Based Storytelling	EM, SM
Women and Gender Studies	CG, MC

**Education**

Associate in Arts, Elementary Education (AAEE)	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Early Childhood Education	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Educational Studies Early Childhood	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Secondary Education	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Secondary Education	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Early Childhood Education	CG, EM, GC, MC, PC, PV, RS, SM
Foundations of Early Childhood Education	CG, EM, GC, MC, PC, PV, RS, SM
Gifted Education	EM
Instructional Assistance	MC, SM
K-12 eLearning Design	RS
K-12 Online Teaching	RS

**Maricopa Community Colleges  
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**AREAS/AWARD**

**INSTITUTION**

**Health Sciences**

Aesthetician (24 Hours Per Week)	GW
Aesthetics Instructor	GW
Associate in Arts, Emphasis in Exercise Science	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Nutritional Science	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Speech and Hearing Science	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Community Dental Health Coordination	RS
Community Health Paramedicine	GC, MC, PC, PV
Computed Tomography	GW
Cosmetologist (20 Hours Per Week)	GW
Cosmetologist (32 Hours Per Week)	GW
Cosmetologist (High School)	GW
Cosmetology Instructor	GW
Critical Care Paramedicine	GC, MC, PC, PV
Dental Assisting	PC
Dental Hygiene	MC, PC, RS
Diagnostic Medical Sonography	GW
Electrocardiogram (ECG) Technician	GW
Electroneurodiagnostic (END) Technology	GW
Emergency Medical Services and Fire Preparatory Academy	GW

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<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Emergency Medical Technology	CG, GC, MC, PC, PV
Emergency Medical Technology (EMT)	GW
Emergency Medical Technology (EMT) (High School)	GW
Emergency Medical Technology Comprehensive	CG, GC, MC, PC, PV
Exercise Science: Health, Fitness and Sports Performance	CG, GC, MC, PV, SC, SM
Fast Track Practical Nursing	GW
Foundations of Sports Medicine	RS
Group Fitness Instructor	MC
Hair Stylist (20 Hours Per Week)	GW
Hair Stylist (32 Hours Per Week)	GW
Health Information Technology	PC
Health Information: Long Term Care Settings	PC
Health Services Management	GW
Health Unit Coordinating/Patient Care Associate	GW
Healthcare Regulatory Compliance	GW
Healthcare Technology Systems	GC, PV
Histologic Technology	PC
Hospital Central Service Technology	GW
Integrated Public Health	PV, SC
Integrated Public Health: Community Health Work	PV, SC
Integrated Public Health: Health Administration	PV
Integrated Public Health: Health Education	PV
Integrated Public Health: Mobile Integrated Health	PV

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<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Laboratory Assisting	PC
Magnetic Resonance Imaging	GW
Massage Therapy	PC
Massage Therapy (24 Hours Per Week)	GW
Medical Administrative Assisting	PC
Medical Assisting	PC
Medical Assisting (Day)	GW
Medical Assisting (Night)	GW
Medical Billing and Coding: Physician Based (Day)	GW
Medical Billing and Coding: Physician Based (Night)	GW
Medical Billing and Coding: Physician-Based	PC
Medical Coding: Hospital-Based	PC
Medical Interpreter - Spanish (12 Hours Per Week)	GW
Medical Interpreter - Spanish (6 Hours Per Week)	GW
Medical Laboratory Science	PC
Micro Certificate in Recreation Management	SC
Musculoskeletal Sonography	GW
Nail Technician	GW
Nail Technician Instructor	GW
Nuclear Medicine Technology	GW
Nurse Assisting	EM, GC, GW, MC, PV
Nursing	CG, EM, GC, GW, MC, PC, PV, SC
Nursing Refresher	GW, MC

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<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Nutrition and Dietetic Technology	PV
Nutrition for Personal Trainers and Coaches	SC
Occupational Therapy Assistant	GW
Operating Room Nursing	GW
Ophthalmic Medical Administrative Assistant Apprenticeship	GW
Ophthalmic Medical Assistant	GW
Ophthalmic Medical Assistant Apprenticeship	GW
Paramedicine	GC, MC, PC, PV
Personal Trainer	CG, GC, MC, PV, SC, SM
Personal Trainer: Advanced	CG, GC, MC, PV, SC, SM
Pharmacy Technician	GW
Pharmacy Technician Apprenticeship	GW
Phlebotomy	PC
Phlebotomy (Day)	GW
Phlebotomy (Night)	GW
Physical Therapist Assisting	GW
Polysomnographic Technology	GW
Practical Nursing	CG, EM, GC, GW, MC, PC, PV, SC
Radiologic Technology	GW
Recreation Management	SC
Respiratory Care	GW
Spanish Interpreting for Healthcare Professionals	GW
Speech Language Pathology Assistant	EM

**Maricopa Community Colleges  
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**AREAS/AWARD**

**INSTITUTION**

Surgical Technology	GW
Sustainable Food Systems	RS
Tactical Emergency Casualty Care	GC, MC, PC, PV
Yoga Instruction	SC
Yoga Therapy	SC

**Science, Technology, Engineering and Mathematics**

Artificial Intelligence and Machine Learning	CG, EM
Associate in Arts, Emphasis in Food Science and Technology	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Geography	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Mathematics	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Emphasis in Sustainability and Environmental Studies	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Astronomy	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Biochemistry	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Biological Sciences	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Chemistry	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Engineering	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Geography - Meteorology	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Science, Emphasis in Geology	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Associate in Science, Emphasis in Physics	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Biomedical Equipment Technology	GC, MC
Biotechnology and Molecular Biosciences	GC
Electronics Engineering Technology	MC
Electronics Technology	MC
Engineering Technology	EM, GC, PV, SM
Environmental and Natural Resource Conservation	PC
Environmental and Natural Resource Stewardship	PC
Equine Science	SC
Food Science and Technology I	SM
Food Science and Technology II	SM
Geospatial Technologies	MC
Landscape Aide	MC
Landscape Horticulture	MC
Landscape Specialist	MC
Mortuary Science	CG
Sustainability	CG, GC, MC, PV, RS, SC, SM
Sustainable Agriculture	MC
Veterinary Assisting	MC
Veterinary Technology	MC
Workforce Development: Introduction to Sustainable Food Systems	RS

**Visual and Performing Arts**

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

**AREAS/AWARD**

**INSTITUTION**

Alteration Specialist	MC, PC
Animation	GC, MC, PC
Animation and Time-Based Media	GC, MC, PC
Apparel Construction	MC, PC
Associate in Arts, Fine Arts	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Art	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Dance	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Music	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Musical Theatre	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Associate in Arts, Fine Arts, Emphasis in Theatre	CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Audio Production Technologies	GC, MC, PC, PV, SC
Beginning Piano Pedagogy	MC
Ceramics	MC
Commercial and Freelance Photography	GC, PC
Costume Design and Production, Level I	MC, PC
Costume Design and Production, Level II	PC
Dance Performance and Technology	SC
Digital Arts: Digital Photography	MC
Digital Media Arts	GC, PC
Disc Jockey Techniques	MC, SC

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Disc Jockey Techniques I	MC, SC
Disc Jockey Techniques II	MC, SC
Documentary Film Production	GC
Drawing and Painting	MC
Editing	SC
Electronic Music	GC, MC, PC, SC
Fashion Design	MC, PC
Fashion Design: Entrepreneur	PC
Fashion Design: Level I	MC, PC
Fashion Design: Level II	PC
Fashion Illustration	PC
Film and Media Production	GC
Graphic Design	MC, PC
Illustration	CG, MC, PC
Illustration and Sequential Art	CG, MC, PC
Image Consultant	MC
Interior Design	PC, SC
Interior Design Kitchen and Bath	PC, SC
Interior Design Professional	SC
Interior Design Technology	PC, SC
Interior Design Upholstery and Soft Goods Production	PC
Interior Merchandising and Home Staging	EM, PC, SC
Intermediate Piano Pedagogy	MC

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

<u>AREAS/AWARD</u>	<u>INSTITUTION</u>
Motion Picture Production	SC
Motion Picture, Television, and New Media Production	SC
Music Business I	GC, MC, PC, PV, SC, SM
Music Business II	GC, MC, PC, PV, SC, SM
Music Industries: Music Business	GC, MC, PC, PV, SC, SM
Pattern Design, Level I	PC
Pattern Design, Level II	PC
Photography	CG, GC, MC, PC
Retail Sales Manager	MC
Screenwriting	SC
Sequential Art	CG, MC, PC
Technical Theatre	MC, PC, SC
Technical Theatre: Audio Technician	GC, MC, PC, PV
Technical Theatre: Cosplay I	MC
Technical Theatre: Cosplay II	MC
Technical Theatre: Costuming	GC, MC, PC, PV
Technical Theatre: Hair and Makeup	MC
Technical Theatre: Lighting	MC, PC, PV
Technical Theatre: Properties	MC, PC, PV, SC
Technical Theatre: Puppetry	MC, PC, PV
Technical Theatre: Set/Scenic Construction	MC, PC
Technical Theatre: Stage Crew Technician	GC, MC, PC, PV, SC
Textile and Apparel: Fashion Stylist	MC

**Maricopa Community Colleges  
Field of Interest Matrix 2021-2022**

**AREAS/AWARD**

**INSTITUTION**

Time-Based Media	MC, PC
Visual Communication	SC
Visual Communication: Creative Branding	SC
Visual Communication: Design	SC
Visual Communication: Digital Process Management	SC

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Course	Title	Description	Requisite	Act Type, Credits, Periods, Load
AAA104	Visualization in Activated Learning	Techniques for using mental imagery in the activated learning process. Processes include mental rehearsal, relaxation, and affirmation during self-instruction, test taking, interpersonal relationships, and sports	Prerequisites: None.	LEC 1.0 1.0 1.0
AAA105	Peak Performance in Activated Learning	Techniques which enable the individual to achieve levels of peak performance using the activated learning process. Includes methods for developing a high level of motivation and self-discipline to achieve peak performance in areas such as sports, public speaking, and job productivity	Prerequisites: None.	LEC 1.0 1.0 1.0
AAA115	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.	LEC 1.0 1.0 1.0
AAA150	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.	LEC 3.0 3.0 3.0

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AAA150AC	Educational and Career Planning	Emphasis on increasing student success through educational and career planning.	Prerequisites: None.	LEC 1.0 1.0 1.0
AAA298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
AAA298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
AAA298AC	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-	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

**2021-2022 Maricopa County Community College District – Active Course Listings Addendum**

		type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.		
ABA101	Hand and Power Tools	Selection, use, maintenance and safety procedures for common hand and power tools used in the construction industry.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 1.0 1.0 1.0
ABA102	Electrical Fundamentals	Fundamentals of electricity including electrical hazards, Occupational Safety and Health Administration (OSHA) regulations, units of measurements and using Ohm's law. Circuit characteristics and the use of Kirchoff's voltage and current laws to calculate voltage drop, current and resistance. Operation and use of specific meters. Includes an introduction to the National Electrical Code (NEC)	Prerequisites: None.	LEC 1.0 1.0 1.0
ABA103	Hand Bending of Electrical Conduit	Conduit bending and installation. Techniques for using hand operated and step conduit benders. Cutting, reaming and threading conduit	Prerequisites: None.	LEC 0.5 0.5 0.5
ABA104	Raceways, Boxes, Fittings, Anchors/Supports	Types and applications of conduit, raceways, wireways and ducts. Types, applications and wiring techniques for conductors. Hardware and systems used to mount and support boxes, receptacles and other electrical components	Registered Apprentice status or permission of the apprenticeship coordinator.	LEC 1.5 1.5 1.5

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ABA106	Introduction to Materials Handling	Introduction to materials handling equipment and appropriate use for common job-site tasks. Recognize hazards associated with materials handling and proper techniques and procedures.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 0.5 0.5 0.5
ABA112	Electrical I	Theories and concepts in electrical safety basics and OSHA 10 certification. Introductory concepts in construction math, hand and power tools, drawings, rigging, and materials handling. Emphasis on communication and employability skills.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
ABA114	Electrical II	Fundamentals of the electrical trade, residential electrical services and test equipment. Emphasis on safety, electrical circuits, theory, National Electrical Code, device boxes. Use and selection of hand bending, raceways, fittings, conductors, cables. Interpretation of electrical drawings.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
ABA120	Carpentry Fundamentals	Overview of the carpentry trade. Apprenticeship programs and responsibilities of the apprentice. Types and uses of nails, fasteners and adhesives. Types of wood, lumber and manufactured wood products	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 1.0 1.0 1.0
ABA121	Floor and Wall Systems	Framing systems, floor construction, center beam and post support systems. Construction of sills, joists and bridging. Subflooring, mechanical connectors and the use of	Prerequisites: (Registered apprentice status and a grade of C or better in ABA120) or permission of the	LEC 2.0 2.0 2.0

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		prefabricated joists. Wall construction, stud walls, panelized walls, masonry walls, post and beam walls, use of metal studs and drywall construction.	apprenticeship coordinator.	
ABA122	Electrical III	Theory and application of alternating current, lighting, conduit bending, pull and junction boxes.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
ABA124	Electrical IV	Principles of conductor installations, cable trays, conductor terminations and splices. Emphasis on grounding, bonding, circuit breakers, and fuses. Fundamental concepts of control systems.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
ABA130	Installation of Electric Services	Electric services for commercial and industrial installations. Blueprints, diagrams and electrical calculations. Grounding, connecting three phase services and the installation of panelboards, switches and load centers	Registered Apprentice status or permission of the apprenticeship coordinator.	LEC 1.0 1.0 1.0
ABA135	Cast-In-Place Stairs	Cast-In-Place and Precast stair installation techniques, forming, erecting and safety procedures. Review American Concrete Institute (ACI) Codes and standard specifications.	Registered apprenticeship status or permission of Apprenticeship Coordinator.	LEC 1.0 1.0 1.0
ABA136	Communications in Construction	Communication in the construction industry. Positive direct communication, written communication, active listening, understanding, negotiation, and	Prerequisites: None.	LEC 1.0 1.0 1.0

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		dealing with difficult people. Communication skills at all organizational levels, with groups, combining oral and written communication for maximum effectiveness.		
ABA150	Advanced Calculations for Electricians	Advanced mathematical calculations in the electrical industry. Powers and roots in watts, voltage, current and resistance. Metric and engineering units. English and metric systems for length, area, volume and mass, and energy and temperature measurements. Ratios, proportions, formulas, symbols and representation. Trigonometry and the Pythagorean theory. Plane and rotating vectors. Basic functions of the scientific calculator for electricians	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 1.5 1.5 1.5
ABA179	Installing and Sizing Water Supply Piping	Connecting piping to a water main. Plumbing connections to buildings and air and hydrostatic testing of water supply piping. Operation and installation of water heaters. Types, operation and installation of water meters. Installation of water supply systems to given structures. Effects of valves, fittings and piping on water pressure. Calculations of pressure drop and sizing procedures for water supply piping. Principles of back siphonage and backflow prevention	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 3.0 3.0 3.0

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ABA192	Plumbing Level I	History of plumbing, modern plumbing, safety, human relations, and construction career opportunities. Hand and power tool safety, use, and maintenance. Plumbing drawings, components, and symbols. Materials, schedules for plastic, copper, and cast-iron. Fittings, valves, hangers, and supports. Measuring, cutting, reaming, and joining pipe. Safety precautions for installation, operation and maintenance. Fixtures and faucets. Drain, waste, and vent systems. Water distribution systems.	Prerequisites: None.	L+L 3.0 3.0 3.0
ABA204	Contactors and Relays	Operating principals of contactors and relays. Function in an electrical system. Operation and installation of specific contactors and relays. Interpretation of wiring diagrams. Connect and test a simple control circuit	Prerequisites: None.	LEC 1.0 1.0 1.0
ABA207	Construction Trades: Green Environment	Daily activities at work and at home that affect green environment. Leadership in Energy and Environmental Design (LEED) rating process. Carbon footprint and ways to reduce it. Construction of buildings that affect green environment. Application of principles of green building rating system.	Registered apprenticeship status or permission of Apprenticeship Coordinator.	LEC 1.0 1.0 1.0
ABA222	Introduction to Welding, Brazing and Cutting	Arc welding theory and safety hazards. AC, DC and AC-DC welding machines. Use of electrodes and safety	Prerequisites: Registered apprentice status or permission of	L+L 2.0 3.0 3.0

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		requirements for arc-welding. Basic welding techniques and gas metal-arc and gas tungsten-arc welding processes. Brazing and cutting using an oxyacetylene torch.	the apprenticeship coordinator.	
ABA232	Electrical V	The course content includes Load Calculations - Branch and Feeder Circuits, Conductor Selection and Calculations, Overcurrent Protection, Raceways/Wiring/Devices and Boxes, Voice/Data and Video.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
ABA234	Electrical VI	Theories and concepts in distribution equipment, transformers, and commercial electrical services. Emphasis on motor calculations and voice/data and video. Operation of motor controls.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
ABA242	Electrical VII	Principles of course load calculations, feeder and services and specialty transformers. Selection of standby and emergency systems. Emphasis on basic electronic theory, fire alarm systems and health care facilities.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
ABA244	Electrical VIII	Principles of heating, ventilation, and air conditioning (HVAC) controls and heat tracing. Use and control of freeze protection. Basics in motor operation and maintenance. Focus on medium-voltage terminations/splices and special locations. Fundamentals of Crew Leadership.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
ABA251	High Voltage Termination and Splicing	Terminations and splices in high voltage systems (600+ volts).	Registered Apprentice status or permission of	LEC 1.0 1.0 1.0

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		Identifying and splicing specific types of cables and making terminations. Includes using splicing kits and following manufacturer's specifications. Testing techniques and calculations	the apprenticeship coordinator.	
ABA255	Commercial, Industrial and Special Lighting	Operating characteristics of incandescent, fluorescent and high intensity discharge lamps. Lighting controls and fixture installations. Blueprint reading exercise for commercial and industrial installations. Lighting requirement calculations. National Electrical Code (NEC) requirements for specialty lighting fixtures	Registered Apprentice status or permission of the apprenticeship coordinator.	LEC 0.5 0.5 0.5
ABA298AA	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.	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ABA298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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.		
ABA298AC	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.	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
ABC118	OSHA Standards and Regulations	Provisions of and implementation of Occupational Safety and Health Administration (OSHA) Act in the work place. Rights and responsibilities under the OSHA Act. Appeals process, record keeping, and voluntary protection programs. OSHA's construction and general industry standards. Overview of the requirements of the more frequently referenced standards.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 1.5 1.5 1.5
ABC119	Basic Safety	Overview of safety rules and procedures for working on construction job sites	Registered Apprentice status or permission of	LEC 1.0 1.0 1.0

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			the apprenticeship coordinator.	
ABC120	Basic Calculations for Construction	Addition, subtraction, multiplication and division of whole, decimal, fraction and metric numbers. Percentage and fraction conversions. Metric units of length, weight, volume and temperature. Metric system as it relates to the construction trade. Basic algebra and geometry operations and equations. Area and volume calculations of shapes.	Prerequisites: None.	L+L 1.5 1.5 1.5
ABC121	Introduction to Hand and Power Tools	Overview of the use, maintenance and safety procedures for common hand and power tools.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 1.0 1.0 1.0
ABC122	Rigging Safety and Equipment	Rigging safety, equipment and inspection. Includes crane hand signals, common rope knots, types of derricks and cranes and safety procedures for rigging and moving materials and equipment	Registered Apprentice status or permission of the apprenticeship coordinator.	LEC 1.0 1.0 1.0
ABC123	Introduction to Construction Drawings	Basic concepts of construction drawings, including terms and symbols. Drawing interpretation, use of drawing dimensions and recognition of drawing classifications.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 0.5 0.5 0.5
ABC124	Conduit Bending	Types of conduit benders and bends. Conduit bending procedures and use of bends in conduit systems	Registered Apprentice status or permission of the apprenticeship coordinator.	LEC 1.0 1.0 1.0

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ABC126	Electrical Test Equipment	Selection, inspection, use and maintenance of common electrical test equipment	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 1.0 1.0 1.0
ABC130	Conductor Installation/Termination	Transportation, storage and setup of cable reels, methods of rigging and procedures for installing conductors using cable pulls in raceways and cable trays. Also methods of terminating and splicing conductors	Registered Apprentice status or permission of the apprenticeship coordinator.	L+L 1.0 1.0 1.0
ABC131	Cable Tray Installation	National Electrical Manufacturer's Association (NEMA) and National Electrical Code (NEC) requirements for cable tray modified installation and cable installation procedures.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 0.5 0.5 0.5
ABC132	Circuit Breakers and Fuses	National Electrical Code (NEC) requirements, Ground Fault Circuit Interrupters (GFCI), overcurrents, fuse sizing, safety techniques and short-circuit calculations.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 1.0 1.0 1.0
ABC133	Basic Lighting	Principles of illumination and specific light sources. Includes practical applications for residential, commercial and industrial installations	Registered apprentice status or permission of the apprenticeship coordinator.	L+L 1.0 1.0 1.0
ABC135	Fundamentals of Concrete	Materials used to make concrete, including specific types of cement, aggregate, admixtures and reinforcing materials. Handling procedures for concrete, conveying and placing concrete and finishing techniques for concrete slab. Construction of foundations and formwork	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 1.0 1.0 1.0

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ABC136	Roof Systems	Defining roof terminology. Identifying and understanding specific roof systems. Using the framing square and essex scale to calculate and measure specific types of rafters. Transcribing and transferring measurements onto rafters. Using "speed square" to determine measurements for specific types of rafters. Defining unequal roof pitch. Identifying specific types of plank and beam roofs and roof trusses used in the industry today.	Prerequisites: (Registered apprentice status and a grade of C or better in ABC/MEC/PNT120) or permission of the Apprenticeship Coordinator.	LEC 1.0 1.0 1.0
ABC142	Alternating Current	Production of electricity, including; current, voltage, induction, mutual inductance and capacitance. Calculations using Ohms Law. Operation of a three phase system.	Prerequisites: (Registered apprentice status and a grade of C or better in ABC/MEC/PED120) or permission of the Apprenticeship Director.	LEC 1.0 1.0 1.0
ABC143	Motors: Theory and Application	Overview of electric motors including types, operation, and applications. Assembly and disassembly. Mounting and connections according to National Electrical Code (NEC). Also troubleshooting, installation and handling	Registered Apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
ABC144	Grounding	Types of grounding and proper installation of grounds and grounding. OSHA and National Electrical Code (NEC) requirements specific to grounding. Purpose and operation of Ground Fault Circuit Interrupters	Registered Apprentice status or permission of the apprenticeship coordinator.	LEC 1.0 1.0 1.0

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		(GFCI). Effects of soils and environment. Selection of grounds and grounding material for specific situations. Testing grounds with a "megger"		
ABC221	Motors and Motor Controls	Electrical symbols, line diagrams and logic. Contactors and starters, control devices, reversing circuits and power distribution systems. Electronic control devices, programmable controllers, reduced voltage starters, accelerating and decelerating methods and circuits. Preventive maintenance and trouble shooting	Registered Apprentice status or permission of the apprenticeship coordinator.	L+L 3.0 3.0 3.0
ABC222	Hazardous Locations-Electrical	Hazardous location classifications. Equipment approved for use in specific hazardous locations. Wiring methods	Registered Apprentice status or permission of the apprenticeship coordinator.	LEC 1.0 1.0 1.0
ABC226	Raceways, Wiring Devices, Boxes and Fittings	Sizing, selecting, and installing raceways, junction boxes, outlet boxes and wiring devices. Calculating fill requirements according to National Electrical Code (NEC) regulations. Calculating bending radii in boxes and cabinets. Types and purpose of wiring devices and calculating maximum loads on such devices	Registered Apprentice status or permission of the apprenticeship coordinator.	LEC 1.5 1.5 1.5
ABC230	Stair Construction	Stair parts, materials and types. Stair dimensions and practical techniques for stair layout. Rough forming methods.	Prerequisites: (Registered apprentice status and a grade of C or better in ABC/MEC/PNT120) or permission of the	LEC 1.0 1.0 1.0

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			Apprenticeship Coordinator.	
ABC231	Exterior Wall Finishes	Exterior wall finish work; placement and hanging of windows, siding and flashing for walls. Installation of floors, chimneys and insulation included	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 3.0 3.0 3.0
ABC256	Basic Plumbing	Plumbing fixtures, drainage fixture unit ratings, and installation procedures. Includes procedures for installing fixtures, water heaters, shower and bath units, and dishwashers. Safety stressed.	Prerequisites: None.	L+L 4.0 4.0 4.0
ABC298AA	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.	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ABC298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		aspects of independent study and individualized learning to be combined to maximize student development.		
ABC298AC	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.	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
ABO103	Introduction to Auto Body Repair	An introduction to basic auto body repair skills in dent removal. This course includes body filler application and sanding, plastic repair, metal repair, welding, plasma cutting, collision estimating, and air conditioning refrigerant recovery.	Prerequisites: None.	164
ABO104	Introduction to Automotive Refinishing	An introduction to basic refinishing skills with dual and single stage paints. This course includes spray equipment setup, panel prep and tape, paint correction with cut and buffing, scratch repair and proper blending techniques, basic knowledge of toners and paint mixing.	Prerequisites: None.	164
ABO203	Advanced Automotive Body Repair	An advanced course in non-structural auto body repair. This course includes	Prerequisites: None.	200

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		disassembly of a vehicle, development of a collision repair plan, and repair. Includes body filler application and sanding, plastic repair, metal repair, and welding.		
ABO204	Advanced Refinishing Fundamentals	An advanced course in vehicle refinishing and reassembly. This course includes spray equipment setup, vehicle prep and tape, paint correction with cut and buffing, scratch repair and proper blending techniques, knowledge of toners and paint mixing.	Prerequisites: None.	200
ABS171	Introduction to Good Manufacturing Practices(GMP)-Regulated Manufacturing	Course is designed to provide individuals with an overview of Good Manufacturing Practices (GMP), their application in a variety of industries and the opportunities for in such fields.	Prerequisites: None.	LEC 3.0 3.0 3.0
ABS173	Basic Instrumentation and Lab Math	Introductory course covering basic equipment, measurements, and calculations used in biotechnology laboratories.	Prerequisites: None. BIO156 or BIO181 recommended.	LEC 1.0 1.0 1.0
ABS174	BioSafety	General laboratory safety, hazardous chemical use and disposal, biohazardous material use and disposal, biosafety procedures, and radiation safety.	Prerequisites: None.	LEC 1.0 1.0 1.0
ABS175	Research Methods in Biology	Fundamentals of planning and conducting biological experiments, including ones that simultaneously vary multiple experimental variables.	Prerequisites: None. BIO156 or BIO181 recommended.	L+L 1.0 2.0 2.0

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		Subsequent analysis, interpretation, and reporting of results.		
ABS274	Introduction to Wildlife Management	Introduction to the field of wildlife biology/management and the legal, cultural, ecological, and population dynamics of wildlife biology and management. Covers wildlife management objectives, management techniques, research techniques, and the organizational environment that wildlife biologists work in; provides an overview of careers in the field and guidance in planning a career.	Prerequisites: High school biology with a grade of C or better or a grade of C or better in BIO100 or BIO181 or permission of Instructor.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
ACC105	Payroll, Sales and Property Taxes	Tax reporting for payroll, sales, and personal property	Prerequisites: None.	LEC 3.0 3.0 3.0
ACC107	Bookkeeping Theory and Practice	Fundamental accounting practices; application to retail stores, professional firms, and personal service operations.	Prerequisites: None.	L+L 4.0 5.0 5.0
ACC109	Accounting Concepts	Introduction to accounting with emphasis on analysis and applications of financial information.	Prerequisites: None. GBS151 and reading ability equivalent to RDG100 or RDG100LL suggested but not required.	LEC 3.0 3.0 3.0
ACC110	Understanding and Using Accounting Systems	Develops basic comprehension of the balance sheet, income statement, and equity and cash flow statements. Explores usage of specialized journals and subsidiary ledgers in a computerized system. Studies the impact of various transactions on an enterprise, including payroll,	Prerequisites: None.	L+L 3.0 3.0 3.0

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		receivables, payables, inventory, cash and credit card receipts		
ACC111	Accounting Principles I	Fundamental theory of accounting principles and procedures	Prerequisites: None.	LEC 3.0 3.0 3.0
ACC112	Accounting Principles II	Continuation of the fundamental theory of accounting principles and procedures, including interpretation of general purpose financial statements.	Prerequisites: A grade of C or better in ACC111 or permission of Department or Division.	LEC 3.0 3.0 3.0
ACC115	Computerized Accounting	Understanding of fundamental accounting principles and mastery of an accounting information systems including the general ledger, accounts receivable, accounts payable and payroll.	Prerequisites: None.	L+L 3.0 3.0 3.0
ACC121	Individual Tax Preparation	Theory and practice of accounting for individual taxation.	Prerequisites: None.	L+L 3.0 3.0 3.0
ACC211	Financial Accounting	Introduction to theory and practice in the preparation and interpretation of general purpose financial statements.	Prerequisites: None.	LEC 3.0 3.0 3.0
ACC212	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 or Division).	LEC 3.0 3.0 3.0
ACC215	Governmental and Not-For-Profit Accounting	Theories and procedures of accounting for governmental and not-for-profit organizations.	Prerequisites: A grade of C or better in ACC112 or ACC211, or permission of Department or Division.	LEC 3.0 3.0 3.0

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ACC216	Fraud Examination	Fundamental theory of fraud examination methodology to detect and prevent accounting fraud.	Prerequisites: A grade of C or better in (ACC230 or ACC112 or ACC211) or permission of Department or Division.	LEC 3.0 3.0 3.0
ACC219	Intermediate Accounting I	Continuation of the theory and practice of financial accounting, applicable to assets, liabilities, equity related problems of income determination and financial reporting.	Prerequisites: A grade of C or better in ACC212 or ACC240 or permission of Department or Division.	LEC 3.0 3.0 3.0
ACC220	Intermediate Accounting II	Continuation of the theory and practice of financial accounting, applicable to assets, liabilities, equity determination of asset values, liabilities, and related problems of income determination, special topics and financial reporting.	Prerequisites: A grade of C or better in ACC219 or permission of Department or Division.	LEC 3.0 3.0 3.0
ACC221	Tax Accounting	Preparation of and accounting procedures for individuals; introduction to partnerships and corporate tax structures	Prerequisites: A grade of C or better in ACC111 or ACC211 or permission of Department or Division.	LEC 3.0 3.0 3.0
ACC222	Payroll Accounting	Payroll records for businesses required by federal and state laws	Prerequisites: A grade of C or better in ACC111 or ACC211 or permission of Department or Division.	LEC 3.0 3.0 3.0
ACC224	Tax Practice Administration and Business Entity Analysis	Federal income tax representation, practices, and procedures, including trust and estate income tax, exempt organizations, and retirement plans.	Prerequisites: A grade of C or better in ACC121 or ACC221.	LEC 3.0 3.0 3.0

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ACC230	Uses of Accounting Information I	Introduction to the uses of accounting information for internal and external purposes with emphasis on financial statement analysis.	Prerequisites: A grade of C or better in ACC111 or ACC211 or (ENG101 and MAT151 and CRE101) or appropriate test scores on the District English, Reading and Math placement exams.	LEC 3.0 3.0 3.0
ACC240	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: A grade of C or better in ACC230.	LEC 3.0 3.0 3.0
ACC250	Introductory Accounting Lab	Procedural details of accounting for the accumulation of information and generation of reports for internal and external users.	Prerequisites: None.	LAB 1.0 3.0 3.0
ACC260	Certified Bookkeeper (CB) Preparation	Fundamental accounting practices including accrual and deferral adjustments, correcting common transaction recording errors, bank reconciliations and adjusting entries. Includes payroll accounting and related Federal and State payroll law requirements. Accounting for depreciation for financial and tax accounting purposes covered. Inventory valuation methods. Includes calculating, recording, and reporting under generally accepted accounting principles (GAAP). Preventive internal control procedures to detect	Prerequisites: A grade of C or better in ACC111 or ACC211 or (bookkeeping experience and permission of Instructor).	LEC 3.0 3.0 3.0

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		organizational fraud, theft, and embezzlement covered.		
ACC270AA	Accounting Internship	Accounting work experience in a business or industry. Eighty hours of designated work per credit per semester.	Prerequisites: Permission of Department or Division.	LAB 1.0 1.0 0.0
ACC270AB	Accounting Internship	Accounting work experience in a business or industry. Eighty hours of designated work per credit totaling 160 hours per semester.	Prerequisites: Permission of Department or Division.	LAB 2.0 2.0 0.0
ACC270AC	Accounting Internship	Accounting work experience in a business or industry. Eighty hours of designated work per credit totaling 240 hours per semester.	Prerequisites: Permission of Department or Division.	LAB 3.0 3.0 0.0
ACC282AA	Volunteerism Accounting: Service Learning Experience	Service learning field experience within private/public agencies, educational institution, and citizen volunteer groups.	Prerequisites: A grade of C or better in ACC111 or (ACC230 and ACC250) and permission of Instructor.	LAB 1.0 1.0 0.0
ACC282AB	Volunteerism Accounting: Service Learning Experience	Service learning field experience within private/public agencies, educational institution, and citizen volunteer groups.	Prerequisites: A grade of C or better in ACC111 or (ACC230 and ACC250) and permission of Instructor.	LAB 2.0 2.0 0.0
ACC282AC	Volunteerism Accounting: Service Learning Experience	Service learning field experience within private/public agencies, educational institution, and citizen volunteer groups.	Prerequisites: A grade of C or better in ACC111 or (ACC230 and ACC250) and permission of Instructor.	LAB 3.0 3.0 0.0

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ACC296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
ACC296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 2.0 5.0 0.0

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			interest or with permission of Instructor.	
ACC296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
ACC296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently	LAB 4.0 20.0 0.0

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			enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
ACC298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.	Prerequisites: Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ACC298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.	Prerequisites: Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
ACC298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an	Prerequisites: Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.		
ACT298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ACT298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
ACT298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
ADA102	Advertising Production Methods	Production procedures for publications and other print media. Layout and sizing ads, type specification, meeting deadlines, proofreading symbols, and mechanical separation for color and tone. Practice with copy proofs and camera-ready pasteups	Prerequisites: None.	L+L 3.0 4.0 4.0
ADA109	Cartooning Methods	Production of cartoon drawing suitable for reproduction and submission to publishers. Introduction to greeting card design, editorial cartooning, comic strips and other uses of cartoons	Prerequisites: None.	L+L 3.0 4.0 4.0
ADA114	Graphics Printing Processes	Printing methods, skill development in planning and layout, composition methods, proofing and correction, color process, image carrier preparation.	Prerequisites: None.	L+L 3.0 4.0 4.0

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ADA169	2D Media Design	Generation of two-dimensional (2D) images, designs, and media using digital and traditional methods of visual problem solving. Understanding digital and design-based techniques and workflows.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ADA175	Electronic Publishing Design I	Introduction to the multiple elements of commercial publishing using the microcomputer. Basic foundation in the use of electronic page layout techniques. Emphasis on publication design layout and concepts.	Prerequisites: A grade of C or better in ART100 or Corequisites: ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ADA177	Digital Photographic Imaging I	Introduction to multiple elements of digital imaging. Basic foundation in photographic manipulation of images, with special attention to aesthetic foundations underlying photographic composition.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ADA183	Digital Graphic Arts I	Graphic design use in microcomputer; black and white graphics, standard and color brushes, lines, shapes, area fills and fonts. Application to illustration, advertising graphics, typography, and video interaction.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ADA184	Digital Animation I	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.	Prerequisites: A grade of C or better in (ART111 or ART116) or permission of Instructor. Corequisites:	L+L 3.0 6.0 6.0

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		Screening and discussion of selected animated short films and videos.	ART100 or permission of Instructor.	
ADA203	Creative Design for Advertising	Focuses on the design and production of advertisement layouts and visual marketing campaigns for digital, mobile, and social channels which drive business objectives. Emphasis on terminology, analysis, and critique of advertising design, campaign methods, techniques, and the use of video across digital, mobile, and social channels.	Prerequisites: A grade of C or better in ART104 or permission of Instructor.	L+L 3.0 6.0 6.0
ADA248	Design Self Promotion	Defining career goals, and developing a self-promotional marketing plan to enter the workplace, including a resume, business card, leave behind, social media presence, interactive portfolio and printed portfolio. Understand business ethics and etiquette, artist's rights, copyright laws and contractual agreements, and develop networking, interview and communication skills.	Prerequisites: None.	L+L 3.0 6.0 6.0
ADA283	Digital Graphic Arts II	Advanced skill development of graphic design through use of microcomputer. Emphasis on computer design and techniques for producing all types of camera-ready advertising art for printed matter and package design. Includes illustration, typography, photo imaging, and color separation.	Prerequisites: A grade of C or better in ADA/ART183 or permission of Instructor.	L+L 3.0 6.0 6.0

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ADA289	Computer Illustration	Introduction to the multiple elements of commercial illustration using the microcomputer. Basic foundation in the use of computer techniques including color paint and draw programs for the production of commercial illustrations for publications and printed matter. Use of and output devices.	Prerequisites: A grade of C or better in ART100 or Corequisites: ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ADA298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ADA298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
ADA298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
AEN102	Fundamentals of Facility Energy Management	Process of evaluation of types of energy use. Evaluation of the structure, energy transfer, lighting, heating, and cooling systems. Introduction to basic thermal process, including thermal capacity, heat transfer modes, psychometric charts, fan and pump laws, energy storage, and other factors related to HVAC and occupant comfort in commercial facilities. Includes an introduction to energy generation, construction and equipment, and the impact of these factors on cost and economic justification.	Prerequisites: None.	LEC 4.0 4.0 4.0
AEN103	Hand Tools and Basic Maintenance for Building Energy Technicians	Basic tools and equipment for the building energy technician. Includes an overview of electrical theory and	Prerequisites: None.	L+L 4.0 4.0 4.0

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		procedures for measurement and evaluation of common electric circuits, specific heating, ventilation, and air conditioning (HVAC) mechanical hardware devices, analysis of building environmental conditions, and safe procedures for starting and stopping equipment and systems. Also addresses basic repair and replacement of electric outlets, fuses, breakers, filters, and necessary diagnostics on related electrical and mechanical items.		
AEN142	Introduction to Energy Management	Introduction to building energy management concepts and procedures. Includes the carbon cycle, building envelope and materials of construction in their relation to energy management, occupant comfort, and indoor air quality. Major emphasis on identification of building system components, relations, interactions and basic operation, evaluation and reporting of energy trending and consumption, and efficiency.	Prerequisites: A grade of C or better in AEN102, AEN103 and CNS182.	L+L 3.0 3.0 3.0
AEN190	Device Interface and Selection	Overview of building management systems, components, and controls. Includes energy consumption basics and measurement in addition to building systems evaluation. Also covers the process for evaluation and documentation of systems as well as	Prerequisites: A grade of C or better in AEN142 and (MAT112 or MAT122).	L+L 3.0 5.0 5.0

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		recommendations for potential energy conservation.		
AES101	Air Force Today I	Survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps (AFROTC). Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, group leadership problems, and an introduction to communication skills. The Leadership Laboratory component provides dynamic and integrated grouping of leadership developmental activities designed to meet the needs and expectations of prospective Air Force second lieutenants and complement the AFROTC academic program. Emphasizes common Air Force customs and courtesies, drill and ceremonies, health and physical fitness through group participation.	Prerequisites: None.	LEC 2.0 1.0 0.0 LAB 0.0 1.0 0.0
AES103	Air Force Today II	Introduce students to the United States Air Force and encourage participation in Air Force Reserve Officer Training Corps (AFROTC). Featured topics include: introduction to leadership, Air Force core values, introduction to interpersonal communication and team building, and a continuation of	Prerequisites: None.	LEC 2.0 1.0 0.0 LAB 0.0 1.0 0.0

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		<p>communication skills. The Leadership Laboratory component provides dynamic and integrated grouping of leadership developmental activities designed to meet the needs and expectations of prospective Air Force second lieutenants and complement the AFROTC academic program. Emphasizes learning the environments and dynamics of an Air Force officer.</p>		
AES201	<p>Evolution of USAF Air and Space Power I</p>	<p>Focuses on facilitating the transition from Air Force ROTC cadet to Air Force ROTC candidate. Examines the general aspects of air and space power through a historical perspective. Utilizing this perspective, covers a time period from the first balloons and dirigibles to the modern technology currently used in overseas contingency operations. Featured topics include: Air Force heritage, Air Force leaders, introduction to ethics and values, group leadership problems and continuing application of communication skills. The Leadership Laboratory component provides dynamic and integrated grouping of leadership developmental activities designed to meet the needs and expectations of prospective Air Force second lieutenants and complement the AFROTC academic program. Provides application of advanced drill</p>	<p>Prerequisites: None.</p>	<p>LEC 2.0 1.0 0.0 LAB 0.0 1.0 0.0</p>

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		and ceremonies; issuing commands; knowing flag etiquette; and developing, directing, and evaluating skills to lead others.		
AES203	Evolution of USAF Air and Space Power II	Provides knowledge-level understanding for general element and employment of air and space power. Furthermore, discusses the importance of Air Force Core Values with use of operational examples and historical Air Force leaders. Continues to develop communication skills. Topics include: the Air Force mission and organization, modern joint expeditionary Airmen, officer opportunities, and professionalism. The Leadership Laboratory component provides dynamic and integrated grouping of leadership developmental activities designed to meet the needs and expectations of prospective Air Force second lieutenants and complement the AFROTC academic program. Emphasizes preparation for field training.	Prerequisites: None.	LEC 2.0 1.0 0.0 LAB 0.0 1.0 0.0
AES294	Air Force Physical Fitness	Physical training component of Air Force ROTC. Covers topics of immediate or special interest to a faculty member and students.	Prerequisites: None.	L+L 1.0 3.0 0.0
AES298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an	Prerequisites: None.	LAB 1.0 1.0 0.0

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		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. COMMON COMPETENCY COURSE		
AES298AB	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. COMMON COMPETENCY COURSE	Prerequisites: None.	LAB 2.0 2.0 0.0
AES298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be	Prerequisites: None.	LAB 3.0 3.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
AET107	Private Pilot Ground School	Ground school in preparation for the Federal Aviation Administration (FAA) Private Pilot Certificate written examination. Includes aerodynamics, airplane systems, airports, airspace, communications, Federal Air Regulations, navigation, airplane performance, flight planning, and flight physiology. Requires passing a written exam similar to the FAA Private Pilot written exam	Prerequisites: None. Corequisites: AET110.	LEC 5.0 5.0 5.0
AET107HH	Private Pilot Ground School: Helicopter	Ground school in preparation for the Federal Aviation Administration (FAA) Private Pilot Certificate written examination. Includes aerodynamics, helicopter systems, airports, airspace, communications, Federal Air Regulations, navigation, helicopter performance, flight planning, and flight physiology. Requires passing a written exam similar to the FAA Private Pilot written exam.	Prerequisites: None. Corequisites: AET110HH.	LEC 5.0 5.0 5.0
AET110	Private Pilot Flight	Flight course in preparation for the Federal Aviation Administration (FAA) Private Pilot Certificate practical examination. Includes preflight preparation and planning, ground operations, airport operations, departures, navigation, basic instrument flight, night flight, slow	Prerequisites: None. Corequisites: AET107.	LAB 1.0 5.0 5.0

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		flight, ground reference maneuvers, emergency operations, and arrivals. Approximately 50 hours airplane flight experience at student`s expense required. Requires passing check ride similar to the FAA Private Pilot check ride.		
AET110HH	Private Pilot Flight: Helicopter	Flight course in preparation for the Federal Aviation Administration (FAA) Private Pilot Certificate practical examination. Includes preflight preparation, preflight procedures, airport and heliport operations, hovering maneuvers, takeoffs, landings, and go-rounds, performance maneuvers, navigation, emergency operations, night operations, and post-flight procedures. Approximately 75-85 hours helicopter flight experience at student's expense required. Requires passing check ride similar to the FAA Private Pilot check ride.	Prerequisites: None. Corequisites: AET107HH.	LAB 2.0 5.0 5.0
AET112	Private Pilot Flight -Test Course	Flight course in preparation for transition into continued AET course work. Includes preflight preparation and planning, ground operations, airport operations, departures, navigation, basic instrument flight, slow flight, ground reference maneuvers, emergency operations, and arrivals. Requires passing check ride similar to the Federal Aviation	Prerequisites: FAA Private Pilot Airplane Single-Engine Land or advanced certification. Corequisites: AET107.	LAB 2.0 5.0 5.0

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		Administration Private Pilot check ride.		
AET115	Aviation Meteorology	Meteorology for professional pilots. Includes atmosphere, air mass circulation, cloud type identification, weather hazards, and high altitude, Arctic, and tropical weather systems. Basic forecasting, use of Direct User Access Terminal (DUAT) systems and reading and interpreting weather charts	Prerequisites: None.	LEC 3.0 3.0 3.0
AET203	Basic Airplane Systems	Beginning commercial pilot ground course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate and Commercial written examination. Discussions will include, but not be limited to reciprocating engines, engine systems, airplane systems, altitude systems, and commercial regulations.	Prerequisites: A grade of C or better in (AET207, AET217, and AET210) or permission of Instructor. Corequisites: AET220 and AET213.	LEC 3.0 3.0 3.0
AET203HH	Basic Helicopter Systems	Beginning commercial pilot ground course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate and Commercial written examination. Discussions will include, but not be limited to reciprocating engines, engine systems, helicopter systems, altitude systems, and commercial regulations.	Prerequisites: A grade of C or better in AET207HH, AET217HH and AET210HH or permission of Instructor. Corequisites: AET220HH and AET213HH.	LEC 2.0 2.0 2.0

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AET205	Aircraft Structures, Systems, and Maintenance	Survey of airframe structures, systems, and maintenance regulations for pilots. Includes aircraft and airfoil design and construction, and electrical, instrumentation, and automatic flight control systems. Maintenance privileges and limitations, and forms and records	Private Pilot Certificate or permission of Instructor.	LEC 4.0 4.0 4.0
AET207	Attitude Instruments and Navigation	Beginning instrument pilot ground course in preparation for the Federal Aviation Administration (FAA) Instrument Pilot Rating and Instrument Rating written examinations. Includes preflight preparation, flight instruments, basic attitude instrument flying, radio navigation systems, and technically advanced aircraft systems.	Prerequisites: A grade of C or better in AET110 or permission of Instructor. Corequisites: AET210 and AET217.	LEC 3.0 3.0 3.0
AET207HH	Attitude Instruments and Navigation: Helicopter	Beginning instrument pilot ground course in preparation for the Federal Aviation Administration (FAA) Instrument Pilot Rating and Instrument rating written examinations. Includes preflight preparation, flight instruments, basic attitude instrument flying, radio navigation systems, and technically advanced helicopter systems.	Prerequisites: A grade of C or better in AET110HH or permission of Instructor. Corequisites: AET210HH and AET217HH.	LEC 2.0 2.0 2.0
AET208	Aviation Safety	Introduction to aviation safety, including aviation safety programs, risk management, pilot psychology, physiology, human factors, and accident review and investigation.	Prerequisites: A grade of C or better in AET107 or permission of Instructor.	LEC 3.0 3.0 3.0

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AET210	Instrument Commercial Flight I	Initial flight course in preparation for the Federal Aviation Administration (FAA) Instrument rating practical examination. Emphasis on night and instrument operations. Student must fly approximately 60 hours at own expense. Requires passing operational phase checks.	Prerequisites: A grade of C or better in AET110 or permission of Instructor. Corequisites: AET207 and AET217.	LAB 1.0 5.0 5.0
AET210HH	Instrument Flight: Helicopter	Initial helicopter flight course in preparation for the Federal Aviation Administration (FAA) Instrument rating practical examination. Emphasis on helicopter instrument operations. Student must fly approximately 75 hours at own expense. Requires passing operational phase checks.	Prerequisites: A grade of C or better in AET110HH or permission of Instructor. Corequisites: AET207HH and AET217HH.	LAB 2.0 5.0 5.0
AET213	Aerodynamics and Performance	Advanced commercial pilot ground course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate and Commercial written examinations. Includes discussion of aerodynamic factors including lift, weight, drag, and thrust. Discussions will include, but are not limited to aerodynamics, performance, safe and efficient airplane operations, airplane stability and control, stalls, and spins.	Prerequisites: A grade of C or better in AET207, AET217 and AET210. Corequisites: AET220 and AET203.	LEC 3.0 3.0 3.0
AET213HH	Aerodynamics and Performance: Helicopter	Advance commercial pilot ground course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate and Commercial written examinations.	Prerequisites: A grade of C or better in AET207HH, AET217HH, and AET210HH.	LEC 2.0 2.0 2.0

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		Includes discussion of aerodynamic factors including lift, weight, drag, and thrust. Discussions will include, but are not limited to aerodynamics, performance, and safe and efficient helicopter operations.	Corequisites: AET220HH and AET203HH.	
AET215	Aircraft Powerplants	Survey of engines and engine systems for pilots. Includes theory and analysis of reciprocating and turbine aircraft engines. Lubrication, ignition, fuel control, cooling, exhaust, and propellers.	Prerequisites: A grade of C or better in AET205 or permission of Instructor.	LEC 4.0 4.0 4.0
AET217	Instrument Procedures	Advanced instrument pilot ground school course in preparation for the Federal Aviation Administration (FAA) Instrument pilot rating and Instrument rating written examinations. Includes Federal Aviation Regulations, instrument approach procedures, and instrument enroute considerations. Requires passing written exam similar to the Instrument pilot rating and Instrument rating written exams.	Prerequisites: A grade of C or better in AET110 or permission of Instructor. Corequisites: AET210 and AET207.	LEC 3.0 3.0 3.0
AET217HH	Instrument Procedures: Helicopter	Advance helicopter instrument pilot ground school course in preparation for the Federal Aviation Administration (FAA) Instrument pilot rating and Instrument rating written examinations. Includes Federal Aviation Regulations, instrument approach procedures, and instrument enroute considerations. Requires	Prerequisites: A grade of C or better in AET110HH or permission of Instructor. Corequisites: AET210HH and AET207HH.	LEC 2.0 2.0 2.0

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		passing written exams similar to the Instrument pilot rating and Instrument rating written exams.		
AET220	Instrument Commercial Flight II	Advanced flight course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot practical examination. Emphasis on commercial and high performance operations. Student must fly approximately 60 hours at own expense. Requires passing instrument rating and commercial pilot stage checks similar to the FAA check rides.	Prerequisites: A grade of C or better in AET210, AET207 and AET217. Corequisites: AET203 and AET213.	LAB 1.0 5.0 5.0
AET220HH	Commercial Flight: Helicopter	Advanced flight course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot practical examination. Emphasis on commercial and high performance helicopter operations. Student must fly approximately 60 hours at own expense. Requires passing instrument rating and commercial pilot stage checks similar to the FAA check rides.	Prerequisites: A grade of C or better in AET210HH, AET207HH and AET217HH. Corequisites: AET203HH and AET213HH.	LAB 2.0 5.0 5.0
AET225	Advanced Aircraft Systems	Survey of advanced aircraft systems to include electrical, automatic flight control, pressurization, cabin atmosphere, ice control, rain control, fire detection and extinguishing. Includes theory and analysis of turbine aircraft engines. Introduction to turbine engine systems to include lubrication, ignition, fuel control, cooling, exhaust, and propellers.	Prerequisites: Private Pilot Certificate or permission of Instructor.	LEC 4.0 4.0 4.0

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		Includes overview of maintenance publications, forms and records.		
AET227	Certified Flight Instructor: Airplane, Single Engine Land Ground School	Ground school in preparation for the Federal Aviation Administration (FAA) Certified Flight Instructor and Fundamentals of Instruction written examinations. Includes fundamentals of instruction, aerodynamics, airplane performance, systems, operations, weight and balance, weather, federal regulations, navigation, maneuvers, pilot physiology, ethics, and aeronautical decision making. Requires passing written exams similar to the FAA Certified Flight Instructor: Airplane, and Fundamentals of Instruction written exams.	Prerequisites: A grade of C or better in AET240 or FAA Commercial Pilot Certificate with instrument rating. Corequisites: AET230.	LEC 5.0 5.0 5.0
AET227HH	Certified Flight Instructor: Helicopter Ground School	Ground school in preparation for the Federal Aviation Administration (FAA) Certified Flight Instructor and Fundamentals of Instruction written examinations. Includes fundamentals of instruction, aerodynamics, helicopter performance, systems, operations, weight and balance, weather, federal regulations, navigation, maneuvers, pilot physiology, ethics, and aeronautical decision making. Requires passing written exams similar to the FAA Certified Flight Instructor: Helicopter,	Prerequisites: FAA Commercial Pilot Certificate. Corequisites: AET230HH.	LEC 4.0 4.0 4.0

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		and Fundamentals of Instruction written exams.		
AET229	Crew Resource Management	Crew communications, teamwork, leadership, "followership," decision-making, and situational awareness; also the benefits of diversity, and the role diversity plays in the modern aerospace industry. Emphasis on utilization of all available resources in order to conduct a safe and efficient flight.	Prerequisites: A grade of C or better in AET217 or permission of Instructor.	LEC 3.0 3.0 3.0
AET230	Certified Flight Instructor: Airplane, Single Engine Land	Flight course in preparation for the Federal Aviation Administration (FAA) Certified Flight Instructor: Airplane practical examination. Emphasis on demonstration and analysis of flight maneuvers. Includes preflight, ground operations, airport operations, takeoffs, climbs, flight fundamentals, stalls, spins, slow flight, basic instrument operations, performance maneuvers, ground reference maneuvers, emergency operations, approaches, landings, and postflight procedures. Requires approximately 25 hours of flight that includes high performance operations at student's expense. Also requires passing check ride similar to the FAA Certified Flight Instructor check ride.	Prerequisites: A grade of C or better in AET240 or FAA Commercial Pilot Certificate with instrument rating. Corequisites: AET227.	LAB 1.0 3.0 3.0
AET230HH	Certified Flight Instructor: Helicopter	Flight course in preparation for the Federal Aviation Administration (FAA) Certified Flight Instructor:	Prerequisites: FAA Commercial Pilot Certificate with	LAB 1.0 3.0 3.0

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		Helicopter practical examination. Emphasis on demonstration and analysis of flight maneuvers. Includes preflight procedures, airport and heliport operations, hovering maneuvers, takeoffs, landings, and go-arounds, fundamentals of flight, performance maneuvers, emergency operations, special operations, and postflight procedures. Requires approximately 60 hours of flight at student's expense. Also requires passing check ride similar to the FAA Certified Flight Instructor check ride.	instrument rating. Corequisites: AET227HH.	
AET237	Multiengine Airplane Pilot Ground School	Aeronautical knowledge necessary to meet requirements for a multiengine airplane rating including orientation, aerodynamics, airplane systems, airplane performance, flight planning, and emergency procedures.	Prerequisites: A grade of C or better in AET220 or FAA Commercial Pilot Certificate with instrument rating. Corequisites: AET240.	LEC 2.0 2.0 2.0
AET240	Multiengine Airplane Pilot Flight	Flight course in preparation for the Federal Aviation Administration (FAA) Multi-engine Airplane practical examination. Approximately 15 hours of flight experience at the student's expense and passing check ride similar to the FAA Multi-engine check ride are required.	Prerequisites: A grade of C or better in AET220 or FAA Commercial Pilot Certificate with instrument rating. Corequisites: AET237.	LAB 1.0 1.5 1.5
AET257	Readings in Aviation	Critical inquiry of a particular aviation theme from a wide variety of sources. Structured to provide an atmosphere of individualized research and study	Prerequisites: A grade of C or better in ENG102 or ENG111	L+L 3.0 4.0 4.0

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		paralleled by professional expertise and guidance. International data communication facilities and equipment made available for student use.	and permission of Instructor.	
AET258	Certified Flight Instructor: Instrument Airplane Ground School	Aeronautical knowledge and practical teaching ability necessary to obtain an Instrument Flight Instructor Certificate with an Airplane-Single-Engine rating and necessary to satisfactorily pass the Flight Instructor Instrument knowledge test.	Valid FAA Commercial Pilot Certificate or Airline Transport Pilot Certificate with the appropriate category and class of airplane used in the course, instrument rating, and Flight Instructor Certificate-Airplane. Corequisites: AET270.	LEC 3.0 3.0 3.0
AET270	Certified Flight Instructor: Instrument Airplane Flight Lab	Flight experience in an airplane to meet flight proficiency and aeronautical experience requirements necessary to add an Instrument Airplane Rating to an existing Flight Instructor-Airplane certificate.	Valid FAA Commercial Pilot Certificate or Airline Transport Pilot Certificate with the appropriate category and class of airplane used in the course, instrument rating, and Flight Instructor Certificate-Airplane. Corequisites: AET258.	LAB 1.0 3.0 3.0
AET296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to	LAB 1.0 5.0 0.0

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			students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
AET296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
AET296WC	Cooperative Education	Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome	Completion of at least twelve (12) college credits minimum 2.6	LAB 3.0 15.0 0.0

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		related to the career objectives of the students. COMMON COMPETENCY COURSE	grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
AET296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0

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AET298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
AET298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
AET298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. <b>COMMON COMPETENCY COURSE</b>		
AFR110	Introduction to African-American Studies	Introduction to the study of the African-American experience. Interdisciplinary approach includes historical underpinnings; population and cultural characteristics; social, economic, and political issues; and implications for the future	Prerequisites: None.	LEC 3.0 3.0 3.0
AFR202	Ethnic Relations in the United States	Basic concepts and processes, including historic overview, of interethnic relations in the United States: culture, race, ethnicity, ethnocentrism, prejudice, discrimination, racism, assimilation, acculturation, and individual and group responses to interethnic contact. Cultural knowledge and intercultural communication skills and perspectives as fundamental tools for successful management of social relations in a multicultural world.	Prerequisites: None.	LEC 3.0 3.0 3.0
AFR203	African-American History: The Slavery Experience	History and cultural heritage of African-Americans, including arrival in the Americas, chattel slavery experience, emancipation, and participation in the American Civil War. Presented from an Afro-centric perspective.	Prerequisites: A grade of C or better in AFR110 or permission of Instructor.	LEC 3.0 3.0 3.0

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AFR204	African-American History: Reconstruction to the Present	History and cultural heritage of African-Americans from the Reconstruction period to the present, including the Depression, the Harlem Renaissance, the Civil Rights Movement, and affirmative action. Presented from an Afro-centric perspective.	Prerequisites: A grade of C or better in AFR203 or permission of Instructor.	LEC 3.0 3.0 3.0
AFR207	Black Women	Analysis and discussion of critical issues for Black women in America today	Prerequisites: None.	LEC 3.0 3.0 3.0
AGB130	Establishing and Running an Agribusiness	Basic principles used in establishing and running an Agribusiness. Emphasis on business requirements to maintain a business enterprise in Arizona	Prerequisites: None.	LEC 3.0 3.0 3.0
AGB132	Agribusiness and Management	Application of management principle skills in day-to-day operations for decision-making techniques base on collection, use and analysis of financial, employee, and customer data to determine and evaluate the daily operations of an agribusiness venture.	Prerequisites: None.	LEC 3.0 3.0 3.0
AGB139	Agribusiness Computer Operations	Agribusiness operations for solving, forecasting and projecting agribusiness problems, agribusiness communications, accounting systems and database use.	Prerequisites: None.	L+L 3.0 6.0 6.0
AGB140	Commercial Floral Design	Fundamentals of commercial floral design. Includes instruction and hands-on training in fresh, dried, and silk plants, flowers, and greens;	Prerequisites: None.	L+L 3.0 5.0 5.0

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		materials; supplies; gift items; and industry conditions, standards, and trends. Covers design principles, identification, selection, care, maintenance, handling, and use of floral design material, ordering, pricing, recordkeeping, computer usage, and customer relations.		
AGB142	Floriculture	Principles and species of floriculture. Includes instruction in cultural and production requirements of cut flowers and foliage. Covers general production information and basic plant physiology principles, propagation, production temperatures, plant nutrients, pest management, and greenhouse construction and operations.	Prerequisites: None.	L+L 3.0 5.0 5.0
AGB144	Agriculture Processing	Agricultural processing and the meat industry as a business enterprise. Carcass evaluation, grading, judging for cut ability and quality, cut identification, meat cutting, wrapping, freezing, and storing.	Prerequisites: None.	L+L 3.0 5.0 5.0
AGB229	Landscape Management and Leadership	Covers landscape and nursery management concepts and applications for business, industry, and government organizations	Prerequisites: None.	LEC 3.0 3.0 3.0
AGB231	Marketing of Agricultural Products	Principles of agricultural marketing including consumer demand, economic system fundamentals, functions and methods of marketing agricultural commodities, market	Prerequisites: None.	LEC 3.0 3.0 3.0

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		planning, and promoting and selling in the agricultural domain.		
AGB260	Youth Leadership Development	Characteristics of effective Career and Technical Student Organization (CTSO) officers, leadership styles and strategies for the management and organization of youth groups in agriculture. Includes instruction and hands-on training in speech/workshop development, budget and activity planning and the use of parliamentary procedure.	Prerequisites: None.	L+L 4.0 6.0 6.0
AGB261	Advanced Youth Leadership Development	Characteristics of effective Career and Technical Student Organization (CTSO) officers, leadership styles and strategies for the management and organization of youth groups in agriculture. Includes instruction and hands-on training in speech/workshop development, budget and activity planning and the use of parliamentary procedure.	Prerequisites: None.	L+L 4.0 6.0 6.0
AGB290	Internship	Supervised field training for Agribusiness students with local industry businesses.	Student shall be in final semester before graduation and permission of Department or Division.	LAB 3.0 6.0 6.0
AGB296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to	LAB 1.0 5.0 0.0

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AGB296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
AGB296WC	Cooperative Education	Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome	Completion of at least twelve (12) college credits minimum 2.6	LAB 3.0 15.0 0.0

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		related to the career objectives of the students. COMMON COMPETENCY COURSE	grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
AGB296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0

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AGB298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
AGB298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
AGB298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. <b>COMMON COMPETENCY COURSE</b>		
AGL181	Landscape Construction Techniques	The methods used in site preparation, installation of edgings, construction of walks, patios and decks, installation of sprinkler systems, rock scapes and the planting of trees, shrubs, ground covers, and lawns.	Prerequisites: None.	L+L 3.0 6.0 6.0
AGL184	Landscape Drafting and Design I	Basic principles of landscape design, including drafting and design techniques commonly used in the field of landscaping. Emphasis on simple working drawings and detailed views, symbols, lettering, and drafting standards.	Prerequisites: None.	L+L 2.0 4.0 4.0
AGL188	Arizona Landscape Design	Designed for residential homeowner and beginning professional. Emphasis on plant material groupings and basic design principles. History of landscape use, special features of hardscapes, irrigation systems, and lawn-to- desert planting conversion techniques.	Prerequisites: None.	L+L 2.0 3.0 3.0
AGL189	Landscape Design I	Introduction to landscape design with an emphasis on residential and small scale projects. Application of design processes from inventory and analysis through design and development including program, measured base, study diagrams, rendered and colored	Prerequisites: None.	L+L 3.0 6.0 6.0

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		plans, and sectional elevations. Architectural communication developed through hand sketch and hand drafting techniques with practice in client interview and design presentation.		
AGL190	Landscape Design II	Advanced study of the principles, processes, and practice of Landscape Design, with an emphasis on residential and small scale design. Design problem-solving, use of landscape elements such as paving, fencing, small structures, low voltage lighting, plants, water and fire features. Construction documents will be produced including plans, estimates, details, and specifications. Regulatory agencies and other affective influences will be explained. Development of personal design philosophy and career exploration.	Prerequisites: A grade of C or better in AGL189 or permission of Instructor.	L+L 3.0 6.0 6.0
AGL269	Computer Aided Landscape Design	Using AutoCAD to create landscape design drawings and wire frames in Sketchup for elevations, sections and perspective sketches.	Prerequisites: A grade of C or better in (AGB139 or CAD100 or CAD101) and AGL189 or permission of Instructor.	L+L 3.0 6.0 6.0
AGL296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to	LAB 1.0 5.0 0.0

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AGL296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
AGL296WC	Cooperative Education	Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome	Completion of at least twelve (12) college credits minimum 2.6	LAB 3.0 15.0 0.0

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		related to the career objectives of the students. COMMON COMPETENCY COURSE	grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
AGL296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0

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AGL298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
AGL298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
AGL298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
AGS164	Plant Growth and Development	Principles of growth in relation to seed germination, emergence, growth and reproduction processes of plants and the environmental influences on plant growth processes.	Prerequisites: None.	LEC 4.0 2.0 2.0 LAB 0.0 4.0 4.0
AGS165AA	Fall Sustainable Crop Production	Study of the importance of Fall-planted crops for food, feed, and fiber. Cultural practices for raising the major crops in the State of Arizona, including planting, environmental modifications, harvesting, handling and quality control with an emphasis on sustainability.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: AGS164 or permission of Instructor.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
AGS165AB	Spring Sustainable Crop Production	Study of the importance of Spring-planted crops for food, feed, and fiber. Cultural practices for raising the major crops in the State of Arizona, including planting, environmental modifications, harvesting, handling and quality control with an emphasis on sustainability.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: AGS164 or permission of Instructor.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
AGS166	Aquaponics	Establishment, care, and selection of facilities for commercial production of animals and plants in a water-based closed system.	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0

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AGS168	Grounds Equipment Management	Selection, use and maintenance of grounds equipment, including both manual and power equipment.	Prerequisites: None.	L+L 3.0 5.0 5.0
AGS170	Pesticides	Chemistry and classification of pesticides. Interpret the use of pesticide labels	Prerequisites: None.	LEC 0.5 0.5 0.5
AGS171	Insect Identification	Concepts of insect identification	Prerequisites: None.	LEC 0.5 0.5 0.5
AGS172	Household Pests	Problems associated with household pests	Prerequisites: None.	LEC 0.5 0.5 0.5
AGS173	Wood Destroying Pests	Problems associated with wood destroying pests	Prerequisites: None.	LEC 0.5 0.5 0.5
AGS174	Regulations: Federal and State	Federal and state pesticide regulations and guidelines for licensing pest control use	Prerequisites: None.	LEC 0.5 0.5 0.5
AGS175	Pesticide Safety and Use of Equipment	Federal and state pesticide safety regulations and use of equipment	Prerequisites: None.	LEC 0.5 0.5 0.5
AGS176	Environment and Toxicology of Pesticides	Environmental concepts, endangered species and toxicology associated with the use of pesticides	Prerequisites: None.	LEC 0.5 0.5 0.5
AGS177	Aquatic Pest Control	Aquatic ecosystems, pest organisms and their control	Prerequisites: None.	LEC 0.5 0.5 0.5
AGS178	General Pest Control	Arthropods and other pest organisms and their control	Prerequisites: None.	LEC 0.5 0.5 0.5
AGS179	Terrestrial Weed Control	Terrestrial weeds and their control	Prerequisites: None.	LEC 0.5 0.5 0.5
AGS182	Gardening Practices and Techniques	Cultural practices of vegetables, fruits and ornamental plants as they relate to organic and inorganic gardening	Prerequisites: None.	LEC 2.0 2.0 2.0
AGS182AA	Gardening Practices and Techniques	Cultural practices of vegetables, fruits and ornamental plants as they relate to organic and inorganic gardening	Prerequisites: None.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
AGS183	Urban Plant Identification and Use	Identification, growth, cultural requirements, uses, maintenance, and care of landscape trees, shrubs, vines	Prerequisites: None.	LEC 3.0 3.0 3.0

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		and ground covers commonly used in Arizona		
AGS183AA	Urban Plant Identification and Use: Trees	Emphasis on trees commonly used in cityscapes in the Southwest. Review of their origin, cultural requirements, uses, required maintenance, benefits and disadvantages. Identification, planting procedures, water and nutritional requirements are covered	Prerequisites: None.	LEC 1.0 1.0 1.0
AGS183AB	Urban Plant Identification and Use: Shrubs	Emphasis on shrubs commonly used in cityscapes in the Southwest. Review of their origin, cultural requirements, uses, required maintenance, benefits and disadvantages. Identification, planting procedures, water and nutritional requirements are covered	Prerequisites: None.	LEC 1.0 1.0 1.0
AGS183AC	Urban Plant Identification and Use: Vines, Flowers, Groundcovers	Emphasis on groundcovers, annuals, perennials and vines commonly used in cityscapes in the Southwest. Review of their origin, cultural requirements, uses, required maintenance, benefits and disadvantages. Identification, planting procedures, water and nutritional requirements covered	Prerequisites: None.	LEC 1.0 1.0 1.0
AGS186	Greenhouse Management and Construction	Principles and practices of greenhouse operation; control of environmental factors and cultural practices affecting the production of greenhouse crops	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
AGS186AA	Greenhouse Management and Construction	Principles and practices of greenhouse operation; control of environmental	Prerequisites: None.	LEC 3.0 3.0 3.0

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		factors and cultural practices affecting the production of greenhouse crops		
AGS187	Indoor Foliage Plants	Environmental and nutritional requirements for foliage plants used for interior decoration. Includes identification, nomenclature and uses	Prerequisites: None.	LEC 3.0 3.0 3.0
AGS188	Arid Landscape Plants	Provides information on currently propagated Xerophytes available in southern Arizona. Shows how each can be applied to specific desert landscape situations. Considers identification, cultural requirements, and physical characteristics related to landscape design	Prerequisites: None.	LEC 3.0 6.0 5.1
AGS190	Arid Land Plants Identification and Use	Covers xerophytes common in southern Arizona and their applications to specific desert landscape situations. Identification, cultural requirements, and physical characteristics related to landscape design, including both mature plants and live containerized material	Prerequisites: None.	LEC 3.0 3.0 3.0
AGS192	Urban Plant Care	Establishment, care and preservation of ornamental trees, shrubs, vines, and ground cover plants used in landscape for human well-being and pleasure.	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
AGS192AA	Urban Plant Care: Site Analysis, Plant Selection and Requirements	Establishment of ornamental trees, shrubs, vines, and ground cover plants used in landscape for human well-being and pleasure	Prerequisites: None.	LEC 1.0 1.67 1.46
AGS192AB	Urban Plant Care: Maintenance of Urban Plants	Care of ornamental trees, shrubs, vines, and ground cover plants used in	Prerequisites: None.	LEC 1.0 1.67 1.46

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		landscape for human well-being and pleasure		
AGS192AC	Urban Plant Care: Diagnosing and Curing Plant Problems	Preservation of ornamental trees, shrubs, vines, and ground cover plants used in landscape for human well-being and pleasure	Prerequisites: None.	LEC 1.0 1.67 1.46
AGS255	Plant Tissue Culture	Plant tissue culture techniques for cloning, reproduction, and manufacturing including media mixing, cell growth and development, aseptic transfer, manipulation, observation, and documentation	Prerequisites: A grade of C or better in AGS164.	L+L 3.0 5.0 5.0
AGS260	Soils	Fundamental properties of the physical, chemical, and biological relation of soil to plant growth. Evaluation of the human impact on soil health.	Prerequisites: A grade of C or better in CHM130 or permission of Instructor.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
AGS261	Soil Fertility And Management	Relationship of soils, crops, and climatic factors to economic use of commercial fertilizer	Prerequisites: None.	LEC 3.0 3.0 3.0
AGS262	Irrigation Design, Installation, Operation, and Trouble Shooting	Design, installation, maintenance and troubleshooting of sprinklers, drip, and flood systems. Use of time clocks, pumps, filters, backflow devices, and other equipment to deliver water to the landscape. Types of water and their use in the landscape.	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
AGS264	Irrigation and Water Management	Irrigation and drainage problems relating to pumps, motors, pipe lines, ditches and wells in the Southwest. Installation of sprinkler, drip and subirrigation, time clock installation	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0

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		and repair. Land measurement and principles of land leveling		
AGS266	Urban Insect Control	The interrelationship of plant organisms, animals and environments with insects as affected by soils, temperature, water and agricultural chemicals	Prerequisites: None.	LEC 3.0 3.0 3.0
AGS267	Weeds and Plant Diseases of Arizona	Weed identification, relationship to competition, cultural practices, prevention and chemical usage for control. General outline of plant autonomy and physiology relating to chemical usage of selectivity. Diseases of plants, their life cycles, biological interrelationships, identification, and control.	Prerequisites: None.	L+L 3.0 5.0 5.0
AGS268	Integrated Pest Management in the Cultivated Environment	Identification and management of pests of the garden, farm and landscape in the arid west. Special emphasis is given to safe handling of pesticides.	Prerequisites: None.	LEC 4.0 2.0 2.0 LAB 0.0 4.0 4.0
AGS282AA	Service-Learning Experience in Agriculture	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
AGS282AB	Service-Learning Experience in Agriculture	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
AGS282AC	Service-Learning Experience in Agriculture	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
AGS284	Lawn and Turf Care	Factors that affect the establishment and maintenance of turf grasses.	Prerequisites: None.	LEC 3.0 3.0 3.0

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		Includes budgets, schedules and selection of equipment		
AGS285	Propagation of Horticultural Plants	Principles and processes of propagation of crops using seed, budding, grafting, and cuttings in greenhouse structures and open ground	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
AGS285AA	Propagation of Horticultural Plants Structures Media and Management	Design, maintenance and repair of greenhouse structures. Principles of plant propagation media and procedures. The processes involved in nursery management, including plant care, display, and marketing	Prerequisites: None.	LEC 1.0 0.7 0.7 LAB 0.0 1.0 1.0
AGS290	Internship	Supervised field training for Urban Horticulture students with local industry businesses	Student shall be in final semester before graduation and permission of Department or Division.	LAB 3.0 6.0 0.0
AGS296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 1.0 5.0 0.0

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			interest or with permission of Instructor.	
AGS296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
AGS296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently	LAB 3.0 15.0 0.0

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			enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
AGS296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
AGS298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
AGS298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
AGS298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
AHU245	Arabic Culture and Islam	A survey of Arab heritage in the Arab world (Middle East). Cultural and social institutions and their	Prerequisites: None.	LEC 3.0 3.0 3.0

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		contribution to the development of the region and its heritage.		
AIM100	Introduction to Artificial Intelligence	Basic concepts and applications of artificial intelligence (AI), including AI project cycles. Focus on issues surrounding AI including ethics, bias, culture, regulations, and professional expectations.	Prerequisites: None.	L+L 3.0 3.0 3.0
AIM110	Introduction to Machine Learning	Introduction to machine learning concepts and Python applications, including data acquisition, supervised and unsupervised learning, and data modeling.	Prerequisites: A grade of C or better in AIM100, CIS156 and MAT206.	L+L 3.0 4.0 4.0
AIM210	Natural Language Processing	Fundamental concepts in Natural Language Processing (NLP) and text processing. Focus on knowledge and skills necessary to create a language recognition application.	Prerequisites: A grade of C or better in AIM110.	L+L 3.0 4.0 4.0
AIM220	Artificial Intelligence for Computer Vision	Understand and apply the basic techniques to process images using OpenCV and Python libraries.	Prerequisites: A grade of C or better in AIM110.	L+L 3.0 4.0 4.0
AIM230	Artificial Intelligence for Business Solutions	Fundamentals of artificial intelligence (AI) and machine learning to support business solutions.	Prerequisites: A grade of C or better in AIM210 and AIM220.	L+L 3.0 4.0 4.0
AIM240	Artificial Intelligence Capstone Project	Focus on how a social issue is explored, brought through the Artificial Intelligence (AI) Project cycle, and delivered as a solution using the different domains of AI, including computer vision and natural language processing.	Prerequisites: A grade of C or better in AIM210 and AIM220.	L+L 3.0 4.0 4.0
AIR102	Reservations/Sales Training I	Basic orientation to Reservations/Sales Training. Includes	Prerequisites: None.	LEC 3.0 3.0 3.0

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		overview of product knowledge, computer familiarization, the Passenger Name Record, sales, and fares		
AIR103	Basic Reservations Procedures	Basic orientation to Reservation/Sales training. Includes product knowledge, computer system, seat assignment, and baggage restriction transit item classifications, automated check-in and passenger acceptance procedures	Prerequisites: None.	LEC 3.0 3.0 3.0
AIR104	Reservations/Sales Training II	Concepts and techniques of specialty faring, special sales tools, miscellaneous functions, and the Passenger Name Record	Prerequisites: A grade of C or better in AIR102.	LEC 3.0 3.0 3.0
AIR106	Reservations/Sales Training III	Expands on concepts and techniques of reservations/sales. Includes expanded miscellaneous functions and introduces advanced seat assignments, vacation packages, and ticketing	Prerequisites: A grade of C or better in AIR104.	LEC 3.0 3.0 3.0
AIR109	Dividend Miles Preferred	Overview of preferred program features and benefits. Includes database access, account actions, and screen usage in addition to procedures for reactivation and preservation of mileage. Also covers maintenance and helpdesk procedures.	Prerequisites: None.	L+L 2.0 3.0 3.0
AIR110	Advanced Reservations/Sales Training	Emphasis on attending to passenger needs by answering "live" phone calls in a laboratory setting. Includes sales, mandatory parts of a call, phone etiquette, and information retrieval.	Prerequisites: A grade of C or better in AIR102.	L+L 2.0 4.0 4.0

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AIR112	Airline Ticketing Procedures	Overview of ticketing procedures. Fares, payment options, passenger name record, and sales covered. Automated and basic ticketing as well as hazardous material transport restrictions emphasized	Prerequisites: A grade of C or better in AIR103.	LEC 3.0 3.0 3.0
AIR116	Airline Gate Procedures	Airline gate service operation information. Opening a flight, assigning and changing seats, processing standbys, and closing a flight emphasized. Processing oversold flights and irregular operations also covered	Prerequisites: A grade of C or better in AIR103.	LEC 3.0 3.0 3.0
AIR127	Airline Customer Relations I	Overview of airline customer relations and the passenger name record. Includes policies and procedures as well as reservations, routing, coding, and travel awards.	Prerequisites: None.	LEC 3.0 3.0 3.0
AIR128	Airline Customer Relations II	Advanced airline customer relations. Communication skills for effective customer service, as well as, techniques to assist with customer checklist, travel vouchers, and service requests. Airline ticketing systems and flight operations included.	Prerequisites: A grade of C or better in AIR127.	L+L 3.0 4.0 4.0
AIR129	Airline Customer Relations Lab	Application of airline customer relations procedures. Use of airline computer systems emphasized. Includes customer service and the processing of tickets, coding, reservations, files, and vouchers.	Prerequisites: A grade of C or better in AIR128.	LAB 2.0 6.0 6.0

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AIR140	Ramp Safety Procedures	Basic ramp safety procedures for airline employees. Topics include ramp environment, engine safety, equipment malfunctions, vehicle operations and Foreign Object Damage (FOD) control. Procedures for arrival, turnaround and departure conditions and hazards covered. Hand signals and other non-verbal communications as well as back injury prevention and hearing conservation techniques included	Prerequisites: Permission of Department or Division.	LEC 2.0 2.0 2.0
AIR142	Aircraft Dynamics	Overview of ground procedures for airline employees. Covers aircraft familiarization, engine safety, ramp servicing and baggage handling as well as prearrival, arrival, predeparture and departure procedures. Rules for handling air cargo, human remains and U.S. Mail included	Prerequisites: Permission of Department or Division.	LEC 3.0 3.0 3.0
AIR160	Reservation/Booking Procedures	Overview of reservation/booking procedures. Includes use of availability displays, seating assignments, ticketing procedures and fare rules as well as fare pricing and selling. Communication skills also covered	Prerequisites: None.	LEC 3.0 3.0 3.0
AIR161	Airline Reservations System	Practical application of a travel booking procedures using a computerized reservations system. Covers codes, Passenger Name Record, ticketing and reservations.	Prerequisites: A grade of C or better in AIR160 or Corequisites: AIR160 or permission of Instructor.	L+L 2.0 3.0 3.0

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AIR163	Advanced Airline Reservations	Rules, restrictions, and procedures for handling special reservations situations. Covers Bonus Travel Certificates (BTC), Virtual Coupon Records (VCR), and the Special Travel Account Record System (STARS). Also includes procedures for managing codeshare accounts and mileage plans.	Prerequisites: A grade of C or better in AIR160 or Corequisites: AIR160 or permission of Instructor.	L+L 2.0 3.0 3.0
AIR164	Airline Ticket Reissues	Rules, restrictions, and procedures for completing reissues. Includes voluntary and automated reissues as well as fare calculation. Also covers collections and verification processes.	Prerequisites: None.	LEC 3.0 3.0 3.0
AIR165	Overview of Flight Schedules/Itineraries	Basic reservation information including flight schedules, itineraries, and fares. Handling travel agent calls also covered	Prerequisites: None.	LEC 3.0 3.0 3.0
AIR169	Basic International Travel	Overview of basic international travel. Includes rules, regulations, documentation requirements, and taxes	Prerequisites: None.	LEC 1.0 1.0 1.0
AIR170	International Air Transport Association Geography	Overview of world geography according to the International Air Transport Association (IATA). Includes world traffic area divisions, sub areas and office responsibilities. Also covers atlas reading including location of countries, major cities and grids in addition to use of city codes.	Prerequisites: None.	LEC 1.0 1.0 1.0
AIR171	International Air Transport	International air reservations procedures. Includes Passenger Name Record (PNR) creation and	Prerequisites: None.	LEC 3.0 3.0 3.0

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		modification as well as use of availability displays and international itineraries. Covers preferred programs and partnerships.		
AIR172	International Fares	Overview of international fares. Includes fare basis codes, combinability and construction. Also covers transpacific routing and electronic tickets as well as procedures for completing international reissues.	Prerequisites: None.	LEC 1.0 1.0 1.0
AIR173	International Air Transport Lab	Practical application of international air reservations procedures. Includes Passenger Name Record (PNR) creation and modification as well as use of availability displays and international itineraries.	Prerequisites: None.	LAB 2.0 6.0 6.0
AIS101	Survey of American Indian Issues	Introduction to critical issues related to American Indian peoples. Examines cultural, political, economic, educational, social, and environmental issues. Focuses on contemporary issues and factors influencing American Indian communities.	Prerequisites: None.	LEC 3.0 3.0 3.0
AIS103	Introduction to Indigenous Cultures	Introduction to political, economic and social structures of indigenous peoples. Examines the impact on indigenous peoples of contact with non-indigenous cultures.	Prerequisites: None.	LEC 1.0 1.0 1.0
AIS105	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	Prerequisites: None.	LEC 3.0 3.0 3.0

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		contact, and the influence of western social systems on tribal nations.		
AIS110	Navajo Government	Addresses and examines major historical developments of the Navajo People with a focus on government, law, society, livelihood, tradition, and culture. Includes the major components and operation of Navajo government and related tribal laws, such as Title II and Title VII of the Navajo Nation Code, as well as the significance of the Treaty of 1868. Federal Indian policies and their impact on Navajo society and government, the importance of federal and tribal citizenship and related federal and tribal laws, and the role of the Navajo clanship system and other relevant cultural concepts addressed	Prerequisites: None.	LEC 3.0 3.0 3.0
AIS112	American Indian Policy	Reviews United States government policies and their impact on American Indian sovereignty. Examines historic, legal, economic, and social issues regarding Indian policies and how they impact Indian Nations and individual Indians. Studies historical as well as contemporary policies created by the Federal Government that define the trust relationship between the United States government and Indian Nations	Prerequisites: None.	LEC 3.0 3.0 3.0

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AIS113	Proposal Writing	Provides an overview of funding sources for grants. Reviews techniques and skills necessary to develop successful proposals. Focuses on the design and writing of a complete grant proposal related to a selected problem or issue.	Prerequisites: A grade of C or better in ENG101 or ENG107.	LEC 3.0 3.0 3.0
AIS140	American Indian History	Survey of American Indian history with emphasis on the last 200 years including developments in the 20th century. Focuses on selected groups such as the Cherokee, Iroquois Confederation, Navajo, Sioux and Indians of the Southwest in relation to cultural, economic, political and social continuity and changes. Topics include development and influence of federal policies, past and present issues confronting Native Americans and how Native American individuals and communities maintain their identities as they confront social changes	Prerequisites: None.	LEC 3.0 3.0 3.0
AIS141	Sovereign Indian Nations	Explores the sovereign status of American Indians as it relates to social relationships, traditions, and culture of American Indians. Reviews historic relations with non-Indian societies, the development of federal Indian law, tribal governments and their functions. Examines treaty rights, environmental issues, public policy, economic	Prerequisites: None.	LEC 3.0 3.0 3.0

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		development, other current issues, and contemporary social problems		
AIS160	American Indian Law	Analyzes the legal system of the United States Government as it applies to American Indian Nations. Examines how United States legal institutions have impacted Indian sovereignty. Units of analysis include the development of Indian law, United States Supreme Court decisions, Congressional Acts, treaty rights and the development of tribal governments. Focuses on legal institutions that have abridged the property rights of Indian Nations.	Prerequisites: None.	LEC 3.0 3.0 3.0
AIS170	American Indian History of the Southwest	Covers history of Indian peoples in the southwestern United States from pre-Columbian era to the present. Includes historical events, the development and implementation of Spanish-Mexican and United States' policies and their impact on Indian peoples in these areas, and current issues of importance to Indian peoples	Prerequisites: None.	LEC 3.0 3.0 3.0
AIS201	Indigenous Nation Building	Discussion of the relationship between general management issues and their specific application to tribal government situations. Special consideration given to application of management theory and to the unique status and situation of tribal governments.	Prerequisites: None.	LEC 3.0 3.0 3.0

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AIS203	Fundamentals of Economic Development for Indigenous Nations	Provides a practical understanding of the economic development process. Examines ways in which development can be initiated and financed. Focuses on how budget systems can be used as management tools. Reviews fundamentals of proposal writing and budget management for grants.	Prerequisites: None.	LEC 3.0 3.0 3.0
AIS213	American Indian Religions	An examination of the historical and cultural background of diverse lifeways and worldviews belonging to the peoples indigenous to the North American continent over time, including a study of modern day American Indian beliefs and practices.	Prerequisites: A grade of C or better in ENG101, or ENG107, or equivalent.	LEC 3.0 3.0 3.0
AIS282AA	Volunteerism for Indigenous Studies	Service-learning field experience within private/public agencies, educational institutions, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
AIS282AB	Volunteerism for Indigenous Studies	Service-learning field experience within private/public agencies, educational institutions, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
AIS296WA	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.	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	LAB 1.0 5.0 0.0

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			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.	
AIS296WB	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.	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.	LAB 2.0 10.0 0.0
AIS296WC	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.	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	LAB 3.0 15.0 0.0

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			<p>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.</p>	
AIS296WD	Cooperative Education	<p>Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students.</p>	<p>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.</p>	LAB 4.0 20.0 0.0
AIS298AA	Special Projects	<p>Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research</p>	<p>Permission of Program Director or Instructor.</p>	LAB 1.0 1.0 0.0

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		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. COMMON COMPETENCY COURSE		
AIS298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
AIS298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		development. COMMON COMPETENCY COURSE		
AIT100	Industrial Safety	Safety requirements for all National Institute for Metalworking Skills (NIMS) duty areas.	Prerequisites: None.	LEC 1.0 1.0 1.0
AIT105	Maintenance Operations	Overview of the area of maintenance operations of a manufacturing facility. Preparation to sit for the NIMS Duty Area 1: Maintenance Operations Certification Exam.	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
AIT110	Mechanical Systems	Overview of the area of basic mechanical systems of a manufacturing facility. Preparation to sit for the NIMS Duty Area 2: Basic Mechanical Systems Certification Exam.	Prerequisite: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
AIT115	Hydraulic Systems	Overview of the NIMS areas of hydraulic systems of a manufacturing facility. Preparation to sit for the NIMS Duty Area 3: Basic Hydraulic Systems Certification Exam.	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
AIT120	Pneumatic Systems	Overview of the NIMS areas of pneumatic systems of a manufacturing facility. Preparation to sit for the NIMS Duty Area 4: Pneumatic Systems Certification Exam.	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
AIT123	J-STD Soldering Certification	This course will prepare the successful student to receive the "Certified IPC Specialist" (CIS) certification from The Institute for Interconnecting and Packaging Electronic Circuits (IPC) in "Requirements for Soldered Electrical and Electronic Assemblies" (IPC J-	Prerequisites: Permission of Instructor.	L+L 3.0 4.0 4.0

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		STD-001). Topics covered and skills to be demonstrated are: soldered wires and terminals, through hole connections, surface mount components, and inspection. Certification is verified by a certified IPC trainer (CIT).		
AIT124	Composites	Basic composite materials, construction, and repair. Manufacturing methods and equipment. Assessment and repair of composite structures using vacuum bagging and other approved procedures. Corrosion control, electrical bonding, materials substitutions, machining of composite components, mold fabrication. Hot bond repair of composite components including complex shapes and varied materials.	Prerequisites: None.	L+L 3.0 4.0 4.0
AIT125	Electrical Systems 1	Overview of the area of electrical systems of a manufacturing facility. Preparation to sit for the NIMS Duty Area 5: Electrical Systems Certification Exam.	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
AIT128	A-620 Cable and Wire Harness Assembly Certification	This course will prepare the successful student to receive the "Certified IPC Specialist" (CIS) certification from The Institute for Interconnecting and Packaging Electronic Circuits (IPC)/Wire Harness Manufacturer's Association (WHMA) in "Requirements and Acceptance for	Prerequisites: None.	L+L 3.0 4.0 4.0

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		Cable and Wire Harness Assemblies" (IPC/WHMA-A-620 Certification). Topics covered and skills to be demonstrated are: soldered terminations, crimp terminations, insulation displacement terminations (IDC), splices, connectorization, marking/labeling, coaxial cable assemblies, electrical shielding, wire marking and labeling, and testing methodologies. Certification is verified by a certified IPC trainer (CIT).		
AIT130	Maintenance Piping	Overview of the area of maintenance of piping systems for manufacturing or industrial facilities. Preparation to sit for the NIMS Duty Area 9: Maintenance Piping Certification Exam.	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
AIT205	Electronic Control Systems 1	Overview of the area of Electronic Control Systems 1 of a manufacturing or industrial facility. Preparation to sit for the NIMS Duty Area 6: Electronic Control Systems Certification Exam.	Prerequisites: A grade of C or better in AIT125, or permission of Instructor.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
AIT210	Electronic Control Systems 2	Overview of the area of Electronic Control Systems 2 of a manufacturing and industrial facility. Preparation to sit for the NIMS Duty Area 6: Electronic Control Systems Certification Exam.	Prerequisites: A grade of C or better in AIT205, or permission of Instructor or Corequisites: AIT205.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
AIT215	Process Control Systems	Overview of the area of Process Control Systems of a manufacturing or industrial facility. Preparation to sit for	Prerequisites: A grade of C or better in	LEC 4.0 2.0 2.0 LAB 0.0 4.0 4.0

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		the NIMS Duty Area 7: Process Control Systems Certification Exam.	AIT125, or permission of Instructor.	
AIT225	Electrical Systems 2	Overview of the area of electrical systems of a manufacturing facility. Preparation to sit for the NIMS Duty Area 5: Electrical Systems Certification Exam.	Prerequisites: A grade of C or better in AIT125, or permission of Instructor.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
AIT250	Automated Industrial Technology Capstone	An examination of the integration of mechanical, hydraulic, pneumatic, electrical, piping, electronic control, and process control systems. Experience in designing, building, maintaining, troubleshooting, and repairing such integrated systems will be gained.	Prerequisites: A grade of C or better in AIT225, or permission of Instructor or Corequisites: AIT225.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
AIT270	Robotics I	Fundamental principles of working safely with robots, and applications and trends in industrial robotics. Includes types of robots, axes and coordinate systems, programming and operating robots. Incorporates end effectors and collaborative robots.	Prerequisites: A grade of C or better in AIT100.	LEC 3.0 2.0 2.0 LAB 0.0 2.0 2.0
AIT275	Robotics II	Intermediate principles of working safely with robots; robot auxiliary, subsystems, and components. Includes robot maintenance, troubleshooting and repair. Integrates a basic robot design project.	Prerequisites: A grade of C or better in AIT270.	LEC 3.0 2.0 2.0 LAB 0.0 2.0 2.0
AIT276	Robotics Operations and Programming	This course is intended for an operator, technician, or programmer who must setup, record and/or troubleshoot programs on a Handling Tool software package. The course	Prerequisites: A grade of C or better in (ATP190, ATP201, and ATP205) or permission of Instructor.	L+L 3.0 6.0 6.0

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		covers the Robot Operations intermixed with the tasks required to set up the Handling Tool application, test run, and refine the program and production setup.		
AIT291	Automated Industrial Technology Internship	Supervised work experience in production environments. Includes experiences in maintenance, troubleshooting, repair of production environment and specific manufacturing processes. Also includes experiences in problem solving; working as a team; soft skills; time and resource management; and exposure to specific manufacturing processes.	Prerequisites: A grade of C or better in AIT225, or permission of Instructor or Corequisites: AIT225.	LAB 3.0 6.0 0.0
AJS100	Police Academy Preparation	Preparation for individuals entering a police academy as well for those who are in the beginning stages of preparing for a career in law enforcement. Includes principles of policing and job responsibilities. Covers expectations of recruits in the areas of academics, physical fitness, mental and emotional preparation. Emphasis on professional and ethical behavior.	Prerequisites: None.	LEC 2.0 2.0 2.0
AJS101	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	Prerequisites: None.	LEC 3.0 3.0 3.0

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		police, courts, jails, prisons, probation and parole departments, and community corrections agencies. Covers the history of the criminal justice system, terminology and career opportunities.		
AJS107	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.	LEC 3.0 3.0 3.0
AJS109	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.	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS110	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	Prerequisites: None.	LEC 3.0 3.0 3.0

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		Training) Board requirements for Proficiency Skills Academy attendance		
AJS112	Wellness for Law Enforcement Officers	The value of physical fitness in law enforcement and the basic elements of strength training, aerobic conditioning, flexibility, nutrition, and back injury prevention	Prerequisites: None.	L+L 3.0 3.0 3.0
AJS113	Criminal Justice Crime Control Policies and Practices	Focus on changing the distribution of crime opportunities rather than offender motivation. Topics include application of situational crime prevention strategies, problem-oriented crime control approaches, hot spots policing, defensible space, and crime prevention through defensible space.	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS115	Community Emergency Response Team (CERT): Level I	Basic skills, including instruction in teamwork and disaster simulations, needed to help oneself, family, and neighbors in the event of a community disaster in accordance with the Federal Emergency Management Agency (FEMA) guidelines.	Prerequisites: None.	LEC 1.5 1.5 1.5
AJS116	Crime Prevention	Examines the principles and skills associated with crime prevention. Analyzes the appropriate techniques and strategies police agencies use to operate crime prevention programs.	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS119	Computer Applications in Justice Studies	Provides literacy in microcomputer applications in major areas of the criminal justice system. Examines availability and uses of current	Prerequisites: None.	L+L 3.0 4.0 4.0

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		software packages in criminal justice work. Provides hands-on experience with appropriate integrated software packages pertaining to justice studies.		
AJS123	Ethics and the Administration of Justice	Introduces and explores ethical issues and the justice system. Focuses on ethics and the law, the police, courts and corrections. Reviews ethical theory, concepts and practices as they relate to administration of justice. Explores issues of how media/social media shape ethics. Encourages critical thinking and value decision making in criminal justice system situations.	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS124	Correctional Institutions	An examination of correctional institutions with an emphasis on personnel and security measures, care and treatment programs and institutional planning. The criminal justice system and matters of custody and treatment. Inmate subcultures, and organized crime in correctional institutions and jails	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS131	Police Management Techniques I	Police supervisory techniques for planning, organization, coordination, reporting, budgeting and handling related personnel problems	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS132	Police Management Techniques II	Management of police personnel including selections procedures, disciplinary practices, public relations, elements of supervision, service	Prerequisites: A grade of C or better in AJS131 or permission of Instructor.	LEC 3.0 3.0 3.0

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		ratings, recruiting and probation, and related personnel problems		
AJS137	Public Safety Dispatcher: Basic	Designed to provide in-depth orientation and standardized training of public safety dispatchers within the law enforcement community and familiarize the student with the skills and information important to functioning in a competent, ethical, and professional manner.	Prerequisites: None.	LEC 5.0 5.0 5.0
AJS139	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.	LEC 3.0 3.0 3.0
AJS140AA	Patrol Rifle Concepts	Pre-law enforcement employment course relating to how rifles are used in the patrol function	Prerequisites: None.	LEC 1.0 1.0 1.0
AJS145	Criminal Justice System Experiences	Examines the purpose, organization, operation, and employment opportunities of various criminal justice agencies including police departments, crime labs, morgues, courts, juvenile detention facilities, jails, prisons, parole boards, and halfway houses. Includes tours of a variety of criminal justice facilities	Prerequisites: None.	L+L 3.0 3.0 3.0
AJS147	Emergency Preparedness	Emergency preparedness related to natural and manmade disasters. Planning concepts and the planning process; awareness and education	Prerequisites: None.	LEC 3.0 3.0 3.0

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		programs and strategies for the general community as well as business and industries.		
AJS148	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.	LEC 3.0 3.0 3.0
AJS149	Hazard Mitigation	Knowledge and skills required to develop programs to reduce losses from future disasters, emergencies, and other extreme events caused by natural and man-made hazards.	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS150	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.	Prerequisites: None.	LEC 1.0 1.0 1.0
AJS151	Firearms I	Moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms, and the firing of sidearms.	Prerequisites: None.	L+L 1.0 1.0 1.0
AJS152	First Aid	Methods for providing emergency medical care to victims of accidents or illness and related safeguards. Includes legal and civil issues, basic functions and major organs of the	Prerequisites: None.	LEC 3.0 3.0 3.0

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		human body, injury management, resuscitation, movement and extrication of victims		
AJS153	Firearms II/Handguns	Advanced familiarization with handguns. Variations of basic shooting stance. Legal and moral repercussions of self-defense. Includes range practice.	Prerequisites: A grade of C or better in AJS151 or equivalent certified firearms training as reviewed by the Department.	L+L 1.0 1.0 1.0
AJS154	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.	L+L 1.0 1.0 1.0
AJS155	Concealed Weapons Carry	Training in safe handling and use of handguns. Examines legal provisions related to carrying a concealed weapon; legal and moral implications of self-defense	Prerequisites: None.	L+L 2.0 2.0 2.0
AJS156	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: A grade of C or better in AJS151 or permission of Instructor.	L+L 1.0 1.0 1.0
AJS162	Domestic Violence	Explores domestic violence as a social problem within the United States from historical, cultural, political, legal, and law enforcement perspectives. Provides an overview of theories, definitions and causes of, and interventions for domestic violence involving spousal, elder and child abuse along with teen dating violence.	Prerequisites: None.	LEC 3.0 3.0 3.0

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		Examines the dynamics and effects of domestic violence. Addresses research issues and contemporary domestic violence policy		
AJS170	Fire and Arson Investigation for Law Enforcement	An examination of fire and arson investigative techniques along with the motives and pathology of the arsonist and the chemistry of fire. Other topics include documenting the scene, evidence, eliminating accidental causes and surveillance.	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS191	Hate Crimes	Explores the causes, incidence rates and forms of hate crimes in the United States and other countries. Studies hate crime laws and the Constitution. Examines the impact of hate crimes on society, culture and the law. Considers societal responses to combat and prevent hate crimes	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS192	Serial Killers and Mass Murderers	The study of serial killers, mass murderers and their victims. Examines the history and frequency of these crimes, profiles the killers and their victims, explores theories of causation, and discusses the problems and techniques of investigation, prosecution, punishment, and prevention	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS195	International and Domestic Terrorism	An overview of the history, structure, goals, and activities of domestic and international terrorist groups. Explores theories explaining terrorism and reviews methods used to combat it	Prerequisites: None.	LEC 3.0 3.0 3.0

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AJS198AB	Special Topics in the Administration of Justice	Explores special topics related to the administration of justice with an emphasis on current issues	Prerequisites: None.	LEC 1.0 1.0 1.0
AJS198AF	Special Topics in the Administration of Justice	Explores special topics related to the administration of justice with an emphasis on current issues	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS200	Current Issues in Criminal Justice	Examines current issues, techniques and trends in the Criminal Justice System.	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS201	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, recordings and electronic surveillance; corpus delicti; opinion evidence, circumstantial evidence, evidential privileges.	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS205	Effective Communication and Report Writing in Criminal Justice	Overview of effective communication for criminal justice agencies. Covers the communication process and flow. Written communication emphasized with report writing, including 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.	LEC 3.0 3.0 3.0

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AJS210	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.	LEC 3.0 3.0 3.0
AJS211	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.	LEC 3.0 3.0 3.0
AJS212	Juvenile Justice Procedures	Examines the nature and extent of juvenile delinquency to the present. Including but not limited to the history, jurisdictions, terminology, procedures, and institutions of the juvenile justice system.	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS213	Evidence Technology/Fingerprints	Fundamental principles and processes of fingerprints to include identification, interpretation, and classification. In addition, students will apply fingerprinting latent fingerprint developing, preservation of evidence and the chain of custody.	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS213AB	Fingerprint Classification I	Identification of typelines, deltas, and cores. Rules for classification of loops, whorls, and arches.	Prerequisites: None.	LEC 1.0 1.0 1.0
AJS214	Evidence Technology/Photography	The use of photography and other aids in identification and preservation of	Prerequisites: None.	LEC 3.0 3.0 3.0

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		evidence such as fingerprints, footprints and impressions. Techniques in crime scene and traffic accident photography		
AJS215	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.	LEC 3.0 3.0 3.0
AJS216	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.	LEC 3.0 3.0 3.0
AJS217	Court Procedures	Study of procedures practiced by courts of general and original jurisdiction. Extensive use of mock and moot trial methods used to prepare students in legal research, case preparation and presentation, and adversary hearings.	Prerequisites: None.	L+L 3.0 3.0 3.0
AJS218	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	Prerequisites: None.	LEC 3.0 3.0 3.0

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		narcotic and dangerous drug investigations		
AJS219	Crime Scene Technology: Physical Evidence	Scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection, and preservation of evidence. Fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson	Prerequisites: None.	L+L 3.0 3.0 3.0
AJS220	Transnational Organized Crime	The study of organized crime on a domestic and global scale. Examines the history, structure, and activities of domestic and transnational organized crime groups. Explores domestic and global responses to transnational organized crime, along with accompanying challenges and future implications.	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS223	Forensic Pathology: Death Investigation	An examination of the medical investigation of sudden, unnatural, unexplained or violent deaths. Explains the legal and medical roles of death investigators and medical examiners. Additional topics include the autopsy, documenting and evaluating the body, routine and special investigative techniques, and death event reconstruction.	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS225	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	Prerequisites: None.	LEC 3.0 3.0 3.0

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		crime trends. Examines crime victimization and the various types of crime and categories of offenders. Required in the AJS curriculum		
AJS230	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.	LEC 3.0 3.0 3.0
AJS240	The Correction Function	Examines the history and development of correctional theories and institutions	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS241	Police Photography	Emphasis on proper procedure for photographing crime scenes, accident scenes, and laboratory specimens. Discussion of photographic techniques, equipment, lighting techniques, aerial photography, video and motion pictures, macro and micro photography, filters, and preparation for court presentation using selected simulations	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS243	Crime Scene Reconstruction	Examines techniques used to reconstruct the physical actions that occurred at a crime or accident scene. Involves the use of physical, testimonial, and documentary evidence, knowledge of criminal modus operandi and the scientific method, including deductive and inductive logic. Includes analysis of case studies.	Prerequisites: A grade of C or better in AJS215 or AJS216 or AJS219 or AJS275 or FOR105 or permission of Instructor.	LEC 3.0 3.0 3.0

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AJS255	The Criminal Justice System Handling of the Mentally Ill	An introduction to methods police, court and correctional personnel employ specific to the mentally ill. Covers various types of mental illnesses, police emergency responses, how criminal and civil courts deal with the mentally ill, diversion programs and the correctional response both within the community and under confinement.	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS256	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 or Division.	LEC 5.0 5.0 5.0
AJS256AA	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.	LEC 3.0 3.0 3.0
AJS258	Victimology and Crisis Management	Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate	Prerequisites: None.	LEC 3.0 3.0 3.0

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		community resources and the responsiveness of the justice system.		
AJS260	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.	LEC 3.0 3.0 3.0
AJS269AA	Internship	Supervised field training for preservice administration of justice students. Maximum of three (3) credit hours allowed in program	Student sponsored by governmental enforcement agency and permission of Department or Division.	LAB 1.0 5.0 0.0
AJS269AB	Internship	Supervised field training for preservice administration of justice students. Maximum of three (3) credit hours allowed in program	Student sponsored by governmental enforcement agency and permission of Department or Division.	LAB 2.0 10.0 0.0
AJS269AC	Internship	Supervised field training for preservice administration of justice students. Maximum of three (3) credit hours allowed in program	Student sponsored by governmental enforcement agency and permission of Department or Division.	LAB 3.0 15.0 0.0
AJS270	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.	LEC 3.0 3.0 3.0

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AJS275	Criminal Investigation I	Introduction to the theory of criminal investigation. Examines crime scene procedures, case preparation, interviewing, and basic investigative techniques	Prerequisites: None.	LEC 3.0 3.0 3.0
AJS276	Terrorism Liaison	Provides knowledge and skills required for the Terrorism Liaison Officer (TLO) role to coordinate and communicate with various fire, police, and military agencies in managing threat vulnerability and other emergency disasters.	Prerequisites: Permission of Program Director.	L+L 4.0 4.0 4.0
AJS277	Threat Vulnerability Assessment	Provides a historical perspective of threats and the activities and methods used by first responders to identify and mitigate future threats. Introduces and examines threat vulnerability of critical infrastructure within jurisdictions. Provides assessment techniques for responding agencies.	Prerequisites: Permission of Program Director.	L+L 1.0 1.0 1.0
AJS282AA	Service-Learning Experience in Administration of Justice Studies	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
AJS282AB	Service-Learning Experience in Administration of Justice Studies	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
AJS282AC	Service-Learning Experience Administration of Justice Studies	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
AJS290AH	Use of Force	Examines issues related to the use of force by and against police officers. Explores police use of force decision-making options. Reviews recent	Prerequisites: Permission of Department or Division.	L+L 0.5 0.5 0.5

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		changes in Arizona law relative to police officers		
AJS290AI	Theories of Criminal Behavior	Theories of human behavior and crime. Biological, sociological, and psychological approaches to the theories of criminal behavior	Prerequisites: None.	LEC 1.0 1.0 1.0
AJS290AU	Child Abuse Investigation	Definition and investigation of the causes and effects of child abuse	Prerequisites: None.	LEC 1.0 1.0 1.0
AJS290AW	Narcotics and Dangerous Drugs	Pharmacological effects of the use and abuse of drugs, including a description of common abuse patterns and investigative techniques used in the enforcement of drug laws	Prerequisites: None.	LEC 1.0 1.0 1.0
AJS290AZ	Police Interrogation Techniques	Proper interview and interrogation techniques, including a discussion of the constitutional rights of the defendant and applicable court decisions	Prerequisites: None.	LEC 1.0 1.0 1.0
AJS290BB	Police Report Writing	Writing clear, concise, and accurate reports with an emphasis on sentence and paragraph construction, grammar, and punctuation	Prerequisites: None.	LEC 1.0 1.0 1.0
AJS290BE	Probation and Parole	Current issues in probation and parole, including sentencing, parole revocation, and administrative procedure	Prerequisites: None.	LEC 1.0 1.0 1.0
AJS290BH	Sex Crimes Investigation	Investigative procedures employed by the police and courtroom procedures utilized by the prosecuting attorney in sex-related crimes	Prerequisites: None.	LEC 1.0 1.0 1.0
AJS290BJ	Accident Investigation I	Skills and concepts necessary to conduct an adequate traffic accident investigation	Prerequisites: None.	LEC 1.0 1.0 1.0

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AJS290BN	Courtroom Testimony Seminar	Courtroom demeanor and protocol. Role and primary functions of witness and legal counsels	Prerequisites: None.	LEC 1.0 1.0 1.0
AJS290BU	Family Violence	Family violence issues as they relate to the criminal justice response	Prerequisites: None.	LEC 1.0 1.0 1.0
AJS290BV	Victim Assistance	An overview of victim issues emphasizing strategies used to reduce the trauma associated with crime. Includes description of counseling methods, referral procedures, intervention techniques, and community resources	Prerequisites: None.	LEC 1.0 1.0 1.0
AJS296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
AJS296WB	Cooperative Education	Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome	Completion of at least twelve (12) college credits minimum 2.6	LAB 2.0 10.0 0.0

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		related to the career objectives of the students. COMMON COMPETENCY COURSE	grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
AJS296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0

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AJS296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
AJS298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
AJS298AB	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
AJS298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
ALT100	Academic Literacy Through Integrated Reading and Writing	Develops academic language skills and critical reading skills for organizing, analyzing, and retaining material through complementary reading and writing assignments. Prepares students for college level reading and writing intensive courses as well as career-related reading and writing tasks.	Prerequisites: An appropriate District placement.	LEC 4.0 4.0 4.0

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AMS298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
AMS298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
AMS298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. <b>COMMON COMPETENCY COURSE</b>		
AMT124	Aircraft Forms and Regulations, Weight and Balance, Drawings, and Ground Operations	Federal Aviation maintenance publications, forms and records. Overview of technician’s privileges and limitations. Perform aircraft weight and balance, aircraft ground operations and fuel servicing techniques. Drawings, symbols and schematic diagrams.	Prerequisites: Admission to the Aircraft Maintenance Technology program.	L+L 5.0 9.0 9.0
AMT126	Fundamentals of Mathematics and Electricity	Mathematical computation of fundamental electrical circuit parameters. Basic definitions, laws, and concepts. Schematic, wiring, and parts placement diagrams. Test and troubleshoot electrical and electronic components and circuits.	Prerequisites: Admission to the Aircraft Maintenance Technology program.	L+L 9.0 12.0 12.0
AMT128	Fundamentals of Aviation Physics, Corrosion Control, Materials and Processes, Fluid Lines and Fittin	Basic concepts of motion, fluid dynamics, heat and sound, aerodynamics, aircraft structure and theory of flight. Fluid lines and fittings, component identification, function, inspection, and installation. Cleaning and corrosion control, materials and processes, non-destructive testing, and precision measurement techniques.	Prerequisites: Admission to the Aircraft Maintenance Technology program.	L+L 5.0 9.0 9.0

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AMT220	Fundamentals of Aircraft Wood Structures, Covering and Finishing, and Bonded Structures	Theories and techniques of aircraft wood structures. Inspection, test and repair of aircraft fabric and wood structures. Aircraft structural design and methods of working with selected materials. Characteristics of composites, inspections and repairs	Admission to the program.	L+L 3.0 6.0 6.0
AMT222	Atmosphere Control, Fire Detection, Ice and Rain Protection Systems	Operation and maintenance of aircraft auxiliary systems. Inspection, servicing, troubleshooting and repair of environmental control, ice and rain control, fire protection and warning systems	Admission to the program.	L+L 4.0 6.0 6.0
AMT224	Aircraft Sheet Metal	Inspection, fabrication, and repair techniques of aircraft structural and nonstructural components. Sheet metal heat-treating techniques	Admission to the program.	L+L 5.0 11.0 11.0
AMT226	Aircraft Landing Gear, Hydraulic, Pneumatic, Fuel, Position and Warning Systems	Identification, inspection, repair, and troubleshooting techniques of aircraft landing gear, hydraulic, fuel, pneumatic, and position and warning system components	Admission to the program.	L+L 7.0 12.0 12.0
AMT228	Aircraft Electrical Systems, Instruments, Fuel Indicating, Communication and Navigation Systems	Proper operation, inspection, servicing and troubleshooting of DC(Direct Current) and AC(Alternating Current) sources, systems, and components. Mechanical and electrical sensing and information display systems. Fuel indicator system inspections, repairs, and troubleshooting. Transmitter and receiver fundamentals. Avionics installation, inspection and testing	Admission to the program.	L+L 7.0 12.0 12.0

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AMT230	Airframe Assembly, Inspection and Welding	Aircraft assembly and rigging. Flight control balancing and rigging. Airframe inspection techniques, reporting procedures, and aircraft jacking. Welding techniques, theory, and materials identification	Admission to the program.	L+L 6.0 11.0 11.0
AMT263	Aircraft Turbine Engines	Historical development and application of turbine engines. Theory of thrust and the design and environmental factors which influence thrust. Turbine engine troubleshooting, inspection, service, repair and overhaul. Operational characteristics and engine test techniques on the aircraft and in test cells	Admission to the program.	L+L 5.0 9.0 9.0
AMT264	Aircraft Reciprocating Engines	Historical development and application of reciprocating engines, theory, design, and operations. Techniques used in troubleshooting, overhaul, inspection, and repair of opposed and radial engines	Admission to the program.	L+L 7.0 11.0 11.0
AMT266	Engine Fuel Systems, Fuel Metering and Induction System	Inspection, servicing, troubleshooting, overhaul, and repair of aircraft fuel systems and components, fuel metering devices, injection systems, turbochargers, and superchargers. Induction system principles of operation and design	Admission to the program.	L+L 6.0 9.0 9.0
AMT268	Engine Electrical, Ignition and Starter Systems	Inspect, service, troubleshoot, overhaul, and repair of engine electrical, ignition, starter systems, and components	Admission to the program.	L+L 6.0 12.0 12.0

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AMT270	Engine Instruments, Fire Protection and Lubrication, Cooling and Exhaust Systems	Operation, maintenance, servicing, inspection, repair, and troubleshooting of engine instruments, fire detection and extinguishing, engine lubrication, cooling, and exhaust systems	Admission to the program.	L+L 5.0 8.0 8.0
AMT272	Propeller Systems and Engine Inspections	Historical development, operation, disassembly, inspection, repair, and maintenance of propellers. Reciprocating and turbine engine inspection and documentation	Admission to the program.	L+L 4.0 8.0 8.0
AMT298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
AMT298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
AMT298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
APT101	Automotive Service Operations	Theory and operation of basic automotive systems. Basic principles of working in an automotive service area. Management-employee relations, resume writing, interviewing, shop practices, flat-rate system, equipment care, and basic hand tools.	Prerequisites: None.	LEC 3.0 3.0 3.0
APT111	Internal Combustion Engines Theory	Study of construction and operating principles of internal combustion engines and related lubrication, cooling, fuel, and electrical systems.	Prerequisites: None.	LEC 3.0 3.0 3.0
APT131	Automotive Manual Power Trains	Designed for beginning automotive students. Operation, diagnosis, service, and repair of the automotive power train. Includes manual transmissions and transaxles, clutches,	Prerequisites: None.	LEC 6.0 3.0 3.0 LAB 0.0 7.0 7.0

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		front and rear drive axles, drive shafts, differentials and transfer case.		
APT141	Alignment, Steering, and Suspension	Designed for beginning automotive students. Fundamental principles of steering and suspension systems. Includes two- wheel and four-wheel alignment procedures. Emphasis on diagnosis, testing, service, and replacement of steering and suspension components.	Prerequisites: None.	LEC 6.0 3.0 3.0 LAB 0.0 7.0 7.0
APT151	Automotive Brake Systems	Designed for beginning automotive students. Fundamentals of drum, disc, ABS and hybrid regenerative braking theory. Includes training in diagnosis, testing, service, and repair.	Prerequisites: None.	LEC 4.0 2.0 2.0 LAB 0.0 5.0 5.0
APT161	Auto Electrical/Electronic Systems I	Designed for beginning automotive students. The principles of electricity including Ohm`s Law, circuit principles and wiring diagrams. Skill development will include diagnosis, testing, service and repair of batteries, starting systems, charging systems, lighting systems, horns, wipers, defoggers, door locks, power mirrors, power windows, power seats and the use of Digital Multi Meters (DMM) will be addressed in this course.	Prerequisites: None.	LEC 4.0 2.0 2.0 LAB 0.0 5.0 5.0
APT171	Automotive Air Conditioning	Designed for beginning automotive students. Theory and principles of ventilation, heating, automotive refrigeration, vacuum-electric controls, and automatic temperature	Prerequisites: None.	LEC 4.0 2.0 2.0 LAB 0.0 5.0 5.0

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		control systems. Includes training in diagnosis, testing, service and repair.		
APT181	Engine Performance and Diagnosis I	Designed for beginning automotive students. Engine construction and operating principles, including lubrication, cooling, induction, exhaust, fuel, and ignition systems. Includes training in diagnosis, testing, service, and repair.	Prerequisites: None.	LEC 6.0 3.0 3.0 LAB 0.0 7.0 7.0
APT262	Auto Electrical/Electronic Systems II	Designed for experienced students. This course develops knowledge of body control modules including skill development, diagnosis, testing, service, and repair of the following systems - advanced lighting circuits, vehicle stability control, traction control, basic and advanced climate control systems, integrated safety systems, collision avoidance systems, start-stop technology, hybrid technology, mobile connectivity, use of Digital Multi Meters (DMM) and automotive oscilloscopes.	Prerequisites: A grade of C or better in APT161 or permission of Instructor.	LEC 4.0 2.0 2.0 LAB 0.0 5.0 5.0
APT282	Engine Performance and Diagnosis II	Designed for the experienced engine performance student. This course will include training in fuel systems, emission systems, ignition systems, turbocharging, computerized engine controls and engine driveability. Also, training in diagnosis, testing, service, repair, and documenting for customer understanding using the 3C's which	Prerequisites: A grade of C or better in APT181 or permission of Instructor.	LEC 6.0 3.0 3.0 LAB 0.0 7.0 7.0

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		are Concern, Cause and Correction will be addressed in this course.		
ARB101	Elementary Arabic I	Introduction to the basic alphabet, grammar, pronunciation and vocabulary of the Arabic language. Listening, speaking, reading and writing skills.	Prerequisites: None.	L+L 5.0 5.0 5.0
ARB102	Elementary Arabic II	A continuation of ARB101. Continued study of grammar and vocabulary, with emphasis on pronunciation and speaking skills.	Prerequisites: A grade of C or better in ARB101. Completion of prerequisites within the last three years is required.	L+L 5.0 5.0 5.0
ARB115	Beginning Arabic Conversation I	Conversational Arabic with emphasis on basic sentence structure, pronunciation and vocabulary. Designed to develop speaking and listening abilities with less emphasis on grammar	Prerequisites: None.	LEC 3.0 3.0 3.0
ARB201	Intermediate Arabic I	Review of essential grammar of the Arabic language and study of the Arabic culture. Continued practice and development of reading, writing, and speaking skills. Emphasis on both fluency and accuracy in the spoken language.	Prerequisites: A grade of C or better in ARB102 or permission of Department or Division. Completion of prerequisites within the last three years is required.	L+L 5.0 5.0 5.0
ARB202	Intermediate Arabic II	Advanced grammatical structures in Arabic. Further development of language skills with emphasis on speaking the language.	Prerequisites: A grade of C or better in ARB201 or permission of Department or Division. Completion of prerequisites within the	L+L 5.0 5.0 5.0

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			last three years is required.	
ARB296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
ARB296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 2.0 10.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
ARB296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
ARB296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 4.0 20.0 0.0

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			instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
ARB298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ARB298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
ARB298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
ARC100	Introduction to Environmental Design	A survey of design through historical evaluation of built environments and works of well-known architects. Principles, concepts, and skills associated with designs of actual and imagined ideas and things. Emphasis on social, technical, environmental, and theoretical forces that impacts design	Prerequisites: None.	L+L 3.0 6.0 6.0
ARC101	Introduction to Western Architecture	Survey of Western Architecture from prehistory to current times. Includes social and philosophical factors shaping predominant styles and theory across the periods.	Prerequisites: None.	LEC 3.0 3.0 3.0
ARC120	Design Fundamentals I	An introduction to architectural drawing and graphic representation methods. Using architectural drawings and graphic representations as	Prerequisites: None.	L+L 3.0 6.0 6.0

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		visualization, and problem-solving methods. Emphasis on visual communication, and the application and development of the visual design via process as well as product.		
ARC121	Introduction to Architectural Drafting: Manual	Emphasis on basic techniques and principles of manual architectural drafting. Includes hand lettering, line work, dimensioning, multi-view projection, work in plan, section, and elevation views, design standards, wall details, office procedures, and portfolio development	Prerequisites: None.	L+L 3.0 6.0 6.0
ARC140	Rendering and Portfolio Development	Two-dimensional and three-dimensional drawings and rendering methods, including freehand and/or use of drawing tools for presentation of ideas. Techniques for use of pencil, ink, and colors. Professional formatting of portfolios	Prerequisites: None.	L+L 3.0 6.0 6.0
ARC141	Architectural CAD I: Introduction	Introduction to Computer Aided Drafting (CAD) for Architecture, Interior Design, and related professions using AutoCAD software. Includes basic operational systems, drawing set-ups, architectural formats, and two-dimensional drawing. Editing commands, annotation, and plotting for the industry also included.	Prerequisites: None.	L+L 3.0 6.0 6.0
ARC142	Architectural CAD II: Plans and Elevations	Computer Aided Drafting (CAD) instruction directed to the creation of fully annotated plan, elevation, and schematic section views including	Prerequisites: A grade of C or better in ARC141 or permission of Instructor.	L+L 3.0 6.0 6.0

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		dimensions, notes, symbols, and schedules. Introduction to three-dimensional (3D) CAD using SketchUp.		
ARC143	Architectural CAD: Extended Study	Reinforcement and extended study of basic two-dimensional computer aided drafting (CAD) skills for Architecture, Interior Design, and related professions using AutoCAD software. Includes sending/receiving drawing files on web; templates/set-ups; dimension/text formats; sheet management; external referencing, design center, basic/extended drawing and editing commands, and plotting.	Prerequisites: A grade of C or better in ARC141 or permission of Instructor.	L+L 3.0 6.0 6.0
ARC146	Architectural Print Reading	Analysis and interpretation of architectural working drawings including written specifications and drawings prepared by consulting engineers.	Prerequisites: None.	L+L 3.0 3.0 3.0
ARC148	Methods and Materials of Construction	Modern methods of construction and materials for residential, multiple, and commercial building, including the four types of structures used: wood, concrete, steel and masonry. Methods of assembly and how different materials can be used to create desired designs. Requirements of most recent building codes and the F.H.A. standards	Prerequisites: None.	LEC 3.0 3.0 3.0
ARC150	Architectural Desktop I	Residential construction drawing using Architectural Desktop (ADT). Includes preliminary workspace	Prerequisites: A grade of C or better in CON130 or permission	L+L 3.0 6.0 6.0

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		setups, configuration procedures, modules operations, and on screen menus applicable for producing components of a building model.	of Department or Division.	
ARC160	Site Planning	Emphasis on the basic art of site planning, using professional design techniques and principles of architecture to develop site plans. Selection of materials, awareness of problems, and emphasis on the production of site plan drawings using board and/or computer aided drafting (CAD) skills.	Prerequisites: A grade of C or better in DFT122 or permission of Program Director.	L+L 3.0 6.0 6.0
ARC161	Residential Architectural Drafting	Basics of residential drafting and documentation topics and techniques. Includes preliminary planning and preparation for residential documentation; use of the local building codes and standards; complete drawing and annotation of a floor plan, reflected ceiling plan, roof plan, a building sections, framing plan, and exterior elevations.	Prerequisites: A grade of C or better in CON130 or permission of Department or Division.	L+L 3.0 6.0 6.0
ARC162	Advanced Residential Architectural Drafting	Advanced residential drafting and documentation topics and techniques. Includes site orientation, layout and legal description; window and door schedules; interior elevation of kitchen and bath rooms; advanced instruction on framing and structural detail methods; foundation systems, support and layout; and other needed residential details and layouts.	Prerequisites: A grade of C or better in ARC161 and CON230 or permission of Department or Division.	L+L 3.0 6.0 6.0

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ARC163	Commercial Architectural Drafting	Fundamental commercial drafting and documentation topics and techniques. Includes preliminary planning and preparation for commercial documentation; use of the local building codes and standards; building methods and materials of commercial structures; complete drawing and annotation of a floor plan, reflected ceiling plan, roof plan, building sections, and exterior elevations.	Prerequisites: A grade of C or better in CON130 or permission of Department or Division.	L+L 3.0 6.0 6.0
ARC164	Advanced Commercial Architectural Drafting	Further development of advanced commercial drafting and documentation topics and techniques. Covers commercial building materials and methods, specifications, land drawings, foundation plans, interior elevations, and more details specific to commercial buildings.	Prerequisites: A grade of C or better in (ARC163 and CON130) or permission of Department or Division.	L+L 3.0 6.0 6.0
ARC165	Introduction to Architecture Professional Practice and Ethics	Professional, legal, and ethical issues in architecture practice and services. Includes marketing issues, communications, standards, insurance and bonds, agreements, contracts and contractors, standard American Institute of Architecture (AIA) forms and conditions, selection of contractors, and bidding procedures	Prerequisites: None.	LEC 3.0 3.0 3.0
ARC201	Architectural History: Prehistory to Rococo	In depth analysis of Western Architecture from Prehistory to 1730. Includes social, religious, political, philosophical, scientific, and environmental factors shaping	Prerequisites: None.	LEC 3.0 3.0 3.0

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		predominant styles of the historical periods.		
ARC202	Architectural History: Modern Architecture	In-depth analysis of Western Architecture from the Industrial Revolution to current times. Includes social factors, theory, and polemics shaping predominant styles of the modern periods.	Prerequisites: None.	LEC 3.0 3.0 3.0
ARC225	Fundamentals of Architectural Detailing	Introduction to construction /architecture detailing. Examines functional, construction-related, and aesthetic applications of detailing.	Prerequisites: A grade of C or better in CON130 or CON252 or permission of Department or Division.	LEC 3.0 3.0 3.0
ARC226	Advanced Architectural Detailing	Advanced methods of detailing major construction materials such as wood, steel, and concrete, ranging from simple residential to more complicated commercial structures. Includes detailing foundations, exterior and interior walls, roof and ceiling areas.	Prerequisites: A grade of C or better in CON130 or CON252 or permission of Department or Division.	LEC 3.0 3.0 3.0
ARC243	Architectural CAD III: Site Plans and Sections	Computer-aided drafting (CAD-based) instruction directed to the creation of fully annotated site plans and sectional views. Development of professional quality site plans, wall sections, and building sections working from given residential and commercial layouts. Assignments incorporate applicable codes, construction materials and methods and office practices typical to the local area.	Prerequisites: A grade of C or better in ARC142 or permission of Department or Division.	L+L 3.0 6.0 6.0
ARC244	Architectural CAD IV: Structural Systems	CAD-based(Computer-Aided Drafting) instruction for layout and	Prerequisites: A grade of C or better in	L+L 3.0 6.0 6.0

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		completion of fully annotated structural drawings. Focuses on working from residential and commercial layouts to develop professional quality roof, roof framing, floor framing and foundation plans. Emphasis on the use of applicable codes, construction materials and methods, and office practices typical to the local area	ARC142 or permission of Department or Division.	
ARC245	Architectural CAD V: Mechanical and Electrical Systems	CAD-based(Computer-Aided Drafting) instruction for layout and completion of fully annotated building systems drawings. Focuses on working from residential and commercial layouts to develop professional quality Electrical, Mechanical(HVAC), Plumbing and Reflected Ceiling plans. Emphasis on the use of applicable codes, construction materials and methods, and office practices typical to the local area	Prerequisites: A grade of C or better in ARC142 or permission of Department or Division.	L+L 3.0 6.0 6.0
ARC246	Architectural CAD VI: Construction Details	Typical southwestern construction systems and details. Creation of personal standard detail files for wood frame, concrete masonry, and other specialized construction systems.	Prerequisites: A grade of C or better in ARC243 or permission of Department or Division.	L+L 3.0 6.0 6.0
ARC250	Basic Revit	Basic skills required to complete architectural drawings with Revit software; simplified overview of the software program and operations gained through completing typical	Prerequisites: None. ARC141, or previous AutoCAD/industry experience recommended.	L+L 3.0 6.0 6.0

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		plan, elevation, sectional, and 3D views, using generic walls and related components.		
ARC251	Intermediate Revit	Comprehensive use of Revit Design Development tools through the development of 3-D model(s) in working drawing and rendered formats. Includes completing a set of construction documents from creating walls, incorporating doors, windows, floor, stairs, etc., to adding views and annotation to various sheets and coordinating those sheets within the finished set.	Prerequisites: None. ARC250 or previous architectural and CAD experience strongly recommended.	L+L 3.0 6.0 6.0
ARC252	Advanced Revit	Advanced applications and use of REVIT architectural software in completing assigned projects; focus on customization of the Revit environment and developing Revit families.	Prerequisites: A grade of C or better in ARC251 or permission of Instructor.	L+L 3.0 6.0 6.0
ARC255	Introduction to Revit Structure	Introduction to Revit Structure software, addressing specialized options and processes used in structural engineering offices; includes project modeling, model analysis, reinforcement modeling, detailing, and documentation.	None. Previous educational/professional experience in architecture or structural engineering strongly recommended.	L+L 3.0 6.0 6.0
ARC261	Architectural CAD 3D I: Introduction	Introduction to construction, manipulating, and rendering three-dimensional (3D) objects and architectural spaces on the computer using AutoCAD software.	Prerequisites: A grade of C or better in ARC141 or equivalent or permission of Department or Division.	L+L 3.0 6.0 6.0

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			ARC142 suggested but not required.	
ARC262	Architectural CAD 3D II: ADT and VIZ	Additional skill development in constructing, manipulating, and rendering three-dimensional (3D) architectural computer models using AutoCAD Architectural Desktop (ADT) and Viz Render (VIZ) software	Prerequisites: A grade of C or better in ARC261 or equivalent or permission of Department or Division.	L+L 3.0 6.0 6.0
ARC265	Sketchup I: Introduction to Sketchup	Provides students with introductory level instruction utilizing Sketchup rendering software for school and workplace applications. Addresses basic drawing/rendering commands, accessing external drawing files, and plotting through the creation of both three-dimensional schematic and rendered interior and exterior building views.	Prerequisites: None. Previous CAD experience recommended but not required.	L+L 3.0 6.0 6.0
ARC266	Sketchup II: Advanced Rendering Techniques	Provides students with advanced instruction utilizing Sketchup, Google Earth, Sandbox and Podium rendering software for school and workplace applications. Creation of photo-realistic rendered three-dimensional interior and exterior building/site views.	Prerequisites: A grade of C or better in ARC265/INT251 or permission of Instructor.	L+L 3.0 6.0 6.0
ARC270	Architectural Technology Synthesis	Provides students an opportunity to integrate and synthesize knowledge and skills acquired in prerequisite courses. Includes completion of a full set of working drawings using AutoCAD under supervision comparable to workplace situations.	Prerequisites: A grade of C or better in (ARC243 and ARC244 and ARC245) or permission of Instructor.	L+L 3.0 6.0 6.0

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		Designed to provide practice in self-checking work, correcting and editing drawings, and assembling a portfolio.		
ARC282AA	Volunteerism for Architecture: A Service Learning Experience	Service-learning field experience within private/public agencies and citizen volunteer groups.	Prerequisites: Permission of Department or Division.	LAB 1.0 1.0 0.0
ARC282AB	Volunteerism for Architecture: A Service Learning Experience	Service-learning field experience within private/public agencies and citizen volunteer groups.	Prerequisites: Permission of Department or Division.	LAB 2.0 2.0 0.0
ARC282AC	Volunteerism for Architecture: A Service Learning Experience	Service-learning field experience within private/public agencies and citizen volunteer groups.	Prerequisites: Permission of Department or Division.	LAB 3.0 3.0 0.0
ARC290AA	Architecture Internship	Architecture internship office and field experience with private agencies, public agencies, or citizen volunteer groups.	Prerequisites: A grade of C or better in ARC282++ or permission of Department or Division.	LAB 1.0 1.0 0.0
ARC290AB	Architecture Internship	Architecture internship office and field experience with private agencies, public agencies, or citizen volunteer groups.	Prerequisites: A grade of C or better in ARC282++ or permission of Department or Division.	LAB 2.0 2.0 0.0
ARC290AC	Architecture Internship	Architecture internship office and field experience with private agencies, public agencies, or citizen volunteer groups.	Prerequisites: A grade of C or better in ARC282++ or permission of Department or Division.	LAB 3.0 3.0 0.0
ARC296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to	LAB 1.0 5.0 0.0

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			students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
ARC296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
ARC296WC	Cooperative Education	Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome	Completion of at least twelve (12) college credits minimum 2.6	LAB 3.0 15.0 0.0

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		related to the career objectives of the students. COMMON COMPETENCY COURSE	grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
ARC296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0

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ARC298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ARC298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
ARC298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
ARH100	Introduction to Art	Understanding and enjoyment of art and visual culture through study of two-dimensional and three-dimensional works of art, design elements, media and processes, and cultural contexts. Emphasis on contemporary topics and cultural diversity in the arts.	Prerequisites: None.	LEC 3.0 3.0 3.0
ARH101	Prehistoric through Gothic Art	History of art from prehistoric through medieval period	Prerequisites: None.	LEC 3.0 3.0 3.0
ARH102	Renaissance Through Contemporary Art	History of art from around the world from the Renaissance through contemporary period	Prerequisites: None.	LEC 3.0 3.0 3.0
ARH109	History of American Art	Development and variety of American Art. Presentation of architecture, sculpture, painting and decorative objects	Prerequisites: None.	LEC 3.0 3.0 3.0
ARH110	History of Graphic Design	Survey of the history of graphic design from its origins to the present. Traces the characteristics, aesthetics and the reciprocal influence of design and society. Includes movements and individual designers. Emphasizes the function of design as a distinct but equal branch of human visual communication and the role of design	Prerequisites: None.	LEC 3.0 3.0 3.0

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		as the dominant visual exercise of the contemporary world		
ARH112	History of Modern Art	Development of and significant aspects of modern art since the mid-nineteenth century. Emphasis on modern art's relationship to socio-political and aesthetic developments, new media and the rise of mass culture.	Prerequisites: None.	LEC 3.0 3.0 3.0
ARH115	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.	LEC 3.0 3.0 3.0
ARH118	Introduction to Chinese Art	Explores Chinese philosophy, symbolism, history and religions that underlie the choice of subject matter and life forms in Chinese art. Uses Chinese bamboo brush, ink and rice paper to study Chinese calligraphy and traditional subjects for painting	Prerequisites: None.	L+L 3.0 3.0 3.0
ARH145	History of American Indian Art	Survey of American Indian Art from precontact to present. Reviews the impact of these art forms on contemporary American society, other world societies and on the visual arts. Explores characteristics, cultural influences and concerns represented in various art forms past and present. Features field trips to galleries and collections	Prerequisites: None.	LEC 3.0 3.0 3.0

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ARH201	Art of Asia	Introduction to the origins and historic development of art in Asia, with emphasis on China, Japan, and India	Prerequisites: None.	LEC 3.0 3.0 3.0
ARH203	Art of Ancient Egypt	The art and culture of ancient Egypt from prehistoric through the Greco-Roman period	Prerequisites: None.	LEC 3.0 3.0 3.0
ARH204	Roman Art and Architecture	Detailed examination of the art and architecture of ancient Rome from the monarchical period to the late empire, with emphasis on the visual culture and artifacts of the civilization.	Prerequisites: None.	LEC 3.0 3.0 3.0
ARH216	Pre-Columbian Art History	Art of the Americas prior to European contact, focusing on Mesoamerica and the Central Andean region and their respective adjoining areas, with some attention to the U.S. Southwest and Eastern Woodlands Mound Building cultures	Prerequisites: None.	LEC 3.0 3.0 3.0
ARH217	Mexican Art History	Art of Mexico and related cultures, from the prehistoric to the contemporary period	Prerequisites: None.	LEC 3.0 3.0 3.0
ARH240	Art and Architecture of the Islamic World to 1800	Introduction to the principal achievements in art and architecture of the Islamic world circa 650-1800 CE and placing them in social and cultural contexts and consideration of the historical evolution of Western knowledge and understanding of these works	Prerequisites: None.	LEC 3.0 3.0 3.0
ARH250	Visual Language and Interpretation	Examines the communication of concepts through visual interpretation and expression.	Prerequisites: A grade of C or better in (ART111, ART112, ART131, ART167 and	LEC 1.0 1.0 1.0

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			ARH100) or permission of instructor.	
ARH298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ARH298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
ARH298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		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. COMMON COMPETENCY COURSE		
ART100	Introduction to Digital Arts	Foundation course in digital arts and design, with emphasis in the production of art using the computer.	Prerequisites: None.	L+L 1.0 2.0 2.0
ART103	Typography in the Digital Age	Survey of the history of typography and individual designers. Emphasis on the function of typography as an integral part of effective visual communication. Study of type anatomy, mechanics, characteristics, structure, and the principles of effective selection and the relation of copy and image in graphic design. Evaluate fonts both visually and technically and learn how to manage them.	Prerequisites: A grade of C or better in ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ART104	Cross-Media Marketing for Designers	Role of graphic designer in business with an emphasis on using graphic design to achieve marketing and sales objectives. Variety of communication channels explored, such as print and digital and including social media, web, and mobile media.	Prerequisites: None.	L+L 3.0 6.0 6.0
ART105	Art Beyond the Classroom	Visual arts experience. Includes field trips to galleries, museums, and collections as well as art lectures,	Prerequisites: None.	L+L 1.0 2.0 2.0

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		demonstrations, and varied studio experiences.		
ART106	Gallery Operations	Operation of an art gallery. Includes organization, publicity, evaluation of artwork, selection and installation of exhibits.	Prerequisites: Permission of Instructor.	L+L 3.0 6.0 6.0
ART110	Experimental Chinese Painting	Explores ancient Chinese techniques with rice paper and Chinese ink to create traditional and nontraditional designs. Emphasis on use of Chinese techniques in mixed media works.	Prerequisites: None.	L+L 1.0 2.0 2.0
ART111	Drawing I	Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media	Prerequisites: None.	L+L 3.0 6.0 6.0
ART112	Two-Dimensional Design	Study of fundamental elements and principles of two-dimensional design.	Prerequisites: None.	L+L 3.0 6.0 6.0
ART113	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.	L+L 3.0 6.0 6.0
ART114	Digital Color	Overview of how color is perceived and utilized in a digital environment and how to ensure consistent color from capture to final output in print or online. Investigate visual solutions utilizing electronic devices for color correction, manipulation and integrity.	Prerequisites: None.	L+L 3.0 6.0 6.0
ART115	Three-Dimensional Design	Fundamental principles of three-dimensional design.	Prerequisites: None.	L+L 3.0 6.0 6.0

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ART116	Life Drawing I	Use of form, structure and anatomy of draped and undraped human figure to develop basic principles of sound draftsmanship	Prerequisites: None.	L+L 3.0 6.0 6.0
ART117	Life Drawing II	Further study of form, structure, and anatomy of the draped and undraped human figure with emphasis on composition	Prerequisites: A grade of C or better in ART116.	L+L 3.0 6.0 6.0
ART118	Art Anatomy	Artistic study of the concept of anatomical unity. Principle skeletal and muscular structures affecting surface form of the human figure. Includes drawing project, portfolio, and tests.	Prerequisites: A grade of C or better in ART116 or permission of Instructor.	L+L 3.0 6.0 6.0
ART119	Penciling for Sequential Art	Development of observational skills as they apply to sequential art. Emphasis on techniques that showcase how characters interact with their environment and manipulate props and cartooning anatomy. Includes techniques on composing page layouts, adapting scripts and reference gathering.	Prerequisites: A grade of C or better in ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ART120	Inking for Sequential Art	Development of inking materials and techniques used in sequential art. Emphasis on the types of tools used in the industry and the various means of employing them. Understanding the duties of the inker and the process of computer finishing.	Prerequisites: None.	L+L 3.0 6.0 6.0
ART122	Drawing and Composition II	Emphasis on composition and exploration of drawing media	Prerequisites: A grade of C or better in ART111.	L+L 3.0 6.0 6.0

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ART131	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.	L+L 3.0 6.0 6.0
ART132	Photography II	Advanced camera and darkroom techniques. Aesthetic awareness with personal expression	Prerequisites: A grade of C or better in ART131 or permission of Instructor.	L+L 3.0 6.0 6.0
ART133	Photography III	Refinement of aesthetic and technical aspects producing convincing images of highest quality	Prerequisites: A grade of C or better in ART132 or permission of Instructor.	L+L 3.0 6.0 6.0
ART134	Photography IV	Emphasis on personal statement and style. Related graphic art forms explored. Development of portfolio	Prerequisites: A grade of C or better in ART133 or permission of Instructor.	L+L 3.0 6.0 6.0
ART135	Photojournalism I	Basic technical knowledge of photographic process as applied by mass media	Prerequisites: A grade of C or better in ART131 or permission of Instructor.	L+L 3.0 6.0 6.0
ART137	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.	L+L 3.0 6.0 6.0

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ART138	Commercial Photography I	Basic techniques of lighting, camera work, and reproduction of commercial photography. Cooperation with commercial art community.	Prerequisites: A grade of C or better in (ART131 or ART142) or permission of Instructor.	L+L 3.0 6.0 6.0
ART139	Commercial Photography II	Advanced techniques with portfolio organization and presentation	Prerequisites: A grade of C or better in ART138.	L+L 3.0 6.0 6.0
ART140	Portrait Photography	Fundamentals of portrait photography. Basic techniques of lighting, posing, design, and digital workflows applicable to the industry. Theory and practices of a portrait photography business.	Prerequisites: A grade of C or better in ART131, or ART142, or permission of Instructor.	L+L 3.0 6.0 6.0
ART142	Introduction to Digital Photography	Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output, and theory of digital photography.	Prerequisites: None.	L+L 3.0 6.0 6.0
ART143	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: A grade of C or better in ART142 or permission of Instructor.	L+L 3.0 6.0 6.0
ART145	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.	L+L 1.0 2.0 2.0
ART150	Digital Storytelling	Enables students to find and develop their personal stories. Emphasis on the	Prerequisites: None.	L+L 3.0 6.0 6.0

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		use of digital technology to create, edit, produce and archive a digital story		
ART151	Sculpture I	Exploration of sculptural form and expression in clay, plaster, stone, wood and metal.	Prerequisites: None.	L+L 3.0 6.0 6.0
ART152	Sculpture II	Emphasis on control of sculptural media	Prerequisites: A grade of C or better in ART151.	L+L 3.0 6.0 6.0
ART153	Woodworking I	Fundamental woodworking techniques to produce creative functional and sculptural, three-dimensional objects.	Prerequisites: None.	L+L 3.0 6.0 6.0
ART154	Woodworking II	Advanced design, joinery, fixture building, and woodworking techniques. Application of design principles.	Prerequisites: A grade of C or better in ART153.	L+L 3.0 6.0 6.0
ART155	Glass Fusing and Slumping I	Introduction to the basics involved in glass fusing and slumping. The concepts of glass, glass fusing, and glass slumping will be covered with hands-on experience using a variety of techniques to create finished glass projects such as jewelry, dishes, frames, and door bells.	Prerequisites: None.	L+L 3.0 6.0 6.0
ART156	Glass Fusing and Slumping II	Further study in the area of glass fusing and slumping. Advanced techniques including Pate-de-Verre, Pattern Bars, watchbands, bracelets, and patterned dishes.	Prerequisites: A grade of C or better in ART155.	L+L 3.0 6.0 6.0
ART158	Introduction to Glass Blowing	Introduction to the basics involved in free hand blowing glass. The concepts of hot glass, glass shaping, and glass blowing will be covered with hands-	Prerequisites: None.	L+L 3.0 6.0 6.0

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		on experience using a variety of techniques to create finished glass projects such as spheres, cones, cups, and other hollow glass objects.		
ART159	Intermediate Glass Blowing	Further study in the area of glass blowing. Advanced techniques including traditional techniques as well as further investigation into color, form, and scale.	Prerequisites: A grade of C or better in ART158.	L+L 3.0 6.0 6.0
ART160	Advanced Glass Blowing	Further study in the area of glass blowing with emphasis on advanced techniques and design considerations, such as sculpting, larger scale projects, working in multiples, and further refinement of technical skill.	Prerequisites: A grade of C or better in ART159.	L+L 3.0 6.0 6.0
ART161	Ceramics I	Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potters' wheel	Prerequisites: None.	L+L 3.0 6.0 6.0
ART162	Ceramics II	Major emphasis on wheel throwing, glaze making and decorating techniques	Prerequisites: A grade of C or better in ART161.	L+L 3.0 6.0 6.0
ART164	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: A grade of C or better in ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ART164AC	Introduction to Drawing and Digital Paint III	Essential skills, concepts and use of digital media for drawing and painting to execute a finished rendering and output formats.	Prerequisites: Permission of Instructor.	L+L 1.0 2.0 2.0

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ART165	Watercolor Painting I	Transparent and Gouache watercolor painting.	Prerequisites: A grade of C or better in (ART111 and ART112) or permission of Instructor.	L+L 3.0 6.0 6.0
ART166	Watercolor Painting II	Painting in water soluble media. Emphasis on individual techniques and design.	Prerequisites: A grade of C or better in ART165.	L+L 3.0 6.0 6.0
ART167	Painting I	Exploration of technical and expressive possibilities of various painting media in easel painting.	Prerequisites: A grade of C or better in (ART111 and ART112) or permission of Instructor.	L+L 3.0 6.0 6.0
ART168	Painting II	Continued refinement of painting skills and investigation of new possibilities in painting	Prerequisites: A grade of C or better in ART167 or permission of Instructor.	L+L 3.0 6.0 6.0
ART169	2D Media Design	Generation of two-dimensional (2D) images, designs, and media using digital and traditional methods of visual problem solving. Understanding digital and design-based techniques and workflows.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ART170	3D Computer Design	Artistic manipulation of computer images. Emphasis on color and three-dimensional (3D) design in production of these images. Existing software used to generate three-dimensional art.	Prerequisites: A grade of C or better in ART100 or ADA/ART169 or permission of Instructor.	L+L 3.0 6.0 6.0
ART171	Jewelry I	Fundamentals of jewelry making. Covers hand formed methods,	Prerequisites: None.	L+L 3.0 6.0 6.0

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		including cutting, shaping, forging, soldering, and lost wax technique		
ART172	Jewelry II	Further refinement of personal expression using techniques and design concepts of ART171	Prerequisites: A grade of C or better in ART171.	L+L 3.0 6.0 6.0
ART173	Computer Art	Introduction to the multiple elements of paint software programs using the microcomputer. Basic foundation in the use of computer techniques including color paint programs for the production of computer images. Use of electronic input and output devices.	Prerequisites: A grade of C or better in ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ART174	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: A grade of C or better in ART100 or Corequisites: ART100.	L+L 1.0 2.0 2.0
ART175	Electronic Publishing Design I	Introduction to the multiple elements of commercial publishing using the microcomputer. Basic foundation in the use of electronic page layout techniques. Emphasis on publication design layout and concepts.	Prerequisites: A grade of C or better in ART100 or Corequisites: ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ART177	Digital Photographic Imaging I	Introduction to multiple elements of digital imaging. Basic foundation in photographic manipulation of images, with special attention to aesthetic foundations underlying photographic composition.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ART178	Digital Arts Studies	Designed for broad overview of the digital arts. Experience in digital based	Prerequisites: A grade of C or better in	L+L 3.0 6.0 6.0

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		media, creative problem solving, design and aesthetics.	ART100 or permission of Instructor.	
ART179	Electronic Presentation Design	Introduction to the multiple elements of commercial-graphic presentation materials using the microcomputer and other advanced technologies. Basic foundation in the use of computer presentation software programs using presentation techniques. Special attention to aesthetic foundations underlying all presentation materials.	Prerequisites: A grade of C or better in ART100 or Corequisites: ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ART180AC	Designer's Tools: Quark Express	Introduction to the multiple elements of Quark Express, 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: A grade of C or better in ART100 or permission of Instructor.	L+L 1.0 2.0 2.0
ART180AD	Designer's 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: A grade of C or better in ART100 or permission of Instructor.	L+L 1.0 2.0 2.0
ART180AE	Designer's Tools: Adobe Photoshop	Introduction to the multiple elements of Photoshop software package using the microcomputer. Basic foundation in the use of electronic techniques including appropriate input and output production devices.	Prerequisites: A grade of C or better in ART100 or permission of Instructor.	L+L 1.0 2.0 2.0

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ART180AI	Designer's Tools:3-D Studio Textures	Introduction to multiple elements of 3-D studio material using DOS microcomputers. Basic foundation in the use of electronic input and output production devices.	Prerequisites: A grade of C or better in ADA/ART/MMT184 or ART284 or permission of Instructor.	L+L 1.0 2.0 2.0
ART180AJ	Designer's Tools:3-D Special Effects	Introduction to multiple elements of 3-D studio special effects software using DOS microcomputer. Basic foundation in the use of electronic input and output production devices.	Prerequisites: A grade of C or better in ADA/ART/MMT184 or ART284 or permission of Instructor.	L+L 1.0 2.0 2.0
ART180AK	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: A grade of C or better in ART100. ADA/ART/MMT184 is strongly recommended but not required.	L+L 1.0 2.0 2.0
ART180AL	Designer Tools: Character Studio	Character Studio 3D-Character Animation software. Character motion, editing and blending electronic with traditional techniques.	Prerequisites: A grade of C or better in ART100 and ADA/ART/MMT184. ART116 is recommended but not required.	L+L 2.0 5.0 5.0
ART180AM	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: A grade of C or better in ART100 or permission of Instructor.	L+L 1.0 2.0 2.0
ART180AN	Designer's Tools: Flash	Introduction to Flash software. Basic foundation in Flash vector graphics, 2D and 3D animation and creation of full motion video with sound.	Prerequisites: A grade of C or better in (ART180AD and ART180AE) or	L+L 1.0 2.0 2.0

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			permission of Instructor.	
ART180AP	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: A grade of C or better in ART180AE or permission of Instructor.	L+L 1.0 2.0 2.0
ART180AR	Designer's Tools: Final Cut Pro	Introduction to non-linear editing using Final Cut Pro software for graphics, animation and the Web applications	Prerequisites: A grade of C or better in ART100 or permission of Instructor.	L+L 1.0 2.0 2.0
ART180AS	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: A grade of C or better in ART100 or permission of Instructor.	L+L 1.0 2.0 2.0
ART180AT	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: A grade of C or better in ART100 or permission of Instructor.	L+L 1.0 2.0 2.0
ART181	Graphic Design I	Basic understanding of design principles and the stages of graphic design, with an emphasis on final product and presentation.	Prerequisites: A grade of C or better in ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ART182	Graphic Design II	Utilizing graphic design essentials of typography, contrast and layout to develop design solutions to problems in consumer advertising, typography and structure.	Prerequisites: A grade of C or better in ART181 or permission of Instructor.	L+L 3.0 6.0 6.0
ART183	Digital Graphic Arts I	Graphic design use in microcomputer; black and white graphics, standard and color brushes, lines, shapes, area fills and fonts. Application to illustration,	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: ART100	L+L 3.0 6.0 6.0

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		advertising graphics, typography, and video interaction.	or permission of Instructor.	
ART184	Digital Animation I	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: A grade of C or better in (ART111 or ART116) or permission of Instructor. Corequisites: ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ART185	3D Modeling and Animation I	Basic concepts of 3D modeling. Anatomy of computer geometry; basic elements that make computer models- curves, surfaces, non-uniform rational basis spline (NURBS), and polygons. 3D translation, shading, materials, and rendering.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ART187	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.	L+L 3.0 6.0 6.0
ART190	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	Prerequisites: A grade of C or better in ART100, or permission of Instructor. CIS133DA recommended.	L+L 3.0 6.0 6.0

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		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.		
ART190AA	Art of Website Design I	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, digital text, and graphics.	Prerequisites: A grade of C or better in ART100, or permission of Instructor. CIS133DA recommended.	L+L 1.0 2.0 2.0
ART190AB	Art of Website Design II	Producing Web site pages, using design and Hyper Text digital text and graphics. Discussion of color, proportion, typography and Web-specific design principles.	Prerequisites: A grade of C or better in ART100 and ART/MMT190AA, or permission of Instructor. CIS133DA recommended.	L+L 1.0 2.0 2.0
ART190AC	Art of Website Design III	Producing Web sites using artistic form and content. Emphasizes design of cross-browser compatible interfaces that optimize usability, accessibility and browser interoperability.	Prerequisites: A grade of C or better in ART100 and ART190AB, or permission of Instructor. CIS133DA recommended.	L+L 1.0 2.0 2.0
ART191	Storyboarding and Layout	Introduction to storyboarding including film storytelling and scene presentation.	Prerequisites: A grade of C or better in ART111 or ART187.	L+L 2.0 4.0 4.0

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ART192	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: A grade of C or better in ART/MMT190 or permission of instructor. ART180AM and ART180AN suggested but not required.	L+L 3.0 6.0 6.0
ART200	Animation and Interactivity	Animation and object-oriented programming concepts and techniques using industry standard authoring tools applied by the creative industry to animation productions, and interactive media. Introduction to animation and object- oriented programming concepts and techniques using industry standard authoring tools. Includes tools used by the creative industry for animation productions and interactive media.	Prerequisites: A grade of C or better in ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ART202	Media Productions I	Introduction to digital media production tools, equipment, and broadcast applications. Pre-production including script writing, storyboards, budgeting and copyright; studio and mobile production including the use of cameras, lighting, audio recording, and new media tools; post-production including media editing, transitions, titles, overlays and basic motion graphics.	Prerequisites: A grade of C or better in ART100 or permission of Instructor.	L+L 3.0 6.0 6.0

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ART203	Aesthetics of Web Design	Develop portfolio-level web design projects. Emphasis on advanced elements and principles of design. Continued development of aesthetic awareness and personal expression. Evaluation of aesthetic principles throughout semester.	Prerequisites: A grade of C or better in ART/MMT190 or permission of Instructor.	L+L 3.0 6.0 6.0
ART210	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: A grade of C or better in ART100 and [ADA/ART169 or (ADA/ART180AD, ADA/ART180AE, and ART180AS)] and ART181, or permission of Instructor.	L+L 3.0 6.0 6.0
ART211	Drawing and Composition III	Advanced development of drawing skill with emphasis on compositional theory	Prerequisites: A grade of C or better in ART122 or permission of Instructor.	L+L 3.0 6.0 6.0
ART215	Advanced Electronic Publishing	Advanced use of electronic page layout techniques including in-depth styles; typography; technical documents and digital publishing interactivity.	Prerequisites: A grade of C or better in ADA/ART175.	L+L 3.0 6.0 6.0
ART216	Life Drawing III	Advanced creative study from model in various painting and drawing media	Prerequisites: A grade of C or better in ART117 or permission of Instructor.	L+L 3.0 6.0 6.0
ART217	Life Drawing IV	Further development of skills in expressive drawing materials and techniques as applied to finished drawings of the human form	Prerequisites: A grade of C or better in ART216 or permission of Instructor.	L+L 3.0 6.0 6.0

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ART219	Coloring, Toning and Lettering for Sequential Art	Understanding of the digital rules and programs used in coloring, toning and lettering comics, and the problems presented therein within the sequential narrative. Emphasis on rules and guidelines within the industry, and digital coloring and lettering.	Prerequisites: A grade of C or better in (ART100, ART119, and ART120) or permission of Instructor.	L+L 3.0 6.0 6.0
ART220	Publishing for the Comic Industry	Understanding of the comics industry. Includes researching, marketing, packaging, and distributing comics. Emphasis on selling and submitting to comic publishers, how to develop comics for self-publishing, promotional materials, and understanding contracts and copyrights involved in the process of publishing comics.	Prerequisites: A grade of C or better in ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ART221	Comics Creation	Development of a complete sequential comic, using all comics skills from beginning to end. Process includes scripting, penciling, inking, coloring or toning, lettering, and printing for publication.	Prerequisites: A grade of C or better in (ART100 and ART219) or permission of Instructor.	L+L 3.0 3.0 3.0
ART222	Drawing and Composition IV	Further study of drawing techniques with emphasis on individual problems and techniques	Prerequisites: A grade of C or better in ART211 or permission of Instructor.	L+L 3.0 6.0 6.0
ART227	Estimating for Digital Output	Introduction to estimating for digital output including job costing, labor/time, material and equipment costs. Focus on layout and imposition for press. Learn outside purchasing and vendor relationship management.	Prerequisites: None.	L+L 3.0 6.0 6.0

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ART230	Visual Brand Design	Simulates an actual working environment which exposes students to the challenges and advantages of working in cross-functional teams. Topics include preparation for collaborative work environments, critical thinking and communication, messaging, and effectively employing marketing and design principles. Reviews logo creation and implementation, preparing online and offline collateral, creating marketing messaging and campaigns, written and oral communication, and personal presentation skills.	Prerequisites: A grade of C or better in (ART100 and MKT110) or permission of Instructor.	L+L 3.0 6.0 6.0
ART234	Color Photography I	Basic principles of color theory, camera and input and output techniques using slide film or digital photography.	Prerequisites: A grade of C or better in ART131 or ART142 or permission of Instructor.	L+L 3.0 6.0 6.0
ART235	Color Photography II	Basic theories and techniques of color negative materials	Prerequisites: A grade of C or better in ART234 or permission of Instructor.	L+L 3.0 6.0 6.0
ART236	Photography Location Shooting	Practical application of camera techniques, use of lighting, and on-location shooting for post-production printing.	Prerequisites: A grade of C or better in (ART131 OR ART142) OR permission of Instructor.	L+L 3.0 6.0 6.0
ART237	Fashion Photography	Practical application of photographic techniques within the fashion industry. Includes the photographing of models, garments, and accessories.	Prerequisites: A grade of C or better in (ART131 OR ART142)	L+L 3.0 6.0 6.0

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			OR permission of instructor.	
ART240	Cinematography and Directing for 2D/3D Animation	Essential skills, concepts and the use of virtual cameras in 2D and 3D animation environments: planning, pre-production, storyboards and pre-visualization using real-world camera principles is combined with rendering, sound and post-production in a nonlinear environment.	Prerequisites: A grade of C or better in (ADA/ART/MMT184, or ART/MMT185, or FMP108) or permission of Instructor.	L+L 3.0 6.0 6.0
ART241	Intaglio	Introduction to traditional concepts and techniques for Intaglio printmaking. Deals with black and white printing; includes brief introduction to color printing. Covers various tools and materials used in Intaglio	Prerequisites: A grade of C or better in ART111 and ART113.	L+L 3.0 6.0 6.0
ART242	Lithography	Provides introduction to concepts and techniques of Lithography, both in plate and stone methods. Focus on black and white Lithographic drawing techniques. Introduction in color printing given	Prerequisites: A grade of C or better in ART111 and ART113.	L+L 3.0 6.0 6.0
ART246	Digital Fabrication	Introduction to concepts and application of computer visualization, modeling, and rapid prototyping for interdisciplinary arts. Students will design sculptures applying 3D computer modeling techniques, rapid prototyping, and other available digital output devices to produce solid models.	Prerequisites: None.	L+L 3.0 6.0 6.0

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ART248	Design Self Promotion	Defining career goals, and developing a self-promotional marketing plan to enter the workplace, including a resume, business card, leave behind, social media presence, interactive portfolio and printed portfolio. Understand business ethics and etiquette, artist's rights, copyright laws and contractual agreements, and develop networking, interview and communication skills.	Prerequisites: None.	L+L 3.0 6.0 6.0
ART249	Visual Communication Project Management and Workflow	Communication and coordination of digital projects from inception through completion. Emphasis on job workflow including professional communication, time management, detailed follow through and conflict resolution with stakeholders.	Prerequisites: A grade of C or better in ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ART250	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: A grade of C or better in ART111 and ART113.	L+L 3.0 6.0 6.0
ART251	Sculpture III	With emphasis on attention to individual problems and techniques	Prerequisites: A grade of C or better in ART152.	L+L 3.0 6.0 6.0
ART252	Sculpture IV	Advanced sculpture problems and professional practices	Prerequisites: A grade of C or better in ART251.	L+L 3.0 6.0 6.0

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ART253	Woodcut	Focuses on relief method of printing, utilizing the techniques of Woodcut. Deals specifically with black and white images. Study of printing materials and tools, papers and printing methods. Relief printing in color introduced. Traditional forms of Woodcut, also an overview of innovative techniques in the field	Prerequisites: A grade of C or better in ART111 and ART113.	L+L 3.0 6.0 6.0
ART255	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.	LEC 3.0 3.0 3.0
ART255AA	Self Promotion	Career goals, presentation of artist, communication skills, keeping files and records, developing self-promotional materials	Prerequisites: None.	LEC 1.0 1.0 1.0
ART255AB	The Portfolio	Choosing the right pieces to include, presenting art work, developing the portfolio.	Prerequisites: None.	LEC 1.0 1.0 1.0
ART255AC	Marketing Fine Art	Exhibitions and galleries, establishing a studio, alternative markets	Prerequisites: A grade of C or better in ART255AB or permission of Instructor.	LEC 1.0 1.0 1.0

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ART256	Glass Fusing and Slumping III	Further study in the area of glass fusing and slumping with emphasis on advanced techniques and design considerations, such as, plates designed using different techniques, weaving or strip glass, and combining previous techniques to create projects.	Prerequisites: A grade of C or better in ART156.	L+L 3.0 6.0 6.0
ART257	Glass Fusing and Slumping IV	Further study of advanced glass fusing and slumping including problems, professional practices, personal expression and experimental research into various techniques.	Prerequisites: A grade of C or better in ART256.	L+L 3.0 6.0 6.0
ART258	Papermaking	Introduction to concepts and techniques of Fine Art Papermaking. Basic overview of historical origins of craft and importance of modern papermaking to fine arts	Prerequisites: A grade of C or better in ART111 and ART113.	L+L 3.0 6.0 6.0
ART259	Monoprinting	Introduction to concepts and techniques for Monoprintmaking. Deals with la prima technique used in painting in first part of course. Multi-plate printing and how method of printing relates to use of color and separation in second part of course	Prerequisites: A grade of C or better in ART111 and ART113.	L+L 3.0 6.0 6.0
ART261	Ceramics III	Emphasis on wheel throwing skill and individual style development	Prerequisites: A grade of C or better in ART162.	L+L 3.0 6.0 6.0
ART262	Ceramics IV	Experimental work in clays and glazes	Prerequisites: A grade of C or better in ART261.	L+L 3.0 6.0 6.0
ART263	Figure Painting	Study of the nude and clothed figure in painting with special attention upon relevant color palettes, direct and	Prerequisites: A grade of C or better in	L+L 3.0 6.0 6.0

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		indirect figurative painting techniques, and development of anatomical knowledge and compositional structure. Students will draw upon both historical and contemporary modes of depicting the figure to develop a personalized approach to figure painting. Live models, photographs, drawings, "Planes of the Head" models, and the studio skeleton will be used as the basis of projects.	ART167 or permission of Instructor.	
ART264	Glass Casting	Further study of glass art with a focus on casting and kiln working, including problems, professional practices, personal expression and experimental application of various techniques.	Prerequisites: A grade of C or better in ART160.	L+L 3.0 6.0 6.0
ART265	Watercolor Painting III	Continuation of watercolor painting with emphasis on control and expression	Prerequisites: A grade of C or better in ART166.	L+L 3.0 6.0 6.0
ART266	Watercolor Painting IV	Advanced problems directed toward more personal expression	Prerequisites: A grade of C or better in ART265.	L+L 3.0 6.0 6.0
ART267	Painting III	Development of materials and techniques of painting. Individual problem-solving	Prerequisites: A grade of C or better in ART168 or permission of Instructor.	L+L 3.0 6.0 6.0
ART268	Painting IV	Advanced problem in painting. Study with greater emphasis on personal expression	Prerequisites: A grade of C or better in ART267 or permission of Instructor.	L+L 3.0 6.0 6.0
ART269AC	Digital Studio	Continued development of digital studio media with emphasis on	Prerequisites: A grade of C or better in (ADA/ART169 or	L+L 3.0 6.0 6.0

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		advanced use of media techniques within a digital environment.	ART170 or ART173 or ART179 or ART192 or ART274 or ART284 or ADA/ART289 or ART291) or permission of Instructor.	
ART270	Digital Photographic Imaging II	Intermediate digital photographic imaging techniques. Refinement of aesthetic awareness and personal expression.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: ADA/ART177.	L+L 3.0 6.0 6.0
ART271	Jewelry III	Emphasis on advanced jewelry design techniques and practices.	Prerequisites: A grade of C or better in ART172.	L+L 3.0 6.0 6.0
ART272	Jewelry IV	Emphasis on expanding repertoire of advanced jewelry design techniques and practices.	Prerequisites: A grade of C or better in ART271.	L+L 3.0 6.0 6.0
ART273AC	Special Topics: Multimedia Arts	Multimedia art studio course examining new and/or current topics in media and/or multimedia arts.	Prerequisites: Permission of Instructor.	L+L 3.0 6.0 6.0
ART274	Digital Photographic Imaging III	Advanced digital photographic imaging techniques. Advanced manipulation techniques of photographic images and time-based media. Continued development of aesthetic awareness and personal expression.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: ART270.	L+L 3.0 6.0 6.0
ART275	Lost Wax Casting I	Introduction to lost wax casting techniques for jewelry and small sculptures. Emphasis on design concepts as related to three-dimensional forms	Prerequisites: None.	L+L 3.0 6.0 6.0

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ART276	Lost Wax Casting II	Advanced course in lost wax casting techniques for jewelry and small sculptures. Emphasis on the continuation of individual expression using the lost wax method	Prerequisites: A grade of C or better in ART275.	L+L 3.0 6.0 6.0
ART277	Textiles I	Introduction to exploration of textile media.	Prerequisites: A grade of C or better in ART112 or permission of Instructor.	L+L 3.0 6.0 6.0
ART279	Media Productions II	Intermediate digital media production techniques. Continued pre-production, production, and post-production skills. Exploration of types of productions including interviews, informational/how-to, marketing/product, and documentary/artistic media productions. Refinement of aesthetic awareness and personal expression.	Prerequisites: A grade of C or better in ART202 or permission of Instructor.	L+L 3.0 6.0 6.0
ART280AA	Digital Media Arts and Design Capstone	Focus on design, art, and development skills for a problem taken from business or industry. Includes practice-based capstone project focusing on a specific issue or need in digital media arts and design.	Prerequisites: Permission of Program Director or Instructor.	L+L 1.0 2.0 2.0
ART280AB	Digital Media Arts and Design Capstone	Focus on design, art, and development skills for a problem taken from business or industry. Includes practice-based capstone project focusing on a specific issue or need in digital media arts and design.	Prerequisites: Permission of Program Director or Instructor.	L+L 2.0 4.0 4.0

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ART280AC	Digital Media Arts and Design Capstone	Focus on design, art, and development skills for a problem taken from business or industry. Includes practice-based capstone project focusing on a specific issue or need in digital media arts and design.	Prerequisites: Permission of Program Director or Instructor.	L+L 3.0 6.0 6.0
ART281	Graphic Design III	Advanced course in the process of graphic design and problem solving to meet customer specifications. Emphasis on steps needed to create and promote complex graphic design projects.	Prerequisites: A grade of C or better in ART182 or permission of Instructor.	L+L 3.0 6.0 6.0
ART282AA	Service-Learning Experience in Art	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
ART282AB	Service-Learning Experience in Art	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
ART282AC	Service-Learning Experience in Art	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
ART283	Digital Graphic Arts II	Advanced skill development of graphic design through use of microcomputer. Emphasis on computer design and techniques for producing all types of camera-ready advertising art for printed matter and package design. Includes illustration, typography, photo imaging, and color separation.	Prerequisites: A grade of C or better in ADA/ART183 or permission of Instructor.	L+L 3.0 6.0 6.0
ART284	Digital Animation II	Elements of electronic animation with interactive text graphics, photography, sound, film, and video construction.	Prerequisites: A grade of C or better in ADA/ART/MMT184 or	L+L 3.0 6.0 6.0

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			permission of Instructor.	
ART285	3D Modeling and Animation II	Advanced techniques for 3D modeling and computer animation. Creating and applying 2D background and 3D model textures, creating and applying special effects to models and animation, designing, modeling, and animating a digital 3D character from a character study.	Prerequisites: A grade of C or better in ART/MMT185.	L+L 3.0 6.0 6.0
ART286	Graphic Design IV	Continuing advanced course in the process of graphic design and problem solving to meet customer specifications. Emphasis on creating complex graphic design projects.	Prerequisites: A grade of C or better in ART281 or permission of Instructor.	L+L 3.0 6.0 6.0
ART287	3D Character Animation	3D-Character modeling and animation for multimedia, film, broadcast, video games and interactive entertainment. Character motion, editing, and blending electronic with traditional techniques.	Prerequisites: A grade of C or better in ADA/ART/MMT184 or ART180AC. Corequisites: ART116 or permission of Instructor.	L+L 3.0 6.0 6.0
ART288	PDF Portable Document Format	Focuses on complexity, versatility and creation of a PDF file. Emphasis on the importance of the settings regarding color management, compression, and output. Includes fillable forms and interactive files with audio and video capabilities, editing functions, preflight abilities and security.	Prerequisites: A grade of C or better in ADA/ART175 or permission of Instructor.	L+L 3.0 6.0 6.0
ART289	Computer Illustration	Introduction to the multiple elements of commercial illustration using the	Prerequisites: A grade of C or better in	L+L 3.0 6.0 6.0

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		microcomputer. Basic foundation in the use of computer techniques including color paint and draw programs for the production of commercial illustrations for publications and printed matter. Use of input and output devices.	ART100 or Corequisites: ART100 or permission of Instructor.	
ART290AA	Studio Art	Studio course for art majors allowing continuation in a subject field.	Prerequisites: Permission of Instructor.	L+L 1.0 2.0 2.0
ART290AB	Studio Art	Studio course for art majors allowing continuation in a subject field.	Prerequisites: Permission of Instructor.	L+L 2.0 4.0 4.0
ART290AC	Studio Art	Studio course for art majors allowing continuation in a subject field.	Prerequisites: Permission of Instructor.	L+L 3.0 6.0 6.0
ART290BC	Studio Art: Drawing	Studio course for art majors allowing continuation in a subject field.	Prerequisites: A grade of C or better in ART111 or permission of Instructor.	L+L 3.0 6.0 6.0
ART290CC	Studio Art: Mixed Media	Studio course for art majors allowing continuation in a subject field.	Prerequisites: A grade of C or better in ART112 or permission of Instructor.	L+L 3.0 6.0 6.0
ART290DC	Studio Art: Life Drawing	Studio course for art majors allowing continuation in a subject field.	Prerequisites: A grade of C or better in ART117 or permission of Instructor.	L+L 3.0 6.0 6.0
ART290EC	Studio Art: Photography	Studio course for art majors allowing continuation in a subject field.	Prerequisites: A grade of C or better in ART132 or permission of Instructor.	L+L 3.0 6.0 6.0

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ART290FF	Studio Art: Sculpture	Studio course for art majors allowing continuation in a subject field.	Prerequisites: A grade of C or better in ART252 or permission of Instructor.	L+L 3.0 6.0 6.0
ART290GC	Studio Art: Ceramics	Studio course for art majors allowing continuation in a subject field.	Prerequisites: A grade of C or better in ART162 or permission of Instructor.	L+L 3.0 6.0 6.0
ART290HC	Studio Art: Watercolor	Studio course for art majors allowing continuation in a subject field.	Prerequisites: A grade of C or better in ART166 or permission of Instructor.	L+L 3.0 6.0 6.0
ART290JC	Studio Art: Color	Studio course for art majors allowing continuation in a subject field.	Prerequisites: A grade of C or better in ART113 or permission of Instructor.	L+L 3.0 6.0 6.0
ART290KC	Studio Art: Glazing Techniques	Studio course for art majors allowing continuation in a subject field.	Prerequisites: A grade of C or better in ART162 or permission of Instructor.	L+L 3.0 6.0 6.0
ART290LC	Studio Art: Clay Bodies	Studio course for art majors allowing continuation in a subject field.	Prerequisites: A grade of C or better in ART162 or permission of Instructor.	L+L 3.0 6.0 6.0
ART290MC	Studio Art: Digital Photography	Studio course for art majors allowing continuation in a subject field.	Prerequisites: A grade of C or better in ART143 or permission of Instructor.	L+L 3.0 6.0 6.0
ART290PC	Studio Art: Painting	Studio course for art majors allowing continuation in a subject field.	Prerequisites: A grade of C or better in ART168 or permission of Instructor.	L+L 3.0 6.0 6.0

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ART290WC	Studio Art: Woodworking	Studio course for art majors allowing continuation in a subject field.	Prerequisites: A grade of C or better in ART154 or permission of Instructor.	L+L 3.0 6.0 6.0
ART291	Digital Prepress	Introduction to fundamental concepts of digital prepress necessary for the designer to create digital documents for accurate output and reproduction.	Prerequisites: A grade of C or better in ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
ART292	Digital Output Prepress	Introduction to prepress for digital output. Foundation of job costing and the functions of a job ticket for proper file preparation including trapping, color management, file transfers, workflow, RIPping, imposition and file proofing.	Prerequisites: A grade of C or better in ART291 or permission of Instructor.	L+L 3.0 6.0 6.0
ART293	Digital Output	Emphasis on setup, operation, and maintenance of a digital press. Introduction to specialty and common substrates and inks. Instruction on quality control, troubleshooting techniques, and proper safety precautions for press, equipment, and consumables.	Prerequisites: Permission of Instructor.	L+L 3.0 6.0 6.0
ART295AC	Art Workshop/Seminar: Drawing	Advanced level workshop seminar in art disciplines	Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division Chair.	L+L 3.0 6.0 6.0
ART295BA	Art Workshop/Seminar: Sculpture	Advanced level workshop seminar in art disciplines	Minimum of three (3) credits introductory and	L+L 1.0 2.0 2.0

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			three (3) credits intermediate level courses in specific field or permission of Department or Division Chair.	
ART295BC	Art Workshop/Seminar: Sculpture	Advanced level workshop seminar in art disciplines	Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division Chair.	L+L 3.0 6.0 6.0
ART295CA	Art Workshop/Seminar: Life Drawing	Advanced level workshop seminar in art disciplines	Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division Chair.	L+L 1.0 2.0 2.0
ART295DA	Art Workshop/Seminar: Photography	Advanced level workshop seminar in art disciplines	Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division Chair.	L+L 1.0 2.0 2.0
ART295DB	Art Workshop/Seminar: Photography	Advanced level workshop seminar in art disciplines	Minimum of three (3) credits introductory and three (3) credits	L+L 2.0 4.0 4.0

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			intermediate level courses in specific field or permission of Department or Division Chair.	
ART295DC	Art Workshop/Seminar: Photography	Advanced-level workshop seminar in art disciplines	Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division Chair.	L+L 3.0 6.0 6.0
ART295EA	Art Workshop/Seminar: Painting	Advanced level workshop seminar in art disciplines	Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division Chair.	L+L 1.0 2.0 2.0
ART295EC	Art Workshop/Seminar: Painting	Advanced level workshop seminar in art disciplines	Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division Chair.	L+L 3.0 6.0 6.0
ART295GA	Art Workshop/Seminar: Ceramics	Advanced level workshop seminar in art disciplines	Minimum of three (3) credits introductory and three (3) credits intermediate level	L+L 1.0 2.0 2.0

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			courses in specific field or permission of Department or Division Chair.	
ART295GB	Art Workshop/Seminar: Ceramics	Advanced level workshop seminar in art disciplines	Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division Chair.	L+L 2.0 4.0 4.0
ART295GC	Art Workshop/Seminar: Ceramics	Advanced level workshop seminar in art disciplines	Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division Chair.	L+L 3.0 6.0 6.0
ART295HC	Art Workshop/Seminar: Mixed Media	Advanced level workshop seminar in art disciplines	Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division Chair.	L+L 3.0 6.0 6.0
ART295KA	Art Workshop/Seminar: Graphics/Animation	Advanced level workshop/seminar in art disciplines	Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field	L+L 1.0 2.0 2.0

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			or permission of Department or Division Chair.	
ART295LA	Art Workshop/Seminar: Glazing Techniques	Advanced level workshop seminar in art disciplines	Prerequisites: Permission of Instructor.	L+L 1.0 2.0 2.0
ART295LB	Art Workshop/Seminar: Glazing Techniques	Advanced level workshop seminar in art disciplines	Prerequisites: Permission of Instructor.	L+L 2.0 4.0 4.0
ART295LC	Art Workshop/Seminar: Glazing Techniques	Advanced level workshop seminar in art disciplines	Prerequisites: Permission of Instructor.	L+L 3.0 6.0 6.0
ART295MC	Art Workshop/Seminar: Clay Bodies	Advanced level workshop seminar in art disciplines	Prerequisites: Permission of Instructor.	L+L 3.0 6.0 6.0
ART295NA	Art Workshop/Seminar: Glass Blowing	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 or Division Chair.	L+L 1.0 2.0 2.0
ART295XA	Art Workshop/Seminar: Digital Photography	Advanced level workshop seminar in digital photography disciplines.	Prerequisites: A grade of C or better in ART143 or permission of Instructor.	L+L 1.0 2.0 2.0
ART295XB	Art Workshop/Seminar: Digital Photography	Advanced level workshop seminar in digital photography disciplines.	Prerequisites: A grade of C or better in ART143 or permission of Instructor.	L+L 2.0 4.0 4.0
ART295XC	Art Workshop/Seminar: Digital Photography	Advanced level workshop seminar in digital photography disciplines.	Prerequisites: A grade of C or better in	L+L 3.0 6.0 6.0

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			ART143 or permission of Instructor.	
ART296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
ART296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 2.0 10.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
ART296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
ART296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 4.0 20.0 0.0

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			instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
ART297AA	Commercial Art Internship	Digital design, development, and photographic imaging work experience in a business or industry. 80 hours of designated work.	Prerequisites: Permission of Department or Division.	L+L 1.0 1.0 1.0
ART297AB	Commercial Art Internship	Digital design, development, and photographic imaging work experience in a business or industry. 160 hours of designated work.	Prerequisites: Permission of Department or Division.	L+L 2.0 2.0 0.0
ART297AC	Commercial Art Internship	Digital design, development, and photographic imaging work experience in a business or industry. 240 hours of designated work.	Prerequisites: Permission of Department or Division.	L+L 3.0 3.0 0.0
ART298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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ART298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
ART298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
ASB100	Introduction to Global Health	The study of human health patterns at an international and local scale. Focus on pressing global health challenges that the world faces today are examined from a broad social, ecological, and cultural context.	Prerequisites: None.	LEC 3.0 3.0 3.0

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ASB102	Introduction to Cultural Anthropology	Principles of cultural anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics and language.	Prerequisites: None.	LEC 3.0 3.0 3.0
ASB202	Ethnic Relations in the United States	Basic concepts and processes, including historic overview, of interethnic relations in the United States: culture, race, ethnicity, ethnocentrism, prejudice, discrimination, racism, assimilation, acculturation, and individual and group responses to interethnic contact. Cultural knowledge and intercultural communication skills and perspectives as fundamental tools for successful management of social relations in a multicultural world.	Prerequisites: None.	LEC 3.0 3.0 3.0
ASB211	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.	LEC 3.0 3.0 3.0
ASB214	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.	LEC 3.0 3.0 3.0
ASB220	Anthropology Goes to the Movies	Archaeology and anthropology through the lens of popular films of	Prerequisites: None.	LEC 3.0 3.0 3.0

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		<p>the 20th and 21st Century. Explores the popularity of ancient humans as a topic for film ventures and how accurately they are portrayed. Provides the student with a basic knowledge of anthropology and offers film images of anthropologists and archaeologists and the practice of archaeology and anthropology. Analyzes accuracy of films depicting culture and our human past.</p>		
ASB222	Buried Cities and Lost Tribes: Old World	<p>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</p>	Prerequisites: None.	LEC 3.0 3.0 3.0
ASB223	Buried Cities and Lost Tribes: New World	<p>Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what</p>	Prerequisites: None.	LEC 3.0 3.0 3.0

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		these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which fragment societies. Examples drawn from North America, Central America, and South America.		
ASB226	Human Impacts on Ancient Environments	Interrelationship between humans and their environments, using archaeological data and case studies beginning with early hominids. Uses of research to identify environmental change and distinguish between climatic and human-induced global change. Explores ways in which prehistoric people caused and responded to environmental changes	Prerequisites: None.	LEC 3.0 3.0 3.0
ASB230	Principles of Archaeology	Introduction to archaeological methods and theory	Prerequisites: None.	LEC 3.0 3.0 3.0
ASB231	Archaeological Field Methods	Excavation of an archaeological site; recording and interpreting data collected during the field experience. Overview of the cultures concerned; contemporary issues in archaeology.	Prerequisites: None.	L+L 4.0 6.0 6.0
ASB234	Art and Archaeology of Ancient Egypt	Introduction to the major social, political, religious and economic institutions of Ancient Egypt. The	Prerequisites: None.	LEC 3.0 3.0 3.0

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		historical events and people that shaped Egyptian civilization		
ASB235	Southwest Archaeology	Anthropological perspective and comparative study of the cultures of prehistoric native peoples of the North American southwest	Prerequisites: None.	LEC 3.0 3.0 3.0
ASB245	Indians of the Southwest	Comparative study of the cultures, including the histories and present status, of Indians of the Southwest	Prerequisites: None.	LEC 3.0 3.0 3.0
ASB252	Sports and Culture	Cross-cultural examination of symbolic and social dimensions of sports, past and present.	Prerequisites: None.	LEC 3.0 3.0 3.0
ASB253	Death and Dying Across Cultures	Responses to death and dying in cultures around the world. Explanations for particular cultural responses to death and dying. Examples drawn from ancient and contemporary cultures	Prerequisites: None.	LEC 3.0 3.0 3.0
ASB282AA	Service-Learning Experience in Anthropology	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
ASB282AB	Service-Learning Experience in Anthropology	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
ASB282AC	Service-Learning Experience in Anthropology	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
ASB298AA	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-	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		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. COMMON COMPETENCY COURSE		
ASB298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
ASB298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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ASD100	Foundations of Addictions and Substance Use Disorders	Introduction to the foundations of the alcohol and drug abuse rehabilitation field. Emphasis on the roles and responsibilities of the addictions counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification, and conducting alcohol/drug histories. Interactive work stressed.	Prerequisites: None.	LEC 3.0 3.0 3.0
ASD102	Communication Skills in Treating Addiction	Further examination and refinement of communication and beginning professional counseling skills as they relate to the addicted client and family members. Emphasis on practicing the application of these skills to various situations associated with treatment planning. Recordkeeping/documentation skills emphasized.	Prerequisites: None.	LEC 3.0 3.0 3.0
ASD110	Pharmacology of Substances of Abuse and Dependency	Exploration of the pharmacology of substance of abuse and dependency. Examines the effects of psychopharmacological chemicals on human physiology. Emphasis on identification and management of substances of abuse and dependency.	Prerequisites: None.	LEC 3.0 3.0 3.0
ASD120	Professional Ethics in Addictions and Substance Use Disorders	Exploration of topics relative to the professional and ethical development of the addictions and substance use disorders counselor, including codes of ethics, confidentiality laws,	Prerequisites: None.	LEC 1.0 1.0 1.0

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		professionalism and boundary issues, and the meeting of individual counselor needs within the field.		
ASD145	AIDS and Addiction	Exploration of AIDS and its relationship to addiction. Emphasis on myths and realities of AIDS, personal values, feelings, and limitations and treatment goals.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD146	Peer Support Specialist	Introduction to the role and foundational responsibilities of a peer support specialist in the field of addictions and substance use. Explores basic pharmacology, ethics, case management, and crisis management. Recovery-Oriented Systems of Care (ROSC) is emphasized.	Prerequisites: None. Corequisites: ASD147.	LEC 4.0 4.0 4.0
ASD147	Peer Support Specialist Practicum	Peer support specialist preparation related to addictions and substance use disorders. Opportunity for students to use their developed knowledge and skills in an applied setting with supervision.	Prerequisites: None. Corequisites: ASD146.	LAB 3.0 5.0 5.0
ASD148	Introduction to the Science of Prevention	Overview of the science underlying evidence-based prevention interventions and strategies and the effective application of these approaches in prevention practice.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD149	Physiology and Pharmacology for Prevention	Overview of the physiology and pharmacology of psychoactive substances and their effects on the brain to affect mood, cognition, and behavior and the consequences of such	Prerequisites: None.	LEC 1.0 1.0 1.0

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		use on the individual, family, and community.		
ASD150	Principles of Self-Help Groups	Overview of the fundamental principles, concepts and historical antecedents of the various self-help groups. Emphasis on the self-help groups of Alcoholics Anonymous, Al-anon, Alateen, Narcotics Anonymous, Co-dependents Anonymous, and Adult Children of Alcoholics.	Prerequisites: None.	LEC 2.0 2.0 2.0
ASD151	Prevention Interventions and Policies	Overview of primary evaluation methods used to measure evidence-based prevention interventions and gives guidance in applying them to "real-world" prevention settings.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD152	Family-Based Prevention Interventions	Overview of the family as the primary socialization agent of children, the science behind family-based prevention interventions, and the application of such evidence-based approaches to help prevent the onset of substance use in children.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD153	School-Based Prevention Interventions	Overview of the role of the school in society, the science behind school-based prevention interventions, and the application of such evidence-based approaches in school settings around the world.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD154	Workplace-Based Prevention Interventions	Overview of the role of work and the workplace in society, how stressors and other work-related influences affect risk of substance use, the science behind workplace prevention	Prerequisites: None.	LEC 1.0 1.0 1.0

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		interventions, and the application of such evidence-based approaches in work settings around the world.		
ASD155	Environment-Based Prevention Interventions	Overview of the science underlying evidence-based substance use prevention using environmental interventions, involving policy, and community-wide strategies.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD156	Media-Based Prevention Interventions	Overview of the science underlying the use of media for substance use prevention interventions.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD157	Community-Based Prevention Implementation Systems	Overview of the science underlying the systems approach to prevention interventions and guidance for developing such approaches, as well as exemplars of evidence-based drug use prevention systems.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD158	Gambling Disorders Prevention	Overview of gambling disorders prevention. Emphasis on current prevention research. Also includes information on gambling prevention resources.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD159	Adolescent Substance Use Prevention	Adolescent substance use prevention issues. Emphasis on current and developing adolescent prevention information. Covers common adolescent substance use characteristics and prevention strategies.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD160	Behavioral Addictions Prevention	Overview of behavioral addictions prevention issues. Emphasis on current research. Also includes community resources information.	Prerequisites: None.	LEC 1.0 1.0 1.0

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ASD161	Beginning Clinical Documentation Skills	Overview of addictions and substance use disorders counseling, interviewing, and documentation. Includes record keeping and documentation skills. Alcohol and drug abuse counselor core functions emphasized.	Prerequisites: None.	LEC 3.0 3.0 3.0
ASD165	Theories and Techniques in the Treatment of Addictions	Overview of counseling theories including the application to addictions and substance use disorders groups. Recordkeeping skills and beginning counseling skills emphasized.	Prerequisites: None.	LEC 2.0 2.0 2.0
ASD220	Family Dynamics and Addiction	Analysis of the impact of addictions on all the members of a family. Interviewing, assessment and therapeutic approaches particularly useful for these family members presented.	Prerequisites: None.	LEC 3.0 3.0 3.0
ASD226	Counseling Multicultural and Diverse Populations	Exploration of influences of culture and diversity on addictions and substance abuse. Emphasis on recovery and therapeutic relationships.	Prerequisites: None.	LEC 3.0 3.0 3.0
ASD236	Relapse, Recovery, and Addiction	Review of the bio-psycho-social processes of recovery and relapse in addictions. Exploration into those factors that both contribute to and inhibit recovery and relapse.	Prerequisites: None.	LEC 2.0 2.0 2.0
ASD245	Co-Occurring Disorders	Examines co-occurring disorders from the bio-psycho-social model. Includes causes, consequences, assessment, and treatment, emphasizing the psychoeducational model of treatment.	Prerequisites: None.	LEC 2.0 2.0 2.0

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ASD250	Group Interventions	Focus on group dynamics and group process as they relate to addictions and substance use disorders. Exploration of group developmental stages, family intervention models, various counseling approaches/techniques and their application to therapeutic, education and family groups.	Prerequisites: None.	LEC 3.0 3.0 3.0
ASD275	Advanced Theory and Techniques in the Treatment of Addiction Disorders	Capstone course for level two certificate in addictions and substance use disorders program. Focus on counseling theories and techniques used by counselors as they relate to the client and family members.	Prerequisites: A grade of C or better in ASD220, ASD226, ASD245 and ASD250 or permission of Instructor.	LEC 3.0 3.0 3.0
ASD280	Addictions and Substance Use Disorders Practicum	Opportunity for advanced students to use his/her developed knowledge and skills in an applied setting with supervision.	Prerequisites: A grade of C or better in ASD275 or permission of Department or Division.	LAB 6.0 18.0 18.0
ASD285	Addictions Seminar	Special topics in addictions and substance use disorders with an emphasis on current issues not covered in other addictions and substance use disorders courses.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD285AA	Treatment for Stimulant Use Disorders Seminar	Stimulant use disorder treatment issues. Emphasis on current and developing treatment information. Covers common stimulant abuse characteristics and treatment strategies. Also includes community resource information.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD285BB	Adolescent Substance Abuse Treatment Seminar	Adolescent substance abuse treatment issues. Emphasis on current and	Prerequisites: None.	LEC 1.0 1.0 1.0

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		developing treatment information. Covers common adolescent substance abuse characteristics and treatment strategies. Also includes community resource information.		
ASD285CC	Addiction Review Seminar	A brief review of current addiction issues. Emphasis on current and developing treatment information. Covers common alcohol and drug addiction characteristics and treatment strategies. Also includes community resource information.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD285DD	Motivation for Change in Substance Abuse Treatment Seminar	Issues regarding motivational change in substance abuse treatment. Emphasis on current and developing treatment information. Covers common motivational change techniques. Also includes community resource information.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD285EE	Domestic Violence and Substance Abuse Seminar	Domestic violence and substance abuse treatment issues. Emphasis on current and developing domestic violence and substance abuse information. Covers techniques, strategies, and treatment modalities for domestic violence and substance abuse patients. Also includes community resource information.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD285FF	Street Drugs Seminar	Street drug issues. Emphasis on current and developing street drug information. Covers techniques strategies and treatment modalities for street drug abuse patients. Also	Prerequisites: None.	LEC 1.0 1.0 1.0

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		includes community resource information.		
ASD285GG	Addictive and Medical Plants Seminar	Addictive and medical plant issues. Emphasis on current and developing addictive and medical plant information. Covers addictive and medical plant typology. Also includes community resource information.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD285HH	Intervention and Treatment for Addictions and Substance Use Disorders Seminar	Brief interventions and treatment for addictions and substance use disorders. Emphasis on current and developing intervention and treatment information. Covers treatment and intervention techniques for use with addictions and substance use disorders. Also includes community resource information.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD285II	Multicultural Aspects	Multicultural aspects of counseling in addictions and substance use disorders. Emphasis on current and developing treatment information. Covers common aspects of multicultural characteristics and treatment strategies. Also explores ethical counselor/client relationships.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD285JJ	Clinical Supervision Training of Supervisors	Clinical supervision training of supervisor issues. Emphasis on current and developing treatment information. Also includes community resource information.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD285KK	Recovery-Oriented Systems of Care Seminar	Overview of recovery-oriented systems of care programs. Covers research, development, and	Prerequisites: None.	LEC 1.0 1.0 1.0

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		characteristics of programs in addition to applicable federal mandates.		
ASD285LL	Gambling Addiction Seminar	A brief review of gambling addiction issues. Emphasis on current research, intervention, and treatments in the field. Also includes community resources information.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD285MM	Sexual Addiction Seminar	A brief review of sexual addiction issues. Emphasis on current research, intervention, and treatments in the field. Also includes community resources information.	Prerequisites: Student must be 18 years or older.	LEC 1.0 1.0 1.0
ASD285NN	Eating Disorders Seminar	An overview of issues associated with eating disorders. Emphasis on current research, intervention, prevention, and treatments in the field. Also includes community resources information.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD285OO	Eating Disorders: Special Considerations and Populations Seminar	A review of issues associated with eating disorders within diverse populations. Emphasis on multicultural populations, current research, intervention, prevention, and treatments in the field. Also includes community resources information.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD285PP	Eating Disorders: Conceptualization and Treatment Seminar	A review of issues associated with eating disorders. Emphasis on current research, intervention, prevention, and treatments in the field. Also includes community resources information.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD285QQ	Behavioral Addictions Seminar	A review of issues associated with behavioral addictions. Emphasis on current research, intervention, prevention, and treatments in the field.	Prerequisites: None.	LEC 1.0 1.0 1.0

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		Also includes community resources information.		
ASD285RR	Behavioral Addictions Seminar: Internet-Related Addictions	A review of issues associated with internet-based behavioral addictions. Emphasis on diagnostic descriptions and considerations for internet-based addictions including current research, intervention, prevention, and treatments in the field. Also includes community resources information.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD285SS	Marijuana Addiction Seminar	An overview of issues associated with marijuana addiction. Emphasis on current research, intervention, prevention, and treatments in the field. Also includes community resources information.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD285TT	Opioid Addiction Seminar	An overview of issues associated with opioid addiction. Emphasis on current research, intervention, prevention, and treatments in the field. Also includes community resources information.	Prerequisites: None.	LEC 1.0 1.0 1.0
ASD295	Advanced Foundations: Addictions and Substance Use Disorders Counselor Licensing/Certification Exams	Review for individuals preparing for addictions and substance use disorders counselor licensing and/or certification exams. Emphasis on ethics, treatment, pharmacology, family issues, and self-help groups.	Prerequisites: None.	LEC 3.0 3.0 3.0
ASD296WA	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.	Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to	LAB 1.0 5.0 0.0

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			<p>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.</p>	
ASD296WB	Cooperative Education	<p>Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students.</p>	<p>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.</p>	LAB 2.0 10.0 0.0
ASD296WC	Cooperative Education	<p>Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome</p>	<p>Completion of at least twelve (12) college credits, minimum 2.6</p>	LAB 3.0 15.0 0.0

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		related to the career objectives of the students.	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.	
ASD296WD	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.	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.	LAB 4.0 20.0 0.0

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ASD298AA	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.	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ASD298AB	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.	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
ASD298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		individualized learning to be combined to maximize student development.		
ASE101	Introduction to Automotive	Introduction to the standards of the automotive industry as well as an overview of the major automotive systems, safety practices, workplace habits, tools and equipment.	Prerequisites: None.	L+L 2.0 3.0 3.0
ASE102	Automotive Express 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.	L+L 2.0 4.0 4.0
ASE102AU	Automotive Express 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.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
ASE111	Engine Diagnosis and Inspection	Diagnosis and inspection of automotive internal combustion engines.	Prerequisites: None.	L+L 2.0 4.0 4.0
ASE111AU	Engine Diagnosis and Inspection	Diagnosis and inspection of automotive internal combustion engines.	Prerequisites: None.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
ASE113	Engine Repair	Diagnosis, disassembly, repair and reassembly of automotive internal combustion engines.	Prerequisites: None.	L+L 4.0 8.0 8.0
ASE113AU	Engine Repair	Diagnosis, disassembly, repair and reassembly of automotive internal combustion engines.	Prerequisites: None.	LEC 4.0 2.0 2.0 LAB 0.0 6.0 6.0

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ASE121	Automatic Transmission and Transaxle	Principles of automotive operation, servicing and repair procedures for automatic transmissions / transaxles; includes diagnostics and testing of mechanical, electrical, and hydraulic components.	Prerequisites: None.	L+L 4.0 8.0 8.0
ASE121AU	Automatic Transmission and Transaxle	Principles of automotive operation, servicing and repair procedures for automatic transmissions / transaxles; includes diagnostics and testing of mechanical, electrical, and hydraulic components.	Prerequisites: None.	LEC 4.0 2.0 2.0 LAB 0.0 6.0 6.0
ASE131	Manual Drive Trains and Axles	Operation, diagnosis, service, and repair of the automotive powertrain. Includes manual transmissions/transaxles, clutches, drive axles, driveshafts, differentials, four-wheel drive, and all-wheel drive.	Prerequisites: None.	L+L 4.0 8.0 8.0
ASE131AU	Manual Drive Trains and Axles	Operation, diagnosis, service, and repair of the automotive powertrain. Includes manual transmissions/transaxles, clutches, drive axles, driveshafts, differentials, four-wheel drive, and all-wheel drive.	Prerequisites: None.	LEC 4.0 2.0 2.0 LAB 0.0 6.0 6.0
ASE141	Steering, Suspension and Pre-Alignment	Principles and operation of automotive suspension and steering systems.	Prerequisites: None.	L+L 2.0 4.0 4.0
ASE141AU	Steering, Suspension and Pre-Alignment	Principles and operation of automotive suspension and steering systems.	Prerequisites: None.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
ASE151	Introduction to Brake Systems	Fundamentals and operation of automotive braking systems. Includes training in service, testing, and repair of basic brake and brake-related components.	Prerequisites: None.	L+L 2.0 4.0 4.0

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ASE151AU	Introduction to Brake Systems	Fundamentals and operation of automotive braking systems. Includes training in service, testing, and repair of basic brake and brake-related components.	Prerequisites: None.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
ASE161	Basic Automotive Electrical/Electronics	The basic principles of automotive electricity and electrical systems.	Prerequisites: None.	L+L 2.0 3.0 3.0
ASE161AU	Basic Automotive Electrical/Electronics	The basic principles of automotive electricity and electrical systems.	Prerequisites: None.	LEC 2.0 1.0 1.0 LAB 0.0 2.0 2.0
ASE162	Automotive Battery, Starting and Charging Systems	The principles of operation, testing and diagnosis of automotive battery, starting and charging systems.	Prerequisites: A grade of C or better in ASE161, or permission of Instructor.	L+L 2.0 3.0 3.0
ASE162AU	Automotive Battery, Starting and Charging Systems	The principles of operation, testing and diagnosis of automotive battery, starting and charging systems.	Prerequisites: A grade of C or better in ASE161, or permission of Instructor.	LEC 2.0 1.0 1.0 LAB 0.0 2.0 2.0
ASE171	Automotive Heating, Ventilation and Air Conditioning Systems	The theory and operation of automotive heating, ventilation and air conditioning systems. Training in diagnosis, service and repair of these systems.	Prerequisites: None.	L+L 3.0 7.0 7.0
ASE171AU	Automotive Heating, Ventilation and Air Conditioning Systems	The theory and operation of automotive heating, ventilation and air conditioning systems. Training in diagnosis, service and repair of these systems.	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 5.0 5.0
ASE181	Introduction to Engine Performance	An introductory course in automotive engine performance as it relates to the construction and operating principles of automotive internal combustion engines, fuel systems, ignition	Prerequisites: None.	L+L 2.0 4.0 4.0

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		systems, and the related lubrication and cooling systems.		
ASE181AU	Introduction to Engine Performance	An introductory course in automotive engine performance as it relates to the construction and operating principles of automotive internal combustion engines, fuel systems, ignition systems, and the related lubrication and cooling systems.	Prerequisites: None.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
ASE182	Fundamentals of Automotive Fuel/Air and Ignition Systems	The theory and fundamentals of automotive fuel/air delivery and ignition systems. The proper diagnosis and repair of the fuel/air delivery and ignition systems.	Prerequisites: A grade of C or better in ASE181, or permission of Instructor.	L+L 2.0 4.0 4.0
ASE182AU	Fundamentals of Automotive Fuel/Air and Ignition Systems	The theory and fundamentals of automotive fuel/air delivery and ignition systems. The proper diagnosis and repair of the fuel/air delivery and ignition systems.	Prerequisites: A grade of C or better in ASE181, or permission of Instructor.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
ASE241	Advanced Steering, Suspension and Alignment	Advanced automotive principles of suspension and steering systems. Diagnosis, service and repair procedures, with emphasis on four-wheel alignment.	Prerequisites: A grade of C or better in ASE141, or permission of Instructor.	L+L 2.0 4.0 4.0
ASE241AU	Advanced Steering, Suspension and Alignment	Advanced automotive principles of suspension and steering systems. Diagnosis, service and repair procedures, with emphasis on four-wheel alignment.	Prerequisites: A grade of C or better in ASE141, or permission of Instructor.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
ASE251	Advanced Brake Systems	The operation, diagnosis, service and repair of advanced automotive brake systems.	Prerequisites: A grade of C or better in ASE151, or permission of Instructor.	L+L 2.0 4.0 4.0

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ASE251AU	Advanced Brake Systems	The operation, diagnosis, service and repair of advanced automotive brake systems.	Prerequisites: A grade of C or better in ASE151, or permission of Instructor.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
ASE261	Automotive Electrical Diagnostics and Repair	Principles of automotive electrical diagnostics and repair.	Prerequisites: A grade of C or better in ASE162, or permission of Instructor.	L+L 2.0 4.0 4.0
ASE261AU	Automotive Electrical Diagnostics and Repair	Principles of automotive electrical diagnostics and repair.	Prerequisites: A grade of C or better in ASE162, or permission of Instructor.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
ASE262	Automotive Electronic Control Systems	Principles and operation of automotive electronics and electronic control systems.	Prerequisites: A grade of C or better in ASE261, or permission of Instructor.	L+L 2.0 4.0 4.0
ASE262AU	Automotive Electronic Control Systems	Principles and operation of automotive electronics and electronic control systems.	Prerequisites: A grade of C or better in ASE261, or permission of Instructor.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
ASE263	Hybrid Vehicle Overview	Automotive hybrid vehicle design and operation. Safety practices as suggested by manufacturers for servicing hybrid vehicle.	Prerequisites: A grade of C or better in ASE101.	L+L 2.0 4.0 4.0
ASE264	Automotive Electrical/Electronic Systems III	Designed for the advanced automotive student, this course covers the automotive computer, multiple computer systems, and automotive computer networks.	Prerequisites: A grade of C or better in ASE161 and ASE162, or permission of Instructor.	L+L 3.0 5.0 5.0
ASE265	Introduction to Electric Drive Vehicles	Designed for the advanced automotive student, this course introduces the theory and operation of electric	Prerequisites: A grade of C or better in ASE161 and ASE162,	L+L 3.0 5.0 5.0

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		vehicles including electric drive, hybrid, and fuel cell electric vehicles.	or permission of Instructor.	
ASE266	Electric/Hybrid Vehicle High Voltage Batteries	This course covers the safety, operation, testing, diagnosis, and repair of electrical and hybrid high voltage batteries.	Prerequisites: A grade of C or better in ASE161 and ASE162, or permission of Instructor.	L+L 1.0 2.0 2.0
ASE267	Electric Vehicle Operation and Diagnosis	Covers the operation and diagnosis of electric/hybrid vehicles.	Prerequisites: A grade of C or better in ASE161 and ASE162, or permission of Instructor.	L+L 3.0 5.0 5.0
ASE281	Computerized Automotive Engine Control Systems	The theory of computerized engine control systems as they relate to engine performance and emissions control.	Prerequisites: A grade of C or better in ASE261 and ASE182, or permission of Instructor.	L+L 2.0 4.0 4.0
ASE281AU	Computerized Automotive Engine Control Systems	The theory of computerized engine control systems as they relate to engine performance and emissions control.	Prerequisites: A grade of C or better in ASE182, or permission of Instructor.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
ASE282	Advanced Engine Performance Diagnosis	Diagnosis and repair of emission and engine control systems. Emphasizes the proper diagnosis, documentation, and repair of systems faults.	Prerequisites: A grade of C or better in ASE261 and ASE281, or permission of Instructor.	L+L 2.0 4.0 4.0
ASE282AU	Advanced Engine Performance Diagnosis	Diagnosis and repair of emission and engine control systems. Emphasizes the proper diagnosis, documentation, and repair of systems faults.	Prerequisites: A grade of C or better in ASE261 and ASE281, or permission of Instructor.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0

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ASE290AA	Automotive Service Internship	Automotive work experience in the automotive service industry.	Prerequisites: Permission of Department or Division.	L+L 1.0 1.0 0.0
ASE290AB	Automotive Service Internship	Automotive work experience in the automotive service industry.	Prerequisites: Permission of Department or Division.	L+L 2.0 2.0 0.0
ASE290AC	Automotive Service Internship	Automotive work experience in the automotive service industry.	Prerequisites: Permission of Department or Division.	L+L 3.0 3.0 0.0
ASE296WA	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 concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.	LAB 1.0 5.0 0.0
ASE296WB	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	LAB 2.0 10 0.0

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			<p>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 concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.</p>	
ASE296WC	Cooperative Education	<p>Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students.</p>	<p>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 concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.</p>	LAB 3.0 15 0.0

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ASE296WD	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 concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.	LAB 4.0 20 0.0
ASE298AA	Special Projects	An organized and tailored activity around the interests and needs of the individual student. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.	Prerequisites: Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ASE298AB	Special Projects	An organized and tailored activity around the interests and needs of the individual student. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.	Prerequisites: Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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ASE298AC	Special Projects	An organized and tailored activity around the interests and needs of the individual student. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.	Prerequisites: Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
ASL090AA	Speedy American Sign Language I	Introduction of techniques for communicating with deaf people using American Sign Language (A.S.L.). Expressive and receptive sign skills, manual alphabet, numbers, and basic sign vocabulary.	Prerequisites: None. ASL103 suggested but not required.	LEC 1.0 1.0 1.0
ASL090AB	Speedy American Sign Language II	Use American Sign Language (ASL) to converse about feelings, family members, other people, clothing, events according to proper tense, and to count to one hundred.	Prerequisites: A grade of C or better in ASL090AA. Completion of prerequisites within the last three years is required.	LEC 1.0 1.0 1.0
ASL101	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. ASL103 suggested as a corequisite but not required.	LEC 4.0 4.0 4.0
ASL102	American Sign Language II	Continued development of knowledge and language skills for communicating with deaf people who sign. Includes numbers, fingerspelling, and culture.	Prerequisites: A grade of C or better in ASL101 or permission of Department or	LEC 4.0 4.0 4.0

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		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.	Division. Completion of prerequisites within the last three years is required.	
ASL103	Introduction to the Deaf Community	History and development of American Sign Language (ASL) 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.	LEC 1.0 1.0 1.0
ASL105	Survey of the Interpreting Profession	Survey of the field of sign language interpreting. Overview of cultural, historical and sociological framework for the principles, ethics, roles, responsibilities, and standard practices of the interpreting profession.	Prerequisites: None.	LEC 3.0 3.0 3.0
ASL110	Fingerspelling	Introduction to fingerspelling techniques. Focus on methods, theory, and applications on receptive and expressive skills including manual alphabet production and numbers. In addition, skill development in speed, dexterity, clarity, and lexicalized fingerspelling, numeric incorporation, prefixes, suffixes, and polysyllabic words.	Prerequisites: A grade of C or better in ASL101 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
ASL200	Issues and Resources	Implications of laws pertaining to educational choices and rights of deaf, deaf-blind, and hard of hearing	Prerequisites: A grade of C or better in ASL102 or permission	LEC 3.0 3.0 3.0

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		individuals. Local, state, and national organizations, activities, and agencies affecting the deaf community.	of Department or Division. Completion of prerequisites within the last three years is required.	
ASL201	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: A grade of C or better in ASL102 or permission of Department or Division. (ENG101 or ENG107) and (CRE101 or equivalent as indicated by assessment) suggested but not required. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
ASL202	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: A grade of C or better in ASL201 or permission of Department or Division. (ENG101 or ENG107), ASL200, and (CRE101 or equivalent as indicated by assessment) suggested but not required. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0

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ASL203	American Sign Language V	Advanced study of vocabulary, classifiers, use of space, and grammatical features of American Sign Language (ASL). Includes evaluation of changes that occur in ASL as a living language. Advanced use of ASL in demonstrations, reports, and presentations	Prerequisites: A grade of C or better in ASL202. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
ASL204	Comparative Linguistics: ASL/English	A variety of topics about linguistics of American Sign Language (ASL) and English including phonology, morphology, lexicon, syntax, discourse, and language acquisition. Aspects of using sign language and how visual languages differ and are similar to spoken language.	Prerequisites: A grade of C or better in ASL202. Corequisites: ASL203. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
ASL212	Deaf Culture	Linguistic, social, educational, and political issues in deaf culture. Values and group identity issues as related to heritage and literature. Special emphasis on the cultural and philosophical attitudes shared with other minority groups.	Prerequisites: A grade of C or better in ASL202 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
ASL296WA	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	LAB 1.0 5.0 0.0

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			present job may qualify), or permission of Instructor. Corequisites: Concurrent in at least one class related to student's major or career interest, or permission of Instructor.	
ASL296WB	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: Concurrent in at least one class related to student's major or career interest, or permission of Instructor.	LAB 2.0 10.0 0.0
ASL296WC	Cooperative Education	Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome	Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6	LAB 3.0 15.0 0.0

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		related to the career objectives of the students.	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: Concurrent in at least one class related to student's major or career interest, or permission of Instructor.	
ASL296WD	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: Concurrent in at least one class related to student's major or career interest, or	LAB 4.0 20.0 0.0

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			permission of Instructor.	
ASL298AA	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.	LAB 1.0 1.0 0.0
ASL298AB	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.	LAB 2.0 2.0 0.0
ASL298AC	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	Prerequisites: Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.		
ASM104	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.	L+L 4.0 5.0 5.0
ASM265	Laboratory Methods in Archaeology	Techniques of artifact. Basic archaeological research techniques; methods of report writing.	Prerequisites: None.	L+L 4.0 4.0 4.0
ASM275	Forensic Anthropology	Survey of the role of forensic anthropologists, from the crime scene to the courtroom. Course focuses on how skeletal analysis can aid in medicolegal investigations, especially by identifying aspects of the life history of unknown individuals and by reconstructing events that took place at crime scenes. Covers both the legal aspects of forensic practice and the underlying biological basis for evidence obtained from skeletal remains. Examines applications of forensic anthropology in mass disasters, human rights investigations, and the deciphering of historic cases. Lab activities designed to illustrate techniques and principles central to the discipline.	Prerequisites: None.	L+L 4.0 5.0 5.0

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ASM282AA	Service-Learning Experience in Anthropology	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
ASM282AB	Service-Learning Experience in Anthropology	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
ASM282AC	Service-Learning Experience in Anthropology	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
ASM298AA	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. <b>COMMON COMPETENCY COURSE</b>	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ASM298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
ASM298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
AST101	Survey of Astronomy	Survey of astronomy for the nontechnical student. The history, content, and evolution of the solar system and the universe in general. Astronomical principles and instrumentation. The planets, moons, sun, comets, stars and star formation, galaxies, and cosmology.	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
AST102	Survey of Astronomy Laboratory	Astronomical observations and exercises designed to familiarize students with the sky, telescopes, and methods used in astronomy.	Prerequisites: A grade of C or better in AST101 and permission of Instructor or Department or Division.	LAB 1.0 3.0 3.0
AST106	Life in the Universe	Introduction to the search for life in the universe for the non-science major. Earth's location in space and time, nature of life, light and the spectrum, origin and history of the universe,	Prerequisites: A grade of C or better in MAT090 or MAT091 or MAT092 or completion of higher	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0

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		origin of life on Earth and the possibility of life on other planets.	level mathematics course, or satisfactory score on placement exam.	
AST107	Life in the Universe Laboratory	Astronomy, Biology, and Planetary Science laboratory.	Prerequisites: A grade of C or better in AST/GLG106 and permission of Instructor or Department or Division.	LAB 1.0 3.0 3.0
AST111	Introduction to Solar System Astronomy	Introduction to astronomy for the non-science major. The scientific method, properties of light, astronomical instruments, our Solar System and solar systems around other stars. Includes hands-on astronomical observations and laboratory exercises.	Prerequisites: A grade of C or better in MAT092 or higher, or satisfactory score on district placement exam.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
AST112	Introduction to Stars, Galaxies, and Cosmology	Introduction to astronomy for the non-science major. Structure and evolution of stars; supernovae, black holes, and quasars; nebulae; star clusters; galaxies; cosmology, including the birth and death of the universe.	Prerequisites: A grade of C or better in MAT092 or higher, or satisfactory score on district placement exam.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
AST113	Introduction to Solar System Astronomy Laboratory	Hands-on astronomical observations and exercises to supplement AST111.	Prerequisites: A grade of C or better in AST111 and permission of Instructor or Department or Division.	LAB 1.0 3.0 3.0
AST114	Introduction to Stars, Galaxies, and Cosmology Laboratory	Hands-on astronomical observations and exercises to supplement AST112.	Prerequisites: A grade of C or better in AST112 and permission of Instructor or Department or Division.	LAB 1.0 3.0 3.0

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AST282AA	Service-Learning Experience in Astronomy	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Permission of Instructor.	LAB 1.0 1.0 0.0
AST282AB	Service-Learning Experience in Astronomy	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
AST282AC	Service-Learning Experience in Astronomy	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Permission of Instructor.	LAB 3.0 3.0 0.0
AST285	Introduction to Astrodynamics	Introduction to celestial mechanics and the dynamics of spacecraft navigation. Introduction to rocket propulsion and spacecraft design. Orbital and interplanetary celestial mechanics and maneuvers. Astrophysics and characteristics of the space environment. Lab is project-based, utilizing a real-time spacecraft simulation environment.	Prerequisites: A grade of C or better in ENG101 and (PHY115 or PHY121).	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
AST294	Special Topics in Astronomy	Conceptual, experimental, and computational aspects of a special topic in astronomy.	Prerequisites: Permission of Department or Division.	LEC 3.0 3.0 3.0
AST294AA	Special Topics in Astronomy	Conceptual, experimental, and computational aspects of a special topic in astronomy.	Prerequisites: Permission of Department or Division.	LEC 2.0 2.0 2.0
AST294AB	Special Topics in Astronomy	Conceptual, experimental, and computational aspects of a special topic in astronomy.	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0
AST294AC	Special Topics in Astronomy	Conceptual, experimental, and computational aspects of a special topic in astronomy.	Prerequisites: Permission of Department or Division.	LEC 0.5 0.5 0.5
AST298AA	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		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. COMMON COMPETENCY COURSE		
AST298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
AST298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
ATC298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ATC298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
ATC298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
ATP100	Introduction to Manufacturing and Programmable Logic Controllers	Explores the origin and basic operation of programmable logic controllers (PLC) in manufacturing processes. Laboratory exercises include ladder logic programming, installation, adjustment, and testing of digital and analog sensors, signal conditioners, and basic troubleshooting concepts.	Prerequisites: None.	L+L 3.0 6.0 6.0
ATP101	Introduction to Automated Systems and Robotics	An introduction to automation, distribution systems, Automated Storage and Retrieval Systems (ASRS), and the role of the manufacturing technician. Includes general manufacturing techniques, industry standards, and statistical process control.	Prerequisites: None.	LEC 2.0 2.0 2.0
ATP105	Engineering Documentation	Analysis and interpretation of engineering documentation, common to manufacturing processes.	Prerequisites: None.	LEC 2.0 2.0 2.0
ATP106	Industrial Electrical Systems	Safety for electrical power and control systems, DC & AC circuit analysis, DC power supplies, switches and	Prerequisites: None.	L+L 3.0 6.0 6.0

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		proximity sensors, inductors and capacitors, electrical and engineering documentation & schematics, digital multimeter & oscilloscope operation, solid state relays, and industrial control transformers.		
ATP111	Mechanical Systems and Maintenance	Examination of mechanical drive systems. Includes fundamentals of direct drives, belt and pulley drives, chain drives and gear drives. Explores calculating and measuring quantities such as power, speed, torque, speed and torque reduction/amplification, and backlash. Also includes hands-on experience assembling and aligning components, testing and troubleshooting systems.	Prerequisites: None.	L+L 3.0 6.0 6.0
ATP115	Fluid Power	Fundamental industrial fluid power concepts including hydraulic and pneumatic installation, maintenance, and adjustments for the control of automated manufacturing systems.	Prerequisites: None.	L+L 3.0 6.0 6.0
ATP130	DC Circuit Analysis	Direct current (DC) electric circuits. Ohm's law, Kirchoff's laws, series, parallel and series-parallel circuits, network theorems, fundamentals of magnetism in electric circuits.	Prerequisites: None.	L+L 2.0 2.0 2.0
ATP135	AC Circuit Analysis	Alternating Current (AC) circuits containing resistance and reactance. Detailed coverage of AC circuit parameters, including theorems, impedance matching, and resonance.	Prerequisites: A grade of C or better in ATP130 or ELE100 or approval of Instructor.	L+L 2.0 3.0 3.0

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ATP150	Fluid Power 1 - Hydraulics, Pneumatics, and Vacuum Concepts	Fundamental fluid power and vacuum for industry. Pneumatic, hydraulic, and vacuum system technologies with emphasis on assembly, integration, and measurement.	Prerequisites: None.	L+L 2.0 3.0 3.0
ATP160	Programmable Logic Controllers 1 - Introduction to Ladder Logic	Introductory lecture and laboratory course explores the origin and basic operation of Programmable Logic Controllers (PLC) with laboratory exercises including wiring of hardware, ladder logic programming and basic troubleshooting concepts.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: ATP135 or ELC119 or permission of Program Director.	LEC 3.0 2.0 2.0 LAB 0.0 4.0 4.0
ATP175	Introduction to Motors and Motor Controls	Introduction to direct current and alternating current (AC) motors, types of direct current (DC) and alternation motors.	Prerequisites: A grade of C or better in (ATP130 and ATP135) or ELE111.	L+L 2.0 3.0 3.0
ATP180	Programmable Logic Controllers 2 - Human-Machine Interfaces and Function Block Programming	Advanced lecture and laboratory course builds upon the foundations covered in introductory course, covering development and documentation of advanced ladder logic and function block programming, Programmable Logic Controller (PLC) control of variable frequency devices, and the installation and programming of Human Machine Interfaces (HMI).	Prerequisites: A grade of C or better in ATP160 or permission of Program Director.	LEC 4.0 2.0 2.0 LAB 0.0 5.0 5.0
ATP190	Industrial Robotics	Introduction to industrial robotics covering topics such as safety, operation, control technology, and programming.	Prerequisites: A grade of C or better in GTC108 or higher level math course.	LEC 3.0 4.0 3.7

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ATP201	Programmable Logic Controller (PLC) Systems	Advanced lecture and laboratory course builds upon the foundations covered in introductory course, including development and documentation of advanced ladder logic and function block programming, Programmable Logic Controller (PLC) control of variable frequency devices, PLC Networks and the installation and programming of Human Machine Interfaces (HMI).	Prerequisites: A grade of C or better in (ATP100 and ATP106) or permission of Instructor.	L+L 3.0 6.0 6.0
ATP205	Electric Motors and Controls	Examination of electrical motor control, power, and protection systems. Includes fundamentals of single and three-phase power, power, control and protection circuits. Also includes variable frequency drive (VFD), silicon controlled rectifier (SCR) control, and programmable logic controller (PLC).	Prerequisites: A grade of C or better in (ATP100 and ATP106) or permission of Instructor.	L+L 3.0 6.0 6.0
ATP210	Process Control	Introduction to instrumentation and control systems for wet type (continuous product) and dry type (discrete product) production systems. Includes process control concepts, instrumentation tag information, piping and instrumentation diagrams, level and flow sensing devices, Proportional-Integral-Derivative (PID) controllers, Programmable Logic Controllers (PLC), and final control elements.	Prerequisites: A grade of C or better in (ATP100 and ATP106) or permission of Instructor.	L+L 3.0 6.0 6.0

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ATP215	Automation System Integration	Capstone course regarding the implementation of the planning, construction, adjustment, and testing of an industrial control system needed for the development of a functional automated system.	Prerequisites: A grade of C or better in (ATP201 and ATP205 and ATP210) or permission of Instructor.	L+L 3.0 6.0 6.0
ATP296WA	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 concurrent in at least one class which is related to student`s major or career interest or with permission of the Instructor.	LAB 1.0 5.0 0.0
ATP296WB	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	LAB 2.0 10.0 0.0

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			<p>career goals (student's present job may qualify) or permission of Instructor.                      Corequisites: Must be concurrent in at least one class which is related to student`s major or career interest or with permission of the Instructor.</p>	
ATP296WC	Cooperative Education	<p>Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students.</p>	<p>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 concurrent in at least one class which is related to student`s major or career interest or with permission of the Instructor.</p>	LAB 3.0 15.0 0.0
ATP296WD	Cooperative Education	<p>Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome</p>	<p>Prerequisites:                      Completion of at least twelve (12) college</p>	LAB 4.0 20.0 0.0

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		related to the career objectives of the students.	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 concurrent in at least one class which is related to student`s major or career interest or with permission of the Instructor.	
ATP298AA	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.	LAB 1.0 1.0 0.0
ATP298AB	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	Prerequisites: Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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.		
ATP298AC	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.	LAB 3.0 3.0 0.0
AUT097	General Automotive Maintenance	A study of automotive systems operation and maintenance for the consumer. Purchasing service for cars and performing minor maintenance	Prerequisites: None.	LEC 3.0 3.0 3.0
AUT101	Internal Combustion Engines Theory	Study of construction and operating principles of internal combustion engines and related lubrication, cooling, fuel, and electrical systems	Prerequisites: None.	LEC 3.0 3.0 3.0
AUT101AA	Internal Combustion Engines Theory	Study of construction and operating principles of internal combustion engines and related lubrication, cooling, fuel, and electrical systems	Prerequisites: None.	L+L 3.0 4.0 4.0
AUT103AA	Automotive Electrical Systems	Basic principles and fundamentals of automotive electricity and electrical	Prerequisites: None.	L+L 6.0 10.0 10.0

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		systems. Training in diagnosis, service and reconditioning procedures of automotive starting, charging, ignition, and electrical circuits and components		
AUT103AB	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 schematics; 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.	L+L 4.0 7.0 7.0
AUT103BD	Ignition Systems	Diagnosis, service, and reconditioning procedures for automotive ignition systems	Prerequisites: Permission of Instructor.	LEC 1.0 1.0 1.0
AUT103DA	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.	L+L 1.1 2.0 2.0
AUT103DB	Automotive Batteries	Study of automotive batteries. Diagnosis, testing, service, and repair of batteries and related circuits covered	Prerequisites: A grade of C or better in AUT103DA or permission of Instructor.	L+L 0.6 1.0 1.0

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AUT103DC	Automotive Charging Systems	The diagnosis, testing, service, and repair of charging systems and related components	Prerequisites: A grade of C or better in AUT103DA or permission of Instructor.	L+L 0.9 1.5 1.5
AUT103DD	Automotive Starting Systems	Covers the starting motor systems used on modern automotive vehicles including light duty trucks. Diagnosis, testing, service, and repair of starting systems and related components covered.	Prerequisites: A grade of C or better in AUT103DA or permission of Instructor.	L+L 0.6 1.12 1.12
AUT103DE	Automotive Lighting, Indicator, and Warning Circuits	Covers the operation of, diagnosis and repair of common automotive lighting, instrumentation, and warning device circuits used on the automobile.	Prerequisites: A grade of C or better in AUT103DA or permission of Instructor.	L+L 0.8 1.37 1.37
AUT104AA	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: A grade of C or better in AUT103AA or AUT103AB or permission of Instructor.	L+L 3.0 5.0 5.0
AUT105AA	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: A grade of C or better in (AUT103AA and AUT104AA) or permission of Instructor.	L+L 3.0 5.0 5.0
AUT106AA	Engine Overhaul and Reconditioning	Diagnostic and service skills essential to service and repair automotive	Prerequisites: None.	L+L 4.0 8.0 8.0

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		internal combustion engines. Includes valve guide, seat reconditioning, cylinder block, piston, rod and crankshaft service		
AUT106AC	Engine Overhaul and Reconditioning: Heads and Valves	Diagnostic and service skills essential to service and repair of the cylinder head and valve train of contemporary automotive engines. Includes valve, guide, and seat reconditioning and service. Does not include block and crankshaft service	Prerequisites: A grade of C or better in AUT103AA or permission of Instructor.	L+L 3.0 5.0 5.0
AUT106AD	Engine Overhaul and Reconditioning Block and Crankshaft	Diagnostic and service skills related to cylinder block, piston, rod and crankshaft service. Includes honing, boring and crankshaft reconditioning as well as piston and ring service. Does not include cylinder head and valve work.	Prerequisites: None.	L+L 3.0 5.0 5.0
AUT107AA	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.	L+L 3.0 5.0 5.0
AUT107AC	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.	L+L 3.0 6.0 6.0
AUT107AD	Automotive Air Conditioning	The theory and principles of refrigeration and air conditioning. Training in diagnosis, servicing, and reconditioning procedures of	Prerequisites: A grade of C or better in AUT103AA.	L+L 4.0 7.0 7.0

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		automotive air conditioning systems including electronic system controls.		
AUT108AB	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.	L+L 4.0 7.0 7.0
AUT109AA	Automotive Brake Systems	The fundamentals and principles of hydraulics and automotive braking systems. Diagnosis, service, and reconditioning procedures of automotive braking systems	Prerequisites: None.	L+L 3.0 5.0 5.0
AUT109AC	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.	L+L 4.0 7.0 7.0
AUT110AC	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.	L+L 4.0 7.0 7.0
AUT123	Automatic Transmissions	Theory of operation and servicing procedures for current automatic transmissions.	Prerequisites: A grade of C or better in (AUT103AA and AUT104AA) or permission of Instructor.	LEC 6.0 4.0 4.0 LAB 0.0 6.0 6.0
AUT123AA	Automatic Transmissions	Theory of operation and servicing procedures for current domestic automatic transmissions; includes	Prerequisites: None.	L+L 4.0 8.0 8.0

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		diagnostics and testing of mechanical, electrical, and hydraulic components		
AUT130	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.	L+L 4.0 7.0 7.0
AUT203	Electrical Accessories	Theory and principles of wiring diagrams, accessories circuits, turn signals, and warning systems. Circuit trouble-shooting and service of gauges, indicators, power windows and seats, deck latches, and windshield wipers. Computerized electronic devices.	Prerequisites: A grade of C or better in AUT103AA or permission of Instructor.	L+L 3.0 5.0 5.0
AUT210	Automotive Emission Systems	Automotive emissions control systems and methods of emissions measurement. Diagnostic practices as suggested by the manufacturers and the related service of emissions control devices	Prerequisites: A grade of C or better in (AUT103AA and AUT104AA) or permission of Instructor.	LEC 3.0 3.0 3.0
AUT210AA	Automotive Emission Systems	Automotive emissions control systems and methods of emissions measurement. Diagnostic practices as suggested by the manufacturers and the related service of emissions control devices	Prerequisites: A grade of C or better in (AUT103AA and AUT104AA) or permission of Instructor.	L+L 3.0 5.0 5.0
AUT215AA	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,	Prerequisites: A grade of C or better in AUT103AA or AUT103AB or	L+L 4.0 7.0 7.0

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		advanced lighting circuits and instrumentation, and chassis electronic control systems. Includes training in diagnosis, testing, service, and repair.	permission of Instructor.	
AUT233	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: A grade of C or better in AUT103AB and AUT104AA or permission of Instructor.	L+L 3.0 5.0 5.0
AUT240	Hybrid Vehicle Overview	Automotive hybrid vehicle design and operation. Safety practices as suggested by manufacturers for servicing hybrid vehicles.	Prerequisites: A grade of C or better in AUT130.	L+L 2.0 3.0 3.0
AUT282AA	Service-Learning Experience in Automotive	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
AUT282AB	Service-Learning Experience in Automotive	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
AUT282AC	Service-Learning Experience in Automotive	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
AVT298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
AVT298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
AVT298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
BAW102	Aesthetics Essentials	Introduction to the field of aesthetics including application of theory and skills to deliver an effective skin care facial treatment and client pre and post	Prerequisites: None.	L+L 4.0 8.0 8.0

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		consultations. Focus on effective client communication, interpersonal skills, sanitation, Arizona laws, client care, and facial care.		
BAW104	Hair Essentials I	Introduction to the basic theory and procedures in cosmetology hair essentials.	Prerequisites: None.	L+L 4.0 8.0 8.0
BAW106	Hair Essentials II	Hair-shaping techniques and chemical application procedures in cosmetology hair essentials.	Prerequisites: None.	L+L 4.0 8.0 8.0
BAW110	Advanced Aesthetics	Theory and application of advanced skin care modalities, resurfacing, and cosmetic chemistry. Hair removal techniques, makeup application, and an introduction to body treatments is also included. Application of theory and skills through treatment services provided to the public. Focus on communication and documentation to create customized treatment plans and product recommendations for clients that follow all safety and infection control procedures in compliance with the Arizona Board of Cosmetology (AZBOC).	Prerequisites: None.	L+L 4.0 8.0 8.0
BAW112	Hair Essentials	Focus on the competencies of the Cosmetologist and the Hair Stylist Certificate Programs and the Arizona State Board of Cosmetology as an introduction to the basic theory and procedures in Cosmetology Hair Essentials.	Prerequisites: None.	L+L 7.0 17.0 17.0

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BAW114	Student Salon I	Introduction to Cosmetology Student Salon operations and client services in the Cosmetology Clinic. Focus on application of skills learned in the classroom on live and mock clients.	Prerequisites: None.	L+L 4.0 8.0 8.0
BAW115	Aesthetics Mastery	Focus on theories and performance of comprehensive professional aesthetics treatments for the public including communication and documentation to create customized treatment plans and product recommendations for clients that follow all safety and infection control procedures in compliance with the Arizona Board of Cosmetology (AZBOC). Overview of business planning and employment in the field including marketing, job search strategies, professional development, and self promotion. AZBOC examination licensure preparation.	Prerequisites: None.	L+L 4.0 8.0 8.0
BAW116	Student Salon II	Continuation of student salon with a focus on real life scenarios to serve a client and/or become a future business owner in the beauty industry.	Prerequisites: A grade of C or better in BAW114.	L+L 4.0 8.0 8.0
BAW118	Hair Stylist State Licensure	Preparation for the written and practical examinations for Arizona State Board of Cosmetology licensure as related to hairstyling. Focus on Arizona State testing procedures for the written and practical examinations, as well as applicable Arizona State laws for a Hairstylist. Final salon business practices and services.	Prerequisites: None.	L+L 4.0 8.0 8.0

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BAW119	Nail Essentials	Introduction to nail services in the beauty industry. Focus on knowledge and skills of providing nail services on actual clients in a salon setting.	Prerequisites: None.	L+L 4.0 8.0 8.0
BAW212	Skin Essentials	Introduction to skin services in the beauty industry. Focus on knowledge and skills of providing skin services on actual clients in a salon setting.	Prerequisites: None.	L+L 4.0 8.0 8.0
BAW214	Student Salon III	Focus on application of cosmetology skills learned in the live salon setting to perform services with limited instructor assistance. Industry readiness and preparation to perform services in the chosen field of expertise after licensure with Arizona State Board of Cosmetology.	Prerequisites: A grade of C or better in BAW116.	L+L 4.0 8.0 8.0
BAW218	Cosmetology State Licensure	Preparation for the written and practical examinations for Arizona State Board of Cosmetology licensure. Focus on Arizona State testing procedures for the written and practical examinations, as well as Arizona State laws for a cosmetologist. Final salon business practices and services.	Prerequisites: None.	L+L 4.0 8.0 8.0
BAW298AA	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	Prerequisites: Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		aspects of independent study and individualized learning to be combined to maximize student development.		
BAW298AB	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.	LAB 2.0 2.0 0.0
BAW298AC	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.	LAB 3.0 3.0 0.0
BHS105	Introduction to Human Relations	Introduction to the field of Behavioral Health Professionals including exposure to basic counseling skills	Prerequisites: None.	LEC 2.0 2.0 2.0
BHS150	Introduction to Behavioral Health and Social Services	Survey of the behavioral health and social services professions, including	Prerequisites: None.	LEC 3.0 3.0 3.0

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		scope of practice and training requirements. Exploration of employment opportunities in the field and self-assessment/academic planning for a career in mental health. Overview of mental health disorders and first responder skills in a mental health crisis situation.		
BHS152	Communication Skills in Counseling II	Application 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: A grade of C or better in BHS165.	LEC 3.0 3.0 3.0
BHS155	Professional Resiliency and Well-Being	Exploration of building human resilience and well-being to prevent burnout, traumatic stress, and compassion fatigue for social services and mental health professionals, healthcare providers, emergency first responders, and other relationship-intense occupations. Causes, symptoms, and effects of traumatic stress, burnout compassion fatigue and other work-related stress. Focus on enhancing quality of life and improving a healthy lifestyle by incorporating evidenced-based practices in psychological and emotional resilience training, cognitive behavioral therapy, mindfulness, positive psychology,	Prerequisites: None.	LEC 1.0 1.0 1.0

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		prevention, peer support, and self-care, including nutrition, exercise, and sleep.		
BHS160	Ethical, Legal and Professional Issues in Behavioral Health and Social Service	Explores relevant ethical, legal, and professional issues inherent in the behavioral health and social services field, including expectations of and limitations on providers. Key areas of inquiry include boundaries and dual relationships, mandated reporting, confidentiality, scope of practice, beneficence and non-maleficence, rights and responsibilities, professional relationships, and credentialing/regulating agencies.	Prerequisites: None.	LEC 3.0 3.0 3.0
BHS165	Applied Therapeutic Communication Skills	Theory and practice of communication skills to establish and maintain effective helping relationships and enhance the therapeutic alliance. Emphasis on verbal communication, nonverbal communication, paraverbal communication, rapport building, empathetic and active listening skills, resolving interpersonal conflicts, appropriate feedback, and developing and maintaining personal and professional relationships.	Prerequisites: None.	LEC 3.0 3.0 3.0
BHS168	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.	LEC 2.0 2.0 2.0

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BHS170	Case Management and Clinical Documentation	Overview and application of the principles, practices, and function of case management in human services. Case management service delivery and coordination for clients with psychological, developmental, and psychiatric and comorbid medical conditions. Documentation techniques necessary to maintain clinical records in a variety of behavioral healthcare settings.	Prerequisites: None.	LEC 3.0 3.0 3.0
BHS175	Introduction to Trauma-Informed Care and Trauma-Focused Caregiving	Comprehensive overview of various types of trauma, neurobiological effects of traumatic stress, and ethics associated in working with a trauma survivor. Concepts and skills needed to become a fully functioning trauma-informed caregiver professional in the mental health and primary care setting.	Prerequisites: None.	LEC 3.0 3.0 3.0
BHS180	Child, Family, and Adult Advocacy	The role of advocacy in relation to multiple systems affecting children, families, and adults. Emphasis on identifying appropriate supports, community resources, and "wrap-around" services to help foster healthy family and child development, adult recovery, and social welfare.	Prerequisites: None.	LEC 3.0 3.0 3.0
BHS185	Cultural Competence in Behavioral Health	Exploration of cultural diversity and its potential impact on behaviors, emotions, cognitions and perceptions, relationships, and values. Intercultural communication skills through the examination of cultural and racial	Prerequisites: None.	LEC 3.0 3.0 3.0

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		diversity, sexual and gender identity, social justice, and religious and spiritual diversity. Consideration of its implications for the therapeutic process and the importance of self-awareness and effective communication skills for professionals in the behavioral health and social sciences.		
BHS190	Professional Portfolio: Supervised Practice In Behavioral Health and Social Services	Firsthand work experience in mental health, social service or a related behavioral healthcare provider setting. 80 hours of designated volunteer or paid work.	Prerequisites: A grade of C or better in BHS150, BHS155, and BHS160, and permission of Department or Division.	L+L 3.0 15.0 0
BHS205	Therapeutic Models and Interventions in Individual Therapy	Introduction to the major evidence-based therapeutic models and interventions in social and behavioral sciences. Defines the key concepts, techniques and procedures of each theoretical model.	Prerequisites: None.	LEC 3.0 3.0 3.0
BHS210	Addictions, Substance Use Disorders, and Relapse Prevention	An introduction to the historical and current developments in the field of addictions, as well as sociological, psychological and physiological aspects of addictive behaviors and substance abuse. Introduces contemporary treatment methods within addiction practice, including self-help groups, levels of care, symptom identification, and models of prevention and intervention.	Prerequisites: None.	LEC 3.0 3.0 3.0

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BHS215	Therapeutic Models and Intervention in Group Therapy	Evaluate and demonstrate the methods and techniques for influencing change in group settings.	Prerequisites: None.	LEC 3.0 3.0 3.0
BHS216	Group Process	Evaluate and demonstrate the methods and techniques for influencing change in group settings.	Prerequisites: A grade of C or better in BHS151 or permission of Department or Division.	LEC 3.0 3.0 3.0
BHS220	Introduction to Integrated Behavioral Healthcare	Introduction to key concepts related to the provision of integrated health care services, as well as role of wellness and prevention in community health services. The course will introduce students to the theory and clinical practice of integrated behavioral health in primary care, as well as evidence-based approaches to promote wellness in individuals and communities.	Prerequisites: None.	LEC 3.0 3.0 3.0
BHS230	Crisis and Trauma Stabilization	Theoretical and applied foundation designed for behavioral health service providers working with people in crisis. Examines the phenomena and dynamics of crises and emergencies, as well as the related strategies/modalities.	Prerequisites: None.	LEC 3.0 3.0 3.0
BHS235	Emergency Mental Health Crisis Response and Recovery	Comprehensive study of natural and human-caused disasters and their effects on the trauma survivor. Introduction to basic emergency mental health interventions to help stabilize those experiencing crisis following critical incident disasters.	Prerequisites: None.	LEC 3.0 3.0 3.0

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BHS251	Harm Reduction in Addiction, Substance Use, and Social Services	Introduction to harm reduction principles, policies, programs, and practices that aim to reduce the adverse health, social and economic consequences of the use of legal and illegal drugs. This course will introduce behavioral health and social service providers as well as paraprofessional counselors to the theory and practice of harm reduction strategies in addiction, social service, and community settings.	Prerequisites: None.	LEC 3.0 3.0 3.0
BHS255	Health and Wellness Coaching in Professional Resiliency	Comprehensive overview of the art, science, and role of coaching and teaching resiliency for the following issues: personal and work-related stress, burnout, traumatic stress, and compassion fatigue. Develop pedagogical techniques and practical application of evidence-based interventions in biobehavioral self-regulation, mindfulness, cognitive restructuring, positive psychology, peer support, and holistic self-care. Designed to develop skills as a health and wellness coach in professional resiliency for enhancing health and quality of life.	Prerequisites: A grade of C or better in BHS155.	LEC 3.0 3.0 3.0
BHS260	Case Report Writing	Terminology, technical forms and techniques of observation necessary to create and maintain records.	Prerequisites: A grade of C or better in BHS165 or permission of Department or Division.	LEC 1.0 1.0 1.0

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BHS262	Behavioral Health Service Techniques for the Elderly	Specific counseling skills and appropriate intervention strategies for working with the elderly. Focus on the particular psychological, sociological and physical problems of this age group.	Prerequisites: A grade of C or better in ASD102, or BHS152, or permission of Department or Division.	LEC 3.0 3.0 3.0
BHS263	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: A grade of C or better in BHS260.	LEC 1.0 1.0 1.0
BHS265	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.	LEC 2.0 2.0 2.0
BHS266	Violence and Abuse Services	Techniques, strategies, and treatment modalities necessary for the helping professional working with the victims and perpetrators of violence and abuse.	Prerequisites: None.	LEC 3.0 3.0 3.0
BHS267	Introduction to Play Therapy	Exploration and application of therapeutic play techniques and strategies for the helping professional working with children.	Prerequisites: A grade of C or better in (BHS105 and BHS165) or permission of Department or Division.	LEC 3.0 3.0 3.0
BHS268	Grief And Bereavement Issues	Exploration of topics related to the development of helping professionals involved with loss, bereavement, and grief work	Prerequisites: None.	LEC 2.0 2.0 2.0

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BHS269	Grief Support Techniques	Techniques, strategies, and treatment modalities necessary for the helping professional working with the bereaved and others affected by traumatic loss.	Prerequisites: None.	LEC 3.0 3.0 3.0
BHS271	Developmental Disabilities Assistance Training	Introduction to the field of developmental disability assistance. Also includes common causes of developmental disabilities, treatments and other behavioral conditions that may affect such individuals.	Prerequisites: None.	LEC 30 3.0 3.0
BHS272	Child and Adolescent Mental Health and Interventions	Strategies for training and reinforcing positive interaction with children. Covers behavior management strategies and techniques to prevent behavioral problems, replace behaviors and manage consequences.	Prerequisites: None.	LEC 3.0 3.0 3.0
BHS275	Infant and Early Childhood Mental Health	Foundational knowledge of mental health during infancy and early childhood. Exploration of social-emotional development and relational influences on mental health. Emphasis on identifying early warning signs, making appropriate referrals, and employing a multidisciplinary child and family team approach to services.	Prerequisites: None.	LEC 3.0 3.0 3.0
BHS278	Recovery Coaching	Recovery based mental health treatment plans and processes. Recovery based concepts, barriers, principles, practices, and environments. Organizational support, expectations, and activities related to mental health issues and recovery in	Prerequisites: A grade of C or better in BHS105.	LEC 3.0 3.0 3.0

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		the work setting. Planning techniques, learning styles, participation methods, and problem behavior due to mental health issues in the workplace		
BHS281	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: A grade of C or better in BHS105 or permission of Department or Division.	LEC 3.0 3.0 3.0
BHS298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
BHS298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
BHS298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
BIO100	Biology Concepts	Introductory course covering basic principles and concepts of biology. Methods of scientific inquiry and behavior of matter and energy in biological systems are explored.	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
BIO101	Introduction to Human Genetics for Non-Majors	Study of inheritance in humans, at the organismal, cellular and molecular levels. Includes exploration of gene expression, isolation and manipulation of DNA, Mendelian genetics, pedigree analysis, as well as chromosomal abnormalities and genetic diseases.	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
BIO102	Cells to Systems: An Introduction to Biology for Non-Majors	Study of living things. Builds from basic molecular components to structure and physiology of cells and organ systems of animals and plants.	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0

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BIO105	Environmental Biology	Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students` expense.	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
BIO106	Biotechnology and Society I	Introduction to biotechnology and its impact on society. Covers applications, limitations, benefits, risks, and legal and moral issues associated with biotechnology	Prerequisites: None.	LEC 3.0 3.0 3.0
BIO107	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.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
BIO108	Plants and Society	A global study of plants in relation to humans; as a source of food, fiber, drugs, and other products; for aesthetic value, survival, and energy	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
BIO109	Natural History of the Southwest	Study of the common plants and animals of the Southwest including their distribution, adaptation, behavior, and ecology. Introduction to basic field and laboratory techniques used in the study of natural history. Specific field problems presented dealing with plant and animal analysis and ecological interrelationships.	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
BIO111	Microbes and Society	Examination of the science of microbes and the impact of microbes on human affairs. Topics include principles of microbial diversity, cell	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0

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		structure, growth and reproduction, global processes, disease, and prevention of disease.		
BIO145	Marine Biology	A survey of marine environments and their biotic communities with emphasis on the natural history of marine organisms	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
BIO149AF	Field Biology: Natural History of the Grand Canyon	Survey of plants and animals of the Grand Canyon emphasizing ecological relationships and adaptational biology. Human activities in and impact upon the Canyon's ecosystems from prehistoric times to present considered. Course consists of on-campus lectures and 7-day raft trip through inner gorge of the Grand Canyon	Prerequisites: None.	LAB 1.0 7.0 1.0
BIO149AH	Field Biology: Marine Biology in Mexico	Introduction to marine experiments, marine biology, and ecology. On-site field experience in Mexico. Emphasis on observation and study of marine organisms along the shore.	Prerequisites: Permission of Instructor.	L+L 1.0 1.34 1.34
BIO149AI	Biology: Tropical Biology/ Costa Rica	A 14-day study of different tropical life zones, including hot wet jungle, hot dry jungle, and cloud forest. Emphasis on unusual plant and animal interactions, tropical ecology, and adaptations. Topics include diversity, competition, epiphytes, parasites, pollinators, reproductive strategies, and zonation. Field sites located in national parks of Costa Rica. Living	Prerequisites: None.	LAB 2.0 14.0 2.0

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		conditions not developed but comfortable. Daily hikes required.		
BIO149AK	Field Biology: Ecological and Environmental Field Experience	Field expeditions in which ecological and environmental principles and concepts are observed and studied.	Prerequisites: None.	LAB 1.0 7.0 1.0
BIO149AL	Field Biology: Ecological and Environmental Field Experience	Field expeditions in which ecological and environmental principles and concepts are observed and studied.	Prerequisites: None.	LAB 2.0 14.0 2.0
BIO149AM	Field Biology: Ecological and Environmental Field Experience	Field expeditions in which ecological and environmental principles and concepts are observed and studied	Prerequisites: None.	LAB 3.0 21.0 1.0
BIO149AN	Field Biology: Ecological and Environmental Field Experience	Field expeditions in which ecological and environmental principles and concepts are observed and studied	Prerequisites: None.	LAB 4.0 28.0 1.0
BIO149SV	Field Biology: Ecological and Environmental Field Experience	Field expeditions in which ecological and environmental principles and concepts are observed and studied.	Prerequisites: None.	L+L 1.0 1.34 1.34
BIO156	Introductory Biology for Allied Health	An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetics.	Prerequisites: A grade of C or better in RDG100 or RDG100LL or higher or eligibility for CRE101 as indicated by appropriate reading placement test score. One year of high school or one-semester of college level chemistry is strongly recommended.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
BIO156XT	Introductory Biology for Allied Health	An introductory biology course for allied health majors with an emphasis on humans. Topics include	Prerequisites: A grade of C or better in RDG100 or	LEC 4.0 3.0 3.0 LAB 0.0 4.0 4.0

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		fundamental concepts of cell biology, histology, microbiology, and genetics.	RDG100LL or higher or eligibility for CRE101. One year of high school or one-semester of college level chemistry is strongly recommended.	
BIO160	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.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
BIO171	Introduction to Good Manufacturing Practices(GMP)-Regulated Manufacturing	Course is designed to provide individuals with an overview of Good Manufacturing Practices (GMP), their application in a variety of industries and the opportunities for in such fields.	Prerequisites: None.	LEC 3.0 3.0 3.0
BIO173	Basic Instrumentation and Lab Math	Introductory course covering basic equipment, measurements, and calculations used in biotechnology laboratories.	Prerequisites: None. BIO156 or BIO181 recommended.	LEC 1.0 1.0 1.0
BIO174	BioSafety	General laboratory safety, hazardous chemical use and disposal, biohazardous material use and disposal, biosafety procedures, and radiation safety.	Prerequisites: None.	LEC 1.0 1.0 1.0
BIO175	Research Methods in Biology	Fundamentals of planning and conducting biological experiments, including ones that simultaneously vary multiple experimental variables.	Prerequisites: None. BIO156 or BIO181 recommended.	L+L 1.0 2.0 2.0

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		Subsequent analysis, interpretation, and reporting of results.		
BIO181	General Biology (Majors) I	The study and principles of structure and function of organisms at the molecular and cellular levels. A detailed exploration of the chemistry of life, the cell, and genetics.	Prerequisites: A grade of C or better in RDG100 or RDG100LL or higher or eligibility for CRE101. One year of high school or one semester of college-level biology and chemistry is strongly recommended.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
BIO181XT	General Biology (Majors) I	The study and principles of structure and function of organisms at the molecular and cellular levels. A detailed exploration of the chemistry of life, the cell, and genetics.	Prerequisites: A grade of C or better in RDG100 or RDG100LL or higher or eligibility for CRE101. One year of high school or one semester of college-level biology and chemistry is strongly recommended.	LEC 4.0 3.0 3.0 LAB 0.0 4.0 4.0
BIO182	General Biology (Majors) II	The study and principles of structure and function of living things at cellular, organismic, and higher levels of organization. A detailed exploration of the mechanisms of evolution, biological diversity, biology of organisms, and ecology.	Prerequisites: A grade of C or better in BIO181 or BIO181XT.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0

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BIO182XT	General Biology (Majors) II	The study and principles of structure and function of living things at cellular, organismic, and higher levels of organization. A detailed exploration of the mechanisms of evolution, biological diversity, biology of organisms, and ecology.	Prerequisites: A grade of C or better in BIO181 or BIO181XT.	LEC 4.0 3.0 3.0 LAB 0.0 4.0 4.0
BIO192	Recitation in Biology	Discussion, guided practice and problem solving related to a topically focused area of biology.	Prerequisites: None. Corequisites: Any 100-level BIO Biology course or permission of Instructor.	L+L 1.0 1.0 1.0
BIO194AA	Special Topics in Biology	Conceptual and research basis of a current topic in biology.	Prerequisites: Permission of Instructor.	LEC 1.0 1.0 1.0
BIO194AB	Special Topics in Biology	Conceptual and research basis of a current topic in biology. Includes integrated laboratory and/or field applications of related methodologies.	Prerequisites: Permission of Instructor.	L+L 1.0 2.0 2.0
BIO194AC	Special Topics in Biology	Conceptual and research basis of a current topic in biology. Includes laboratory and/or field applications of related methodologies.	Prerequisites: Permission of Instructor.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
BIO195AA	Principles and Practice of Scientific Research	Students will learn the use of the scientific method; how, why and where research is conducted; the ethical protocol in the scientific process; how peer review works, and how to formulate scientifically testable hypotheses and design supporting experiments. Students will apply the scientific method in laboratory and/or field research projects, will learn and	Prerequisites: A grade of C or better in (BIO181 or CHM151 or PHY111) or permission of Instructor.	L+L 1.0 2.0 2.0

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		use appropriate laboratory techniques, and will communicate research design, data collection, and data interpretation in conventional scientific formats.		
BIO195AB	Principles and Practice of Scientific Research	Students will learn the use of the scientific method; how, why and where research is conducted; the ethical protocol in the scientific process; how peer review works, and how to formulate scientifically testable hypotheses and design supporting experiments. Students will apply the scientific method in laboratory and/or field research projects, will learn and use appropriate laboratory techniques, and will communicate research design, data collection, and data interpretation in conventional scientific formats.	Prerequisites: A grade of C or better in (BIO181 or CHM151 or PHY111) or permission of Instructor.	L+L 2.0 4.0 4.0
BIO195AC	Principles and Practice of Scientific Research	Students will learn the use of the scientific method; how, why and where research is conducted; the ethical protocol in the scientific process; how peer review works, and how to formulate scientifically testable hypotheses and design supporting experiments. Students will apply the scientific method in laboratory and/or field research projects, will learn and use appropriate laboratory techniques, and will communicate research design, data collection, and data interpretation in conventional scientific formats.	Prerequisites: A grade of C or better in (BIO181 or CHM151 or PHY111) or permission of Instructor.	L+L 3.0 6.0 6.0

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BIO201	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: (A grade of C or better in BIO156 or BIO156XT or BIO181 or BIO181XT or one year of high school biology) and a grade of C or better in RDG100 or RDG100LL or higher or eligibility for CRE101. CHM130 or higher or one year of high school chemistry suggested but not required.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
BIO201XT	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: (A grade of C or better in BIO156 or BIO156XT or BIO181 or BIO181XT or one year of high school biology) and a grade of C or better in RDG100 or RDG100LL or higher or eligibility for CRE101 as indicated by reading placement test score. CHM130 or higher or one year of high school chemistry suggested but not required.	LEC 4.0 3.0 3.0 LAB 0.0 4.0 4.0

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BIO202	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 or BIO201XT.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
BIO205	Microbiology	Study of microorganisms and their relationship to health, ecology, and related fields.	Prerequisites: (A grade of C or better in BIO156 or BIO156XT or BIO181 or BIO181XT or one year of high school biology) and a grade of C or better in RDG100 or RDG100LL or higher or eligibility for CRE101. CHM130 or higher or one year of high school chemistry suggested but not required.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
BIO208	Nucleic Acid Methods	Intensive introduction to laboratory methods for the isolation, purification, manipulation analysis and quantification of nucleic acids.	Prerequisites: A grade of C or better in [BIO156 or BIO181 and (BIO173 and BIO175)], or permission of Instructor.	L+L 3.0 6.0 6.0
BIO209	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	Prerequisites: A grade of C or better in [BIO181 or BIO156 and (BIO173 and	L+L 3.0 6.0 6.0

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		recovery, purification and characterization of these molecules.	BIO175)] or permission of Instructor.	
BIO210	Advanced Lab Instrumentation	Provides training in the principles, operation and interpretation of data from laboratory instrumentation.	Prerequisites: A grade of C or better in BIO208, or BIO209, or permission of Instructor.	L+L 3.0 6.0 6.0
BIO211AA	Biotechnology Seminar: Biomedical Applications	Special topics in biotechnology with an emphasis on current issues not covered in other life science courses	Prerequisites: None.	LEC 1.0 1.0 1.0
BIO211AB	Biotechnology Seminar: Laboratory Protocol	Special topics in biotechnology with an emphasis on current issues not covered in other life science courses	Prerequisites: A grade of C or better in BIO211AA or permission of Instructor.	LEC 1.0 1.0 1.0
BIO211AE	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.	LEC 1.0 1.0 1.0
BIO212AA	Biotechnology I	Intensive introduction to biotechnology, including media and solution preparation, routine manipulations of DNA, structural properties of DNA, and regulation of gene expression.	Prerequisites: A grade of C or better in BIO181 or BIO247 or Corequisites: BIO181 or BIO247 or permission of Instructor.	LEC 5.0 3.0 3.0 LAB 0.0 6.0 6.0
BIO212AB	Biotechnology II	Intensive introduction to biotechnology, including protein biochemistry, techniques for handling and purifying proteins, recombinant deoxyribonucleic acid (DNA), sequencing deoxyribonucleic acid (DNA), testing deoxyribonucleic acid (DNA) fragments for promoter	Prerequisites: A grade of C or better in BIO212AA.	LEC 5.0 3.0 3.0 LAB 0.0 6.0 6.0

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		activity and analysis of deoxyribonucleic acid (DNA) for open reading frames, promoters, and homology		
BIO212AC	Biotechnology III	Intensive introduction to biotechnology, including techniques for working with proteins, especially antibodies. Testing for presence of and purifying antibodies. Techniques for working with eukaryotic cells	Prerequisites: A grade of C or better in BIO212AB.	LEC 5.0 3.0 3.0 LAB 0.0 6.0 6.0
BIO213	Biotechnology Refresher	Opportunity for students who need more practice with biotechnology laboratory techniques to review their skills.	Prerequisites: A grade of C or better in (BIO208 or BIO209 or BIO212AA or BIO212BA) and permission of Program Director.	L+L 2.0 6.0 6.0
BIO215AB	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: A grade of C or better in (BIO208 or BIO209 or BIO213) and permission of Program Director.	LAB 2.0 2.0 0.0
BIO215AC	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: A grade of C or better in (BIO208 or BIO209 or BIO213) and permission of Program Director.	LAB 3.0 3.0 0.0

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BIO220	Biology of Microorganisms	Detailed study of microbial cells, their structure, genetics, physiology and taxonomy.	Prerequisites: A grade of C or better in BIO181. Corequisites: (CHM152 and CHM152LL) or (CHM154 and CHM154LL).	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
BIO234	Fundamental Evolutionary Biology	Fundamentals of evolutionary theory including natural selection, adaptation, species concepts, speciation, extinction, basics of phylogenetics, molecular and population genetics, and the evolution of sex and sociality.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: BIO182 or permission of Instructor.	LEC 3.0 3.0 3.0
BIO240	General Genetics	Intensive introduction to the field of genetics including historical perspective, Mendelian insights and patterns of inheritance, exceptions to expected Mendelian ratios, quantitative genetics, non-Mendelian inheritance, pedigree analysis, molecular levels of gene expression, genetic control of metabolic pathways, analytic dissection of molecular mechanisms behind DNA replication, transcription, translation, and gene regulation in both prokaryotes and eukaryotes, population genetics, genetics of behavior, and genetics of evolution and speciation	Prerequisites: A grade of C or better in BIO181.	LEC 4.0 4.0 4.0
BIO241	Human Genetics	An introduction to the basic concepts of human heredity and cytogenetics	Prerequisites: A grade of C or better in BIO100 or BIO181 or	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0

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		including Mendelian, molecular, and population genetics	equivalent or permission of Instructor.	
BIO244	General Genetics Laboratory	Introductory laboratory course in support of BIO240. Designed to familiarize students with basic laboratory skills and equipment used in genetic research	Prerequisites: A grade of C or better in BIO181. Corequisites: BIO240.	LAB 1.0 3.0 3.0
BIO249	Applied Biosciences: Biotechnology Internship	Internship/work experience in a biotechnology laboratory. Setting, achieving, and evaluating goals for hands-on learning experiences in a biotechnology laboratory. Development of skills and knowledge needed to work in a biotechnology laboratory.	Prerequisites: A grade of C or better in BIO247 or permission of Instructor.	LAB 4.0 4.0 0.0
BIO254	Entomology	Form, activities, and classification of insects	One semester of college-level biology or equivalent or permission of Instructor.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
BIO270	Sustainable Biological Systems	Course to introduce concepts in Ecology covering abiotic and biotic systems, population biology and ecology, community ecology, biotic communities, disturbance and succession, biogeography, fire ecology, evolution in changing environments, human population biology, and issues in ecology.	Prerequisites: A grade of C or better in BIO181.	LEC 3.0 3.0 3.0
BIO274	Introduction to Wildlife Management	Introduction to the field of wildlife biology/management and the legal, cultural, ecological, and population	Prerequisites: High school biology with a grade of C or better or a	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0

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		dynamics of wildlife biology and management. Covers wildlife management objectives, management techniques, research techniques, and the organizational environment that wildlife biologists work in; provides an overview of careers in the field and guidance in planning a career.	grade of C or better in BIO100 or BIO181 or permission of Instructor.	
BIO276	Scientific Diving	Theory and practice of underwater research using snorkel and self-contained underwater breathing apparatus (SCUBA). Advanced diving skills, data acquisition and processing, and planning an underwater study.	Prerequisites: A grade of C or better in PED101SU or PED201SU (any certification card from a nationally recognized agency.) BIO145 or BIO181 recommended but not required.	L+L 3.0 4.0 4.0
BIO280	Animal Behavior	A study of the genetics, physiology, ecology, and evolutionary history of animal behavior.	Prerequisites: A grade of C or better in BIO100 or BIO105 or BIO181 or equivalent or permission of Instructor.	LEC 3.0 3.0 3.0
BIO282AA	Service-Learning Experience in Biology	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
BIO282AB	Service-Learning Experience in Biology	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
BIO282AC	Service-Learning Experience in Biology	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0

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BIO283	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: A grade of C or better in [BIO220 and (MAT114, or MAT115, or MAT120, or MAT121, or MAT122, or MAT126)] or Permission of Instructor.	LEC 4.0 4.0 4.0
BIO292	Advanced Recitation in Biology	Discussion, guided practice and problem solving related to advanced topics in biology.	Prerequisites: None. Corequisites: Any 200-level BIO Biology course or permission of Instructor.	L+L 1.0 1.0 1.0
BIO294AA	Special Topics in Biology-Advanced	Advanced evidence-based study of a current topic in biology from a research and theoretical perspective.	Prerequisites: Permission of Instructor.	LEC 1.0 1.0 1.0
BIO294AB	Special Topics in Biology-Advanced	Advanced evidence-based study of a current topic in biology from a research and theoretical perspective. Includes integrated laboratory and/or field applications of related methodologies.	Prerequisites: Permission of Instructor.	L+L 1.0 2.0 2.0
BIO294AC	Special Topics in Biology-Advanced	Advanced evidence-based study of a current topic in biology from a research and theoretical perspective.	Prerequisites: Permission of Instructor.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0

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		Includes integrated laboratory and/or field applications of related methodologies.		
BIO295AA	Independent Research in Biology	Original scientific investigation of biological phenomenon.	Prerequisites: A grade of C or better in (BIO156 or BIO181) and permission of Instructor.	LAB 1.0 1.0 0.0
BIO295AB	Independent Research in Biology	Original scientific investigation of biological phenomenon.	Prerequisites: A grade of C or better in (BIO156 or BIO181) and permission of Instructor.	LAB 2.0 2.0 0.0
BIO295AC	Independent Research in Biology	Original scientific investigation of biological phenomenon.	Prerequisites: A grade of C or better in (BIO156 or BIO181) and permission of Instructor.	LAB 3.0 3.0 0.0
BIO296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 1.0 5.0 0.0

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			interest or with permission of Instructor.	
BIO296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
BIO296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently	LAB 3.0 15.0 0.0

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			enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
BIO296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
BIO298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
BIO298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
BIO298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
BKL105	Basic Masonry Skills and Trade Calculations I	Bricklaying trade history, apprenticeship, jurisdiction, and employment opportunities. Basic hand	Registered Apprentice status with the Phoenix Bricklaying and	LEC 5.0 5.0 5.0

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		tools and safety issues. Trade skills and masonry tools. Types, uses, handling, and properties of masonry materials. Trade calculations including linear measurement, area, and volume	Tilesetting Joint Apprenticeship Training Committee or permission of the apprenticeship coordinator.	
BKL115	Basic Masonry Skills and Trade Calculations II	Tools and equipment selection, use, maintenance and care. Measurement systems and trade calculations. Architectural drawings, schedules, and specifications. Specific construction plans and drawings. Wall construction, bricklaying assignments, and reinforced masonry	Registered Apprentice status with the Phoenix Bricklaying and Tilesetting Joint Apprenticeship Training Committee or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
BKL205	Advanced Brick and Block Construction	General job site safety. Use of the metric system as it applies to bricklaying and masonry construction. Basic construction drawings. Numbers, symbols, abbreviations and names associated with bricklaying and masonry construction. Construction procedures and trade practices including walls, corners, arches, members, details, and combustible chambers. Moisture control	Registered Apprentice status with the Phoenix Bricklaying and Tilesetting Joint Apprenticeship Training Committee or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
BKL215	Blueprint Reading: Residential and Light Construction	Language and symbols of blueprint reading. Working drawings of brick veneer residential, light commercial, and light frame structures. Types of light frame construction and specifications for residential structure. Metric system adoption, effect on	Registered Apprentice status with the Phoenix Bricklaying and Tilesetting Joint Apprenticeship Training Committee or permission of the	LEC 5.0 5.0 5.0

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		construction, and conversions for measurement and quantity	apprenticeship coordinator.	
BKL225	Blueprint Reading: Heavy Commercial	The building planning process. Blue print divisions, specifications, symbols, abbreviations, and interpretations. Building Specifications, legal requirements, materials, procedures, and quality control. Construction Specifications Institute (CSI) format and divisions. Estimating, project budgeting, and job completion	Registered Apprentice status with the Phoenix Bricklaying and Tilesetting Joint Apprenticeship Training Committee or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
BKL235	Masonry Estimating and Formal Bidding	Estimating techniques, quantities of labor, materials, and equipment. Masonry, concrete and reinforcing steel, and steel member costs. Contract development and formal bid processes	Registered Apprentice status with the Phoenix Bricklaying and Tilesetting Joint Apprenticeship Training Committee or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
BKL298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		development. COMMON COMPETENCY COURSE		
BKL298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
BKL298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
BLT101	Introduction to Construction Trades	Introduction to trade and craft apprenticeships in Arizona, including concrete, carpentry, millwright, pipefitting, steamfitting and plumbing, sheet metal, painter, decorator and	Prerequisites: None.	LEC 1.0 1.0 1.0

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		drywall taper, electrician and ironworker		
BLT120	Techniques of Building Inspection	Theory and practice of zoning, foundation, structural, mechanical and electrical inspection in modern residential and commercial construction	Prerequisites: None.	LEC 3.0 3.0 3.0
BLT121	Electrical Codes	Principles of safe electrical installations and proper inspection procedures. Topics include conduit installation, transformer service, raceways, control circuits, grounding and bonding, hazardous occupancies and the National Electrical Code	Prerequisites: None.	LEC 3.0 3.0 3.0
BLT122	Basic Engineering for Building Inspectors and Contractors I	Basic engineering mechanics, gravity loads, shears, bending moments, wood frame construction, deck joints, beams, columns, bracing and shear walls.	Prerequisites: A grade of C or better in BLT120 and MAT187 or equivalent or permission of Department or Division.	LEC 3.0 3.0 3.0
BLT124	Designing for the Americans with Disabilities Act(ADA)	In-depth analysis of federal standards described in the Americans with Disabilities Act (ADA). Reviews the state of Arizona's enforcement document (AzDAAG). Focuses on helping designers, architects, and building officials create barrier-free buildings and facilities	Prerequisites: None.	LEC 3.0 3.0 3.0
BLT125	Residential Electrical Codes	National Electrical Code requirements for safe electrical installations and proper inspection procedures in residential buildings. Topics include branch circuitry, feeder calculations,	Prerequisites: None.	LEC 3.0 3.0 3.0

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		services grounding, overcurrent protection, wiring methods, types and proper usage of material, swimming pool installation		
BLT126	Soil Mechanics	Soil conditions as related to modern building requirements. Topics include bearing value, classification and identification, exploration and samplings, behavior of fills, compaction, subsurface drainage, and field sampling.	Prerequisites: A grade of C or better in MAT150 or MAT151 or MAT152 or satisfactory score on District placement exam.	LEC 3.0 3.0 3.0
BLT127	Plumbing Codes	Code requirements and construction practices. Topics include underground and above ground plumbing, venting and finish plumbing	Prerequisites: None.	LEC 3.0 3.0 3.0
BLT128	Mechanical Codes	Code requirements and construction practices. Topics include duct work, conductors and fuel supply, insulation, and controls	Prerequisites: None.	LEC 3.0 3.0 3.0
BLT129	Materials of Construction	Fundamental characteristics of modern construction materials and the effective use of these materials in construction	Prerequisites: None.	LEC 3.0 3.0 3.0
BLT131	Applied Electric Codes	National Electric Code (NEC) administration and application. NEC requirements for safe installation of system control equipment and design of electric utilization systems. Identification of wiring systems and permitted uses. Application of NEC requirements for hazardous locations, specific occupancies, and special uses of electric equipment	Prerequisites: None.	LEC 4.0 4.0 4.0

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BLT132	Applied Plumbing Codes	Plumbing code administration. Application, design and installation of drainage/waste and venting systems in private and public buildings. Application of plumbing codes for design and installation of water systems	Prerequisites: None.	LEC 4.0 4.0 4.0
BLT140	Environmentally Responsible Building	An overview of environmentally responsible building and a historical survey of building methodologies. Introduces design concepts and strategies related to the mitigation of environmental impacts. Examines building processes, environmental issues and the interdependent nature of our built environment. Topics include human impacts, climate and geography, sustainability, renewable energies, water use and energy, resource efficiency, building materials, indoor air quality and waste reduction	Prerequisites: None.	LEC 3.0 3.0 3.0
BLT142	Green Building Codes, Standards and Rating Systems	Surveys green building rating systems, environmental building standards and green construction codes; addresses the broader scope of public health, safety and general welfare in the context of regulations and the natural environment; examines site development and land use, material resource conservation, energy efficiency, water resource conservation, indoor environmental	Prerequisites: None.	LEC 3.0 3.0 3.0

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		quality, building commissioning, operation and maintenance; includes exercises demonstrating the use of tools and applying the principles discussed during the course.		
BLT191	Applied Plumbing Codes	Uniform plumbing code and plumbing systems installation requirements. Code administration as well as requirements relative to the installation and maintenance of plumbing systems.	Prerequisites: None.	LEC 3.0 3.0 3.0
BLT200	Construction Management: Field Operations	Skills and techniques necessary for management of construction field operations. Includes job scheduling, inspection techniques, personnel relations, safety, and the scope and supervision of the overall construction process.	Prerequisites: A grade of C or better in DFT126 and GTC121 or departmental permission.	LEC 3.0 3.0 3.0
BLT201	Construction Management: Office Operations	Develops the skills and techniques necessary for successful management of construction office operations. Includes establishing and financing the business, marketing, office operations, and relationships with other construction industry entities	Prerequisites: A grade of C or better in DFT122 or DFT126 or GTC121 or permission of Instructor.	LEC 3.0 3.0 3.0
BLT263AK	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,	Prerequisites: None.	LEC 3.0 3.0 3.0

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		fire resistant materials, and ratings and occupancy requirements		
BLT263AL	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.	LEC 3.0 3.0 3.0
BLT296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
BLT296WB	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and	LAB 2.0 10.0 0.0

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		students. COMMON COMPETENCY COURSE	be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
BLT296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0

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BLT296WD	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. <b>COMMON COMPETENCY COURSE</b>	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
BLT298AA	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.	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
BLT298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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.		
BLT298AC	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.	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
BME101	Introduction to Biomedical Equipment Technology	Introduces fundamental concepts of the field of biomedical equipment technology. Emphasis on the responsibilities of the technician, electrical safety, and knowledge of devices and their functions, maintenance, and repair.	Prerequisites: A grade of C or better in ELE111, BIO160 and (HCC145 or HCC145AA).	LEC 3.0 3.0 3.0
BPC100AA	Business-Personal Computers I	Introduction to the use of personal computers in the business environment. Computer hardware components, operating system	Prerequisites: None.	LEC 0.5 0.5 0.5

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		functions and concepts. Running application software		
BPC100AB	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: A grade of C or better in BPC100AA or permission of Instructor.	LEC 0.5 0.5 0.5
BPC100AD	Computing Fundamentals	Fundamental computer concepts and terminology for business and personal computers	Prerequisites: None.	L+L 1.0 2.0 2.0
BPC100BD	Key Software Applications	Covers basic features of software applications for business and personal computers	Prerequisites: None.	L+L 1.0 1.0 1.0
BPC100CD	Living Online	Fundamental network and Internet concepts and terminology for business and personal computers. Covers basic features of electronic mail applications	Prerequisites: None.	L+L 1.0 1.0 1.0
BPC100DD	Internet and Computing Fundamentals	Fundamental computer and Internet concepts and terminology for business and personal computers. Covers basic features of software applications	Prerequisites: None.	L+L 3.0 4.0 4.0
BPC101	Introduction to Computers	Computer software applications for the personal computer, including electronic spreadsheet and word processing, keyboarding review, a desktop environment, database management, computer graphics and operating system commands. Individualized advanced applications of software selected to solve specific problems on the personal computer.	Prerequisites: None.	L+L 3.0 4.0 4.0
BPC101AA	Introduction to Computers I	Computer software applications for the personal computer, including	Prerequisites: None.	L+L 1.0 2.0 2.0

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		electronic spreadsheet and word processing, keyboarding review, and a desktop environment.		
BPC101AB	Introduction to Microcomputers I: Macintosh	Microcomputer software applications for the Macintosh personal computer, including electronic spreadsheet and word processing, keyboarding review, and a desktop environment	Prerequisites: None.	LEC 1.0 2.0 1.7
BPC101BA	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: A grade of C or better in BPC101AA.	L+L 1.0 1.0 1.0
BPC103AK	Using Word: Level I	Use of Word to create, manipulate and print documents on a microcomputer	Prerequisites: None.	LEC 0.5 0.5 0.5
BPC104AD	Using Excel: Level I	Use of Excel to create, edit, save and print worksheets	Prerequisites: None.	LEC 0.5 0.5 0.5
BPC104BD	Using Excel: Level II	Use of Excel to enhance worksheets to include graphing and formatting data, using complex formula and function expressions to build and analyze data, and special print options to output worksheets and graphs	Prerequisites: A grade of C or better in BPC104AD or permission of Instructor.	LEC 0.5 0.5 0.5
BPC104CD	Using Excel: Level III	Use of Excel to produce worksheets utilizing macros for template development and automation of repetitious tasks, and worksheet methods for the storage and management of data.	Prerequisites: A grade of C or better in BPC104BD or permission of Instructor.	LEC 0.5 0.5 0.5
BPC106AH	MS Outlook: Level I	Messaging and word processing functions of a Microsoft Outlook electronic work state	Prerequisites: None.	L+L 0.5 0.5 0.5

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BPC106BH	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: A grade of C or better in BPC106AH or permission of Instructor.	L+L 0.5 0.5 0.5
BPC110	Computer Usage and Applications	Introduction to business and personal computer operations and usage. Software applications for analyzing and solving business problems including word processing, spreadsheet, database, and presentation graphics	Prerequisites: None.	L+L 3.0 4.0 4.0
BPC111AA	Computer Keyboarding I	Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols	Prerequisites: None.	L+L 1.0 2.0 2.0
BPC111AB	Computer Keyboarding II	Further development of microcomputer keyboard speed and accuracy. Emphasis on touch typing with speed and accuracy development of numerals as related to preparation and handling of documents.	Prerequisites: A grade of C or better in BPC/OAS111AA or permission of Instructor.	L+L 3.0 4.0 4.0
BPC113	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.	L+L 1.0 1.7 1.7
BPC119	Basic Data Entry Activities	Development of speed and accuracy of data entry skills. Includes vocabulary,	Prerequisites: A grade of C or better in (BPC111AA or	LAB 1.0 2.0 2.0

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		keyboard drills, and data entry simulations.	OAS111AA or OAS101AA) or permission of Instructor. OAS118 recommended but not required.	
BPC125	Microcomputer Set Up and Maintenance	How to install and maintain a microcomputer (personal computer). Steps used to set up a new or add options to a previously installed microcomputer. Installation of internal options (memory, graphics, modems, etc.), as well as external options and devices (printers, monitors, communications, etc.). Troubleshoot (identify and repair or have repaired) microcomputer problems	Prerequisites: None.	L+L 1.0 1.0 1.0
BPC128	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.	L+L 1.0 2.0 2.0
BPC128AF	Introduction to Desktop Publishing: MS Publisher	Presents basic concepts of commercially prepared software used to do desktop publishing. Incorporates a combination of narrative and pictorial/graphic creation and presentation, including set-up, text entry, graphic generation, text and	Prerequisites: None.	L+L 1.0 2.0 2.0

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		graphic merging, and other computer-based functions		
BPC138AA	Windows Desktop Design and Publishing	Use of Windows based microcomputers and appropriate commercial software package 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: A grade of C or better in CIS105 or BPC110 or permission of Instructor.	L+L 3.0 4.0 4.0
BPC160	AppleCare: Service Fundamentals	Prepares students to become certified in repairing and troubleshooting iOS or macOS devices. It prepares the students for the AppleCare Certified technician exams: Apple Certified iOS Technician (ACIT) and Apple Certified Mac Technician (ACMT). Students will learn the Apple service style for customer interactions, safety precautions, and basic troubleshooting skills.	Prerequisites: None.	L+L 3.0 4.0 4.0
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support	Explore technical aspects of personal computers, including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis placed on hardware installation, maintenance, mobile devices, and hardware troubleshooting. Helps prepare students for the CompTIA A+ examinations.	Prerequisites: None.	L+L 3.0 4.0 4.0

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BPC171	Recycling Used Computer Technology	Use of hardware maintenance knowledge and skills to refurbish used computers.	Prerequisites: A grade of C or better in BPC170 or Corequisites: BPC170 or permission of Instructor.	L+L 1.0 2.0 2.0
BPC210	Advanced Computer Usage and Applications	Advanced application of software for business and personal computers including word processing, spreadsheet, database, and presentation. Includes integration of applications and Internet	Prerequisites: A grade of C or better in BPC110 or permission of Instructor.	L+L 3.0 4.0 4.0
BPC225	Computer Configuration and Enhancement	Configuration and enhancement of a computer. Emphasis on configuration of hardware and software to optimize computer performance. Includes memory configuration and the identification and troubleshooting of configuration problems	Prerequisites: A grade of C or better in BPC125 or permission of Instructor.	L+L 1.0 2.0 2.0
BPC250	Post-Advanced Computer Usage and Applications	Post-advanced applications of software for business and personal computers including word processing, spreadsheet, database, and presentation. Includes integration of applications and Internet	Prerequisites: A grade of C or better in BPC210 or permission of Instructor.	L+L 3.0 4.0 4.0
BPC260	AppleCare iPhone Technician (ACIT) Certification	Prepares students for the AppleCare iPhone Technician Certification and to perform warranty level hardware repairs and troubleshooting Apple iOS devices.	Prerequisites: None.	L+L 3.0 4.0 4.0
BPC262	AppleCare MAC Technician (ACMT) Certification	Prepares the students for the AppleCare MAC Technician certification exam and to perform	Prerequisites: None.	L+L 3.0 4.0 4.0

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		warranty level hardware repairs on Apple iOS devices.		
BPC270	A+ Exam Prep: Operating System Configuration and Support	Explore advanced technical aspects of maintaining and servicing computers. Emphasis placed on OS installation, maintenance, mobile devices, security, software troubleshooting, and on proper usage of tools, safety procedures, and professionalism. Helps prepare students for the CompTIA A+ examinations.	Prerequisites: A grade of C or better in CIS105 or permission of Instructor.	L+L 3.0 4.0 4.0
BPC275	CompTIA Exam Prep	Focuses on reviewing key concepts, practicing skills and preparing to successfully demonstrate existing knowledge on CompTIA certification exams. The course is designed to provide an overview of exam topics, study and test-taking strategies. It also will include structured study time, group discussions, and the use of practice exams to assess test readiness.	Prerequisites: A grade of C or better in BPC170, or BPC270, or permission of the Instructor.	L+L 2.0 3.0 3.0
BPC278	Software Installation - MS Windows	Installing and configuring microcomputer software. Emphasis placed on the installation, configuration, upgrade, and related problem resolution of microcomputer operating system and applications software	CIS105 BPC114 CIS114 (any module whose course number suffix begins with a D) BPC117 CIS117 (any module whose course number suffix begins with a D) and BPC170 with grade of C or better or permission of Instructor.	L+L 3.0 4.0 4.0

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CAD100	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.	L+L 3.0 6.0 6.0
CAD101	Elements of CAD Graphics (AutoCAD)	Computer generation of drafting and design components using pure elements and basic geometric procedures. Incorporates concept illustration based on standard pictorial methods and develops multi-view projection techniques and presentation methods. Introduction to the fundamentals of three-dimensional (3D) modeling and the construction and printing of 3D objects.	Prerequisites: A grade of C or better in CAD100 or Corequisites: CAD100 or permission of Instructor.	L+L 3.0 6.0 6.0
CAD105	Fundamentals of Revit Architecture	Introduction to Revit Architecture. Utilize Revit software to develop and generate basic 3-D models and components. Create, edit, dimension, and manage 2-D and 3-D drawing views and projects. Produce drawing files and plots using various display environments and plot options.	Prerequisites: A grade of C or better in CAD100 or (previous architectural and CAD experience, and permission of Department or Division).	L+L 3.0 6.0 6.0
CAD106	Fundamentals of Civil 3D	Introduction to Civil 3D. Utilize Civil 3D software to develop and generate basic 3D models and components.	Prerequisites: A grade of C or better in CAD100 or (previous	L+L 3.0 6.0 6.0

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		Create, edit, dimension, and manage 2D and 3D drawing views and projects. Produce drawing files and plots using various display environments and plot options.	civil and CAD experience, and permission of Department or Division).	
CAD120AH	Getting Started with CAD: Microstation	Basic Commands; drawing aids; input devices; use of default settings	Prerequisites: None.	L+L 1.0 2.0 2.0
CAD125AH	Drawing Database Management: Microstation	Operating the system file manager. Establishing, updating, managing, and maintaining a CAD drawing database	Prerequisites: A grade of C or better in CAD120AH or permission of Instructor.	L+L 1.0 2.0 2.0
CAD145	Design Principles for Industry	Survey of the basic standards and procedures for drawing setups and design documentation in the fields of architecture, manufacturing, and civil technology. Multi-source hard copy design presentation.	Prerequisites: A grade of C or better in (CAD100 and CAD101) or permission of Instructor.	L+L 3.0 6.0 6.0
CAD150AH	Two-Dimensional CAD: Microstation	Constructing scaled two-dimensional drawing using CAD.	Prerequisites: A grade of C or better in CAD125AH or permission of Instructor.	L+L 1.0 2.0 2.0
CAD160	Residential Architectural Drafting	Basic skills associated with board drafting in the architectural field	Prerequisites: A grade of C or better in (CAD105 CAD110 and CAD115) or permission of Instructor.	L+L 2.0 4.0 4.0
CAD164	Residential Working Drawings	Team projects in the development of a set of architectural working drawings for a residence.	Prerequisites: A grade of C or better in CAD145 or permission of Instructor.	L+L 3.0 6.0 6.0

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CAD165	Architectural Software (AutoCAD Architecture)	Introduction to AutoCAD Architecture, a modeling software used by architecture professionals. Procedures unique to advanced software and pertinent to architectural documentation. Emphasis on residential working drawings.	Prerequisites: A grade of C or better in CAD145 or permission of Instructor. CAD255 is highly recommended.	L+L 3.0 6.0 6.0
CAD167	Architectural Drawings I (Revit): Residential CAD	Use of Revit architectural modeling software to develop 3-D architectural models, working drawings, construction documentation, and renderings. Emphasis on residential working drawings.	Prerequisites: A grade of C or better in CAD105 or permission of Department or Division.	L+L 3.0 6.0 6.0
CAD186	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: A grade of C or better in CAD106 or permission of Instructor.	L+L 3.0 6.0 6.0
CAD201	Three-Dimensional (3D) Modeling and Advanced CAD Techniques	Advanced Computer Aided Drafting (CAD) techniques including the automation and semi-automation of design documentation, external referencing and attribute creation and manipulation. Development of three-dimensional (3D) models including construction, manipulation, rendering and 2D/3D output.	Prerequisites: A grade of C or better in (CAD100 and CAD101) or permission of Instructor.	L+L 3.0 6.0 6.0

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CAD235	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: A grade of C or better in CAD201 or CAD215 or Corequisites: CAD201 or CAD215 or permission of Department or Division.	L+L 3.0 6.0 6.0
CAD256	CAD Customization and Management	Emphasis on developing customized user interfaces and basic programming skills. Installation and configuration of software processes. File management techniques; file archival, batch plotting, file conversion, and CAD standards.	Prerequisites: A grade of C or better in CAD215 or DFT254AA or permission of Department or Division.	L+L 3.0 6.0 6.0
CAD265	Architectural Software (AutoCAD Architecture) II: Commercial CAD	Use of AutoCAD Architecture, an architectural modeling software to generate features associated with commercial building design. CAD treatment of selected details and other structural practices common to nonresidential buildings. Emphasis on the practices and standards of working drawings.	Prerequisites: A grade of C or better in CAD165. CAD255 is highly recommended.	L+L 3.0 6.0 6.0
CAD267	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: A grade of C or better in CAD167 or permission of Department or Division.	L+L 3.0 6.0 6.0

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CAD269	Computer Aided Landscape Design	Using AutoCAD to create landscape design drawings and wire frames in Sketchup for elevations, sections and perspective sketches.	Prerequisites: A grade of C or better in : (AGB139 or CAD100 or CAD101) and AGL189 or permission of Instructor.	L+L 3.0 6.0 6.0
CAD274	Residential Design CAD	Developing designs with plans and details based on current design vogues. CAD problem solving associated with design	Prerequisites: A grade of C or better in (CAD152 and CAD164) or permission of Instructor.	L+L 3.0 6.0 6.0
CAD282	HVAC and Sheet Metal Design	Drawing, design, and specification of heating, ventilating, and air conditioning (HVAC) systems. Basic types of heating and cooling systems, heat loss calculations, sheet metal development, and solar design	Prerequisites: A grade of C or better in (CAD150 and [two of CAD262 CAD264 CAD266 CAD268]) or permission of Instructor.	L+L 1.0 2.0 2.0
CAD286	Site Development II	Use a coordinate geometry and survey point database to create construction drawings utilizing civil engineering/surveying software.	Prerequisites: A grade of C or better in CAD186.	L+L 3.0 6.0 6.0
CAD287	Advanced Revit Techniques	Advanced use of Revit architectural modeling software utilized by the architectural industry. Develop custom families with parameters and formulas, generate conceptual mass plans, prepare design phasing for renovation and tenant improvement projects, and work with advanced features associated with architectural building design.	Prerequisites: A grade of C or better in CAD167 or permission of Department or Division.	L+L 3.0 6.0 6.0

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CAD292	Current Developments in CAD Technology	The exploration and analysis of the newest software packages and/or plug-ins on the market designed to enhance or replace existing Computer Aided Drafting (CAD) software. Designed to introduce and develop skills in the latest state-of-the-art tools pertinent to industry today.	Prerequisites: A grade of C or better in CAD100 or permission of Department or Division.	L+L 1.0 2.0 2.0
CAP120	Introduction to Counseling	Introduction to the field of counseling with a focus on skills and competencies needed as a mental health practitioner. Foundations of counseling including counseling theories, ethical considerations, prevention and intervention topics, and multicultural counseling practices.	Prerequisites: None.	LEC 3.0 3.0 3.0
CAP220	The Counselor in a Multicultural Society	Current theories and research on culture, race and ethnicity, gender and other aspects of cultural diversity in a multicultural society through the lens of counseling. Focus on personal perspectives, will explore themes, theories, topics and research related to power, privilege and oppression in the United States as applied to counseling discipline.	Prerequisites: None.	LEC 3.0 3.0 3.0
CAP240	Introduction to Counseling Skills	Introduction to basic skills and techniques used in the counseling field. Focuses on active listening, self-awareness, and other related skills.	Prerequisites: A grade of C or better in CAP120.	LEC 3.0 3.0 3.0
CAP260	Career and Professional Preparation for the Helping Professions	Overview of the process of career and life planning through self-awareness for students interested in helping	Prerequisites: A grade of C or better in ENG101.	LEC 3.0 3.0 3.0

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		fields. Focus on current occupational trends and outlook, the learning models of the individual, the world of work, and decision-making. Emphasis on individual application and workplace diversity. Design materials for use in the professional world such as resumes, online presence, career portfolio.		
CCS101	Chicana and Chicano Studies	Introduction to the wealth and diversity of Chicana and Chicano Studies research from a variety of disciplinary perspectives through the use of a series of historical and social scientific studies, novels, testimonios, and films	Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.	LEC 3.0 3.0 3.0
CCS111	Introduction to Chicana and Chicano Culture	A study of Chicano popular culture, including cultural themes and artistic expression. Expression of the Chicano experience in American society from the perspective of the social sciences. Analyzes Chicano self-identity and social and cultural dynamics of the Chicano community	Prerequisites: None.	LEC 3.0 3.0 3.0
CCS202	Ethnic Relations in the United States	Basic concepts and processes, including historic overview, of interethnic relations in the United States: culture, race, ethnicity, ethnocentrism, prejudice, discrimination, racism, assimilation, acculturation, and individual and group responses to interethnic contact. Cultural knowledge and intercultural	Prerequisites: None.	LEC 3.0 3.0 3.0

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		communication skills and perspectives as fundamental tools for successful management of social relations in a multicultural world.		
CCS212	The Mexican American Novel	A study of the social, historical, and cultural backgrounds as well as the form and content of the Mexican American novel.	Prerequisites: ENG101 and ENH112 suggested but not required.	LEC 3.0 3.0 3.0
CCS282AA	Volunteerism for Chicana and Chicano Studies: A Service Learning Experience	Service learning field experience within private/public agencies such as museums and libraries, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
CCS298AA	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. <b>COMMON COMPETENCY COURSE</b>	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
CCS298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
CCS298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
CDH101	Introduction to Dentistry and Oral Health	Basic dental knowledge for the non-dental person seeking to be employed in a dental office or enroll in the Community Dental Health Coordinator (CDHC) program. Covers basics of dentistry, including dental treatment procedures, dental specialties, oral pathology, dental disease process and prevention, tooth morphology and numbering systems, and infection control procedures.	Prerequisites: None.	LEC 3.0 3.0 3.0
CDH111	Legal and Ethical Issues in Dentistry	Overview of legal and ethical issues in relation to the Community Dental Health Coordinator (CDHC). Covers policy, confidentiality, and liability,	A grade of C or better required in all Prerequisites. Prerequisites or	LEC 2.0 2.0 2.0

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		Health Insurance Portability and Accountability Act (HIPAA) regulations, telehealth, and professional conduct.	Corequisites: CDH101 or permission of Department or Division.	
CDH112	Dental Care Finance and Resources	Overview of options for financing dental care, including government-funded programs, private insurance, and non-governmental, charitable resources. Includes information on eligibility requirements and differences between various plans, providers, and services.	Prerequisites: A grade of C or better in CDH111 or permission of Department or Division.	LEC 1.0 1.0 1.0
CDH113	Communication and Interviewing Skills for Dental Health Advocacy	Overview of oral health communication strategies, oral health literacy and education, and interviewing skills for the Community Dental Health Coordinator. Human behavior and behavior change interventions utilized in dental health coordination and cultural competency and humility are emphasized.	Prerequisites: A grade of C or better in CDH111 or permission of Department or Division.	LEC 3.0 3.0 3.0
CDH211	Grant Writing for Oral Health	Grant seeking and grant writing processes for the beginning grant writer in community dental health coordination. Pre-application preparation, application development, and grant proposal evaluation and follow-up. Includes development of grant applications for government and private funding sources for community oral health initiatives.	Prerequisites: A grade of C or better in CDH111 or permission of Department or Division.	LEC 2.0 2.0 2.0
CDH212	Case Management	Overview and application of the principles, practices, and functions of	Prerequisites: A grade of C or better in	LEC 2.0 2.0 2.0

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		oral health case management. Case management service delivery and coordination for clients in the oral health setting. Documentation techniques necessary to maintain clinical records in a variety of oral health care settings.	CDH111 or permission of Department or Division.	
CDH213	Community Dental Health Project Planning	Development of a community-based oral health intervention plan. Emphasizes advocacy and strategies for assisting populations in need of oral health services. Community outreach topics and strategies covered.	Prerequisites: A grade of C or better in CDH111 or permission of Department or Division.	LEC 3.0 3.0 3.0
CDH214	Community Dental Health Project	Implementation of a community intervention plan. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.	Prerequisites: CDH213 or permission of Department or Division.	LEC 3.0 3.0 3.0
CEA101	Cosmetology Concepts and Basic Clinic	Students will be introduced to the basics of cosmetology. Introduction to the Arizona State Board of Cosmetology, safety and sanitation, rules and regulations. Students will begin the basics of fundamental theory of cosmetology in hair cutting, hair coloring, texture services and professional development. Students will be introduced to the concepts of	Prerequisites: Admission into the Cosmetologist High School program.	388

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		guest services including client consultations, dispensary, laundry and front desk procedures.		
CEA105	Cosmetology Concepts and Basic Clinic II	Students will continue to develop the basics of fundamental theory of cosmetology in hair cutting, hair coloring, texture services and professional development. Students will continue to develop guest services, client consultations, dispensary, laundry, inventory, and front desk procedures. Students will assist other advanced students on clinic floor and begin to take clients. Students will learn advanced techniques for all color services; to include coloring services, highlighting, foiling, balayage, free painting, ombre, color correction and fashion colors. Students will also learn hair extensions and enhancements. Student will learn advanced techniques for texture services, to include, perming, relaxing, straightening, and natural styling.	Prerequisites: CEA101 or Program Manager's permission.	412
CEA110	Cosmetology Advanced Clinic and Certification Prep	Students will complete a model using the techniques learned thus far and apply them to an editorial project. Students will work with models to complete avant garde looks for hair styling and will learn what job opportunities are available in this career. Students enrolled in this course	Prerequisites: CEA105 or Program Manager's permission.	388

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		will apply knowledge of what has been learned in hair styling, chemical services and hair cutting to the public in the clinic. Students will revisit safety and sanitation and Arizona State Board of Cosmetology rules and regulations. State board boot camp will be started in this class. Fundamental nail technology will be covered.		
CEA115	Cosmetology Advanced Clinic and Certification Prep II	Students enrolled in this course will apply knowledge of what has been learned in hair styling, chemical services and hair cutting to the public in the clinic. Students will revisit safety and sanitation and Arizona State Board of Cosmetology rules and regulations. State board boot camp will be completed in this class. Fundamental nail technology course for cosmetology students who are looking to obtain a cosmetology license. State board prep for certification.	Prerequisites: CEA110 or Program Manager's permission.	412
CET102	Surveying II	Surveying principles including triangulation, municipal and land surveys, topographic surveys, earthwork, state plane coordinate systems, stadia methods, practical astronomy, highway curves, superelevations and construction.	Prerequisites: A grade of C or better in CON241 or permission of Department or Division.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
CET103	Construction Methods	Modern construction techniques: planning methods, critical path	Prerequisites: None.	LEC 3.0 3.0 3.0

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		method (CPM), excavation and earthmoving practices, estimating and work scheduling, concrete design and placement practices. Includes reinforced concrete, prestressed concrete, carpentry, asphalt characteristics, proper proportioning of aggregate and important safety methods. Introduction to heavy construction equipment use		
CET104	Community Planning and Development	Provides a comprehensive overview of the urban planning and development process. Introduces planning theories, methodologies, and strategies with practical applications from local and other urban communities. Topics include municipal planning, land use and zoning, circulation, water and waste water management, storm drainage and public utility services. Examines the economic development process, environmental and legal issues and focuses on the interdependent nature of development	Prerequisites: None.	LEC 3.0 3.0 3.0
CET105	Highway Technology	Economics of highway locations, rights-of-way, curves, drainage problems, bridge structures, road building equipment, highway financing, and administrative problems at the state, county and city levels	Prerequisites: None.	LEC 3.0 3.0 3.0
CET150	Introduction to Geodesy and Map Projections	Coordinate frames used in geodesy, photogrammetry, surveying, and	Prerequisites: A grade of C or better in	LEC 3.0 3.0 3.0

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		mapping. Cartesian, spherical, and ellipsoidal coordinates. Introduction to kinematics, gravity field, and size and shape of earth. Positioning in three dimensions. Introduction to map projections and associated coordinate systems. Theory and application of the plane coordinate systems with emphasis on Arizona. Development of projections from Global Positioning System (GPS) observations.	(CET102 and MAT182) or permission of Department or Division.	
CET171	Construction Contracts	Legal aspects of construction contracts, writing and interpretation of specifications, prequalifications, and use of performance bonds	Prerequisites: None.	LEC 3.0 3.0 3.0
CET201	Boundary Control and Legal Principles	Principles of land surveying, boundary controls, ethical and legal principles, and office practices.	Prerequisites: A grade of C or better in CON241 or permission of Department or Division.	LEC 3.0 3.0 3.0
CET202	Writing Legal Descriptions	Application of principles to actual case studies. Emphasis on proper form and clarity in legal description writing. Procedure for filing subdivision plats and preparation for land surveyors' registration examinations.	Prerequisites: A grade of C or better in CON241 or permission of Department or Division.	LEC 3.0 3.0 3.0
CET205	Photogrammetry	An introduction to the study of aerial cameras, equipment, flight procedures, and interpretation of aerial photographs, including stereoscopic principles used in planimetric and topographic maps, map projections,	Prerequisites: A grade of C or better in CET102 or permission of Department or Division.	LEC 3.0 3.0 3.0

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		grids, and forms. Practical applications of principles stressed		
CET211	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: A grade of C or better in DFT107 or ELT102 or (MAT151 and MAT182) or MAT187 or equivalent or permission of Department or Division.	LEC 3.0 3.0 3.0
CET241	Fundamentals of Traffic Engineering	Basic study of traffic movement, ordinances, mechanical controls, planning, street and highway design, parking, and traffic engineering organization. Training for personnel as civil engineer technicians.	Prerequisites: None.	LEC 3.0 3.0 3.0
CET250	Public Land Survey System	Overview of unique requirements to determine land boundaries according to the Manual of Instructions for the Survey of Public Lands of the United States, including history of the system, lotted sections, proportioning, subdividing, and evidence analysis. Emphasis on rules in order to perform any boundary survey, particularly for Arizona	Prerequisites: A grade of C or better in CET102 and CET201.	LEC 3.0 3.0 3.0
CET257	Route and Construction Surveying	Principles and field practice of route and construction surveying, including route control surveys, construction control, topographic mapping, highway curves, and computations for roadways, utilities, bridges, buildings,	Prerequisites: A grade of C or better in CET102 or permission of Department or Division.	L+L 3.0 5.0 5.0

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		small commercial sites, and subdivisions		
CET296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
CET296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 2.0 10.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
CET296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
CET296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 4.0 20.0 0.0

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			instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
CET298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
CET298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
CET298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
CFS101AH	Art Activities for the Young Child	The creative use of art media and techniques at appropriate developmental levels.	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS101AJ	Music Activities for the Young Child	Experiences with music in singing, rhythm instruments, creative movements, and games, as well as the development of music appreciation and basic listening skills	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS101AP	Science Activities for the Young Child	Interpreting the study of science in early childhood education as a part of a dynamic growth process offered by the child's daily life experiences	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS101AR	Learning With Toys	Use of creative imagination with toys to enable the child alone or with others to explore the world. Includes evaluating proper use of toys and appropriate developmental skills	Prerequisites: None.	LEC 1.0 1.0 1.0

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CFS106	Stress Management in the Family	Impact of stress factors on the family. Managing time and stress in the home. Options for coping with anxiety	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS107	Men and Children: Strengthening the Bond	Overview of the relationship between fathers or significant male figures and children from the role perspective of the involved, nurturing male. Strategies for assessing and organizing successful male involvement programs examined	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS109	Parent/Child Communication	Communication between parents and children. Developing self-esteem, responsibility and empathic listening. Pitfalls to communication	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS111	Relationships to Promote Learning in Young Children: Birth to Age Three	Overview of the relationship between the teacher/caregiver and child from the perspective of a reflective teacher. Students will learn the importance of assessing, understanding, and enhancing the development of emotional skills of young children to help guide and develop a child's self-image. Student will also be able to monitor, reflect, and plan self-care so they become effective teachers.	Prerequisites: None. CFS/ECH176 recommended.	LEC 1.0 1.0 1.0
CFS112	Personal Growth and Family Relations	Personal development as related to the individual, the family, and their relations. Emphasis on interpersonal family relationships. Skills and techniques to facilitate and strengthen the individual and family relationships	Prerequisites: None.	LEC 3.0 3.0 3.0
CFS114	Working with the Hyperactive Child	Causes of hyperactivity in children; focus on the family's role in	Prerequisites: None.	LEC 1.0 1.0 1.0

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		identification, treatment and school/community support		
CFS116	Discipline and Guidance	Age appropriate principles for disciplining and guiding young children's behavior in child care settings, including interpersonal and environmental strategies. Observational opportunities provided	Prerequisites: None.	LEC 3.0 3.0 3.0
CFS120	Contemporary Issues In Early Childhood	Designed to develop understanding of a broad range of contemporary issues that impact the child in today's society. Course directed at pre-service and in-service professionals.	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS121AA	Single Parent Family-Adjustment	Overview of issues facing single parent families. Examination of adjustment issues with emphasis on relationships. Methods of adapting family life to meet the needs and variations of one-parent families	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS123	Health and Nutrition In Early Childhood Settings	Creating and maintaining healthy environments and practices in programs serving young children. Emphasis on assessing the child's health status, nutrition and food service, communicable disease recognition, transmission, and prevention, infection control, regulations and regulatory agencies, current topics, resources, and innovative practices	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS125	Safety in Early Childhood Settings	Fundamental concepts of promoting a safe, but challenging learning environments. Establishing and	Prerequisites: None.	LEC 1.0 1.0 1.0

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		maintaining safety procedures in the early childhood setting. Emphasis on indoor and outdoor equipment and activities, risk analysis, accident, evacuation, and emergency plans, regulations, regulatory agencies and resources, current topics, and innovative practices		
CFS130	Demystifying Adolescence	A holistic overview of the physical, social, and emotional development of adolescents. Emphasis on effective skills necessary for working with adolescents and their families.	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS140	Special Topics: Child and Family Studies	Explores special topics related to child and family studies. Topics vary and include concepts relevant to those pursuing careers in or employed in early childhood care or to those working with families in programs, agencies, organizations, and resource centers that provide services to families.	Prerequisites: None.	LEC 0.5 0.5 0.5
CFS157	Marriage and Family Life	Study of marriage and the family as a social system, including models of family analysis, intra- and interpersonal relations, and cross-cultural and historical patterns	Prerequisites: None.	LEC 3.0 3.0 3.0
CFS159	The Modern Family	An examination of the modern American family. Special emphasis on the changing functions and roles of individuals within today's society and an analysis of the basic problems	Prerequisites: None.	LEC 3.0 3.0 3.0

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		confronting the family, including alternative family styles		
CFS160	Using Music, Speech, and Movement with Children's Literature	Using elements of music, speech, and movement with children's literature, including rhymes, chants, songs, and books to enhance children's social, physical, cognitive, and emotional development	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS163	Family Child Care: Introduction to Business Management	Emphasis on small business management and effective policies and procedures for family child care providers. Licensing, legal, and regulatory issues in a home setting are examined	Prerequisites: None.	LEC 3.0 3.0 3.0
CFS164	Family Child Care: Curriculum and Environment	Family child care planning for multi-age groupings of children through age eight. Role of the environment as well as various curriculum programs will be explored and evaluated. Exploration of culturally rich, inclusive and child-centered environment in his/her own child care setting. Issues of professionalism, family partnerships, observation, guidance, and health/safety practices are examined	Prerequisites: None.	LEC 3.0 3.0 3.0
CFS164AA	Family Child Care: The Environment	Family child care environments for multi-age groupings of children through age eight. Exploration of culturally rich, inclusive, and child-centered environment in his/her own child care setting. Issues of health/safety practices are examined	Prerequisites: None.	LEC 1.0 1.0 1.0

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CFS164AB	Family Child Care: Programming, Guidance and Observation	Family child care programming for multi-age groupings of children through age eight. Various curriculum programs will be explored and evaluated. Issues of observation and guidance are examined	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS164AC	Family Child Care: Family Partnerships and Professionalism	Issues of professionalism, family partnerships, communication, and ethical practices are examined	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS167	School-Age Child Care Provider	Issues related to school-age child care. Past, current, and future trends; regulations, insurance liabilities and coverage, shared facilities, and community resources. Techniques for managing/administering services and personnel, communicating with parents, and evaluating the care/program. Planning and scheduling the school-age program. Includes overview of child growth and development, types of routines and activity schedules.	Prerequisites: None.	LEC 3.0 3.0 3.0
CFS176	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.	LEC 3.0 3.0 3.0
CFS177	Parent-Child Interaction	Positive methods to strengthen relationships and resolve conflicts with children. Focus on effective interpersonal skills and guidance techniques	Prerequisites: None.	LEC 3.0 3.0 3.0

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CFS178	Survey of Early Childhood Education	Orientation to basic concepts of day care and nursery programs. History and philosophy of child care services including state regulations governing those services. Observation opportunities provided	Prerequisites: None.	LEC 3.0 3.0 3.0
CFS179	Child Care: A Multifaceted Career	Overview of the child care field. Focus on enhancing children's self esteem, providing for children's nutritional needs, and developing adequate safety and sanitation practices	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS181	Enhancing Infant and Toddler Development	Principles of development in children from birth through 30 months. Emphasis on individuality of child and the adult role in providing a safe and stimulating environment for the development of the child	Prerequisites: None.	LEC 3.0 3.0 3.0
CFS182	Parenting the Early Adolescent: Ages Ten to Fourteen	Emphasis on the early adolescent developmental period, ages ten to fourteen, and the importance of the parent-child relationship, as well as strategies to ensure successful teen years	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS183	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.	LEC 3.0 3.0 3.0

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CFS190	Home-Based Visitation	Emphasis on development of skills needed to successfully complete home-based client visitation. Opportunities for field-based observations provided. .	Prerequisites: None.	L+L 3.0 4.0 4.0
CFS192	Child Care Center Staff Development	Presents strategies to administrators and supervisors in child care centers for developing the personal and professional growth of child care staff	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS193	Financial Management in Child Care Centers	Provides strategies for financial management and administration of finances in a child care center. Specific concerns of participants addressed	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS194AA	Early Childhood Program Management: Staffing and Managing	Methods and techniques for recruiting, staffing, and managing in early childhood programs	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS194AB	Early Childhood Program Management: Human Relations	Basic human relations in early childhood organizations and the influence of the individual's personal needs on the overall needs and objectives of the organization	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS194AC	Early Childhood Program Management: Organizational Structure	Provides a broad perspective of the organizational life of an early childhood environment	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS195	Early Childhood Personnel Supervision	Covers supervision concepts and applications for early childhood programs	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS196	Ethics and the Early Childhood Educator	Ethical issues in the early childhood field	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS197	Leadership in Early Childhood Education	Provides concepts for understanding and managing leadership roles and	Prerequisites: None.	LEC 1.0 1.0 1.0

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		responsibilities in the early childhood field		
CFS204	Reflective Supervision	Reflective supervisory processes to enhance learning and professional development. Includes professional development stages to provide supervisors with tools to support professional growth. Also covers challenges and barriers to the supervisor and employee/practitioner relationship.	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS205	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.	LEC 3.0 3.0 3.0
CFS206	Child and Family Organizations: Management and 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, work-place diversity and employee motivation	Prerequisites: None.	LEC 3.0 3.0 3.0
CFS207	Organization and 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.	LEC 3.0 3.0 3.0

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CFS208	Child and 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.	LEC 3.0 3.0 3.0
CFS209	Child and 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.	LEC 3.0 3.0 3.0
CFS210	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.	LEC 3.0 3.0 3.0
CFS220	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.	LEC 3.0 3.0 3.0
CFS225	Foundations of Parent Education	Professional development as related to work with parents. Emphasis on	Prerequisites: None.	LEC 3.0 3.0 3.0

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		developing effective skills with parents, professionals and paraprofessionals involved with the child. Skills and techniques to facilitate and strengthen the individual and family relationships.		
CFS235	Developing Child: Theory into Practice, Prenatal to Age Eight	Understanding and working with young children, birth through age eight. Analysis of young children's physical, social, emotional, cognitive and linguistic development within their home, school, and cultural contexts. Typical and atypical development. Implications for teachers and parents. Emphasis on observations and planning curriculum based on theories, research, and child-specific data	Prerequisites: None.	LEC 3.0 3.0 3.0
CFS240	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.	LEC 3.0 3.0 3.0
CFS242	Curriculum Planning for Diversity	Practical early childhood classroom applications for a diverse population, including integration of cultures, generations, genders, and races into the classroom, facilitation of second language acquisition, and practical teaching strategies which are also developmentally appropriate.	Prerequisites: A grade of C or better in CFS/ECH176.	LEC 3.0 3.0 3.0

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CFS243	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.	LEC 3.0 3.0 3.0
CFS247	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.	LEC 3.0 3.0 3.0
CFS249	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.	LEC 3.0 3.0 3.0
CFS250	Social Policy and Families	Examines the impact of social policy on family systems and the implications for professional roles and practice	Prerequisites: None.	LEC 3.0 3.0 3.0

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CFS251	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.	LEC 3.0 3.0 3.0
CFS252	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.	LEC 3.0 3.0 3.0
CFS256	Management in the Family	Management as a means to the realization of individual and family values and goals; creation, allocation, and use of resources. Focus on decision making	Prerequisites: None.	LEC 3.0 3.0 3.0
CFS257	Working with Families with Diverse Needs	A collaborative approach to working with families with diverse needs. Examines the effect of specific challenges on the family system. Presents techniques for those working with families to facilitate stress management, conflict resolution, and utilization of community and personal resources to aid in the strengthening of the family unit	Prerequisites: None.	LEC 3.0 3.0 3.0
CFS258	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	Prerequisites: A grade of C or better in CFS157 and CFS259 or permission of Instructor.	LEC 3.0 3.0 3.0

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		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		
CFS259	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 or Division. Student must be 18 years or older.	LEC 3.0 3.0 3.0
CFS263	Child and Family Studies Seminar	Classroom portion of Child and Family Studies Internship. Emphasizes the blend of job-related activities including career exploration, employment procedures, human relations, and on-the-job problems.	Prerequisites: Permission of Department or Division. Corequisites: CFS264AA or CFS264AB or CFS264AC initial enrollment in internship module.	LEC 1.0 1.0 1.0
CFS264AA	Child and Family Studies Internship	Laboratory portion of Child and Family Studies Seminar. Five hours of work weekly. Supervision and evaluation by a coordinator.	Prerequisites: Permission of Department or Division. Corequisites: CFS263	LAB 1.0 5.0 0.0

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			when initially enrolled in CFS264AA or CFS264AB or CFS264AC module.	
CFS264AB	Child and Family Studies Internship	Laboratory portion of Child and Family Studies Seminar. Ten hours of work weekly. Supervision and evaluation by a coordinator.	Prerequisites: Permission of Department or Division. Corequisites: CFS263 when initially enrolled in CFS264AA or CFS264AB or CFS264AC module.	LAB 2.0 10.0 0.0
CFS264AC	Child and Family Studies Internship	Laboratory portion of Child and Family Studies Seminar. Fifteen hours of work weekly. Supervision and evaluation by a coordinator.	Prerequisites: Permission of Department or Division. Corequisites: CFS263 when initially enrolled in CFS264AA or CFS264AB or CFS264AC module.	LAB 3.0 15.0 0.0
CFS269	Child Care Seminar	Emphasizes the blend of job-related activities including career exploration, employment procedures, human relations, and on-the-job issues.	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0
CFS271	Arranging the Environment	Exploration of the influence of the environment on the behavior of young children. Indoor and outdoor spaces considered and analysis of environments practiced.	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS273	Math for the Young Child	Methods and techniques for encouraging the beginnings of mathematical/logical thought with	Prerequisites: None.	LEC 1.0 1.0 1.0

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		young children. Focus upon the theory of Jean Piaget.		
CFS275	Literacy Development and the Young Child	Literacy from birth through the early childhood years. Focus on developmentally appropriate ways to encourage speaking, listening, writing, and reading in the home and classroom.	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS277	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.	LEC 3.0 3.0 3.0
CFS281	Adolescent School Success	An overview of factors that contribute to adolescent school success, including family-school interactions, special needs adolescents, and problem areas. Emphasis on strategies and resources to facilitate school success	Prerequisites: None.	LEC 1.0 1.0 1.0
CFS282	Mainstreaming The Young Child with A Disability	An exploration of the educational, social, and behavioral issues and concerns involved in the successful integration of children with disabilities into typical preschool classes. Includes discussion of practical concerns such as adaptation of environment and accessing existing resources in the community	Prerequisites: None.	LEC 1.0 1.0 1.0

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CFS283	Multicultural Early Child Education	Practical early childhood classroom applications for a diverse ethnic population, including integration of multicultures into the classroom, facilitation of second language acquisition, and practical teaching strategies which are also developmentally appropriate	Prerequisites: A grade of C or better in CFS/ECH176.	LEC 1.0 1.0 1.0
CFS284AA	Early Childhood Teaching Internship	Work experience in child care centers. 80 hours of designated work per credit.	Prerequisites: A grade of C or better in CFS/ECH176 and permission of Department or Division.	L+L 1.0 1.0 1.0
CFS284AB	Early Childhood Teaching Internship	Work experience in child care centers. 80 hours of designated work per credit. Maximum of 6 credits allowed.	Prerequisites: A grade of C or better in CFS/ECH176 and permission of Department Corequisites: CFS/ECH269.	L+L 3.0 3.0 3.0
CFS285	Family-School Interaction	Interaction among parents, teachers and the school. Emphasis on methods used cooperatively by parents and teachers to provide for education and developmental needs.	Prerequisites: A grade of C or better in CFS/ECH176 or CFS278 or permission of Instructor.	LEC 3.0 3.0 3.0
CFS285AA	Family-School Interaction: Preschool	Interaction among parents, teachers and the preschool. Emphasis on methods used cooperatively by parents and preschool teachers to provide for education and developmental needs.	Prerequisites: A grade of C or better in CFS/ECH176 or CFS278 or permission of Instructor.	LEC 1.0 1.0 1.0
CFS287	Professional Development in Early Childhood Education	Emerging professionalism within the field of early childhood education. Consideration of job responsibilities,	Prerequisites: None.	LEC 1.0 1.0 1.0

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		rewards, ethics and current issues facing practitioners. Includes assessment and career planning.		
CFS290AA	Child Abuse: Identification and Reporting in Child Care Settings	Identification, recording, and reporting by child care providers of sexual abuse, physical abuse, or neglect of young children	Prerequisites: None.	LEC 1.0 1.0 1.0
CHA104	Community Health Work	Preparation of Community Health workers for outreach health prevention, advocacy, education, referral, and intervention working with individuals, communities and families. Includes history of community health work programs, community systems, and resources for clients and families often in disparity.	Prerequisites: None.	LEC 3.0 3.0 3.0
CHI101	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.	L+L 5.0 6.0 6.0
CHI102	Elementary Chinese (Mandarin) II	Study of grammar and vocabulary along with the study of Chinese culture. Emphasis on pronunciation and speaking skills.	Prerequisites: A grade of C or better in CHI101 or permission of Department or Division. Completion of prerequisites within the last three years is required.	L+L 5.0 6.0 6.0
CHI115	Beginning Chinese Conversation I	Introduction to Chinese sound system, basic grammar, and vocabulary necessary to develop speaking ability	Prerequisites: None.	LEC 3.0 3.0 3.0

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		in Mandarin Chinese. Designed for students seeking speaking and listening ability with little emphasis on writing and reading Chinese characters		
CHI116	Beginning Chinese Conversation II	Continued development of speaking and listening skills for effective communication in Mandarin Chinese. Includes elements of Chinese culture	Prerequisites: A grade of C or better in CHI115 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
CHI201	Intermediate Chinese I	Continued development of speaking, reading, and writing proficiency in Mandarin Chinese through building vocabulary, phrases, idioms, and grammatical patterns. Includes study of Chinese culture	Prerequisites: A grade of C or better in CHI102 or permission of Department or Division. Completion of prerequisites within the last three years is required.	L+L 5.0 6.0 6.0
CHI202	Intermediate Chinese II	Advanced development of speaking, reading, and writing skills in Mandarin Chinese, and continued exploration of Chinese culture	Prerequisites: A grade of C or better in CHI201 or permission of Department or Division. Completion of prerequisites within the last three years is required.	L+L 5.0 6.0 6.0
CHI225	Intermediate Chinese Conversation I	Continued development of oral and aural skills for effective communication in Mandarin Chinese	Prerequisites: A grade of C or better in CHI116 or permission of Department or Division. Completion of	LEC 3.0 3.0 3.0

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			prerequisites within the last three years is required.	
CHI226	Intermediate Chinese Conversation II	A continuation of conversational skills for effective communication in Mandarin Chinese	Prerequisites: A grade of C or better in CHI225 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
CHI296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
CHI296WB	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and	LAB 2.0 10.0 0.0

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		students. COMMON COMPETENCY COURSE	be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
CHI296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0

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CHI296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
CHI298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
CHI298AB	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
CHI298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
CHM091	Preparatory Chemistry	Review of basic concepts of chemistry emphasized in non- degree biology courses. Concepts of matter, energy, and chemical characteristics of atoms. Structure and function of inorganic and organic molecules	Prerequisites: None.	LEC 0.5 0.5 0.5
CHM095	Review of General Chemistry I	A brief review of General Chemistry I concepts and problem-solving techniques most directly applicable to	Prerequisites: A grade of C or better in CHM151 and	LEC 1.0 1.0 1.0

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		General Chemistry II or General Chemistry II with Qualitative Analysis topics.	(MAT120 or MAT121 or MAT122 or an equivalent Intermediate Algebra course or satisfactory score on placement exam), or permission of Instructor, or Department or Division Chair.	
CHM100	Preparation for Fundamental Chemistry	A preparatory course designed to review fundamental math and chemistry principles for students inexperienced or insecure with these concepts. Stresses individualized instruction. Designed to prepare students for CHM130.	Prerequisites: None.	LEC 1.0 1.0 1.0
CHM107	Chemistry and Society	A survey of chemistry and its impact on the environment. Completion of CHM107LL required to meet the Natural Science requirement.	Prerequisites: None.	LEC 3.0 3.0 3.0
CHM107LL	Chemistry and Society Laboratory	Laboratory experience in support of CHM107.	Prerequisites: A grade of C or better in CHM107 or Corequisites: CHM107.	LAB 1.0 3.0 3.0
CHM130	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	Prerequisites: A grade of C or better in (CHM090 or MAT090 or MAT091 or MAT092 or higher level mathematics course or satisfactory math placement) and	LEC 3.0 3.0 3.0

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		advanced courses in chemistry. Designed to meet needs of students in such diverse areas as agriculture, nursing, home economics, physical education and water technology.	(RDG100 or higher or eligibility for CRE101 or RDG100LL as indicated by appropriate reading placement), or permission of the Instructor, or Department or Division Chair.	
CHM130AA	Fundamental Chemistry with Lab	A survey of the fundamentals of general chemistry. Emphasis on essential concepts and problem solving techniques. Basic principles of measurement, chemical bonding, structure and reactions, nomenclature, and the chemistry of acids and bases. Preparation for students taking more advanced courses in chemistry. Designed to meet needs of students in such diverse areas as agriculture, nursing, home economics, physical education and water technology.	Prerequisites: A grade of C or better in [CHM090 or MAT090 or MAT091 or MAT092 or (MAT103AA and MAT103AB) or higher level mathematics course or satisfactory score on math placement exam] and [RDG100 or RDG100LL or higher or eligibility for CRE101 as indicated by appropriate reading placement test score], or permission of the Instructor, or Department or Division Chair.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
CHM130LL	Fundamental Chemistry Laboratory	Laboratory experience in support of CHM130.	Prerequisites: A grade of C or better in	LAB 1.0 3.0 3.0

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			CHM130 or Corequisites: CHM130.	
CHM138	Chemistry for Allied Health	Elements of fundamental and organic chemistry. Includes the general chemical behavior of inorganic matter and the structure of organic and biochemical systems. Course designed for specific allied health programs at MCCD. May not be applicable to other allied health programs or transferable.	Prerequisites: A grade of C or better in [CHM090 or MAT090 or MAT091 or MAT092 or (MAT103AA and MAT103AB) or higher or satisfactory score on math placement exam], or one year of high school chemistry taken within the last five years with a grade of C or better, or permission of the Instructor, or Department or Division Chair.	LEC 3.0 3.0 3.0
CHM138LL	Chemistry for Allied Health Laboratory	Laboratory experience in support of CHM138, Chemistry for Allied Health.	Prerequisites: None. Corequisites: CHM138.	LAB 1.0 3.0 3.0
CHM150	General Chemistry I	Detailed study of principles of chemistry for science majors and students in pre-professional curricula.	Prerequisites: A grade of C or better in [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry taken within the last five years] and (a grade of C or better in MAT151 or higher level mathematics	LEC 4.0 4.0 4.0

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			course, or satisfactory score on placement exam), or permission of the Instructor, or Department or Division Chair.	
CHM150AA	General Chemistry I	Detailed study of principles of chemistry for science majors and students in pre-professional curricula.	Prerequisites: A grade of C or better in [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry with a grade of C or better taken within the last five years] and [a grade of C or better in MAT151 or higher level mathematics course, or satisfactory score on placement exam], or permission of the Instructor, or Department or Division Chair.	LEC 5.0 4.0 4.0 LAB 0.0 3.0 3.0
CHM151	General Chemistry I	Detailed study of principles of chemistry for science majors and students in pre-professional curricula.	Prerequisites: A grade of C or better in [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry with a grade of C or better taken	LEC 3.0 3.0 3.0

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			within the last five years] and [a grade of C or better in MAT151 or higher level mathematics course, or satisfactory score on placement exam], or permission of the Instructor, or Department or Division Chair.	
CHM151AA	General Chemistry I	Detailed study of principles of chemistry for science majors and students in pre-professional curricula.	Prerequisites: A grade of C or better in [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry with a grade of C or better taken within the last five years], and [a grade of C or better in MAT151 or higher level mathematics course, or satisfactory score on placement exam], or permission of the Instructor, or Department or Division Chair.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
CHM151LL	General Chemistry I Laboratory	Laboratory experience in support of CHM150 or CHM151. Course Attribute(s): General Education	Prerequisites: A grade of C or better in CHM150 or CHM151	LAB 1.0 3.0 3.0

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		Designation: Natural Sciences (Quantitative) - [SQ] in combination with: CHM150 or CHM151 Arizona Shared Unique Number SUN#: CHM 1151	or Corequisites: CHM150 or CHM151.	
CHM152	General Chemistry II	A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics.	Prerequisites: A grade of C or better in [(CHM150 or CHM151) and CHM151LL], or CHM150AA, or CHM151AA, or permission of the Instructor, or Department or Division Chair.	LEC 3.0 3.0 3.0
CHM152AA	General Chemistry II	A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics.	Prerequisites: A grade of C or better in [(CHM150 or CHM151) and CHM151LL], or CHM150AA, or CHM151AA, or permission of the Instructor, or Department or Division Chair.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
CHM152LL	General Chemistry II Laboratory	Laboratory experience in support of CHM152.	Prerequisites: A grade of C or better in CHM152 or Corequisites: CHM152.	LAB 1.0 3.0 3.0
CHM154	General Chemistry II with Qualitative Analysis	A study of the chemical properties of the major groups of elements,	Prerequisites: A grade of C or better in	LEC 3.0 3.0 3.0

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		equilibrium theory, thermodynamics, kinetics, electrochemistry, and other selected topics. Includes qualitative analysis. Prepares students for all sophomore chemistry courses.	[(CHM150 or CHM151) and CHM151LL] or CHM150AA, or permission of the Instructor, or Department or Division Chair.	
CHM154LL	General Chemistry II with Qualitative Laboratory	Laboratory experience in support of CHM154. Includes qualitative analysis.	Prerequisites: A grade of C or better in CHM154 or Corequisites: CHM154.	LAB 2.0 6.0 6.0
CHM195AA	Principles and Practice of Scientific Research	Students will learn the use of the scientific method; how, why and where research is conducted; the ethical protocol in the scientific process; how peer review works, and how to formulate scientifically testable hypotheses and design supporting experiments. Students will apply the scientific method in laboratory and/or field research projects, will learn and use appropriate laboratory techniques, and will communicate research design, data collection, and data interpretation in conventional scientific formats.	Prerequisites: A grade of C or better in CHM151 or permission of Instructor.	L+L 1.0 2.0 2.0
CHM195AB	Principles and Practice of Scientific Research	Students will learn the use of the scientific method; how, why and where research is conducted; the ethical protocol in the scientific process; how peer review works, and how to formulate scientifically testable hypotheses and design supporting	Prerequisites: A grade of C or better in CHM151 or permission of Instructor.	L+L 2.0 4.0 4.0

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		experiments. Students will apply the scientific method in laboratory and/or field research projects, will learn and use appropriate laboratory techniques, and will communicate research design, data collection, and data interpretation in conventional scientific formats.		
CHM195AC	Principles and Practice of Scientific Research	Students will learn the use of the scientific method; how, why and where research is conducted; the ethical protocol in the scientific process; how peer review works, and how to formulate scientifically testable hypotheses and design supporting experiments. Students will apply the scientific method in laboratory and/or field research projects, will learn and use appropriate laboratory techniques, and will communicate research design, data collection, and data interpretation in conventional scientific formats.	Prerequisites: A grade of C or better in CHM151 or permission of Instructor.	L+L 3.0 6.0 6.0
CHM220	Analytical Chemistry	Principles and methods of chemical analysis	Prerequisites: A grade of C or better in CHM152 and CHM152LL or CHM154 and CHM154LL.	LEC 3.0 3.0 3.0
CHM220LL	Analytical Chemistry Laboratory	Laboratory experience in support of CHM220	Prerequisites: A grade of C or better in CHM152LL or CHM154LL or equivalent or Corequisites: CHM220.	LAB 2.0 6.0 6.0

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CHM230	Fundamental Organic Chemistry	Chemistry of representative groups of organic compounds, emphasizing biological applications.	Prerequisites: A grade of C or better in (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL), or permission of the Instructor, or Department or Division Chair.	LEC 3.0 3.0 3.0
CHM230LL	Fundamental Organic Chemistry Laboratory	Laboratory experience in support of CHM230	Prerequisites: A grade of C or better in CHM130LL or CHM151LL or equivalent or Corequisites: CHM230.	LAB 1.0 3.0 3.0
CHM235	General Organic Chemistry I	Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized.	Prerequisites: A grade of C or better in (CHM152 and CHM152LL), or CHM152AA, or (CHM154 and CHM154LL), or permission of the Instructor, or Department or Division Chair.	LEC 3.0 3.0 3.0
CHM235AA	General Organic Chemistry I with Lab	Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized.	Prerequisites: A grade of C or better in (CHM152 and CHM152LL), or CHM152AA, or (CHM154 and	LEC 4.0 3.0 3.0 LAB 0.0 4.0 4.0

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			CHM154LL), or permission of the Instructor, or Department or Division Chair.	
CHM235LL	General Organic Chemistry I Laboratory	Laboratory experience in support of CHM235.	Prerequisites: A grade of C or better in CHM235 or Corequisites: CHM235. Completion of prerequisites within the last two years recommended.	LAB 1.0 4.0 4.0
CHM236	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: A grade of C or better in CHM235 and CHM235LL, or permission of the Instructor, or Department or Division Chair.	LEC 3.0 3.0 3.0
CHM236AA	General Organic Chemistry IIA with Lab	Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized.	Prerequisites: A grade of C or better in (CHM235 and CHM235LL) or CHM235AA, or permission of the Instructor, or Department or Division Chair.	LEC 4.0 3.0 3.0 LAB 0.0 4.0 4.0
CHM236LL	General Organic Chemistry IIA Laboratory	Laboratory experience in support of CHM236.	Prerequisites: A grade of C or better in CHM236 or	LAB 1.0 4.0 4.0

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			Corequisites: CHM236. Completion of prerequisites within the last two years recommended.	
CHM238	General Organic Chemistry IIB	Alternate to CHM236. Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized.	Prerequisites: A grade of C or better in CHM235 and CHM235LL, or permission of the Instructor, or Department or Division Chair.	LEC 3.0 3.0 3.0
CHM238LL	General Organic Chemistry IIB Laboratory	Laboratory experience in support of CHM238	Prerequisites: A grade of C or better in CHM235LL or equivalent or Corequisites: CHM238.	LAB 2.0 6.0 6.0
CHM260	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.	Prerequisites: A grade of C or better in (CHM230 and CHM230LL) or (CHM235 and CHM235LL), or permission of the Instructor, or Department or Division Chair.	LEC 3.0 3.0 3.0
CHM260LL	Fundamental Biochemistry Laboratory	Laboratory experience in support of CHM260.	Prerequisites: A grade of C or better in CHM260 or Corequisites: CHM260. Completion of	LAB 1.0 3.0 3.0

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			prerequisites within the last two years recommended.	
CHM282AA	Service-Learning Experience in Chemistry	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
CHM282AB	Service-Learning Experience in Chemistry	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
CHM282AC	Service-Learning Experience in Chemistry	Unpaid Service-Learning experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
CHM296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
CHM296WB	Cooperative Education	Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome	Completion of at least twelve (12) college credits minimum 2.6	LAB 2.0 10.0 0.0

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		related to the career objectives of the students. COMMON COMPETENCY COURSE	grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
CHM296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0

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CHM296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
CHM298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
CHM298AB	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
CHM298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
CIS100	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.	L+L 0.5 0.5 0.5
CIS102	Interpersonal and Customer Service Skills for IT Professionals	Examines behaviors necessary to develop and support an effective client	Prerequisites: None.	LEC 1.0 1.0 1.0

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		service organization. Focuses on methods of increasing the effectiveness of help-desk professionals when responding to a range of customer conditions		
CIS102DA	Customer User Support	Examines skills, tools and strategies necessary for becoming a computer help-desk or end-user support professional.	Prerequisites: None.	L+L 3.0 4.0 4.0
CIS103	Introduction to Social Media	Identify and explain social media and Web 2.0 technologies for personal, academic, professional, and business applications. Create and maintain accounts on various sites to socialize, write, and share multimedia, while understanding the related ethics, privacy and security issues.	Prerequisites: The student must be 13 years or older.	L+L 3.0 4.0 4.0
CIS104	Introduction to Academic and Internship Programs	An overview of college orientation and academic planning, with an emphasis on the use of academic course work and career planning to develop a successful internship experience.	Prerequisites: None.	LEC 1.0 1.0 1.0
CIS105	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	Prerequisites: None.	L+L 3.0 4.0 4.0

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		solving. Exploration of relevant emerging technologies.		
CIS107	The Electronic Game Industry	Introduction to the electronic game industry, including history, market, distribution and publishing channels, business models, team roles, and career landscape. Technical topics covered include software engineering, artificial intelligence, game physics, computer graphics, and networking.	Prerequisites: A grade of C or better in CIS105 or permission of Instructor.	L+L 3.0 4.0 4.0
CIS108	Electronic Portfolio Development	Compile, reflect on, and select prior learning experiences and artifacts. Design, produce, and publish an online portfolio that documents prior learning. Includes techniques for presenting the electronic portfolio for evaluation.	Prerequisites: A grade of C or better in (CIS105 or BPC110) or permission of Instructor.	L+L 1.0 2.0 2.0
CIS109AM	Networking Technology I	Computer networking basics. Network services, transmission media, and connectivity devices covered. Open Systems Interconnection (OSI) Reference Model	Prerequisites: None.	LEC 2.0 2.0 2.0
CIS111	Ethics in Information Technology	Ethical issues that arise as a result of increasing use of computers, and the responsibilities of those who work with computers, either as computer science professionals or end users. Critical inquiry and review of ethical challenges in information technology business, including professional and corporate responsibility, government regulation, fiduciary responsibilities of information, infringement of	Prerequisites: None.	LEC 3.0 3.0 3.0

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		intellectual property, security risk assessment, Internet crime, identity theft, employee surveillance, privacy, compliance, social networking, and the ethics of IT corporations.		
CIS113AE	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.	L+L 1.0 2.0 2.0
CIS113BE	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: A grade of C or better in CIS113AE or permission of Instructor.	L+L 1.0 1.0 1.0
CIS113CE	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: A grade of C or better in CIS113BE or permission of Instructor.	L+L 1.0 1.0 1.0
CIS113DE	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.	L+L 3.0 4.0 4.0
CIS114AE	Excel: Level I	Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, and projections.	Prerequisites: None.	L+L 1.0 2.0 2.0
CIS114BE	Excel: Level II	Additional Excel spreadsheet techniques, including macro programming, database searching,	Prerequisites: A grade of C or better in CIS114AE or	L+L 1.0 1.0 1.0

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		extraction, and linking to obtain prescribed reports and graphs.	permission of Instructor.	
CIS114CE	Excel: Level III	Additional Excel spreadsheet techniques, including complex macros, statistics, and matrix manipulation. Project design using multiple, integrated spreadsheets	Prerequisites: A grade of C or better in CIS114BE or permission of Instructor.	LEC 1.0 1.0 1.0
CIS114DE	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.	L+L 3.0 4.0 4.0
CIS116	Computer Graphics: Introduction to Microsoft Visio	Introduction to use of Visio graphics software to create and edit drawings using predefined shapes and templates. Use of Visio tools to create simple drawings with text, symbols and labels.	Prerequisites: None.	L+L 1.0 2.0 2.0
CIS117AM	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.	L+L 1.0 2.0 2.0
CIS117BM	Database Management: Microsoft Access - Level II	Exploration of additional components of the Microsoft Access database management program.	Prerequisites: A grade of C or better in CIS117AM or permission of Instructor.	L+L 1.0 1.0 1.0

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CIS117CM	Database Management: Microsoft Access - Level III	Application of the features of the Microsoft Access program to some common database management problems	Prerequisites: A grade of C or better in CIS117BM.	L+L 1.0 1.0 1.0
CIS117DM	Microsoft Access: Database Management	Introduction to Microsoft Access. Emphasis on features, design, and database management.	Prerequisites: None.	L+L 3.0 4.0 4.0
CIS118AB	PowerPoint: Level I	Use of PowerPoint software to produce professional-quality presentation visuals	Prerequisites: None.	L+L 1.0 2.0 2.0
CIS118BB	PowerPoint: Level II	Use of PowerPoint software to add movement and sound to desktop presentations to enhance audience attention.	Prerequisites: A grade of C or better in CIS118AB.	L+L 1.0 1.0 1.0
CIS118DB	Desktop Presentation: PowerPoint	Use of PowerPoint to produce professional-quality presentation visuals with animation and sound.	Prerequisites: None.	L+L 3.0 4.0 4.0
CIS119DO	Introduction to Oracle: SQL	Use of Oracle tools and methodologies to fulfill real-world business information requirements. Hands-on exercises for designing, creating, and maintaining database structures to store, retrieve, update, and display data in a relational database using the SQL programming language. Creating and maintaining database objects. Advanced retrieval techniques.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: CIS105 or permission of Instructor.	L+L 3.0 4.0 4.0
CIS119DP	Oracle: Database Administration	Basic administrative tasks performed by a database administrator (DBA). Conceptual understanding and hands-on applications of the Oracle database architecture and interaction of its components.	Prerequisites: A grade of C or better in CIS119DO, or permission of Instructor. (CIS126++ or CIS121++ or	L+L 3.0 4.0 4.0

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			MST152++) is recommended.	
CIS120AJ	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.	L+L 1.0 2.0 2.0
CIS120DA	Introduction to Adobe Premiere	Foundations of video import, export, and editing. Includes parts and function of a video camera, preproduction and production, incorporating photographs, titles, graphics, animation and audio, capturing, editing, rendering and outputting digital video. Prepares students for the Adobe Certifications related to Adobe Premiere.	Prerequisites: None.	L+L 3.0 4.0 4.0
CIS120DB	Introduction to Adobe Illustrator	Provides students with the knowledge and skills to use Adobe Illustrator graphics software on a computer. Basic foundation course in the use of electronic techniques to create, manipulate, and edit images, text, abstract art, graphics design, color graphics and business charts; determine file formats appropriate for web and print; utilize tools to optimize graphics and create a PDF file.	Prerequisites: None.	L+L 3.0 4.0 4.0
CIS120DC	Introduction to Adobe Animate	Focuses on entry-level skill expectations for digital animation using Adobe Animate. Covers basic animation techniques used in the creation, manipulation, and editing of animation graphics. Prepares students	Prerequisites: None.	L+L 3.0 4.0 4.0

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		for the Adobe certifications related to Adobe Animate.		
CIS120DF	Introduction to Adobe Photoshop	Focuses on entry-level skills and knowledge for digital imaging using Adobe Photoshop. Prepares students for the Adobe Certifications related to Photoshop.	Prerequisites: None.	L+L 3.0 4.0 4.0
CIS120DG	Fireworks: Web Graphics	Use of graphics software to create and edit vector and bitmap (raster) graphics. Creation and manipulation of paths and special effects. Covers slices, buttons, pop-up menus, navigation bars, and animations for use in web sites.	Prerequisites: None.	L+L 3.0 4.0 4.0
CIS120DK	Introduction to Digital Video Editing	Introduction to digital video editing comprises of a foundation for video import, export, and editing functions. Includes parts and function of a video camera, preproduction and production, incorporating photographs, titles, graphics, animation and audio, capturing, editing, rendering and outputting digital video.	Prerequisites: None.	L+L 3.0 4.0 4.0
CIS120DL	Introduction to Adobe After Effects	Includes creating visual effects for video projects. Explores techniques and methodologies used to create shots for big budget special effects. Topics include color and light matching, keying, motion tracking, rotoscoping and working with film.	Prerequisites: A grade of C or better in CIS120DA or CIS120DK, or permission of Instructor.	L+L 3.0 4.0 4.0
CIS120DO	Introduction to Adobe Audition	Introduction to editing audio files in a multitrack editing environment using Adobe Audition. Includes the import	Prerequisites: None.	L+L 3.0 4.0 4.0

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		of files in a variety of formats that were generated using other software and how to export files.		
CIS120DP	Adobe Acrobat Pro: Portable Document Format (PDF) Files	Introduction to creating PDF (Portable Document Format) files using Adobe Acrobat for web viewing and printing. Addresses creation of interactive PDF documents including security settings, navigation links, and form fields.	Prerequisites: None.	L+L 3.0 4.0 4.0
CIS121AB	Microsoft Command Line Operations	Use of the Microsoft command line interface: basic concepts, internal and external commands, subdirectories, and editor.	Prerequisites: None.	L+L 1.0 2.0 2.0
CIS121AE	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.	L+L 1.0 2.0 2.0
CIS121AH	Microsoft PowerShell/Command Line Operations	Day-to-day command line administration tasks of Microsoft Windows. PowerShell used to create scripts to administer Microsoft windows environment.	Prerequisites: None. MST150++ suggested but not required.	L+L 3.0 4.0 4.0
CIS121AI	Mac Operating System	Specific topics include getting started with Mac OS; working with disks, folders, and files; installing and using	Prerequisites: None.	L+L 1.0 2.0 2.0

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		applications; setting system preferences; printing, faxing, and scanning; getting and living online; using iLife; sharing a Mac with other users; creating a home network; and maintaining the Mac.		
CIS122AE	Windows Operating System: Level II	Additional capabilities of the Windows program that configure devices and customize the presentation of the operating system. System tools, control panel utilities, the My Computer, Network Neighborhood, and Microsoft Exchange desktop icons. Other helpful utilities presented.	Prerequisites: A grade of C or better in CIS121AE or permission of Instructor.	L+L 1.0 2.0 2.0
CIS124AA	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.	L+L 1.0 1.7 1.7
CIS124BA	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: A grade of C or better in CIS124AA or permission of Instructor.	L+L 1.0 1.7 1.7

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CIS126AA	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.	L+L 1.0 2.0 2.0
CIS126AL	Linux Operating System I	Introduction to the Linux Operating system. Develop knowledge and skills required to install, configure a Linux-based workstation including basic network functions.	Prerequisites: None.	L+L 1.0 2.0 2.0
CIS126BA	UNIX Operating System: Level II	Installation, configuration, and maintenance of the UNIX operating system	Prerequisites: A grade of C or better in CIS126AA.	LEC 1.0 1.0 1.0
CIS126CA	UNIX Operating System: Level III	Create login scripts and batch files, and maintain system communications	Prerequisites: A grade of C or better in CIS126BA.	LEC 1.0 1.0 1.0
CIS126DA	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.	L+L 3.0 4.0 4.0
CIS126DL	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	Prerequisites: None.	L+L 3.0 4.0 4.0

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		achieve the entry-level industry certification covered.		
CIS126RH	Red Hat System Administration I	Introduction to core administration skills needed to manage a Red Hat Enterprise Linux system. This Red Hat Academy course helps prepare for the Red Hat certification exams using a hands-on, task-focused curriculum.	Prerequisites: None.	L+L 3.0 4.0 4.0
CIS128	Databases in Practice Management	Use of a Practice Management Database (Electronic Health Record software) for installation and maintenance of an Electronic Health Record. Application of policies and procedures for data control, security, privacy, and confidentiality of health information in electronic health information management systems.	Prerequisites: None.	L+L 3.0 4.0 4.0
CIS129	Introduction to Microsoft Sharepoint	Designed to provide basic skills enabling the end user to navigate, manage documents and collaborate using Microsoft Sharepoint.	Prerequisites: A grade of C or better in BPC110, or CIS105, or permission of Instructor.	L+L 1.0 2.0 2.0
CIS130DA	3D Studio Max: Modeling	Introduction to 3D modeling using 3D Studio Max. Emphasis will be placed on Polygonal, Solid, and Surface modeling tools. Students will also understand concepts such as modifiers, sub-object editing, extruding, Booleans, lofting, lathing and compound object modeling. Introduction to basic lighting, texturing and rendering techniques.	Prerequisites: A grade of C or better in CIS105.	L+L 3.0 4.0 4.0

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CIS130DB	3D Studio Max: Animation	Introduction to three-dimensional animation tools and principles, with an emphasis on character construction and animation. 3D Studio Max will be the primary application for use in this class.	Prerequisites: A grade of C or better in CIS105.	L+L 3.0 4.0 4.0
CIS131AA	Doing Business on the Internet	Overview of different ways businesses are taking advantage of and using the Internet. Includes how companies are selling items and services over the Internet; techniques used to expand customer contacts; marketing strategies; availability of government and financial information; future potential and disadvantages; using the Internet for customer service; establishing a World Wide Web site. Some previous computer experience preferred	Prerequisites: None.	LEC 1.0 1.0 1.0
CIS132	HTML/CSS	Overview of foundational HyperText Markup Language (HTML) and Cascading Style Sheets (CSS) coding. Create web pages and sites that adhere to web standards and best practices using current web coding standards.	Prerequisites: None.	L+L 3.0 4.0 4.0
CIS133AA	Internet/Web Development Level I-A	Overview of the Internet and its resources. Hands-on experience with various Internet communication tools	Prerequisites: None.	L+L 1.0 2.0 2.0
CIS133DA	Internet/Web Development Level I	Overview of the Internet/World Wide Web (WWW) and its resources. Hands-on experience with various Internet/WWW resource discovery, information retrieval, and social media	Prerequisites: None.	L+L 3.0 4.0 4.0

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		tools. Design and Development of multi-page websites using current Hyper Text Markup Language (HTML) and Cascading Style Sheets (CSS) standards..		
CIS136	Content Management Systems: WordPress	Overview of WordPress Content Management System. Includes hands-on design and creation of web pages and blogs for the World Wide Web. Designed to cover best practices for web site/blog creation.	Prerequisites: None.	L+L 3.0 4.0 4.0
CIS138DA	Desktop Design and Publishing Using Adobe InDesign	Use of Adobe InDesign to compose and print textual and graphic materials of high quality. Includes word processing of copy, use of graphics programs, layout of design elements, printing alternatives, and file formats.	Prerequisites: None.	L+L 3.0 4.0 4.0
CIS140	Survey of Multimedia Technology	Introduction to multimedia technology and its uses. Overview of the various hardware and software used in developing and delivering multimedia. Emphasis on how multimedia is used in education and training. Provides a basic understanding of the process used to define and develop multimedia applications.	Prerequisites: A grade of C or better in CIS105 or permission of Instructor.	L+L 2.0 3.0 3.0
CIS143	Introduction to Critical Infrastructure Protection	History and overview of critical infrastructure protection and its ties within the Department of Homeland Security prior to and after September 11, 2001. Focus on risk management associated with sectors specific industries and provides and overview	Prerequisites: A grade of C or better in CIS111 or permission of Instructor.	LEC 3.0 3.0 3.0

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		of the public and private partnerships, along with laws and standards developed to protect critical infrastructures.		
CIS150	Programming Fundamentals	Structured program design and logic tools. Use of computer problems to demonstrate and teach concepts using appropriate programming language.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: CIS105 or permission of Instructor.	L+L 3.0 4.0 4.0
CIS150AB	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.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: CIS105 or permission of Instructor.	L+L 3.0 4.0 4.0
CIS151	Computer Game Development - Level I	Introduction to object-oriented game development, game design, and game theory. Use of computer software to demonstrate and teach concepts using an appropriate game development platform to model real-time simulations and create computer games using object oriented tools. Introduction to developing PC games, educational software, and training software using windows based object oriented developments tools.	Prerequisites: A grade of C or better in CIS105 or permission of Instructor.	L+L 3.0 4.0 4.0
CIS154	Database Modeling and Design	Top-down, systematic approach to defining a database design based on analysis of business information and	Prerequisites: A grade of C or better in CIS105	L+L 3.0 4.0 4.0

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		requirements. Identifying and evaluating standard data model and design patterns. Developing an entity-relationship (ER) diagram that accurately reflects the business. Mapping the ER diagram to an initial database design and revising for complex entities, attributes, and relationships.	or permission of Instructor.	
CIS156	Python Programming: Level I	Introduction to Python programming. Includes general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming.	Prerequisites: A grade of C or better in CIS105 or permission of Instructor.	L+L 3.0 4.0 4.0
CIS159	Visual Basic Programming I	Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines	Prerequisites: A grade of C or better in CIS105 or permission of Instructor.	L+L 3.0 4.0 4.0
CIS162	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: A grade of C or better in CIS105 or permission of Instructor.	L+L 3.0 4.0 3.7
CIS162AB	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	Prerequisites: A grade of C or better in CIS105 or permission of Instructor.	L+L 3.0 4.0 4.0

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		programming, and object-oriented programming		
CIS162AC	Visual C++: Level I	Introduction to Visual C++ programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming.	Prerequisites: A grade of C or better in CIS105 or permission of Instructor.	L+L 3.0 4.0 4.0
CIS162AD	C#: Level I	Introduction to C# programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming	Prerequisites: A grade of C or better in CIS105 or permission of Instructor.	L+L 3.0 4.0 4.0
CIS162RS	Rust Programming	Beginning Rust programming. Includes features needed to construct programs, functions, pointers, input and output options, data types, structures, unions, and disk file operations.	Prerequisites: A grade of C or better in CIS105 or permission of Instructor.	L+L 3.0 4.0 4.0
CIS163AA	Java Programming: Level I	Introduction to Java programming. Includes features needed to construct Java Applets, Java Applications, control structures, methods, arrays, character and string manipulation, graphics, and object-oriented programming	Prerequisites: A grade of C or better in CIS105 or permission of Instructor.	L+L 3.0 4.0 4.0
CIS164AB	Oracle: PL/SQL Programming	Writing PL/SQL procedures, functions, and packages. Creating and	Prerequisites: A grade of C or better in	L+L 3.0 4.0 4.0

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		managing PL/SQL program units and database triggers in Oracle development environment. Managing dependencies and manipulating large objects	CIS119DO or permission of Instructor.	
CIS165	Introduction to IOS Application Development	Introduction to iOS device programming utilizing the XCode application, and the programming languages Objective-C and/or Swift, utilizing various iOS frameworks. Understand iOS hardware and feature basics. Go through the entire design process from concept to final product delivery.	Prerequisites: A grade of C or better in CIS150++, or CIS156, or CIS159, or CIS162++, or CIS163AA, or permission of Instructor.	L+L 3.0 4.0 4.0
CIS165DA	Introduction to Android Application Development	Beginning with an overview of Android features, this class explores the required software tools and programming techniques for developing Android device applications from creating the user interface, working with activities, intents and views, to using databases, providing data persistence, accessing device services, to debugging and publishing applications.	Prerequisites: A grade of C or better in CIS150++, or CIS156, or CIS159, or CIS162++, or CIS163AA, or permission of Instructor.	L+L 3.0 4.0 4.0
CIS165DB	C#/VB.NET: Windows 8 App Development	Building upon desktop application development with Visual Studio using VB.NET or C# languages, developing apps for Windows 8 utilizes Extensible Application Markup Language (XAML) for interface design. Windows 8 utilizes UI design standards that are unique from	Prerequisites: A grade of C or better in CIS159 or CIS162AD or permission of Instructor.	L+L 3.0 4.0 4.0

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		previous versions. Develop apps for Windows 8 smartphones and tablets that utilize touch input methods, translate into different resolutions, states, and orientations, and can tap into mobile features such as location and acceleration sensors. Includes working with external data and packaging for Windows Store distribution.		
CIS165DC	Xamarin/C# Cross-Platform Development	Develop cross-platform mobile apps for iOS, Android, and Windows devices using the Xamarin.Forms Platform and C#, utilizing the Visual Studio IDE. Focusing on Xamarin.Forms projects, the course includes PCL and SAP approaches to shared code, developing interfaces with XAML or in C# code, emulator testing, data binding, backgrounding, packaging for deployment. Coding techniques include Layouts and shared controls (views), MVVM pattern, LINQ, SQLite, and Dependency Injection for platform specific coding.	Prerequisites: A grade of C or better in CIS162AD, or permission of Instructor.	L+L 3.0 4.0 4.0
CIS166	Web Scripting/Programming	Software development for Web sites, including client-side script and Common Gateway Interface (CGI) scripting. Covers Web-based transaction processing and use of databases in conjunction with the Web. Includes security issues.	Prerequisites: A grade of C or better in CIS133DA or permission of Instructor.	L+L 3.0 4.0 4.0

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CIS166AA	Introduction to JavaScript	Introduction to basic JavaScript programming concepts including syntax. Covers Hypertext Markup Language (HTML), programming logic and debugging, as well as forms manipulation and animation.	Prerequisites: A grade of C or better in CIS133DA or permission of Instructor.	L+L 3.0 4.0 4.0
CIS166AC	Web Scripting with Active Server Pages (ASP).NET	Introduction to web scripting using Microsoft's ASP.Net (Active Server Pages). Web application development using Hypertext Markup Language (HTML), ASP.Net Web Forms, programming logic, and Structured Query Language (SQL).	Prerequisites: A grade of C or better in CIS133DA and (CIS159 or CIS162AD) or permission of Instructor.	L+L 3.0 4.0 4.0
CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP)	Introduction to web scripting with PHP (PHP: Hypertext Preprocessor). Web application development using Hypertext Markup Language (HTML), PHP, programming logic, and Structured Query Language (SQL).	Prerequisites: A grade of C or better in CIS133DA or permission of Instructor.	L+L 3.0 4.0 4.0
CIS171	Survey of Blockchain Technology	This survey class will introduce you to the exciting world of distributed ledger technology (i.e. the blockchain), cryptocurrencies such as Bitcoin and Ether as well as smart contracts. The emphasis is on the blockchain's role in revolutionizing business. Basic knowledge of computer operation and the ability to browse the Internet are recommended.	Prerequisites: None.	L+L 3.0 4.0 4.0
CIS175SA	Interconnecting Cisco Network Devices	Procedures for interconnecting existing computer networks. Emphasis on internetworking, layer usage, and software configuration. Covers router	Prerequisites: None.	L+L 3.0 4.0 4.0

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		and switch usage, protocol suite and wide-area networking, as well as Internet protocol address and routing configuration. Also includes frame relay and X.25 configuration, access list traffic management, and alternate router access information.		
CIS189	Virtualization and IT Solutions for Digital Businesses	Introduction to Virtualization course is designed to teach basic virtualization computing concepts to learners. It then expands on the basic technical introduction provided and explores the concepts in more detail with an emphasis on mapping the technologies to business needs and solutions. This course is suitable for anyone who wants to know more about terms like "cloud" and "virtualization." It will serve as a foundation to build upon when students learn how to design, install and configure various cloud technologies.	Prerequisites: None.	L+L 3.0 4.0 4.0
CIS190	Introduction to Networking	Overview of networks. Emphasis on the elements of a network, current issues and products, and use of a network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Helps prepare students for the CompTIA Network+ examination.	Prerequisites: None. Corequisites: CIS105 or permission of Instructor.	L+L 3.0 4.0 4.0

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CIS197	VMware ESXI Server Enterprise	Introduction to vSphere and VMware ESXI server in the enterprise. Covers many aspects of virtualization for VMware ESXI server administration. Designed to develop knowledge and skills required to install, configure and troubleshoot a VMware ESXI Server (vSphere) including basic network functions.	Prerequisites: A grade of C or better in [CIS105 and (BPC270 or MST150++) and (CIS126DL or CIS126RH) and (CIS190 or CNT140AB)] or permission of Instructor.	L+L 3.0 4.0 4.0
CIS198	VMware vSphere: Optimize and Scale	VMware vSphere: Optimize and Scale is designed for experienced VMware vSphere users. It teaches advanced skills for configuring and maintaining a highly available and scalable virtual infrastructure. Through a mix of lecture and hands-on labs, you will configure and optimize the vSphere features that build a foundation for a truly scalable infrastructure and discuss when and where these features have the greatest effect. It enables you to understand vSphere at a deeper level and how to use advanced features and controls.	Prerequisites: A grade of C or better in CIS197.	L+L 3.0 4.0 4.0
CIS200	VMware NSX: Install, Configure, Manage	This comprehensive, fast-paced training course focuses on installing, configuring, and managing VMware NSX. This course covers NSX as a part of the software-defined data center platform, implementation use cases along with features of NSX, and functionality operating at Layer 2	Prerequisites: A grade of C or better in CIS197.	L+L 3.0 4.0 4.0

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		through Layer 7 of the OSI model. Lecture and hands-on lab activities support the student's understanding of NSX features, functionality, and on-going management and control.		
CIS201	Introduction to Operational Technology	Differences between Operational Technology (OT) and Information Technology (IT). Focus on the components and their uses within an OT system. Addresses the inherent threats, physical and cyber related, to an OT system when connected to an IT system needed to be addressed in order to maintain security and resilience.	Prerequisites: A grade of C or better in CIS272DB or permission of Instructor.	L+L 3.0 4.0 4.0
CIS202	Introduction to Smart Grid Security	Focus on differences between control systems, used to control physical and computer information systems, used to process data, in the Power and Utility industry. Power Systems industry, system elements, functions and security risks are covered.	Prerequisites: A grade of C or better in (CIS272DB and CIS143) or permission of Instructor.	LEC 3.0 3.0 3.0
CIS203	Principles of the Risk Management Framework	History and overview of the Federal Information Security Modernization Act (FISMA) and its effect on cybersecurity management and oversight. Focus of the Risk Management Framework (RMF) and its use in the process of authorizing information systems to operate under the FISMA guidelines.	Prerequisites: A grade of C or better in CIS272DB or permission of Instructor.	L+L 3.0 4.0 4.0
CIS213DE	Advanced Microsoft Word: Word Processing	Using advanced word processing software features to perform tasks	Prerequisites: A grade of C or better in	L+L 3.0 4.0 4.0

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		such as mail merge, collaboration, web pages, math functions, macros, photo enhancements, graphics, tables, forms and manage long documents.	CIS113DE or (CIS113AE and CIS113BE and CIS113CE) or permission of Instructor.	
CIS214DA	Advanced Excel for Data Analytics	Advanced Excel spreadsheet features for data analytics including advanced functions, PivotTables, Data Modelling, Dashboard creation and forecasting for Business Intelligence (BI). Includes capstone project of an interactive dashboard using a multi-table Excel Data Model.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: [CIS114DE and (CIS117AM or CIS276DA or CIS276DB)], or permission of Instructor.	L+L 3.0 4.0 4.0
CIS214DE	Advanced Excel Spreadsheet: Level II	Advanced Excel spreadsheet features including formatting techniques, macros and Visual Basic for applications. Templates, built-in functions and lists as well as analysis tools including Pivot Tables and Goal Seek covered. Import and export data, workgroup collaboration and Internet features of Excel emphasized.	Prerequisites: A grade of C or better in CIS114DE or permission of Instructor.	L+L 3.0 4.0 4.0
CIS217AM	Advanced Microsoft Access: Database Management	Advanced database concepts including database design, primary and secondary key selection and relationships between tables. Queries, sub forms, macros, events, Visual Basic modules and Access Internet features also covered	Prerequisites: A grade of C or better in CIS117CM or CIS117DM.	L+L 3.0 4.0 4.0

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CIS220DC	Flash: Advanced Animation and ActionScript	Advanced Flash programming, action scripting, tweening, advanced buttons and user input, movie clips, using dynamic sound and text, managing information flow, Object-Oriented Programming concepts in relation to Flash.	Prerequisites: A grade of C or better in CIS120DC or permission of Instructor.	L+L 3.0 4.0 4.0
CIS220DF	Adobe Photoshop Level II: Advanced Digital Imaging	Goes beyond the basic use of palettes, selections, layers, menus, and tool options, and focuses on using Photoshop software's advanced features to manipulate and correct digital and digitally produced images.	Prerequisites: A grade of C or better in CIS120DF or permission of Instructor.	L+L 3.0 4.0 4.0
CIS220DK	Advanced Adobe Premiere	Includes an in-depth study of digital video editing using premiere, including preproduction, production and post production. Advanced techniques into a capstone project. Emphasis placed on enhanced workflow processes, integration of other applications into Premiere, multiple output formats, timesaving quick key setup and advanced production and editing tools.	Prerequisites: A grade of C or better in CIS120DA, or CIS120DK, or permission of Instructor.	L+L 3.0 4.0 4.0
CIS221AB	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: A grade of C or better in BPC121AB CIS121AB or permission of Instructor.	L+L 1.0 2.0 2.0
CIS224	Project Management Microsoft Project for Windows	Introduction to project management concepts while working with MS Project to solve complex project management networks, including	Prerequisites: None.	L+L 3.0 4.0 4.0

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		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.		
CIS225	Business Systems Analysis and Design	Investigation, analysis, design, implementation and evaluation of business computer systems.	Any programming language or permission of Instructor.	L+L 3.0 4.0 4.0
CIS225AB	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.	Any programming language or permission of Instructor.	L+L 3.0 4.0 4.0
CIS226AL	Internet/Intranet Server Administration-Linux	Configuration and management of internet/intranet services, including the Apache web server, Simple Mail Transfer Protocol servers (SMTP), Structured Query Language (SQL server), File Transfer Protocol (FTP), Network Time Protocol (NTP), and other network services used in home and small business environments. Covers basic security configuration and testing.	Prerequisites: A grade of C or better in CIS126 (any module) or permission of Instructor.	L+L 3.0 4.0 4.0
CIS227	Assembly Language	Concepts and use of the Assembly programming language, including basic arithmetic operations, flow control, and memory management.	Prerequisites: A grade of C or better in CIS162++ or	L+L 3.0 4.0 4.0

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			permission of Instructor.	
CIS228	Advanced Databases for Practice Management	Advanced installation, configuration and use of Practice Management Database (Electronic Health Record software) for implementation and maintenance of for vendor specific and open source Electronic Health Records (EHRs). Configuration of policies and procedures for data control, security, privacy, and confidentiality of health information in electronic health information management systems.	Prerequisites: A grade of C or better in CIS128 or permission of Instructor.	LEC 3.0 4.0 4.0
CIS230DA	3D Studio Max: Materials	Emphasis on creating and applying materials and textures to three-dimensional environments. Techniques for creating skins, surfaces, and shading types for objects, environments and characters will be explored. Original textures, both life-like and imaginary, will be created using 3D Studio Max and a 2D computer graphics software application.	Prerequisites: A grade of C or better in CIS130DA or CIS120DF or CIS120DG or permission of Instructor.	L+L 3.0 4.0 4.0
CIS230DB	3D Studio Max: Lighting and Rendering	Emphasis on lighting and rendering for three-dimensional environments. Techniques for illuminating scenes and characters will be explored. Prepare scenes for rendering to video, film and real-time rendering using 3D Studio Max.	Prerequisites: A grade of C or better in CIS130DA or permission of instructor.	L+L 3.0 4.0 4.0

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CIS231	Ethereum Blockchain Application Development	Exploration of the theory behind Ethereum blockchain technology and the development of Ethereum smart contracts. In-depth emphasis on programming concepts relating to the creation and eventual deployment of smart contracts to the Ethereum blockchain.	Prerequisites: A grade of C or better in CIS171 or permission of Instructor.	L+L 3.0 4.0 4.0
CIS233AA	Internet/Web Development Level II-A	Design and creation of pages on the World Wide Web using hypertext markup language (HTML). Hands-on experience authoring HTML and preparing sophisticated web documents.	Prerequisites: A grade of C or better in CIS133DA or permission of Instructor.	L+L 1.0 2.0 2.0
CIS233AC	Internet Web Development: Dreamweaver Level I	Design and development of websites using Dreamweaver. Hands-on experience designing, developing, testing, and publishing web documents that contain client-side web technologies.	Prerequisites: A grade of C or better in CIS133DA or permission of Instructor.	L+L 1.0 2.0 2.0
CIS233BA	Internet/Web Development Level II-B	Hands-on experience designing Web presentations using advanced markup languages, programming languages, scripts, and multimedia	Prerequisites: A grade of C or better in CIS233AA or permission of Instructor.	LEC 1.0 1.0 1.0
CIS233DA	Internet/Web Development Level II	Plan, design and create web sites using HTML and Advanced Cascading Style Sheets (CSS). Expedite the development process using CSS frameworks and libraries. Enhance user experience and web site functionality using supporting technologies. Exploration of User	Prerequisites: A grade of C or better in CIS133DA or permission of Instructor.	L+L 3.0 4.0 4.0

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		Interface (UI) and User Experience (UX), best practices, accessibility, strategies, and careers in web design and development.		
CIS233DC	Internet Web Development: Dreamweaver	Design and development of comprehensive and interactive websites using Dreamweaver. Hands-on experience designing, developing, testing, and publishing web documents that contain various client-side web technologies. Assists in preparing students for the Adobe Certifications related to Adobe Dreamweaver.	Prerequisites: A grade of C or better in CIS132 or CIS133DA or permission of Instructor.	L+L 3.0 4.0 4.0
CIS234	XML Application Development	The use of Extensible Markup Language (XML) to make documents smarter, simplify Web automation, and to communicate between databases, both within and between corporations. Includes techniques for XML generation, data extraction and sharing, and transformation and managing of XML files.	Prerequisites: A grade of C or better in CIS133DA or permission of Instructor.	L+L 3.0 4.0 4.0
CIS235	e-Commerce	Introduction to Electronic Commerce on the Internet. Designing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, credit card and other debit transaction covered. Also includes current issues in e-commerce.	Prerequisites: A grade of C or better in CIS133DA or permission of Instructor.	L+L 3.0 4.0 4.0
CIS236	Web-Based Teaching and Learning I	Experience using a web-based learning environment from an online	Prerequisites: A grade of C or better in	L+L 2.0 3.0 3.0

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		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.	CIS133DA or permission of Instructor.	
CIS237	Web-Based Teaching and Learning II	Create an online or hybrid course using a web-based learning environment. Create, prepare, and manage content and resource files; locate and add resources; and manage a course homepage. Add, delete, and revise tools; create, maintain, and release quizzes and assignments; and manage a course. Track students, data, and revise student grades, submissions, and attendance. Hands-on experience with creating a course using a web-based learning environment	Prerequisites: A grade of C or better in CIS236 or permission of Instructor.	L+L 3.0 4.0 4.0
CIS238DL	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 CompTIA Linux+, the Red Hat	Prerequisites: A grade of C or better in CIS126DL or CIS126RH or permission of Instructor.	L+L 3.0 4.0 4.0

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		Certified System Administrator (RHCSA), the Red Hat Certified Engineer (RHCE) and the Linux Professional Institute (LPIC-1).		
CIS238RH	Red Hat System Administration II	Continue to develop core administration skills needed to manage a Red Hat Enterprise Linux system. This Red Hat Academy course helps to prepare students for the Red Hat certification exams using a hands-on, task-focused curriculum.	Prerequisites: A grade of C or better in CIS126RH, or permission of Instructor.	L+L 3.0 4.0 4.0
CIS239DL	Linux Shell Scripting	Linux Shell Scripting syntax and methods including the automation of system tasks as well as interpreted user-level programming. Course includes the Linux Borne Again Shell (BASH) as well as a variety of industry competitors.	Prerequisites: A grade of C or better in CIS238DL or CIS238RH or permission of Instructor.	L+L 3.0 4.0 4.0
CIS240	Local Area Network Planning and Design	Analysis of the needs and requirements for a local area network (LAN). Emphasis on basic systems analysis and design for a local area network, selection of appropriate hardware and software components. Includes current and future issues, needs analysis, cost estimation, selection of connectivity and network components, and issues relating to access, security, and support	Prerequisites: A grade of C or better in CIS190 or MST140 or permission of Instructor.	LEC 3.0 3.0 3.0
CIS240DL	Linux Network Administration	In depth networking based on Linux servers and the Transmission Control Protocol/Internet Protocol (TCP/IP) protocol suite. Integrating Linux	Prerequisites: A grade of C or better in CIS238DL or	L+L 3.0 4.0 4.0

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		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 CompTIA Linux+, the Red Hat Certified System Administrator (RHCSA), the Red Hat Certified Engineer (RHCE) and the Linux Professional Institute (LPIC-1).	permission of Instructor.	
CIS240RH	Red Hat System Administration III	Provides solid understanding of how to automate services on a Linux system. Covers use of Ansible to automate provisioning, configuration, application deployment, and orchestration on Red Hat Enterprise Linux 8. Content aligns with the Red Hat Certified Engineer (RHCE - EX294) exam, a professional certification.	Prerequisites: A grade of C or better in CIS238RH or permission of Instructor.	L+L 3.0 4.0 4.0
CIS243	Internet/Web Development Level III	Development of interactive websites with graphics, video, and sound using advanced web design techniques and tools. Design theory for maximizing web readership, interactive and multimedia elements, speed and accessibility optimization, and intuitive user interfaces	Prerequisites: A grade of C or better in CIS233DA or permission of Instructor.	L+L 3.0 4.0 4.0
CIS250	Management of Information Systems	The study of business information systems and its management, communication, e-business strategies, emerging technologies, database	Prerequisites: A grade of C or better in CIS105.	L+L 3.0 4.0 4.0

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		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.		
CIS251	Computer Game Development - Level II	Advanced object-oriented game development, advanced game design, and advanced game theory. Use of game development software tools to demonstrate advanced concepts for modeling real-time simulations and creating computer games using object oriented development tools. In depth coverage of game programming (scripting) techniques, and decision logic using object oriented techniques.	Prerequisites: A grade of C or better in CIS151 or permission of Instructor.	L+L 3.0 4.0 4.0
CIS256	Python Programming Level II	Advanced Python object-oriented programming concepts and applications. Emphasis on code documenting, versioning, unit testing strategies, and security practices for Python project/package development. Includes Python applications for data analysis, networking, database manipulation, and web application development.	Prerequisites: A grade of C or better in CIS156 or permission of Instructor.	L+L 3.0 4.0 4.0
CIS259	Visual Basic Programming II	Use of the Visual Basic programming language to identify and solve advanced problems using suitable examples from business or other disciplines.	Prerequisites: A grade of C or better in CIS159 or permission of Instructor.	LEC 3.0 4.0 3.7

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CIS261	Hyperledger Blockchain Application Development	Exploration of the theory behind Hyperledger blockchain technology and the development of Hyperledger smart contracts. In-depth emphasis on programming concepts relating to the creation and eventual deployment of smart contracts to the Hyperledger blockchain.	Prerequisites: A grade of C or better in CIS231 or permission of Instructor.	L+L 3.0 4.0 4.0
CIS262AB	C++: Level II	Advanced level C++ programming with emphasis on arrays, data management, dynamic memory allocation, object-oriented programming concepts, input/output operations, libraries, and debugging techniques. Includes overview of other advanced applications of C++.	Prerequisites: A grade of C or better in CIS162AB or permission of Instructor.	L+L 3.0 4.0 4.0
CIS262AD	C# Level II	Advanced C# programming with emphasis on data structures, dynamic memory allocation, object-oriented programming, user interfaces, and database processing. Overview of web applications, network programming, and reporting tools	Prerequisites: A grade of C or better in CIS162AD or permission of Instructor.	L+L 3.0 4.0 4.0
CIS263AA	Java Programming: Level II	Intermediate Java programming. Includes features needed to construct object-oriented programming, multithreading, multimedia, files, streams and data structure	Prerequisites: A grade of C or better in CIS163AA or permission of Instructor.	L+L 3.0 4.0 4.0
CIS265	Advanced iOS Application Development	Advanced iOS device programming utilizing the Swift/XCode application, and the programming languages Objective-C and/or Swift, utilizing various iOS frameworks. Understand	Prerequisites: A grade of C or better in CIS150++ and CIS165, or permission of Instructor.	L+L 3.0 4.0 4.0

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		iOS hardware and feature basics. Go through entire design process from concept to final product delivery.		
CIS265DA	Advanced Android Application Development	Advanced Android device programming utilizing an Android Integrated Development Environment, and an Android-focused programming language such as Java or Kotlin, utilizing various advanced activity layouts, views, and intents. Covers advanced Object Oriented Programming (OOP) practices, local and cloud-based database backends, threading, incorporating device features and sensors, and unit testing.	Prerequisites: A grade of C or better in CIS165DA or permission of Instructor.	L+L 3.0 4.0 4.0
CIS266	Network Integration Capstone	Application of project management, installation and troubleshooting to integrate multiple operating systems. Topics include: diagnostic and troubleshooting procedures, security vulnerability and penetration software to installation.	Prerequisites: A grade of C or better in [(CIS238DL or CIS238RH) and (CIS240DL or CIS240RH)], or CNT160AB, or [(MST155DC and MST157DC) and (CIS270 or CIS271DL or CIS271RH or CNT205)], or associated industry certifications, or permission of Instructor.	L+L 4.0 5.0 5.0
CIS270	Essentials of Network and Information Security	Threats to security of information systems; responsibilities and basic	Prerequisites: A grade of C or better in	L+L 3.0 4.0 4.0

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		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).	BPC270 or CIS190 or CNT140AB or MST150++ or permission of Instructor.	
CIS271DB	Information Security Essentials	Overview of information security principles, access control, risk management, and compliance. Provides partial preparation for certification in one or all of the following: Comptia Security + exam, International Information Systems Security Certification Consortium (ISC)2, Systems Security Certified Practitioner (SSCP) exam, the Committee on National Security Systems (CNSS) 4011 certification, or GIAC Security Essentials Certificate (GSEC).	Prerequisites: A grade of C or better in (BPC270 or CIS126DL or CIS126RH or MST150++) and (CIS190 or CNT140++) and (CIS111 or ITS120).	L+L 3.0 4.0 4.0
CIS271DL	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	Prerequisites: A grade of C or better in CIS240DL or Permission of Instructor.	L+L 3.0 4.0 4.0

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		<p>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.</p> <p>Preparation for industry certifications such as the SAIR/GNU LCP and LCA certificates, CompTIA's Linux+, RHCT, RHCE, and LPIC</p>		
CIS271RH	Red Hat System Administration IV	<p>Provides solid understanding on containers, containerized applications, and orchestration of containers using Kubernetes and Red Hat OpenShift on Red Hat Enterprise Linux.</p>	<p>Prerequisites: A grade of C or better in CIS238RH or permission of Instructor.</p>	L+L 3.0 4.0 4.0
CIS272DB	Information Security Principles	<p>Covers threats to the IT infrastructure and how they can impact operations. Demonstrates strategies to mitigate risk impacts as they relate to the IT infrastructure. Provides technical knowledge required to execute on the essentials of information security. Provides partial preparation for certification in one or all of the following: Comptia Security + exam, International Information Systems Security Certification Consortium ((ISC)2), Systems Security Certified Practitioner (SSCP) exam, the Committee on National Security Systems (CNSS) 4011 certification, or GIAC Security Essentials Certificate (GSEC).</p>	<p>Prerequisites: A grade of C or better in CIS271DB.</p>	L+L 3.0 4.0 4.0

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CIS274DA	Introduction to Power Systems Security	Demonstrates distinct difference between control systems, used to control physics and computer information systems, used to process data, in the Power and Utility industry. Background information related to the Power Systems industry, elements and security risks. In-depth overview of how all elements of the power system function, as well as risks.	Prerequisites: A grade of C or better in CIS272DB and PPT120, or permission of Instructor.	L+L 3.0 4.0 4.0
CIS275DA	Generation and Transmission Systems Security	Introduction to industrial control systems and how they support Power Generation and Transmission. Risks associated with infrastructures and why it is important to reduce those risks to acceptable levels by securing supporting industrial control systems. Advanced knowledge of industrial control systems used in the power, energy and utility industry with a concentrated focus on cyber security. This experience will also be directly transferable to other industries that operate industrial control systems such as Chemical Processing, Manufacturing, Defense, etc. Partial preparation for the Certified SCADA (Supervisory Control and Data Acquisition) Security Architect (CSSA) certification provided by the Information Assurance Certification Review Board (IACRB).	Prerequisites: A grade of C or better in CIS274DA or permission of Instructor.	L+L 3.0 4.0 4.0

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CIS275DL	Linux Capstone	The Linux Capstone course aggregates the skills, knowledge, communication, and critical thinking skills from the Linux Program. This course is to emulate a production environment that prepares students to work as a Linux Systems Administrator. The course helps to prepare students for Linux Industry certification exams.	Prerequisites: A grade of C or better in CIS240DL, or CIS240RH, or permission of Instructor.	L+L 3.0 4.0 4.0
CIS276DA	MySQL Database	A broad overview of the MySQL database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install MySQL, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies.	Prerequisites: A grade of C or better in CIS105, or CIS117DM, or permission of Instructor.	L+L 3.0 4.0 4.0
CIS276DB	SQL Server Database	A broad overview of the Microsoft Structured Query Language (SQL) Server database. Includes SQL instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install SQL Server, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies.	Prerequisites: A grade of C or better in CIS105, or CIS117DM, or permission of Instructor.	L+L 3.0 4.0 4.0
CIS280	Current Topics in Computing	Critical inquiry of current topics in computing. Application of industry	Prerequisites: None.	L+L 3.0 4.0 4.0

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		trends to solve problems and/or investigate issues		
CIS280AA	Current Topics in Computing	Critical inquiry of current topics in computing. Application of industry trends to solve problems and/or investigate issues	Prerequisites: None.	L+L 1.0 2.0 2.0
CIS280AB	Current Topics in Computing	Critical inquiry of current topics in computing. Application of industry trends to solve problems and/or investigate issues	Prerequisites: None.	L+L 2.0 3.0 3.0
CIS282AA	Volunteerism for Computer Information Systems: A Service Learning Experience	Service learning field experience within private/public agencies, educational institution, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
CIS284	Certified Internet Web (CIW) Associate Certification Preparation Course	Explain and implement Internet technologies, network infrastructure, and protocols. Utilize a variety of markup languages and web technologies to design web pages. Utilize job skills such as project management. Explore best practices/issues for web design, publishing, and e-commerce. Prepare for Certified Internet Web (CIW) Associate Examinations.	Prerequisites: A grade of C or better in CIS233DA or permission of Instructor.	L+L 4.0 5.0 5.0
CIS285	Computer Information Systems Capstone Project	Students will create a capstone project with opportunities for individualized research and application of aggregate technology and professional knowledge and skills obtained throughout the student's program of study. Focus on communication,	Prerequisites: Permission of Program Director or Instructor.	L+L 3.0 4.0 4.0

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		problem solving, critical thinking, and project management skills.		
CIS286	Technology Team Peer Mentorship	Students will have an opportunity to mentor other students and work as a team to develop and support a technology project related to their program of study paralleled by professional expertise and guidance from team members, faculty, and/or industry mentor. Focus on application of technology knowledge to the development of a team project to solve real world technology problems/needs with an innovative technology focus. Focus on the team experience and project and workforce development, management and research, as well as mentoring and collaborative professional behaviors needed to facilitate innovations for profitable commercial feasibility.	Prerequisites: A grade of C or better in EPS151. Corequisites: CIS285.	L+L 3.0 4.0 4.0
CIS288	Digital Design Portfolio	Procedures for compiling, evaluating, and selecting prior learning experiences and artifacts for a digital portfolio. Covers techniques for the design, production, and publishing of an online portfolio documenting prior learning. Includes techniques for presenting the digital portfolio for evaluation.	Prerequisites: A grade of C or better in BPC/CIS133DA and (BPC/CIS120DB or BPC/CIS120DF or BPC/CIS138DA) or permission of Instructor.	L+L 2.0 3.0 3.0
CIS290AA	Computer Information Systems Internship	Work experience in business or industry	Prerequisites: Permission of Instructor.	LAB 1.0 6.0 0.0

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CIS290AB	Computer Information Systems Internship	Work experience in business or industry	Prerequisites: Permission of Instructor.	LAB 2.0 12.0 0.0
CIS290AC	Computer Information Systems Internship	Work experience in business or industry	Prerequisites: Permission of Instructor.	LAB 3.0 18.0 0.0
CIS296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
CIS296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify	LAB 3.0 15.0 0.0

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			or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
CIS298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
CIS298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
CIS298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
CLD110	Amazon Web Services Cloud Foundations	Provides a detailed overview of cloud concepts, Amazon Web Services (AWS) core services, security, architecture, pricing, and support. Intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. Helps to prepare students for the AWS Certified Cloud Practitioner exam.	Prerequisites: None. CIS105 suggested but not required.	L+L 3.0 4.0 4.0
CLD120	Amazon Web Services Cloud Architect Associate	Fundamentals of building IT infrastructure on Amazon Web Services (AWS). Focus on how to optimize use of the AWS Cloud by understanding AWS services and best practices for the AWS Cloud and how they fit into cloud-based solutions. Covers design patterns for architecting	Prerequisites: A grade of C or better in CLD110 or permission of Instructor.	L+L 3.0 4.0 4.0

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		optimal IT solutions on AWS, as well as strategies and services implemented on AWS.		
CLD130	Amazon Web Services Cloud Developing	Designed to provide technical knowledge and skills in cloud technology that can be developed with Amazon Web Services (AWS) software development kit (SDK). Focus on best practices for building and deploying secure applications in the AWS Cloud. Helps to prepare students for the AWS Certified Developer - Associate examination.	Prerequisites: A grade of C or better in CLD120 or equivalent AAWS Certified Solutions Architect - Associate certification. CLD110 and CNT140AB recommended.	L+L 3.0 4.0 4.0
CLD140	Amazon Web Services Cloud Operations	Designed to provide technical information and skills required to implement automatable and repeatable deployments of networks and systems on Amazon Web Services (AWS). Describes specific AWS features and tools related to configuration and deployment. Emphasis on best practices in the AWS Cloud and recommended design patterns, problem-solving and troubleshooting. Helps prepare students for the AWS Certified SysOps Administrator - Associate exam.	Prerequisites: A grade of C or better in CLD120 or equivalent AAWS Certified Solutions Architect - Associate certification. CLD110 and CNT140AB recommended.	L+L 3.0 4.0 4.0
CNP104	Windows Operating System and PC Hardware	Introduction to various aspects of personal computers. Explore various techniques of system components including installation, configuration and troubleshooting. Identify different operating system and software utilized	Prerequisites: ISP116.	216

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		in personal computers, including proper installation, configuration and troubleshooting. Emphasis placed on proper usage of tools, procedures and professionalism.		
CNP141	PC Peripherals and Troubleshooting I	Learn about personal computer (PC) peripherals and more advanced troubleshooting techniques. Topics covered include advanced troubleshooting of hardware, advanced troubleshooting of operating systems (OS), advanced troubleshooting of networks, malware removal, printers, scanners and security.	Prerequisites: CNP108.	156
CNP142	PC Peripherals and Troubleshooting II	Students will further their development in advanced troubleshooting of operating systems (OS), advanced troubleshooting of networks, malware removal, printers, scanners and security.	Prerequisites: CNP141.	82
CNP205	Introduction to Network Concepts	Introduction to the computer networking field that covers network terminology and protocols, communication fundamentals in data networks and the Internet. Emphasis placed on the OSI model, internet protocol (IP) addressing, cabling installation and basic network configuration.	Prerequisite: CNP104 or approval of Instructor or Program Manager.	192
CNP210	Computer Maintenance and Troubleshooting	Further development on more advanced troubleshooting techniques. Topics covered include advanced troubleshooting of hardware, operating	Prerequisite: CNP205 or approval of Instructor or Program Manager.	180

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		systems, and networks. In addition, explore malware removal and various security techniques.		
CNP215	Networking Basics	Introduction to basic network concepts. Explore the concepts behind the OSI model and the various networking terms. Identify services used in networking such as DHCP, DNS, and the various protocols. Understand subnetting and how it is utilized in networks. Further explore IP addresses and how they are developed, including ways used to calculate IP addresses. Learn about various topologies utilized in networks.	Prerequisites: CNP210 or approval of Instructor or Program Manager.	315
CNP225	Network Technologies	Explore the different equipment that will be utilized in computer networking. Learn about the various routing and switching methods. Develop the skills to work within different WAN and LAN environments. Identify the different physical media used within networking. Understand the different standards utilized in various networking equipment.	Prerequisites: CNP215 or approval of Instructor or Program Manager.	168
CNP230	Network Troubleshooting and Solutions	Learn and identify various network threats seen in networking. Identify the different methods used to attack networks, including how to combat them. Explore various troubleshooting methods utilized in multiple network	Prerequisites: CNP225 or approval of Instructor or Program Manager.	157

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		sizes. Also further explore the different tools that will be used as part of the troubleshooting process, including both physical and software tools.		
CNP250	Information Security	Introduction to various concepts throughout the security field. Explore, identify, and defend against various threats in the security world. Further explore the multiple components (both software and hardware) utilized in the security field. This includes technologies such as cloud, automation, and how to secure systems. Identify various methods on access and risk management within networks. Explore various services and methods on data security and recovery. This includes forensics and disaster recovery in conjunction with data and the concept of cryptography.	Prerequisites: Completion of Network+ program or CompTIA Network+ certified or approval of Instructor or Program Manager.	400
CNS102	Foundations for Apprenticeship	The demographics and industry projections of the building and construction trades. Structure and purpose of registered apprenticeship. Apprenticeship roles and responsibilities. Overview of fluctuation in employment and finances inherent to the construction trades. Emphasis on preparation for periods of high and low employment debt management within registered apprenticeship.	Prerequisites: None.	LEC 1.0 1.0 1.0

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CNS110	Green Construction Overview	Overview of 'green construction'. Green energy vs. green building, U.S. Green Building Council (USGBC) and the building life cycle, five main areas of green building standards, Leadership in Energy and Environmental Design (LEED) accreditation, and LEED certification.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 0.5 0.5 0.5
CNS182	Construction Estimating and Print Reading	Analysis and interpretation of construction drawings (blueprint reading); interpretation of symbols, annotations, conventions, and terms of trade. Emphasizes learning quantities of material, equipment, and labor for a construction project. Includes a focus on procedures used to apply timely unit costs. Covers Occupational Safety and Health Administration (OSHA) Safety Standards and their impact on construction cost.	Prerequisites: None.	LEC 3.0 3.0 3.0
CNS200	Construction Management: Field Operation	Procedures and methods used by construction contractors to manage field operation during various phases of a project. Includes project team, job scheduling, personnel relations, use of the construction documentation on site, inspection techniques, safety issues, scope and supervision of the overall construction process.	Prerequisites: A grade of C or better in CON181 and CON244, or permission of Department or Division.	LEC 3.0 3.0 3.0
CNS201	Construction Management: Office Operation	Skills and techniques required to manage construction office operations. Includes establishing and financing the business, marketing, office operations,	Prerequisites: A grade of C or better in (CON130, CON181, and CON244), or	LEC 3.0 3.0 3.0

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		and maintaining relationships with other construction industry entities through a systematic planning approach.	permission of Department or Division.	
CNS205	Sustainable Construction/LEED Certification	Fundamentals of major components of sustainable design and construction, including energy, health care facilities, cultural and natural resources, and other environmental and economic issues of sustainable built environments. Importance of a collaborative team effort with owner, developers, architects, engineers, and constructors will be integrated into the course. Issues impacting schedule and budgets of sustainable construction projects will be analyzed. Prepares student for the Leadership in Energy and Environmental Design (LEED) Certification Exam.	Prerequisites: None.	LEC 3.0 3.0 3.0
CNS230	Computer Aided Design and Drafting (CADD) 3D for Construction & Architecture (CADD II)	Design, construction, and annotation of three-dimensional objects for construction and architecture industries using AutoCAD software.	Prerequisites: A grade of C or better in COM130 or permission of Department or Division.	L+L 3.0 6.0 6.0
CNS240	Advanced Computer Aided Design and Drafting (CADD) for Construction & Architecture (CADD III)	Use of advanced AutoCAD two- and three-dimensional commands along with various customization codes and techniques specific to architecture and construction industries	Prerequisites: A grade of C or better in CNS230 or permission of Department or Division.	L+L 3.0 6.0 6.0
CNS250	Civil Drafting I: Civil 3D	Application of civil drafting software (Civil 3D) for civil drafting and surveying. Use of coordinating	Prerequisites: A grade of C or better in CON130 or permission	L+L 3.0 6.0 6.0

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		geometry and survey point databases to create topographical maps. Interpreting and delineating topographical data and maps for site and route work. Applying the basics of coordinate geometry (COGO) to surveying language.	of Department or Division.	
CNS251	Civil Drafting II: Civil 3D	Advanced knowledge and skill in using civil drafting software (Civil 3D) in right-of-way improvement. Use of base maps in utility and street improvement; use of street improvements in creation of maps and profiles; use of map and profiles in utility improvements.	Prerequisites: A grade of C or better in CNS250, or permission of Department or Division.	L+L 3.0 6.0 6.0
CNS252	Civil Drafting III: Civil 3D	Use of civil drafting software (Civil 3D) for site development. Includes use of engineering and surveying software in analysis and computation of earthwork and creation of site drawings.	Prerequisites: A grade of C or better in CNS251, or permission of Department or Division.	L+L 3.0 6.0 6.0
CNS271	Home Inspection Structure	Home inspection practices for foundation, footings, roof, and framework, including floor, wall, and ceiling. Covers structural considerations and reporting practices.	Prerequisites: A grade of C or better in (CON244 and CON262) or permission of Department or Division.	LEC 3.0 3.0 3.0
CNS272	Home Inspection Plumbing, Electrical and HVAC	Home inspection practices for plumbing, electrical, heating, cooling, and air conditioning, and defects of exposed parts of these systems in a house structure. Includes components of systems and reporting practices.	Prerequisites: A grade of C or better in CON244 and CON262, or permission of Department or Division.	LEC 3.0 3.0 3.0

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CNS273	Home Inspection: Insulation and Interiors	Home inspection practices for insulation and interiors, including walls, ceilings, floors, windows, and doors, and their possible defects. Covers reporting practices.	Prerequisites: A grade of C or better in CON244 and CON272, or permission of Department or Division.	LEC 3.0 3.0 3.0
CNS274	Home Inspection: Roofing and Exteriors	Home inspection practices for roofing and exteriors of a house, and their defects. Covers reporting practices.	Prerequisites: A grade of C or better in (CON244 and CON262) or permission of Department or Division.	LEC 3.0 3.0 3.0
CNS282AA	Volunteerism for Construction: A Service Learning Experience	Service-learning field experience within private/public agencies and citizen volunteer groups.	Prerequisites: Permission of Department or Division.	LAB 1.0 1.0 0.0
CNS282AB	Volunteerism for Construction: A Service Learning Experience	Service-learning field experience within private/public agencies and citizen volunteer groups.	Prerequisites: Permission of Department or Division.	LAB 2.0 2.0 0.0
CNS282AC	Volunteerism for Construction: A Service Learning Experience	Service-learning field experience within private/public agencies and citizen volunteer groups.	Prerequisites: Permission of Department or Division.	LAB 3.0 3.0 0.0
CNS285	Introduction to Residential Plan Review	Application of international model code (building, mechanical, plumbing, and electrical) to contract documents for one- and two-family dwelling residential construction.	Prerequisites: A grade of C or better in (CON244 and CON262) or permission of Department or Division.	LEC 3.0 3.0 3.0
CNS286	Introduction to Commercial Plan Review	Application of international model codes (building, mechanical, plumbing, and electrical) to contract documents for commercial construction.	Prerequisites: A grade of C or better in (CON244 and CON263) or permission of Department or Division.	LEC 3.0 3.0 3.0

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CNS290AA	Construction Internship	Construction internship office/field experience with private/public agencies or citizen volunteer groups. Eighty (80) hours of designated work experience.	Prerequisites: Permission of Department or Division.	LAB 1.0 6.0 0.0
CNS290AB	Construction Internship	Construction internship office/field experience with private/public agencies or citizen volunteer groups. One hundred and sixty (160) hours of designated work experience.	Prerequisites: Permission of Department or Division.	LAB 2.0 12.0 0.0
CNS290AC	Construction Internship	Construction internship office/field experience with private/public agencies or citizen volunteer groups. Two hundred and forty (240) hours of designated work.	Prerequisites: Permission of Department or Division.	LAB 3.0 18.0 0.0
CNS290AE	Construction Internship	Construction internship office/field experience with private / public agencies or citizen volunteer groups.	Prerequisites: Permission of Department or Division.	LAB 5.0 25.0 0.0
CNS296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and ability to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 1.0 5.0 0.0

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			interest or with permission of Instructor.	
CNS296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and ability to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
CNS296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and ability to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently	LAB 3.0 15.0 0.0

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			enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
CNS296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and ability to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
CNS298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
CNS298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
CNS298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
CNT140AB	Introduction to Networks	Focus on the architecture, structure, functions, components, and models of the Internet and other computer	Prerequisites: None.	L+L 4.0 6.0 6.0

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		networks. Principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced. Students will build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Preparation for Cisco certification examination.		
CNT150AB	Switching, Routing, and Wireless Essentials	Focus on configuring switches and routers for use in small and medium size networks. Including Virtual Local Area Networks (VLANs), VLAN trunking, Inter-VLAN routing, Spanning Tree Protocol (STP), EtherChannel, Dynamic Host Configuration Protocol (DHCP), First Hop Redundancy, Local area Network (LAN) and Switch security, and Static routing. Knowledge and skills needed to implement a Wireless Local Area Network (WLAN) is also covered. Preparation for Cisco certification examination.	Prerequisites: A grade of C or better in CNT140AB or permission of Instructor.	L+L 4.0 6.0 6.0
CNT160AB	Enterprise Networking, Security, and Automation	Focus on the configuration of routers and switches within small and medium size networks for advanced functionality including Open Shortest Path First (OSPF), Network security, Access Control Lists (ACLs), Network Address Translation (NAT), Wide Area Network (WAN) concepts, Virtual Private Networks (VPNs),	Prerequisites: A grade of C or better in CNT150AB or permission of Instructor.	L+L 4.0 6.0 6.0

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		Quality of Service (QoS), network management, design, troubleshooting, virtualization, and automation. Preparation for Cisco certification examination.		
CNT168	CCNA Discovery - Designing and Supporting Computer Networks	Networking design and customer support including gathering requirements, designing basic networks, establishing proof- of- concept, and performing project management tasks. Lifecycle services, including upgrades, competitive analyses, and system integration, in the context of pre-sale support	Prerequisites: A grade of C or better in CNT158.	L+L 4.0 6.0 6.0
CNT171	CCNA Exam Prep	Preparation for renewal of CCNA certification by reviewing the Open Systems Interconnection (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: A grade of C or better in CNT160AB, or Cisco Certified Network Associate (CCNA) certification, or permission of Instructor.	L+L 1.0 2.0 2.0
CNT202	Cisco Secure Firewall Appliance Configuration	Applications of Cisco Networking technologies in designing and implementing security solutions to reduce risk of revenue loss and	Prerequisites: A grade of C or better in CNT160AB or	L+L 4.0 5.0 5.0

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		vulnerability. Hands-on experience and skills in security policy design and management, security technologies, products and solutions, secure firewall design, installation, configuration and maintenance, Authentication, Authorization, and Accounting (AAA), Failover, and Virtual Private Network (VPN) implementation using firewalls.	permission of Instructor.	
CNT203	CCNA Cybersecurity Operations	Uses virtual environments to simulate real-world cybersecurity threat scenarios and create opportunities for practice with ethical hacking, security monitoring, analysis and resolution. Introduces current technical concepts, such as classification of network attacks, monitoring, analysis of network intrusion data, cryptography, prevention and mitigation of network attacks and application of incident response models to manage network security incidents.	Prerequisites: A grade of C or better in CNT150AB or permission of Instructor.	L+L 4.0 6.0 6.0
CNT205	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	Prerequisites: A grade of C or better in CNT160AB, or Cisco Certified Network Associate (CCNA) certification, or permission of Instructor.	L+L 4.0 6.0 6.0

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		and devices. Competency in the technologies that Cisco uses in its security structure.		
CNT206	Cisco Certified Network Associate Wireless	Associate-level knowledge and skills required in Cisco wireless networks. Includes comprehensive hands-on labs to design, plan, implement, operate, secure, and troubleshoot wireless networks.	Prerequisites: A grade of C or better in CNT160AB or permission of Instructor.	L+L 4.0 6.0 6.0
CNT240	Cisco Certified Network Professional: Enterprise Core	Provides Cisco Certified Network Professional (CCNP) Enterprise knowledge and skills needed for professional-level networking technologies and architecture. Topics include virtualization, network assurance, security, and automation. Helps to prepare students to take the Cisco Enterprise Network Core Technologies (ENCOR) certification exam aligned with the CCNP Enterprise, CCIE Enterprise Infrastructure, CCIE Enterprise Wireless, and Cisco Certified Specialist - Enterprise core certifications.	Prerequisites: A grade of C or better in CNT160AB, or Cisco Certified Network Associate (CCNA) industry certification, or permission of Instructor.	L+L 8.0 12.0 12.0
CNT240AA	Cisco Certified Network Professional: Enterprise Core I	Provides Cisco Certified Network Professional (CCNP) Enterprise knowledge and skills needed for professional-level networking technologies and architecture. Topics include virtualization, network assurance, security, and automation. Helps to prepare students to take the	Prerequisites: A grade of C or better in CNT160AB, or Cisco Certified Network Associate (CCNA) industry certification, or permission of Instructor.	L+L 4.0 6.0 6.0

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		Cisco Enterprise Network Core Technologies (ENCOR) certification exam aligned with the CCNP Enterprise, CCIE Enterprise Infrastructure, CCIE Enterprise Wireless, and Cisco Certified Specialist - Enterprise core certifications.		
CNT240AB	Cisco Certified Network Professional: Enterprise Core II	Provides Cisco Certified Network Professional (CCNP) Enterprise knowledge and skills needed for professional-level networking technologies and architecture. Topics include virtualization, network assurance, security, and automation. Helps to prepare students to take the Cisco Enterprise Network Core Technologies (ENCOR) certification exam aligned with the CCNP Enterprise, CCIE Enterprise Infrastructure, CCIE Enterprise Wireless, and Cisco Certified Specialist - Enterprise core certifications.	Prerequisites: A grade of C or better in CNT240AA.	L+L 4.0 6.0 6.0
CNT250	Cisco Certified Network Professional: Enterprise Advanced Routing and Services	Provides Cisco Certified Network Professional (CCNP) Enterprise advanced knowledge and skills needed for professional-level networking technologies and architecture. Covers the implementation and troubleshooting of advanced routing technologies and services including Layer 3 VPN services, infrastructure	Prerequisites: A grade of C or better in CNT160AB, or Cisco Certified Network Associate (CCNA) industry certification, or permission of Instructor.	L+L 8.0 12.0 12.0

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		security, and infrastructure services. Helps to prepare students to take the Implementing Cisco Enterprise Network Advanced Routing and Services (ENARSI) certification exam aligned with the CCNP Enterprise, Cisco Certified Specialist - Advanced Infrastructure Implementation certifications.		
CNT250AA	Cisco Certified Network Professional: Enterprise Advanced Routing and Services I	Provides Cisco Certified Network Professional (CCNP) Enterprise advanced knowledge and skills needed for professional-level networking technologies and architecture. Covers the implementation and troubleshooting of advanced routing technologies and services including Layer 3 VPN services, infrastructure security, and infrastructure services. Helps to prepare students to take the Implementing Cisco Enterprise Network Advanced Routing and Services (ENARSI) certification exam aligned with the CCNP Enterprise, Cisco Certified Specialist - Advanced Infrastructure Implementation certifications.	Prerequisites: A grade of C or better in CNT160AB, or Cisco Certified Network Associate (CCNA) industry certification, or permission of Instructor.	L+L 4.0 6.0 6.0
CNT250AB	Cisco Certified Network Professional: Enterprise Advanced Routing and Services II	Provides Cisco Certified Network Professional (CCNP) Enterprise advanced knowledge and skills needed for professional-level networking technologies and architecture. Covers the implementation and	Prerequisites: A grade of C or better in CNT250AA.	L+L 8.0 6.0 6.0

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		troubleshooting of advanced routing technologies and services including Layer 3 VPN services, infrastructure security, and infrastructure services. Helps to prepare students to take the Implementing Cisco Enterprise Network Advanced Routing and Services (ENARSI) certification exam aligned with the CCNP Enterprise, Cisco Certified Specialist - Advanced Infrastructure Implementation certifications.		
COM080	Conversation Circles	Practice in conversing in English for non-native speakers. Emphasis in developing conversational techniques to facilitate building and maintaining relationships.	Prerequisites: None.	LEC 3.0 3.0 3.0
COM095	Basic Oral Communication Skills	Listening, speaking, and related academic performance skills, including note taking. Emphasis on activities designed to improve and synthesize these skills	Prerequisites: None.	LEC 3.0 3.0 3.0
COM100	Introduction to Human Communication	Introduces the theory and practice of human communication. Surveys communication topics related to interpersonal, small group, and public communication.	Prerequisites: None.	LEC 3.0 3.0 3.0
COM100AA	Introduction to Human Communication Part I	Introduces the theory and practice of human communication. Surveys communication topics related to interpersonal, small group, and public communication.	Prerequisites: None.	LEC 1 1 1

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COM100AB	Introduction to Human Communication Part II	Introduces the theory and practice of human communication. Surveys communication topics related to interpersonal, small group, and public communication.	Prerequisites: None.	LEC 1 1 1
COM100AC	Introduction to Human Communication Part III	Introduces the theory and practice of human communication. Surveys communication topics related to interpersonal, small group, and public communication.	Prerequisites: None.	LEC 1 1 1
COM101	Interpersonal Communication in the Workplace	Elements and functions of communication; perception of self and others; verbal and nonverbal communication; listening skills; effective verbal responses; communicating ideas and feelings; role of communication in relationships with others	Prerequisites: None.	LEC 1.0 1.0 1.0
COM102	Group Discussion in the Workplace	Concept of a decision-making group; role requirements in group discussion; characteristics and responsibilities of small-group leaders; tools for problem solving in a group; presenting proposals to management	Prerequisites: None.	LEC 1.0 1.0 1.0
COM105	Relational Communication/ Senior Adults	Communication skills as they apply to personal relationships of older adults. Student's assessment of their individual communication skills in relations with family members, social and business acquaintances, and friends	Prerequisites: None.	LEC 1.0 1.0 1.0
COM110	Interpersonal Communication	Theory and practice of communication skills which affect day-to-day	Prerequisites: None.	LEC 3.0 3.0 3.0

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		interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships		
COM110AA	Interpersonal Communication Part I	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.	LEC 1.0 1.0 1.0
COM110AB	Interpersonal Communication Part II	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.	LEC 1.0 1.0 1.0
COM110AC	Interpersonal Communication Part III	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.	LEC 1.0 1.0 1.0
COM120	Pronunciation of American Speech	Analysis of American speech production problems due to accents produced by another language,	Prerequisites: None.	LEC 3.0 3.0 3.0

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		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		
COM125	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.	LEC 3.0 3.0 3.0
COM145	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.	L+L 1.0 2.0 2.0
COM150	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.	L+L 3.0 6.0 6.0
COM163	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	Appropriate English placement test score at the ENG101 or ENG107 level or a grade of C or better in ENG091 or ESL097 or	LEC 3.0 3.0 3.0

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			permission of Instructor.	
COM177	Experiential Group Activities Facilitation	Communication skills, tools, and strategies used to lead experiential learning activities. Designed to enhance the student's ability to facilitate experiential group learning activities.	Prerequisites: None.	LEC 3.0 3.0 3.0
COM181	Conflict Mediation	Develop communication skills necessary to conduct mediation in formal and informal settings. Applies principles and theories of message production and responding, listening, questioning, source and receiver factors, and emotion to conflict management communication. Emphasis on respecting diversity and empowering joint problem solving throughout	Prerequisites: None.	LEC 3.0 3.0 3.0
COM207	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: A grade of C or better in ENG101 or ENG107 or equivalent and COM100 or equivalent or permission of Instructor.	LEC 3.0 3.0 3.0
COM215	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.	LEC 3.0 3.0 3.0

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COM221	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: A grade of C or better in COM120 or permission of Instructor.	LEC 3.0 3.0 3.0
COM222	Argumentation	Discussion and practice of the use of evidence, applied reasoning, recognition of fallacies, selection of arguments, and methods of analyzing issues	Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.	LEC 3.0 3.0 3.0
COM225	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: A grade of C or better in ENG101 or ENG107 or equivalent.	LEC 3.0 3.0 3.0
COM230	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.	LEC 3.0 3.0 3.0
COM241	Oral Interpretation of Literature	The study, analysis, and preparation for performance of prose, poetry, and dramatic literature. Preparation of material for public audiences.	Prerequisites: A grade of C or better in ENG101 or ENG107.	LEC 3.0 3.0 3.0
COM250	Introduction to Organizational Communication	Introduction to the study of communication in organizations including identification of variables,	Prerequisites: None.	LEC 3.0 3.0 3.0

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		roles and patterns influencing communication in organizations		
COM251	Interviewing	Principles and techniques of interviewing, including practice through real and simulated interviews in informational, persuasive, and employee-related situations	Prerequisites: None.	LEC 3.0 3.0 3.0
COM259	Communication in Business and Professions	Interpersonal, organizational, intercultural, group, and public communication in business and professional organizations. Emphasis on oral communication and the effective use of technology and new media.	Prerequisites: A grade of C or better in ENG101, or ENG107, or equivalent.	LEC 3.0 3.0 3.0
COM263	Elements of Intercultural Communication	Diverse cultural contexts are explored through basic concepts, principles, and theories of intercultural communication. Discovering effective interaction and appropriate communication in a global community is emphasized.	Prerequisites: None.	LEC 3.0 3.0 3.0
COM270	Health Communication	Theory and practice of interpersonal, intercultural, public, and team communication skills in a healthcare setting.	Prerequisites: None.	LEC 3.0 3.0 3.0
COM271	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.	LEC 3.0 3.0 3.0
COM275	Nonverbal Communication	Effects of space, time, body movements, environment, objects, and	Prerequisites: None.	LEC 3.0 3.0 3.0

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		voice quality on human communication and interaction		
COM277	Group Facilitation Theory and Practice	Theory and practice of group facilitation skills. Emphasis on leading organizational groups in problem solving and decision-making	Associates degree or equivalent or 3 to 5 years work experience or permission of Instructor.	LEC 2.0 2.0 2.0
COM281	Communication Activities	Designed to provide students with competence and confidence in a variety of speech situations beyond the classroom setting. May include presentations at speech competitions or at community organizations.	Prerequisites: None.	L+L 1.0 3.0 3.0
COM281AA	Communication Activities	Designed to provide students with competence and confidence in a variety of speech situations beyond the classroom setting. May include presentations at speech competitions or at community organizations.	Prerequisites: None.	L+L 2.0 4.0 4.0
COM281AB	Communication Activities	Designed to provide students with competence and confidence in a variety of speech situations beyond the classroom setting. May include presentations at speech competitions or at community organizations.	Prerequisites: None.	L+L 3.0 5.0 5.0
COM282AA	Service-Learning Experience in Communication	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
COM282AB	Service-Learning Experience in Communication	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0

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COM282AC	Service-Learning Experience in Communication	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
COM296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
COM296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently	LAB 2.0 10.0 0.0

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			enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
COM296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
COM296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify	LAB 4.0 20.0 0.0

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			or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
COM298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
COM298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
COM298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
CON100	Introduction to Construction	Introduces students to all aspects of the construction industry such as how projects are delivered, reviewing the procurement process and how they are estimated, scheduled, and contracted. Introduces students to the individual roles that constructors fill in the delivery of a construction project.	Prerequisites: None.	LEC 2.0 2.0 2.0
CON101	Construction and Culture	The cultural context of construction, emphasizing the evolution and expansion of constructed environments as expressions of ethical and historical value systems.	Prerequisites: None.	LEC 3.0 3.0 3.0
CON103	Foundation of Construction Safety	Occupational Safety and Health Act (OSHA). Common causes for accidents and fatalities in construction. Abatement techniques for construction-specific hazards. Use of	Prerequisites: None.	L+L 1.0 1.0 1.0

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		personal protection and lifesaving equipment. Specific types of health hazards related to the construction industry. Proper methods for handling hazardous materials.		
CON104	Hand and Power Tools, Equipment, and Workspace	Overview of the selection, use, maintenance and safety procedures for common hand tools, power tools and equipment used in the construction industry. Overview of the maintenance of workspace according to professional standards.	Prerequisites: None.	L+L 1.5 1.5 1.5
CON105	Construction Calculations	Introduction to basic calculation skills in the construction environment including the four primary operations, United States standard and metric units of measure, geometric figures, area and volume calculations for two and three-dimensional objects. Overview of the use, maintenance, and safety procedures for common hand and power tools.	Prerequisites: None.	L+L 1.5 1.5 1.5
CON106	Foundations of Concrete	Examines the effects of concrete-making materials (aggregates, cements, admixtures, etc.) on the properties of fresh and hardened concrete. Concrete mixture proportioning is discussed along with the calculations and statistical analysis of strength testing.	Prerequisites: None.	LEC 4.0 2.0 2.0 LAB 0.0 4.0 4.0
CON107	Construction Drawings Introduction	Provides students with the information and skills needed to read and understand construction drawings.	Prerequisites: None.	L+L 1.0 1.0 1.0

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CON110	Carpentry: Floor Systems	Emphasis on the layout and construction procedures for floor systems, including: interpretation of construction drawings and specifications; selection of appropriate types of floor system components; and application of floor system materials. Includes estimation of the amount of materials needed for a floor assembly and some common alternative floor systems.	Prerequisites: None.	L+L 3.5 4.0 4.0
CON111	Carpentry: Wall Systems	Examines the layout and construction procedures for wall systems, including: interpretation of construction drawings and specifications; selection of appropriate types of wall system components; and application of wall system materials. Emphasis of the estimation of the amount of materials needed for a wall assembly and some common alternative wall systems.	Prerequisites: None.	L+L 3.5 4.0 4.0
CON112	Carpentry Ceiling Joist and Roof Framing	Covers the layout and construction procedures for roof systems, including interpretation of construction drawings and specifications. Provides an overview of ceiling and roof construction methods, the different types of roofs used in residential construction, materials, estimation of materials, and the use of trusses in basic roof framing.	Prerequisites: None.	L+L 4.0 5.0 5.0

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CON117	Interpersonal Skills, Issues and Resolutions in Construction	Information about communication and human relations skills, the expectations of today's diverse workforce, and relationships with stakeholders. Leadership style, interview techniques, and professional development plans. Management skills in problem solving and negotiating.	Prerequisites: None.	LEC 2.0 2.0 2.0
CON124	Plumbing: Pipes and Fittings	Introduces the various types of plumbing materials, pipe schedules and material properties, and applications of piping. Trainees will learn how to determine the appropriate types of fittings, valves, hangers, and supports needed for piping jobs. Trainees will learn to properly measure, cut, prep, and join piping.	Prerequisites: None.	L+L 3.5 4.0 4.0
CON125	Plumbing: Fixtures	Introduces commonly used fixtures in plumbing systems. Select and operate each type of fixture for a variety of installations. Provides an overview of plumbing system installation, maintenance and water heating systems.	Prerequisites: None.	L+L 2.0 3.0 3.0
CON126	Plumbing: Drain, Waste, and Vent	Examine the drainage, waste movement and ventilation for construction application. Provides instruction in locating, installing, connecting, and testing a complete drain, waste, and vent (DWV) system.	Prerequisites: None.	L+L 3.5 4.0 4.0
CON127	Plumbing: Water Distribution Systems	Discuss the processes through which potable water is distributed. Examine the identification of the components	Prerequisites: None.	L+L 2.0 3.0 3.0

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		and functions of a water distribution system and explains the relationships among the components. Includes installation and testing of water distribution systems.		
CON130	Computer Aided Design and Drafting	Fundamental drafting and documentation topics and techniques related to construction, using both board and computer as tools. Concentration on various methods of two-dimensional and three-dimensional drawing, sketching, scaling, and dimensioning with computer and board.	Prerequisites: None.	L+L 3.0 6.0 6.0
CON131	Electrical Systems	Electricity related to residential and light commercial applications, to include common electrical components, AC and DC circuits, and electrical safety. Provides an introduction to reading, interpreting, and creating wiring diagrams and the application of electrical power. Operation and use of specific meters, tools, and an introduction to National Electrical Code (NEC).	Prerequisites: None.	L+L 3.5 4.0 4.0
CON132	Distribution Panels, Wiring, and Circuit Protection in Electrical Systems	Discuss construction drawings and code related to conductors and cables (types, ratings), residential and commercial applications, wire sizes, utilities, meters, disconnects, breakers, grounding and bonding, rough-in wiring and circuit safety protection.	Prerequisites: None.	L+L 3.5 4.0 4.0

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CON133	Conduit, Raceways, and Termination in Electrical Systems	Termination and implementation of electricity in a facility. Considers topics related to box capacities, raceways, conduit sizes, termination practices, wire trays, and finish wiring.	Prerequisites: None.	L+L 4.0 5.0 5.0
CON138	Introduction to Project Management and Resource Control	Technical and management skills such as preconstruction planning, cost and risk control and policy development. Criteria for project layout purchasing, subcontractor management, project layout. Preparation process for project start up, close out and alternate project delivery methods. Major factors which affect production control and production control standards. Project manager's role.	Prerequisites: None.	LEC 1.0 1.0 1.0
CON181	Cost Estimating	Determining quantities of material, equipment, and labor for a construction project. Includes procedures used to apply unit costs to these items in a minimum of time. Occupational Safety and Health Administration Safety Standards and their impact on construction cost.	Prerequisites: None.	LEC 3.0 3.0 3.0
CON213	Carpentry: Steel Framing	The layout and construction procedures for steel framing, including: interpretation of construction drawings and specifications; selection of appropriate types of steel framing components; and application of materials. Includes estimation of the amount of materials needed for a steel assembly.	Prerequisites: None.	L+L 1.0 2.0 2.0

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CON214	Carpentry: Roof Systems and Building Envelopes	Safety, codes, and construction procedures for roof systems and building envelopes, including interpretation of construction drawings and specifications. Students construct conventional roof structures and ceilings, and install exterior finish materials.	Prerequisites: None.	L+L 3.0 4.0 4.0
CON215	Carpentry: Interior Finishes	The layout and construction procedures for interior finishes such as: drywall, trim, doors, cabinetry and stairs, including interpretation of construction drawings and specifications. Provides an overview of construction methods, the different types of materials, and estimation of materials.	Prerequisites: None.	L+L 4.0 5.0 5.0
CON216	Carpentry: Concrete Forms	Safety, codes, and construction procedures for layout and construction of concrete footers and post-tensioned slabs, wall forms, and columns. Includes interpretation of construction drawings and estimation of materials.	Prerequisites: None.	L+L 3.0 4.0 4.0
CON220	Statics Application for Construction	Emphasis on response of bodies to the action of forces. Elementary analytical and practical approach to the principles and physical concepts of statics. Focus on mastery of basic principles of trigonometry, application of vectors and forces, and moments, with analysis of basic structures and structural components, and statics application to construction.	Prerequisites: None.	LEC 3.0 3.0 3.0

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CON221	Applied Statics	Emphasis on response of bodies to the action of forces. Elementary analytical and practical approach to the principles and physical concepts of statics, focuses on mastery of basic principles of trigonometry, application of vectors and forces, and moments, with analysis of basic structures and structural components, trusses, shear and moment diagrams, centroids, and moments of inertia.	Prerequisites: A grade of C or better in MAT15+, (MAT182 OR MAT187), and PHY111.	LEC 3.0 3.0 3.0
CON223	Strength of Materials	Strength and application of materials of construction, including mechanics of beams, shafts, and bolted and welded connections under various loading conditions. Construction behavior of various materials externally and internally.	Prerequisites: None.	LEC 3.0 3.0 3.0
CON224	Plumbing: Pipe Systems and Controls	Examines applied calculations to determine size, types and service of pipe systems. Discusses the application of drawings, codes, and specifications for assembly and installation of gas, air, and water systems.	Prerequisites: None.	L+L 3.0 4.0 4.0
CON225	Plumbing: Water Disposal Systems	Examines water disposal and drainage systems, to include the types, components, functions, codes, safety, design, installation and repair.	Prerequisites: None.	L+L 4.0 5.0 5.0
CON226	Plumbing: Fixtures and Appliances	Examines the safety, codes, installation, maintenance, and repair of appliances, fixtures, and gas piping.	Prerequisites: None.	L+L 3.0 4.0 4.0

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CON227	Plumbing: Water Resource Solutions	Introduces water supply disinfection, filtration systems, and sustainable water practices.	Prerequisites: None.	L+L 2.0 2.0 2.0
CON234	Electric Power Distribution	Theory and applications of distribution of power from utilities to residential and commercial sites, including transformers and commercial electrical distribution equipment and services. Includes safety, codes, and interpretation of construction drawings and specifications.	Prerequisites: None.	L+L 3.0 4.0 4.0
CON235	Motors: Theory and Application	Describes motor and motor controls in electricity. Explains how to select and install relays and troubleshoot control circuits. Distinctions between AC and DC motors, motor speed control, and design and operation characteristics, connections and terminal markings.	Prerequisites: None.	L+L 4.0 5.0 5.0
CON236	Industrial Wiring Applications	A broad variety of electrical wiring applications, including healthcare facility, heating, ventilation and air conditioning (HVAC), standby, emergency, and fire alarm systems.	Prerequisites: None.	L+L 3.0 3.0 3.0
CON241	Surveying I	Fundamental surveying principles including theory and field work using the level and transit, horizontal measurement by tape or stadia, benchmark and profile leveling traverse surveys and computations, establishment of line and grade. Designed to develop semi-professional personnel working for private or government engineering agencies.	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0

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CON243	Heavy Construction Equipment, Methods, and Materials	Fundamentals of machine selection and production estimating, using computer-generated data to develop programs that speed the decision process or allow easy analysis of multiple options used in the heavy construction industry. Applications of engineering principles in analyzing economical approaches for heavy construction. Covers fleet operation, methods, maintenance, and programs for construction of dams, tunnels, roads, and excavations of buildings.	Prerequisites: None.	LEC 3.0 3.0 3.0
CON244	Working Drawing Analysis: Blueprint Reading	Detailed analysis and interpretation of construction drawings (blueprint reading); interpretation of symbols, annotations, conventions, terms of trade; and understanding of drawing, dimensioning, plan organization, and specifications.	Prerequisites: None.	LEC 3.0 3.0 3.0
CON251	Microcomputers for Constructors	Effective application of computers in support of construction management, administration, and technical aspects of the construction industry. Uses of the computer as a problem-solving tool, including multimedia software, information management, and spreadsheet applications in construction.	Prerequisites: None.	LEC 3.0 3.0 3.0
CON252	Building Construction Methods, Materials, and Equipment	Comprehensive study of construction methods, materials, codes, and equipment used in building construction.	Prerequisites: None.	LEC 3.0 3.0 3.0

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CON262	Introduction International Residential Code (IRC)	Covers International Residential Code for various trades, including building, mechanical, plumbing and electric, for one and two family residential construction. Preparation for voluntary certification (IRC building inspection).	Prerequisites: None.	LEC 3.0 3.0 3.0
CON263	Building Codes	Designed specifically to acquaint students with safety principles of building construction under the Uniform Building Code, including structural requirements for wood, masonry and concrete, fire resistance of building construction, fire resistant materials, and ratings and occupancy requirements.	Prerequisites: None.	LEC 3.0 3.0 3.0
CON271	Construction Safety	Overview of safety methods and procedures for accident prevention and equipment used by construction workers to maximize field safety during various phases of a construction project, including requirements and regulations for construction safety set by Occupational Safety and Health Administration (OSHA) standards along with biological aspects of construction safety.	Prerequisites: None.	LEC 3.0 3.0 3.0
CON273	Electrical Construction Fundamentals	General knowledge of electrical work related to construction management, administration, and technical aspects of the construction industry. Covers circuits and machinery, power transmission, and electrical	Prerequisites: None.	LEC 3.0 3.0 3.0

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		distribution with emphasis on secondary distribution systems as well as measurement and instrumentation, Ohm's Law, low voltage, high voltage, temporary power, generators, service, systems, circuits, motors, transformers, electrical installations, codes, cogeneration, energy conservation, estimating, safety and related blueprint readings.		
CON290AA	Construction Internship	Construction internship office/field experience with private/public agencies or citizen volunteer groups. Eighty (80) hours of designated work experience.	Prerequisites: Permission of Department or Division.	LAB 1.0 6.0 0.0
CON290AB	Construction Internship	Construction internship office/field experience with private/public agencies or citizen volunteer groups. One hundred and sixty (160) hours of designated work experience.	Prerequisites: Permission of Department or Division.	LAB 2.0 12.0 0.0
CON290AC	Construction Internship	Construction internship office/field experience with private/public agencies or citizen volunteer groups. Two hundred and forty (240) hours of designated work.	Prerequisites: Permission of Department or Division.	LAB 3.0 18.0 0.0
CON298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
CON298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
CON298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
COR101	Core: Introduction to Craft Skills	This National Center for Construction Education and Research (NCCER)	Prerequisites: None.	80

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		core curriculum is a prerequisite to all other level 1 craft curriculum. Its modules cover basic safety, communication skills, introduction to construction drawings and math, hand/power tools, employability skills, and material handling.		
COS104	Hair Essentials I	Introduction to the basic theory and procedures in cosmetology hair essentials.	Prerequisite: Program admission.	200
COS106	Hair Essentials II	Hair-shaping techniques and chemical application procedures in cosmetology hair essentials.	Prerequisites: COS104 or Program Manager's permission.	200
COS112	Hair Essentials	Introduction to the basic theory and procedures in cosmetology hair essentials.	Prerequisites: Admission into the Cosmetologist program.	400
COS114	Student Salon 1	Continuation of cosmetology theory and practical concepts at an intermediate level. Theory will be focusing on professional development, salon ecology, anatomy and hair decisions. Practical skills will be demonstrated daily on clients and manikins. Rubrics on procedures are done monthly. One day a month on Arizona state board licensure focus.	Prerequisites: A grade of C or better in COS112, or COS106, or permission of Program Manager.	200
COS116	Student Salon 2	Apply concepts learned in the classroom and the student salon to develop real life scenarios while servicing a client and/or becoming a future business owner in the beauty industry.	Prerequisites: COS114 or Program Manager's permission.	200

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COS118	Hair Stylist State Licensure Focus	This course is designed to prepare students for the written and practical examinations for the Arizona State Board of Cosmetology HAIRSTYLIST licensure only.	Prerequisites: COS116 or Program Manager's permission.	200
COS119	Nail Essentials	Introduction to nail services in the beauty industry.	Prerequisites: COS116 or Program Manager's permission.	200
COS212	Skin Essentials	Introduction to skin services in the beauty industry.	Prerequisites: COS119 or Program Manager's permission.	200
COS214	Student Salon 3	Prepares cosmetology students to be industry ready and prepared to perform services in their chosen field of expertise after licensure with the Arizona State Board of Cosmetology.	Prerequisites: COS212 or Program Manager's permission.	200
COS218	Cosmetology State Licensure Focus	This course is designed to prepare cosmetology students for the written and practical examinations for Arizona State Board of Cosmetology licensure.	Prerequisites: COS214 or Program Manager's permission.	200
COS250	Instructor in Training Orientation	Students will be introduced to the Arizona State Board of Cosmetology instructor safety and sanitation, rules and regulations. This class is to prepare a student to become an instructor in their licensed field.	Prerequisites: 1. Must hold current Arizona State Board of Cosmetology License in good standing, in the appropriate field. 2. Must have one year of industry work experience.	80
COS251	Instructor in Training I	Students will train to become an instructor in their certified field of cosmetology or aesthetics. Students will learn the fundamentals of	Prerequisites: COS250.	135

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		becoming an instructor by completing assigned work, shadowing instructors, creating lesson plans, coaching students and working hands-on with students and clients.		
COS252	Instructor in Training II	Students will continue to train to become an instructor in their certified field of cosmetology or aesthetics. Student will learn the fundamentals of becoming an instructor by completing assigned work, shadowing instructors, creating lesson plans, coaching students and working hands-on with students and clients. State board preparation for licensing.	Prerequisites: COS251.	135
COV110	The Seven Habits of Highly Effective People	Development of interpersonal habits that are used by successful people in their personal and professional lives. Seven Habits of Highly Effective People. Video-based lecture course.	Prerequisites: None.	LEC 2.0 2.0 2.0
COV112	Great Leaders, Great Teams, Great Results	Overview of foundational characteristics of great teams and organizations. Process oriented approach to creating strategies for inspiring trust and building credibility, defining a purpose, aligning systems of success, and unleashing talents of teams.	Prerequisites: None.	LEC 2.0 2.0 2.0
CPD101	Personal Development	Designed to assist students in developing confidence in making personal, social, and educational decisions. Examination and assessment of individual needs,	Prerequisites: None.	LEC 2.0 2.0 2.0

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		interests, abilities and values to develop and strengthen interpersonal communication, enhance transitional skills and identify realistic life planning goals		
CPD102AA	Assertiveness Training	Designed to help students, differentiate assertive, non-assertive and aggressive behavior, overcome blocks to acting assertively, establish boundaries, and develop effective verbal and nonverbal assertive behavior. Group discussion, role playing, and videotape feedback are used to enable students to express feelings, beliefs, and opinions in a direct appropriate manner	Prerequisites: None.	LEC 2.0 2.0 2.0
CPD102AB	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.	LEC 2.0 2.0 2.0
CPD102AC	Creative Job Hunting	Assists students in gaining skills and confidence necessary to compete in the job market. Emphasis on job search techniques and strategies, resume and cover letter writing, interviewing skills and professional etiquette.	Prerequisites: None.	LEC 2.0 2.0 2.0

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CPD102AD	Growth and Transformation Strategies	Designed to help students adopt a growth mindset within a holistic framework in order to transform patterns that prevent them from achieving their goals.	Prerequisites: None.	LEC 2.0 2.0 2.0
CPD102AF	Human Sexuality	Enables students to view gender and sexuality as dimensions of personal identity, and explores intersectionality between multiple identities. Examination of differences between identify expression, behavior, and biological influences, tracing social evolution from masculine-feminine dichotomy to non-binary perspectives.	Prerequisites: None.	LEC 2.0 2.0 2.0
CPD102AH	Stress Management	Reviews the sources of stress, the physiological effects and the psychological impact of stress on the individual. Provides strategies to manage and reduce stress. Helps students develop and understand behaviors to create a healthy balance in their lives by studying the biological, psychological, physiological, and social aspects of stress and wellness.	Prerequisites: None.	LEC 2.0 2.0 2.0
CPD102AJ	Personal Spiritual Development	Designed to encourage exploration of human spirituality. Focus on personal values and individual belief systems. Emphasis on developing an integrated concept of spirituality and applying it to one's own life	Prerequisites: None.	LEC 2.0 2.0 2.0
CPD102AN	Anger Management	Provides an understanding of the emotion of anger, explores the types,	Prerequisites: None.	LEC 2.0 2.0 2.0

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		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		
CPD102AR	Relaxation Training	Emphasis on specific relaxation techniques to alleviate dysfunctional tension. Use of progressive relaxation methods to reduce stress. Discussion of other modalities of relaxation	Prerequisites: Permission of Instructor.	LEC 1.0 1.0 1.0
CPD102AS	Conflict Resolution	Developing new skills for dealing effectively with everyday conflict and improving quality of one's own life. Opportunity to discuss issues and seek cooperative resolutions	Prerequisites: None.	LEC 2.0 2.0 2.0
CPD102AT	Building Self-Esteem	Practice in specific methods for building and keeping self-esteem. Personal assessment of attitudes, values, support systems, and goals	Prerequisites: None.	LEC 2.0 2.0 2.0
CPD102AU	Introduction to Meditation: Vipassana Practice	Introduction to the practice of Vipassana (Insight) Meditation. Focus on the history, benefits and methodology of Vipassana meditation. Special emphasis on establishing a formal and informal meditation practice	Prerequisites: None.	LEC 1.0 1.0 1.0
CPD103BA	Women In Transition	Designed to assist and support women who are experiencing life transitions. Emphasis on assessing self-potential, increasing self-confidence, managing life change, and exploring	Prerequisites: None.	LEC 2.0 2.0 2.0

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		education/career/life options in terms of the realities of roles for women today		
CPD103BB	Men in Transition	Designed to assist men who are experiencing life transitions. Emphasis on assessing potential, increasing self-confidence, managing change, exploring educational/career options, and exploring mens' roles in a changing society	Prerequisites: None.	LEC 2.0 2.0 2.0
CPD103BC	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.	LEC 2.0 2.0 2.0
CPD103BD	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.	LEC 2.0 2.0 2.0
CPD103BE	Native American Cultural Pride and Awareness	Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions	Prerequisites: None.	LEC 2.0 2.0 2.0
CPD103BG	Asian 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.	LEC 2.0 2.0 2.0
CPD103BH	Male-Female Communication	Designed to provide students with a better understanding of male-female characteristics and how that along	Prerequisites: None.	LEC 2.0 2.0 2.0

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		with a renewed emphasis on basic communication skills will improve communication between the sexes		
CPD103BJ	Dynamic Parenting	Designed to provide students with an understanding of parenting dynamics and effective communication between parents and children. Emphasis on building self-esteem, developing coping skills, behavior modification, and other techniques for improving parenting and communication in a variety of circumstances	Prerequisites: None.	LEC 2.0 2.0 2.0
CPD103BL	Dynamics of Leadership	Designed to provide strategies that may be used when assuming leadership roles. Focus on improving self-confidence through the development of appropriate behaviors, problem-solving skills, and techniques of leadership.	Prerequisites: None.	LEC 2.0 2.0 2.0
CPD103BV	Personal Development for Military Veterans	Assist military veterans in examining role changes, values, strengths, resources, career, readjustment and lifestyle choices. Strategies for coping with life changes, stress, and other personal development needs in transitioning into civilian life	Prerequisites: None.	LEC 2.0 2.0 2.0
CPD104	Career and Personal Development	An overview of the holistic process of career/life planning through self-awareness and understanding of the world of work. Exploration and application of behavioral, social, and cultural factors leading to college, career, and personal success with	Prerequisites: None.	LEC 3.0 3.0 3.0

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		emphasis on assessment, applied behavior management, motivation, self-care, and career development.		
CPD108	Personal Money Management for College Students	Designed to assist students in examining values related to spending, borrowing and saving money. Identify financial priorities and responsibilities associated with debt. Develop and follow a personal budget plan and learn strategies for maintaining a financially balanced personal life	Prerequisites: None.	LEC 1.0 1.0 1.0
CPD115	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.	LEC 1.0 1.0 1.0
CPD125	Employee Development: Problem Solving/Decision Making	Development of decision-making skills as well as techniques for problem solving. Focus on values and value conflicts as related to decision-making. Also includes establishing short and long-term goals for personal and career development	Prerequisites: None.	LEC 1.0 1.0 1.0
CPD126	Writing Resumes	Planning, organizing, and writing a professional resume. Focus on presentation skills including format and language	Prerequisites: None.	L+L 1.0 1.7 1.7
CPD150	Strategies for College Success	Focus on increasing student success through college orientation and	Prerequisites: None.	LEC 3.0 3.0 3.0

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		personal growth, study skills development, and educational and career planning.		
CPD150AA	College Orientation and Personal Growth	Emphasis on increasing student success through college orientation, identification of learning style and the use of time management, goal-setting, and interpersonal communication strategies	Prerequisites: None.	LEC 1.0 1.0 1.0
CPD150AB	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.	LEC 1.0 1.0 1.0
CPD150AC	Educational and Career Planning	Emphasis on increasing student success through educational and career planning.	Prerequisites: None.	LEC 1.0 1.0 1.0
CPD160	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: A grade of C or better in ENG101, or ENG107, or permission of Instructor.	LEC 3.0 3.0 3.0
CPD180	Human Resilience: Cognitive, Emotional, and Behavioral Applications	Exploration of human resilience and well-being within the context of personal, academic, and career life.	Prerequisites: None.	LEC 3.0 3.0 3.0

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		Focus on enhancing quality of life, and improving academic performance and career success through awareness of behavior, cognition, and emotion as well as the practice of self-regulation. Topics include mindfulness, positive psychology, motivation, effective thinking, applied neuroscience, mental and emotional health and self-care.		
CPD195AA	Special Topics: Counseling and Personal Development	Introduction to current topics and contemporary issues related to promoting and enhancing personal development	Prerequisites: None.	LEC 0.5 0.5 0.5
CPD195AB	Special Topics: Counseling and Personal Development	Introduction to current topics and contemporary issues related to promoting personal development. Focuses on a variety of techniques and strategies to improve personal and interpersonal effectiveness	Prerequisites: None.	LEC 1.0 1.0 1.0
CPD250	Peer Mentor Training	Development and application of beginning skills and knowledge required to establish and maintain effective peer helping relationships in a college setting. Focus on the role, function, and responsibilities of the peer mentor; verbal and nonverbal communication skills; problem solving; and strategies and resources for first-year student success. Includes on-campus service-learning component.	Prerequisites: Completion of 24 credit hours (100-level or above) with a B grade point average or better and permission of Instructor.	L+L 3.0 4.0 4.0

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CPD282AA	Volunteerism for Counseling and PersonalDevelopment: A Service Learning Experience	Service-learning field experience within private/public agencies, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
CPD282AB	Volunteerism for Counseling and PersonalDevelopment: A Service Learning Experience	Service-learning field experience within private/public agencies, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
CPD282AC	Volunteerism for Counseling and PersonalDevelopment: A Service Learning Experience	Service-learning field experience within private/public agencies, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
CPD298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
CPD298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
CPD298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
CPT110	Carpentry: Floor Systems	Course covers the layout and construction procedures for floor systems, including: interpretation of construction drawings and specifications; selection of appropriate types of floor system components; and application of floor system materials. Course also includes estimation of the amount of materials needed for a floor assembly and some common alternative floor systems.	Prerequisites: None.	81
CPT111	Carpentry: Wall Systems	Course covers the layout and construction procedures for wall systems, including: interpretation of construction drawings and specifications; selection of appropriate types of wall system components; and application of wall system materials.	Prerequisites: None.	81

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		Course also includes estimation of the amount of materials needed for a wall assembly and some common alternative wall systems.		
CPT112	Carpentry Ceiling Joist and Roof Framing	Covers the layout and construction procedures for roof systems, including interpretation of construction drawings and specifications. Provides an overview of ceiling and roof construction methods, the different types of roofs used in residential construction, materials, estimation of materials, and the use of trusses in basic roof framing.	Prerequisites: None.	102
CPT213	Carpentry: Steel Framing	Course covers the layout and construction procedures for steel framing, including: interpretation of construction drawings and specifications; selection of appropriate types of steel framing components; and application of materials. Course also includes estimation of the amount of materials needed for a steel assembly.	Prerequisites: None.	41
CPT214	Roof Systems and Building Envelopes	Course covers the safety, codes, and construction procedures for roof systems and building envelopes, including interpretation of construction drawings and specifications. Students construct conventional roof structures and ceilings, and install exterior finish materials.	Prerequisites: None.	81

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CPT215	Carpentry: Interior Finishes	Course covers the layout and construction procedures for interior finishes such as: drywall, trim, doors, cabinetry and stairs, including interpretation of construction drawings and specifications. Provides an overview of construction methods, the different types of materials, and estimation of materials.	Prerequisites: None.	102
CPT216	Carpentry: Concrete Forms	Course covers the safety, codes, and construction procedures for layout and construction of concrete footers and post-tensioned slabs, wall forms, and columns. Includes interpretation of construction drawings and estimation of materials.	Prerequisites: None.	81
CRA290	Introduction to Clinical Research Associate	Introduction to the Clinical Research Associate (CRA) profession as an advanced career path for clinical research coordinators. Topics include CRA role, career development, study development process, monitoring, training and oversight, and regulations. Effective analysis, synthesis, and evaluation of topics through written discourse.	Prerequisites: Bachelor or higher degree in life/health sciences and permission of Program Director.	LEC 3.0 3.0 3.0
CRA291	Monitoring	Basic monitoring skills and responsibilities required of the Clinical Research Associate (CRA). site selection and Initiation, routine monitoring and close-out visits; audit techniques and preparations; expectations and professionalism;	Prerequisites: A grade of C or better in CRA290.	LEC 4.0 4.0 4.0

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		monitoring plans, Standard Operating Procedure (SOP) adherence, training of sites, travel expectations and conduct; sponsor interactions (acting as a liaison); source document verification; review of patient charts; use of electronic systems; monitoring reports and letters; adverse event monitoring and reporting; recruitment and retention.		
CRA293	Clinical Study Development	Introduction to the Clinical Study Development Process and various roles of a Clinical Research Associate (CRA). Roles and responsibilities of in-house CRA versus Field CRA support, timelines of Clinical Study Development, overview of the ABC model, drug versus device study development and national and international considerations.	Prerequisites: A grade of C or better in CRA290.	LEC 3.0 3.0 3.0
CRA295	Ethics and Regulations	Overview of the regulations, guidelines and resources associated with the Clinical Research Associate (CRA) role. Monitoring responsibilities, Code of Federal Regulations, International Conference of Harmonisation (ICH) guidelines, European Directives, Pharmaceutical Research and Manufacturers of America (PhRMA) principles, Food and Drug Administration (FDA) Guidelines for the Monitoring of Clinical Investigations and sponsor	Prerequisites: A grade of C or better in CRA290.	LEC 3.0 3.0 3.0

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		responsibilities for conduct of clinical trials and approval.		
CRA297	Clinical Trial Material and Device Accountability	Overview of Clinical Trial Material (CTM) from development and manufacturing to accountability and destruction along with comparable device processes. Roles of a Clinical Research Associate (CRA) relative to Clinical Trial Materials/Devices. Investigational New Drug (IND) applications, good manufacturing practices, importing and exporting of CTMs/devices, packaging and stability, accountability records, destruction requirements and review of regulatory considerations.	Prerequisites: A grade of C or better in CRA290.	LEC 3.0 3.0 3.0
CRE101	College Critical Reading and Critical Thinking	Develop and apply critical thinking skills through critically reading varied and challenging materials. Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks.	Prerequisites: A grade of C or better in [(ENG101 or ENG107) and (RDG095 or RDG100 or RDG100LL or RDG111 or RDG112 or RDG113)] or a grade of B or better in ALT100 or an appropriate district placement or permission of Instructor.	LEC 3.0 3.0 3.0
CRE101AT	College Critical Reading and Critical Thinking in Applied Technology	Develop and apply critical thinking skills through critically reading varied and challenging materials relevant to current issues in applied technology.	Prerequisites: A grade of C or better in [(ENG101 or ENG107) and (RDG095 or	LEC 3.0 3.0 3.0

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		Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks.	RDG100 or RDG100LL or RDG111 or RDG112 or RDG113)] or a grade of B or better in ALT100 or an appropriate district placement or permission of Instructor.	
CRE101BM	College Critical Reading and Critical Thinking in Business, Entrepreneurialism and Management	Develop and apply critical thinking skills through critically reading varied and challenging materials relevant to current issues in business, entrepreneurialism and management. Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks.	Prerequisites: A grade of C or better in [(ENG101 or ENG107) and (RDG095 or RDG100 or RDG100LL or RDG111 or RDG112 or RDG113)] or a grade of B or better in ALT100 or an appropriate district placement or permission of Instructor.	LEC 3.0 3.0 3.0
CRE101BS	College Critical Reading and Critical Thinking in Behavioral Sciences and Human Services	Develop and apply critical thinking skills through critically reading varied and challenging materials relevant to current issues in behavioral sciences and human services. Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks.	Prerequisites: A grade of C or better in [(ENG101 or ENG107) and (RDG095 or RDG100 or RDG100LL or RDG111 or RDG112 or RDG113)] or a grade of B or better in ALT100 or an appropriate district placement or	LEC 3.0 3.0 3.0

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			permission of Instructor.	
CRE101CS	College Critical Reading and Critical Thinking in Culture and Society	Develop and apply critical thinking skills through critically reading varied and challenging materials relevant to current issues in culture and society. Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks.	Prerequisites: A grade of C or better in [(ENG101 or ENG107) and (RDG095 or RDG100 or RDG100LL or RDG111 or RDG112 or RDG113)] or a grade of B or better in ALT100 or an appropriate district placement or permission of Instructor.	LEC 3.0 3.0 3.0
CRE101CT	College Critical Reading and Critical Thinking in Computer Information Technology	Develop and apply critical thinking skills through critically reading varied and challenging materials relevant to current issues in computer information technology. Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks.	Prerequisites: A grade of C or better in [(ENG101 or ENG107) and (RDG095 or RDG100 or RDG100LL or RDG111 or RDG112 or RDG113)] or a grade of B or better in ALT100 or an appropriate district placement or permission of Instructor.	LEC 3.0 3.0 3.0
CRE101ED	College Critical Reading and Critical Thinking in Education	Develop and apply critical thinking skills through critically reading varied and challenging materials relevant to current issues in education. Includes analysis, evaluation, interpretation,	Prerequisites: A grade of C or better in [(ENG101 or ENG107) and (RDG095 or RDG100 or	LEC 3.0 3.0 3.0

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		and synthesis through at least two substantial writing and/or speaking tasks.	RDG100LL or RDG111 or RDG112 or RDG113)] or a grade of B or better in ALT100 or an appropriate district placement or permission of Instructor.	
CRE101HS	College Critical Reading and Critical Thinking in Health Sciences	Develop and apply critical thinking skills through critically reading varied and challenging materials relevant to current issues in health sciences. Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks.	Prerequisites: A grade of C or better in [(ENG101 or ENG107) and (RDG095 or RDG100 or RDG100LL or RDG111 or RDG112 or RDG113)] or a grade of B or better in ALT100 or an appropriate district placement or permission of Instructor.	LEC 3.0 3.0 3.0
CRE101SM	College Critical Reading and Critical Thinking in STEM	Develop and apply critical thinking skills through critically reading varied and challenging materials relevant to current issues in science, technology, engineering, and mathematics (STEM). Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks.	Prerequisites: A grade of C or better in [(ENG101 or ENG107) and (RDG095 or RDG100 or RDG100LL or RDG111 or RDG112 or RDG113)] or a grade of B or better in ALT100 or an appropriate district placement or	LEC 3.0 3.0 3.0

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			permission of Instructor.	
CRE101VA	College Critical Reading and Critical Thinking in Visual and Performing Arts	Develop and apply critical thinking skills through critically reading varied and challenging materials relevant to current issues in visual and performing arts. Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks.	Prerequisites: A grade of C or better in [(ENG101 or ENG107) and (RDG095 or RDG100 or RDG100LL or RDG111 or RDG112 or RDG113)] or a grade of B or better in ALT100 or an appropriate district placement or permission of Instructor.	LEC 3.0 3.0 3.0
CRE201	Critical Reading and Writing in a Global Society	Critical evaluation of writings of authors from a variety of countries and cultures in order to gain a more global perspective of both universal and contemporary issues. Analysis, synthesis, and evaluation of various contemporary cultural viewpoints through at least two substantial writing and/or speaking tasks.	Prerequisites: A grade of C or better in (ENG101 or ENG107) and (CRE101 or exemption by score on the reading placement test).	LEC 3.0 3.0 3.0
CRE298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
CRE298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
CRE298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
CRP101	Orientation - Carpenter Apprenticeship	Fundamental trade skills, employee-employer roles and responsibilities, and safe work practices needed for	Prerequisites: Apprentice status or permission of the	L+L 3.0 3.0 3.0

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		entry level performance in the construction industry. Emphasis on attaining standard industry safety credentials, practical experience using construction terminology, math and basic measuring techniques. Training for job site hazard recognition, accident prevention, safe tool and equipment operation.	Apprenticeship Coordinator.	
CRP102	Safety/Health Certifications for Carpentry	Promotes hand/power tool and equipment skill development for various construction applications. Scaffold building and equipment operating procedures will also be covered. Financial and life skills will be presented to help survive in the construction industry. Upon successful completion, students will be issued United Brotherhood of Carpenters (UBC) Scaffold Erector-Welded Frame Qualification Card.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
CRP102AI	Concrete Formwork: Concrete Stair Forms	Building stair forms from shop drawings; basic terminology related to stair form construction	Registered Apprentice Status or permission of the Apprenticeship Coordinator.	L+L 1.0 1.5 1.5
CRP102AJ	Tilt-Up Construction I - Carpenter Apprenticeship	Building a form for a tilt-up slab for commercial structures complete with all necessary inserts and block-outs for openings.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 1.0 1.5 1.5
CRP102AN	Concrete Formwork: Culverts, Headwall and Wingwalls	Box culvert design, form systems, areas, volumes and pressures. Culvert headwall, side walls and wingwall	Registered apprentice status or permission of	LEC 2.0 2.0 2.0

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		forms using a single and double whaler assembly. Concrete industry nomenclature.	the Apprenticeship Coordinator.	
CRP102AP	Concrete Formwork: Gang Forms	Building and plumbing a section of gang form using a standard whaler system complete with all the necessary components and hardware	Registered Apprentice Status or permission of the Apprenticeship Coordinator.	L+L 1.0 1.5 1.5
CRP103	Tool and Equipment Applications	Safe and appropriate use of fall protection and emergency response procedures. Tool applications presented in this training will provide opportunities for tool skill mastery and equipment operation.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
CRP103AI	Framing: Wood Stairs	Building a set of stairs consisting of two flights and a landing from a given set of working drawings	Registered Apprentice Status or permission of the Apprenticeship Coordinator.	L+L 1.0 1.5 1.5
CRP104	Basic Wall Framing - Carpenter Apprenticeship	Theory, methods, and procedures required to frame basic walls. Hands-on practice using proper tool techniques and appropriate materials. Introduction to print reading, basic wall layout, plating procedures, framing assembly and bracing.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
CRP105AC	Interior Finish: Running Trim	Building a small frame trimmed out with a variety of moldings according to a set of shop drawings	Registered Apprentice Status or permission of the Apprenticeship Coordinator.	L+L 1.0 1.5 1.5
CRP105AG	Interior Finish: Door Hardware	Installation of door hardware including knob, latch, strike plate, hinge butts, and door closer.	Prerequisites: Registered Apprentice Status and a grade of C or better in CRP105AA or permission of the	L+L 1.0 1.5 1.5

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			Apprenticeship Coordinator.	
CRP105AI	Interior Finish: Metal Partitions	Assembling metal partition unit complete with all panels and hardware	Registered Apprentice Status or permission of the Apprenticeship Coordinator.	L+L 1.0 1.5 1.5
CRP105AJ	Interior Finish: Soffit Panel	Building a soffit panel with trim and detailed projections as shown on a set of shop drawings	Registered Apprentice Status or permission of the Apprenticeship Coordinator.	L+L 1.0 1.5 1.5
CRP106AA	Interior Systems: Metal Frame Walls	Tools, materials, components and erection procedures of metal frame walls and soffits as shown per shop drawings	Registered Apprentice Status or permission of the Apprenticeship Coordinator.	L+L 1.0 1.5 1.5
CRP106AB	Interior Systems: Dry Wall Application	Tools, materials and installation procedures for dry wall application.	Prerequisites: Registered Apprentice Status and a grade of C or better in CRP106AA or permission of the Apprenticeship Coordinator.	L+L 1.0 1.5 1.5
CRP106AH	Interior Systems: Dry Wall Estimation of Material	Reading and interpreting blueprints and shop drawings to estimate the amount of material needed for a dry wall project	Registered Apprentice Status or permission of the Apprenticeship Coordinator.	L+L 1.0 1.5 1.5
CRP106AK	Interior Systems: Suspended Lay-In Ceilings	Tools, materials, components, and erection procedures for suspended lay-in ceilings	Registered Apprentice Status or permission of the Apprenticeship Coordinator.	L+L 1.0 1.5 1.5
CRP108	Moldings and Trim - Carpenter Apprenticeship	Course covers how moldings and trims are utilized to finish exterior and interior construction design features.	Prerequisites: Apprentice status or permission of the	L+L 3.0 3.0 3.0

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			Apprenticeship Coordinator.	
CRP110AA	Introduction to Carpentry I: History and Tools	History, significance and benefits of labor unions. Successful and efficient labor relations. Carpentry in relation to other construction trades. Building trades organizations. Components of lumber. Hand and power tools used in carpentry	Registered Apprentice status with the Central Arizona Carpenters Joint Apprenticeship Training Committee or permission of apprenticeship coordinator.	LEC 2.0 2.0 2.0
CRP110AB	Introduction to Carpentry II: OSHA Safety	Safe and proper use of hand and power tools. Safe work habits, first aid, and cardiopulmonary resuscitation (CPR) according to Occupational Safety and Health Administration (OSHA) regulations	Registered Apprentice status with the Central Arizona Carpenters Joint Apprenticeship Training Committee or permission of apprenticeship coordinator.	LEC 2.0 2.0 2.0
CRP113	Basic Roof Framing - Carpenter Apprenticeship	Introduction to basic gable roof framing, terminology, characteristics, and construction methods. Interpretation of print views and drawing elevations for job planning, rafter systems, and layout details. Review of basic rise, run, rafter angles, and length calculations. Framed wall construction to facilitate gable roof assembly techniques.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
CRP114AA	Blueprint Reading for Carpenters I	Types of blueprints and basic print reading. Symbols for materials. Construction details, standards, and specifications for brick veneer. Steel	Registered Apprentice status with the Central Arizona Carpenters Joint Apprenticeship Training Committee or	LEC 2.0 2.0 2.0

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		supports of plans for stores and apartments	permission of apprenticeship coordinator.	
CRP116AA	Concrete Formwork I	Construction and installation techniques. Building site and layout factors. Parts of forms and related hardware. Function of concrete form work in walls, columns, beams, decks and retaining walls. Wall forms and prefabricated walls. Residential foundations	Registered apprentice status or permission of apprenticeship coordinator.	LEC 2.0 2.0 2.0
CRP116AB	Concrete Formwork II	Construction and installation techniques. Elements of flatwork construction	Prerequisites: A grade of C or better in CRP116AA.	LEC 2.0 2.0 2.0
CRP121	Print Reading for Carpenters - Carpenter Apprenticeship	Introduction to print reading skills for carpenters. Developing ability to interpret two-dimensional views, standard drawing methods, pictorial elements, visual and verbal communication cues. Recognizing parts of drawings, locating building and insulation features, calculating dimensions, and using views to determine construction methods.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
CRP123	Wall Forming - Carpenter Apprenticeship	Skills and procedures for forming reinforced concrete walls using single and double waler systems. Characteristics and application of built-in-place, prefabricated and specialty forms, wall forming, calculating layout dimensions and estimating. Overview of wall panel forming reinforcement methods,	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0

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		material preparation and hardware installation.		
CRP124	Foundations and Flatwork - Carpenter Apprenticeship	Design and function of several types of foundations and concrete flatwork. Overview of methods, techniques and procedures for formwork layout, elevation, and construction including jobsite safety, print interpretation, material identification and basic use of builders' level.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
CRP130	Basic Commercial Framing - Carpenter Apprenticeship	Introduction to basic rake wall framing theory and commercial construction techniques and materials.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
CRP131	Commercial Floor Framing - Carpenter Apprenticeship	Course covers floor joist construction and the various installation techniques used in the commercial industry.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
CRP202	Basic Stairs - Carpenter Apprenticeship	Introduction to stair framing theory, terminology, and construction techniques.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
CRP207	Solar Installer Level I - Carpenter Apprenticeship	Design and installation of several types of solar panel systems. Methods, sequences, and procedures for layout, assembly, mounting, and elevating/positioning for solar array construction will be presented. Upon successful completion, students will receive a United Brotherhood of	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0

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		Carpenters (UBC) Solar Installer Level 1 Qualification Card.		
CRP210AA	Basic Framing I	Construction and installation techniques. Floor framing and layout plate for	Registered apprentice status or permission of apprenticeship coordinator.	LEC 2.0 2.0 2.0
CRP210AB	Basic Framing II	Construction and installation techniques. Factors of weight, stress, tension, and compression. Truss connectors, bracing, and anchors. Gable, gambrel, hip, and shed roofs. Dormers. Intersecting roof. Roof trusses. Exterior deck. Fasteners, and connectors, and foundations	Prerequisites: A grade of C or better in CRP210AA.	LEC 2.0 2.0 2.0
CRP211	Storefront Installations - Carpenter Apprenticeship	Installation process from constructing storefront openings to putting glass components into commercial storefront metal framing. An emphasis will be placed on print interpretation, window and door schedules, symbols, and material recognition.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
CRP212AA	Scaffolding for Carpenters	Occupational Safety and Health Administration (OSHA) regulations for system scaffolding. Terminology, assembly procedures, platform safety and access, and dismantling of scaffolding. Scaffolding framework to include braces, tie-ins, and guylines	Registered Apprentice status with the Central Arizona Carpenters Joint Apprenticeship Training Committee or permission of apprenticeship coordinator.	LEC 2.0 2.0 2.0
CRP212AB	Level, Transit and Layout	Terminology, types, parts, handling, set up, care, storage, transport, and use of leveling instruments. Leveling rods, leveling operations, vernier scales,	Registered Apprentice status with the Central Arizona Carpenters Joint Apprenticeship	LEC 2.0 2.0 2.0

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		linear and angular measurement. Conventional system of measurement. Builder's level and transit level. Simulated fieldwork exercises	Training Committee or permission of apprenticeship coordinator.	
CRP212AC	Rigging - Carpenter Apprenticeship	Lifting theory and practical rigging methods and procedures. Rigging attachment procedures, lifting equipment, limits of operation, and communication practices will be covered.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	LEC 2.0 2.0 2.0
CRP214AA	Drywall Applications - Carpenter Apprenticeship	History, advantages, and applications of drywall and wall framing. Drywall products and wall framing for interior partition work. Safe tool use and jobsite safety. Blueprints, specifications, and layout. Standard framing for partitions. Drywall installation on metal framework. Suspended ceiling systems. Commercial and residential installation for fire resistance, sound control, and safety.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	LEC 2.0 2.0 2.0
CRP214AC	Interior Finish: Door Installation and Hardware	Terms, tools, types of doors and door hardware. Installation procedures for doors and door hardware. Fabrication and installation of jam and trip components	Registered apprentice status or permission of apprenticeship coordinator.	LEC 2.0 2.0 2.0
CRP214AD	Cabinets and Tops	Fundamentals, terms, tools, safety. Types of wood and glue. Case construction: joints, layout, cutting, assembly. Hardware, plastic laminates, completed cabinets, completed tops. Installation procedures	Registered apprentice status or permission of apprenticeship coordinator.	LEC 2.0 2.0 2.0

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CRP221	Advanced Print Reading - Carpenter Apprenticeship	Analyze multi-view drawings to determine construction type. Locate benchmark and building elements. Review codes, references, and perform calculations for construction/insulation planning.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
CRP222	Bridge Construction - Carpenter Apprenticeship	Overview of basic bridge construction including exterior and interior girders, edge forms, bulkheads, and hinge forms. Job-built and precast formwork methods, panel construction, assembly, and hardware installation tasks. Review of related safety, math, and print reading.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
CRP227	Green Building and Weatherization - Carpenter Apprenticeship	Explanation of building envelope science. Audit procedures, discuss testing and reporting mechanisms used to measure inefficiencies. Course provides novice workers with fundamental skills to properly install the beneficial "green" and cost-effective, energy-efficient retrofits for residential buildings.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
CRP228	Water Treatment Facilities - Carpenter Apprenticeship	Instruction in the detailing, layout, and construction of concrete formwork and waterstop used in water treatment facilities.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
CRP232	Stair and Ramp Forming - Carpenter Apprenticeship	Methods, procedures and practices used to form stair and ramp structures including configuration and dimensions. Review of Stinger riser	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0

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		and stair thread calculations, state and federal building codes.		
CRP233	Basic Metal Framing - Carpenter Apprenticeship	Overview of residential metal framing theory and construction techniques. Interpretation of prints for job planning and estimation of materials. Layout and detail of wall plates, measuring techniques, calculating principles, wall and roof assembly and installation techniques.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
CRP234	Transit Level/Laser - Carpenter Apprenticeship	Detailing, layout and construction of abutments used in the heavy highway industry. Overview of assembly components, key terms and abutment anatomy; footings; piers and retaining walls. Techniques for laying out keyway centerline and footing formwork construction.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
CRP241	Gang Forms/Columns	Formwork types, applications and construction methods for gang and column forms using built and manufactured forming systems. Heavy timber gang forms and use of taper ties, bracing, and bulkhead tables.	Prerequisites: Registered Apprentice status with the Central Arizona Carpenters Joint Apprenticeship Training Committee or permission of apprenticeship coordinator.	L+L 3.0 3.0 3.0
CRP242	Doors/Door Hardware - Carpenter Apprenticeship	Installation process for several types of security and exit door hardware. Print interpretation, codes, door schedules, symbols, and hardware recognition.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0

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CRP243	Scaffold Erector Qualification	Safety and terminology related to scaffold built applications, elevated platform use, span and loading criteria, access and egress, stability, and structural connections and inspections. Project drawing review for locating dimensions, determining layout and scaffold material requirements. Erection/dismantling sequence for the development of job planning, preparation skills and applied math.	Prerequisites: Registered Apprentice status with the Central Arizona Carpenters Joint Apprenticeship Training Committee or permission of apprenticeship coordinator.	L+L 3.0 3.0 3.0
CRP244	Cabinet Installation - Carpenter Apprenticeship	Cabinet installation from establishing the design layout to attaching countertops. Print interpretation, job planning, scribing techniques, and proper installation sequence.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
CRP296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 1.0 5.0 0.0

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			permission of Instructor.	
CRP296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
CRP296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 3.0 15.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
CRP296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
CRP298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
CRP298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
CRP298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
CRW120	Introduction to Writing Children's Literature	Overview of writing children's literature. Emphasis on genres and standards for quality. Development of techniques in reading, evaluating,	Prerequisites: None, ENH291 suggested but not required.	LEC 3.0 3.0 3.0

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		writing, revising, and editing literature written for children ENH291 suggested but not required		
CRW150	Introduction to Creative Writing	Introduction to the basic aesthetics and techniques in contemporary creative writing within a variety of genres. Introduction to the analytical concepts and terminology necessary to understand, interpret, and enact contemporary creative writing. Facilitation of writing practices and evaluation. Introduction to literature's role in society.	Prerequisites: None.	LEC 3.0 3.0 3.0
CRW160	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.	LEC 3.0 3.0 3.0
CRW161	Focused Topics in Writing: Poetry	Analysis, writing, and revision of genre or elements within poetry.	Prerequisites: None. CRW150 suggested but not required.	LEC 1.0 1.0 1.0
CRW170	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.	LEC 3.0 3.0 3.0
CRW172	Introduction to Comic Book Writing	Introduction to elements and techniques of comic book writing in its specific form; teaches terminology	Prerequisites: None.	LEC 3.0 3.0 3.0

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		and concepts needed for the successful participation in writing workshops; focuses on proposal outline, planning, structure facilitates writing practice (including character study) and evaluation; offers individual suggestions in the student's development in this genre.		
CRW176	Writing Narrative for Video Games	Provides an introduction to narrative theory as it relates to video game production. Delivers a variety of video game storylines, narrative theories, and processes for narrative development in video games. Terminology and video game industry standards are covered. Offers discussion of team building and the role of video games in society.	Prerequisites: None.	LEC 3.0 3.0 3.0
CRW180	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.	LEC 3.0 3.0 3.0
CRW190	Introduction to Screenwriting	Overview of screenwriting elements; introduction to screenwriting techniques CRW150 recommended but not required.	Prerequisites: None. CRW150 recommended but not required.	LEC 3.0 3.0 3.0

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CRW191	Focused Topics in Writing: Plays	Analysis, writing, and revision of genre or elements within plays and/or motion picture screenplays.	Prerequisites: None. CRW150 suggested but not required.	LEC 1.0 1.0 1.0
CRW200	Readings for Writers	Close analysis and interpretation of selected literary texts designed to strengthen the students' own writing by extending their familiarity with the genre in which they write and their knowledge of selected literary elements. One-on-one meetings between student and instructor.	Prerequisites: A grade of C or better in RW150 or permission of Instructor.	LAB 1.0 1.0 0.0
CRW201	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.	Prerequisite: (Acceptance into Creative Writing Certificate Program and completion of at least nine (9) credit hours in creative writing (CRW)), or permission of Program Director.	LAB 1.0 1.0 0.0
CRW202	The Writer as Witness	Studio course focusing on writing with the writer as witness of the world: pre-writing, writing, analysis, evaluation, and writing of monologue and dialogue in various formats	Prerequisites: A grade of C or better in CRW150 or permission of Instructor.	LEC 3.0 3.0 3.0
CRW203	Dialogue	Studio course focusing on writing dialogue in a variety of genres; prewriting, writing, analysis, evaluation, and writing of monologue and dialogue in various formats	Prerequisites: A grade of C or better in CRW150 or permission of Instructor.	LEC 3.0 3.0 3.0
CRW204	Journaling	Studio course focusing on journal writing	Prerequisites: A grade of C or better in	LEC 3.0 3.0 3.0

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			CRW150 or permission of Instructor.	
CRW220	Intermediate Writing Children's Literature	Application of techniques in writing literature for children. Emphasis on independent writing, self-evaluation, and revision. Includes completion of a major writing project of marketable quality	Prerequisites: A grade of C or better in CRW120 or permission of Instructor.	LEC 3.0 3.0 3.0
CRW251	Topics in Creative Writing	Analysis, writing, and revision focused on a selected element applicable to all genres of creative writing.	Prerequisites: None. CRW150 recommended.	LEC 3.0 3.0 3.0
CRW260	Intermediate Poetry Writing	Emphasis on writing a series of original poems; analysis and evaluation of the functions and effects of established works of poetry; concentration on evaluation and revising students' poetry through intensive workshopping.	Prerequisites: A grade of C or better in CRW160 or permission of Instructor.	LEC 3.0 3.0 3.0
CRW261	Topics in Writing: Poetry	Analysis, writing, and revision of genre or element within poetry	Prerequisites: A grade of C or better in CRW150 or permission of Instructor.	LEC 3.0 3.0 3.0
CRW270	Intermediate Fiction Writing	Writing original short stories; analysis of works of fiction; concentration on revising students' fiction through intensive workshopping.	Prerequisites: A grade of C or better in CRW170.	LEC 3.0 3.0 3.0
CRW271	Topics in Writing: Fiction	Analysis, writing, and revision of genre or element within fiction	Prerequisites: A grade of C or better in CRW150 or permission of Instructor.	LEC 3.0 3.0 3.0
CRW272	Planning and Structuring the Novel	Focus on planning, structuring, and beginning a novel; prewriting, writing,	Prerequisites: A grade of C or better in	LEC 3.0 3.0 3.0

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		analysis, evaluation, and revision of novel plans and excerpts	CRW150 or permission of Instructor.	
CRW273	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: A grade of C or better in CRW272 or permission of Instructor.	LEC 3.0 3.0 3.0
CRW274	Revising the Novel	Studio course workshop format. Requires a complete novel finished, in manuscript, ready for revision and polishing	Prerequisites: A grade of C or better in CRW273 or permission of Instructor.	LEC 3.0 3.0 3.0
CRW281	Topics in Writing: Non-Fiction	Analysis, writing, and revision of genre or element within non-fiction	Prerequisites: A grade of C or better in CRW150 or permission of Instructor.	LEC 3.0 3.0 3.0
CRW290	Intermediate Screenwriting	Drafting and revision of original screenplay; overview of marketing a screenplay	Prerequisites: A grade of C or better in CRW190 or permission of Instructor.	LEC 3.0 3.0 3.0
CRW291	Topics in Writing: Plays	Analysis, writing, and revision of genre or element within plays and/or motion picture screenplays	Prerequisites: A grade of C or better in CRW150 or permission of Instructor.	LEC 3.0 3.0 3.0
CRW298AA	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	Prerequisites: Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.		
CRW298AB	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.	LAB 2.0 2.0 0.0
CRW298AC	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.	LAB 3.0 3.0 0.0
CSC100	Introduction to Computer Science (C++)	Concepts of problem solving, structured programming in C++, fundamental algorithms and techniques, and computer system	Prerequisites: A grade of C or better in MAT114, or MAT115, or MAT120, or	L+L 3.0 3.0 3.0

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		concepts. Social and ethical responsibilities. Intended for majors other than Computer Science.	MAT121, or MAT122, or MAT126.	
CSC100AA	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: A grade of C or better in MAT114, or MAT115, or MAT120, or MAT121, or MAT122, or MAT126.	L+L 3 4 4
CSC100AB	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: A grade of C or better in MAT114, or MAT115, or MAT120, or MAT121, or MAT122, or MAT126.	L+L 4.0 4.0 4.0
CSC110	Introduction to Computer Science (Java)	Concepts of problem-solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering Majors.	Prerequisites: A grade of C or better in MAT114, or MAT115, or MAT120, or MAT121, or MAT122, or MAT126.	L+L 3.0 3.0 3.0
CSC110AA	Introduction to Computer Science (Java)	Concepts of problem-solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering Majors.	Prerequisites: A grade of C or better in MAT114, or MAT115, or MAT120, or MAT121, or MAT122, or MAT126.	L+L 3 4 4

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CSC110AB	Introduction to Computer Science (Java)	Concepts of problem-solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering Majors.	Prerequisites: A grade of C or better in MAT114, or MAT115, or MAT120, or MAT121, or MAT122, or MAT126.	L+L 4.0 4.0 4.0
CSC120	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: None. Corequisites: CSC100 or CSC110 or permission of Instructor.	L+L 4.0 6.0 6.0
CSC150	Programming in C/C++	Introduction to C and C++ programming. Flow control, functions, pointers, data structures, file handling, and introduction to object-oriented programming	Prerequisites: Permission of Instructor.	L+L 3.0 4.0 4.0
CSC150AA	Programming in C/C++	Introduction to C and C++ programming. Flow control, functions, pointers, data structures, file handling, and introduction to object-oriented programming	Prerequisites: Permission of Instructor.	LEC 4.0 4.0 4.0
CSC180	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	Prerequisites: None.	LEC 3.0 3.0 3.0

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		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.		
CSC180AA	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.	L+L 3.0 4.0 4.0
CSC180AB	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.	LEC 4.0 4.0 4.0
CSC181	Applied Problem Solving with Visual BASIC	Introduction to systematic definition of problems, solution formulation, and testing. Visual BASIC programming language applied to problems in mathematics, science, and business	Prerequisites: None.	LEC 3.0 3.0 3.0

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CSC181AA	Applied Problem Solving with Visual BASIC	Introduction to systematic definition of problems, solution formulation, and testing. Visual BASIC programming language applied to problems in mathematics, science, and business	Prerequisites: None.	L+L 3.0 4.0 4.0
CSC181AB	Applied Problem Solving with Visual BASIC	Introduction to systematic definition of problems, solution formulation, and testing. Visual BASIC programming language applied to problems in mathematics, science, and business	Prerequisites: None.	LEC 4.0 4.0 4.0
CSC182	Principles of Programming with C#.NET	Introduction to object-oriented program analysis, design, and development using Visual C#.NET. Includes general concepts, data types, expressions, flow control, methods, classes, arrays, event-driven models, Windows applications, and Web applications	Prerequisites: None.	LEC 3.0 3.0 3.0
CSC182AA	Principles of Programming with C#.NET	Introduction to object-oriented program analysis, design, and development using Visual C#.NET. Includes general concepts, data types, expressions, flow control, methods, classes, arrays, event-driven models, Windows applications, and Web applications	Prerequisites: None.	L+L 3.0 4.0 4.0
CSC185	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	Prerequisites: None.	LEC 3.0 3.0 3.0

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		issues, including security and privacy on the World Wide Web		
CSC185AA	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.	L+L 3.0 4.0 4.0
CSC200	Principles of Computer Science (Java)	Introduction to computer science. Issues and concepts throughout the field, including software development, data organization, machine architecture, algorithmic machines, and ethics in computing. Programming in Java.	Prerequisites: A grade of C or better in CSC110 or (CSC100 or equivalent) and permission of Instructor.	L+L 3.0 3.0 3.0
CSC200AA	Principles of Computer Science (Java)	Introduction to computer science. Issues and concepts throughout the field, including software development, data organization, machine architecture, algorithmic machines, and ethics in computing. Programming in Java	Prerequisites: A grade of C or better CSC110 or (CSC100 or equivalent) and permission of instructor).	L+L 3.0 4.0 4.0
CSC200AB	Principles of Computer Science (Java)	Introduction to computer science. Issues and concepts throughout the field, including software development, data organization, machine architecture, algorithmic machines, and ethics in computing. Programming in Java	Prerequisites: A grade of C or better in CSC110 or (CSC100 or equivalent) and permission of Instructor.	L+L 4.0 4.0 4.0
CSC205	Object Oriented Programming and Data Structures	Covers Object-Oriented design and programming; elementary data	Prerequisites: A grade of C or better in	L+L 3.0 3.0 3.0

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		structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms.	CSC110 or permission of Instructor.	
CSC205AA	Object Oriented Programming and Data Structures	Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms.	Prerequisites: A grade of C or better in CSC110 or permission of Instructor.	L+L 3.0 4.0 4.0
CSC205AB	Object Oriented Programming and Data Structures	Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms.	Prerequisites: A grade of C or better in CSC110 or permission of Instructor.	L+L 4.0 4.0 4.0
CSC205AC	Object Oriented Programming and Data Structures	Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms.	Prerequisites: A grade of C or better in CSC110 or permission of Instructor.	L+L 4.0 5.0 5.0
CSC205AD	Object Oriented Programming and Data Structures	Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms.	Prerequisites: A grade of C or better in CSC110 or permission of Instructor.	L+L 4.0 6.0 6.0
CSC210	Data Structures and Algorithms (Java)	Static and dynamic data structures and associated applications; recursive and iterative sorting and searching algorithms; introduction to object oriented design and programming techniques; software engineering methods including design models and implementation/testing strategies; professional responsibilities; Java language.	Prerequisites: A grade of C or better in CSC200.	L+L 3.0 3.0 3.0

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CSC210AA	Data Structures and Algorithms (Java)	Static and dynamic data structures and associated applications; recursive and iterative sorting and searching algorithms; introduction to object oriented design and programming techniques; software engineering methods including design models and implementation/testing strategies; professional responsibilities; Java language	Prerequisites: A grade of C or better in CSC200.	L+L 3.0 4.0 4.0
CSC210AB	Data Structures and Algorithms (Java)	Static and dynamic data structures and associated applications; recursive and iterative sorting and searching algorithms; introduction to object oriented design and programming techniques; software engineering methods including design models and implementation/testing strategies; professional responsibilities; Java language.	Prerequisites: A grade of C or better in CSC200.	L+L 4.0 4.0 4.0
CSC220	Programming for Computer Engineering	Introduction to procedural programming (C/C++) and hardware description language (VHDL).	Prerequisites: A grade of C or better in ((EEE120 or CSC120) and CSC205) or permission of Instructor.	L+L 3.0 5.0 5.0
CSC225	Assembly Language Programming on Motorola Microprocessors	Assembly language programming including input/output programming and exception/interrupt handling. Register-level computer organization, I/O interfaces, assemblers, and linkers. Macintosh-based assignments.	Prerequisites: A grade of C or better in (CSC100 or CSC110 or CSC200) and CSC/EEE120 or permission of Instructor.	L+L 4.0 5.0 5.0

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CSC230	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: A grade of C or better in [(CSC100 or CSC110) and CSC120 EEE120] or permission of Instructor.	L+L 4.0 5.0 5.0
CSC240	Introduction to Different Programming Languages	Introduction to procedural (C/C++), applicative (LISP), and declarative (Prolog) languages.	Prerequisites: A grade of C or better in CSC205 or permission of Instructor.	L+L 3.0 5.0 5.0
CSC240AA	Introduction to Different Programming Languages	Introduction to procedural (C/C++), applicative (LISP), and declarative (Prolog) languages.	Prerequisites: A grade of C or better in CSC205 or permission of Instructor.	LEC 4.0 4.0 4.0
CSC250	Advanced Programming Using C++	Developing Applications in C++; moving from C to C++ including objects and classes, inheritance, polymorphism and data abstraction	Prerequisites: A grade of C or better in CSC150 or permission of Instructor.	L+L 3.0 5.0 5.0
CSC250AA	Advanced Programming Using C++	Developing Applications in C++; moving from C to C++ including objects and classes, inheritance, polymorphism and data abstraction	Prerequisites: A grade of C or better in CSC150 or permission of Instructor.	LEC 4.0 4.0 4.0
CSC260	Object-Oriented Programming in Java	Software development in Java including both applets and applications, in both standard and graphical programming. Includes objects and classes, inheritance, polymorphism, graphical programming with the Abstract	Prerequisites: A grade of C or better in CSC150 or CSC200 or permission of Instructor.	L+L 3.0 4.0 4.0

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		Windows Toolkit and the Swing extension, graphical user interface design and layout, event handling, and exception handling		
CSC260AA	Object-Oriented Programming in Java	Software development in Java including both applets and applications, in both standard and graphical programming. Includes objects and classes, inheritance, polymorphism, graphical programming with the Abstract Windows Toolkit and the Swing extension, graphical user interface design and layout, event handling, and exception handling	Prerequisites: A grade of C or better in CSC150 or CSC200 or permission of Instructor.	LEC 4.0 4.0 4.0
CSC261	Advanced Programming in Java	Advanced topics in Java including the JavaBean component model, multithreading, client/server development using Java sockets, the Java Database Connectivity interface (JDBC), and remote method invocation (RMI)	Prerequisites: A grade of C or better in CSC260 or permission of Instructor.	LEC 3.0 4.0 3.7
CSC261AA	Advanced Programming in Java	Advanced topics in Java including the JavaBean component model, multithreading, client/server development using Java sockets, the Java Database Connectivity interface (JDBC), and remote method invocation (RMI)	Prerequisites: A grade of C or better in CSC260 or permission of Instructor.	LEC 4.0 4.0 4.0
CSC270	C# Programming	Developing C# applications for the Microsoft .NET platform. Use of object-oriented principles in developing modularized C# programs	Prerequisites: A grade of C or better in CSC200 or CSC250 or	LEC 3.0 3.0 3.0

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			CSC260 or permission of Instructor.	
CSC270AA	C# Programming	Developing C# applications for the Microsoft .NET platform. Use of object-oriented principles in developing modularized C# programs	Prerequisites: A grade of C or better in CSC200 or CSC250 or CSC260 or permission of Instructor.	L+L 3.0 4.0 4.0
CSC270AB	C# Programming	Developing C# applications for the Microsoft .NET platform. Use of object-oriented principles in developing modularized C# programs	Prerequisites: A grade of C or better in CSC200 or CSC250 or CSC260 or permission of Instructor.	L+L 4.0 4.0 4.0
CSC281	Advanced Programming in Visual Basic	Graphical user interfaces are generated for advanced programming applications using Visual Basic. Event-driven programs, programming mouse interactions, interactive computer graphics, file processing, and how to distribute application programs	Prerequisites: A grade of C or better in CSC100 or CSC181 or equivalent programming knowledge or permission of Instructor.	L+L 3.0 4.0 4.0
CSC281AA	Advanced Programming in Visual Basic	Graphical user interfaces are generated for advanced programming applications using Visual Basic. Event-driven programs, programming mouse interactions, interactive computer graphics, file processing, and how to distribute application programs	Prerequisites: A grade of C or better in CSC100 or CSC181 or equivalent programming knowledge or permission of Instructor.	LEC 4.0 4.0 4.0
CSC282AA	Volunteerism for Computer Science: A Service Learning Experience	Service learning field experience within private/public agencies, educational institutions, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0

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CSC282AB	Volunteerism for Computer Science: A Service Learning Experience	Service learning field experience within private/public agencies, educational institutions, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
CSC282AC	Volunteerism for Computer Science: A Service Learning Experience	Service learning field experience within private/public agencies, educational institutions, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
CSC283	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: A grade of C or better in [(BIO156 or BIO181) and ( MAT114 or MAT115 or MAT120 or MAT121 or MAT122 or MAT126 or higher-level mathematics course)], or permission of Instructor. Concurrent enrollment in, or previous completion of, BIO208 or BIO212AA is strongly suggested but not required.	L+L 3.0 4.0 4.0
CSC283AA	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	Prerequisites: A grade of C or better in [BIO220 and (MAT114, or MAT115, or MAT120, or MAT121, or MAT122, or MAT126)] or Permission of Instructor.	LEC 4.0 4.0 4.0

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		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.		
CSC284	Web Programming and Design with FLASH	Design and publication of interactive web pages using Macromedia FLASH and Action Script. Animation, graphics design, timeline, layers, sound, movie clips, libraries, publishing with HTML, event driven programming, interactive programming of FLASH objects, form processing in FLASH, and programming constructs	Prerequisites: A grade of C or better in CSC185 or CIS233 or permission of Instructor.	LEC 3.0 3.0 3.0
CSC284AA	Web Programming and Design with FLASH	Design and publication of interactive web pages using Macromedia FLASH and Action Script. Animation, graphics design, timeline, layers, sound, movie clips, libraries, publishing with HTML, event driven programming, interactive programming of FLASH objects, form processing in FLASH, and programming constructs	Prerequisites: A grade of C or better in CSC185 or CIS233 or permission of Instructor.	LEC 3.0 4.0 3.7
CSC285	Computer Programming in the WWW Environment	Software development paradigms and environments including Advanced HTML, JavaScript, Common Gateway Interface (CGI) and CGI scripting languages. Security and large scale data management	Prerequisites: A grade of C or better in CSC185 and prior programming experience/coursework.	LEC 4.0 4.0 4.0

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CSC285AA	Computer Programming in the WWW Environment	Software development paradigms and environments including Advanced HTML, JavaScript, Common Gateway Interface (CGI) and CGI scripting languages. Security and large scale data management	Prerequisites: A grade of C or better in CSC185 and prior programming experience/coursework.	LEC 3.0 4.0 3.7
CSC294	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.	LEC 3.0 3.0 3.0
CSC294AA	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.	L+L 3.0 4.0 4.0
CSC294AB	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.	LEC 2.0 2.0 2.0
CSC294AC	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.	L+L 2.0 3.0 3.0
CSC294AD	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.	LEC 1.0 1.0 1.0

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CSC294AE	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.	L+L 1.0 2.0 2.0
CSC296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
CSC296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 2.0 10.0 0.0

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			instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
CSC296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
CSC296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or	LAB 4.0 20.0 0.0

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			career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
CSC298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
CSC298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
CSC298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
CSI105	Debt Resolution Enrollment	Overview of debt resolution enrollment procedures. Covers characteristics of debt settlement, including regulatory entities, information security, and client hardships. Also includes procedures for completing quality enrollment calls, as well as a review of resources available to clients.	Prerequisites: None.	L+L 3.0 5.0 5.0
CSI112	Introduction to U.S. Banking	Introduction to the United States banking industry. Covers bank organization, structure, and regulatory agencies in addition to a review of lenders, borrowers, and direct banking products. Also includes bank profitability, information-based and	Prerequisites: None.	LEC 2.0 2.0 2.0

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		account-based regulations, and compliance with federal regulations.		
CSII13	Deposit Banking Accounts	Overview of customer accounts. Includes account ownership, relationships, funding options, and availability in addition to account set-up and maintenance. Also covers use of the account center and documentation procedures.	Prerequisites: None.	LEC 2.0 2.0 2.0
CSII14	Account Maintenance	Account product maintenance research and procedures. Includes characteristics of various types of accounts, including funds availability and accessibility, wire transfer policy and procedures, and statement features. Also covers Internal Revenue Service (IRS) account forms and procedures for handling fraud and security.	Prerequisites: None.	LEC 2.0 2.0 2.0
CSII15	Deposit Banking Lab	Practical application of customer service procedures in account set-up and maintenance. Includes completing rate inquiries, application fallout and accessing customer accounts. Also covers procedures for handling security issues, processing account adjustments and inquiries regarding accounts and tax filing.	Prerequisites: None.	LAB 2.0 6.0 6.0
CSII20	Introduction to Student Loans	Introduction to the role and processing of student loans within company structure. Includes customer service strategies, professional customer care, and call management in the	Prerequisites: None.	L+L 3.0 4.0 4.0

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		completion of student loan procedures. Covers loan options, application processes, and customer verification procedures in addition to loan documentation and legal disclosures. Also includes procedures for managing account center and web-top navigation.		
CSI122	Introduction to Cardmember Services	Introduction to credit cardmember services. Covers job responsibilities of a cardmember service account manager. Also covers customer account management including merging accounts, various credit card products and features, and Customer Contact Strategy (CCS). Use of a computer emphasized.	Prerequisites: None.	L+L 2.0 3.0 3.0
CSI124	Intermediate Cardmember Services	Credit cardmember services. Covers balance transfers, call handling procedures, statements, account documentation, payment information, feedback, and complaints. Computer usage emphasized.	Prerequisites: A grade of C or better in CSI122.	L+L 3.0 4.0 4.0
CSI126	Advanced Cardmember Services	Advanced credit cardmember services. Includes authorizations and adjustments, finance charges, listening, and customer interaction strategies. Covers lost/stolen report processing and negotiation techniques.	Prerequisites: A grade of C or better in CSI124.	L+L 2.0 3.0 3.0
CSI130	Cardmember Assistance	Overview of credit cardmember assistance. Policies and procedures emphasized. Communication tools and	Prerequisites: None.	LEC 3.0 3.0 3.0

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		cardmember assistance telephone calls covered.		
CSI132	Cardmember Assistance Calls	Credit cardmember assistance telephone calling. Placing and answering cardmember phone calls emphasized. Use of a collection system also covered	Prerequisites: A grade of C or better in CSI130.	L+L 2.0 3.0 3.0
CSI143	Cardmember Payment Assistance	Procedures and policies for calling and collecting payments from credit card members. Effective customer service techniques for payment resolution on delinquent accounts emphasized	Prerequisites: None.	LEC 2.0 2.0 2.0
CSI151	Cardmember Retention I	Retention procedures of credit card members. Emphasis on retention closure reasons and account negotiation strategies. Includes cardmember accounts procedures, credit card features, and reward programs	Prerequisites: None.	LEC 2.0 2.0 2.0
CSI153	Cardmember Retention II	Cardmember retention procedures. Auto reopen accounts process and account negotiation strategies emphasized. Balance transfers and finance charges also covered.	Prerequisites: A grade of C or better in CSI151 or Corequisites: CSI151.	L+L 2.0 3.0 3.0
CSI154	Introduction to Debt Settlement	Introduction to the debt settlement industry. Covers customer service representative role in debt settlement including types of hardships, debt solutions, account resources, and legal services available to clients. Also includes Fair Debt Collection Practices Act regulations.	Prerequisites: None.	LEC 2.0 2.0 2.0

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CSI155	Customer Service for Debt Settlement	Basic customer service principles for debt settlement. Evaluation of various program services as well as types of client debt. Emphasis on elements of customer service debt settlement transactions and effective communication.	Prerequisites: None.	LEC 3.0 3.0 3.0
CSI164	Debt Resolution Account Procedures	Procedures for maintaining debt settlement customer accounts. Emphasis on screens and processes used to maintain accounts, provide education resources to customers, and respond to customer inquiries.	Prerequisites: None.	L+L 3.0 4.0 4.0
CSI166	Debt Settlement Services	Practical application of customer service representative debt settlement skills. Includes various types of customers, calls, and interactions in addition to procedures for navigating client accounts. Also covers account modifications, legal services, and negotiations procedures.	Prerequisites: None.	LAB 2.0 6.0 6.0
CSI168	Introduction to Debt Resolution Sales	Introduction to debt resolution sales and the debt settlement industry. Covers characteristics, solutions, components, and regulators of debt settlement including the Fair Debt Collection Practices Act. Also includes types of hardships and financial distress, credit reports, and resources available to clients, in addition to an introduction to the sales process.	Prerequisites: None.	LEC 3.0 3.0 3.0

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CSI174	Debt Resolution Sales Procedures	Practical application of debt resolution sales procedures. Covers consultative sales tools and services used in the provision of direct debt management sales. Includes approval calls, enrollment agreements, underwriting and file submission procedures as well as tax consequences and managing client objections.	Prerequisites: None.	L+L 2.0 4.0 4.0
CSI180	Debt Resolution Sales Practices	Further application of debt resolution sales procedures. Covers consultative sales tools and services used in the provision of direct debt management sales. Includes approval and welcome calls, enrollment agreements, underwriting and file submission procedures as well as disclosures and tax consequences.	Prerequisites: A grade of C or better in CSI174.	L+L 2.0 4.0 4.0
CSI182	Introduction to Loan Consolidation	Introduction to loan consolidation in the debt settlement industry. Covers consolidation loan terminology, details, cycles, and benefits as well as disclosures and effective business communication for the loan consultant.	Prerequisites: None.	LEC 2.0 2.0 2.0
CSI184	Loan Consolidation Procedures	Practical application of loan consolidation procedures. Covers benefits of and processes for loan consolidation as well as consultative sales tools and services used in the provision of direct debt management sales. Includes initial calls, enrollment agreements, and customer education	Prerequisites: None.	L+L 3.0 4.0 4.0

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		procedures as well as effective communication strategies.		
CSI186	Personal Loans	Introduction to personal loans. Includes characteristics, components, purpose, and function of a personal loan system. Also covers features, benefits, and characteristics of consumer loans in addition to banking legislation and regulations.	Prerequisites: None.	LEC 3.0 3.0 3.0
CSI187	Personal Loan Applications	Personal loan application components and policy. Includes credit reports, identity authentication, and characteristics of fraudulent applications, in addition to application workflow. Also covers guidelines for maintenance, referencing, verification and evaluation of applications.	Prerequisites: None.	LEC 3.0 3.0 3.0
CSI188	Personal Loan Account Services	Personal loan services and procedures. Covers assessment of customer need and risk, application and identity fraud, types of business ownership, and procedures for handling self-employment income. Also includes withdrawal strategy and application review.	Prerequisites: None.	LEC 3.0 3.0 3.0
CSI189	Personal Loans Lab	Practical application of personal loans banking procedures. Includes navigation of the personal loan system, acquisitions call flow, and procedures for identifying and resolving fraudulent applications and claims. Also covers the applications process including verification,	Prerequisites: None.	LAB 2.0 6.0 6.0

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		referencing, and review in addition to overrides.		
CSI200	Retail Website Customer Service	Overview of customer agent's role and responsibilities. Introduction to retail website features and procedures. Includes shopping guides, customer accounts, and basic order entry guidelines and procedures.	Prerequisites: None.	LEC 3.0 3.0 3.0
CSI201	Retail Website Customer Service Procedures	Practical application of retail website customer service procedures. Includes order entry, modifications, and service recovery as well as procedures for handling registries and store services.	Prerequisites: None.	L+L 3.0 4.0 4.0
CSI202	Debt Settlement Loan Servicing	Consolidation loan servicing procedures. Covers types of loans, features, and guidelines as well as enrollment structure and loan calculations. Also covers payments, customer protections, and procedures for account collections.	Prerequisites: None.	L+L 4.0 6.0 6.0
CSI206	Banking Member Service Representative	Introduction to banking member service representative roles and responsibilities. Includes communication and problem solving skills when dealing with members. Also covers various types of banking products and services available to members as well as an introduction to computerized banking and online documentation systems.	Prerequisites: None. Corequisites: CSI207, CSI208 and CSI209.	LEC 3.0 3.0 3.0
CSI207	Banking Accounts and Products	Knowledge of bank accounts, products, and procedures for banking member service representatives.	Prerequisites: None. Corequisites: CSI206, CSI208 and CSI209.	LEC 3.0 3.0 3.0

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		Covers new accounts, credit cards, debit cards, certificates of deposit and individual retirement accounts. Self-service banking benefits and procedures as well as cash advances, funds transfers, and wire transfers included.		
CSI208	Banking Account Management	Account management procedures for banking member service representatives. Banking terminology and maintenance procedures including member verification and privacy policies. Includes fraud handling and common banking inquiries by members such as updating account information, stopping payments, reordering checks, and requesting refunds. Retention of banking members also covered.	Prerequisites: None. Corequisites: CSI206, CSI207 and CSI209.	LEC 3.0 3.0 3.0
CSI209	Banking Account Management Lab	Practical application of banking member services and procedures. Covers computerized banking systems including online documentation and database usage. Procedures for new accounts and account maintenance included as well as procedures for handling various member requests. Communication and customer service skills emphasized.	Prerequisites: None. Corequisites: CSI206, CSI207 and CSI208.	LAB 1.0 2.0 2.0
CSI240	Credit Services Legal Procedures	Legal procedures for the credit services industry. Includes security responsibility and communication systems, as well as credit law. Also	Prerequisites: Permission of Department or Division.	LEC 3.0 3.0 3.0

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		covers account issues including ownership inquiries, verifications, and restrictions		
CSI241	Credit Services Account Procedures	Account procedures for credit services. Includes rewards, upgrades, and frequent buyer programs. Also covers fees, procedures for saving accounts, limit increases, and lost/stolen cards.	Prerequisites: A grade of C or better in CSI240 or Corequisites: CSI240.	LEC 2.0 2.0 2.0
CSI242	Credit Services Billing Procedures	Credit services billing procedures and statements. Includes disputes and deferred purchases, as well as third party products and services. Also covers back office discounts and procedures for handling payment issues.	Prerequisites: A grade of C or better in CSI241 or Corequisites: CSI241.	LEC 2.0 2.0 2.0
CSI243	Credit Services Lab	Practical application of credit services procedures. Includes computer, phone, and Voice Recognition Unit (VRU) procedures and screens as well as demonstration of effective customer service techniques. Covers procedures for account ownership, verification, and advertising as well as disputes, deferred purchases, and transfers.	Prerequisites: Permission of Department or Division.	LAB 1.0 3.0 3.0
CSI245	Introduction to Credit Granting	Overview of policies and procedures for credit granting. Includes account research, updates, and restrictions as well as authorization procedures. Also covers referrals, applications, and special processing issues.	Prerequisites: None.	LEC 2.0 2.0 2.0
CSI246	Credit Granting Procedures	Practical application for procedures for credit granting. Includes	Prerequisites: None.	L+L 3.0 5.0 5.0

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		representative responsibilities in the areas of computer skills, customer service, and communication. Also covers procedures for completing customer inquiries, account modifications, and authorizations as well as special processing procedures and referrals.		
CSI250	Customer Service for Credit Counselors	Basic customer service principles for the credit counselor. Examination of credit-counseling programs covered. Emphasis on elements of customer service transactions	Prerequisites: None.	L+L 3.0 4.0 4.0
CSI251	Legal Issues In Credit Counseling	Overview of laws and practices in granting credit. Types of credit and calculating finance charges included. Emphasis on implications of inadequate payment history on credit ratings.	Prerequisites: None.	LEC 3.0 3.0 3.0
CSI252	Credit Counseling New Accounts	Overview of establishing new client accounts in a credit- counseling program. Emphasis on screens used to setup an account.	Prerequisites: None.	L+L 3.0 4.0 4.0
CSI255	Account Maintenance Procedures	Account maintenance procedures for customer service representatives. Emphasis on managing ongoing client accounts. Covers contact with creditors and clients	Prerequisites: None.	L+L 3.0 4.0 4.0
CSI257	Credit Counseling Account Processes	Overview of maintaining a client account in a credit counseling program. Emphasis on screens used to maintain an account.	Prerequisites: None.	L+L 3.0 4.0 4.0

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CSI258	Credit Counseling and Financial Management	Overview of financial topics relevant to clients and their accounts. Covers creditor information and policies as well as procedures for account review. Also includes identification of and education regarding client financial issues in addition to client resource identification and use.	Prerequisites: None.	LEC 3.0 3.0 3.0
CSM101	Quality Customer Service	Examines the nature of quality customer service and the attitudes, knowledge, and skill needed to work effectively in a quality customer service environment. Foundation skills for quality customer services are taught, applied, and practiced	Prerequisites: None.	LEC 3.0 3.0 3.0
CSN102DA	Customer User Support	Examines skills, tools and strategies necessary for becoming a computer help-desk or end-user support professional.	Prerequisites: None.	110
CSN110	Information Security Fundamentals	Fundamental concepts of information technology security. Topics include authentication methods, access control, cryptography, public key infrastructure (PKI), network attack and defense methods, hardening of operating systems and network devices, securing remote access and wireless technologies and securing infrastructures and topologies. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of transmission control protocol/internet	Prerequisites: A grade of C or better in CSN126DL or CSN126RH or permission of Program Director. Corequisites: CSN150++ or CSN270.	122

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		protocol (TCP/IP) and security concepts and Microsoft (MS) Windows and Linux administration.		
CSN126DL	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.	110
CSN140AB	Introduction to Networks	Focus on the architecture, structure, functions, components, and models of the internet and other computer networks. Principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced. Students will build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Preparation for Cisco certification examination.	Prerequisites: None.	122
CSN150AB	Switching, Routing, and Wireless Essentials	Focus is on configuring switches and routers for use in small and medium-sized networks. Includes virtual local area networks (VLANs), VLAN trunking, inter-VLAN routing, spanning tree protocol (STP), EtherChannel, dynamic host	Prerequisites: None.	122

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		configuration protocol (DHCP), first hop redundancy, local area network (LAN) and switch security, and static routing. Knowledge and skills needed to implement a wireless local area network (WLAN) is also covered. Preparation for Cisco certification examination.		
CSN160AB	Enterprise Networking, Security, and Automation	Focus is on the configuration of routers and switches within small and medium size networks for advanced functionality including: open shortest path first (OSPF), network security, access control lists (ACLs), network address translation (NAT), wide area network (WAN) concepts, virtual private networks (VPNs), quality of service (QOS), network management, design, troubleshooting, virtualization, and automation. Preparation for Cisco certification examination.	Prerequisites: None.	122
CSN170	A+ Exam Prep: Computer Hardware Configuration and Support	Explore technical aspects of personal computers, including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis placed on hardware installation, maintenance, mobile devices, and hardware troubleshooting. Helps prepare students for the CompTIA A+ examinations.	Prerequisites: None.	122
CSN270	A+ Exam Prep: Operating System Configuration and Support	Explore advanced technical aspects of maintaining and servicing computers.	Prerequisites: None.	122

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		Emphasis placed on operating system (OS) installation, maintenance, mobile devices, security, software troubleshooting, and on proper usage of tools, safety procedures, and professionalism. Helps prepare students for the CompTIA A+ examinations.		
CSR105	Advanced Abandoned Vehicle Inspection	Advanced abandoned vehicle inspection procedures. Covers types of abandoned vehicles, the third party inspection form, fees, and policies as well as governing authority. Also includes additional requirements, letters, and transfer of ownership.	Prerequisites: None.	LEC 0.5 0.5 0.5
CSR106	Basic Abandoned Vehicle Inspection	Basic abandoned vehicle inspection procedures. Covers safety procedures, vehicle types, and eligibility status determination as well as forms completion.	Prerequisites: None.	LEC 0.5 0.5 0.5
CSR107	Driver License Basic Procedures	Basic driver license procedures. Emphasis on accessing, reading, and creating customer records. Covers Driver Maintenance (DM) segments, documentation verifications, all original credentials, and procedures for updating credentials.	Prerequisites: None.	L+L 2.0 3.0 3.0
CSR108	Motor Vehicle Documentation Concerns	Vehicle titling considerations with emphasis on documentation procedures. Includes Department of Revenue policy and procedures and examination of title documents. Also covers trailer and damaged vehicle	Prerequisites: None.	L+L 2.0 3.0 3.0

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		documentation as well as procedures for completing special vehicle titling		
CSR109	Motor Vehicle Documentation Procedures	State motor vehicle documentation procedure. Use of computer based government workstation emphasized. Includes procedures for location and modification of customer and vehicle records	Prerequisites: None.	L+L 2.0 3.0 3.0
CSR110	Federal Employee Program Systems: Claims and Inquiries	Overview of the federal employee health benefit program and associated benefits. Emphasis in accessing and operating varying systems and online system tools for processing claims and resolving customer inquiries.	Prerequisites: None.	LEC 4.0 4.0 4.0
CSR111	Motor Vehicle Customer Service	State motor vehicle division record and duplicate credential issuance operations. Emphasis on the replacement and renewal of customer and vehicle records and credentials. Covers workstation operation procedures, title and registration transactions, vehicle updates, and database navigation.	Prerequisites: None.	L+L 3.0 4.0 4.0
CSR112	Federal Employee Program Systems: Correspondence	Overview of Federal Employee Program (FEP) correspondence inquiries. Covers guidelines for processing internal and external correspondence, as well as adjustments, voids, and recoupments.	Prerequisites: None.	L+L 2.0 4.0 4.0
CSR113	Motor Vehicle Title and Registration Administration	Motor vehicle division title and registration record administration procedures. Emphasis on Arizona title transfers, commercial vehicles,	Prerequisites: None.	L+L 3.0 4.0 4.0

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		trailers, personalized and special plate issuance information. Covers recreational vehicles, titles with/without court orders, bonds, branded titles, mobile homes, and operation of law liens.		
CSR114	Federal Employee Program Systems: Processing Claims	Overview of the federal employee health benefit program and policies and procedures for processing claims. Covers benefit packages, covered services and costs, and coordination of benefits. Also included customer service standards and techniques.	Prerequisites: None.	LEC 4.0 4.0 4.0
CSR115	Privilege Restriction Documentation	Procedures for documenting the resolution of loss of driving privileges in a state motor vehicle division database. Emphasis on the processing of suspension, revocation, and uninsured driver issues. Covers driver impairment suspension issues and citation notation processing. Also includes driver re-examination, reinstatements, and authorized presence documentation.	Prerequisites: None.	L+L 2.0 3.0 3.0
CSR116	Federal Employee Program Systems: Advanced Procedures	Advanced policies and procedures for completing claims. Covers access and navigation of the membership system to include claims processing, pricing, recalculations, and suspends. Also includes anesthesia pricing procedures, deferrals, and J codes.	Prerequisites: A grade of C or better in CSR114.	L+L 4.0 6.0 6.0
CSR118	Property Insurance Financial Security Customer Service	Financial security needs determinations procedures for the	Prerequisites: None.	L+L 1.0 2.0 2.0

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		customer service representative. Referrals, value factors, and solutions applicable to providing opportunities for member financial security. Also includes company lines of business.		
CSR119	Introduction to Homeowner Insurance Customer Service	Introduction to homeowner insurance components and coverage types for the customer service representative. Covers the home buying process as well as industry specific vocabulary and contracts.	Prerequisites: None.	LEC 2.0 2.0 2.0
CSR120	Homeowner Policy Issuance Customer Service	Examination of homeowner insurance components and policies for customer representative issuance procedures. Covers dwelling types and characteristics as well as various systems and procedures for policy issuance. Also includes an introduction to old age homes procedures.	Prerequisites: None.	L+L 2.0 3.0 3.0
CSR121	Homeowner Policy Servicing Customer Service	Homeowner policy servicing components for the customer service representative. Covers systems and procedures for completing policy modifications, cancellations, and declines. Also includes Earned Premium Location (EPL) and Probable Maximum Loss (PML) guidelines.	Prerequisites: None.	L+L 2.0 3.0 3.0
CSR122	Introduction to Unit Owner Policy Customer Service	Unit owner policy components and procedures for the customer service representative. Covers various systems and procedures for issuance,	Prerequisites: None.	L+L 2.0 3.0 3.0

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		modification, cancellation, and rewrite of policies. Also includes strategies for needs, determinations, and procedures for responding to member coverage inquiries.		
CSR123	Introduction to Rental Property Insurance Customer Service	Introduction to rental property insurance components and policies for the customer service representative. Covers various systems and procedures for issuance, modification, and cancellation of policies as well as declined accounts.	Prerequisites: None.	L+L 2.0 3.0 3.0
CSR124	Renters Valuable Personal Property Customer Service I	Introduction to renters valuable personal property insurance procedures for the customer service representative. Covers types of policies, coverages, and limits as well as issuance and billing procedures. Also includes member policy update procedures.	Prerequisites: None.	L+L 2.0 3.0 3.0
CSR125	Renters Valuable Personal Property Customer Service II	Additional renters valuable personal property insurance procedures. Includes characteristics of valuable personal property coverage and limits as well as guidelines and procedures for dealing with collections. Also covers policy modifications, declines, and cancellations.	Prerequisites: A grade of C or better in CSR124.	L+L 2.0 3.0 3.0
CSR126	Automobile Insurance Customer Service Procedures	Automobile insurance industry customer service procedures. Covers roles and responsibility of a call center customer service consultant, including customer care expectations, call flow	Prerequisites: None.	LEC 2.0 2.0 2.0

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		guidelines, insurance policy lifespan, and bill processing. Also covered workstation operation principles.		
CSR136	Health Care Insurance: Claims I	Overview of health insurance, medical terminology, and various operating systems and applications. Also includes research of medical, outpatient, and inpatient claims.	Prerequisites: None.	L+L 4.0 6.0 6.0
CSR137	Health Care Insurance: Claims II	Guidelines and procedures for finalizing claims. Covers research and manual pricing procedures, adjudication, and claim liability in addition to procedures for completing cutbacks and recovery.	Prerequisites: A grade of C or better in CSR136.	L+L 2.0 3.0 3.0
CSR138	Health Care Insurance: Claims III	Overview of computer usage in the health care insurance industry. Covers various on-line systems/applications, benefit plans and screens, eligibility, pre-certification, and claims pricing. Claims processing emphasized.	Prerequisites: A grade of C or better in CSR137.	L+L 4.0 6.0 6.0
CSR139	Introduction to Retail Pharmacy Customer Care	Introduction to the retail pharmacy program. Includes customer care responsibilities, confidentiality, and eligibility status in addition to various types of member inquiries. Also covers quality assurance and Federal and State laws governing controlled substances.	Prerequisites: None.	LEC 3.0 3.0 3.0
CSR143	Patient Prescription Adherence Procedures	Overview of patient prescription adherence program procedures for patient support representative. Includes program benefits, eligibility requirements, enrollment procedures,	Prerequisites: None.	L+L 2.0 3.0 3.0

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		and waiver process. Computerized database usage emphasized		
CSR144	Prior Authorization Programs and Systems	Prior authorization programs and systems for federal employees. Covers Med-Ex, 'Buy and Bill' and Medical Formulary Exception (MFE) programs as well as identification and processes for compounds. Also covers the Clinical Authorization System (CAS) program organization and use, including clinical rationales, outcomes, inquiries, and non-covered Qsets.	Prerequisites: None.	LEC 2.0 2.0 2.0
CSR145	Prescription Prior Authorization I	Prescription prior authorization procedures for federal employees. Covers account access, documentation, and eligibility as well as claims process and claims adjudication. Computerized databases and automated phone systems emphasized.	Prerequisites: None.	L+L 3.0 4.0 4.0
CSR146	Prescription Prior Authorization II	Advanced prescription prior authorization procedures for federal employees. Usage of various computerized databases emphasized. Includes drug benefit management, drug limitation guidelines, standard allowance fill quantity, and prior authorization fill quantity. Approved and denied authorizations also covered in addition to grandfathered records and change in therapy procedures.	Prerequisites: A grade of C or better in CSR145.	L+L 3.0 4.0 4.0

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CSR147	Health Care Insurance: Correspondence	Overview of health care insurance correspondence inquiries. Covers guidelines for processing internal and external correspondence, including reconsiderations, grievances, appeals, and adjustments.	Prerequisites: None.	L+L 4.0 6.0 6.0
CSR148	Health Care Insurance: Customer Service	Overview of customer service standards and objectives for health care insurance phone inquiries. Covers customer service solution processes, including first call resolution, account inquires, member eligibility and benefits. Health care regulations also covered.	Prerequisites: None.	L+L 4.0 6.0 6.0
CSR155	Retail Pharmacy Plans	Retail pharmacy benefit plan design. Includes types of plans, limitations, and drug coverage in addition to fulfillment requests. Also covers procedures for accessing accounts, responding to caller inquires, completing test claims, and steps for locating formulary alternatives.	Prerequisites: A grade of C or better in CSR139.	LEC 3.0 3.0 3.0
CSR156	Retail Pharmacy Procedures	Practical application of retail pharmacy customer care procedures. Includes procedures for accessing accounts, responding to eligibility issues, and completing customer requests. Also covers billing and payment procedures as well as the provision of non-technical web support.	Prerequisites: A grade of C or better in CSR139.	L+L 2.0 4.0 4.0

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CSR157	Mail Order Pharmacy Procedures	Practical application of mail order pharmacy customer care procedures. Includes procedures for managing billing and payment inquiries as well as order status processes and prior authorizations.	Prerequisites: A grade of C or better in CSR155.	L+L 2.0 3.0 3.0
CSR158	Pharmacy Support Services	Overview of a pharmacy support representative's duties. Includes techniques for addressing electronic communication and formatting standards. Covers claims service including codes, rejections, overrides, and search methods, as well as coordinating benefits. Usage of various pharmaceutical's computer programs emphasized.	Prerequisites: None.	L+L 2.0 3.0 3.0
CSR159	Motor Vehicle Fraudulent Documents	Policies and procedures for the identification of Motor Vehicle Department fraudulent documents. Includes examination of paper and plastic/laminated documents as well as identification of counterfeits and alterations. Also covers interviewing techniques and procedures for handling fraud situations	Prerequisites: None.	LEC 1.0 1.0 1.0
CSR160	Pharmacy Practice for the Customer Service Representative	Orientation to customer service responsibilities in pharmacy practice. Includes educational and licensure requirements as well as basic functions of the pharmacy and the customer service representative	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0

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CSR162	Pharmacy Operations for the Customer Service Representative	Customer service responsibilities in pharmacy operations. Includes procedures for prescription dispensing and drug distribution in the retail setting. Inventory control, packaging and storage, in addition to computer usage and third party operations	Prerequisites: A grade of C or better in CSR160.	LEC 3.0 3.0 3.0
CSR163	Telecommunications Industry Collections Customer Service	Introductory collections customer service strategies. Covers essential behaviors for effective customer support and professional interaction, in addition to knowledge of company products, services, roles and functions.	Prerequisites: None.	LEC 1.0 1.0 1.0
CSR164	Telecommunications Industry Receivables Management	Receivables management procedures for customer services representatives in the telecommunications industry. Covers tools and systems for managing billing account modifications, prorations, and credit adjustments in addition to handling fraud claims. Also includes payment processing, options and restrictions, as well as distributions and various declined payments.	Prerequisites: None.	LEC 2.0 2.0 2.0
CSR165	Collections Customer Service	Practical application of telecommunications collections customer service procedures. Covers access to and navigation of tools and systems for completion of billing, payment and collections services.	Prerequisites: None.	L+L 2.0 4.0 4.0
CSR166	Telecommunications Industry Collections	Telecommunications industry collection procedures and strategies. Includes policies and procedures for	Prerequisites: None.	L+L 2.0 3.0 3.0

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		collections, including the Fair Debt Collections Practice Act (FDCPA) and federal laws and regulations for compliance. Also covers collections schemes and payments options, as well as call escalation and miscellaneous billing procedures.		
CSR176	Customer Product Service Management for Web Hosting/Domain Registrar	Introduction to web hosting and domain registrar products and customer services. Includes features and benefits of branding, productivity, presence, and marketing.	Prerequisites: None.	LEC 3.0 3.0 3.0
CSR177	Customer Representative for Web Hosting/Domain Registrar Services	Customer service account procedures for web hosting and domain registrar product application. Includes new accounts, branding, and presence strategies and products, and their application to meeting customer needs. Also covers hosting and website design procedures as well as completion of a marketing consultation.	Prerequisites: None.	L+L 2.0 4.0 4.0
CSR178	Customer Service Consultations and Troubleshooting Lab	Practical application of strategies and procedures for conducting customer consultations and troubleshooting.	Prerequisites: None.	LAB 1.0 2.0 2.0
CSR184	Business Technology in Customer Service	Foundational business technology for enhancing customer service. Includes the integration of technology into an effective workforce management solution. Covers Enterprise Resource Planning (ERP) in addition to Customer Relationship Management (CRM) and Business Intelligence (BI).	Prerequisites: None.	LEC 2.0 2.0 2.0

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CSR185	Insurance Industry Direct Sales Concepts	Overview of customer service direct sales concepts for the insurance industry. Covers building relationships with customers in addition to systems used and strategies for effective communication and sales techniques. Also includes product knowledge, coverages, and procedures for closing the sale.	Prerequisites: None. Corequisites: CSR186.	LEC 3.0 3.0 3.0
CSR186	Insurance Industry Direct Sales Procedures	Practical application of direct sales basics. Covers product knowledge, sales procedures, and systems in addition to effective communication techniques.	Prerequisites: None. Corequisites: CSR185.	L+L 2.0 4.0 4.0
CSR195	Customer Service Representative Sales and Marketing	Introduction to sales and marketing strategies for the customer service representative. Includes the sales and negotiation processes as well as behavioral styles and demographics of customers. Also covers types of markets, organizational structure, and elements of a marketing plan.	Prerequisites: None.	L+L 2.0 4.0 4.0
CSR196	Call Center Customer Service	Introduction to practical application for call center representatives. Covers the role of call center representatives and skills and behaviors necessary for successful and effective call flow and completion of inbound calls. Also includes procedures for customer authentication, billing, payments, and claims loss reports as well as de-escalation.	Prerequisites: Permission of Department or Division.	L+L 3.0 5.0 5.0

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CSR197	Customer Service Representative Business Practices	Introduction to business practices for the customer service representative. Includes organization types and structures as well as essential business communication techniques and foundational skills. Also covers professional telephone techniques.	Prerequisites: None.	L+L 2.0 3.0 3.0
CSR200	Automobile Representative Customer Services	Automobile representative customer service responsibilities. Includes overview of insurance industry terminology and contracts as well as need determination. Also covers privacy and security issues in addition to relationship management strategies.	Prerequisites: None.	LEC 3.0 3.0 3.0
CSR202	Automobile Insurance Policy Customer Service	Front-line customer service procedures for automobile insurance policies. Emphasis upon information associated with completing automobile insurance policy changes. Covers policy issue and policy status change operations, endorsements, policy cancellation, and vehicle ownership concerns. Includes title lien holder issues and model call flow identification and demonstration.	Prerequisites: None.	L+L 3.0 5.0 5.0
CSR204	Auto Insurance Quotes and Underwriting	Automobile insurance member services representative operating procedures. Procedures for providing auto insurance quotes and completing payments. Covers tools for underwriting, including risk factors and rate determination. Also includes account research techniques and	Prerequisites: None.	L+L 3.0 5.0 5.0

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		fundamental need-based sales principles.		
CSR206	Special Lines Customer Service Procedures	Introduction to special lines customer service procedures. Covers types of coverage, discounts, and eligibility for motorcycle, recreational vehicles, and watercraft. Includes procedures for quoting and use of state-specific guidelines and procedures.	Prerequisites: Permission of Department or Division.	L+L 2.0 3.0 3.0
CSR207	Automobile Policy Adjustment	Emphasis upon policy explanation and adjustment. Covers membership flow-thru criteria, quality customer service information, and in-depth on-line resource instrument review. Also includes consultative selling practice and the observation of acting member service representatives.	Prerequisites: None.	L+L 3.0 4.0 4.0
CSR208	House and Home Customer Service	Introduction to house and home coverage. Includes homeowner products and procedures for completing customer inquiries and cross-selling. Also covers an introduction to renter insurance.	Prerequisites: None.	L+L 1.0 2.0 2.0
CSR209	State Specific Customer Service	Introduction to state specific variations in coverage and service. Covers product knowledge, guidelines and processes for specific states in both auto and property lines.	Prerequisites: None.	L+L 1.0 2.0 2.0
CSR211	Auto Insurance Quotes	Procedures for providing auto insurance quotes and completing various payments. Covers tools for investigating rate changes as well as procedures for modifying account	Prerequisites: None.	L+L 3.0 5.0 5.0

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		vehicles and driver information. Also includes account research techniques and reinstatement procedures.		
CSR212	Automobile Insurance Operations I	Automobile insurance member services representative operating procedures. Emphasis upon explanation of payment and rate information, the provision of written correspondence, and file information completion. Covers representative underwriting observation, fundamental need based sales principles, and phone system usage.	Prerequisites: None.	LEC 3.0 3.0 3.0
CSR213	Automobile Insurance Operations II	Auto insurance account operations. Includes the format and use of vehicle identification numbers (VIN) and the impact of regulation in the insurance industry. Also covers policy procedures including liability, exclusions, and credits. Review of the billing process and statements also covered.	Prerequisites: A grade of C or better in CSR212.	LEC 2.0 2.0 2.0
CSR214	Automobile Insurance Operations Lab	Practical application of auto insurance member services operational procedures. Includes use of the direct sales system to complete account navigation in addition to modification and billing procedures. Emphasis on effective communication skills, information gathering, and sales techniques.	Prerequisites: A grade of C or better in CSR213.	LAB 1.0 2.0 2.0
CSR215	Digital Telephone Customer Service	Digital telephone customer service provisions. Emphasis on the	Prerequisites: None.	L+L 1.0 2.0 2.0

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		establishment and alteration of digital phone service. Covers phone number assignation, ancillary service provision, and public directory phone number listing information		
CSR219	Disconnects and Transfers	Procedures for completing disconnects and transfers of service using the Integrated Communications Operations Management System. Includes restrictions, documentation, and scheduling issues	Prerequisites: None.	L+L 1.0 2.0 2.0
CSR220	Sales and Retention	Practical application for call center representatives. Covers skills and behaviors necessary for successful and effective completion of inbound sales and retention calls.	Prerequisites: Permission of Department or Division.	LAB 2.0 6.0 6.0
CSR224	Communications Industry Billing Practices	Provision of billing services to digital telecommunications industry customers. Covers database billing issues, billing policy concerns, payment acceptance, and adjustments processing.	Prerequisites: None.	L+L 1.0 2.0 2.0
CSR225	Digital Telecommunications Customer Service	Principles for the provision of digital telecommunications industry customer service. Emphasis upon the initiation of services to customers. Covers deposit collection, credit check performance, and Internet connection procedures. Includes digital television upgrade and pay-per-view provision information.	Prerequisites: None.	LEC 2.0 2.0 2.0
CSR226	Digital Telecommunications Customer Interaction	Digital telecommunications industry customer service communication	Prerequisites: None.	L+L 1.0 2.0 2.0

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		techniques. Emphasis on active listening and questioning strategies in the identification of digital telecommunications customer needs. Covers negotiation and customer valuation techniques		
CSR228	Telecommunications Database Navigation	Telecommunications database navigation procedures. Emphasis on the documentation of customer service activities in a telecommunications database. Covers code and notation interpretation, function key usage, and work order data entry.	Prerequisites: None.	L+L 1.0 2.0 2.0
CSR232	Auto Insurance and Claims Overview	Overview of auto insurance coverage, including claims and claims handling. Emphasis on liability, uninsured and underinsured motorist, medical and physical damage	Prerequisites: None.	LEC 3.0 3.0 3.0
CSR233	Auto Damage Appraisal	Overview of various components of the automobile. Emphasis on types of damage that may require a claims report. Covers appraisal process, total losses, and vehicle design platforms	Prerequisites: None.	LEC 3.0 3.0 3.0
CSR242	Auto Insurance Loss Reports	Automobile insurance loss reports. Determination of fault and claims processing emphasized. Various types of damage covered as well as claim correspondence and compliance policies.	Prerequisites: None.	LEC 2.0 2.0 2.0
CSR243	Auto Insurance Loss Reports Lab	Practical application of processing of automobile insurance accident and loss reports. Emphasis on customer service while processing claims	Prerequisites: A grade of C or better in CSR242.	LAB 2.0 6.0 6.0

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		reports. Usage of computerized insurance system included.		
CSR280AB	Customer Service Internship	Customer service experience in business or industry. Eighty hours of designated work per credit. Maximum of eight credits allowed	Prerequisites: Permission of Department or Division.	L+L 2.0 2.0 2.0
CST103	Foundations of Construction Safety	Occupational Safety and Health Act. Common causes for accidents and fatalities in construction. Abatement techniques for construction-specific hazards. Use of personal protection and lifesaving equipment. Specific types of health hazards related to the construction industry. Proper methods for handling hazardous materials.	Prerequisites: None.	13
CST104	Hand and Power Tools, Equipment, and Workspace	Overview of the selection, use, maintenance and safety procedures for common hand tools, power tools and equipment used in the construction industry. Overview of the maintenance of workspace according to professional standards.	Prerequisites: None.	20
CST105	Construction Calculations	Introduction to basic calculation skills in the construction environment including the four primary operations, United States standard and metric units of measure, geometric figures, area and volume calculations for two and three-dimensional objects. Overview of the use, maintenance, and safety procedures for common hand and power tools.	Prerequisites: None.	20

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CST107	Construction Drawings Introduction	Course provides students with the information and skills needed to read and understand construction drawings.	Prerequisites: None.	13
CTE200	Career and Technical Education: Principles, Philosophy and Student Organizations	Examination of the role of career and technical educational (CTE) pathways as they relate to workforce development. Overview of career and technical student organizations (CTSO), occupational clusters, development and role of career and technical education, philosophy, history and impact of federal funding revenue streams, and career and technical delivery system.	Prerequisites: None.	LEC 3.0 3.0 3.0
CTE210	Career and Technical Education: Teaching Methods and Curriculum Development	Overview and practical application of teaching methodology and curriculum development for secondary education career and technical education teachers. Teaching strategies and learning styles covered. Curriculum design/mapping, lesson objectives, time management skills, teaching resources, and Arizona Department of Education Career and Technical Curriculum Framework Standards also included.	Prerequisites: None.	LEC 3.0 3.0 3.0
CTE220	Career and Technical Education: Classroom Management and Lab Safety	Classroom management techniques. Classroom discipline models, student behavior and misbehavior, group dynamics, student self-motivation, and learning styles covered. Essentials of lab safety issues, including regulatory agencies and policies. State Board of	Prerequisites: None.	LEC 4.0 4.0 4.0

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		Education Professional Teaching Standards emphasized.		
CTR101	Court Reporting: Machine Shorthand Theory Block I	Basic court reporting machine shorthand theory.	Prerequisites: (45 wpm keyboarding or permission of Department or Division) and placement into ENG101 or ENG107 district placement exam OR permission of Department or Division.	L+L 6.0 10.0 10.0
CTR102	Court Reporting: Machine Shorthand Theory Block II	Introduction of court briefs and phrases.	Prerequisites: A grade of C or better in CTR101 or permission of Department or Division or Program Director.	L+L 6.0 10.0 10.0
CTR105	Court Reporting: Punctuation and Grammar	Application of the rules of punctuation, grammar, spelling, and capitalization to sentences, paragraphs, and transcripts through systematic testing and/or projects.	Prerequisites: None.	L+L 1.0 1.0 1.0
CTR106	Court Reporting: Legal Terminology	Civil/criminal law, the judicial system, legal terminologies, and researching legal citations.	Prerequisites: None.	L+L 1.0 1.0 1.0
CTR107	Court Reporting: Medical Terminology	Body systems and functions. Psychological and physical diseases and drugs. Methods of researching medical information.	Prerequisites: None.	L+L 1.0 1.0 1.0
CTR197	Court Reporting Lab	Court reporting practice/transcription as assigned under supervision.	Prerequisites: None. Corequisites: CTR101.	LAB 1.0 5.0 0.0

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CTR209	Judicial Procedures for Court Reporting	Professional procedures, techniques, ethics, and introduction to video applications for judicial court reporters. Proper transcription methods and correct formatting styles for transcript production.	Prerequisites: A grade of C or better in CTR102 or permission of Program Director.	L+L 3.0 5.0 5.0
CTR211	Judicial Internship	A minimum of 50 hours of participation in an actual courtroom deposition setting. Transcript production required.	Prerequisites: A grade of C or better in CTR209 and student must pass one (1) 200 words per minute Q/A test with speed and accuracy to meet court reporting industry standards or permission of Program Director.	LAB 1.0 4.0 0.0
CTR215	Computer-Aided Transcription	Computer terminology, troubleshooting and basic maintenance of a computer-aided transcription (CAT) system. Court reporting system set-up, maintenance and operation. Realtime system applications in specific environments. Production of transcripts from dictation and with a computer-aided transcription system.	Prerequisites: A grade of C or better in (CTR101 and BPC101AA) or permission of Department or Division.	L+L 3.0 3.0 3.0
CTR251	Court Reporting Speed Building Block III	Instruction, dictation, and readback in speeds of 80-100 wpm in Literary Material; 100-120 wpm in Jury Charge Material; 120-140 wpm in Question/Answer Testimony Material with a minimum of 95% accuracy.	Prerequisites: A grade of C or better in CTR102 or permission of Department or Division.	L+L 14.0 20.0 20.0
CTR251AA	Court Reporting Skill Building: Block III Literary Material	Development of speed and accuracy skills with dictation, readback, and	Prerequisites: A grade of C or better in	L+L 4.0 4.0 4.0

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		transcription in literary material. Speed requirements of 80 and 100 words per minute (wpm) with a speed and accuracy to meet court reporting industry standards.	CTR102 or permission of Program Director. Corequisites: (CTR251AB or CTR252AB or CTR253AB) and (CTR251AC or CTR252AC or CTR253AC).	
CTR251AB	Court Reporting Skill Building: Block III Jury Charge Material	Development of speed and accuracy skills with dictation, readback, and transcription in jury charge material. Speed requirements of 100 and 120 words per minute (wpm) with speed and accuracy to meet court reporting industry standards.	Prerequisites: A grade of C or better in CTR102 or permission of Program Director. Corequisites: (CTR251AA or CTR252AA or CTR253AA) and (CTR251AC or CTR252AC or CTR253AC).	L+L 4.0 4.0 4.0
CTR251AC	Court Reporting Skill Building: Block III Question/Answer Testimony Material	Development of speed and accuracy skills with dictation, readback, and transcription in question/answer material. Speed requirements of 120 and 140 words per minute (wpm) with speed and accuracy to meet court reporting industry standards.	Prerequisites: A grade of C or better in CTR102 or permission of Program Director. Corequisites: (CTR251AA or CTR252AA or CTR253AA) and (CTR251AB or CTR252AB or CTR253AB).	L+L 6.0 12.0 12.0
CTR252	Court Reporting Speed Building Block IV	Instruction, dictation, and readback in speeds of 120-140 wpm in Literary	Prerequisites: A grade of C or better in	L+L 14.0 20.0 20.0

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		Material; 140-160 wpm in Jury Charge Material; 160-180 wpm in Question/Answer Testimony Material with a minimum of 95% accuracy.	CTR251 or permission of Department or Division.	
CTR252AA	Court Reporting Skill Building: Block IV Literary Material	Development of speed and accuracy skills with dictation, readback, and transcription in literary material. Speed requirements of 120 and 140 words per minute (wpm) with speed and accuracy to meet court reporting industry standards.	Prerequisites: A grade of C or better in CTR251AA or permission of Program Director. Corequisites: (CTR251AB or CTR252AB or CTR253AB) and (CTR251AC or CTR252AC or CTR253AC).	L+L 4.0 4.0 4.0
CTR252AB	Court Reporting Skill Building: Block IV Jury Charge Material	Development of speed and accuracy skills with dictation, readback, and transcription in jury charge material. Speed requirements of 140 and 160 words per minute (wpm) with speed and accuracy to meet court reporting industry standards.	Prerequisites: A grade of C or better in CTR251AB or permission of Program Director. Corequisites: (CTR251AA or CTR252AA or CTR253AA) and (CTR251AC or CTR252AC or CTR253AC).	L+L 4.0 4.0 4.0
CTR252AC	Court Reporting Skill Building: Block IV Question/Answer Testimony Material	Development of speed and accuracy skills with dictation, readback, and transcription in question/answer material. Speed requirements of 160 and 180 words per minute (wpm) with speed and accuracy to meet court reporting industry standards.	Prerequisites: A grade of C or better in CTR251AC or permission of Program Director. Corequisites: (CTR251AA or CTR252AA or	L+L 6.0 12.0 12.0

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			CTR253AA) and (CTR251AB or CTR252AB or CTR253AB).	
CTR253	Court Reporting Speed Building Block V	Instruction, dictation, and readback in speeds of 160-180 wpm in Literary Material; 180-200 wpm in Jury Charge Material; 200-225 wpm in Question/Answer Testimony Material with a minimum of 95% accuracy.	Prerequisites: A grade of C or better in CTR252 or permission of Department or Division.	L+L 14.0 20.0 20.0
CTR253AA	Court Reporting Skill Building: Block V Literary Material	Development of speed and accuracy skills with dictation, readback and transcription in literary materials. Speed requirements 160 and 180 words per minute (wpm) with speed and accuracy to meet court reporting industry standards.	Prerequisites: A grade of C or better in CTR252AA or permission of Program Director. Corequisites: (CTR251AB or CTR252AB or CTR253AB) and (CTR251AC or CTR252AC or CTR253AC).	L+L 4.0 4.0 4.0
CTR253AB	Court Reporting Skill Building: Block V Jury Charge Material	Development of speed and accuracy skills with dictation, readback and transcription in jury charge materials. Speed requirements 180 and 200 words per minute (wpm) with speed and accuracy to meet court reporting industry standards.	Prerequisites: A grade of C or better in CTR252AB or permission of Program Director. Corequisites: (CTR251AA or CTR252AA or CTR253AA) and (CTR251AC or CTR252AC or CTR253AC).	L+L 4.0 4.0 4.0

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CTR253AC	Court Reporting Skill Building: Block V Question/Answer Testimony Material	Development of speed and accuracy skills with dictation, readback, and transcription in question/answer material. Speed requirements of 200 and 225 words per minute (wpm) with speed and accuracy to meet court reporting industry standards.	Prerequisites: A grade of C or better in CTR252AC or permission of Program Director. Corequisites: (CTR251AA or CTR252AA or CTR253AA) and (CTR251AB or CTR252AB or CTR253AB).	L+L 6.0 12.0 12.0
CTR253AD	Court Reporting Skill Building Review	Progression and retention of speed and accuracy skills with dictation, readback, and transcription in literary, jury charge, and question/answer material.	Prerequisites: A grade of C or better in CTR253AA, or CTR253AB, or CTR253AC, or permission of Program Director.	LAB 3.0 20.0 0.0
CTR271	Scoping	Ability to read machine shorthand steno notes and employ Computer-Aided Transcript (CAT) software to edit/correct court reporters' files with an emphasis on correct transcript formatting structure. Concentration on grammar, punctuation, proofreading skills, and accuracy to produce transcripts, including but not limited to trials, depositions, conferences, arbitrations, and other administrative hearings.	Prerequisites: A grade of C or better in (BPC101AA, CTR101, and CTR215) or permission of Department or Division.	L+L 2.0 2.0 2.0
CTR272	Transcription	Machine shorthand transcription, realtime writing from audio and/or video files, with an emphasis on	Prerequisites: A grade of C or better in (BPC101AA, CTR101,	L+L 2.0 2.0 2.0

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		correct transcript formatting structure. Concentration on dictation, transcription, proofreading skills and accuracy. Computerized machine shorthand in conjunction with specialized Computer-Aided Transcription (CAT) software to generate transcripts that would include medical, interviews, judicial hearings, dissertations, and meetings.	CTR215, and CTR271) or permission of Department or Division.	
CTR290	Registered Professional Reporter Preparation	Live dictation practice to increase speed in any machine shorthand system in preparation for the national Court Reporters Association Registered Professional Reporter (RPR) Exam.	Prerequisites: One year of machine shorthand.	LEC 2.0 2.0 2.0
CTR291	Extended Machine Shorthand Practice	Dictation and testing in Literary, Jury Charge, and Question/Answer testimony material at incremental speeds for the purpose of the student to increase machine shorthand speed and accuracy. Readback of paper or computerized notes.	Permission of Program Director or Instructor.	LAB 2.0 2.0 2.0
CTT110	Introduction to Caterpillar Service Industry	Introduction to the Caterpillar organization and product line, basic shop safety, and shop operation. Includes computer operations and service information systems.	Prerequisites: Permission of Department or Division.	L+L 3.0 5.0 5.0
CTT111	Caterpillar Engine Fundamentals	Introduction to diesel engine theory and service procedures. Focuses on Caterpillar engine systems and applications.	Prerequisites: A grade of C or better in CTT110.	L+L 4.0 8.0 8.0

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CTT112	Hydraulic Fundamentals	Hydraulic fundamentals, including functions of valves used in Caterpillar hydraulic systems, functions of vane pumps, gear pumps, and piston pumps, and assembly and disassembly of hydraulic components. Includes ISO hydraulic symbols.	Prerequisites: A grade of C or better in CTT110.	L+L 3.0 5.0 5.0
CTT113	Fuel Systems	Introduction to fuel systems used in Caterpillar engines. Covers fuel selection, calibrations, and nozzle testing procedures, governor operation, and hydraulic fuel ratio controls. Includes 1.1 and 1.2 MUI and HEUI, EUI, Nippondenso, and Zexel fuel systems.	Prerequisites: A grade of C or better in CTT110.	L+L 3.0 5.0 5.0
CTT114	Basic Electrical Fundamentals	Basic electrical and electronic principles used by the technician to diagnose and repair electrical systems in Caterpillar machines.	Prerequisites: A grade of C or better in CTT110.	L+L 3.0 5.0 5.0
CTT115	Air Conditioning Fundamentals	Introduction to principles, systems, components, and servicing of air conditioning systems used in Caterpillar products.	Prerequisites: A grade of C or better in CTT110.	L+L 3.0 5.0 5.0
CTT116	Power Train I	Basic components and operations of power train systems used in Caterpillar machines. Covers basic components, clutches, manual shift transmissions, and power shift transmissions.	Prerequisites: A grade of C or better in CTT110.	L+L 3.0 5.0 5.0
CTT117	Machine Hydraulic Systems	Operation, testing, and adjustment procedures for pilot operated hydraulic systems, load sensing pressure compensated (LSPC) hydraulic	Prerequisites: A grade of C or better in CTT110.	L+L 3.0 5.0 5.0

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		systems, electro-hydraulic systems, and hydrostatic systems. Components of hydraulic systems and oil flow through the system.		
CTT118	Caterpillar Dealer Internship I	Application of skills and knowledge gained in CTT coursework in an internship in a dealership environment. Develops professional skills required of Caterpillar service technician. Provides experience in tool usage, shop safety, connective devices, computers and service information systems, air intake and exhaust systems, lubrication systems, cooling systems, fuel systems, engines, and electrical systems. Requires intern to complete a list of learning objectives, keep a logbook, and be evaluated by dealership supervisor and internship coordinator.	Prerequisites: A grade of C or better in CTT110.	LAB 3.0 3.0 0.0
CTT119	Caterpillar Dealer Internship II	Application of skills and knowledge gained in CTT coursework in an internship in a dealership environment. Develops professional skills required of Caterpillar service technician. Provides experience in hydraulics, pumps, valves, cylinders, and pilot-operated implement system. Requires intern to complete a list of learning objectives, keep a logbook, and be evaluated by dealership supervisor and internship coordinator.	Prerequisites: A grade of C or better in CTT110.	LAB 3.0 3.0 0.0

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CTT200	Power Train II	Methods of transferring power. Hydraulic-driven machines and mechanical power train components, including differentials, brakes, final drives, and undercarriage.	Prerequisites: A grade of C or better in CTT110.	L+L 3.0 5.0 5.0
CTT201	Machine Electronics	Introduction to machine electronic systems and diagnostic tooling used to diagnose and repair the complex electrical/electronic systems installed in Caterpillar machines.	Prerequisites: A grade of C or better in CTT110.	L+L 3.0 5.0 5.0
CTT202	Engine Diagnostics and Repair	In-depth study of engine diagnostics and repair techniques used to troubleshoot and repair engine problems in Caterpillar machines. Selection and use of Caterpillar diagnostic tools. Covers oil, air, cooling, and fuel systems.	Prerequisites: A grade of C or better in CTT110.	L+L 3.0 5.0 5.0
CTT203	Machine Diagnostics	Failure analysis, troubleshooting logic, and diagnostic tooling and processes used to diagnose and repair the complex systems installed in Caterpillar machines. Use of Caterpillar's Applied Failure Analysis. Introduction to Service Technician Workbench (STW) applications.	Prerequisites: A grade of C or better in CTT110.	L+L 3.0 5.0 5.0
CTT204	Machine Specific Systems	Introduction to machine-specific systems. Machines covered include compact construction equipment, agricultural combines and challengers, 325B Excavator, off-highway trucks, wheel tractor scrapers, and motor graders.	Prerequisites: A grade of C or better in CTT110.	L+L 3.0 5.0 5.0

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CTT205	Caterpillar Dealer Internship III	Application of skills and knowledge gained in CTT coursework in an internship in a dealership environment. Develops professional skills required of Caterpillar service technician. Provides experience in air conditioning systems, power trains, couplings, transmissions, and hydraulic systems. Requires intern to complete a list of learning objectives, keep a logbook, and be evaluated by dealership supervisor and internship coordinator.	Prerequisites: A grade of C or better in CTT110.	LAB 3.0 3.0 0.0
CTT206	Caterpillar Dealer Internship IV	Application of skills and knowledge gained in CTT coursework in an internship in a dealership environment. Develops professional skills required of Caterpillar service technician. Provides experience in lubrication systems, engine air induction systems, cooling systems, fuel systems, timing systems, failure analysis, diagnosis, and troubleshooting of specific types of Caterpillar equipment. Requires intern to complete a list of learning objectives, keep a logbook, and be evaluated by dealership supervisor and internship coordinator.	Prerequisites: A grade of C or better in CTT110.	LAB 3.0 3.0 0.0
CUL101	Culinary Basics	Theory and practice of basic elements of culinary arts fundamentals. Emphasis on safety, sanitation and uniform requirements, culinary	Prerequisites: None.	LEC 3.0 3.0 3.0

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		terminology, basic nutritional guidelines, equipment needs and usage, standard measurements, knife selection and care, basic knife cuts, and fruit and vegetable identification and preparation.		
CUL102	Hot Foods	Cooking techniques and preparation of varied meat, fish and poultry items. Theory and practice of production of stocks, sauces, and soups. Study of butchering, yields, purchasing and grade classification.	Prerequisites: None.	LEC 3.0 3.0 3.0
CUL103	Breakfast and Cold Foods	Cooking techniques and preparation of breakfast items, salads, sandwiches, and dressings. Theory and practice of production of egg, pasta, cheeses, and fruit dishes, canap?s and hors d`oeuvre creations. Study of lettuces, fruits, grains, cheeses and dressings as components of salads and sandwiches.	Prerequisites: None.	LEC 3.0 3.0 3.0
CUL104	Bakery and Pastry	Provides a study of cooking techniques and preparation methods for cakes, pies, cookies and simple desserts as well as production of doughs and breads. Includes preparation of various bakery sauces and toppings, uses of chocolate, and appropriate presentation methods for various types of desserts.	Prerequisites: None.	LEC 3.0 3.0 3.0
CUL105	Principles of Professional Cooking	Introductory principles and skills for professional cooking. Introduces organizational structure of kitchen staff in different types of kitchens.	Prerequisites: None.	L+L 3.0 5.0 5.0

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		Includes basic principles of safety and sanitation, equipment and utensil use, French cooking terms, recipe use, measuring techniques, identification and use of seasoning agents, and basic cooking methods applied to stocks, sauces and soups, vegetables, starches, entrees, and eggs. Emphasis on practical experiences in a commercial kitchen.		
CUL107	Principles and Techniques of Garde Manger	Prepares students for employment in garde manger pantry positions in restaurants and resorts. Includes costing out and ordering food products; food and safety factors; preparing and garnishing pantry product. Emphasis on classical food presentation.	Prerequisites: A grade of C or better in CUL105 or permission of Program Director.	L+L 3.0 5.0 5.0
CUL109	Menu Planning Development	Principles and techniques of menu planning for food service operations where food is served in quantity; includes applications for health care institutions, commercial kitchens, school cafeterias, and industrial facilities.	Prerequisites: None.	LEC 2.0 2.0 2.0
CUL111	Purchasing for Food Service Systems	Food purchasing for institutions: cost factors, quality standards, purchasing practices and controls.	Prerequisites: None.	LEC 3.0 3.0 3.0
CUL113	Commercial Baking Techniques	Principles and techniques for preparation, storage, and serving of bakery products. Includes breads, cakes, pies, pastry, cookies, fillings,	Prerequisites: None.	L+L 3.0 5.0 5.0

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		and icings. Emphasis on practical experiences in a commercial bakery.		
CUL115	Food Service Sanitation, Safety and Stewarding	Focuses on the theory and practice of food service safety and sanitation. Emphasis on understanding and applying the Hazard Analysis Critical Control Points (HACCP) concept. Reviews legal elements of food service sanitation based on requirements and recommendations of Maricopa County Health Department. Focuses on stewarding as an important kitchen support service with emphasis on appropriate practices and principles of receiving food and product rotation	Prerequisites: None.	LEC 2.0 2.0 2.0
CUL117	Catering - Planning and Production	Focuses on the basic steps of the catering process in a commercial food setting. Includes a review of safety and sanitation principles. Emphasizes practical experiences in booking and record keeping, planning, ordering, production, and service set-up and break-down for both in-house and off-premise catered events.	Prerequisites: A grade of C or better in CUL105.	LAB 1.0 3.0 3.0
CUL119	Baking Theory and Retail Operations	Baking principles to include detailed study of ingredients, heat transfer, and recipe conversions. Basic business operations for a retail bakery including bakery product line and floor plan design.	Prerequisites: None.	LEC 3.0 3.0 3.0
CUL120	Food Costing, Purchasing and Inventory Control	Basic skills necessary to understand and utilize cost controls. Focus on measurements, recipe costing and	Prerequisites: None.	L+L 3.0 3.0 3.0

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		yield analysis. Application of systems and practices for efficient food purchasing, storage, production, budgeting and inventory.		
CUL121	Principles of Food and Beverage Service	Qualities and skills necessary for successful food and beverage service. Includes room planning and setup, duties of service staff, types of service, customer relations, dining room etiquette, and cash management.	Prerequisites: None.	LEC 3.0 3.0 3.0
CUL123	Customer Service Practicum	Professional food and beverage experience in a commercial food service operation. Focuses on food server, host/hostess, cashier, and busperson. Includes beverage preparation, application of sanitation, and safety concepts. Stresses professionalism in service, demeanor, and appearance.	Prerequisites: A grade of C or better in FON104.	L+L 4.0 11.0 11.0
CUL123AA	Customer Service Practicum	Professional food and beverage experience in a commercial food service operation. Focuses on food server, host/hostess cashier, busperson. Includes beverage preparation, application of sanitation and safety concepts. Stresses professionalism in service, demeanor, and appearance.	Prerequisites: A grade of C or better in FON104 and Permission of Department or Division.	L+L 1.0 4.0 0.0
CUL123AB	Customer Service Practicum	Professional food and beverage experience in a commercial food service operation. Focuses on food server, host/hostess cashier, bus person. Includes beverage preparation,	Prerequisites: None.	L+L 2.0 5.0 5.0

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		application of sanitation and safety concepts. Stresses professionalism in service, demeanor, and appearance.		
CUL127	Classical Desserts	Advanced principles and techniques in commercial baking and dessert preparation. Focus on fine pastries with European flair and on desserts served in better hotels, restaurants, and resorts. Preparation of macaroons, tarts, puff pastries, specialty cakes, and desserts such as Bavarian creams, mousses, custards, souffles, crepe desserts, and flammeries. Preparation and use of sauces, techniques for using nuts and chocolate, and exploration of new recipes.	Prerequisites: A grade of C or better in CUL113, or permission of Program Director.	L+L 3.0 5.0 5.0
CUL130	Savory Foods I	Studies all facets of hot foods with an emphasis on French and regional cooking techniques; including vegetable preparation, stocks, sauces, and soups. Reviews ingredients, production and plating techniques that are unique to contemporary, international and regional cuisines.	Prerequisites: None.	L+L 6.0 7.5 7.5
CUL131	Customer Services in Food Service Systems	Customer service principles and procedures in commercial food service operations. Focuses on experiences in busing, waiter/waitressing, hosting, and beverage preparation in a coffee shop or at catered events. Emphasis on professionalism. Includes principles of safety and sanitation.	Prerequisites: None.	LAB 1.0 3.0 3.0

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CUL137	Specialty Breads and Breakfast Pastry	The preparation of classical and artisan breads using advanced production techniques and skills. Classic breakfast pastry, with the production of laminated doughs, sweet doughs, and rich yeast doughs to include Danish, croissant, puff pastry, brioche, and other international classics. Completion of edible centerpieces made out of various styles of bread.	Prerequisites: A grade of C or better in CUL113 or permission of Program Director.	L+L 3.0 5.0 5.0
CUL140	Culinary Principles and Kitchen Management I	Historical background of the culinary profession and food components. Overview of kitchen administration and responsibilities. Includes food history, terminology, tools and equipment, food preparation, tasting and sensory evaluation, stocks and sauces, herbs and spices, chocolates, vegetables, fruits, pasta, grains and cheeses	Prerequisites: None.	LEC 3.0 3.0 3.0
CUL145	Banquet Food and Beverage Service Externship	Waiter/waitress serving experiences in a banquet setting; includes instructor-assisted placement, orientation, job seeking skills, and working a minimum of four banquets or twenty-four hours in banquet service. Professional appearance and attire required.	Prerequisites: A grade of C or better in CUL121, CUL123, and FON104.	LAB 1.0 5.0 0.0
CUL150	Garde Manger I	Provides a foundation in Garde Manger. Includes equipment, sanitation and safety, production, salads, emulsified and non-emulsified	Prerequisites: None.	L+L 2.0 3.5 3.5

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		dressings, sandwiches, cold sauces, salad condiments, knife skills, cleaning of salad greens and spice and herb identification. Studies culinary terms and presentation techniques. Teaches cooking techniques such as poaching, sauteing, and grilling in the context of Garde Manger work.		
CUL160	Bakery I	Theory and practice of operating a bakery or pastry shop in a hotel or restaurant kitchen. Provides experience in planning, ordering, scheduling and producing fine French and American pastries and baked goods. Emphasis on rapid, high-quality hand production of doughs, creams, fillings, cookies and breads.	Prerequisites: None.	L+L 3.0 7.5 7.5
CUL170	Dining Room Operations I	Focuses on theory and practice of operating a casual dining room; includes set-up and clean-up, food and beverage service, proper etiquette, point-of-sale operation and presenting guest checks. Emphasis on service techniques, including buffet and banquet set-ups, and customer accommodations.	Prerequisites: None.	L+L 3.0 5.8 5.8
CUL180	Food In History	Focuses on the history of foodstuffs, the story of cuisine and the social history of eating. Includes the relationship between people and what they eat, between particular foods and social behavior, and between dietary	Prerequisites: None.	LEC 3.0 3.0 3.0

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		habits, customs and methods of cooking		
CUL190	Catering Operations I	Studies theory and practice of planning and executing catering functions; includes initial customer contact and follow-up, room set-up and scheduling, menu and incidental planning event execution and breakdown, billing and post-event follow up	Prerequisites: None.	LEC 3.0 3.0 3.0
CUL201	International Cuisine	Gourmet international food preparation applied to restaurants. Review principles of sanitation and safety. Explores history and customs, serving styles, and preparation techniques of foods unique to selected international cultures. Emphasis on practical cooking experiences in a restaurant kitchen. Cultures to include, but not limited to: Italian, German, Oriental, Middle Eastern, and Spanish.	Prerequisites: A grade of C or better in CUL105 or permission of Program Director.	L+L 3.0 5.0 5.0
CUL203	American Regional Cuisine	American regional food preparation applied to restaurants. Review principles of sanitation and safety. Explores history and customs, serving styles, and preparation techniques of foods unique to selected American regions. Emphasis on practical cooking experiences in a restaurant setting. American regions to include, but not limited to: Southern, Cajun/Creole, New England, Mid-West, and Pacific Coast.	Prerequisites: A grade of C or better in CUL105 or permission of Program Director.	L+L 3.0 5.0 5.0

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CUL205	French Cuisine	Principles of French cooking applied to restaurant kitchens. Includes review of safety and sanitation principles, orientation to French culture, use of French terms and recipes, and reading French menus. Emphasis on practical experiences in preparing French meals in a restaurant kitchen. Introduces preparation of appetizers, hors-d'oeuvres, charcuterie items, pastries, and desserts.	Prerequisites: A grade of C or better in CUL105 or permission of Program Director.	L+L 3.0 5.0 5.0
CUL207	Pacific Rim Cuisine	Local and gourmet Pacific Rim food preparation applied to restaurants. Overview of principles of sanitation and safety. Explores history and customs, serving styles, and preparation techniques of foods unique to Pacific Rim cultures. Emphasis on practical cooking experiences in a restaurant kitchen. Cultures to include, but not limited to Chinese, Japanese, Thai, Korean, and South Pacific islands.	Prerequisites: A grade of "C" or better in CUL105.	L+L 3.0 5.0 5.0
CUL209	Italian Cuisine	Principles of Italian cooking applied to restaurant kitchens. Includes review of safety and sanitation principles, orientation to Italian culture, use of Italian terms and recipes, and reading Italian menus. Emphasis on practical experiences in preparing Italian meals in a restaurant kitchen. Introduces preparation of appetizers, entrees,	Prerequisites: A grade of "C" or better in CUL105.	L+L 3.0 5.0 5.0

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		salads, fresh pasta items, pastries, and desserts.		
CUL210	Menu Planning and Facilities Design	Principles and techniques of menu planning and restaurant design for food service operations. Includes applications for health care institutions, commercial kitchens, and industrial facilities. Studies building codes and examines the relationships among equipment, staff and customers in the design of a facility	Prerequisites: None.	LEC 2.0 2.0 2.0
CUL211	Professional Cooking Practicum	Preparation of hot and cold foods in a commercial food service operation; experience in volume food production preparing salads, soups, stocks, sauces, entrees, starches, and vegetables; designed to develop knowledge and skills necessary to cook in a variety of commercial kitchens.	Prerequisites: A grade of C or better in (CUL105 and FON104) or permission of Department or Division.	L+L 7.0 19.0 19.0
CUL211AA	Professional Cooking Practicum	Preparation of hot and cold foods in a commercial food service operation; experience in volume food production preparing salads, soups, stocks, sauces, entrees, starches, and vegetables; designed to develop knowledge and skills necessary to cook in a variety of commercial kitchens.	Prerequisites: A grade of C or better in CUL105, FON104, and permission of Department or Division.	L+L 1.0 3.0 0.0
CUL211BA	Professional Cooking Practicum	Preparation of hot and cold foods in a commercial food service operation; experience in volume food production preparing salads, soups, stocks,	Prerequisites: A grade of C or better in (CUL105 and FON104) or permission of	L+L 4.0 11.0 11.0

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		sauces, entrees, starches, and vegetables; designed to develop knowledge and skills necessary to cook in a variety of commercial kitchens.	Department or Division. Corequisites: CUL211BB.	
CUL211BB	Professional Cooking Practicum	Preparation of hot and cold foods in a commercial food service operation; experience in volume food production preparing salads, soups, stocks, sauces, entrees, starches, and vegetables; designed to develop knowledge and skills necessary to cook in a variety of commercial kitchens.	Prerequisites: A grade of C or better in (CUL105 and FON104) or permission of Department or Division. Corequisites: CUL211BA.	L+L 3.0 6.0 6.0
CUL213	Buffet Catering	Focuses on the basic steps of the catering process in a commercial food setting. Includes an overview of safety and sanitation principles. Emphasizes practical experiences in booking and record keeping, function planning, ordering, production, and service set-up and breakdown for both in-house and off-premise catered events.	Prerequisites: A grade of C or better in CUL105 or permission of Program Director.	L+L 3.0 5.0 5.0
CUL215	Advanced Pastry Arts	Advanced pastry arts and decorative work as applied to showpieces and special occasion cakes. Includes sugar work such as pulled, blown, and poured as well as the use of tempered and modeling chocolate. Design and execution of a three-tier wedding cake as well as work on a special occasion and team wedding cake using gum paste, pastillage, chocolate, or	Prerequisites: A grade of C or better in CUL113 or permission of Program Director.	L+L 3.0 5.0 5.0

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		marzipan. Includes desserts for special diets and spa desserts.		
CUL217	Wedding Cake Production	Basic and advanced execution for special occasion, wedding, and groom's cakes to include initial design work, baking, icing, and advanced finishing techniques to include the use of fondant and gum paste. Enhancement of cakes to include basic sugar, pastillage, and chocolate decoration.	Prerequisites: A grade of C or better in CUL113 or permission of Program Director.	L+L 3.0 5.0 5.0
CUL219	Professional Pastry Techniques	Advanced production techniques for plated desserts, frozen desserts, modern and classical gateaux, petits fours, and chocolates.	Prerequisites: A grade of C or better in CUL113 or permission of Program Director.	L+L 3.0 5.0 5.0
CUL220	Food Service Nutrition	Study of basic nutrition concepts with an emphasis on the nutritional concerns of restaurants and other types of food service operations. Focuses on nutrients in foods, the relationships to other nutrients and the planning of well-balanced menus throughout the life cycle	Prerequisites: None.	LEC 2.0 2.0 2.0
CUL223	Food Service Management	Administrative procedures and personnel relationships: Management of materials costs, record keeping and legal aspects of food and beverage service operations.	Prerequisites: None.	LEC 3.0 3.0 3.0
CUL225	Supervisory Functions in Food Service	Principles and techniques of supervision applied to food service workers. Includes roles and responsibilities of a food service supervisor, basic theories of	Prerequisites: None.	LEC 3.0 3.0 3.0

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		management, line staffing functions, basic concepts of communication, motivation techniques, problem-solving, labor relations and laws, performance evaluation and basic record keeping functions in food service settings.		
CUL230	Savory Foods II	Hot food product utilization, preparation and display for contemporary, continental kitchen. Focuses on classical preparation skills with an emphasis on contemporary and international flavors in food production. Students also practice organization, communication, teamwork and plating skills. Food production includes the creation of appetizers, hors d'oeuvres, salads, and salad dressings; the use of grains and legumes; the production of charcuterie; and the creation of display pieces in both catering and kitchen environments.	Prerequisites: A grade of C or better in CUL130.	L+L 6.0 7.0 7.0
CUL231AA	Culinary Studies Internship	Work experience preparing hot and cold foods in a commercial food service operation, experience in volume food production preparing salads, soups, stocks, sauces, entrees, starches, and vegetables. Five (5) hours of work weekly. Supervision and evaluation by an internship coordinator.	Prerequisites: A grade of C or better in CUL105, FON104, and permission of Department or Division.	LAB 1.0 5.0 0.0

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CUL231AB	Culinary Studies Internship	Work experience preparing hot and cold foods in a commercial food service operation, experience in volume food production preparing salads, soups, stocks, sauces, entrees, starches, and vegetables. Ten (10) hours of work weekly. Supervision and evaluation by an internship coordinator.	Prerequisites: A grade of C or better in CUL105, FON104, and permission of Department or Division.	LAB 2.0 10.0 0.0
CUL231AC	Culinary Studies Internship	Work experience preparing hot and cold foods in a commercial food service operation, experience in volume food production preparing salads, soups, stocks, sauces, entrees, starches, and vegetables. Fifteen (15) hours of work weekly. Supervision and evaluation by an internship coordinator.	Prerequisites: A grade of C or better in CUL105, FON104, and permission of Department or Division.	LAB 3.0 15.0 0.0
CUL235	Advanced Culinary Techniques I - Meats	Theory and practice of the varied uses and preparation of protein products. Emphasis on butchering, creating stocks, soups and sauces, cooking methodologies, cost effective applications, plating and selection of appropriate accompaniments and garnishes.	Prerequisites: A grade of C or better in CUL230 or industry equivalent.	L+L 2.0 2.0 2.0
CUL236	Advanced Culinary Techniques II - Seafood	Theory and practice of the varied uses and preparation of seafood products. Emphasis on butchering, creating stocks, soups and sauces, cooking methodologies, cost-effective applications, plating and selection of	Prerequisites: A grade of C or better in CUL230 or industry equivalent.	L+L 2.0 2.0 2.0

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		appropriate accompaniments and garnishes.		
CUL237	Advanced Culinary Techniques III - Game and Poultry	Theory and practice of the varied uses and preparation of game and poultry products. Emphasis on butchering, creating stocks, soups and sauces, cooking methodologies, cost effective applications, plating and selection of appropriate accompaniments and garnishes.	Prerequisites: A grade of C or better in CUL230 or industry equivalent.	L+L 2.0 2.0 2.0
CUL240	Culinary Principles and Kitchen Management II	Advanced culinary and management practices instruction. Emphasis on principles and terminology used in contemporary kitchens. Identification and use of fish and shellfish and game. Understanding of wine, beer and spirits. Study of diversity of international cuisines and menu development. Special emphasis on management functions and practices for kitchen supervisors and chefs, staff hiring, training and evaluation, point of sale system components, cost accounting procedures, legal regulations and maintenance of records to understand and control profit and loss.	Prerequisites: A grade of C or better in CUL140.	LEC 3.0 3.0 3.0
CUL245	Professional Kitchen Management Techniques	Theory and practice of the key elements of kitchen leadership. Emphasis on identifying leadership and communication skills, understanding employment laws, establishing performance criteria,	Prerequisites: A grade of C or better in CUL240 or industry equivalent.	L+L 2.0 2.0 2.0

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		developing accountability, utilizing motivational procedures and training practices, controlling labor and food costs, maintaining guest satisfaction and bottom line profits.		
CUL250	Garde Manger II	Refinement of skills required in a Garde Manger Department. Preparation of appetizers, hors d'oeuvres, salads, salad dressings, use of grains and legumes, production of charcuterie and display pieces. Emphasis placed on eye appeal, texture, color contrast, artistic touch, taste and processing. Includes study of production and storage of ingredients, sanitation and hygiene standards	Prerequisites: A grade of C or better in CUL150.	L+L 2.0 4.0 4.0
CUL255	Advanced Garde Manger I - Salads and Sandwiches	Theory and practice of creating simple and complex salads and sandwiches. Emphasis on use of multiple ingredients for hot and cold products, dressings, emulsified oils and vinegars, condiments, production methodologies, cost effective applications, plating and appropriate accompaniments and garnishes.	Prerequisites: A grade of C or better in CUL250 or industry equivalent.	L+L 2.0 2.0 2.0
CUL256	Advanced Garde Manger II - Appetizers and Hors d'oeuvres	Theory and practice of the key elements in production of appetizers and hors d'oeuvres. Emphasis on ingredient selection, flavor combinations, preparation methodologies, cost effective applications, displaying, garnishing and plating.	Prerequisites: A grade of C or better in CUL250 or industry equivalent.	L+L 2.0 2.0 2.0

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CUL260	Bakery II	Focuses on theory and practice of operating a bakery or pastry shop in a hotel or restaurant kitchen. Provides experience in planning, ordering, scheduling and producing fine French and American pastries and baked goods. Emphasis placed on rapid, high-quality hand production and assembly of breads, desserts and garnishes.	Prerequisites: A grade of C or better in CUL160.	L+L 3.0 5.0 5.0
CUL265	Professional Baking I - Base Products and Sauces	Theory and practice of the preparation of base products and sauces. Emphasis on creating finished products using basic components, creating sauces, and study of cooking methodologies, cost effective applications and plating techniques.	Prerequisites: A grade of C or better in CUL260 or industry equivalent.	L+L 2.0 2.0 2.0
CUL266	Professional Baking II - Breads and Rolls	Theory and practice of cooking techniques and procedures in the preparation of breads and rolls. Emphasis on hands-on production of scratch recipes, understanding formulas, ratios and ingredient interaction for producing high quality breads and rolls, cooking methodologies, and cost-effective applications. Focus on production of yeast-leavened breads, quick breads, laminated dough, unleavened dough and artisan style breads.	Prerequisites: A grade of C or better in CUL260 or industry equivalent.	L+L 2.0 2.0 2.0
CUL267	Professional Baking III - Pastries, Pies and Cakes	Theory and practice of the preparation of complex pastries, pies and cakes. Emphasis on cooking methodologies,	Prerequisites: A grade of C or better in	L+L 2.0 2.0 2.0

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		high quality cost effective applications, and visually dramatic plating and garnishing techniques.	CUL260 or industry equivalent.	
CUL268	Professional Baking IV - Decorative and Design Work	Theory and practice of the varied uses and preparation of chocolate and sugar as decorative items. Emphasis on applications for advanced show work, cooking methodologies, cost effective applications for plated desserts and use as appropriate display pieces.	Prerequisites: A grade of C or better in CUL260 or industry equivalent.	L+L 2.0 2.0 2.0
CUL270	Dining Room Operations II	Theory and practice of operating a formal dining room, including set-up and clean-up, food and beverage service, proper etiquette and tableside food preparation. Emphasis on formal etiquette and service practices for a dining room including buffet and banquet set-up and managerial duties	Prerequisites: A grade of C or better in CUL170.	L+L 3.0 6.0 6.0
CUL296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 1.0 5.0 0.0

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			interest or with permission of Instructor.	
CUL296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
CUL296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently	LAB 3.0 15.0 0.0

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			enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
CUL296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
CUL298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
CUL298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
CUL298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
CWE198AA	Career/Work Experience	Participation in a work experience, gaining on-the-job training, and/or exploring a career or field of choice.	Prerequisites: None.	L+L 1.0 1.0 1.0

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		Helps students relate their education to the real work world. Resume writing and interviewing skills. Development of employability skills		
CWE198AB	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.	L+L 2.0 2.0 2.0
CWE198AC	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.	L+L 3.0 3.0 3.0
CWE298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
CWE298AB	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
CWE298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
DAE112	Dental Assisting I	Introduction to general dentistry, dental sciences, and basic preclinical dental assisting theory and skills. Topics include dental anatomy, recording oral conditions, infection control, patient preparation, communication, patient safety and comfort, emergency management, four-handed dentistry concepts and the	Prerequisites: Acceptance into the Dental Assisting Program or permission of Program Director.	LEC 7.0 7.0 7.0 LAB 0.0 10.0 10.0

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		use and maintenance of dental equipment, and development of professional behaviors.		
DAE124	Dental Radiography	Physics of radiography, theory of radiation production, exposure techniques, radiation protection, digital image production, film processing, mounting, and interpretation of radiographs.	Prerequisites: A grade of C or better in DAE156 or permission of Program Director. Corequisites: DAE131 or permission of Program Director.	LEC 2.0 2.0 2.0
DAE131	Dental Radiography Laboratory	Radiation safety and infection control procedures for operator and patient. Image receptor placement, exposure, processing, mounting, and evaluation of dental radiographs. Operation and maintenance of x-ray and processing equipment. Interpretation of radiographic findings.	Prerequisites: A grade of C or better in DAE156 or permission of Program Director. Corequisites: DAE124 or permission of Program Director.	LAB 2.0 6.0 6.0
DAE140	Dental Issues Seminar	Examination of legal and ethical responsibilities of dental team members. Review and analysis of clinical procedures in general and specialty practices. Includes professional and career development strategies and certification information and processes.	Prerequisites: A grade of C or better in DAE156 or permission of Program Director. Corequisites: (DAE224, DAE225, DAE226, DAE227, and DAE228) or permission of Program Director.	LEC 1.0 1.0 1.0
DAE156	Dental Assisting II	Intermediate dental assisting skills, with an emphasis in treatment provided in general dentistry, including an introduction to dental diseases and their prevention, and preparing for and assisting in general	Prerequisites: A grade of C or better in DAE112 or permission of Program Director.	LEC 7.0 7.0 7.0 LAB 0.0 10.0 10.0

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		dental restorative procedures, including the use of local anesthetics, dental materials, and pharmacological agents for procedures. Introduction to ethics and the legal aspects of dental practices.		
DAE160	Orientation to Clinical Dental Assisting	Overview of dentistry. Roles of the clinical dental assistant and team members covered. Education and licensure requirements, ethics and professional organizations also covered. State Board of Dental Examiners and dental assistant regulations reviewed. History of dentistry and services provided by general and specialty practices also included.	Clinical Dental Assisting Program Admission.	LEC 1.0 1.0 1.0
DAE162	Introduction to Dental Office Management	Overview of the role of a dental administrative assistant. Includes the daily operations and procedures of dental office management. Interpersonal communication techniques and psychological factors related to patient management emphasized. Systems for management of patient records, accounts receivable, insurance and fee collection, recall, supply inventory, and ordering covered. Overview of computers used in a dental office included.	Prerequisites: None.	LEC 3.0 3.0 3.0
DAE164	Introduction to Dentistry and Dental Office	Overview of dentistry and general dental office procedures. Roles of the team members covered. Education and	Prerequisites: None.	LEC 1.0 1.0 1.0

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		licensure requirements, ethics, and professional organizations also covered. State Board of Dental Examiners and regulation agencies, as well introduction to dental terminology included.		
DAE166	Infection Control and Hazard Communication	Introduction to infection control and hazard communication for the dental practice. Infection control mandates according to the Occupational Safety and Health Administration (OSHA), the American Dental Association (ADA), and the Center for Disease Control and Prevention (CDC) covered. Procedures related to infection control emphasized.	Prerequisites: A grade of C or better in DAE162 or DAE164 or permission of Instructor.	L+L 2.0 3.0 3.0
DAE168	Dental Anatomy and Pathology	Overview of human anatomy and pathology for the dental assistant. Structural organization and systems of the body covered. Identification of anatomy and landmarks of the head, neck, and orofacial structures emphasized. Dental pathology also covered	Prerequisites: A grade of C or better in DAE166 or permission of Instructor.	L+L 3.0 4.0 4.0
DAE170	Dental Practice Emergencies and Patient Management	The role of the dental assistant in clinical patient management. Medical-dental health history interpretation. Obtaining and recording vital signs. Drug references, methods of administration, anesthetic, and patient prescriptions covered. Prevention techniques and management of emergencies in the dental	Prerequisites: A grade of C or better in DAE168 or permission of Instructor.	LEC 1.0 1.0 1.0

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		environment. Management of the medically compromised also included.		
DAE172	Dental Materials	Identification and description of dental materials covered. Manipulation of restorative, impression, laboratory, and adjunct dental materials emphasized.	Prerequisites: A grade of C or better in DAE168 or permission of Instructor.	L+L 3.0 5.0 5.0
DAE212	Dental Assisting III	Advanced dental assisting skills, with an emphasis in assisting for dental specialty procedures, including pediatrics, endodontics, periodontics, orthodontics, prosthodontics, and oral and maxillofacial surgery. Additional emphasis will be on expanded functions procedures performed by the dental assistant, as well as patient records management and pharmacology related to dental treatment procedures.	Prerequisites: A grade of C or better in DAE156 or permission of Program Director.	LEC 2.0 2.0 2.0 LAB 0.0 2.0 2.0
DAE224	General Clinical Practice	Placement of students in general practice dental facilities for supervised practical experience.	Prerequisites: A grade of C or better in DAE112 and DAE156, or Permission of Program Director. Corequisites: DAE140 or permission of Program Director.	LAB 1.0 5.0 0.0
DAE225	Pediatric Clinical Practice	Placement of students in pediatric dental facilities for supervised practical experience.	Prerequisites: A grade of C or better in DAE112 and DAE156, or Permission of Program Director. Corequisites: DAE140	LAB 1.0 5.0 0.0

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			or permission of Program Director.	
DAE226	Periodontal Clinical Practice	Placement of students in periodontal facilities for supervised practical experience.	Prerequisites: A grade of C or better in DAE112 and DAE156, or Permission of Program Director. Corequisites: DAE140 or permission of Program Director.	LAB 1.0 5.0 0.0
DAE227	Orthodontic Clinical Practice	Placement of students in orthodontic facilities for supervised practical experience.	Prerequisites: A grade of C or better in DAE112 and DAE156, or Permission of Program Director. Corequisites: DAE140 or permission of Program Director.	LAB 1.0 5.0 0.0
DAE228	Oral and Maxillofacial Surgery Clinical Practice	Placement of students in oral and maxillofacial surgical facilities for supervised practical experience.	Prerequisites: A grade of C or better in DAE112 and DAE156, or Permission of Program Director. Corequisites: DAE140 or permission of Program Director.	LAB 1.0 5.0 0.0
DAE230	Clinical Dental Assisting I	Fundamental skills for clinical dental assisting. General dentistry office design, operation and maintenance of dental equipment, 4-handed delivery system, and dental instruments covered. New patient examination, prophylaxis, amalgam restoration,	Prerequisites: A grade of C or better in DAE172 or permission of Instructor.	L+L 2.0 3.0 3.0

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		composite restoration, composite veneer, and tooth-whitening procedures. Placement of matrix band and wedge, and rubber dam. Role of dental assistant for patient procedures emphasized.		
DAE232	Clinical Dental Assisting II	Specialty and expanded skills for clinical dental assisting. Fixed prosthetics preparation and cementation, removable prosthetics, endodontics, periodontics, orthodontics, oral and maxillofacial surgeries. Placement of sealants, retraction cord, periodontal dressing, and provisional restorations. Removal of excess permanent cement.	Prerequisites: A grade of C or better in DAE230 or permission of Instructor.	L+L 2.0 4.0 4.0
DAE240	Dental Radiographic Imaging	Dental radiographic imaging. Diagnostic value of radiographs, image geometry, exposure techniques, processing of intra-oral and extra-oral radiographs covered. X-ray production, exposure factors, and image characteristics emphasized. Identification of image defects and corrective measures. Biological effects of x-radiation, radiation safety, digitized radiography, infection control procedures, and legal implications also covered.	Admission to the Clinical Dental Assisting Program or permission of Department or Division.	L+L 3.0 4.0 4.0
DAE242	Clinical Dental Assisting I: Basic Skills	Fundamental skills for clinical dental assisting. General dentistry office design, operation and maintenance of dental equipment, 4-handed delivery	Prerequisites: A grade of C or better in (DAE170 and DAE172).	L+L 3.0 5.0 5.0

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		system, and dental instruments covered. New patient examination, amalgam restoration, composite restoration, fixed prosthodontic restoration, endodontic treatment, and tooth-whitening procedures included. Role of dental assistant for patient procedures emphasized.		
DAE244	Fundamentals of Basic Clinical Skills	Clinical dental assisting skills performance in a clinical laboratory setting as well as in general practice dental facilities for supervised practical experience. Safe work practices, infection control, dental radiography, basic chairside assisting, patient management, dental materials manipulation, business assisting, equipment operation and maintenance, and dental laboratory skills emphasized.	Prerequisites: A grade of C or better in DAE240 and DAE242. Corequisites: DAE246, DAE285 and DAE290.	LAB 1.0 5.0 0.0
DAE246	Clinical Dental Assisting II: Advanced Skills	Supervised clinical and laboratory experience. Advanced techniques and expanded functions for clinical dental assisting. Placement of sealants, retraction cord, periodontal dressing, rubber dam, matrix and wedge, bases, liners, varnishes, and provisional restorations. Removal of excess permanent cement and sutures. Determine tooth shade and shape. Performance of coronal polishing procedure.	Prerequisites: None. Corequisites: DAE244.	L+L 3.0 5.0 5.0

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DAE248	Clinical Dental Assistant Practicum	Clinical dental assisting skills performance in a clinical laboratory. Safe work practices, infection control, dental radiography, chairside assisting, expanded dental assisting skills, patient management, dental materials manipulation, and dental laboratory skills emphasized. Operation and maintenance of dental equipment also covered.	Prerequisites: A grade of C or better in DAE240 or permission of Instructor.	LAB 1.0 3.0 3.0
DAE256	Dental Assisting IV	Advanced dental assisting sciences, with an emphasis in the recognition of oral pathologies, use of technology in dentistry, intermediate dental office management skills, and legal considerations for the practice of dentistry. Additional emphasis will be placed on coronal polishing and community oral health.	Prerequisites: A grade of C or better in DAE212 or permission of Program Director.	LEC 2.0 2.0 2.0 LAB 0.0 2.0 2.0
DAE285	Clinical Dental Assisting Seminar	Overview of special topics in clinical dental assisting. Clinical internship evaluation included. Covers expanded functions, legal responsibilities and liabilities. One hundred (100) hours of designated work required.	Prerequisites: None. Corequisites: DAE290.	L+L 2.0 2.0 0.0
DAE290	Internship for Clinical Dental Assistants	Perform clinical dental assisting skills within a dental practice setting. Practice safety and infection control, clinical and expanded dental assisting, patient management, laboratory skills, business assisting, equipment operation, and maintenance. Operate within practice standards, and record	Prerequisites: Permission of Program Director. Corequisites: DAE285.	L+L 4.0 4.0 4.0

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		and evaluate internship experience. Two hundred (200) hours of designated work required.		
DAE292	Dental Specialties	Placement of students in dental facilities for supervised practical experience exposing them to: Endodontic, Oral and Maxillofacial Surgery, Orthodontic, Pediatric, Periodontic, and Prosthodontic specialty procedures.	Prerequisites: None. Corequisites: DAE244.	LAB 2.0 10.0 0.0
DAE298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
DAE298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
DAE298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
DAH100	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.	LEC 3.0 3.0 3.0
DAH110	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.	LEC 3.0 3.0 3.0
DAH190	Discovering Dance Careers	An overview of the professional opportunities available in dance and dance related fields	Prerequisites: None.	LEC 1.0 1.0 1.0
DAH201	World Dance Studies	Exploration, analysis, synthesis, and evaluation of the role of dance in various cultures around the world.	Prerequisites: None. DAH100 strongly suggested but not required.	LEC 3.0 3.0 3.0

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DAH250	Dance in Popular Culture	Interdisciplinary approach investigating diverse cultural dance practices that have shaped American popular culture from the late 19th century to the present. Highlights issues of power, class, race, ethnicity, gender, age and sexuality. Emphasis is on revealing diverse cultural influences in U.S. popular culture.	Prerequisites: None.	LEC 3.0 3.0 3.0
DAH255	Hip Hop: Arts, Aesthetic and Culture	Selective survey and historico-cultural analysis of hip hop arts, aesthetics and culture organized around the founding elements of DJing, MCing, B-boy and B-girling, graffiti arts and knowledge.	Prerequisites: A grade of C or better in ENG101 or ENG107.	LEC 3.0 3.0 3.0
DAN101AA	Social Dance: Ballroom	Theory and practice of Ballroom dance. Development of movement quality and performance skills individually, with a partner or in a group setting.	Prerequisites: None.	L+L 1.0 2.0 2.0
DAN101AB	Social Dance: Swing	Theory and practice of Swing dance. Development of movement quality and performance skills individually, with a partner or in a group setting.	Prerequisites: None.	L+L 1.0 2.0 2.0
DAN101AC	Social Dance: Latin	Theory and practice of Latin dance. Development of movement quality and performance skills individually, with a partner or in a group setting.	Prerequisites: None.	L+L 1.0 2.0 2.0
DAN101AE	Social Dance: Tango	Theory and practice of Tango dance. Development of movement quality and performance skills individually, with a partner or in a group setting.	Prerequisites: None.	L+L 1.0 2.0 2.0
DAN102AA	Hip Hop I	Theory and practice of Hip Hop dance at the beginning level. Development of	Prerequisites: None.	L+L 1.0 3.0 3.0

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		movement quality and performance skills.		
DAN102AB	Hip Hop II	Theory and practice of Hip Hop dance at the advanced beginning level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN102AA or permission of Instructor.	L+L 1.0 3.0 3.0
DAN103AA	Break Dancing I	Theory and practice of Break Dance at the beginning level. Development of movement quality and performance skills.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN103AB	Break Dancing II	Theory and practice of Break Dancing at the advanced beginning level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN103AA or permission of Instructor.	L+L 1.0 3.0 3.0
DAN104AA	Ballroom I	Theory and practice of Ballroom dance at the beginning level. Development of movement quality and performance skills.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN104AB	Ballroom II	Theory and practice of Ballroom dance at the advanced beginning level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN104AA or permission of Instructor.	L+L 1.0 3.0 3.0
DAN105AA	Swing I	Theory and practice of Swing dance at the beginning level. Development of movement quality and performance skills.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN105AB	Swing II	Theory and practice of Swing dance at the advanced beginning level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN105AA or	L+L 1.0 3.0 3.0

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			permission of Instructor.	
DAN106AA	Latin I	Theory and practice of Latin dance at the beginning level. Development of movement quality and performance skills.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN106AB	Latin II	Theory and practice of Latin dance at the advanced beginning level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN106AA or permission of Instructor.	L+L 1.0 3.0 3.0
DAN108AA	Tango I	Theory and practice of Tango dance at the beginning level. Development of movement quality and performance skills.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN108AB	Tango II	Theory and practice of Tango dance at the advanced beginning level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN108AA or permission of Instructor.	L+L 1.0 3.0 3.0
DAN115	Dance Trends	Theory and practice of current social dance trends. Development of movement quality and performance skills.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN120	World Dance	Theory and practice of world dance. Development of movement quality and performance skills, individually, with a partner or in a group setting.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN120AA	World Dance: African Dance	Theory and practice of African dance. Development of movement quality and performance skills, individually or in a group setting. May include	Prerequisites: None.	L+L 1.0 3.0 3.0

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		African, Caribbean or Afro-fusion dance.		
DAN120AB	World Dance: Flamenco	Theory and practice of Flamenco. Development of movement quality and performance skills, individually, with a partner or in a group setting.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN120AC	World Dance: Irish Dance	Theory and practice of Irish Dance. Development of movement quality and performance skills, individually or in a group setting.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN120AD	World Dance: Mexican Folkloric Dance	Theory and practice of Mexican Folkloric dance. Development of movement quality and performance skills, individually with a partner or in a group setting.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN120AE	World Dance: Middle Eastern Dance	Theory and practice of Middle Eastern dance. Development of movement quality and performance skills.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN120AF	World Dance: Afro-Brazilian Dance	Theory and practice of Afro-Brazilian dance. Development of movement quality and performance skills.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN120AG	World Dance: East Indian Dance	Theory and practice of East Indian dance. Development of movement quality and performance skills.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN120AH	World Dance: Native American Dance	Theory and practice of Native American dance. Development of movement quality and performance skills.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN120AI	World Dance: European Folk Dance	Theory and practice of European Folk dance. Development of movement quality and performance skills individually or in a group setting.	Prerequisites: None.	L+L 1.0 3.0 3.0

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DAN120AJ	World Dance: Asian Dance Forms	Theory and practice of Asian Dance Forms. Development of movement quality and performance skills.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN120AK	World Dance: Capoeira	Theory and practice of Capoeira. Development of movement quality and performance skills.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN129	Musical Theatre Dance I	Introduction to the theory and practice of musical theatre dance at the beginning level. Development of movement quality and performance skills.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN130	Musical Theatre Dance II	Theory and practice of musical theatre dance at the advanced beginning level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN129 or permission of Instructor.	L+L 1.0 3.0 3.0
DAN131	Ballet I	Introduction to the theory and practice of ballet at the beginning level. Development of movement quality and performance skills.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN131PA	Ballet Basic Level	Dance training for personal skill development and interest. Introduction to the theory and practice of ballet at the basic level.	Prerequisites: None. Prior dance experience suggested but not required.	L+L 0.5 1.5 1.5
DAN132	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.	L+L 1.0 3.0 3.0
DAN132PA	Modern Dance Basic Level	Dance training for personal skill development and interest. Introduction to the theory and practice of modern dance at the basic level.	Prerequisites: None. Prior dance experience suggested but not required.	L+L 0.5 1.5 1.5

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DAN133	Jazz Dance I	Introduction to the theory and practice of jazz dance at the beginning level. Development of movement quality and performance skills.	Prerequisites: None. Corequisites: DAN138 for dance majors.	L+L 1.0 3.0 3.0
DAN133PA	Jazz Basic Level	Dance training for personal skill development and interest. Introduction to the theory and practice of jazz dance at the basic level.	Prerequisites: None. Prior dance experience suggested but not required.	L+L 0.5 1.5 1.5
DAN134	Ballet II	Theory and practice of ballet at the advanced beginning level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN131 or permission of Instructor.	L+L 1.0 3.0 3.0
DAN134PA	Ballet Beginning Level	Dance training for personal skill development and interest. Theory and practice of ballet at the beginning level.	Prerequisites: A grade of C or better in DAN131PA or permission of Department or Division.	L+L 0.5 1.5 1.5
DAN135	Modern Dance II	Theory and practice of modern dance at the advanced beginning level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN132 or permission of Instructor.	L+L 1.0 3.0 3.0
DAN135PA	Modern Dance Beginning Level	Dance training for personal skill development and interest. Theory and practice of modern dance at the beginning level.	Prerequisites: A grade of C or better in DAN132PA or permission of Department or Division.	L+L 0.5 1.5 1.5
DAN136	Jazz Dance II	Theory and practice of jazz dance at the advanced beginning level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN133 or permission of Instructor.	L+L 1.0 3.0 3.0
DAN136PA	Jazz Beginning Level	Dance training for personal skill development and interest. Introduction to the theory and practice of jazz	Prerequisites: A grade of C or better in DAN133PA or	L+L 0.5 1.5 1.5

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		dance at the beginning level. Development of movement quality and performance skills.	permission of Department or Division.	
DAN140	Tap Dance I	An introduction to the theory and practice of tap dance.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN141	Dance Workshop	An intensive experience in the process of choreography, performance, and production elements.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN145	Tap Dance II	Theory and practice of tap dance at an advanced beginning level.	Prerequisites: A grade of C or better in DAN140 or permission of Instructor.	L+L 1.0 3.0 3.0
DAN146	Tap Dance Ensemble	Introduction to the process and practice of dance performance, specific to the genre of tap dance.	Prerequisites: A grade of C or better in DAN140 or permission of Instructor.	L+L 1.0 3.0 3.0
DAN150	Dance Performance I	An introduction to the process and practice of dance performance.	Prerequisites: None. Corequisites: Any level of any of the following dance technique courses with a DAN prefix: ballet, modern, jazz, hip hop, tap, social, or world dance.	L+L 1.0 3.0 3.0
DAN155	Dance Performance II	Continued study of the process and practice of dance performance at advanced beginning level.	Prerequisites: A grade of C or better in DAN150 or permission of Instructor. Corequisites: Any level of any of the following dance technique courses with a DAN prefix: ballet, modern, jazz, hip	L+L 1.0 3.0 3.0

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			hop, tap, social, or world dance.	
DAN164	Improvisation	An introduction to and an exploration of basic improvisational dance skills.	Prerequisites: None.	L+L 1.0 3.0 3.0
DAN170	Dance Kinesiology	In-depth study of how the human body functions during dance movement both theoretically and practically. Attention given to correct body alignment and use while dancing, exploring each part of the body individually and analyzing the body as a whole.	Prerequisites: None. Corequisites: Any dance technique course.	LEC 3.0 3.0 3.0
DAN191	Viewing Dance	This course emphasizes developing critical analysis skills in order to find effective and intelligent ways of viewing and discussing choreography, dance for film, and lighting design for dance. Students will view masterpiece examples of choreography, dance for film, and lighting design from notable artists during the 20th and 21st centuries spanning various genres of dance.	Prerequisites: None.	L+L 1.0 1.0 1.0
DAN192	Digital Music for Dancers	Learn to use Digital Audio Workstation (DAW) software to edit and create music for dance performance and film as well as fix audio issues in music and sound.	Prerequisites: None.	L+L 1.0 1.0 1.0
DAN193	Professional Promotion for Dancers	An introduction to professional promotion for dancers. Design software and online applications will be used to manipulate photos and	Prerequisites: None.	L+L 1.0 1.0 1.0

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		graphics in the creation of design projects for promotion.		
DAN201AA	Special Topics: Dance	Exploration of current topics, issues and activities related to one or more aspects of dance.	Prerequisites: Permission of Instructor.	L+L 1.0 1.0 1.0
DAN201AB	Special Topics: Dance	Exploration of current topics, issues and activities related to one or more aspects of dance.	Prerequisites: Permission of Instructor.	L+L 2.0 2.0 2.0
DAN201AC	Special Topics: Dance	Exploration of current topics, issues and activities related to one or more aspects of dance.	Prerequisites: Permission of Instructor.	L+L 3.0 3.0 3.0
DAN202AA	Hip Hop III	Theory and practice of Hip Hop dance at the beginning intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN102AB or permission of Instructor.	L+L 1.0 3.0 3.0
DAN202AB	Hip Hop IV	Theory and practice of Hip Hop dance at the intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN202AA or permission of Instructor.	L+L 1.0 3.0 3.0
DAN203AA	Break Dancing III	Theory and practice of Break Dancing at the beginning intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN103AB or permission of Instructor.	L+L 1.0 3.0 3.0
DAN203AB	Break Dancing IV	Theory and practice of Break Dancing at the intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN203AA or permission of Instructor.	L+L 1.0 3.0 3.0
DAN204AA	Ballroom III	Theory and practice of Ballroom dance at the beginning intermediate	Prerequisites: A grade of C or better in	L+L 1.0 3.0 3.0

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		level. Development of movement quality and performance skills.	DAN104AB or permission of Instructor.	
DAN204AB	Ballroom IV	Theory and practice of Ballroom dance at the intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN204AA or permission of Instructor.	L+L 1.0 3.0 3.0
DAN205AA	Swing III	Theory and practice of Swing dance at the beginning intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN105AB or permission of Instructor.	L+L 1.0 3.0 3.0
DAN205AB	Swing IV	Theory and practice of Swing dance at the intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN205AA or permission of Instructor.	L+L 1.0 3.0 3.0
DAN206AA	Latin III	Theory and practice of Latin dance at the beginning intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN106AB or permission of Instructor.	L+L 1.0 3.0 3.0
DAN206AB	Latin IV	Theory and practice of Latin dance at the intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN206AA or permission of Instructor.	L+L 1.0 3.0 3.0
DAN208AA	Tango III	Theory and practice of Tango dance at the beginning intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN108AB or permission of Instructor.	L+L 1.0 3.0 3.0

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DAN208AB	Tango IV	Theory and practice of Tango dance at the intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN208AA or permission of Instructor.	L+L 1.0 3.0 3.0
DAN210	Dance Production I	Introduction to the elements of pre-production and production, including but not limited to production organization, production management, lighting design, and sound design as they relate to the art of dance.	Prerequisites: None.	L+L 3.0 3.0 3.0
DAN211	Dance Production II	Introduction to the theory and practice of makeup and costuming as they relate to dance	Prerequisites: None.	L+L 3.0 3.0 3.0
DAN220	Dance Career Preparation	This course provides foundational skills for employment in the field of dance including career research; development of promotional materials; interview and audition preparation; and entrepreneurial strategies for achieving educational and career goals.	Prerequisites: A grade of C or better in ENG101 or permission of Instructor.	L+L 3.0 3.0 3.0
DAN221	Rhythmic Awareness I	Exploration of rhythm in dance performance, choreography and pedagogy. Emphasis on the basic understanding of rhythm and cultivating awareness of rhythm in everyday life.	Prerequisites: None.	L+L 3.0 3.0 3.0
DAN222	Rhythmic Awareness II	Study at the intermediate level of rhythm and how it can be applied in dance and choreography. Emphasis on awareness of rhythm in everyday life	Prerequisites: A grade of C or better in DAN221 or permission of Instructor.	L+L 3.0 3.0 3.0

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		as well as creative practice in rhythm and movement.		
DAN229	Musical Theatre Dance III	Theory and practice of musical theatre dance at the beginning intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN130 or permission of Instructor.	L+L 1.0 3.0 3.0
DAN230	Musical Theatre Dance IV	Theory and practice of musical theatre dance at the intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN229 or permission of Instructor.	L+L 1.0 3.0 3.0
DAN231	Ballet III	Theory and practice of ballet at the beginning intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN134 or permission of Instructor.	L+L 1.0 3.0 3.0
DAN231AA	Ballet III: Intensive	Theory and intensive practice of ballet at the beginning intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN134 or permission of Instructor.	L+L 2.0 5.0 5.0
DAN231PA	Ballet Intermediate Level	Dance training for personal skill development and interest. Theory and practice of ballet at the intermediate level.	Prerequisites: A grade of C or better in DAN134PA or permission of Department or Division.	L+L 0.5 1.5 1.5
DAN232	Modern Dance III	Theory and practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN135 or permission of Instructor.	L+L 1.0 3.0 3.0
DAN232AA	Modern Dance III: Intensive	Theory and intensive practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN135 or permission of Instructor.	L+L 2.0 5.0 5.0

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DAN232PA	Modern Dance Intermediate Level	Dance training for personal skill development and interest. Theory and practice of modern dance at the intermediate level.	Prerequisites: A grade of C or better in DAN135PA or permission of Department or Division.	L+L 0.5 1.5 1.5
DAN233	Jazz Dance III	Theory and practice of jazz dance at the beginning intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN136 or permission of Instructor.	L+L 1.0 3.0 3.0
DAN233AA	Jazz Dance III: Intensive	Theory and intensive practice of jazz dance at the beginning intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN136 or permission of Instructor.	L+L 2.0 5.0 5.0
DAN233PA	Jazz Intermediate Level	Dance training for personal skill development and interest. Introduction to the theory and practice of jazz dance at the intermediate level.	Prerequisites: A grade of C or better in DAN136PA or permission of Department or Division.	L+L 0.5 1.5 1.5
DAN234	Ballet IV	Theory and practice of ballet at the intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN231 or permission of Instructor.	L+L 1.0 3.0 3.0
DAN234AA	Ballet IV: Intensive	Theory and intensive practice of ballet at the advanced intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN231AA or permission of Instructor.	L+L 2.0 5.0 5.0
DAN234PA	Ballet Advanced Level	Dance training for personal skill development and interest. Theory and practice of ballet at the advanced level.	Prerequisites: A grade of C or better in DAN231PA or permission of Department or Division.	L+L 0.5 1.5 1.5

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DAN235	Modern Dance IV	Theory and practice of modern dance at the intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN232 or permission of Instructor.	L+L 1.0 3.0 3.0
DAN235AA	Modern Dance IV: Intensive	Theory and intensive practice of modern dance at the advanced intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN232AA or permission of Instructor.	L+L 2.0 5.0 5.0
DAN235PA	Modern Dance Advanced Level	Dance training for personal development and interest. Theory and practice of modern dance at the advanced level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN232PA or permission of Department or Division.	L+L 0.5 1.5 1.5
DAN236	Jazz Dance IV	Theory and practice of jazz dance at the intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN233 or permission of Instructor.	L+L 1.0 3.0 3.0
DAN236AA	Jazz Dance IV: Intensive	Theory and intensive practice of jazz dance at the advanced intermediate level. Development of movement quality and performance skills.	Prerequisites: A grade of C or better in DAN233AA or permission of Instructor.	L+L 2.0 5.0 5.0
DAN236PA	Jazz Advanced Level	Dance training for personal skill development and interest. Introduction to the theory and practice of jazz dance at the advanced level.	Prerequisites: A grade of C or better in DAN233PA or permission of Department or Division.	L+L 0.5 1.5 1.5
DAN237	Ballet Pointe I	An introduction to the theory and practice of pointe work at the beginning level. Development of strength and movement quality.	Prerequisites: A grade of C or better in DAN134 or permission of Instructor.	L+L 1.0 1.0 1.0

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			Corequisites: DAN231 or DAN234.	
DAN240	Tap Dance III	Theory and practice of tap dance at a beginning intermediate level.	Prerequisites: A grade of C or better in DAN145 or permission of Instructor.	L+L 1.0 3.0 3.0
DAN245	Tap Dance IV	Theory and practice of tap dance at an intermediate level.	Prerequisites: A grade of C or better in DAN240 or permission of Instructor.	L+L 1.0 3.0 3.0
DAN250	Dance Performance III	Continued study of the process and practice of dance performance at beginning intermediate level.	Prerequisites: A grade of C or better in DAN155 or permission of Instructor. Corequisites: Any level of any of the following dance technique courses with a DAN prefix: ballet, modern, jazz, hip hop, tap, social, or world dance.	L+L 1.0 3.0 3.0
DAN255	Dance Performance IV	Continued study of the process and practice of dance performance at the intermediate level.	Prerequisites: A grade of C or better in DAN250 or permission of Instructor. Corequisites: Any level of any of the following dance technique courses with a DAN prefix: ballet, modern, jazz, hip hop, tap, social, or world dance.	L+L 1.0 3.0 3.0

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DAN264	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.	L+L 3.0 3.0 3.0
DAN265	Choreography II	Exploration of choreography at the intermediate level. Experimentation with the various approaches to creative practice as established by 20th and 21st century artists.	Prerequisites: A grade of C or better in DAN264 or permission of Instructor.	L+L 3.0 3.0 3.0
DAN272	Dance Technology	Survey of the expanding field of technology as it pertains to the study and performance of dance.	Prerequisites: None.	L+L 3.0 3.0 3.0
DAN280	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.	L+L 2.0 3.0 3.0
DAN282AA	Service-Learning Experience in Dance	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
DAN282AB	Service-Learning Experience in Dance	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
DAN282AC	Service-Learning Experience in Dance	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
DAN290AA	Dance Conservatory I	An intensive course focusing on the theory and practice of dance technique including, but not limited to, ballet, modern dance, modern jazz, pilates,	Prerequisites: None.	L+L 1.0 3.0 3.0

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		yoga and dance performance at the beginning level. Study of repertory and development of movement quality and performance skills. Includes an informal public showing of dance technique and performance skills.		
DAN290AB	Dance Conservatory I	An intensive course focusing on the theory and practice of dance technique including, but not limited to, ballet, modern dance, modern jazz, pilates, yoga and dance performance at the beginning level. Study of repertory and development of movement quality and performance skills. Includes an informal public showing of dance technique and performance skills.	Prerequisites: None.	L+L 2.0 6.0 6.0
DAN290AC	Dance Conservatory I	An intensive course focusing on the theory and practice of dance technique including, but not limited to, ballet, modern dance, modern jazz, pilates, yoga and dance performance at the beginning level. Study of repertory and development of movement quality and performance skills. Includes an informal public showing of dance technique and performance skills.	Prerequisites: None.	L+L 3.0 9.0 9.0
DAN291AA	Dance Conservatory II	An intensive course focusing on the theory and practice of dance technique including, but not limited to, ballet, modern dance, modern jazz, pilates, yoga and dance performance at the intermediate level. Study of repertory and development of movement quality	Prerequisites: A grade of C or better in (DAN131and DAN132) or permission of Instructor.	L+L 1.0 3.0 3.0

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		and performance skills. Includes an informal public showing of dance technique and performance skills.		
DAN291AB	Dance Conservatory II	An intensive course focusing on the theory and practice of dance technique including, but not limited to, ballet, modern dance, modern jazz, pilates, yoga and dance performance at the intermediate level. Study of repertory and development of movement quality and performance skills. Includes an informal public showing of dance technique and performance skills.	Prerequisites: A grade of C or better in (DAN131and DAN132) or permission of Instructor.	L+L 2.0 6.0 6.0
DAN291AC	Dance Conservatory II	An intensive course focusing on the theory and practice of dance technique including, but not limited to, ballet, modern dance, modern jazz, pilates, yoga and dance performance at the intermediate level. Study of repertory and development of movement quality and performance skills. Includes an informal public showing of dance technique and performance skills.	Prerequisites: A grade of C or better in (DAN131and DAN132) or permission of Instructor.	L+L 3.0 9.0 9.0
DAN292AA	Dance Conservatory III	An intensive course focusing on the theory and practice of dance technique including, but not limited to, ballet, modern dance, modern jazz, pilates, yoga and dance performance at the advanced level. Study of repertory and development of movement quality and performance skills. Includes an informal public showing of dance technique and performance skills.	Prerequisites: A grade of C or better in (DAN134 and DAN135) or permission of Instructor.	L+L 1.0 3.0 3.0

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DAN292AB	Dance Conservatory III	An intensive course focusing on the theory and practice of dance technique including, but not limited to, ballet, modern dance, modern jazz, pilates, yoga and dance performance at the advanced level. Study of repertory and development of movement quality and performance skills. Includes an informal public showing of dance technique and performance skills.	Prerequisites: A grade of C or better in (DAN134 and DAN135) or permission of Instructor.	L+L 2.0 6.0 6.0
DAN292AC	Dance Conservatory III	An intensive course focusing on the theory and practice of dance technique including, but not limited to, ballet, modern dance, modern jazz, pilates, yoga and dance performance at the advanced level. Study of repertory and development of movement quality and performance skills. Includes an informal public showing of dance technique and performance skills.	Prerequisites: A grade of C or better in (DAN134 and DAN135) or permission of Instructor.	L+L 3.0 9.0 9.0
DAN293	Teaching Dance in Elementary Education	Introduction to theories and methods of teaching dance and movement in the elementary school setting. Includes planning, facilitating, and assessing dance and movement experiences for grades K-6.	Prerequisites: A grade of C or better in (BIO160, DAN231, DAN232, DAN233 and DAN264) or permission of Instructor.	LEC 3.0 3.0 3.0
DAN294	Teaching Dance In Secondary Education	Introduction to the theories and methods of teaching dance and movement in the elementary school setting. Includes planning, facilitating, and assessing dance and movement experiences for grades K-6.	Prerequisites: A grade of C or better in (BIO160, DAN231, DAN232, DAN233 and DAN264) or permission of Instructor.	LEC 3.0 3.0 3.0

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DAN295	Teaching and Management of Studio Dance	Expands upon teaching/learning processes in the area of dance as relates to studio dance setting and exploration of management skills.	Prerequisites: A grade of C or better in (BIO160, DAN231, DAN232, DAN233 and DAN264) or permission of Instructor.	LEC 3.0 3.0 3.0
DAN298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
DAN298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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DAN298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
DFT100	Introduction to Drafting	Provides experience and explores career opportunities in three major areas of drafting: mechanical, electronics and construction. Provides basic skills including multiview and pictorial drawing and freehand sketching	Prerequisites: None.	L+L 3.0 6.0 6.0
DFT105AA	Computer Aided Drafting I: AutoCAD	Industrial use of AUTOCAD equipment (hardware and software) in the areas of mechanical, electronic and construction drawings	Prerequisites: None.	L+L 3.0 6.0 6.0
DFT106	Algebra and Graphs for Design Technology	Algebraic principles and applications used in the design trades. Additional topics in the use of rectangular coordinates.	Prerequisites: A grade of C or better in MAT092 or equivalent or 1 year of high school algebra or permission of Department or Division.	LEC 3.0 3.0 3.0
DFT107	Trigonometry and Analytic Geometry for Design Technology	An introduction to plane trigonometry and plane and solid geometry with practical applications to the field of	Prerequisites: A grade of C or better in DFT106 or equivalent.	LEC 3.0 3.0 3.0

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		design drafting. Problems in the analysis of force, stress, and vectors as well as primary geometric considerations		
DFT110	Introduction to Drafting	Fundamentals of drafting including lettering, basic drawing concepts, geometric construction and multiview projection.	Prerequisites: None.	L+L 3.0 6.0 6.0
DFT111	Intermediate Drafting	Dimensioning and tolerancing, sectional views and auxiliary views.	Prerequisites: A grade of C or better in DFT105AA, or DFT110, or equivalent.	L+L 3.0 6.0 6.0
DFT112	Advanced Drafting	Detail and assembly drawings, dimensioning and tolerancing per current manufacturing standards.	Prerequisites: A grade of C or better in (DFT111 and DFT254AA) or equivalent.	L+L 3.0 6.0 6.0
DFT114	Machine Trades Blueprint Reading	Analysis and interpretation of technical drawings, common to manufacturing and the machine trades	Prerequisites: None.	LEC 3.0 3.0 3.0
DFT115	Geometric Dimensioning and Tolerancing	Principles and application of the latest techniques in geometric dimensioning and tolerancing in accordance with current American Society of Mechanical Engineers (ASME) Y14.5M. Recommended for all manufacturing personnel who read or produce engineering drawings related to contracts with the U.S. Government.	Prerequisites: A grade of C or better in DFT110 or MET109 or Corequisites: DFT110 or MET109 or permission of Department or Division.	LEC 3.0 3.0 3.0
DFT121	Introduction To Architectural Drafting	Emphasis on basic drafting techniques and principles of architectural drafting. Use of basic drafting	Prerequisites: None.	L+L 3.0 6.0 6.0

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		instruments. Includes lettering, line weights, dimensioning, multiview projection, floor plans, elevations, construction details, and portfolio development		
DFT122	Residential Architectural Drafting	Principles of architectural design and residential construction. Development and use of schematics, sketches, elevations, plans, and details for designing residential structures using board and/or Computer Aided Drafting (CAD) skills.	Prerequisites: A grade of C or better in (DFT105AA and DFT121) or equivalent or permission of Department or Division.	L+L 3.0 6.0 6.0
DFT123	Commercial Architectural Drafting	Architectural drafting practices, principles of design, and preliminary planning as applied to commercial architecture. Development and use of schematics, sketches, elevations, plans, and details for designing commercial structures using board and/or CAD (Computer Aided Drafting) skills. Application of local building codes, and architectural graphic standards and specifications	Prerequisites: A grade of C or better in DFT122 or equivalent or permission of Department or Division.	L+L 3.0 6.0 6.0
DFT126	Building Trades Blueprint Reading	Analysis and interpretation of technical drawings common to the construction industry and building trades	Prerequisites: None.	LEC 3.0 3.0 3.0
DFT131	Civil Drafting I	Preparation of land plats, topographic maps, plans, profiles and sections used in land subdivision, construction, hydrology, structural geology, mining and civil engineering. Photogrammetry, cut and fill	Prerequisites: A grade of C or better in DFT121 or permission of Department or Division.	L+L 3.0 6.0 6.0

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		calculations, and relationship of field survey work to the engineering office.		
DFT221	Architectural Rendering: Pen and Ink, Technical Techniques	Two and three dimensional drawing with shades/shadows, landscape, hardscape, finishes, human figures, and architectural entourage in pencil and ink media	Prerequisites: A grade of C or better in DFT121 or equivalent or permission of Department or Division.	L+L 3.0 6.0 6.0
DFT223	Structural Steel Detailing	Study of the manufacture of structural steel and its application in the construction field. Includes study of plates, girders, roof trusses, latticed girders, and beams. Emphasis on drawing and detailing of erection plans and diagrams using board and/or CAD (Computer Aided Drafting) skills and techniques	Prerequisites: A grade of C or better in DFT122 or equivalent or permission of Department or Division.	L+L 3.0 6.0 6.0
DFT224	Landscape Architectural Drafting	Application of commercial design techniques to landscape architectural drafting. Selection of materials, awareness of problems, and emphasis on the production of site plan drawings using board and/or computer aided drafting (CAD) skills	Prerequisites: A grade of C or better in DFT122 or equivalent or permission of Department or Division.	L+L 3.0 6.0 6.0
DFT240	Cadence Virtuoso XL	Use of the Virtuoso XL Layout Editor to automate mask design, from component generation through automatic and interactive routing. Focuses on generating custom layouts from schematics or netlist and edit existing layouts that have defined connectivity.	Prerequisites: None.	L+L 3.0 6.0 6.0
DFT245AA	Integrated Circuit Design - CMOS IA	Entry level integrated circuit layout design in CMOS (Complimentary	Prerequisites: A grade of C or better in	L+L 3.0 6.0 6.0

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		Metal Oxide Silicon) Technology. Use of drafting techniques for layout and drafting of logic diagrams, schematic diagrams, circuit planning, and integrated circuit drawings.	(DFT105AA, DFT110, and ELE131) or equivalent or permission of Instructor.	
DFT245AB	Integrated Circuit Design - CMOS IB	CMOS(Complimentary metal oxide silicon). Layout drawings of a complex nature, cell concepts and putting together major sub-assemblies of an integrated circuit. Other integrated circuit components such as resistors, capacitors, bonding pads	Prerequisites: A grade of C or better in DFT245AA.	L+L 3.0 6.0 6.0
DFT251	Computer Aided Drafting	Computerized drafting. Equipment and commands to draw lines, angles, arcs, circles and ellipses. Drafting problems including geometric, isometric and orthographic projections leading to production of printed circuit drawings, assembly drawings and construction drawings	Prerequisites: A grade of C or better in DFT110 or permission of Department or Division.	L+L 2.0 4.0 4.0
DFT254AA	Computer Aided Drafting II: AutoCAD	Advanced AutoCAD techniques in constructing three-dimensional objects and symbols, dimensioning and text; advanced techniques for projection, rotation, and translation of objects; advanced plotter use.	Prerequisites: A grade of C or better in DFT105AA or equivalent or permission of Department or Division.	L+L 3.0 6.0 6.0
DFT255	3D Printing/Additive Manufacturing	Rapidly advancing additive manufacturing (AM) technologies, often called 3D printing, provide us a direct way of converting digital data into physical objects. Additive manufacturing enables the building of customized parts previously	Prerequisites: A grade of C or better in DFT254AA, or MFG254, or permission of Department or Division.	L+L 4.0 4.0 4.0

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		impossible to fabricate. Design for additive manufacturing teaches background, terminology, fundamentals designing for additive manufacturing, and current AM technology as well as advantages and limitations of 3D printing, materials, and post-processing. Students will learn and apply technique through lab activities, machine operation and maintenance, part design and analysis, adapting stereolithography files, printing models, and post-processing.		
DFT257AD	Architectural CAD: Architectural Desktop	Emphasis on the architectural applications of computer aided drafting. Use of computer hardware and software to generate residential working drawings. Focus on floor and foundation plans, elevations, sections, details, schedules, and plotting	Prerequisites: A grade of C or better in DFT122 or equivalent or permission of Department or Division.	L+L 3.0 6.0 6.0
DFT262	3D Architectural Animation	Creation of 3D architectural animations. Includes sketches, storyboards, animation techniques, and portfolio development	Prerequisites: A grade of C or better in DFT122 or DFT254AA or permission of Department or Division.	L+L 3.0 6.0 6.0
DFT296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students	LAB 1.0 5.0 0.0

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			present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
DFT296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
DFT296WC	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a	LAB 3.0 15.0 0.0

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		students. COMMON COMPETENCY COURSE	position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
DFT296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
DFT298AA	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		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. COMMON COMPETENCY COURSE		
DFT298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
DFT298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
DHE110	Pharmacology	Study of the principles of pharmacology and drugs affecting oral health and dental treatment. Topics include drug interactions, oral manifestations, drugs used in dentistry and alternative medicine.	Prerequisites: Admission to the Dental Hygiene Program or permission of Instructor.	LEC 3.0 3.0 3.0
DHE112	Oral Pathology	Identification, classification, etiology and treatment of lesions of the oral mucosa and atypical conditions of the oral cavity and supporting structures. Understanding of abnormal conditions to recognize the parameters of comprehensive dental hygiene care. Multimedia resources are used extensively for identification of oral lesions.	Prerequisites: Admission to the Dental Hygiene Program or permission of Instructor.	LEC 3.0 3.0 3.0
DHE115	Emergency Medicine	Introduction to recording and interpreting medical history. Additional topics include: recognition of signs and symptoms of medical emergencies, procedures and techniques introduced to prevent emergencies and management of emergency situations in the dental environment.	Prerequisites: Admission to the Dental Hygiene Program.	LEC 2.0 2.0 2.0
DHE117	Dental Radiography	Physics of radiography, theory of radiation production, exposure techniques, radiation protection, image processing, mounting, and	Prerequisites: Admission to the Dental Hygiene Program or	LEC 2.0 2.0 2.0

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		interpretation of radiography. Course activities include multimedia resources.	permission of Program Director.	
DHE119	Head and Neck Anatomy	Study of the structures of the head and neck relevant to dental hygiene. Topics include: osteology, musculature, vascular supply, lymph and glandular tissue, cranial nerves and routes of infection. Course activities include use of skulls, models and multimedia resources.	Prerequisites: Admission to the Dental Hygiene Program or permission of Instructor.	LEC 3.0 3.0 3.0
DHE120	Pre-Clinical Dental Hygiene	Introduction to the dental hygiene profession and the process of care. Infection control, patient assessment, preventive treatment and dental hygiene instrumentation are practiced. Students are introduced to self assessment skills and quality improvement.	Prerequisites: Admission to the Dental Hygiene Program or permission of Instructor.	L+L 6.0 12.0 12.0
DHE121	Dental Anatomy, Embryology and Histology	Includes the histology and embryology of oral tissues; developmental disturbances of the face, oral cavity, and related structures; tooth composition and morphology; eruption patterns and occlusal evaluation. Use of skulls, models and multi-media resources also covered.	Admission to the Dental Hygiene Program.	L+L 2.0 3.0 3.0
DHE125	Dental Radiography Laboratory	Radiation safety and infection control procedures for operator and patient. Image receptor placement, exposure, processing, mounting and evaluation of dental radiographs. Operation and	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: (DHE117	LAB 1.0 3.0 3.0

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		maintenance of X-ray and processing equipment. Interpretation of radiographic findings.	and admission to the Dental Hygiene Program) or permission of Program Director.	
DHE127	Prevention of Dental Disease	Introduction to preventive aids, agents, and coaching to help patients achieve optimum oral health, reduce incidence of disease, and minimize risk of oral injury. Instills critical thinking in etiologic agents, cariology, fluorides, sealants, nutrition, and their oral and systemic implications.	Prerequisites: Admission to the Dental Hygiene Program or permission of Instructor.	LEC 3.0 3.0 3.0
DHE132	Dental Hygiene Theory I	Study of the dental hygiene process of care with emphasis on assessment, planning and implementation. Topics include instrumentation, adjunct dental hygiene services, instrument sharpening, computer technology, dental specialties and professional accountability.	Prerequisites: A grade of C or better in (DHE120 and admission to the Dental Hygiene Program) or permission of Instructor. Corequisites: DHE133.	L+L 3.0 5.0 5.0
DHE133	Dental Hygiene Clinic I	Application of the dental hygiene process of care with emphasis on assessment, planning, and implementation. Introduction to evaluation of dental hygiene therapy.	Prerequisites: A grade of C or better in DHE120 and admission to the Dental Hygiene Program. Corequisites: DHE132 and current CPR card.	LAB 3.0 9.0 9.0
DHE201	Dental Materials	Composition, properties and criteria for use of dental materials. Principles of manipulation of restorative, preventive, and laboratory dental materials.	Prerequisites: Admission to the Dental Hygiene Program or permission of Program Director/Chair. Corequisites: DHE202.	LEC 2.0 2.0 2.0

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DHE202	Dental Materials Laboratory	Manipulate permanent and temporary restorative materials, impression materials/systems, cements, bases and liners. Fabricate mouth protectors, tooth whitening appliances and study models. Laboratory proficiency in margination of permanent restorative materials.	Prerequisites: Admission to the Dental Hygiene Program or permission of Program Director/Chair. Corequisites: DHE201.	LAB 1.0 3.0 3.0
DHE212	Dental Hygiene Theory II	Study of the dental hygiene process of care with emphasis on comprehensive care planning, case presentation, and clinical decision making. Introduction to advanced periodontal instrumentation.	Prerequisites: A grade of C or better in DHE132 and DHE133 and admission to the Dental Hygiene Program. Corequisites: DHE213.	LEC 2.0 2.0 2.0
DHE213	Dental Hygiene Clinic II	Application of the dental hygiene process of care with emphasis on comprehensive care planning, case presentation, clinical decision making, advanced instrumentation and improved time utilization.	Prerequisites: A grade of C or better in DHE132 and DHE133 and admission to the Dental Hygiene Program. Corequisites: DHE212.	LAB 5.0 15.0 15.0
DHE219	Practice Management	Integration of practice management concepts and comprehensive quality patient care in preparation for future collaborative practice between dental hygienists and dentists. Students are challenged with practice situations including productivity, conflict management, ethical and legal issues.	Prerequisites: Admission to the Dental Hygiene Program or permission of Instructor.	LEC 2.0 2.0 2.0
DHE225	Periodontics	Principles of periodontology; etiology, microbiology, pathogenesis, classification and characteristics of	Prerequisites: Admission to the Dental Hygiene Program or	LEC 3.0 3.0 3.0

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		healthy and diseased periodontal tissues. Surgical treatment of periodontal disease and the effects of dental hygiene therapy, surgical techniques and maintenance therapy. Evaluation of the scientific literature and multi-media resources are used extensively.	permission of Instructor.	
DHE227	Dental Anesthesia	A comprehensive lecture and laboratory course providing concepts and techniques for the administration of local anesthetic agents and nitrous oxide. Experience gained in medical history review, electronic recordkeeping, patient management, and hands-on experience administering local anesthetics and nitrous oxide in a clinical setting.	Prerequisites: A grade of C or better in DHE119.	LEC 2.0 2.0 2.0 LAB 0.0 3.0 3.0
DHE229	Community Oral Health	An examination of methods used to assess the oral health status of the community and to plan, implement, finance and evaluate dental public health programs. Focus on community-based health promotion and disease prevention measures to improve the oral health of the population, as well as the characteristics of dental care delivery systems and the social, political, psychological and economic factors affecting utilization within the system.	Prerequisites: Admission to the Dental Hygiene Program or permission of Instructor.	LEC 3.0 3.0 3.0
DHE232	Dental Hygiene Theory III	Study of the dental hygiene process of care with emphasis on the patient with	Prerequisites: A grade of C or better in	L+L 2.0 3.0 3.0

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		special needs and advanced instrumentation. Students participate in field observations and present case documentations.	(DHE212 and DHE213) and admission to the Dental Hygiene Program. Corequisites: DHE233.	
DHE233	Dental Hygiene Clinic III	Application of the dental hygiene process of care with emphasis on diverse populations. Students prepare for clinical practice using self assessment, evaluation and critical thinking skills.	Prerequisites: A grade of C or better in (DHE212 and DHE213) and admission to the Dental Hygiene Program. Corequisites: DHE232.	LAB 5.0 15.0 15.0
DHE298AA	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. <b>COMMON COMPETENCY COURSE</b>	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
DHE298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
DHE298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
DIE104	Electrical for Diesel Engines I	Introduces electrical principles and circuit theory through the operation, diagnostics and repair of batteries, starting and charging circuits. Concepts include magnetism, electrical circuits, DC electricity, electrical schematic reading, interpretation, and testing.	Prerequisites: None.	L+L 3.0 4.0 4.0
DIE106	Mobile Hydraulics and Pneumatics	The transmission of energy through hydraulic and pneumatic systems. Defines the function and operation of valves, cylinders, pumps, motors, accumulators, reservoirs, coolers, hoses, fluids, filters, seals and contamination control. Basic	Prerequisites: None.	L+L 3.0 4.0 4.0

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		troubleshooting and schematic interpretation emphasized. Pneumatic functions discussed.		
DIE108	Heavy Duty Diesel PowerTrains	Introduction to powertrain concepts and operation of basic components of the powertrain system. Basic powertrain maintenance industry practices and skills that include but not limited to pressure testing and adjustments. Clutch fill calibration and some component disassembly will be covered.	Prerequisites: None.	L+L 3.0 4.0 4.0
DIE112	General Diesel Engines	Introduction to diesel engine operation and related systems. Concepts include basic engine maintenance, engine tear-down, inspection, reassembly, and all necessary adjustments.	Prerequisites: None.	L+L 3.0 4.0 4.0
DIE296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 1.0 5.0 0.0

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			permission of Instructor.	
DIE296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
DIE296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 3.0 15.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
DIE296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
DIE298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
DIE298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
DIE298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
DMI100	Introduction to Diagnostic Medical Radiography: Professionalism and Patient Care	Preparation for entry into the medical field, with specific focus for diagnostic medical imaging. Role of health care worker in diagnostic	Prerequisites: Admission to the Medical Radiography Program.	L+L 1.0 1.0 1.0

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		imaging. Job duties, responsibilities, working conditions and work environments in the inpatient and outpatient clinical settings. Theoretical and practical understanding of patient assessment and patient care. Medical ethics and the laws related to the healthcare worker in general and those in the diagnostic imaging environment.		
DMI101	Radiation Safety	Sources and types of radiation. Units of radiation measurement. Conversions from traditional to system international units. Protection devices, operating equipment (including ancillary devices), and federal and state laws regarding radiation safety. Radiation monitoring devices.	Prerequisites: Admission to the Medical Radiography Program.	LEC 2.0 2.0 2.0
DMI102	Radiographic Positioning I	Terminology, procedures, and anatomy pertinent to radiography. Routine radiographic positioning of chest, upper limb, and lower limb. Special projections of the chest, upper and lower limbs. Evaluation of radiographs of the chest, upper and lower limb. The impact of pathology on positioning and radiographic quality.	Prerequisites: Admission to the Medical Radiography Program.	LEC 3.0 3.0 3.0
DMI102LL	Radiographic Positioning I Laboratory	Terminology, procedures, and anatomy pertinent to radiography. Routine radiographic positioning of chest, upper limb, and lower limb.	Prerequisites: Admission to the Medical Radiography Program.	LAB 1.0 3.0 3.0

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		Special projections of the chest, upper and lower limbs. Evaluation of radiographs of the chest, upper and lower limb.		
DMI103	Introduction to Imaging	Complete instruction overview on imaging receptors, image processing and imaging systems. Discussion of image processing procedure that renders physical and chemical changes as a visible radiographic image.	Prerequisites: Admission to the Medical Radiography Program.	L+L 1.5 2.5 2.5
DMI104	Radiography Practicum I	Observation of and familiarization with hospital procedures and environment. Demonstration of appropriate patient care. Process examination requisitions and other documentation related to the procedure. Image acquisition, processing and storage. Operation and maintenance of radiographic equipment. Performance of basic radiographic procedures to include the chest, upper and lower limb.	Prerequisites: Admission to the Medical Radiography Program.	LAB 3.5 21.0 0.0
DMI105	Fundamentals of Radiation Physics	Fundamental principles of the physics involved in medical radiography. Simplified math, physical concepts of energy, the structure of matter, static electricity, electric current, and electromagnetism. Generators and motors, high-voltage control, and circuitry of the x-ray tube. Principles and characteristics of x-ray production.	Prerequisites: Admission to the Medical Radiography Program or permission of Instructor.	LEC 3.0 3.0 3.0

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DMI106	Radiographic Image Evaluation I	Systematic procedure for evaluating radiographic images to determine their diagnostic quality.	Prerequisites: Admission to the Medical Radiography Program.	LEC 1.0 1.0 1.0
DMI107	Principles of Digital Imaging	Content imparts an understanding of the components, principles, and operation of digital imaging systems found in diagnostic radiology. Establishes a knowledge base in factors that govern the image production process. Lab activities provide opportunities to apply course concepts and experiment with various digital imaging systems.	Prerequisites: Admission to the Medical Radiography Program.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
DMI108	Structured Diagnostic Medical Imaging Skills Enhancement	Structured diagnostic imaging cognitive learning and imaging study skills to help students achieve success in their respective imaging courses. Diagnostic medical imaging learning process and critical thinking application skills emphasized in coordination with the level of matriculation.	Prerequisites: None. Corequisites: Enrolled in Diagnostic Medical Imaging Program (Medical Radiography Nuclear Medicine Technology and Diagnostic Medical Ultrasound) or permission of Program Director.	LEC 1.0 1.0 1.0
DMI110	Critical Evaluation of the Diagnostic Medical Image	Recognition of acceptable and substandard diagnostic images according to established radiographic criteria. Production of diagnostic images of various regions of the body. Assessment and analysis of medical images to detect positioning and exposure errors. Correction of	Prerequisites: Valid Arizona Medical Radiography Technology Board of Examiners (MRTBE) Practical Technologist license and a grade of C or better in [BIO160,	L+L 1.5 2.5 2.5

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		diagnostic image errors. Impact of pathology on image quality. Application of radiographic principles and problem solving skills of the digital image.	ENG101, (CRE101 or CRE111), (COM101 or COM110) and HCC146.]	
DMI112	Radiographic Positioning II	Radiographic anatomy of the upper and lower limb, pelvis and bones of the thorax. Positioning of the humerus, shoulder, pelvis, hip, and bones of the thorax. Radiographic anatomy of the vertebral column and cranium. Positioning of the vertebral column and cranium. Emphasis on radiation protection, image evaluation and modifications. Serving the culturally diverse patient.	Prerequisites: Admission to the Medical Radiography Program.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
DMI113	Orientation to the Clinical Environment	Observation and familiarization with facility procedures, department specific procedures and protocols and the overall environment. Demonstration of appropriate patient care skills. Familiarization with facility Hospital Information System (HIS) and Radiology Information System (RIS), other specialized computer programs, i.e., Picture Archiving and Communication System (PACS), examination requisitions and other documentation related to procedures performed.	Prerequisites: Permission of Program Director.	LAB 1.0 6.0 0.0
DMI114	Radiography Practicum II	Reinforcement and broadening of routine acquired in earlier practicum. Operation and maintenance of	Prerequisites: Admission to the	LAB 3.0 18.0 0.0

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		radiographic equipment. Correct use of radiation protection devices. Evaluation of radiographic images. Ethical and professional job-related skills. Performance of skeletal and contrast media radiographic procedures.	Medical Radiography Program.	
DMI118	Contrast Media Procedures	Terminology, gross and radiographic anatomy, procedures and image evaluation related to contrast media procedures. Type, nomenclature, administration, and adverse reactions and pharmacology related to contrast media. Preparation and dosages. Select topics related to surgical radiography. Unique positioning situations.	Prerequisites: Admission to the Medical Radiography Program.	LEC 2.5 2.5 2.5
DMI124	Radiography Practicum III	Reinforcement and broadening of routine and contrast media procedures, and portable skills acquired in earlier practicum with direct or indirect supervision as appropriate. Operation and maintenance of radiographic equipment. Correct use of radiation protection devices. Evaluation of radiographic images. Ethical and professional job-related skills.	Prerequisites: Admission to the Medical Radiography Program.	LAB 3.0 18.6 0.0
DMI204	Radiography Practicum IV	Supervised student performance of routine radiological procedures, including surgery and portable procedures.	Prerequisites: Admission to the Medical Radiography Program.	LAB 3.0 18.0 0.0
DMI211	Pharmacology of Contrast Agents	Common drug nomenclature and pharmacology of contrast agents. Correct preparation, dosages, and	Currently enrolled in medical radiography program or graduate	LEC 0.5 0.5 0.5

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		administration of contrast agents. Chemical characteristics and properties of contrast agents. Adverse reactions, patient care issues, and medical/legal issues	radiologic technologist or permission of Instructor.	
DMI212	Advanced Radiographic Procedures	Physical space imaging equipment and sterile environment required for advanced and interventional radiographic procedures. Types and applications for needles, guide wires, and catheters. Advanced and interventional radiographic procedures.	Prerequisites: Admission to the Medical Radiography Program.	LEC 1.0 1.0 1.0
DMI214	Radiography Practicum V	Reinforcement and broadening of routine procedures, portable skills and surgical procedures acquired in earlier practicum. Operation and maintenance of radiographic equipment. Correct use of radiation protection devices. Evaluation of radiographic images. Ethical and professional job-related skills. Performance of advanced radiographic procedures.	Prerequisites: Admission to the Medical Radiography Program.	LAB 4.5 28.8 0.0
DMI215	Radiation Biology	Provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole. Factors affecting biological response including acute and chronic effects of radiation. Radiation health and safety requirements of federal and state regulatory agencies, accreditation	Prerequisites: Admission to the Medical Radiography Program.	LEC 2.0 2.0 2.0

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		agencies and health care organizations.		
DMI216	Radiographic Image Evaluation II	Systematic procedure for evaluating radiographic images to determine their diagnostic quality.	Prerequisites: Admission to the Medical Radiography Program.	LEC 1.0 1.0 1.0
DMI220	Sectional Anatomy	Sectional human anatomy in the transverse, sagittal and coronal planes. Emphasis on the brain, neck, chest, abdomen and pelvic cavity.	Prerequisites: (BIO160 or BIO201) and (HCC145 or HCC146), or a graduate of a related medical program of study or currently registered as a technologist in radiography, nuclear medicine, radiation therapy or sonography OR Admission to the Medical Radiography Program or permission of Instructor.	LEC 3.0 3.0 3.0
DMI221	Advanced Digital Imaging	Equipment used in digital imaging, including image intensification, calculation of minification, brightness gain, viewing, and storage systems. Components and operating principles related to digital fluoroscopy. Principles, physics, and instrumentation related to digital radiography.	Prerequisites: Admission to the Medical Radiography Program.	LEC 2.5 2.0 2.0 LAB 0.0 1.5 1.5
DMI222	Advanced Radiologic Pathology	Application of terminology related to the disease process and the general principles of disease. Standard	Prerequisites: Admission to the	LEC 1.0 1.0 1.0

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		precautions - disease control measures to include education, asepsis, isolation, and communicability. Radiographic appearances of specific forms of pathology. Symptoms, prognosis, and diagnosis of specific forms of pathology.	Medical Radiography Program.	
DMI223	Introduction to Computed Tomography	Overview of the principles and operation of computed tomography (CT) scanner. Content includes history, physics processes, instrumentation components, imaging acquisition, reconstruction and display for computed tomography imaging.	Prerequisites: Admission to the Medical Radiography Program or permission of Instructor.	LEC 1.0 1.0 1.0
DMI224	Radiography Practicum VI	Reinforcement and broadening of all radiographic procedures, portable skills and surgical procedures performed in the clinical environment acquired in earlier practicum. Operation and maintenance of radiographic equipment. Correct use of radiation protection devices. Evaluation of radiographic images. Ethical and professional job-related skills.	Prerequisites: Admission to the Medical Radiography Program.	LAB 5.0 30.6 0.0
DMI225	Quality Improvement	Components, tests, and procedures for evaluation of radiographic systems to assure consistency in the production of quality images. State and federal regulations.	Prerequisites: A grade of C or better in DMI103, DMI105 and DMI107 or permission of Instructor.	LEC 1.0 1.0 1.0
DMI226	Radiographic Image Evaluation III	Systematic procedure for evaluating radiographic images to determine their diagnostic quality.	Prerequisites: A grade of C or better in DMI216.	LEC 1.0 1.0 1.0

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DMI227	Radiography Seminar	Use of skills and resources for reviewing content areas examined by the American Registry of Radiologic Technologists (ARRT). Professional job-seeking procedures and development of resume.	Prerequisites: Admission to the Medical Radiography Program.	LEC 1.0 1.0 1.0
DMI228	Radiography Practicum VII	Advanced imaging procedures.	Permission of Instructor and acceptance by sponsoring clinical institution.	L+L 1.0 6.0 0.0
DMS100	Introduction to Diagnostic Medical Sonography	Role of health care worker in diagnostic medical sonography. Job duties, responsibilities, working conditions and work environments in the inpatient and outpatient clinical settings. Overview of diagnostic and therapeutic procedures. Shadowing experience in diagnostic sonography department.	Prerequisites: None.	LEC 0.5 0.5 0.5
DMS101	Patient Care in Diagnostic Sonography	Safety procedures for the hospitalized patient. Transfer, moving and positioning techniques. Patient assessment methods and procedures. Protection of drains, tubes, intravenous lines, and infusion pumps. Gloving, gowning, and sterile procedures. Safe use and application of sonography equipment. Professional behavior and responsibility of the sonographer in the diagnostic imaging lab.	Prerequisites: Admission to the Diagnostic Medical Sonography program or permission of Instructor.	LAB 1.0 3.0 3.0
DMS110	Introduction to Diagnostic Sonography	Use of ultrasound including medical applications. Job description including	Prerequisites: Admission to	LEC 3.0 3.0 3.0

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		opportunities, licensure, use of sonography equipment, responsibilities of diagnostic medical sonographers in the workplace, and medical ethics.	Diagnostic Medical Sonography program.	
DMS110LL	Introduction to Diagnostic Sonography Laboratory,	Use and maintenance of sonography equipment, and responsibilities of Diagnostic Medical Sonographers in the workplace.	Prerequisites: A grade of C or better in DMS110 or Corequisites: DMS110.	LAB 1.0 3.0 3.0
DMS120	Ultrasound Imaging: Abdominal Procedures I	Ultrasound evaluation of upper abdominal organs. Normal and pathologic ultrasound appearances of the liver, gallbladder, pancreas, biliary tree, spleen, adrenal glands, kidneys, major vascular structures, and lymph nodes.	Prerequisites: Admission to Diagnostic Medical Sonography program.	LEC 4.0 4.0 4.0
DMS120LL	Ultrasound Imaging: Abdominal Procedures I Laboratory	Ultrasound evaluation of upper abdominal organs. Normal ultrasound appearances of the liver, gallbladder, pancreas, biliary tree, spleen, adrenal glands, kidneys, major vascular structures, small parts, and lymph nodes.	Prerequisites: A grade of C or better in DMS120 or Corequisites: DMS120.	LAB 1.0 3.0 3.0
DMS121	Ultrasound Imaging: Abdominal Procedures II	Ultrasound evaluation of upper abdominal organs. Normal and pathologic ultrasound appearances of the liver, gallbladder, pancreas, biliary tree, spleen, adrenal glands, kidneys, major vascular structures, lymph nodes, and small parts.	Admission to Diagnostic Medical Sonography program.	LEC 3.0 3.0 3.0
DMS130	Ultrasound Imaging: OB/GYN Procedures	Ultrasound evaluation of the female pelvis, reproductive system, and fetus. Diagnostic tests related to the	Prerequisites: Admission to	LEC 3.0 3.0 3.0

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		ultrasound procedure. Normal and pathologic ultrasound appearances of the fetus, placenta, uterus, cervix, fallopian tubes, and ovaries.	Diagnostic Medical Sonography program.	
DMS130LL	Ultrasound Imaging: OB/GYN Procedures Laboratory	Application of diagnostic concepts to evaluation of the pelvis, reproductive system, and fetus. Normal and pathologic ultrasound appearances of the fetus, placenta, uterus, cervix, fallopian tubes, ovaries, and male pelvis.	Prerequisites: None. Corequisites: DMS130 or permission of the Program Director.	LAB 1.0 3.0 3.0
DMS140	Ultrasound Case Studies: Part I	Medical terminology, anatomy, physical principles, and techniques for determining proper technical factors. Anatomical variants, normal, and pathological sonographic findings in diagnostic ultrasound case presentations.	Admission to Diagnostic Medical Sonography program.	LEC 2.0 2.0 2.0
DMS145	Clinical Pathology for Diagnostic Imaging	Disease etiology and impact on the human body. Physiologic effects of disease on body systems. Role of Diagnostic Medical Imaging (DMI) modalities in the diagnosis and treatment of selected disease processes. DMI as part of the health care team. Cultural implications in the prevention and treatment of disease.	Prerequisites: Admission to Diagnostic Medical Sonography program.	LEC 1.0 1.0 1.0
DMS148	Introduction to Musculoskeletal Sonographic Imaging	Ultrasound terminology. Ethics. Tissue structure and physiology in imaging. Legal ramifications. Documentation and reporting. Billing and coding. Professional standards.	Prerequisites: Admission to Diagnostic Medical Sonography program or permission of the Program Director.	LEC 1.0 1.0 1.0

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		Roles healthcare clinicians and relationships to Sonography.		
DMS150	Sonographic Principles and Instrumentation I	Sonographic principles and instrumentation necessary for the performance of diagnostic sonographic imaging and vascular examinations. Quality control materials and procedures. Biological effects of ultrasound energy.	Prerequisites: Admission to Diagnostic Medical Sonography program.	LEC 3.0 3.0 3.0
DMS150LL	Sonographic Principles and Instrumentation Laboratory	Laboratory experience in support of DMS150.	Prerequisites: A grade of C or better in DMS150 or Corequisites: DMS150.	LAB 1.0 3.0 3.0
DMS151	Sonographic Principles and Instrumentation II	Sonographic principles and instrumentation necessary for the performance of diagnostic sonographic examinations using Hemodynamics and Doppler imaging. Identifying and reducing image artifacts. Quality control materials and procedures. Biological effects of ultrasound energy.	Prerequisites: Admission to Diagnostic Medical Sonography program.	LEC 2.0 2.0 2.0
DMS155	Introduction to Clinical Care for Sonography	Observation of correct hospital policies and procedures in clinical simulation. The job description, duties, and functions of the sonographer. Career opportunities in ultrasound.	Prerequisites: Admission to Diagnostic Medical Sonography program.	LAB 1.0 5.0 0.0
DMS161	Clinical Practicum II-AA	Technical and professional aspects of diagnostic ultrasound in a hospital or clinical setting at the beginner level. Hospital procedures and policies. Observation, assistance, and	Prerequisites: Admission to Diagnostic Medical Sonography program.	LAB 1.0 5.0 0.0

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		performance of, clerical, patient care, and sonographic duties under strict supervision.		
DMS171	Clinical Practicum III-AA	Technical and professional aspects of diagnostic ultrasound in a hospital or clinical setting at the advanced beginner level. Reinforcement and broadening of knowledge base related to hospital procedures and policies. Observation, assistance and performance of patient care and sonographic duties under moderate supervision.	Prerequisites: Admission to Diagnostic Medical Sonography program.	LAB 2.0 10.0 0.0
DMS172	Clinical Practicum III-AB	Continued technical and professional aspects of diagnostic ultrasound in a hospital or clinical setting at the advanced beginner level. Ongoing reinforcement and broadening of knowledge base related to hospital procedures and policies. Continued observation, assistance and performance of patient care and sonographic duties under moderate supervision.	Prerequisites: Admission to Diagnostic Medical Sonography program.	LAB 2.0 10.0 0.0
DMS210	Concepts of Vascular Imaging	Vascular physics and terminology. Application of imaging concepts to arterial, venous, and cerebrovascular ultrasound. Normal, abnormal and pathologic states of human vascular anatomy. Review and demonstration of selected scanning protocols to include extremity and cerebral vascular systems.	Prerequisites: Admission to Diagnostic Medical Sonography program.	LEC 2.0 2.0 2.0

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DMS210LL	Concepts of Vascular Imaging Laboratory	Application of diagnostic concepts to arterial, venous, and cerebrovascular vasculature. Normal human vascular anatomy. Demonstration of selected scanning protocols to include extremity and visceral vascular systems.	Prerequisites: A grade of C or better in DMS210 or Corequisites: DMS210.	LAB 1.0 3.0 3.0
DMS220	Sectional Anatomy	Sectional human anatomy in the transverse, sagittal and coronal planes. Emphasis on the brain, neck, chest, abdomen and pelvic cavity.	Prerequisites: (BIO160 or BIO201) and (HCC145 or HCC146), or a graduate of a related medical program of study or currently registered as a technologist in radiography, nuclear medicine, radiation therapy or sonography OR Admission to the Medical Radiography Program or permission of Instructor.	LEC 3.0 3.0 3.0
DMS225	High Risk Obstetric/Gynecology Sonography	Sonographic overview of the female reproductive system. High risk intervention and tests related to sonography. Normal and abnormal sonographic presentations of the uterus and fetus in pregnancy.	Admission to Diagnostic Medical Sonography program.	LEC 1.0 1.0 1.0
DMS230	Introduction to Echocardiography	Anatomy and physiology of the heart. Normal, abnormal and pathologic states of cardiac anatomy as it relates to diagnostic sonography.	Admission to Diagnostic Medical Sonography program.	LEC 1.0 1.0 1.0

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		Demonstration of scanning techniques in echocardiography.		
DMS235	Ultrasound Breast Imaging	Ultrasound imaging of the breast. Includes terminology, technique, physics and instrumentation. Breast anatomy, physical examination and procedure findings. Pathology and correlation with other imaging modalities.	Admission to Diagnostic Medical Sonography program.	LEC 1.0 1.0 1.0
DMS240	Ultrasound Case Studies: Part II	Medical terminology, anatomy, physical principles, and technology for determining proper technical factors. Anatomical variants, normal, and pathological sonographic findings in diagnostic ultrasound case presentations.	Admission to Diagnostic Medical Sonography program.	LEC 2.0 2.0 2.0
DMS241	Ultrasound Case Studies: Part III	Medical terminology, anatomy, physical principles, and technology for determining proper technical factors. Anatomical variants, normal, and pathological sonographic findings in diagnostic ultrasound case presentations.	Admission to Diagnostic Medical Sonography program.	LEC 2.0 2.0 2.0
DMS245	Neurosonography	Neuroanatomy and neurosonography of the brain and spinal cord.	Admission to Diagnostic Medical Sonography program.	LEC 1.0 1.0 1.0
DMS250	Musculoskeletal Sonography and Small Parts	Normal sonographic human anatomy in sagittal, transverse, oblique, coronal planes. Emphasis on musculoskeletal imaging, and small parts.	Prerequisites: Admission to Diagnostic Medical Sonography program.	L+L 2.0 2.0 2.0
DMS252	Musculoskeletal Procedures I	Ultrasound terminology and physics. Anatomical variants, normal, and pathological sonographic findings in	Prerequisites: Admission to Diagnostic Medical	L+L 4.0 6.0 6.0

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		musculoskeletal diagnostic ultrasound of the upper extremity.	Sonography program or permission of the Program Director.	
DMS254	Musculoskeletal Procedures II	Ultrasound terminology and physics. Anatomical variants, normal, and pathological sonographic findings in musculoskeletal diagnostic ultrasound of the lower extremity.	Prerequisites: Admission to Diagnostic Medical Sonography program or permission of the Program Director.	L+L 4.0 6.0 6.0
DMS255	Pediatric Sonography	Ultrasound imaging of the pediatric population. Includes terminology, technique, physics and instrumentation. Embryology, anatomy, physical examination and procedure findings. Pathology and correlation with other imaging modalities.	Prerequisites: Admission to Diagnostic Medical Sonography Program, or Registered Diagnostic Medical Sonographer (RDMS) credentialed with permission from Program Director.	LEC 3.0 3.0 3.0
DMS261	Clinical Practicum IV-AA	Technical and professional aspects of diagnostic ultrasound in a hospital or clinical setting at the intermediate level. Reinforcement and broadening of knowledge base related to hospital procedures and policies. Observation, assistance and performance of patient care and sonographic duties under limited supervision.	Prerequisites: Admission to Diagnostic Medical Sonography program.	LAB 2.0 10.0 0.0
DMS262	Clinical Practicum IV-AB	Development of technical and professional aspects of diagnostic ultrasound in a hospital or clinical setting at the intermediate level. Ongoing reinforcement and	Prerequisites: Admission to Diagnostic Medical Sonography program.	LAB 2.0 10.0 0.0

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		broadening of knowledge base related to hospital procedures and policies. Continued observation, assistance and performance of patient care and sonographic duties under limited supervision.		
DMS263	Vascular Clinical Practicum I	Technical and professional aspects of diagnostic vascular ultrasound in a hospital or clinical setting at the intermediate level. Reinforcement and broadening of knowledge base related to hospital procedures and policies. Observation, assistance and performance of patient care and vascular sonographic duties under limited supervision.	Prerequisites: Admission to Diagnostic Medical Sonography program.	LAB 2.0 10.0 0.0
DMS265	Musculoskeletal Clinical Practicum	Musculoskeletal Clinical Practicum of 240 hours in healthcare setting Ultrasound imaging instrumentation, protocol implementation and positioning techniques. Application of Ultrasound safety, quality control procedures and effective patient care and communication skills.	Prerequisites: Admission to Diagnostic Medical Sonography program or permission of the Program Director.	LAB 4.0 24.0 0.0
DMS267	Musculoskeletal Case Studies	Medical terminology, anatomy, physical principles, and technology for determining proper technical factors. Anatomical variants, normal, and pathological sonographic findings in musculoskeletal diagnostic ultrasound case presentations.	Prerequisites: Admission to Diagnostic Medical Sonography program or permission of the Program Director.	LEC 1.0 1.0 1.0
DMS270	Clinical Practicum V-AA	Technical and professional aspects of diagnostic ultrasound in a hospital or	Prerequisites: Admission to	LAB 1.0 5.0 0.0

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		clinical setting at the advanced level. Clinical diagnostic experiences in routine/high risk obstetrics, pelvic, vascular, abdominal and small parts scanning.	Diagnostic Medical Sonography program.	
DMS271	Clinical Practicum V-AB	Development of technical and professional aspects of diagnostic ultrasound in a hospital or clinical setting at the advanced level. Continued opportunity for clinical diagnostic experiences in routine/high risk obstetrics, pelvic, vascular, abdominal and small parts scanning. Focus on progression to independent level of function.	Prerequisites: Admission to Diagnostic Medical Sonography program.	LAB 2.0 10.0 0.0
DMS272	Clinical Practicum V-AC	Culminating clinical practice course with application of theoretical and practical concepts related to diagnostic ultrasound. Emphasis on independent performance of all clinical diagnostic procedures including routine/high risk obstetrics, pelvic, vascular, abdominal and small parts scanning.	Prerequisites: Admission to Diagnostic Medical Sonography program.	LAB 2.0 10.0 0.0
DMS273	Vascular Clinical Practicum II	Development of technical and professional aspects of diagnostic vascular ultrasound in a hospital or clinical setting at the advanced level. Continued opportunity for clinical diagnostic experiences in routine/complex vascular scanning. Focus on progression to independent level of function.	Prerequisites: Admission to Diagnostic Medical Sonography program.	LAB 2.0 10.0 0.0

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DMS281	Ultrasound Registry Preparation Seminar: Physics and Instrumentation	Intensive review of major content measured in the American Registry for Diagnostic Medical Sonography certification examination. Physics and instrumentation in ultrasound technology.	Prerequisites: Admission into the Diagnostic Medical Sonography program or permission of the Program Director.	LEC 1.0 1.0 1.0
DMS282	Ultrasound Registry Preparation Seminar: Abdominal and Small Parts Imaging	Intensive review of major content measured in the American Registry for Diagnostic Medical Sonography certification examination. Specialties of abdominal and small parts imaging.	Prerequisites: Admission into the Diagnostic Medical Sonography program or permission of the Program Director.	LEC 1.0 1.0 1.0
DMS283	Ultrasound Registry Preparation Seminar: Obstetrics and Gynecology	Intensive review of major content measured in the American Registry for Diagnostic Medical Sonography certification examination for obstetrics and gynecology.	Prerequisites: Admission into the Diagnostic Medical Sonography program or permission of the Program Director.	LEC 1.0 1.0 1.0
DMS284	Ultrasound Registry Preparation: Vascular Imaging	Anatomy and physiology of the vascular system. Testing parameters and methods for vascular examinations. Scan protocol for sonographic evaluation of head and neck, extremities, upper abdomen and pelvis vasculature. Interpret scans and special cases.	Prerequisites: Admission into the Diagnostic Medical Sonography program or permission of the Program Director.	LEC 1.0 1.0 1.0
DMS285	Intermediate Vascular Technology	Sonographic evaluation of the upper and lower peripheral vascular system and the cerebrovascular system. Normal and pathologic sonographic imaging and Doppler evaluation of the venous, arterial systems of the upper	Admission to Diagnostic Medical Sonography program.	LEC 2.0 2.0 2.0

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		and lower extremities, and intra and extracranial vessels.		
DMS286	Advanced Vascular Technology	Vascular evaluation of the abdominal viscera and small parts. Normal and pathologic sonographic imaging and Doppler evaluation of the venous and arterial systems of the abdominal organs and small body parts. Capabilities, limitations, protocols and techniques required for diagnosis of the systemic, hepatoportal, and collateral systems, and extremities. Preoperative mapping of the radial, mammary, and epigastric arteries.	Prerequisites: Admission to Diagnostic Medical Sonography program.	LEC 2.0 2.0 2.0
DMS286LL	Advanced Vascular Technology Laboratory	Laboratory experience in support of DMS286.	Prerequisites: A grade of C or better in DMS286 or Corequisites: DMS286.	LAB 1.0 3.0 3.0
DMS290	Advanced Medical Ultrasound Procedures	Presentation of advanced topics in sonography including state of the art equipment. Superficial organs, heart and vessels, neurosonography, musculoskeletal, intraoperative, and interventional procedures. Aseptic technique, medical-legal and patient record keeping and image acquisition for performance of advanced sonographic examinations.	Admission to Diagnostic Medical Sonography program.	LEC 4.0 4.0 4.0
DMS295	Stress Echocardiography	Anatomy and physiology of the heart. Normal and stressed states of cardiac anatomy as it relates to diagnostic sonography. Performance of stress echocardiography exam.	Prerequisites: Completion of echocardiography program, or Registered Diagnostic Cardiac	L+L 2.0 3.5 3.5

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		Pharmacological agents used in stress echocardiography.	Sonographer (RDCS), or Registered Diagnostic Medical Sonographer (RDMS), or Registered Cardiac Sonographer (RCS) credentials.	
ECE102	Engineering Analysis Tools and Techniques	Learning culture of engineering, engineering use of computer tools, and computer modeling as applied to engineering analysis and design.	A grade of C or better is required in all Prerequisites. Prerequisites or Corequisites: MAT182, or higher level mathematics course, or permission of Instructor or Department or Division Chair.	L+L 2.0 4.0 4.0
ECE102AA	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 a grade of C or better in MAT122 or departmental approval. Corequisites: MAT151 or MAT182 or MAT187.	LEC 2.0 2.0 2.0 LAB 0.0 2.0 2.0
ECE103	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: A grade of C or better in ECE102 or permission of Instructor or Division or Department Chair.	L+L 2.0 4.0 4.0

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ECE103AB	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: A grade of C or better in (ECE102 or ECE102AA) and (high school physics or PHY111 or PHY111AA).	LEC 2.0 2.0 2.0 LAB 0.0 2.0 2.0
ECE103EP	Engineering Problem Solving and Design (with EPICS projects)	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: A grade of C or better in ECE102 or permission of Instructor.	L+L 2.0 4.0 4.0
ECE104	EPICS Gold I	EPICS Gold is the first of a sequence of two two-credit service learning courses in which EPICS teams are formed from students potentially representing all engineering, computer science, and construction disciplines, as well as other majors, including sustainability, business, liberal arts, sciences, and others.	Prerequisites: None.	L+L 2.0 2.0 2.0
ECE105	MATLAB Programming	Use MATLAB to solve engineering problems. An overview of programming, including matrices, structures, strings, functions, control flow, file management, data analysis, graphing capabilities, and mathematical calculations.	Prerequisites: A grade of C or better in [(MAT150 or MAT151 or MAT152 or MAT155 or MAT156) and MAT182] or MAT187 or higher level mathematics course or permission of	L+L 1.0 2.0 2.0

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			Instructor or Division or Department Chair.	
ECE106	Survey of Nanotechnology	Reading and discussion on topics in nanotechnology. Includes key issues in the development of nanoscale engineering	Prerequisites: None.	LEC 1.0 1.0 1.0
ECE111	Bioengineering Systems	Introduction to biological concepts and application of engineering to biological and earth systems. Analysis of materials, structures, fluid mechanics, bioelectricity, and dynamics as applied to biological and environmental systems	Prerequisites: None.	LEC 3.0 3.0 3.0 LAB 0.0 2.0 2.0
ECE211	Engineering Mechanics-Statics	Mathematical treatment of the basic physical principles of statics. Methods of vector algebra and vector calculus.	Prerequisites: A grade of C or better in PHY115 or PHY121 or permission of Instructor. Corequisites: MAT230 or MAT231.	LEC 3.0 3.0 3.0 LAB 0.0 2.0 2.0
ECE212	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.	A grade of C or better required in all Prerequisites. Prerequisites: ECE211, and (PHY115 or PHY121). Prerequisites or Corequisites: MAT240 or MAT241.	LEC 3.0 3.0 3.0 LAB 0.0 2.0 2.0
ECE214	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	Prerequisites: A grade of C or better in (ECE103 or ECE103AB or ECE103EP) and (MAT230 or MAT231)	LEC 4.0 4.0 4.0 LAB 0.0 2.0 2.0

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		structures, kinematics and kinetics of particles, kinematics and kinetics of rigid bodies, energy and momentum principles.	and (PHY115 or PHY121). Corequisites: MAT240 or MAT241.	
ECE215	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: A grade of C or better in (ECE211 or ECE214).	L+L 3.0 5.0 5.0
ECE216	Computer-Aided Engineering	Introduction to engineering graphics, including tolerancing and fasteners, as well as creation and use of engineering drawings.	Prerequisites: A grade of C or better in ECE103, or ECE103EP, or permission of Instructor. Corequisites: ECE216LL.	LEC 2.0 2.0 2.0
ECE216LL	Computer-Aided Engineering Laboratory	Laboratory experience in support of ECE216.	Prerequisites: A grade of C or better in ECE103, or ECE103EP, or permission of Instructor. Corequisites: ECE216.	LAB 1.0 2.0 2.0
ECE230	Introduction to the Chemical Engineering Process	Introduces fundamental skills and principles needed to analyze the industrial processes of importance to the chemical engineering profession.	Prerequisites: A grade of C or better in CHM152 and MAT231.	L+L 3.0 5.0 5.0

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ECE231	Introduction to Fluid Transport Phenomena	Fundamental skills and principles of fluid transport on both macroscopic and microscopic scales using mass balances, momentum balances and energy balances to analyze and/or design fluid systems of interest in the chemical engineering profession.	Prerequisites: A grade of C or better in MAT271 and PHY121.	L+L 3.0 5.0 5.0
ECE285	Introduction to Astrodynamics	Introduction to celestial mechanics and the dynamics of spacecraft navigation. Introduction to rocket propulsion and spacecraft design. Orbital and interplanetary celestial mechanics and maneuvers. Astrophysics and characteristics of the space environment. Lab is project-based, utilizing a real-time spacecraft simulation environment.	Prerequisites: A grade of C or better in ENG101 and (PHY115 or PHY121).	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
ECE294	Special Topics in Engineering	Exploration and investigation of a focused topic in engineering.	Permission of Instructor, or Department or Division Chair.	L+L 3.0 3.0 3.0
ECE294AA	Special Topics in Engineering	Exploration and investigation of a focused topic in engineering.	Permission of Instructor, or Department or Division Chair.	L+L 2.0 2.0 2.0
ECE294AB	Special Topics in Engineering	Exploration and investigation of a focused topic in engineering.	Permission of Instructor, or Department or Division Chair.	L+L 1.0 1.0 1.0
ECE294AC	Special Topics in Engineering	Exploration and investigation of a focused topic in engineering.	Permission of Instructor, or Department or Division Chair.	L+L 0.5 0.5 0.5

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ECE296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
ECE296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 2.0 10.0 0.0

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			interest or with permission of Instructor.	
ECE296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
ECE296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently	LAB 4.0 20.0 0.0

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			enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
ECE298AA	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 Instructor, or Department or Division Chair.	LAB 1.0 1.0 0.0
ECE298AB	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 Instructor, or Department or Division Chair.	LAB 2.0 2.0 0.0
ECE298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an	Prerequisites: Permission of Instructor, or	L+L 3.0 3.0 0.0

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		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.	Department or Division Chair.	
ECG100	Introduction to Healthcare: Medical, Legal, Ethics	This course is designed to offer the student a foundation in allied health career skills. Students will demonstrate knowledge of the healthcare delivery system, health occupations, basic infection control procedures, Health Insurance Portability and Accountability Act (HIPAA) guidelines, and the general laws and ethical responsibilities of healthcare workers. Students will learn to handle emergency situations, practice safety and security procedures, build interpersonal communication skills as well as define the roles and responsibilities of an electrocardiogram (ECG) technician. Students will learn medical terminology used in healthcare, with special care populations and in special services. Body systems approach to terms related to structures, functions, diseases, procedures and diagnostic tests. Building and analyzing terms	Prerequisites: Successful completion of RDG100 or higher or appropriate reading placement into CRE101.	24

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		using word parts. Medical abbreviations and symbols and term spelling.		
ECG101	The Cardiovascular System: Anatomy & Physiology and Pathophysiology of Cardiovascular Disease	In this course, students will explore the structure and functions of the cardiovascular system. This course covers the anatomical structures of the heart, the composition of blood, the path of the blood through the heart, and the electrical conduction system. Students will learn how these systems act as one to supply vital oxygen, nutrients and hormones to tissues and remove carbon dioxide and metabolic waste products. This course also covers pathophysiologic concepts and interventions for patients with heart and coronary vessel disease and disorders such as coronary artery disease (CAD), angina pectoris, myocardial infarction (MI), congestive heart failure (CHF), dysrhythmias, inflammatory processes and valvular heart disease.	Prerequisites: ECG100.	32
ECG102	Introduction to ECG	Students will learn the fundamentals of electrocardiography. Students will be able to describe the electrophysiologic basis of cardiac arrhythmias, illustrate the electrical conduction system through the heart, and the process of recording an electrocardiogram (ECG). Students will learn how to acquire 3-lead ECG,	Prerequisites: ECG101.	24

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		4-lead ECG, 12-lead ECG and interpret rhythm strips.		
ECG103	Applied ECG: Atrial, Junctional, Ventricular Rhythms and Heart Blocks	Students will learn to recognize arrhythmias that originate within the atria, the ventricle, the AV junction, AV node as well as heart blocks. Students will identify the specific features of each arrhythmia, where it originates from and diseases associated with each.	Prerequisites: ECG102.	24
ECG104	Advanced Cardiac Life Support	Designed for the allied healthcare provider who initiates, directs, or participates in the management of cardiopulmonary arrest and other cardiovascular emergencies. Provides the allied healthcare provider with the knowledge and skills to recognize and manage cardiopulmonary arrest, acute arrhythmia, stroke, and acute coronary syndromes (ACS) according to current advanced emergency cardiovascular care (ECC) guidelines. Requires prior knowledge of basic electrocardiograph rhythm interpretation, pharmacologic agents, and other interventions used in advanced cardiac life support (ACLS). Upon completion of this course, students will be eligible to take the American Heart Association's (AHA's) Basic Life Support (BLS) and ACLS certification examinations.	Prerequisites: ECG103.	16

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ECG105	Advanced ECG: Diagnostic Procedures, Certification Prep and Exam	<p>In this course, students will learn the skills and knowledge to perform patient assessments, obtain vital signs, start IVs and conduct blood draws. Students will learn how to attach a Holter monitor to produce a diagnostic trace and analyze the trace following the monitoring process. Students will also learn how to conduct clinical exercise stress tests utilizing exercise electrocardiography for patients with known or suspected coronary artery disease. In this course, students will also learn how to conduct telemetry monitoring while in a hospital setting and assess and evaluate pacemakers. Diagnostic testing procedures will be performed within a prescribed range of functions involving routine and non-routine methods as well as diagnostic procedures which require the exercise of some discretion and judgment. Prior to completion of this course, students will have completed an exam prep course and taken the Certified ECG Technician (CET) Exam by the National Healthcareer Association (NHA). The exam is a 100-question exam and students will have 2 hours to complete it. The exam is timed and proctored.</p>	Prerequisites: ECG104.	64
ECG106	Clinical Practicum	This course serves as the clinical practicum for Electrocardiogram	1. ECG105 2. Background check	80

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		<p>(ECG) Technician in which the students synthesize standard of care and scope of practice through diagnostic technology, patient assessment, patient advocacy, ethical and professional behaviors, critical thinking and decision making while in the healthcare industry setting. Mandatory attendance for all 80 hours is required for successful completion.</p>	<p>requirements in compliance with the Maricopa County Community College District Supplemental Background Check Policy. 3. Students also must provide a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students must maintain current fingerprint clearance throughout the externship(s). 4. Complete and submit the Allied Health Student Health and Safety Documentation Checklist, with included documentation. 5. Students are responsible to meet the requirements of the background check, fingerprint clearance card, and health and safety documentation.</p>	
ECH120	Contemporary Issues in Early Childhood	Designed to develop understanding of a broad range of contemporary issues that impact the child in today's society.	Prerequisites: None.	LEC 1.0 1.0 1.0

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		Course directed at pre-service and in-service professionals.		
ECH125	Writing for Early Childhood Professionals	Elements of effective written communication and use in the field of early childhood education. Practical experience using common classroom documents. Course surveys document purpose, readers needs, information organization, and clear expression of ideas	Prerequisites: None.	LEC 1.0 1.0 1.0
ECH128	Early Learning: Play and the Arts	Examines theory, research and practices relating to play and the creative arts in early childhood. Considers practical constraints and alternative perspectives.	Prerequisites: None.	LEC 3.0 3.0 3.0
ECH140	Learning Made Visible Through Documentation	The study of documentation in early childhood environments including strategies to reflect on children's thinking, hypothesis development, and the multiple relationships essential in the learning environments.	Prerequisites: None.	LEC 1.0 1.0 1.0
ECH141	Explore the Fundamentals of the Reggio Emilia Approach	Investigation and critically examination of the integral elements of the organization and philosophy of the Reggio Emilia approach to early childhood education.	Prerequisites: None.	LEC 1.0 1.0 1.0
ECH176	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.	LEC 3.0 3.0 3.0

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ECH183	Infant/Toddler Learning Materials	Safety and design features of commercial, homemade, and household learning materials for children from birth through 30 months of age. Focus on matching items with children's developmental levels.	Prerequisites: None.	LEC 1.0 1.0 1.0
ECH190	Emergent Language and Literacy	Analyzing, assessing, and enhancing language and literacy development for the young child.	Prerequisites: None.	LEC 3.0 3.0 3.0
ECH236	Learning Materials for Young Children	Design aspects of traditional early childhood play materials examined for teaching/learning potential. Includes design, production, and field-testing of teacher-made devices	Prerequisites: None.	LEC 1.0 1.0 1.0
ECH238	Computers in Early Childhood	Comparison of computers as a teaching device with traditional early childhood learning materials. Hands-on experience with child/computer interaction and software evaluation	Prerequisites: None.	LEC 1.0 1.0 1.0
ECH253	National Credential Portfolio Development	Portfolio or resource file development, completion, and presentation. Self-assessment and credentialing planning, professional development, writing, and critical learning included.	Prerequisites: Permission of Program Director.	LEC 3.0 3.0 3.0
ECH267	Child Development Associate Preparation Practicum I	Participation in early childhood education related work experience for the purpose of final preparation for the Child Development Associate (CDA) national credential process.	Prerequisites: A grade of C or better in (CFS123, or CFS125, or CFS/ECH287) and (CFS/ECH271, or ECH280) and (CFS101AH, or CFS101AJ, or CFS101AP, or	LEC 1.0 1.0 1.0

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			CFS101AR, or CFS160, or CFS/ECH275, or ECH236, or ECH279, or ECH281) and (CFS116, or ECH282, or ITD201) and (CFS285AA or ITD204).	
ECH268	Child Development Associate Preparation Practicum II	Participation in early childhood education related work experience for the purpose of final preparation for the Child Development Associate (CDA) national credential process.	Prerequisites: A grade of C or better in (CFS178 or CFS194AB or CFS192 or CFS193) and (CFS/ECH287 or CFS278 or CFS196) and ECH270 and (CFS/ECH176 or CFS205).	LEC 1.0 1.0 1.0
ECH269	Child Care Seminar	Emphasizes the blend of job-related activities including career exploration, employment procedures, human relations, and on-the-job issues.	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0
ECH270	Observing Young Children	Introduction to techniques of observing young children. Recording methods, interpretation and use of collected information including legal and ethical implications.	Prerequisites: None.	LEC 1.0 1.0 1.0
ECH271	Arranging the Environment	Exploration of the influence of the environment on the behavior of young children. Indoor and outdoor spaces considered and analysis of environments practiced.	Prerequisites: None.	LEC 1.0 1.0 1.0

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ECH272	Science for the Young Child	Methods and techniques for encouraging beginning scientific thinking among young children. Focus upon the theory of Jean Piaget	Prerequisites: None.	LEC 1.0 1.0 1.0
ECH273	Math for the Young Child	Methods and techniques for encouraging the beginnings of mathematical/logical thought with young children. Focus upon the theory of Jean Piaget.	Prerequisites: None.	LEC 1.0 1.0 1.0
ECH274	Books and Verse for the Young Child	Introduction to verse, storytelling, books and bookmaking for infants, toddlers, and preschoolers. Information as well as storybooks considered	Prerequisites: None.	LEC 1.0 1.0 1.0
ECH275	Literacy Development and the Young Child	Literacy from birth through the early childhood years. Focus on developmentally appropriate ways to encourage speaking, listening, writing, and reading in the home and classroom.	Prerequisites: None.	LEC 1.0 1.0 1.0
ECH279	Early Childhood Curriculum Development	An intensive focus on the process of building curriculum units appropriate to the developmental needs and abilities of the young child. Design, use and evaluation of materials and activities.	Prerequisites: None.	LEC 1.0 1.0 1.0
ECH280	Food Experiences with Young Children	A discussion of the nutritional needs of young children and the cultural and social meanings of foods, feeding and eating. Includes planning and managing food experiences in home and group settings	Prerequisites: None.	LEC 1.0 1.0 1.0

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ECH281	Movement/Music for the Young Child	Consideration of motor development in the toddler through the 8-year-old and exploration of age-appropriate rhythmic, musical and creative movement methods	Prerequisites: None.	LEC 1.0 1.0 1.0
ECH282	Discipline/Guidance of Child Groups	Exploration of techniques for guiding children in groups with focus on individual child and adult needs for a disciplined environment	Prerequisites: None.	LEC 1.0 1.0 1.0
ECH284AA	Early Childhood Teaching Internship	Work experience in child care centers. 80 hours of designated work per credit.	Prerequisites: A grade of C or better in CFS/ECH176 and permission of Department or Division.	L+L 1.0 1.0 1.0
ECH284AB	Early Childhood Teaching Internship	Work experience in child care centers. 80 hours of designated work per credit. Maximum of 6 credits allowed	Prerequisites: A grade of C or better in CFS/ECH176 and permission of Department or Division. Corequisites: CFS/ECH269.	L+L 3.0 3.0 3.0
ECH287	Professional Development in Early Childhood Education	Emerging professionalism within the field of early childhood education. Consideration of job responsibilities, rewards, ethics and current issues facing practitioners. Includes assessment and career planning.	Prerequisites: None.	LEC 1.0 1.0 1.0
ECH288	Community Resources and Referral	Survey of current community agencies, resources, and support groups for a variety of child and family needs. Considers appropriate procedures for referral, handling of	Prerequisites: None.	LEC 1.0 1.0 1.0

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		information, confidentiality and follow up.		
ECH298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ECH298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
ECH298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		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. COMMON COMPETENCY COURSE		
ECN100	Economics in American Society	Selected principles of macroeconomic and microeconomic analysis. Recommended as a social science elective and for some paraprofessional programs. Not for business transfer students; credit will not be granted if ECN111 or ECN112 has been completed	Prerequisites: None.	LEC 3.0 3.0 3.0
ECN105	Consumer Economics	The relationship between the consumer and the economy in American society. Socioeconomic forces that impact on consumer purchases, debt, and budgeting. Consumerism as a movement	Prerequisites: None.	LEC 3.0 3.0 3.0
ECN110	Economics of Sports	Basic microeconomics principles applied to traditional product and factor market theory and analysis of contemporary economic issues in sports. Topics include market structures and outcomes, the market for franchises, barriers to entry, rival leagues, player productivity, and competitive and collusive behavior among participants.	Prerequisites: None.	LEC 3.0 3.0 3.0

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ECN160	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.	LEC 3.0 3.0 3.0
ECN161	Economic History of the United States 1600-1870	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.	LEC 3.0 3.0 3.0
ECN162	Economic History of the United States 1870-present	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.	LEC 3.0 3.0 3.0
ECN165	The Border Economy	Introduction to the regional economic issues that exist on both sides of the	Prerequisites: None.	LEC 3.0 3.0 3.0

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		United States-Mexico border. Consideration given to the historical and geographical forces that have impacted border economic development. Current issues examined, such as immigration, NAFTA(North American Free Trade Agreement) and the growth of maquiladoras		
ECN170	Political Economy	The relationship between politics and economics in the United States, with emphasis on current issues and government responses. Consideration of problems raised by alternative political economic systems	Prerequisites: None.	LEC 3.0 3.0 3.0
ECN200	Labor Leadership	Review of local union structure, union democracy, and local management from the perspective of the union leader, including the role of the local union in collective bargaining negotiations and the basic clauses of collective bargaining agreements. Grievance procedures, arbitration of contract problems, and legal requirements of local union government reports	Prerequisites: None.	LEC 3.0 3.0 3.0
ECN201	Collective Bargaining	Development of collective bargaining theory and its implications for present day unionism and collective negotiations. Legal and union structure of American bargaining with particular emphasis on how each contributes to the bargaining process.	Prerequisites: None.	LEC 3.0 3.0 3.0

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		Negotiations, strategy, and issues commonly involved in bargaining		
ECN202	Labor and the American Economy	Factors which shape wages and control labor supply in the labor market. How various factors combine to set wages in a free market economy and government activities affect the American labor market	Prerequisites: None.	LEC 3.0 3.0 3.0
ECN203	Labor Law	Legal doctrines of conspiracy and restraint of trade as they apply to labor organizations. National Labor Relations Act and its regulatory impact on day-to-day labor relations. Current trends in private sector labor regulations with particular emphasis on the modifications by Taft-Hartley and Landrum-Griffin Acts	Prerequisites: None.	LEC 3.0 3.0 3.0
ECN204	Macroeconomic Issues	Macroeconomic principles applied to current problems of economic policy, e.g., inflation, unemployment, gross national product (GDP), forecasting, ramifications for the international system.	Prerequisites: None.	LEC 3.0 3.0 3.0
ECN205	Government and Labor	Various programs operated by government in the area of labor relations, safety, health, discrimination, and the roll government plays as an employer. State and federal control of discrimination in the labor market and its effects on organized labor and management. Current federal and state regulations concerning organization of	Prerequisites: None.	LEC 3.0 3.0 3.0

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		government employees and the practice of industrial and labor relations		
ECN206	Current Practice in Labor Law	An analysis of current trends in private sector labor regulations with particular emphasis on the modifications by Taft-Hartley and Landrum-Griffin Acts	Prerequisites: None.	LEC 1.0 1.0 1.0
ECN208	Microeconomic Issues	Microeconomic principles applied to current problems of market structure, consumer preference, supply and demand, and the theory of the firm. Topics will include contemporary events that are suitable for application of the economic way of thinking.	Prerequisites: None.	LEC 3.0 3.0 3.0
ECN211	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.	LEC 3.0 3.0 3.0
ECN212	Microeconomic Principles	Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes non-competitive market structures such as monopoly and oligopoly; and the effects of government regulation.	Prerequisites: None.	LEC 3.0 3.0 3.0

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ECN213	The World Economy	An analysis of the economic interdependence among nations, with emphasis on international trade and finance. Consideration given to the role and function of the multinational enterprise	Prerequisites: None.	L+L 3.0 3.0 3.0
ECN230	Urban Economics	Analysis of the structure and growth of the urban economy, with some focus on intrametropolitan organization and change. Consideration of the provision of public services within the Phoenix metropolitan area	Prerequisites: A grade of C or better in ECN212 or permission of Instructor.	LEC 3.0 3.0 3.0
ECN250	World Economic Systems	A descriptive analysis of capitalist, socialist and mixed economies. Some consideration also given to the problems of less developed economies	Prerequisites: None.	L+L 3.0 3.0 3.0
ECN263	The Economics of Natural Resources, Population and the Environment	Applies economic analysis to both the causes and possible remedies of the problems of environmental deterioration and natural resource depletion. Includes discussion of the economic problems of urban communities and the relationship between population and economic growth and the depletion of natural resources and environmental pollution	Prerequisites: A grade of C or better in ECN100 or ECN211 or ECN2112.	LEC 3.0 3.0 3.0
ECN280	Health Care Economics	Microeconomic analysis of the production and distribution of health care. Consideration given to the problems of government regulation	Prerequisites: A grade of C or better in ECN212 or permission of Instructor.	LEC 3.0 3.0 3.0
ECN296WA	Cooperative Education	Work-college experiences that involve the combined efforts of educators and	Completion of at least twelve (12) college	LAB 1.0 5.0 0.0

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		employers to accomplish an outcome related to the career objectives of the students. COMMON COMPETENCY COURSE	credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
ECN296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 2.0 10.0 0.0

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			permission of Instructor.	
ECN296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
ECN296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 4.0 20.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
ECN298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ECN298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
ECN298AC	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		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. COMMON COMPETENCY COURSE		
EDA200	Adult Development	Exploration of adulthood. Includes research and theoretical approaches including physical, cognitive, social, and personality development. Examines the influences of age, gender, cohort, race/ethnicity, socioeconomic status, and culture.	Prerequisites: None.	LEC 3.0 3.0 3.0
EDA220	Introduction to the Adult Learner	Provides an introduction to the field of adult education. Study of the adult as a learner, teaching-learning theories for adults, models and procedures for planning, designing, managing, and evaluating adult learning activities, and theories of motivation. Intended for practitioners who provide instruction to adults in a wide variety of workplace, community and lifelong learning arenas.	Prerequisites: None.	LEC 3.0 3.0 3.0
EDA230	Curriculum Development in Adult Education	Study of the principles and techniques for development of curricula for adult education services and programs.	Prerequisites: A grade of C or better in EDA220 or permission	LEC 3.0 3.0 3.0

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			of Department or Division.	
EDA240	Teaching Methods for Adult Learning	Study of teaching strategies responsive to learning preferences of the adult learner.	Prerequisites: A grade of C or better in EDA220 and EDA230 or permission of Department or Division.	LEC 3.0 3.0 3.0
EDA241	Coaching Across Generations	Overview of coaching across multiple generations. Examination of generation characteristics, motivations, attitudes, and learning styles. Communication techniques also covered.	Prerequisites: None.	LEC 1.0 1.0 1.0
EDA242	Introduction to Adults with Learning Disabilities	Overview of adult learners with learning disabilities. Topics include neurological disorders, central auditory processing, and visual deficiencies. Educational rights, characteristics, identification procedures, workplace concerns, and instructional practices also covered.	Prerequisites: None.	LEC 2.0 2.0 2.0
EDA245	Introduction to Coaching: Theory to Practice	Introduction to coaching as a field of study. Exploration of the nature of the profession in addition to theories, skills, and issues relative to the profession.	Prerequisites: None.	LEC 3.0 3.0 3.0
EDA246	Motivating Adult Learners	Overview of effective instruction as a consistent motivational process. Exploration of the influence of cultural relevance, adult learning styles, and intrinsic motivation on effective instruction. Also covers adult construction of knowledge.	Prerequisites: None.	LEC 1.0 1.0 1.0

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EDA250	Mentoring the Adult Learner	Practice of mentoring as a process to provide effective on-the-job support and guidance to foster personal and professional growth of adult learners. Analyze the role of a mentor and practice how to build trust, clarify communication, and provide supportive feedback during collaborative planning, observation, and reflection activities.	Prerequisites: None.	LEC 3.0 3.0 3.0
EDA254	Assessment and Evaluation of Adult Learners	Examination of the assessment of adult learning. Includes assessment criteria and development of various types of assessments and evaluations.	Prerequisites: A grade of C or better in EDA200 and EDA220.	LEC 1.0 1.0 1.0
EDA255	Ethical and Professional Principles	Examination of professional code of ethics for adult educators. Includes professional practices and standards for self, students, colleagues, community, and society.	Prerequisites: None.	LEC 1.0 1.0 1.0
EDA260	Coaching Practicum	Application of knowledge and skills in an applied coaching setting with supervision.	Prerequisites: A grade of C or better in (CFS204, CFS205, EDA240, EDA245, EDA246 and EDA250) or permission of Department or Division.	L+L 1.0 1.0 1.0
EDA265	Adult Educator Practicum	Practical application of knowledge and skills in an applied instructional setting with supervision.	Permission of Department.	LAB 1.0 1.0 1.0
EDU101AA	Tutor Training and Practicum	Tutor training with an opportunity to gain insights into instructional support services through a minimum of 30 hours of supervised on-site experience	Prerequisites: None.	LEC 1.0 1.0 1.0

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		<p>within an educational setting.                      Overview of the role and responsibilities of instructional tutors as well as tutoring techniques, with particular focus on reading and writing strategies</p>		
EDU110	Education in Film	<p>Analysis of the portrayal of teaching, schooling and learning in mass media films, including documentary, feature length and emerging platforms. Considers historical, cultural, national and global perspectives on teaching, learning and schooling. Emphasis on identifying factors that contribute to successes as well as failures of schooling within a society.</p>	Prerequisites: None.	LEC 3.0 3.0 3.0
EDU111	Inquiry-Based Instructional Approaches for Science and Mathematics I	<p>Exploring teaching as a career option through observations and active participation in science or mathematics lessons. Supervised experience in planning and implementing inquiry-based science and/or mathematics lessons in elementary classroom settings.</p>	Prerequisites: None.	L+L 1.0 2.0 2.0
EDU112	Inquiry-Based Instructional Approaches for Science and Mathematics II	<p>Exploring teaching as a career option through observations and active participation in science or mathematics lessons. Supervised experience in planning and implementing inquiry-based science and/or mathematics lessons in middle school classroom settings.</p>	Prerequisites: A grade of C or better in EDU111.	L+L 1.0 2.0 2.0

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EDU115	Digital Literacy for Teaching and Learning in Education	Overview of digital literacy for identifying the skills needed to become informed users of technology to communicate, instruct, create and think critically with digital tools. Explores how emerging technologies are used to teach and learn across varied educational environments (face-to-face, hybrid, online, etc). Includes skills focused on basic computer operations, productivity software, digital citizenship, instructional practices, information literacy and family and professional partnerships. Discusses current trends and related issues about the use of technology and its impacts in P20 education.	Prerequisites: None.	LEC 3.0 3.0 3.0
EDU204	Fine Arts in Educational Settings	Exploration of fine arts integration in the K-12 classroom setting. Focus on the impact on life-long learning and education goal achievement when curriculum includes fine arts. Arizona art standards of dance, visual, theater and music also covered.	Formal acceptance to a Maricopa Community College undergraduate state approved teacher preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0
EDU207	Teaching Adolescents	Focuses on understanding adolescents' development including psychosocial, emotional, cognitive and physical. Covers impact of early experiences, relationships, and learning abilities. Establishment of a learning environment supportive of the adolescent emphasized.	Formal admission to an undergraduate teacher preparation program.	LEC 3.0 3.0 3.0

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EDU208	Introduction to Structured English Immersion	Emphasis on understanding English Language Learners (ELL) in the mainstream classroom. Brief history, culture, theory, methods, and an introduction to both the English Language Proficiency (ELP) standards and the state-mandated English language proficiency assessment test covered. Includes review of alternative methods of assessment.	Prerequisites: None.	LEC 1.0 1.0 1.0
EDU209AA	Teaching Students with Emotional Disabilities	Investigation into the characteristics of and teaching strategies for students with emotional disabilities. Emphasis on Professional Teaching Standards.	Prerequisites: A grade of C or better in EDU222 and formal admission to an undergraduate teacher preparation program.	LEC 3.0 3.0 3.0
EDU209AB	Teaching Students with Learning Disabilities	Investigation into the characteristics of and teaching strategies for students with learning disabilities. Emphasis on Professional Teaching Standards.	Prerequisites: Formal admission to an undergraduate teacher preparation program and a grade of C or better in EDU222.	LEC 3.0 3.0 3.0
EDU209AC	Teaching Students with Mild and Moderate Intellectual Disabilities	Investigation into the characteristics of and teaching strategies for students with mild and moderate intellectual development disability. Emphasis on Professional Teaching Standards.	Prerequisites: Formal admission to an undergraduate teacher preparation program and a grade of C or better in EDU222.	LEC 3.0 3.0 3.0
EDU209AD	Teaching Students with Physical and Other Health Impairments	Investigation into the characteristics of and teaching strategies for students with physical and other health impairments. Emphasis on Professional Teaching Standards.	Prerequisites: Formal admission to an undergraduate teacher preparation program	LEC 3.0 3.0 3.0

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			and a grade of C or better in EDU222.	
EDU209AF	Assessment and Eligibility of Exceptional Learners	A basic overview of eligibility requirements for special services of students with disabilities, as well as investigation into the concepts, laws, issues, and procedures that relate to the formal and informal assessment of students with disabilities. Covers educational achievement tests and standardized diagnostic tests for students with disabilities as well as intelligence and adaptive behavior measurements. Explains the relationship between assessment data and instruction.	Prerequisites: Formal admission to an undergraduate teacher preparation program.	LEC 3.0 3.0 3.0
EDU215	Methods and Curriculum Development in Secondary Education	Overview and practical application of teaching methodology and curriculum development for secondary education teachers. Teaching strategies, curriculum design, lesson objectives, time management skills, teaching resources and student assessments covered. Professional Teaching Standards emphasized.	Formal admission to an undergraduate teacher preparation program.	LEC 1.0 1.0 1.0
EDU215AA	Methods and Curriculum Development in Secondary Social Studies	Overview and practical application of social studies teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also	Prerequisites: Formal admission to an undergraduate teacher preparation program. Prerequisites: A grade of C or better in EDU215 or Corequisites: EDU215.	L+L 2.0 2.0 2.0

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		included. Professional Teaching Standards emphasized.		
EDU215AB	Methods and Curriculum Development in Secondary Mathematics	Overview and practical application of mathematics teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Professional Teaching Standards emphasized.	Prerequisites: Formal admission to an undergraduate teacher preparation program. Prerequisites: A grade of C or better in EDU215 or Corequisites: EDU215.	L+L 2.0 2.0 2.0
EDU215AC	Methods and Curriculum Development in Secondary Science	Overview and practical application of science teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Professional Teaching Standards emphasized.	Prerequisites: Formal admission to an undergraduate teacher preparation program. Prerequisites: A grade of C or better in EDU215 or Corequisites: EDU215.	L+L 2.0 2.0 2.0
EDU215AD	Methods and Curriculum Development in Secondary English	Overview and practical application of English teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Professional Teaching Standards emphasized.	Prerequisites: Formal admission to an undergraduate teacher preparation program. Prerequisites: A grade of C or better in EDU215 or Corequisites: EDU215.	L+L 2.0 2.0 2.0

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EDU215AE	Methods and Curriculum Development in Secondary Education - Special Topics	Overview and practical application of teaching methodology and curriculum development for secondary teachers in special topics such as Music, Theater, Art, Economics, Foreign Languages, Computers, PE, etc. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Professional Teaching Standards emphasized.	Prerequisites: Formal admission to an undergraduate teacher preparation program and (a grade of C or better in EDU215 or Corequisites: EDU215).	L+L 2.0 2.0 2.0
EDU219	Special Education Techniques and Methods	School-based experiences relating to the understanding of and teaching strategies for exceptional learners with mild/moderate mental retardation, learning disabilities, emotional disabilities, physical disabilities and/or other health related impairments. Provides opportunities for students to apply learning in the classroom.	Prerequisites: Formal admission to an undergraduate teacher preparation program and a grade of C or better in (EDU209AA, EDU209AB, EDU209AC and EDU209AD) and EDU222.	L+L 3.0 3.0 3.0
EDU220	Introduction to Serving English Language Learners (ELL)	Rationale for and current educational and legal issues for serving English Language Learners (ELL). Comparison and evaluation of various types of language educational models including Structured English Immersion (SEI), English as a Second Language (ESL) and bilingual/Dual Language Immersion(DLI). Includes SEI, ESL, and bilingual/DLI strategies.	Prerequisites: None.	LEC 3.0 3.0 3.0

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EDU221	Introduction to Education	Overview of the historical, political, economic, social, and philosophical factors that influence education and make it so complex. Opportunity for students to assess their interest and suitability for teaching .	Prerequisites: None.	LEC 3.0 3.0 3.0
EDU222	Introduction to the Exceptional Learner	Overview of the exceptional learner with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mild disabilities, severe disabilities, emotional and behavioral disorders, intellectual disabilities, and students who are gifted.	Prerequisites: None.	LEC 3.0 3.0 3.0
EDU223AA	Emotional Disabilities in the Classroom	Investigation into the characteristics of and teaching strategies for students with emotional disabilities. Emphasis on Professional Teaching Standards. Includes current research findings related to teaching students with emotional disabilities.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and a grade of C or better in EDU222.	LEC 3.0 3.0 3.0
EDU223AB	Learning Disabilities in the Classroom	Investigation into the characteristics of and teaching strategies for students with learning disabilities. Emphasis on Professional Teaching Standards. Includes current research findings related to teaching students with learning disabilities.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and a grade of C or better in EDU222.	LEC 3.0 3.0 3.0
EDU223AC	Mild and Moderate Intellectual Disability in the Classroom	Investigation into the characteristics of and teaching strategies for students	Prerequisites: Baccalaureate Degree	LEC 3.0 3.0 3.0

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		with mild and moderate intellectual disability. Emphasis on Professional Teaching Standards.	and formal admission to a state approved post-baccalaureate teacher preparation program and a grade of C or better in EDU222.	
EDU223AD	Physical and Other Health Impairments in the Classroom	Investigation into the characteristics of and teaching strategies for students with physical and other health impairments. Emphasis on Professional Teaching Standards. Includes current research findings related to teaching students with physical and other health impairments.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and a grade of C or better in EDU222.	LEC 3.0 3.0 3.0
EDU223AF	Assessment and Eligibility in Special Education	A basic overview of eligibility requirements for special services of students with disabilities, as well as investigation into the concepts, laws, issues, and procedures that relate to the formal and informal assessment of students with disabilities. Covers educational achievement tests and standardized diagnostic tests for students with disabilities as well as intelligence and adaptive behavior measurements. Includes current research findings related to assessing students with special needs and how assessment is used to inform and guide instruction.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.	LEC 3.0 3.0 3.0
EDU224	Brain Development and Learning	Exploration of fine arts integration in the K-12 classroom setting. Focus on the impact on life-long learning and	Formal acceptance to a Maricopa Community College undergraduate	LEC 3.0 3.0 3.0

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		education goal achievement when curriculum includes fine arts. Arizona art standards of dance, visual, theater and music also covered.	state approved teacher preparation program or permission of Department or Division.	
EDU226	Methods in Special Education	School-based experiences relating to the understanding of and teaching strategies for exceptional learners with mild/moderate intellectual developmental disability, learning disabilities, emotional disabilities, physical disabilities and/or other health related impairments. Provides opportunities for students to apply learning in the classroom. Includes current research findings related to the application and learning in Special Education methods.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and a grade of C or better in EDU222 and (EDU223AA, EDU223AB, EDU223AC and EDU223AD).	L+L 3.0 3.0 3.0
EDU227	Social Studies Techniques and Methods	Overview of teaching elementary social studies. Topics include lesson plans preparation, teaching strategies, assessments, classroom management techniques and teaching resources. Emphasis on Professional Teaching Standards.	Formal admission to an undergraduate teacher preparation program.	LEC 3.0 3.0 3.0
EDU228AA	Reading and Decoding: Elementary	Focus on the theories, methods and models of the teaching and learning processes of reading in the elementary grades.	Formal acceptance to a Maricopa Community College undergraduate state approved teacher preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0

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EDU228AB	Reading and Decoding: Secondary	Focus on the theories, methods and models of teaching literacy and decoding in the content areas of secondary grades.	Formal admission to undergraduate teacher certification program.	LEC 3.0 3.0 3.0
EDU228AC	Reading and Decoding: Phonics Based	Overview of research, curricular content, and instructional practices associated with Research Based Systematic Phonics Instruction (RBSPI) and other methods for teaching reading. Emphasis on methods mandated by Arizona legislation. Covers the history of written language, alphabetic reading and writing systems, and implementation of effective methods for reading instruction.	Formal acceptance to a Maricopa Community College undergraduate state approved teacher preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0
EDU229	Science Techniques and Methods	Overview and practical application of teaching elementary science. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on Professional Teaching Standards.	Formal admission to an undergraduate teacher preparation program.	LEC 3.0 3.0 3.0
EDU230	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.	LEC 3.0 3.0 3.0

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EDU231	Mathematics Techniques and Methods	Overview and practical application of teaching mathematics in K-8 grades. Development of lesson plans and assessment instruments emphasized. Current trends, Professional Teaching Standards, and National Council of Teachers of Mathematics Standards also covered.	Formal admission to an undergraduate teacher preparation program.	LEC 3.0 3.0 3.0
EDU232	Serving K-12 English Language Learners (ELL)	Rationale 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. Includes current research findings related to teaching English language learners.	Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0
EDU233	Structured English Immersion, English as a Second Language, and Bilingual Teaching Methods	Methods of planning, developing, and analyzing lesson plans in all content areas using English Language Learners (ELL) proficiency standards. Emphasis on components of curriculum content, teaching strategies, development/evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL proficiency standards to state academic standards. Covers multiple assessment	Prerequisites: A grade of C or better in (EDU220 or EPD220) or permission of Department or Division.	LEC 3.0 3.0 3.0

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		techniques, tracking of student progress using the state mandated English language proficiency assessment, and use of assessment results for placement and accommodation.		
EDU234	Role and Function of the Paraprofessional	Overview and understanding of the role and responsibilities of the Paraprofessional K-12 classroom. Covers appropriate strategies related to student interaction and communication, tutoring techniques, and leadership role in the classroom. Recognition of children with special needs and delivery of teacher identified support also included	Prerequisites: None.	LEC 2.0 2.0 2.0
EDU235	The Exceptional Learner	Overview of the exceptional learner, one who differs from the average or typical, with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mildly disabled, severely disabled, emotionally and behaviorally disordered, intellectual disabilities, and gifted students. Includes current research findings related to teaching exceptional learners.	Prerequisites: Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0
EDU236	Classroom Relationships	Analysis of K-12 classroom interactions, classroom environment, and classroom management skills from a teacher's point of view. Focus on classroom as a multidimensional	Prerequisites: None. EDU221 suggested but not required.	LEC 3.0 3.0 3.0

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		environment in which principles of classroom design, communication, management, and resources determine effectiveness.		
EDU237	Grades K-8 Structured English Immersion	A foundation course designed to serve needs of English Learners (EL) grades K-8. Includes comparison and evaluation of various language educational models including Structured English Immersion (SEI), bilingual classrooms and Individual Language Learner Plans. Also covers legal and historical foundations and language development. Emphasis on foundational language skills, instructional elements, teaching strategies, development/evaluation/differentiation of teaching materials and strategies, and culturally relevant instruction.	Prerequisites: Formal admission to an undergraduate educator preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0
EDU238	Grades 6-12 Structured English Immersion	A foundational course designed to serve needs of English Learners (EL) grades 6-12. Includes comparison and evaluation of various language educational models including Structured English Immersion (SEI), bilingual classrooms and Individual Language Learner Plans. Also covers legal and historical foundations, language acquisition theories, elements and domains in addition to instructional strategies for academic English development. Emphasis on	Prerequisites: Formal admission to an undergraduate educator preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0

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		foundational language skills, teaching strategies, development/evaluation/differentiation of teaching materials and strategies, and culturally relevant instruction.		
EDU239	Structured English Immersion Grades K-8	A foundation course designed to serve needs of English Learners (EL) grades K-8. Includes comparison and evaluation of various language educational models including Structured English Immersion (SEI), bilingual classrooms and Individual Language Learner Plans. Also covers legal and historical foundations and language development. Emphasis on foundational language skills, instructional elements, teaching strategies, development/evaluation/differentiation of teaching materials and strategies, and culturally relevant instruction.	Prerequisites: Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate educator preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0
EDU240	Structured English Immersion Grades 6-12	A foundational course designed to serve needs of English Learners (EL) grades 6-12. Includes comparison and evaluation of various language educational models including Structured English Immersion (SEI), bilingual classrooms and Individual Language Learner Plans. Also covers legal and historical foundations, language acquisition theories, elements and domains in addition to instructional strategies for academic	Prerequisites: Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate educator preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0

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		English development. Emphasis on foundational language skills, teaching strategies, development/evaluation/differentiation of teaching materials and strategies, and culturally relevant instruction.		
EDU241	Special Education: Language Development and Disorders	Language development and language acquisition of typical children and children with disabilities. Includes language characteristics of children with a variety of disabilities and the creation of enhanced learning experiences in the classroom. Covers the referral process, as well as augmentative and alternative communication tools. Also compares Language Disorders and Language Differences.	Prerequisites: Formal admission to an undergraduate teacher preparation program or permission of Department or Division.	LAB 2.0 2.0 2.0
EDU242	Language Developmental and Disorders	Language development and language acquisition of typical children and children with disabilities. Includes language characteristics of children with a variety of disabilities and the creation of enhanced learning experiences in the classroom. Covers the referral process, as well as augmentative and alternative communication tools. Also compares Language Disorders and Language Differences.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program or permission of Department or Division.	LAB 2.0 2.0 2.0
EDU243	Effective Collaboration and Communication Practices in Special Education	Principles of effective collaboration, consultation, and co-teaching to improve programs, services, and	Prerequisites: Formal admission to an undergraduate teacher	LAB 1.0 1.0 1.0

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		outcomes for individuals with exceptionalities and their families. Includes critical interpersonal communication strategies and tools for working with diverse groups of people in addition to the benefits of collaboration as well as the challenges that educators currently face.	preparation program or permission of Department or Division.	
EDU244	Special Education Collaboration and Communication Practices	Principles of effective collaboration, consultation, and co-teaching to improve programs, services, and outcomes for individuals with exceptionalities and their families. Includes critical interpersonal communication strategies and tools for working with diverse groups of people in addition to the benefits of collaboration as well as the challenges that educators currently face.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program or permission of Department or Division.	LAB 1.0 1.0 1.0
EDU245	Games for Teaching and Learning	Survey of past and present games for teaching and learning from multiple cultures and continents. Exploration of the potential for games to help us: face challenges; solve problems; enhance our quality of life; and render our experience of the world in a more meaningful way. Applies theories of learning to determine best practices in game design, development, and production. Demonstrates how to align instructional content with appropriate game-based mechanics and thinking.	Prerequisites: A grade of C or better in (ENG101 or ENG107) and (RDG100 or RDG100LL or RDG111 or RDG112 or RDG113) or satisfactory score on District reading placement exam or permission of Instructor.	LEC 3.0 3.0 3.0

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		Culminates in the prototype of a game for teaching and learning.		
EDU250	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.	LEC 3.0 3.0 3.0
EDU253	Analyzing Behavior and Managing the Classroom	Analyzing behavior and classroom management techniques. Classroom discipline models, student behavior and misbehavior, group dynamics, student self-motivation and learning styles covered. Professional Teaching Standards emphasized.	Prerequisites: Formal acceptance to a Maricopa Community College undergraduate state approved teacher preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0
EDU254	Education Internship	Teaching experience in PK-12 classroom setting. Required to work 120 hours. Supervised and evaluated by a faculty coordinator.	Prerequisites: Permission of Department or Division and admission into a post-baccalaureate teacher certification program.	LAB 1.5 7.5 0.0
EDU255AA	Intern Certificate Student Teaching Lab Elementary Education	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved	LAB 4.0 12.0 0.0

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		engagement, and learner outcome awareness	college program and the partnering school district.	
EDU255AB	Intern Certificate Student Teaching Lab Elementary Education	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness	Baccalaureate Degree and formal acceptance of a teacher prep two year program plan by an Arizona Department of Education approved college program the partnering school district EDU255AA and a minimum of 50% successful completion of all designated required course work.	LAB 4.0 12.0 0.0
EDU255AC	Intern Certificate Student Teaching Lab - Elementary Education I	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district.	LAB 2.0 6.0 0.0
EDU255AD	Intern Certificate Student Teaching Lab - Elementary Education II	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved	LAB 2.0 6.0 0.0

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		engagement, and learner outcome awareness	college program the partnering school district EDU255AC and a minimum of 25% successful completion of all designated required course work.	
EDU255AE	Intern Certificate Student Teaching Lab - Elementary Education III	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program the partnering school district EDU255AD and a minimum of 50% successful completion of all designated required course work.	LAB 2.0 6.0 0.0
EDU255AF	Intern Certificate Student Teaching Lab - Elementary Education IV	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program the partnering school district EDU255AE and a minimum of 75% successful completion	LAB 2.0 6.0 0.0

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			of all designated required course work.	
EDU256AA	Intern Certificate Student Teaching Lab Secondary Education	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district.	LAB 4.0 12.0 0.0
EDU256AB	Intern Certificate Student Teaching Lab Secondary Education	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness	Baccalaureate Degree and formal acceptance of a teacher prep two year program plan by an Arizona Department of Education approved college program the partnering school district EDU256AA and a minimum of 50% successful completion of all designated required course work.	LAB 4.0 12.0 0.0
EDU256AC	Intern Certificate Student Teaching Lab - Secondary Education I	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the	LAB 2.0 6.0 0.0

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		engagement, and learner outcome awareness	partnering school district.	
EDU256AD	Intern Certificate Student Teaching Lab - Secondary Education II	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness	Baccalaureate Degree and formal acceptance of a teacher prep two year program plan by an Arizona Department of Education approved college program the partnering school district EDU256AC and a minimum of 25% successful completion of all designated required course work.	LAB 2.0 6.0 0.0
EDU256AE	Intern Certificate Student Teaching Lab - Secondary Education III	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program the partnering school district EDU256AD and a minimum of 50% successful completion of all designated required course work.	LAB 2.0 6.0 0.0
EDU256AF	Intern Certificate Student Teaching Lab - Secondary Education IV	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program	LAB 2.0 6.0 0.0

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		procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness	plan by an Arizona Department of Education approved college program the partnering school district EDU256AE and a minimum of 75% successful completion of all designated required course work.	
EDU257AC	Intern Certificate Student Teaching Lab - Special Education I	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district.	LAB 2.0 6.0 0.0
EDU257AD	Intern Certificate Student Teaching Lab - Special Education II	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness	Baccalaureate Degree and formal acceptance of a teacher prep two year program plan by an Arizona Department of Education approved college program the partnering school district EDU257AC and a minimum of 25% successful completion of all designated required course work.	LAB 2.0 6.0 0.0

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EDU257AE	Intern Certificate Student Teaching Lab - Special Education III	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program the partnering school district EDU257AD and a minimum of 50% successful completion of all designated required course work.	LAB 2.0 6.0 0.0
EDU257AF	Intern Certificate Student Teaching Lab - Special Education IV	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program the partnering school district EDU257AE and a minimum of 75% successful completion of all designated required course work.	LAB 2.0 6.0 0.0
EDU260AA	Art Methods and Curriculum Development for Elementary	Overview and practical application of teaching elementary art. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State	Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.	LEC 4.0 4.0 4.0

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		Board of Education Professional Teaching Standards.		
EDU260AB	Art Methods and Curriculum Development for Secondary	Overview and practical application of teaching secondary art. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards.	Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.	LEC 4.0 4.0 4.0
EDU261AA	Dance Methods and Curriculum Development for Elementary	Overview and practical application of teaching elementary dance and movement. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards.	Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.	LEC 4.0 4.0 4.0
EDU261AB	Dance Methods and Curriculum Development for Secondary	Overview and practical application of teaching secondary dance and movement. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards.	Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.	LEC 4.0 4.0 4.0
EDU262AA	Dramatic Arts Methods and Curriculum Development for Elementary	Overview and practical application of teaching elementary dramatic arts. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards.	Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.	LEC 4.0 4.0 4.0
EDU262AB	Dramatic Arts Methods and Curriculum Development for Secondary	Overview and practical application of teaching secondary dramatic arts. Covers teaching strategies, learning	Baccalaureate Degree and formal admission to a state approved post-	LEC 4.0 4.0 4.0

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		environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards.	baccalaureate teacher preparation program.	
EDU263AA	Music Methods and Curriculum Development for Elementary	Overview and practical application of teaching elementary music. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards.	Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.	LEC 4.0 4.0 4.0
EDU263AB	Music Methods and Curriculum Development for Secondary	Overview and practical application of teaching secondary music. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards.	Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.	LEC 4.0 4.0 4.0
EDU269	Methods of Integrating Technology into Curriculum	Overview and practical application of teaching methodology for integrating technology into curriculum development for teachers. Examination of the necessary skills students need to meet national technology standards. Lesson plan development emphasized	Prerequisites: A grade of C or better in EPD260 or Permission of Department or Division.	LEC 3.0 3.0 3.0
EDU270	Learning and the Brain	Teaching and learning issues within a cognitive processes context. Covers emotion, memory, and recall as well as early brain development and its relationship to learning. Emphasis on current neuroscientific brain research	Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or	LEC 3.0 3.0 3.0

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		and how it impacts teaching practice in preK-12 classrooms.	permission of Department or Division.	
EDU270AA	Elementary Reading and Decoding	Focus on the theories, methods and models of the teaching and learning processes of reading in the elementary grades. Includes current research findings related to methods of teaching reading in the elementary school setting. Approved school-based practicum required.	Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0
EDU270AB	Secondary Reading and Decoding	Focus on the theories, methods and models of teaching literacy and decoding in the content areas of secondary grades.	Baccalaureate Degree and formal admission to a state approved Post Baccalaureate teacher preparation program.	LEC 3.0 3.0 3.0
EDU271	Phonics Based Reading and Decoding	Overview of research, curricular content, and instructional practices associated with Research Based Systematic Phonics Instruction (RBSPI) and other methods for teaching reading. Covers the history of written language, alphabetic reading, and writing systems, and implementation of effective methods for reading instruction.	Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0
EDU272	Educational Psychology	Focus on the study and application of psychological principles, theories, and methodologies related to teaching and learning. Emphasis on developmental, learning, and motivational theories. Current trends also covered.	Prerequisites: None.	LEC 3.0 3.0 3.0

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EDU274	Understanding Adolescent Behavior in the Classroom	Focuses on understanding adolescents' development including psychosocial, emotional, cognitive and physical. Covers impact of early experiences, relationships, and learning abilities. Establishment of a learning environment supportive of the adolescent emphasized. Includes current research findings related to adolescents.	Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.	LEC 3.0 3.0 3.0
EDU276	Classroom Management and Behavior Analysis	Classroom management techniques, and behavior analysis. Classroom discipline models, student behavior and misbehavior, group dynamics, student self-motivation and learning styles covered. Professional Teaching Standards emphasized.	Prerequisites: Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0
EDU277AA	Elementary Student Teaching	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Prerequisites: Formal admission to an undergraduate teacher preparation program and a grade of C or better in (EDU217, EDU227, EDU229, EDU231, EDU285AB and EDU287AB) and permission of Department or Division.	LAB 8.0 5.0 5.0
EDU277AB	Secondary Student Teaching	Supervised student teacher practicum. Emphasis on the provision of	Prerequisites: Formal admissions to an	LAB 8.0 5.0 5.0

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		instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	undergraduate teacher preparation program and a grade of C or better in (EDU207, EDU215, EDU217, EDU285AB and EDU287AB) and permission of Department or Division.	
EDU277AC	Special Education: Cross-Categorical Student Teaching	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Prerequisites: Formal admission to an undergraduate teacher preparation program and a grade of C or better in (EDU209AF, EDU219, EDU231, EDU285AB and EDU287AB) and permission of Department or Division.	LAB 8.0 5.0 5.0
EDU278	Educational Assessment and Evaluation	Examination of assessing student performance. Assessment criteria and development of various types of assessment covered. Instructor developed assessments emphasized. Standardized, norm-referenced and criterion-referenced tests also included. Arizona State Board of Education Professional Teaching Standards emphasized	Prerequisites: A grade of C or better in EDU272.	LEC 3.0 3.0 3.0
EDU282AA	Service-Learning Experience in Education	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0

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EDU282AB	Service-Learning Experience in Education	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
EDU282AC	Service-Learning Experience in Education	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
EDU283AA	Using Storytelling in Educational Settings	The application of storytelling and storytelling activities in educational settings	Prerequisites: None.	LEC 1.0 1.0 1.0
EDU284	Dynamic Teaching in the Secondary School	Overview and practical application of teaching methodology for secondary education teachers. Teaching strategies for direct instruction, cooperative learning, problem-based instruction and experiential learning covered. Professional Teaching Standards emphasized. Includes current research findings related to secondary education teaching methods.	Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.	LEC 2.0 2.0 2.0
EDU285	Education Seminar	Special topics in education with an emphasis on current issues not covered in education courses.	Prerequisites: Permission of Department or Division.	LEC 2.0 2.0 2.0
EDU285AA	Education Program Seminar	Overview of the teacher education program model, Arizona State Teaching Standards and the Arizona Educator Proficiency Assessments. Educational program policies and procedures emphasized. Includes basic skills assessment and fingerprinting regulations.	Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division.	LEC 1.0 1.0 1.0

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EDU285AB	Current Perspectives in Education	Focus on the importance of standards and their relationship to teaching and learning. Instructional design tools for standard based activities and their application in the classroom emphasized. Includes instructional design, resource management, and assessment rubrics. Educational program policies and procedures also covered.	Formal admission to an undergraduate teacher preparation program.	LEC 1.0 1.0 1.0
EDU285AC	Education Perspectives	Focus on the importance of standards and their relationship to teaching and learning. Instructional design tools for standard based activities and their application in the classroom emphasized. Includes instructional design, resource management, and assessment rubrics.	Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.	LEC 1.0 1.0 1.0
EDU287AA	Master Teacher Seminar I	Special topics in education with an emphasis on current issues not covered in education courses.	Prerequisites: Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division.	LEC 1.0 1.0 1.0
EDU287AB	Master Teacher Seminar II	Special topics in education with an emphasis on current issues not covered in education courses.	Formal admission to an undergraduate teacher preparation program.	LEC 1.0 1.0 1.0

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EDU287AC	Master Teacher Seminar III	Special topics in education with an emphasis on current issues not covered in education courses.	Baccalaureate degree and formal admission to a state approved post baccalaureate teacher preparation program.	LEC 1.0 1.0 1.0
EDU287AD	Master Teacher Seminar IV	Special topics in education with an emphasis on current issues not covered in education courses.	Formal acceptance to a Maricopa Community College undergraduate state approved teacher preparation program or permission of Department or Division.	LEC 1.0 1.0 1.0
EDU288AA	Student Teaching Lab - Elementary	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and a grade of C or better in EDU251 and permission of Department or Division.	LAB 8.0 5.0 0.0
EDU288AB	Student Teaching Lab - Secondary	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and a grade of C or better in EDU251 and permission of Department or Division.	LAB 8.0 5.0 0.0

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EDU289	Secondary Methods and Curriculum Development	Overview and practical application of teaching methodology and curriculum development for secondary education teachers. Teaching strategies, curriculum design, lesson objectives, time management skills, teaching resources and student assessments covered. Professional Teaching Standards emphasized. Includes current research findings related to secondary education methods and curriculum development.	Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.	LEC 1.0 1.0 1.0
EDU289AA	Secondary Social Studies Methods and Curriculum Development	Overview and practical application of social studies teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Professional Teaching Standards emphasized. Includes current research findings related to the application and learning of secondary social studies content; the methods alignment will be centered around History, Geography, Economics, or Political Science.	Prerequisites: Baccalaureate Degree and acceptance of formal application into a state approved post-baccalaureate teacher preparation program or permission of Department or Division. A grade of C or better in EDU289 or Corequisites: EDU289.	L+L 2.0 2.0 2.0
EDU289AB	Secondary Mathematics Methods and Curriculum Development	Overview and practical application of mathematics teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher	L+L 2.0 2.0 2.0

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		Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Professional Teaching Standards emphasized. Includes current research findings related to the application and learning of secondary mathematics content.	preparation program. Prerequisites: A grade of C or better in EDU289 or Corequisites: EDU289.	
EDU289AC	Secondary Science Methods and Curriculum Development	Overview and practical application of science teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Professional Teaching Standards emphasized. Includes current research findings related to the application and learning of secondary science content.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program. Prerequisites: A grade of C or better in EDU289 or Corequisites: EDU289.	L+L 2.0 2.0 2.0
EDU289AD	Secondary English Methods and Curriculum Development	Overview and practical application of English teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Professional Teaching Standards emphasized. Includes current research findings related to the application and learning of secondary English content.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program. Prerequisites: A grade of C or better in EDU289 or Corequisites: EDU289.	L+L 2.0 2.0 2.0

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EDU289AE	Secondary Methods and Curriculum Development in Special Topics	Overview and practical application of teaching methodology and curriculum development for secondary teachers in special topics such as Music, Theater, Art, Economics, Foreign Languages, Computers, PE, etc. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. Professional Teaching Standards emphasized. Includes current research findings related to specific content teaching areas in Secondary Education.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program. Prerequisites: A grade of C or better in EDU289 or Corequisites: EDU289.	L+L 2.0 2.0 2.0
EDU290	Science Methods and Curriculum Development	Overview and practical application of teaching elementary science. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on Professional Teaching Standards. Includes current research findings related to the application and learning of elementary science content.	Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.	LEC 3.0 3.0 3.0
EDU291	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.	LEC 3.0 3.0 3.0
EDU292	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	Prerequisites: None.	LEC 3.0 3.0 3.0

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		telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom		
EDU293	Mathematics Methods and Curriculum Development	Overview and practical application of teaching mathematics in K-8 grades. Development of lesson plans and assessment instruments emphasized. Current trends, Professional Teaching Standards and National Council of Teachers of Mathematics Standards also covered. Includes current research findings related to the application and learning of elementary mathematics content.	Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.	LEC 3.0 3.0 3.0
EDU294	Multicultural Folktales	Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications	Prerequisites: None.	LEC 3.0 3.0 3.0
EDU295	Social Studies Methods and Curriculum Development	Overview of teaching elementary social studies. Topics include lesson plans preparation, teaching strategies, assessments, classroom management techniques and teaching resources. Emphasis on Professional Teaching Standards. Includes current research findings related to the application and learning of elementary social studies content.	Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.	LEC 3.0 3.0 3.0
EDU296WA	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: Completed at least 12 credits, min 2.6 GPA and able to obtain a position related to	LAB 1.0 5.0 0.0

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			student's academic/career goals or permission of Instructor. Corequisites: Enrolled in at least 1 class related to major/career interest or permission of Instructor.	
EDU296WB	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: Completed at least 12 credits, min 2.6 GPA and able to obtain a position related to student's academic/career goals or permission of Instructor. Corequisites: Enrolled in at least 1 class related to major/career interest or permission of Instructor.	LAB 2.0 10.0 0.0
EDU296WC	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: Completed at least 12 credits, min 2.6 GPA and able to obtain a position related to student's academic/career goals or permission of Instructor. Corequisites: Enrolled in at least 1	LAB 3.0 15.0 0.0

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			class related to major/career interest or permission of Instructor.	
EDU296WD	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: Completed at least 12 credits, min 2.6 GPA and able to obtain a position related to student's academic/career goals or permission of Instructor. Corequisites: Enrolled in at least 1 class related to major/career interest or permission of Instructor.	LAB 4.0 20.0 0.0
EDU298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
EDU298AB	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
EDU298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
EEC205	Early Learning: Instructional Methodologies of Language, Math, Science, Social Studies and the Arts	Overview and practical application of teaching elementary language, math, science, social studies and the arts. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on Early Learning Standards (Birth to Age 5), Arizona Academic Standards Kindergarten-Third (K-3) Grade, and	Prerequisites: Must hold a provisional or standard elementary or special education teaching certificate or permission of Department or Division.	LEC 3.0 3.0 3.0

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		State Board of Education Professional Teaching Standards.		
EED111	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.	LEC 3.0 3.0 3.0
EED115	Digital Literacy for Teaching and Learning in Education	Overview of digital literacy for identifying the skills needed to become informed users of technology to communicate, instruct, create and think critically with digital tools. Explores how emerging technologies are used to teach and learn across varied educational environments (face-to-face, hybrid, online, etc). Includes skills focused on basic computer operations, productivity software, digital citizenship, instructional practices, information literacy and family and professional partnerships. Discusses current trends and related issues about the use of technology and its impacts in P20 education.	Prerequisites: None.	LEC 3.0 3.0 3.0
EED200	Foundations of Early Childhood Education	Overview of early childhood education (birth to age eight) in American society, including current issues and responsibilities. Emphasis	Prerequisites: None.	LEC 3.0 3.0 3.0

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		on issues of professionalism, ethics and program types. Opportunities for students to explore potential career paths		
EED205	The Developing Child: Prenatal to Age Eight	Examination of process of physical, social, emotional, cognitive, language, and literacy development of typical and atypical young children; prenatal through age eight. Includes practical application and fieldwork experience	Prerequisites: None.	LEC 3.0 3.0 3.0
EED210	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: A grade of C or better in CFS176 ECH176, or CFS235, or EED205.	LEC 3.0 3.0 3.0
EED211	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: A grade of C or better in CFS/ECH176, or CFS235, or EED205.	LEC 3.0 3.0 3.0
EED212	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.	LEC 3.0 3.0 3.0
EED215	Early Learning: Health, Safety, Nutrition and Fitness	Consideration of public health issues and safety procedures within early	Prerequisites: None.	LEC 3.0 3.0 3.0

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		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		
EED220	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.	LEC 3.0 3.0 3.0
EED222	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.	LEC 3.0 3.0 3.0
EED225	Language and Literacy in the Context of Culture and Relationships	Introduces children's language acquisition and literacy development. Exploration of the relationships among language, literacy, family, culture, and community. Study of educational practices and advocacy opportunities that support language acquisition,	Prerequisites: None.	LEC 3.0 3.0 3.0

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		literacy development and the preservation of heritage languages.		
EED245	Early Learning: Language Acquisition and Literacy Development	Overview of language acquisition and development, emergent literacy, early literacy development, and appropriate early experiences with books, reading, and writing for typical and atypical children birth to age eight. Emphasis placed on reading and writing readiness, methods to enhance literacy development, and strategies for selecting and using children's books.	Prerequisites: None.	LEC 3.0 3.0 3.0
EED250	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.	LEC 3.0 3.0 3.0
EED255	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: A grade of C or better in completion of twelve (12) credit hours of EED Early Education coursework and permission of Program Coordinator.	LEC 3.0 3.0 0.0
EED260	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 or Division.	LAB 1.0 1.0 0.0

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EED261	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 or Division.	LAB 1.0 1.0 0.0
EED262	Early Childhood Internship: Infant/Toddler	Work experience with infants and toddlers in early care and education settings.	Prerequisites: Permission of Department or Division.	LAB 2 2 0
EED263	Early Childhood Internship: Preschool	Work experience with preschoolers in early care and education settings.	Prerequisites: Permission of Department or Division.	LAB 2.0 2.0 0.0
EED265	Early Childhood Internship: K-3	Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Prerequisites: A grade of C or better in EED200, EED212, EED215, EED220, EED222, EED270, EED275, and EED280.	LAB 4.0 5.0 0.0
EED270	Early Learning Development: Birth to Age Eight	Teaching and early learning issues within a cognitive processes context. Covers emotion, memory, and recall as well as early brain development and its relationship to early learning for the young child, birth to age eight.	Prerequisites: A grade of C or better in CFS/ECH176 or CFS205 or CFS235 or EED205 or permission of instructor.	LEC 3.0 3.0 3.0
EED272	Early Childhood Educational Psychology	Focus on the study and application of psychological principles, theories, and methodologies related to early childhood teaching and learning. Emphasis on early childhood developmental, learning, and motivational theories. Current trends also covered	Prerequisites: None.	LEC 3.0 3.0 3.0

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EED275	Early Learning Curriculum and Instruction: Math and Science	Overview and practical application of teaching math and science concepts to typical and atypical toddlers, preschoolers, and students Kindergarten-third grade (K-3). Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on overview and practical application of National Association for the Education of Young Children Standards, Early Learning Standards, Arizona Academic Standards (K-3), State Board of Education Professional Teaching Standards and National Council of Teachers of Mathematics Standards.	Prerequisites: A grade of C or better in CFS/ECH176 or EED205.	LEC 3.0 3.0 3.0
EED277	Early Learning Curriculum and Instruction: Language Arts, Social Studies, Art, Music and Movement	Overview and practical application of teaching language arts, social studies, art, music and movement to typical and atypical toddlers, preschoolers, and students K-3. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on overview and practical application of National Association for the Education of Young Children Standards, Early Learning Standards, Arizona Academic Standards (K-3), and State Board of Education Professional Teaching Standards.	Prerequisites: A grade of C or better in CFS/ECH176 or EED205.	LEC 3.0 3.0 3.0

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EED278	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: A grade of C or better in EED200.	LEC 3.0 3.0 3.0
EED280	Standards, Observation & Assessment of Typical/Atypical Behaviors of Young Children Birth to Age Eight	Standards, observation, and assessment of typical and atypical behaviors, overview of standards, observation and assessment methodologies for typical and atypical young children (birth to age eight). Includes ethics, referral and reporting procedures, and collaboration with families and other professionals.	Prerequisites: A grade of C or better in CFS/ECH176 or CFS235 or EED205.	LEC 3.0 3.0 3.0
EED282AA	Service-Learning Experience in Early Childhood Education	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
EED282AB	Service-Learning Experience in Early Childhood Education	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
EED282AC	Service-Learning Experience in Early Childhood Education	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
EEE120	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,	Prerequisites: None. Corequisites: CSC100 or CSC110 or permission of Instructor.	L+L 4.0 6.0 6.0

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		ROMs, PLDs, synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits.		
EEE202	Circuits and Devices	Introduction to circuits and devices. Component models, transient analysis, steady state analysis, Laplace transform, and active and passive filter networks.	Prerequisites: A grade of C or better in PHY116 or PHY131. Corequisites: MAT276 or permission of Instructor.	LEC 5.0 4.0 4.0 LAB 0.0 3.0 3.0
EEE220	Programming for Computer Engineering	Introduction to procedural programming (C/C++) and hardware description language (VHDL).	Prerequisites: A grade of C or better in ((EEE120 or CSC120) and CSC205) or permission of Instructor.	L+L 3.0 5.0 5.0
EEE230	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: A grade of C or better in [(CSC100 or CSC110) and CSC120 EEE120] or permission of Instructor.	L+L 4.0 5.0 5.0
EEG115	Biomedical Electronic Technology I	Review of basic principles of math and physics as applied to Biomedical Electronic technology and monitoring applications within the fields of electroneurodiagnostic technology and polysomnography technology.	Prerequisites: Admission to the Electroneurodiagnostic Technology program or Polysomnographic Technology program.	LEC 2.0 2.0 2.0

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EEG116	Biomedical Electronic Technology II	Electronic concepts, electrical connections including grounding, and electrical and patient safety as applied to medical electronic technology and monitoring applications within the fields of electroneurodiagnostic technology and polysomnography technology.	Prerequisites: Admission to the Electroneurodiagnostics Technology program or the Polysomnographic Technology program.	LEC 3.0 3.0 3.0
EEG130	Introduction to EEG	Introduction to EEG (Electroneurodiagnostic) theory, with emphasis on instrumentation, testing protocol and major disorders for which EEG is diagnostically useful. Introduction and hands on experience with the 10/20 International Electrode Application System.	Admission to the Electroneurodiagnostics Program or admission to Polysomnographic Technology Program.	L+L 4.0 4.0 4.0
EEG140	Basic Electroneurodiagnostic Skills	Theory and clinical procedures germane to the electroneurodiagnostic (EEG) department. Stress on hospital orientation, job competency, professional growth, and interpersonal communications with staff and patients.	Prerequisites: Admission to the Electroneurodiagnostic (END) Technology program. Corequisites: EEG140LL.	LEC 1.0 1.0 1.0
EEG140LL	Basic Electroneurodiagnostic Skills Laboratory	Practical application, and clinical procedures germane to the electroneurodiagnostic (EEG) department. Stress on hospital orientation, job competency, professional growth, and interpersonal communications with staff and patients.	Prerequisites: Admission to the Electroneurodiagnostic (END) Technology program. Corequisites: EEG140.	LAB 1.0 3.0 3.0

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EEG200	Clinical Rotation I	Clinical application of Electroneurodiagnostic (EEG) skills and knowledge acquired during required program classroom and lab courses. Full supervision of tests performed with progression to independent testing.	Admission to the Electroneurodiagnostics Program.	LAB 3.0 18.0 0.0
EEG201	Intermediate EEG	Expanded study of neurological and neurophysiological medicine. Discuss the studies in cerebrovascular and central nervous system lesions, metabolic and infectious disease, trauma, congenital, and pediatric disorders. Extensive record review. Evaluate the normal and abnormal electrocardiogram (ECG) patterns related to electroencephalogram (EEG) testing.	Prerequisites: Admission to the Electroneurodiagnostic (END) Technology program. Corequisites: EEG201LL.	LEC 3.0 3.0 3.0
EEG201LL	Intermediate EEG Laboratory	Expanded study and application of neurological and neurophysiological medicine. Studies in cerebrovascular and central nervous system lesions, metabolic and infectious disease, trauma, congenital, and pediatric disorders. Extensive record review. Normal and abnormal electrocardiogram (ECG) patterns related to electroencephalogram (EEG) testing.	Prerequisites: Admission to the Electroneurodiagnostic (END) Technology program. Corequisites: EEG201.	LAB 1.0 3.0 3.0
EEG205	Applied Evoked Potentials and Nerve Conduction Studies	Theoretical aspects of Evoked Potentials (EP), mainly Visual Evoked Response (VER), Brain Auditory Evoked Response (BAER), and	Prerequisites: Admission to the Electroneurodiagnostic (END) Technology	LEC 1.0 1.0 1.0

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		Somatosensory Evoked Potential (SSEP) tests. EP instrumentation, recording techniques and data analysis of electrical activity of the nervous system elicited by using selected physical stimuli (evoked potentials) and concepts of signal averaging, (in accordance with the most recent American Clinical Neurophysiology Society (ACNS) guidelines on Evoked Potentials.)	program. Corequisites: EEG205LL.	
EEG205LL	Applied Evoked Potentials and Nerve Conduction Studies Laboratory	Practical aspects of Evoked Potentials (EP), mainly Visual Evoked Response (VER), Brain Auditory Evoked Response (BAER), and Somatosensory Evoked Potential (SSEP) tests. EP instrumentation, recording techniques and data analysis of electrical activity of the nervous system elicited by using selected physical stimuli (evoked potentials) and concepts of signal averaging, (in accordance with the most recent American Clinical Neurophysiology Society (ACNS) guidelines on Evoked Potentials.)	Prerequisites: Admission to the Electroneurodiagnostic (END) Technology program. Corequisites: EEG205.	LAB 1.0 3.0 3.0
EEG206	Advanced EEG	Comprehensive study of neurological and neurophysiological medicine. Studies in cerebrovascular and central nervous system lesions, metabolic and infectious disease, trauma and congenital and pediatric disorders. Normal and abnormal pattern review.	Prerequisites: Admission to the Electroneurodiagnostic (END) program. Corequisites: EEG206LL.	LEC 1.0 1.0 1.0

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		Case presentations. Board examination review.		
EEG206LL	Advanced EEG Laboratory	Comprehensive advanced study and application of methods of neurological and neurophysiological medicine. Studies in cerebrovascular and central nervous system lesions, metabolic and infectious disease, trauma and congenital and pediatric disorders. Normal and abnormal pattern review. Case presentations. Board examination review in the laboratory setting.	Prerequisites: Admission to the Electroneurodiagnostic (END) Technology program. Corequisites: EEG206.	LAB 1.0 3.0 3.0
EEG207	Electroneurodiagnostic Record Review	Normal and abnormal pattern review for adults and pediatric patients, Nerve Conduction Velocity (NCV) pattern recognition and review, special procedures, Long Term Monitoring (LTM), and Intraoperative Monitoring (IOM) pattern recognition and review.	Admission to the Electroneurodiagnostics (END) Technology Program.	L+L 4.0 4.0 4.0
EEG210	Applied Neurophysiology	Introduction to central nervous system. Emphasis on conduction pathways, anatomy, and blood supply. Survey of neurotransmitters, pharmacology and current research.	Admission to the Electroneurodiagnostic Technology program or Polysomnographic Technology program.	LEC 3.0 3.0 3.0
EEG211	Clinical Rotation II	Clinical application of Electroneurodiagnostic (EEG) skills and knowledge acquired during didactic courses and clinical practicums. Full supervision of tests performed with progression to independent testing.	Admission to the Electroneurodiagnostics Program.	LAB 3.0 18.0 0.0

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EEG220	Clinical Rotation III	Advanced clinical application of Electroneurodiagnostic (EEG) skills and knowledge acquired during didactic courses and clinical practicums. Full supervision of tests performed with progression to independent testing.	Admission to the Electroneurodiagnostics Program.	LAB 3.0 18.0 0.0
EEG282AA	Volunteerism for Electroneurodiagnostic Technology: Service Learning Experience	Service learning field experience within private/public agencies, educational institution, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 1.0
EEP224	Child Development: Prenatal to Age Eight	Examination of process of physical, social, emotional, cognitive, language, and literacy development of typical and atypical young children; prenatal through age eight. Consideration of public health issues and safety procedures within early childhood settings. Overview of nutritional needs and issues of physical fitness and well-being in typical and atypical young children. Includes practical application and fieldwork experience.	Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0
EEP240	Early Childhood Foundations	Overview of early childhood education (birth to age eight) in American society, including current issues and responsibilities. Emphasis on issues of professionalism, ethics and program types. Opportunities for students to explore potential career paths. Includes field experience.	Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0

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EEP242	Early Childhood Guidance and Management	Principles for guiding young children in early care and education environments. Exploration of guidance, management, and how the environment impacts the lives of typical and atypical young children. Includes observation of classrooms of children ages birth to age eight.	Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0
EEP244	Early Childhood Introduction to the Exceptional Young Child	Overview of the exceptional learner (birth to 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.	Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0
EEP246	Early Childhood Culture, Community, Family and the Child	Examines family, community, and cultural influences on development of the young child birth to third grade. Considers trends and threats to attachment, relationships and cultural identity. Includes social and emotional experiences and their impact on the developing brain.	Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division.	LEC 3.0 3.0 3.0
EEP250	Early Childhood Language and Literacy Development	Overview of language development, emergent literacy, early literacy development, and appropriate early	Baccalaureate Degree and formal acceptance to a Maricopa	LEC 3.0 3.0 3.0

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		experiences with books, reading, and writing for typical and atypical children birth to age eight. Emphasis placed on reading and writing readiness, methods to enhance literacy development, and strategies for selecting and using children's books.	Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division.	
EEP260	Early Childhood Curriculum and Methods of Math - Birth to Age Eight	Overview and practical application of teaching math concepts to toddlers, preschoolers, and students Kindergarten through third grade (K-3). Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on overview and practical application of Early Learning Standards, Arizona Academic Standards (K-3), State Board of Education Professional Teaching Standards and National Council of Teachers of Mathematics Standards.	Baccalaureate Degree and formal admission to a state approved post-baccalaureate early childhood teacher preparation program.	LEC 3.0 3.0 3.0
EEP262	Early Childhood Curriculum and Methods of Science - Birth to Age Eight	Overview and practical application of teaching science concepts to toddlers, preschoolers, and students Kindergarten and third grade (K-3). Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on overview and practical application of Early Learning Standards, Arizona Academic Standards K-3, State Board of Education Professional Teaching Standards.	Baccalaureate Degree and formal admission to a state approved post-baccalaureate early childhood teacher preparation program.	LEC 2.0 2.0 2.0

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EEP264	Early Childhood Curriculum and Methods of Social Studies - Birth to Age Eight	Overview and practical application of teaching social studies to toddlers, preschoolers, and students K-3. Covers teaching strategies, learning environments, and teaching resources. Emphasis on overview and practical application of Early Learning Standards, Arizona Academic Standards Kindergarten through third grade (K-3).	Baccalaureate Degree and formal admission to a state approved post-baccalaureate early childhood teacher preparation program.	LEC 1.0 1.0 1.0
EEP266	Early Childhood Curriculum and Methods in Language Arts - Birth to Age Eight	Overview and practical application of teaching Language Arts concepts to toddlers, preschoolers, and students in Kindergarten through third grade (K-3). Covers communication skills of reading, writing, listening and speaking, interpreting visual messages and creating visual messages. Emphasis on overview and practical application of Early Learning Standards, Arizona Language Arts Standards (K-3), and State Board of Education Professional Teaching Standards	Baccalaureate Degree and formal admission to a state approved post-baccalaureate early childhood teacher preparation program.	LEC 1.0 1.0 1.0
EEP268	Early Childhood Curriculum and Methods in The Arts - Birth to Age Eight	Exploration of fine arts integration, birth to age 8, in early childhood settings. Focus on the impact on life-long learning and education goal achievement when curriculum includes fine arts. Arizona art standards of dance, visual, theater and music also covered	Baccalaureate Degree and formal admission to a post-baccalaureate early childhood teacher preparation program.	LEC 1.0 1.0 1.0

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EEP276	Standards, Observation and Assessment of Typical and Atypical Behaviors Birth to Age Eight	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: A grade of C or better in EEP260, EEP262, EEP264, EEP266, EEP268 and Baccalaureate Degree and formal admission to a state approved post-baccalaureate early childhood teacher preparation program.	LEC 3.0 3.0 3.0
EEP288	Student Teaching Lab - Early Childhood	Supervised (K-3) student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and a grade of C or better in (EDU220, EDU251, EEP240, EEP242, EEP244, EEP246 and EEP276) and permission of Department or Division.	LAB 4.0 5.0 0.0
EEP289	Internship: Early Childhood Infant, Toddler, Preschool	Supervised field experience with infants, toddlers and/or preschoolers in early care and education settings.	Baccalaureate Degree and formal admission to a state approved post-baccalaureate early childhood teacher preparation program and (EDU220 EDU251 EEP240 EEP242 EEP244 EEP246 and	LEC 4.0 4.0 0.0

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			EED276) and permission of Department or Division.	
EFE232	Mild-Moderate Disabilities Student Teaching	Supervised student teaching. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Prerequisites: Formal admission to an undergraduate teacher preparation program and a grade of C or better in (EDU209AF and EDU231) and permission of Department or Division.	LAB 8.0 5.0 0.0
EFE260	Student Teaching Lab K-12 - Art	Supervised student teacher practicum. Emphasis on the provision of K-12 art instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Baccalaureate Degree and formal admission to a state-approved post-baccalaureate teacher preparation program and permission of Department or Division.	LAB 12.0 9.0 0.0
EFE260AC	Intern Certificate Student Teaching Lab K-12 - Art Education I	Supervised student teacher practicum. Emphasis on the provision of K-12 art instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district.	LAB 3.0 9.0 0.0
EFE260AD	Intern Certificate Student Teaching Lab K-12 - Art Education II	Supervised student teacher practicum. Emphasis on the provision of K-12 art	Baccalaureate Degree and formal acceptance	LAB 3.0 9.0 0.0

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		instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	of a specified teacher prep two year program plan by an Arizona Department of Education approved college program the partnering school district EFE260AC and a minimum of 25% successful completion of all designated required course work.	
EFE260AE	Intern Certificate Student Teaching Lab K-12 - Art Education III	Supervised student teacher practicum. Emphasis on the provision of K-12 art instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program the partnering school district EFE260AD and a minimum of 50% successful completion of all designated required course work.	LAB 3.0 9.0 0.0
EFE260AF	Intern Certificate Student Teaching Lab K-12 - Art Education IV	Supervised student teacher practicum. Emphasis on the provision of K-12 art instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved	LAB 3.0 9.0 0.0

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		engagement, and learner outcome awareness.	college program the partnering school district EFE260AE and a minimum of 75% successful completion of all designated required course work.	
EFE261	Student Teaching Lab K-12 - Dance	Supervised student teacher practicum. Emphasis on the provision of K-12 dance instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Baccalaureate Degree and formal admission to a state-approved post-baccalaureate teacher preparation program and permission of Department or Division.	LAB 12.0 9.0 0.0
EFE261AC	Intern Certificate Student Teaching Lab K-12 - Dance Education I	Supervised student teacher practicum. Emphasis on the provision of K-12 dance instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district.	LAB 3.0 9.0 0.0
EFE261AD	Intern Certificate Student Teaching Lab K-12 - Dance Education II	Supervised student teacher practicum. Emphasis on the provision of K-12 dance instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved	LAB 3.0 9.0 0.0

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		engagement, and learner outcome awareness.	college program and the partnering school district EFE261AC and a minimum of 25% successful completion of all designated required course work.	
EFE261AE	Intern Certificate Student Teaching Lab K-12 - Dance Education III	Supervised student teacher practicum. Emphasis on the provision of K-12 dance instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district EFE261AD and a minimum of 50% successful completion of all designated required course work.	LAB 3.0 9.0 0.0
EFE261AF	Intern Certificate Student Teaching Lab K-12 - Dance Education IV	Supervised student teacher practicum. Emphasis on the provision of K-12 dance instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district EFE261AE and a minimum of 75% successful completion	LAB 3.0 9.0 0.0

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			of all designated required course work.	
EFE262	Student Teaching Lab K-12 - Drama	Supervised student teacher practicum. Emphasis on the provision of K-12 drama instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Baccalaureate Degree and formal admission to a state-approved post-baccalaureate teacher preparation program and permission of Department or Division.	LAB 12.0 9.0 0.0
EFE262AC	Intern Certificate Student Teaching Lab K-12 - Drama Education I	Supervised student teacher practicum. Emphasis on the provision of K-12 drama instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district.	LAB 3.0 9.0 0.0
EFE262AD	Intern Certificate Student Teaching Lab K-12 - Drama Education II	Supervised student teacher practicum. Emphasis on the provision of K-12 drama instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district EFE262AC and a minimum of 25% successful completion	LAB 3.0 9.0 0.0

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			of all designated required course work.	
EFE262AE	Intern Certificate Student Teaching Lab K-12 - Drama Education III	Supervised student teacher practicum. Emphasis on the provision of K-12 drama instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district EFE262AD and a minimum of 50% successful completion of all designated required course work.	LAB 3.0 9.0 0.0
EFE262AF	Intern Certificate Student Teaching Lab K-12 - Drama Education IV	Supervised student teacher practicum. Emphasis on the provision of K-12 drama instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district EFE262AE and a minimum of 75% successful completion of all designated required course work.	LAB 3.0 9.0 0.0
EFE263	Student Teaching Lab K-12 - Music	Supervised student teacher practicum. Emphasis on the provision of K-12 music instruction to learners. Covers	Baccalaureate Degree and formal admission to a state-approved post-	LAB 12.0 9.0 0.0

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		lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	baccalaureate teacher preparation program and permission of Department or Division.	
EFE263AC	Intern Certificate Student Teaching Lab K-12 - Music Education I	Supervised student teacher practicum. Emphasis on the provision of K-12 music instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district.	LAB 3.0 9.0 0.0
EFE263AD	Intern Certificate Student Teaching Lab K-12 - Music Education II	Supervised student teacher practicum. Emphasis on the provision of K-12 music instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district EFE263AC and a minimum of 25% successful completion of all designated required course work.	LAB 3.0 9.0 0.0
EFE263AE	Intern Certificate Student Teaching Lab K-12 - Music Education III	Supervised student teacher practicum. Emphasis on the provision of K-12 music instruction to learners. Covers	Baccalaureate Degree and formal acceptance of a specified teacher	LAB 3.0 9.0 0.0

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		lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	prep two year program plan by an Arizona Department of Education approved college program and the partnering school district EFE263AD and a minimum of 50% successful completion of all designated required course work.	
EFE263AF	Intern Certificate Student Teaching Lab K-12 - Music Education IV	Supervised student teacher practicum. Emphasis on the provision of K-12 music instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district EFE263AE and a minimum of 75% successful completion of all designated required course work.	LAB 3.0 9.0 0.0
EFE291	Special Education: Mild-Moderate Student Teaching	Supervised student teaching. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and (a grade of C or better in EDU223AF	LAB 8.0 5.0 0.0

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		engagement, and learner outcome awareness.	and EDU293) and permission of Department or Division.	
EFE291AC	Special Education: Mild-Moderate Student Teaching I	Supervised student teaching. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and (a grade of C or better in EDU223AF and EDU293) and permission of Department or Division.	LAB 2.0 6.0 0.0
EFE291AD	Special Education: Mild-Moderate Student Teaching II	Supervised student teaching. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and (a grade of C or better in EDU223AF and EDU293) and permission of Department or Division.	LAB 2.0 6.0 0.0
EFE291AE	Special Education: Mild-Moderate Student Teaching III	Supervised student teaching. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and (a grade of C or better in EDU223AF	LAB 2.0 6.0 0.0

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		engagement, and learner outcome awareness.	and EDU293) and permission of Department or Division.	
EFE291AF	Special Education: Mild-Moderate Student Teaching IV	Supervised student teaching. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and (a grade of C or better in EDU223AF and EDU293) and permission of Department or Division.	LAB 2.0 6.0 0.0
EFE297AA	Intern Certificate Student Teaching Lab - K-3 Part A	Supervised student teacher practicum in K-3 grade classroom. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Prerequisites: Baccalaureate Degree and formal acceptance of a teacher prep program plan by an Arizona Department of Education approved college program and the partnering school district.	LAB 2.0 6.0 0.0
EFE297AB	Intern Certificate Student Teaching Lab - K-3 Part B	Supervised student teacher practicum in K-3 grade classroom. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Prerequisites: Baccalaureate Degree and formal acceptance of a teacher prep plan by an Arizona Department of Education approved college program, the partnering school	LAB 2.0 6.0 0.0

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			district, EFE297AA, and a minimum of 50% successful completion of course work.	
EFE297AC	Intern Certificate Student Teaching Lab - K-3 Level I	Supervised student teacher practicum in K-3 grade classroom. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Prerequisites: Baccalaureate Degree and formal acceptance of a teacher prep program plan by an Arizona Department of Education approved college program and the partnering school district.	LAB 1.0 3.0 0.0
EFE297AD	Intern Certificate Student Teaching Lab - K-3 Level II	Supervised student teacher practicum in K-3 grade classroom. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Prerequisites: Baccalaureate Degree and formal acceptance of a teacher prep plan by an Arizona Department of Education approved college program, the partnering school district, EFE297AC, and a minimum of 25% successful completion of course work.	LAB 1.0 3.0 0.0
EFE297AE	Intern Certificate Student Teaching Lab - K-3 Level III	Supervised student teacher practicum in K-3 grade classroom. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator	Prerequisites: Baccalaureate Degree and formal acceptance of a teacher prep plan by an Arizona Department of	LAB 1.0 3.0 0.0

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		professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Education approved college program, the partnering school district, EFE297AD, and a minimum of 50% successful completion of course work.	
EFE297AF	Intern Certificate Student Teaching Lab - K-3 Level IV	Supervised student teacher practicum in K-3 grade classroom. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness.	Prerequisites: Baccalaureate Degree and formal acceptance of a teacher prep plan by an Arizona Department of Education approved college program, the partnering school district, EFE297AE, and a minimum of 75% successful completion of course work.	LAB 1.0 3.0 0.0
ELA111	Construction Electricity I	Introduction to the electrical construction trade incorporating safety awareness, introductory concepts in electrical theory, math review, solving simple equations, ratios, percentages and proportions. Study of the National Electrical code (NEC), practical use of materials and tools of the electrical construction trade. Basic splicing, anchoring, and fusing procedures; basic conduit bending calculations and installations, introduction to blueprint	Prerequisites: Registered apprenticeship status or permission of the Apprenticeship Coordinator.	L+L 6.0 6.0 6.0

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		reading for electricians, rigging and lifting techniques.		
ELA112	Construction Electricity II	Introduction to the fundamentals electricity, basic direct current (DC) theory through advanced DC theory, advanced conduit fabrication, bending applications and calculations. Practical applications for wiring devices and conduit bending.	Prerequisites: Registered apprenticeship status or permission of the Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
ELA113	Introduction to National Electrical Code	Development, content, structure, and definitions in the National Electrical Code (NEC). Application of the NEC for proper and safe electrical installations and wiring methods.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
ELA116	OSHA-Electrician Safety and Inspection	Occupational Safety and Health Administration (OSHA) safety and health standards for the electrical industry. Includes hazardous situations and abatement techniques. OSHA training and inspection procedures	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
ELA123	Construction Electricity III	American labor history, parliamentary procedures. Electrical theory of alternating current systems pertaining to inductance, and capacitance; use of alternating current (AC) and direct current (DC) meters, rectifiers and capacitors.	Prerequisites: Registered apprenticeship status or permission of the Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
ELA124	Construction Electricity IV	Transformers principles and applications in regards to use, connection, installation and safety related to transformer principles and applications including requirements	Prerequisites: Registered apprenticeship status or permission of the	L+L 6.0 6.0 6.0

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		specified by the National Electrical Code (NEC). Filters and power quality for electrical systems, direct current generation, application of test instruments for power quality, instrumentation, insulation testing and voice-data-video. Blueprint reading for electricians, commercial drawings, specifications, and schedules.	Apprenticeship Coordinator.	
ELA125	National Electric Code I	National Electrical Code (NEC) related to branch circuits, feeders, services, devices, conductors, raceways and cable assemblies. Electrical safety incorporating Occupational Safety and Health Association (OSHA) requirements and National Fire Protection Association (NFPA) 70E guidelines.	Prerequisites: Registered apprenticeship status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
ELA235	Advanced Construction Electricity I	Advanced industrial blueprint reading, lighting design, healthcare systems including the National Electrical Code (NEC) requirements. Motors and motor controls.	Prerequisites: Registered apprenticeship status or permission of the Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
ELA236	Advanced Construction Electricity II	Motor Controls, types of motor controls, components, motor control circuitry, and installations of motor control components and circuitry: Instrumentation and process controls, theory of process controls, installation, calibration, and troubleshooting of instruments and control circuitry.	Prerequisites: Registered apprenticeship status or permission of the Apprenticeship Coordinator.	L+L 6.0 6.0 6.0

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ELA238	National Electric Code II	National Electrical Code requirements for Grounding and bonding electrical installations. Continued study of electrical safety incorporating Occupational Safety and Health Association (OSHA) requirements and National Fire Protection Association (NFPA) 70E guidelines.	Prerequisites: Registered apprenticeship status or permission of the Apprenticeship Coordinator.	LAB 3.0 3.0 3.0
ELA246	National Electric Code III	National Electrical Code (NEC) requirements for special occupancies, conditions, and equipment. Calculations for conductor ampacities, conductor fill specific branch circuits. Installation and NEC requirements for Photovoltaic (PV) Systems.	Prerequisites: Registered apprenticeship status or permission of the Apprenticeship Coordinator.	LAB 3.0 3.0 3.0
ELA247	Advanced Construction Electricity III	Leadership and motivation techniques for the electrical industry, digital electronics, Boolean algebra and logic gates. Power quality for electrical systems, distributed generation, information technologies sites, uninterruptable power supplies, and fuel cells. Torque theory and applications. National Electrical Code (NEC) related to over current protective devices (OCPDs), types, sizing, and ratings. Tape rules, fault current calculations and ratings, motor branch circuits and circuit/transformer protection.	Prerequisites: Registered apprenticeship status or permission of the Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
ELA248	Advanced Construction Electricity IV	Introduction to fire alarm systems, requirements, devices, wiring methods and applicable codes; fire alarm	Prerequisites: Registered apprenticeship status or	L+L 6.0 6.0 6.0

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		blueprints and specifications. Cables, cabling systems, terminations, grounding and bonding. Telecommunications Industry Association/Electronic Industries Alliance (TIA/EIA) standards. Hazardous location introduction and history, area classification, protection techniques, equipment, wiring requirements, and special occupancies. National Electrical Code (NEC) updates, installation of emergency and standby systems over 600 volts, remote-control, signaling, and power-limited circuit, specific raceways and cable tray systems, in-floor, multi-outlet assemblies, changes and update to the NEC.	permission of the Apprenticeship Coordinator.	
ELA298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ELA298AB	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
ELA298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
ELC103	Electrical/Mechanical Calculations	Fundamental calculations in arithmetic, algebra, trigonometry, descriptive geometry, economics, and probability. Application of theories and formulas to solve design, installation, maintenance, and troubleshooting problems for industrial, commercial, and residential electrical and mechanical systems.	Prerequisites: None.	LEC 3.0 3.0 3.0

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ELC115	Motors, Controls and Wiring Diagrams	Principles of three-phase motors. Wye and delta wiring. Calculation of motor current draw. Sequence of operation, wiring diagram and electrical components associated with industrial equipment. Procedures for evaluating electrical problems. Safety stressed.	Prerequisites: A grade of C or better in CON/HVA131 or permission of Department.	LEC 3.0 3.0 3.0
ELC119	Concepts of Electricity and Electronics	Introduction to theory and principles of electric circuits, magnetism and electromagnetism including basic motors, transformers and generators. Use of basic measuring instruments. Overview of Ohm's and Kirchhoff's law and electronics in the modern world.	Prerequisites: None.	LEC 3.0 3.0 3.0
ELC120	Solid State Fundamentals	Theory of operation of semi-conductor devices, component and system construction, operation, installation, and service. Specific and practical applications in relations to temperature, light, speed and pressure control as used in industry today. Includes amplifiers, power supplies, integrated circuits, alternating current (AC) and direct current (DC) drives, fiber optics, and safety.	Prerequisites: None.	LEC 3.0 3.0 3.0
ELC123	Residential Electrical Wiring and Codes	Analysis and interpretation of residential drawings, local codes and specific sections of the National Electrical Code. Including needed materials derived from plans and specifications and the proper procedures for wiring a residence and	Prerequisites: None.	L+L 3.0 3.0 3.0

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		other special locations. Areas of focus include circuits, conductors, switches, outlets, heating, security, and communication systems.		
ELC124	Industrial Electrical Wiring and Codes	Industrial electrical power techniques of low, medium and high voltage systems. Selection of electrical distribution components, single and three phase systems, one-line diagrams, motors, transformers, protective devices, power factor, demand factor, conductor selection, system planning, grounding and energy management.	Prerequisites: A grade of C or better in ELC123 or permission of Instructor or admission to Electric League of Arizona program.	LEC 3.0 3.0 3.0
ELC125	Commercial Electrical Wiring and Codes	Commercial electrical power distribution techniques of low voltage (under 600 volt) systems. Selection of electrical distribution components, single and three systems, one-line diagrams and conductor selection. System grounding, planning and over current protection.	Prerequisites: A grade of C or better in ELC123 or permission of Instructor or admission to Electric League of Arizona program.	L+L 3.0 3.0 3.0
ELC144	Basic Automated Systems Using Programmable Controllers	Principles of automated control systems. Principles and application of programmable controllers, control functions, hardware, logic, programming, documentation, troubleshooting, start-up, maintenance and operation. Commercial and industrial control applications. Introduction to commercial programmable controllers.	Prerequisites: A grade of C or better in ELC120 or permission of Instructor or admission to Electric League of Arizona program.	L+L 3.0 3.0 3.0

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ELC160	Applied Electrical Codes I	Analysis of diagrams and application of current code interpretations. Includes local exceptions and practices. Review of the National Electrical Code (NEC) related to definitions, installations, wiring and protection, wiring methods, materials, and equipment.	Prerequisites: A grade of C or better in ELC119 or permission of Instructor.	LEC 3.0 3.0 3.0
ELC161	Applied Electrical Codes II	National Electrical Code (NEC) requirements for hazardous locations, special use and occupancies. Commercial, industrial and service locations. Fiber optics, communications and other state-of-the-art applications. Local inspection practices and requirements.	Prerequisites: A grade of C or better in ELC160 or permission of Instructor.	LEC 3.0 3.0 3.0
ELC162	Electrical Codes and Inspection I	Analysis of diagrams and application of current code interpretations. Includes local exceptions and practices	Prerequisites: A grade of C or better in (ELE100 and ELE101) or permission of Instructor.	LEC 3.0 3.0 3.0
ELC164	Grounding and Bonding	Electrical theory and calculation of electrical current. Grounding and bonding terminology including National Electric Code (NEC) Articles 250. Interpreting code requirements for grounding and bonding. Code requirements for field installation and sizing.	Prerequisites: None.	LEC 3.0 3.0 3.0
ELC210	AC Machinery and DC Machinery	Principles and operation of AC (Alternating current) and DC (direct current) motors, generators, and alternators. Includes single-phase	Prerequisites: A grade of C or better in ELC119 or permission of Instructor or	LEC 3.0 3.0 3.0

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		motors along with induction, synchronous, and wound-rotor types of three-phase motors. DC motors including shunt-field, series field, wound rotor, permanent magnet, stepper and brushless types.	admission to Electric League of Arizona program.	
ELC217	Motor Controls	Electrical symbols, line diagrams and logic. Contacts and starters, control devices, reversing circuits and power distribution systems. Magnetism and magnetic solenoids, reduced voltage starters, and circuits. Hand tools and safety procedures.	Prerequisites: A grade of C or better in ELC119 or permission of Department or Division or admission to Electric League of Arizona program.	L+L 3.0 3.0 3.0
ELC218	Variable Frequency Drives	Principles and operation of frequency controlled AC (Alternating current) motor drives, including current source inverters (CSI), variable voltage inverters (VVI) and pulse width modulated inverters (PWM). Heating, ventilation and air conditioning (HVAC) applications along with energy savings, motor pump sizing and torque load calculations.	Prerequisites: A grade of C or better in ELC120 or permission of Instructor or admission to Electric League of Arizona program.	LEC 3.0 3.0 3.0
ELC219	Programmable Controllers	Principles and applications of programmable logic controls (PLC's). Numbering systems, control strategies, and ladder logic. Basic machine functions and operations to include programming, troubleshooting and maintenance. Application of PLC programming, operations and troubleshooting skills.	Prerequisites: A grade of C or better in ELC/FAC/HVA105 and ELC/FAC115 and ELC119 or permission of Instructor.	L+L 4.0 6.0 6.0

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ELC296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
ELC296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 2.0 10.0 0.0

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			interest or with permission of Instructor.	
ELC296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 20.0 0.0
ELC296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently	LAB 3.0 20.0 0.0

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			enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
ELC298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ELC298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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ELC298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
ELE100	Concepts of Electricity and Electronics	Principles of electric circuits, magnetism and electromagnetism including basic motors and generators. Use of basic measuring instruments. Includes an overview of electronics in the modern world	Prerequisites: None.	L+L 3.0 4.0 4.0
ELE101	Beginning Algebra for Technology	Basic axioms of algebra, linear equations in one or two variables, operations on polynomials, rational expressions, simultaneous solutions of linear equations, laws of exponents.	Prerequisites: Score of 19 on Technical Mathematics placement test or a Grade of C or better in GTC107 or MAT082 or equivalent.	LEC 3.0 3.0 3.0
ELE105	Algebra-Trigonometry for Technology	Topics from college algebra and trigonometry essential to the study of electronics; polynomials, exponential and logarithmic functions, complex numbers, and trigonometric functions and identities.	Prerequisites: A grade of C or better in either ELE101 or MAT090 or MAT091 or MAT092 or equivalent or score of 16 on Technical Algebra placement test.	LEC 5.0 5.0 5.0

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ELE111	Circuit Analysis I	Direct current (DC) and alternating current (AC) electric circuits. Ohm's law, Kirchoff's laws, series, parallel and series-parallel circuits, fundamentals of inductance and capacitance, and the transient behavior of circuits containing resistance and capacitance or resistance and inductance.	Prerequisites: None. Corequisites: MAT120, or MAT121, or MAT122, or equivalent.	L+L 4.0 6.0 6.0
ELE112	Circuit Analysis II	Alternating current (AC) and direct current (DC) circuits containing resistance and reactance. Detailed coverage of AC/DC circuit parameters, including theorems, impedance matching, and resonance	Prerequisites: A grade of C or better in ELE111.	L+L 4.0 6.0 6.0
ELE121	Solid-State Devices and Circuits I	Theory of operation of semiconductor diodes and transistors. Bipolar junction transistor biasing and load-line analysis. Alternating Current (AC) equivalent circuits applied to small signal amplifiers. Characteristics of large signal and power amplifiers	Prerequisites: A grade of C or better in ELE111.	L+L 4.0 6.0 6.0
ELE131	Digital Logic and Circuits	Number systems, binary arithmetic, and Boolean algebra, combinational and sequential logic circuits, and memory elements.	Prerequisites: None.	L+L 3.0 6.0 6.0
ELE161	Custom Electric Guitar Fabrication	Offered to guitar or bass players, artists, woodworkers or anyone who wants to learn the specialized skills of a luthier or the art of electric guitar crafting, maintenance, and setup. Fabricate and integrate a complete guitar neck and body, and finish with a	Prerequisites: None.	L+L 3.0 4.0 4.0

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		combination of paint, stain, and clear coats.		
ELE162	Custom Acoustic Guitar Fabrication	Offered to guitar players, artists, woodworkers or anyone who wants to learn the specialized skills of a luthier or the art of acoustic guitar crafting, maintenance, and setup. Fabricate and integrate a complete guitar neck and body, and finish with a combination of paint, stain, and clear coats.	Prerequisites: None.	L+L 3.0 4.0 4.0
ELE173	Fabrication Techniques	Introduction to electronic assembly safety practices and procedures, hand tool, and measuring devices. Includes basic and special assembly tools, fastener installation and removal tools, precision measuring tools, fabrication tools, torque measuring instruments, Electrostatic Discharge (ESD) awareness and procedures, basic soldering/desoldering, prototype and troubleshooting.	Prerequisites: None.	L+L 3.0 6.0 6.0
ELE181	Computer Programming for Technology	Elementary computer programming techniques. Hands-on computer usage	Prerequisites: None.	L+L 3.0 5.0 5.0
ELE222	Solid-State Devices and Circuits II	Theory and application of differential and operational amplifiers. Power supplies and regulators; special devices and circuits.	Prerequisites: A grade of C or better in ELE112 and ELE121.	L+L 4.0 6.0 6.0
ELE241	Microprocessor Concepts	Architectures of selected microprocessors. Presentation of machine and assembly language programming	Prerequisites: A grade of C or better in ELE131.	L+L 4.0 6.0 6.0

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ELE243	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: A grade of C or better in ELE241 or ELT241.	L+L 3.0 5.0 5.0
ELE245	Advanced Microprocessors and Systems	Microprocessors and systems, in the expanding Internet of Things. Legacy, current, and future wired and wireless interfaces and protocols. Connecting modern software environments to real-world electronic hardware.	Prerequisites: A grade of C or better in (ELE131 and ELE181), or ELE241, or permission of Instructor.	L+L 3.0 3.0 3.0
ELE251	Electronic Measurements	Application and operation of common electronic and electrical test instruments including: oscilloscopes, analog and digital multimeters, digital counters and signal sources. Transducers, amplifiers, and filters, as they apply to instrumentation systems. Laboratory reports and documentation are emphasized	Prerequisites: A grade of C or better in ELE121.	L+L 3.0 5.0 5.0
ELE261	Communication Systems	Communication systems. Amplitude modulation (AM), frequency modulation (FM), single-sideband (SSB), radio receivers, pulse systems, radiation, antennas and wave propagation.	Prerequisites: A grade of C or better in ELE121 and ELE131. Corequisites: ELE222.	L+L 4.0 6.0 6.0
ELE263	Digital Data Communications	Overview of modern telephone system. Telephone switching and modulation techniques. Familiarization with AM(amplitude modulation) and FM(frequency modulation) circuits. Operation of	Prerequisites: A grade of C or better in ELE121 and ELE241.	L+L 4.0 6.0 6.0

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		asynchronous and synchronous modems		
ELN100	Foundations of eLearning Design for K-12	Overview of eLearning design foundations for K-12 environment. Includes the history, characteristics, and theories of eLearning. Principles and models of instruction design as well as eLearning technologies and course management systems covered.	Prerequisites: Must hold a Career and Technical Education (CTE), provisional or standard elementary, secondary or special education teaching certificate, or permission of Department or Division.	LEC 3.0 3.0 3.0
ELN101	eLearning Design Level I	An introduction to eLearning Design theory (the Assess, Design, Develop, Implement and Evaluate (ADDIE) Instructional Design model). Emphasis on purpose and process of analysis, design, development, implementation, and evaluation of eLearning projects	Prerequisites: None.	LEC 3.0 3.0 3.0
ELN102	eLearning Media Level I	An introduction to eLearning media. Emphasis on the pedagogy/andragogy of current media and the tools, function, and purpose for e-Learning. The instructional use of video, audio, graphics, learning management, animation, presentation, and communication included.	Prerequisites: None.	LEC 3.0 3.0 3.0
ELN103	K-12 eLearning Technology and Media	Overview of technology and media used in K-12 eLearning environments. Covers types of media, learning settings, instructional strategies, and visual principles as well as current and	Prerequisites: Must hold a Career and Technical Education (CTE), provisional or standard elementary,	LEC 3.0 3.0 3.0

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		future trends. Usage of audio and video technology included.	secondary or special education teaching certificate, or permission of Department or Division.	
ELN104	Web 2.0 in eLearning	Procedures for using Web 2.0 in eLearning course design. Includes Web 2.0 research and learning design as well as media selection. Also covers use and challenges of various learner tools in addition to issues concerning learners, teachers, and organizations.	Prerequisites: None.	LEC 3.0 3.0 3.0
ELN105	Classroom Management in K-12 eLearning	Procedures for management of the eLearning classroom. Emphasis on creating a supportive and engaging active learning environment for the distance learner. Covers characteristics of the distance learning student as well as procedures for creating a collaborative, integrated, and supportive learning environment.	Prerequisites: Must hold a Career and Technical Education (CTE), provisional or standard elementary, secondary or special education teaching certificate, or permission of Department or Division.	LEC 3.0 3.0 3.0
ELN106	Discipline and Behavior in K-12 eLearning	Overview of discipline and behavior issues in the K-12 eLearning environment. Includes classroom discipline theories and approaches to discipline. Also covers formalization of a personal system of discipline.	Prerequisites: Must hold a Career and Technical Education (CTE), provisional or standard elementary, secondary or special education teaching certificate, or permission of Department or Division.	LEC 3.0 3.0 3.0

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ELN107	Parent Communication and Involvement in K-12 eLearning	Procedures for involving parents in K-12 eLearning. Includes law and public policy relating to compliance, student advocacy, and parental rights. Also covers parent-teacher communication issues as well as online education family involvement models.	Prerequisites: Must hold a Career and Technical Education (CTE), provisional or standard elementary, secondary or special education teaching certificate, or permission of Department or Division.	LEC 3.0 3.0 3.0
ELN108	Legal Issues in K-12 eLearning	Overview of legal issues and regulations in an online K-12 classroom. Intellectual property, privacy, Internet security, and educational institution policies covered. Includes the Family Educational Rights and Privacy Act (FERPA) and Individuals with Disabilities Act (IDEA)	Must hold a Career and Technical Education (CTE), provisional or standard elementary, secondary or special education teaching certificate, or permission of Department or Division.	LEC 3.0 3.0 3.0
ELN109	Engaging K-12 eLearners	Overview of engaging K-12 learners in an eLearning environment. Phases of eLearning and eLearning activities covered. Tool usage and assessment emphasized.	Prerequisites: Must hold a Career and Technical Education (CTE), provisional or standard elementary, secondary or special education teaching certificate, or permission of Department or Division.	LEC 3.0 3.0 3.0
ELN110	Introduction to eLearning Environments	An introduction to eLearning environments, including learning management systems, online collaboration, synchronous	Prerequisites: None.	LEC 3.0 3.0 3.0

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		communication, and asynchronous communication. Use of industry standard tools to create interactive learning experiences emphasized.		
ELN111	K-12 eLearning Environments	Introduction to eLearning environments for K-12 teachers. Synchronous and asynchronous environments as well as online collaboration covered with an emphasis on considerations for K-12 students. Course management systems for K-12 learning environments also included.	Prerequisites: Must hold a Career and Technical Education (CTE), provisional or standard elementary, secondary or special education teaching certificate, or permission of Department or Division.	LEC 3.0 3.0 3.0
ELN112	Methods of Building and Facilitating eLearning: 9-12	Methods for building and facilitating eLearning for 9-12 students. Includes course design principles and methods as well as copyright and intellectual property issues. Also covers student activities facilitation, assessment, and online classroom management concerns.	Prerequisites: Must hold a Career and Technical Education (CTE), provisional or standard elementary, secondary or special education teaching certificate, or permission of Department or Division.	LEC 3.0 3.0 3.0
ELN113	Methods of Building and Facilitating eLearning: K-8	Methods for building and facilitating eLearning for K-8 students. Includes course design principles and methods as well as copyright and intellectual property issues. Also covers student activities facilitation, assessment, and online classroom management concerns. K-8 learner special considerations also included.	Prerequisites: Must hold a Career and Technical Education (CTE), provisional or standard elementary, secondary or special education teaching certificate, or	LEC 3.0 3.0 3.0

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			permission of Department or Division.	
ELN114	Building Community with Online Learners	Procedures for building a community in an eLearning environment. Includes personalization of learning, collaborative learning, and transformative learning. Foundations for building an online community and technology usage also covered	Prerequisites: None.	LEC 3.0 3.0 3.0
ELN115	eLearning for Multiple Generations	Overview of eLearning for existing, new, and emerging generations. Covers engagement, interaction, and collaboration of eLearners from various generations. Impact of eLearning on various generations as well as usage of games, activities, rewards, and feedback included.	Prerequisites: None.	LEC 3.0 3.0 3.0
ELN116	Mobile Devices as Learning Tools	Usage of electronic mobile devices in learning. Covers concept of mobile learning, types of mobile devices, and procedures for incorporating devices into the classroom. Accessibility, usability, student experience, and best practices also included	Prerequisites: None.	LEC 3.0 3.0 3.0
ELN117	Interactions in eLearning	Overview of student interactions in an eLearning environment. Theoretical perspective of interactivity and interactive learning and encounter theory covered. Interactive learning activities and practice, including games, simulations, the Educational Semantic Web, peer learning, and online discussions emphasized	Prerequisites: None.	LEC 3.0 3.0 3.0

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ELN118	Motivation and the Online Learner	Overview of motivation in the online classroom. Includes motivation theories, self-esteem vs. self-efficacy, and learner expectations as well as motivational problems and benefits of a motivational online learning environment. Facilitator's role, grouping of students, and assessment creation as motivation tools also covered	Prerequisites: None.	LEC 3.0 3.0 3.0
ELN120	Organizing and Evaluating eLearning Projects	An introduction to eLearning project organization and evaluation. Emphasis on using current tools to promote teamwork, budgets, and multiple projects in a team-based environment. Evaluation of project outcomes also included.	Prerequisites: None.	LEC 3.0 3.0 3.0
ELN121	Evaluating K-12 eLearning	Procedures for evaluating K-12 eLearning. Includes procedures for creating and integrating various types of student and course evaluation into the eLearning process.	Prerequisites: Must hold a Career and Technical Education (CTE), provisional or standard elementary, secondary or special education teaching certificate, or permission of Department or Division.	LEC 3.0 3.0 3.0
ELN122	K-12 eLearning Assessment Creation	Procedures for creating assessments for K-12 eLearning environment. Emphasis on importance of and plans to measure learning as well as implications for K-12 eLearners. Covers learning outcomes,	Prerequisites: Must hold a Career and Technical Education (CTE), provisional or standard elementary, secondary or special	LEC 3.0 3.0 3.0

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		performance objectives, types of assessments. Online student interaction and collaboration included.	education teaching certificate, or permission of Department or Division.	
ELN123	Assessment of Online Learning	Assessment of learning in an online learning environment. Covers learning outcome categories, validity, and reliability. Includes procedures for assessment interpretation, usage, creation, and management.	Prerequisites: None.	LEC 3.0 3.0 3.0
ELN202	eLearning Media Level II	Design of instructional media. Includes prototyping, interface design, storyboarding, scripting, and working with a production team. Emphasis on relating instructional media to learning outcomes. Design of instructional video, audio, graphics, learning management systems, animation, presentation, and communication also covered.	Prerequisites: A grade of C or better in ELN102.	L+L 3.0 4.0 4.0
ELN204	eLearning Design Level II	Application of the Assess, Design, Develop, Implement and Evaluate (ADDIE) instructional design model to eLearning design. Includes instructional analysis as well as the design, development, implementation, and evaluation of an eLearning project.	Prerequisites: A grade of C or better in ELN101 and ELN202.	LAB 3.0 6.0 6.0
ELN290AA	eLearning Design Internship	eLearning design work experience in industry or education. Eighty (80) hours of designated work per credit.	Prerequisites: Permission of Department or Division.	L+L 1.0 1.0 1.0

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ELN290AB	eLearning Design Internship	eLearning design work experience in industry or education. Eighty (80) hours of designated work per credit.	Prerequisites: Permission of Department or Division.	L+L 2.0 2.0 2.0
ELN290AC	eLearning Design Internship	eLearning design work experience in industry or education. Eighty (80) hours of designated work per credit	Prerequisites: Permission of Department or Division.	L+L 3.0 3.0 3.0
ELR110	Electrical Basics	Gain an understanding of electrical trade, safety and electrical circuits, electrical theory, voltage and current laws, and circuit analysis. Learn electrical codes and device boxes.	Prerequisites: None.	157
ELR111	Electrical Installations	Learn conduit bending fundamentals, raceway and fittings, applications of conductors and cables, electrical drawings, services, and test equipment.	Prerequisites: None.	111
ELR131	Electrical Systems	Electricity related to residential and light commercial applications, to include common electrical components, alternating current (AC) and direct current (DC) circuits, and electrical safety. Provides an introduction to reading, interpreting, and creating wiring diagrams and the application of electrical power. Operation and use of specific meters, tools, and an introduction to the National Electrical Code (NEC).	Prerequisites: None.	81
ELR132	Distribution Panels, Wiring, and Circuit Protection in Electrical Systems	Course covers construction drawings and code related to conductors and cables (types, ratings), residential and commercial applications, wire sizes, utilities, meters, disconnects, breakers,	Prerequisites: None.	81

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		grounding and bonding, rough-in wiring and circuit safety protection.		
ELR133	Conduit, Raceways, and Termination in Electrical Systems	Course covers termination and the implementation of electricity in a facility. Considers topics related to box capacities, raceways, conduit sizes, termination practices, wire trays, and finish wiring.	Prerequisites: None.	120
ELR210	Electrical Level 2	Learn about alternating current (AC) circuits, motors and lighting, conduit bending, pull and junction boxes and cable trays.	Prerequisites: None.	119
ELR211	Electrical Applications Level 2	Build an understanding of conductor terminations, splices, grounding and bonding, circuit breakers, fuses and control systems, with an introduction to solar.	Prerequisites: None.	119
ELR234	Electric Power Distribution	Course covers the theory and applications of distribution of power from utilities to residential and commercial sites, including transformers and commercial electrical distribution equipment and services. Also includes safety, codes, and interpretation of construction drawings and specifications.	Prerequisites: None.	81
ELR235	Motors: Theory and Application	Course covers motor and motor controls in electricity. Explains how to select and install relays and troubleshoot control circuits. Distinctions between alternating current (AC) and direct current (DC) motors, motor speed control, design	Prerequisites: None.	120

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		and operation characteristics, and connections and terminal markings		
ELR236	Industrial Wiring Applications	Course covers a broad variety of electrical wiring applications, including healthcare facility, heating, ventilation, and air conditioning (HVAC), standby, emergency, and fire alarm systems.	Prerequisites: None.	81
ELT100	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.	LEC 3.0 3.0 3.0
ELT101	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.	LEC 3.0 3.0 3.0
ELT102	Mathematics for Electronics II	The study of simultaneous equations, quadratic equations, trigonometric relationships, periodic functions and logarithms as applied to AC(alternating current) circuit	Prerequisites: A grade of C or better in ELT101 or equivalent.	LEC 3.0 3.0 3.0

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		analysis. Application of the scientific calculator to technical problem solving in electronics		
ELT113	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 series, parallel, and series-parallel circuit configurations. Includes complex algebra, impedance, frequency response, and resonance.	Prerequisites: A grade of C or better in ELT102 or Corequisites: ELT102 or equivalent.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
ELT131	Digital and Logic Circuits	Digital concepts and fundamentals, number systems and codes, Boolean algebra and combinational logic, logic reduction techniques, and logic hardware. Memories and programmable logic arrays. Hands-on hardware and computer-aided logic design experiments.	Prerequisites: A grade of C or better in ELT113, or ELC119, or permission of Instructor.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
ELT195	Solid State Electronics	Characteristics and use of solid state devices in practical circuit applications. Circuit analysis techniques and computer simulations. Includes, diodes, transistors, four-layer devices, operational amplifiers, and interfacing devices	Prerequisites: A grade of C or better in ELT113 or permission of Department or Division.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
ELT243	Microprocessor Applications	Presents the microprocessor in computing and control applications. System hardware and software used to	Prerequisites: A grade of C or better in ELE241 or ELT241.	L+L 3.0 5.0 5.0

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		control the microprocessor system to perform input/output operations		
ELT251	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: A grade of C or better in ELT195, or ELC120, or permission of Department or Division.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
ELT296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
ELT296WB	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a	LAB 2.0 10.0 0.0

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		students. COMMON COMPETENCY COURSE	position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
ELT296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
ELT296WD	Cooperative Education	Work-college experiences that involve the combined efforts of educators and	Completion of at least twelve (12) college	LAB 4.0 20.0 0.0

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		employers to accomplish an outcome related to the career objectives of the students. <b>COMMON COMPETENCY COURSE</b>	credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
ELT298AA	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. <b>COMMON COMPETENCY COURSE</b>	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ELT298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
ELT298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
EMC101	CPR/Basic Cardiac Life Support	Designed to train students in the skills of cardiopulmonary resuscitation (CPR) to include mouth-to-mouth, mouth-to-mask, cardiac compression, stabilization of adult, infant, and child victims with airway obstruction, respiratory, and cardiac arrest.	Prerequisites: Admission into the Emergency Medical Technology program. Successful completion of RDG100 or higher or appropriate reading placement into CRE101.	6

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EMC102	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: EMC101 or with Program Manager approval.	40
EMC104	Basic Emergency Medical Technology	Designed as the Emergency Medical Technician (EMT) lecture and lab to prepare students for scope of practice and standard of care with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical and trauma emergencies and non-emergencies. Scenario-based learning applied to the techniques of emergency medical care is in accordance with national and state curriculum. Students will participate in the simulated EMT practicum on campus, which demonstrates the skills, knowledge, and abilities learned in the lecture and lab.	Prerequisites: (EMC102 or EMT102AB) or with Program Manager approval.	174
EMC108	Emergency Medical Services and Fire Preparatory Academy	This course is designed specifically for individuals seeking a career in the fire-medical service and addresses foundational emergency medical technology, hazardous materials, and firefighting content material, as well as meeting two of the prerequisites for the Fire Department Operations course	Prerequisites: Admission into the Emergency Medical Services and Fire Preparatory Academy program. Successful completion of RDG100 or higher or appropriate	300

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		<p>also known as the "Fire Academy" (FSC102). These two prerequisites are Emergency Medical Technology (EMT/FSC104) and Hazardous Materials (FSC105). Upon successful completion of the course, the participant will be eligible to sit for the EMT and Hazardous Materials (Haz-Mat) certification examinations. The course meets current United States Department of Transportation (USDOT) national standard education guidelines for emergency medical technicians. Course teaches 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, medical operations, intravenous (IV) monitoring, patient-assisted medication administration, automated external defibrillators (AEDs), and blood-glucose monitoring. The course meets the current Hazardous Materials First Responder certification requirements for the Arizona Center for Fire Service Excellence. The course will cover basic methods of recognition and identification based upon the chemical and physical properties of hazardous</p>	<p>reading placement into CRE101.</p>	
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		materials, basic safety procedures when utilizing specific types of protective clothing and equipment, and basic tactical information relating to scene management. Confined space operations in accordance with the National Fire Protection Agency.		
EMT101	Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers	Designed to provide the allied healthcare provider with the knowledge and skills to perform Basic Life Support (BLS) according to current guidelines for emergency cardiovascular care (ECC).	Prerequisites: None.	L+L 0.5 0.5 0.5
EMT101AB	Basic Life Support/Cardiopulmonary Resuscitation (CPR) Practicum for Health Care Providers	Designed to assess the allied healthcare provider in the skills of Basic Life Support (BLS) according to current guidelines for emergency cardiovascular care (ECC).	Prerequisites: Successful completion of Healthcare Provider CPR AED Online Part 1 course from an American Heart Association (AHA) certified program.	L+L 0.25 0.25 0.25
EMT102AB	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.	L+L 3.0 3.0 3.0
EMT104	Emergency Medical Technology	Designed as the Emergency Medical Technician (EMT) lecture to prepare students for scope of practice and standard of care with comprehensive assessment, diagnostic technology, patient advocacy, ethical and	Prerequisites: Appropriate score on Reading placement test to demonstrate minimum tenth grade level reading, or	LEC 10.0 10.0 10.0

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		professional behaviors, critical thinking, decision-making, and patient management of medical and trauma emergencies and non-emergencies.	completion of an Associate's degree or higher from an accredited institution.	
EMT104AA	Practical Skills Testing	Manipulative skills testing of specific skills identified by the scope of practice for EMT Basic Students. Successful completion qualifies the student for EMT Basic Written Exam for National Certification.	Prerequisites: None. Corequisites: EMT/FSC104.	LAB 0.5 0.5 0.5
EMT104AB	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 operate in outside, scenario based environments.	Prerequisites: None. Corequisites: EMT104.	LAB 0.5 0.5 0.5
EMT104LL	Emergency Medical Technology Practicum	Designed as the simulated Emergency Medical Technician (EMT) practicum in which the student synthesizes standard of care and scope of practice with comprehensive assessment and	Prerequisites: A grade of C or better in EMT104 or permission of Instructor or Corequisites: EMT104.	LAB 2.0 3.5 3.5

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		diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical and trauma emergencies. Provides scenario based learning applied to the techniques of emergency medical care in accordance with national and state curriculum.		
EMT106	Ambulance Operations	Practical application of rules and regulations governing care and transport of patient. Inventory, methods of disinfection, and charge procedures covered. Practical and defensive driving techniques and maintenance of the ambulance demonstrated and practiced, according to the U.S. Department of Transportation (DOT) National Highway Traffic Safety Administration (NHTSA)	EMT at any level of certification.	L+L 2.0 2.0 2.0
EMT108	Tactical Safety and Street Survival for EMTs	Principles of response to emergencies in potentially dangerous situations. Emphasis on recognizing and responding to potentially violent situations, including active crime scenes and domestic terrorism. Emphasis on personal protection, de-escalation, communication skills, defensive tactics, and interaction with local and national public safety and law enforcement professionals.	Prerequisites: Healthcare provider certification or licensure or police officer with POST certification. Level 1 DPS fingerprint clearance card or permission of Department or Division.	L+L 3.0 3.0 3.0

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EMT116	Emergency Medical Communications (EMD)	Designed to educate and train individuals as the emergency link among the community, health care providers, and law enforcement agencies. Comprehensive program to educate and train in procedures of communications, interrogation, assessment, and deployment. Includes interactive computer lab and scheduled observation with assignment at a dispatch center.	Prerequisites: A grade of C or better in EMT101 or Corequisites: EMT101 or any current American Red Cross or CPR for the Professional Rescuer or American Heart Association Basic Life Support Health Care Provider validation.	L+L 1.5 1.8 1.8
EMT120	Spanish For Emergency-Care Providers	Participative course for prehospital and other emergency-care providers. Vocabulary, pronunciations, voice inflections, phrases, conversational terms, and methods of interviewing the ill or injured victim. Cultural information to facilitate approach and interaction with the victim, family, and/or significant other. Documentation of the interview content on the prehospital encounter form	Certified EMT or licensed medical personnel.	LEC 1.0 1.0 1.0
EMT165	Pediatric Education for Prehospital Providers: Basic	An interactive, scenario-based course designed for Basic EMTs (Emergency medical technicians) who are not yet practicing in the field. Enables these EMTs to perform a rapid assessment of sick and injured children in a variety of different circumstances. Includes use of pediatric assessment triangle, developmental differences,	Prerequisites: A grade of C or better in EMT/FSC104 or permission of Instructor.	L+L 2.0 2.87 2.87

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		injury prevention, basic airway management techniques, recognition of medical emergencies such as pediatric trauma, mechanism of injury, submersion events, children with special health care needs, abuse and neglect, child and family interactions, use of specialized equipment, and special issues in pediatric transportation. Treatment to children is in accordance with recommendations of the American Academy of Pediatrics.		
EMT200	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.	L+L 2.0 2.7 2.7
EMT200AA	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 (EMT) according to the U.S. Department of Transportation (DOT) EMT National Curriculum and the Arizona EMT Refresher Curriculum Guidelines.	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).	LEC 0.6 0.6 0.6
EMT200AB	EMT-Basic Certification Expanded Refresher Challenge	Designed to contribute to Arizona Department of Health Services (A-DHS) Bureau of Emergency Medical	Current Basic Life Support American Heart Association	LEC 1.0 1.0 1.0

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		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	Healthcare Provider CPR or equivalent and current EMT Basic certification in the state of Arizona Must be currently functioning as an EMT Basic.	
EMT201	Interactive Basic EMT Refresher	Designed to contribute to Arizona Department of Health Services recertification requirements for Emergency Medical Technicians (EMT) according to the US Department of Transportation (DOT) EMT-Basic National Curriculum and the Arizona Basic EMT Refresher Curriculum Guidelines. Enhances the knowledge base of the EMT. Updates a wide variety of subjects including respiratory and cardiac emergencies, and interaction with advanced life support providers	(Current EMT Basic certification in the state of Arizona or proof of current registry with the National Registry of Emergency Medical Technicians [NREMT]) and validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer.	L+L 1.0 2.2 2.2
EMT215	Stress and Emergency Services Professionals	Participative course designed to familiarize students with differences which exist in the socioeconomic, cultural, organizational, and technologic environments and the distress that can occur to emergency-care providers functioning in those arenas. Physiologic, psychologic and behavioral manifestations of distress as it relates to emergency responders. Explores distress management options	Currently employed as prehospital-care provider or registered nurse working in the prehospital setting.	LEC 3.0 3.0 3.0

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		with emphasis on individual techniques and organizational programs		
EMT230	Advanced Concepts for EMTs	Designed to meet Arizona Department of Health Services recertification requirements for EMTs. Enhances the knowledge base of the Emergency Medical Technician (EMT) and incorporates new information into daily practice. Updates a wide variety of subjects including medical and trauma emergencies, cardiac life support, interaction with advanced life support providers, and emergency scene management	Current EMT certification in the state of Arizona.	L+L 1.5 1.5 1.5
EMT238	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	Basic EMT certification current enrollment in an EMT-Basic program nurse with emergency department experience or law enforcement personnel or permission of Instructor.	LEC 2.0 2.0 2.0
EMT245	Trauma Management I	Designed to instruct prehospital care personnel in the critical skills necessary to manage the trauma victim	Basic EMT certification or nurse with emergency room	L+L 2.0 3.5 3.5

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		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	experience or permission of Department or Division.	
EMT258	Victimology and Crisis Management	Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate community resources and the responsiveness of the justice system.	Prerequisites: None.	LEC 3.0 3.0 3.0
EMT260	Advanced Airway Management for EMTs	Designed to instruct emergency care personnel in the critical skills necessary to establish and maintain an airway of the traumatized or medically compromised patient. Airway skills include oxygen therapy with all adjuncts, administration of pharmaceuticals via the endotracheal (ET)/pharyngeal tracheal lumen airway (PTLA), management of the airway as a route for medications, and invasive airway procedures. Content	Certified EMT or licensed registered nurse with emergency department experience; EMT or emergency department licensed registered nurse with Medical Control physician supervision according to Arizona Department of Health Services (A-DHS)	L+L 2.0 2.0 2.0

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		concurrent with Department of Transportation Guidelines and the American College of Surgeons Division on Trauma Standards of Care	Bureau of Emergency Medical Services (B-EMS).	
EMT264	Vascular Access for EMTs	Includes review of anatomy of the circulatory system. Skills include peripheral intravenous cannulation techniques, fluid resuscitation, obtaining venous blood samples for laboratory analysis, infection control techniques for the safety of self and victim, and complications of intravenous cannulation; each and all with medical control. Content concurrent with American College of Surgeons Committee on Trauma, Standards of Care	(EMT-Basic or registered nurse with emergency department experience or licensed physician or physician assistant) or permission of Instructor.	L+L 1.0 1.0 1.0
EMT298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
EMT298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
EMT298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
ENG071	Preparatory Academic Writing I	Emphasizes preparation for college level composition and related reading tasks with a focus on communicating through complete, grammatically correct writing, organized to communicate a central idea.	Prerequisites: Appropriate writing placement test score or permission of Department or Division.	LEC 3.0 3.0 3.0
ENG081	Preparatory Academic Writing II	Emphasizes preparation for college-level composition and related reading tasks with a focus on critical writing,	Prerequisites: Appropriate writing placement test score, or a grade of C or better in	LEC 3.0 3.0 3.0

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		reading, and thinking skills and processes	ENG071 or ESL077, or permission of Department or Division.	
ENG091	Preparatory Academic Writing III	Emphasizes preparation for first year composition with a focus on critical writing, reading, and thinking skills and processes at an increased level of academic complexity.	Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG081 or ESL087, or permission of Department or Division.	LEC 3.0 3.0 3.0
ENG095AA	Tutored Developmental Writing: Generating and Drafting	Structured tutorial assistance in writing skills to help students achieve success in a developmental writing course in which they are concurrently enrolled. Emphasis on generative writing skills.	Prerequisites: None. Corequisites: ENG081 or ENG091.	L+L 1.0 1.0 1.0
ENG095AB	Tutored Developmental Writing: Revising and Editing	Structured tutorial assistance in writing skills to help students achieve success in a developmental writing course in which they are concurrently enrolled. Emphasis on revising and editing skills.	Prerequisites: None. Corequisites: ENG081 or ENG091.	L+L 1.0 1.0 1.0
ENG100AA	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.	LEC 1.0 1.0 1.0
ENG100AB	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	LEC 1.0 1.0 1.0

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			ENG091 or ESL097 or permission of Instructor.	
ENG100AC	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.	LEC 1.0 1.0 1.0
ENG100AD	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.	LEC 1.0 1.0 1.0
ENG100AE	Composition Skills	Developing generative and evaluative writing skills using selected software programs.	Prerequisites: Appropriate English placement test score or a grade of C or better in ENG091 or ESL097 or permission of Instructor.	LEC 1.0 1.0 1.0
ENG101	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 district placement, or a grade of B or better in ALT100, or a grade of C or better in ENG091 or ESL097 or WAC101 OR (Prerequisites: ALT100. Corequisites:	LEC 3.0 3.0 3.0

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			ENG100A+ or ENG101LL or ENG107LL or WAC101).	
ENG101LL	First-Year Composition Lab	Supplemental instruction for composition courses. Focus on developing effective writing processes to address a range of rhetorical situations.	Prerequisites: WritePlacer score of 0, 1, 2, 3 or 4. Corequisites: ENG101.	LAB 1.0 3.0 3.0
ENG102	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: A grade of C or better in ENG101.	LEC 3.0 3.0 3.0
ENG107	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 district placement, or a grade of B or better in ALT100, or a grade of C or better in ENG091 or ESL097 or WAC101 OR (Prerequisites: ALT100. Corequisites: ENG100A+ or ENG101LL or ENG107LL or WAC101).	LEC 3.0 3.0 3.0
ENG107LL	First-Year Composition Lab for ESL	Equivalent of ENG101LL for students of English as a Second Language (ESL). Supplemental instruction for	Prerequisites: WritePlacer score of 0,	LAB 1.0 3.0 3.0

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		composition courses. Focus on developing effective writing processes to address a range of rhetorical situations.	1, 2, 3 or 4. Corequisites: ENG107.	
ENG108	First-Year Composition for ESL	Equivalent of ENG102 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total.	Prerequisites: A grade of C or better in ENG107.	LEC 3.0 3.0 3.0
ENG111	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: A grade of C or better in ENG101 or permission of Instructor.	LEC 3.0 3.0 3.0
ENG183	Basic Manuscript Writing: Fiction	Basic skills and techniques used by the professional fiction writer in writing fiction for publication, including characterization, plot development, writing dialogue, setting scenes, and establishing mood. Emphasis on writing scenes.	Prerequisites: None.	LEC 3.0 3.0 3.0
ENG200	Reading and Writing About Literature	Emphasis on critical analysis of various genres of literature; includes study of necessary terminology, introduction to methods of literary	Prerequisites: A grade of C or better in ENG102.	LEC 3.0 3.0 3.0

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		criticism, and practice in interpretation and evaluation		
ENG205	Nature of Poetry	A foundational course which focuses on the reciprocal nature of reading and writing poetry as well as acquiring a "critical vocabulary" for the appreciation of poetry. Examines the technical, cultural and aesthetic sources of established poets as well as work produced by student writers. Explores the creative writing process as well as poetic themes, styles and perspectives that contribute to the writing of original student poetry	Prerequisites: None.	LEC 3.0 3.0 3.0
ENG210	Creative Writing	Skills and techniques used in the production of marketable materials for contemporary publications that buy prose fiction, poetry, and expository articles.	Prerequisites: A grade of C or better in ENG102 or permission of Department or Division.	LEC 3.0 3.0 3.0
ENG211	Screenwriting	Principles and techniques necessary in planning, researching, and writing screenplays.	Prerequisites: A grade of C or better in ENG101 and ENG102 or permission of Instructor.	LEC 3.0 3.0 3.0
ENG213	Introduction to the Study of Language	Study of language as code; phonetics, phonology, morphology, syntax, semantics; language acquisition; historical and socio-linguistics	Prerequisites: A grade of C or better in ENG102 or ENG111 or permission of Instructor.	LEC 3.0 3.0 3.0
ENG215	Strategies of Academic Writing	Advanced course in techniques of analyzing and writing academic expository prose. Writing to be research based.	Prerequisites: A grade of C or better in ENG102 or ENG111 or	LEC 3.0 3.0 3.0

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			permission of Instructor.	
ENG216	Persuasive Writing on Public Issues	Advanced course in techniques of analyzing and writing persuasive arguments addressing topics of current public interest. Papers research based	Prerequisites: A grade of C or better in ENG102.	LEC 3.0 3.0 3.0
ENG217	Personal and Exploratory Writing	Using writing to explore one's self and the world one lives in; emphasis on journal writing as a source and inspiration for public writing	Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.	LEC 3.0 3.0 3.0
ENG218	Writing About Literature	Advanced writing course requiring analytical and expository essays about fiction, poetry, and drama. For non-English majors	Prerequisites: A grade of C or better in ENG102.	LEC 3.0 3.0 3.0
ENG235	Magazine Article Writing	Basic skills and techniques used by professional writers for publication in magazines. Includes analyzing markets, identifying article slant, research techniques, editing, and submission procedures. Emphasis on nonfiction.	Prerequisites: None.	LEC 3.0 3.0 3.0
ENG295	Teaching Composition in the Two-Year College	Overview of the theoretical and pedagogical strategies of teaching composition in the community college.	Prerequisites: Bachelor's degree and permission of Instructor.	LEC 3.0 3.0 3.0
ENG296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students	LAB 1.0 5.0 0.0

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			present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
ENG296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
ENG296WC	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a	LAB 3.0 15.0 0.0

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		students. COMMON COMPETENCY COURSE	position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
ENG296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
ENG298AA	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		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. COMMON COMPETENCY COURSE		
ENG298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
ENG298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
ENH110	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.	LEC 3.0 3.0 3.0
ENH111	Literature and the American Experience	Introduction to the foundations and diversity of American culture through a survey of its literature, including minority and women writers. Exploration of various facets of American culture including frontier, regional, rural, and urban life; ethnic, racial, and immigrant experience; and political and social philosophies	Prerequisites: None.	LEC 3.0 3.0 3.0
ENH112	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.	LEC 3.0 3.0 3.0
ENH113	Writers/Directors and Current Issues	In-depth analysis of literary texts by contemporary writers/directors throughout the world, including essayists, journalists, playwrights,	Prerequisites: None.	LEC 3.0 3.0 3.0

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		novelists, directors, short story writers, and/or poets. Examines perspectives representing a variety of cultures. Critical responses to current issues of worldwide interest examined, including topics as environment, technology, medicine, economics, politics, education, human rights, law and order		
ENH114	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.	LEC 3.0 3.0 3.0
ENH117	Rap Literature: The Oral Tradition	Survey of selected rap poetry looking at the oral tradition of Africa, the Caribbean, and the United States as precursors to East Coast, West Coast, Southern, North Central, and International development of the genre. Investigation of cultural environments, historical events, competitions (the "battles"), artists' biographies, and parallel art forms as they relate to the analysis of the genre and its themes	Prerequisites: None.	LEC 3.0 3.0 3.0
ENH120	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	Prerequisites: None.	LEC 3.0 3.0 3.0

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		from a variety of perspectives, as well as social issues		
ENH130	Mystery Fiction from the Nineteenth Century to the Present	A study of mystery fiction as a literary genre and as a reflection of culture through the writings of significant authors	Prerequisites: None.	LEC 3.0 3.0 3.0
ENH140	Representations of Society in Literature and Film	Explores how a particular field of endeavor is and has been represented in narrative literature and film, using examples from a range of U.S. media. Investigates the ways in which narrative representation engages changing cultural and historical contexts, and shapes of how fields of human endeavor are perceived. Focus on analysis of narratives' form and content, and the construction of meaning.	Prerequisites: Appropriate reading placement test score and eligibility for ENG101 as indicated by appropriate writing placement test score.	LEC 3.0 3.0 3.0
ENH140AA	Sports in Literature and Film	Explores how sports are and have been represented in narrative literature and film, using examples from a range of U.S. media. Investigates the ways in which narrative representation engages changing cultural and historical contexts, and shapes of how fields of human endeavor are perceived. Focus on analysis of narratives' form and content, and the construction of meaning.	Prerequisites: Appropriate reading placement test score and eligibility for ENG101 as indicated by appropriate writing placement test score.	LEC 3.0 3.0 3.0
ENH140AB	Business in Literature and Film	Explores how business is and has been represented in narrative literature and film, using examples from a range of U.S. media. Investigates the ways in	Prerequisites: Appropriate reading placement test score and eligibility for	LEC 3.0 3.0 3.0

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		which narrative representation engages changing cultural and historical contexts, and shapes of how fields of human endeavor are perceived. Focus on analysis of narratives' form and content, and the construction of meaning.	ENG101 as indicated by appropriate writing placement test score.	
ENH140AC	Science in Literature and Film	Explores how science is and has been represented in narrative literature and film, using examples from a range of U.S. media. Investigates the ways in which narrative representation engages changing cultural and historical contexts, and shapes of how fields of human endeavor are perceived. Focus on analysis of narratives' form and content, and the construction of meaning.	Prerequisites: Appropriate reading placement test score and eligibility for ENG101 as indicated by appropriate writing placement test score.	LEC 3.0 3.0 3.0
ENH140AD	Art in Literature and Film	Explores how art is and has been represented in narrative literature and film, using examples from a range of U.S. media. Investigates the ways in which narrative representation engages changing cultural and historical contexts, and shapes of how fields of human endeavor are perceived. Focus on analysis of narratives' form and content, and the construction of meaning.	Prerequisites: Appropriate reading placement test score and eligibility for ENG101 as indicated by appropriate writing placement test score.	LEC 3.0 3.0 3.0
ENH140AE	Education in Literature and Film	Explores how education is and has been represented in narrative literature and film, using examples from a range of U.S. media. Investigates the ways	Prerequisites: Appropriate reading placement test score and eligibility for	LEC 3.0 3.0 3.0

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		in which narrative representation engages changing cultural and historical contexts, and shapes of how fields of human endeavor are perceived. Focus on analysis of narratives' form and content, and the construction of meaning.	ENG101 as indicated by appropriate writing placement test score.	
ENH140AF	Law in Literature and Film	Explores how law is and has been represented in narrative literature and film, using examples from a range of U.S. media. Investigates the ways in which narrative representation engages changing cultural and historical contexts, and shapes of how fields of human endeavor are perceived. Focus on analysis of narratives' form and content, and the construction of meaning.	Prerequisites: Appropriate reading placement test score and eligibility for ENG101 as indicated by appropriate writing placement test score.	LEC 3.0 3.0 3.0
ENH140AG	Medicine in Literature and Film	Explores how medicine is and has been represented in narrative literature and film, using examples from a range of U.S. media. Investigates the ways in which narrative representation engages changing cultural and historical contexts, and shapes of how fields of human endeavor are perceived. Focus on analysis of narratives' form and content, and the construction of meaning.	Prerequisites: Appropriate reading placement test score and eligibility for ENG101 as indicated by appropriate writing placement test score.	LEC 3.0 3.0 3.0
ENH190	Introduction to US Ethnic Literature	Introduction to the US ethnic literatures of African Americans, Arab Americans, Asian Americans, Latinas/os, Native Americans, Mixed	Prerequisites: A grade of C or better in ENG101 or ENG107 or	LEC 3.0 3.0 3.0

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		Race, and other emerging ethnic groups through various expressions. Examines the interconnections of the various experiences of racialized groups living in the US. Provides ethnic US literature a global context through study of the interconnections with the literatures of Africa, Asia, Latin America, and Oceania. Focus on literary production of at least four specific US ethnic groups and relevant international literatures.	Corequisites: ENG101 or ENG107.	
ENH201	World Literature Through the Renaissance	Examines a selection of the world's literary masterpieces within their cultural contexts from ancient times through the Renaissance. Analyzes the influences of major literary philosophies, themes, genre, and styles. Assesses the contributions of major writers. Introduces the terminology of literary analysis	Prerequisites: None.	LEC 3.0 3.0 3.0
ENH202	World Literature After the Renaissance	Includes a selection of the world's literary masterpieces from the Renaissance to modern times	Prerequisites: None.	LEC 3.0 3.0 3.0
ENH204	Introduction to Contemporary Literature	Examines the work of major writers in poetry, fiction and drama from 1945 to the present. Examines important movements that have developed within these genre since 1945	Prerequisites: None.	LEC 3.0 3.0 3.0
ENH206	Nature and Environmental Literature	Investigates major themes in nature and environmental writing. Explores relationship between humanity and the environment as expressed through	Prerequisites: None.	LEC 3.0 3.0 3.0

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		fiction, non-fiction, and poetry. Examines how literature drives attitudes and policies		
ENH214	Poetry Study	Involves reading, discussing, and analyzing poetry of various forms and from selected periods	Prerequisites: None.	LEC 3.0 3.0 3.0
ENH221	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: A grade of C or better in (ENG101 or ENG107) or equivalent.	LEC 3.0 3.0 3.0
ENH222	Survey of English Literature After 1800	Emphasizes the social and political backgrounds as well as the form and content of English literature in the nineteenth and twentieth centuries	Prerequisites: A grade of C or better in (ENG101 or ENG107) or equivalent.	LEC 3.0 3.0 3.0
ENH230	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.	LEC 3.0 3.0 3.0
ENH231	Introduction to Shakespeare: The Early Plays	Introduces Shakespeare, the playwright and linguist, and the late 16th century. Considers representative comedies, histories, and tragedies from Shakespeare's early period, from 1590-1599. Focuses on the use of language and connects the writer to his	Prerequisites: None.	LEC 3.0 3.0 3.0

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		historical era. Also considers Shakespeare's relevance to the present time .		
ENH232	Introduction to Shakespeare: The Late Plays	Introduces Shakespeare, the playwright and linguist, and the early 17th century. Considers representative comedies, histories, tragedies, and romances from Shakespeare's late period, 1600-1611. Focuses on the use of language and connects the writer to his historical era. Also considers Shakespeare's relevance to the present time.	Prerequisites: None.	LEC 3.0 3.0 3.0
ENH235	Survey of Gothic Literature	A study of the origins, common elements and characteristics, and historical development of Gothic literature with an exploration of the literary techniques and psychological aspects of the genre	Prerequisites: None.	LEC 3.0 3.0 3.0
ENH241	American Literature Before 1860	Includes literature written prior to 1860 in the United States.	Prerequisites: A grade of C or better in ENG101.	LEC 3.0 3.0 3.0
ENH242	American Literature After 1860	Includes literature written after 1860 in the United States	Prerequisites: None.	LEC 3.0 3.0 3.0
ENH245	J.R.R. Tolkien and C.S. Lewis: Battling Modernism	Focuses on the writings, language, themes, influences and vision of J.R.R. Tolkien and C.S. Lewis in contrast to the ideas and literature of the Modernist movement.	Prerequisites: None.	LEC 3.0 3.0 3.0
ENH251	Mythology	Deals with the myths and legends of civilizations with the greatest influence upon the development of the literature and culture of the English	Prerequisites: None.	LEC 3.0 3.0 3.0

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		speaking people, and compares those myths with myths from other cultures		
ENH253	Contemporary Global Literature and Film	Characteristics of literary and cinematic mediums. Challenges of adapting literature to film. Global examination of historical, religious, socio-economic, political, and colonial/post colonial themes depicted in Western and non-Western literature and film (e. g., Africa, Asia, and Latin America) outside the United States. Use of narrative in each medium and how it translates various global/international perspectives and cultural assumptions. Specific genres present in literature and film. Cultural metaphors and symbols used in literature and film	Prerequisites: A grade of C or better in ENG101.	LEC 3.0 3.0 3.0
ENH254	Literature and Film	Presents works of literature and their film versions and analyzes distinguishing techniques of each medium	Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.	LEC 3.0 3.0 3.0
ENH255	Contemporary U.S. Literature and Film	Strengths and weaknesses of literature and film. Challenges of adapting literature to film. Addressing racial, ethnic, gender, class and religious differences between cultures and mediums. Use of narrative in each medium and how it translates various cultural values and assumptions. Specific genres present in literature and film. Cultural metaphors and symbols used in literature and film	Prerequisites: A grade of C or better in ENG101.	LEC 3.0 3.0 3.0

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ENH256	Shakespeare on Film	Presents cinematic versions of Shakespeare's plays and explains and analyzes how the dramatist's major tragedies, comedies, histories and romances have been presented on film	Prerequisites: None.	LEC 3.0 3.0 3.0
ENH259	American Indian Literature	Contemporary American Indian forms of literary expression. Selected oral traditions of American Indians. Trends and movements within American Indian literary history	Prerequisites: None.	LEC 3.0 3.0 3.0
ENH260	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.	LEC 3.0 3.0 3.0
ENH275	Modern Fiction	Includes novels and short stories of modern writers which reflect significant themes of our time	Prerequisites: None.	LEC 3.0 3.0 3.0
ENH277	Narrative Genres	Explores how narrative shapes culture and culture shapes narrative through the international study of a particular genre in multiple media (e.g. literature, film, television, computer games, etc.). Investigates how a genre evolves, and how genre conventions influence narrative production and reception. Focus on analysis of key texts and their contexts.	Prerequisites: A grade of C or better in ENG101 or ENG107. ENH110 or ENG200 suggested but not required.	LEC 3.0 3.0 3.0
ENH277AA	Dark Futures: Dystopian Narrative	Explores how narrative shapes culture and culture shapes narrative through	Prerequisites: A grade of C or better in	LEC 3.0 3.0 3.0

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		the international study of a particular genre in multiple media (e.g. literature, film, television, computer games, etc.). Investigates how a genre evolves, and how genre conventions influence narrative production and reception. Focus on analysis of key texts and their contexts.	ENG101 or ENG107. ENH110 or ENG200 suggested but not required.	
ENH277AB	Whodunnits: Mystery Narrative	Explores how narrative shapes culture and culture shapes narrative through the international study of a particular genre in multiple media (e.g. literature, film, television, computer games, etc.). Investigates how a genre evolves, and how genre conventions influence narrative production and reception. Focus on analysis of key texts and their contexts.	Prerequisites: A grade of C or better in ENG101 or ENG107. ENH110 or ENG200 suggested but not required.	LEC 3.0 3.0 3.0
ENH277AC	Happily Ever: Children's Narrative	Explores how narrative shapes culture and culture shapes narrative through the international study of a particular genre in multiple media (e.g. literature, film, television, computer games, etc.). Investigates how a genre evolves, and how genre conventions influence narrative production and reception. Focus on analysis of key texts and their contexts.	Prerequisites: A grade of C or better in ENG101 and ENG107. ENH110 or ENG200 suggested but not required.	LEC 3.0 3.0 3.0
ENH277AD	Stuff Blows Up: Action Narrative	Explores how narrative shapes culture and culture shapes narrative through the international study of a particular genre in multiple media (e.g. literature, film, television, computer	Prerequisites: A grade of C or better in ENG101 and ENG107. ENH110 or ENG200	LEC 3.0 3.0 3.0

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		games, etc.). Investigates how a genre evolves, and how genre conventions influence narrative production and reception. Focus on analysis of key texts and their contexts.	suggested but not required.	
ENH277AE	Tour of Duty: War Narrative	Explores how narrative shapes culture and culture shapes narrative through the international study of a particular genre in multiple media (e.g. literature, film, television, computer games, etc.). Investigates how a genre evolves, and how genre conventions influence narrative production and reception. Focus on analysis of key texts and their contexts.	Prerequisites: A grade of C or better in ENG101 and ENG107. ENH110 or ENG200 suggested but not required.	LEC 3.0 3.0 3.0
ENH277AF	Heroic Quests: Fantasy Narrative	Explores how narrative shapes culture and culture shapes narrative through the international study of a particular genre in multiple media (e.g. literature, film, television, computer games, etc.). Investigates how a genre evolves, and how genre conventions influence narrative production and reception. Focus on analysis of key texts and their contexts.	Prerequisites: A grade of C or better in ENG101 and ENG107. ENH110 or ENG200 suggested but not required.	LEC 3.0 3.0 3.0
ENH277AG	Out There: Science Fiction Narrative	Explores how narrative shapes culture and culture shapes narrative through the international study of a particular genre in multiple media (e.g. literature, film, television, computer games, etc.). Investigates how a genre evolves, and how genre conventions influence narrative production and	Prerequisites: A grade of C or better in ENG101 and ENG107. ENH110 or ENG200 suggested but not required.	LEC 3.0 3.0 3.0

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		reception. Focus on analysis of key texts and their contexts.		
ENH277AH	Facing Fear: Horror Narrative	Explores how narrative shapes culture and culture shapes narrative through the international study of a particular genre in multiple media (e.g. literature, film, television, computer games, etc.). Investigates how a genre evolves, and how genre conventions influence narrative production and reception. Focus on analysis of key texts and their contexts.	Prerequisites: A grade of C or better in ENG101 and ENG107. ENH110 or ENG200 suggested but not required.	LEC 3.0 3.0 3.0
ENH277AI	Make 'Em Laugh: Comedy Narrative	Explores how narrative shapes culture and culture shapes narrative through the international study of a particular genre in multiple media (e.g. literature, film, television, computer games, etc.). Investigates how a genre evolves, and how genre conventions influence narrative production and reception. Focus on analysis of key texts and their contexts.	Prerequisites: A grade of C or better in ENG101 and ENG107. ENH110 or ENG200 suggested but not required.	LEC 3.0 3.0 3.0
ENH277AJ	Love and Passion: Romance Narrative	Explores how narrative shapes culture and culture shapes narrative through the international study of a particular genre in multiple media (e.g. literature, film, television, computer games, etc.). Investigates how a genre evolves, and how genre conventions influence narrative production and reception. Focus on analysis of key texts and their contexts.	Prerequisites: A grade of C or better in ENG101 and ENG107. ENH110 or ENG200 suggested but not required.	LEC 3.0 3.0 3.0

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ENH277AK	The Wild Frontier: Western Narrative	Explores how narrative shapes culture and culture shapes narrative through the international study of a particular genre in multiple media (e.g. literature, film, television, computer games, etc.). Investigates how a genre evolves, and how genre conventions influence narrative production and reception. Focus on analysis of key texts and their contexts.	Prerequisites: A grade of C or better in ENG101 and ENG107. ENH110 or ENG200 suggested but not required.	LEC 3.0 3.0 3.0
ENH280	Topics in American Literature	Exploration of selected topic(s) in American Literature. Focuses on a theme, genre, era, technique, or critical approach. Includes reading and interpretation of literature from a variety of cultures within the United States.	Prerequisites: A grade of C or better in (ENG101 or ENG107) or permission of Instructor.	LEC 3.0 3.0 3.0
ENH284	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.	LEC 3.0 3.0 3.0
ENH285	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.	LEC 3.0 3.0 3.0
ENH291	Children's Literature	Review of folk and modern literature from a variety of world cultures, including application of literary	Prerequisites: None.	LEC 3.0 3.0 3.0

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		criteria to folk and modern literature for children		
ENH292	Literature for Adolescents	Reviews selected literature written for adolescents. Develops and applies literary criteria for the evaluation of adolescent literature	Prerequisites: None.	LEC 3.0 3.0 3.0
ENH294	Multicultural Folktales	Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications	Prerequisites: None.	LEC 3.0 3.0 3.0
ENH295	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.	LEC 3.0 3.0 3.0
ENH296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 1.0 5.0 0.0

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			permission of Instructor.	
ENH296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
ENH296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 3.0 15.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
ENH296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
ENH298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
ENH298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
ENH298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
ENV101	Introduction to Environmental Science	Interdisciplinary analyses of interactions among living and non-living environmental components, focusing on human influences.	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0

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		Scientific methods of investigating and solving environmental problems are introduced		
ENV119	Introduction to Geospatial Technology for Environmental Science	Introduction to geospatial technology concepts and applications including map reading, aerial photography interpretation, and remote sensing. Hands-on experience investigating the local environment with an air photo browser, remote imaging viewer, and a geographic information system	Prerequisites: None.	L+L 4.0 4.0 4.0
ENV219	Geospatial Technology for Environmental Sciences I	Hands-on experience using Geographic Information Systems (GIS), Remote Sensing (RS), and Global Positioning Systems (GPS) with applications using local environmental data.	Prerequisites: A grade of C or better in EMV119 or Corequisites: ENV119 or permission of Instructor.	L+L 4.0 4.0 4.0
ENV273	Geospatial Technology for Environmental Sciences II	Advanced geospatial techniques including Geographic Information System (GIS) data integration, surface creation and analysis, 3D displays, and animation using local environmental data	Prerequisites: A grade of C or better in ENV219 or permission of Instructor.	L+L 4.0 4.0 4.0
ENV295	Geospatial Technology for Environmental Sciences Projects	Completion of a self-paced geospatial technology project.	Prerequisites: A grade of C or better in ENV273 or permission of Instructor.	L+L 4.0 4.0 4.0
EPD205	Science, Technology, Engineering, and Mathematics (STEM) Education	A basic introduction to Science, Technology, Engineering, and Mathematics (STEM) education in the United States. Emphasis on the understanding of state and national educational acad standards, the	Must hold a Career and Technical Education (CTE), provisional or standard elementary, secondary or special education certificate, or	LEC 3.0 3.0 3.0

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		importance of the role of higher education in closing the achievement gap and effective strategies for improving teaching in the STEM disciplines. Includes examples of successful school programs along with practical applications for teachers in the classroom and the involvement of community colleges in the STEM Education landscape.	permission of Department or Division.	
EPD212AA	Elementary Art Methods and Curriculum Development	Overview and practical application of teaching elementary art. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards	Must hold a Career and Technical Education (CTE) provisional or standard elementary, secondary, or special education teaching certificate, or permission of Department or Division.	LEC 3.0 3.0 3.0
EPD212AB	Secondary Art Methods and Curriculum Development	Overview and practical application of teaching secondary art. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards.	Must hold a Career and Technical Education (CTE) provisional or standard elementary, secondary, or special education teaching certificate, or permission of Department or Division.	LEC 3.0 3.0 3.0
EPD216AA	Elementary Physical Education Methods and Curriculum Development	Overview and practical application of teaching elementary physical education. Covers teaching strategies, learning environments, teaching resources, and use of technology.	Must hold a Career and Technical Education (CTE) provisional or standard elementary, secondary, or special	LEC 3.0 3.0 3.0

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		Emphasis on State Board of Education Professional Teaching Standards	education teaching certificate, or permission of Department or Division.	
EPD216AB	Secondary Physical Education Methods and Curriculum Development	Overview and practical application of teaching secondary physical education. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards.	Must hold a Career and Technical Education (CTE) provisional or standard elementary, secondary, or special education teaching certificate, or permission of Department or Division.	LEC 3.0 3.0 3.0
EPD220	Introduction to Serving English Language Learners for Certified Teachers	Rationale for and current educational and legal issues for serving English Language Learners (ELL). Comparison and evaluation of various types of language educational models including Structured English Immersion (SEI), English as a Second Language (ESL) and bilingual/Dual Language Immersion (DLI). Includes SEI, ESL, and bilingual/DLI strategies. This course is for certified teachers.	Prerequisites: Provisional or standard teaching certificate for elementary, secondary, special, or career and technical education or permission of Department or Division.	LEC 3.0 3.0 3.0
EPD224	Teaching in the Middle School	Overview of teaching in the middle school grades five through nine. Topics include characteristics of young adolescents, responsibilities of teaching teams, middle school curriculum, design and interdisciplinary versus integrated units of study. Classroom management	Must hold a provisional or standard elementary or secondary education teaching certificate.	LEC 3.0 3.0 3.0

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		techniques and effective teaching strategies also covered		
EPD225	Foundations of Gifted Education and Identification of Gifted Learners	Students explore definitions of giftedness, ways of identifying gifted and talented students, and types of programs and services developed for this population. Students address issues in educating gifted and talented students.	Must hold a provisional or standard early childhood, elementary, secondary or special education teaching certificate.	LEC 3.0 3.0 3.0
EPD226	Social and Emotional Needs of Gifted and Talented Students	Students explore the intellectual, social, emotional, developmental, and educational characteristics of gifted and talented students.	Prerequisites: Must hold a provisional or standard early childhood, elementary, secondary or special education teaching certificate and a grade of C or better in EPD225 or (permission of Department or Division chairperson).	LEC 3.0 3.0 3.0
EPD227	Methods and Models for Differentiating Curriculum for Gifted Learners	Students explore the theory and practice of teaching methods and differentiating curriculum and instruction for gifted learners.	Prerequisites: Must hold a provisional or standard early childhood, elementary, secondary or special education teaching certificate and a grade of C or better in EPD225 or permission of Department or Division chairperson.	LEC 3.0 3.0 3.0
EPD228	Creativity and Critical Thinking Skills in Gifted Education	Students explore the concept of creativity, including theories and	Prerequisites: Must hold a provisional or	LEC 3.0 3.0 3.0

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		characteristics. Brain research on critical thinking and implications for gifted education is examined.	standard early childhood, elementary, secondary or special education teaching certificate and a grade of C or better in EPD225 (or permission of Department or Division chairperson).	
EPD229	Gifted Education Practicum I	Practical application of theories, models, and instruction for gifted education. Provides an opportunity to receive guided, practical, on-site experience working with gifted students. Requires observations of gifted students in a variety of settings, evaluation of teaching techniques, and critical review of academic standards as they relate to gifted learners and related professional organizations.	Prerequisites: Must hold a provisional or standard early childhood, elementary, secondary or special education teaching certificate and a grade of C or better in EPD225, EPD226, EPD227, and EPD228 (or permission of Department or Division chairperson).	L+L 3.0 3.0 3.0
EPD230	Gifted Education Practicum II	Supervised practicum. Emphasis on the provision of instruction and assessment to gifted and talented students. Covers lesson plan development, classroom procedures, classroom management, and assessment. Includes learner preparation, learner engagement, and learner outcome awareness.	Prerequisites: Must hold a provisional or standard early childhood, elementary, secondary or special education teaching certificate and EPD225, EPD226, EPD227, EPD228, and EPD229 (or permission of Instructor or	LAB 3.0 3.0 3.0

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			Department or Division Chairperson).	
EPD233	Structured English Immersion and English as a Second Language Teaching Methods for Teachers	Methods of planning, developing, and analyzing lesson plans in all content areas using English Language Learners (ELL) proficiency standards. Emphasis on components of curriculum content, teaching strategies, development/evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL proficiency standards to state academic standards. Covers multiple assessment techniques, tracking of student progress using the state mandated English language proficiency assessment, and use of assessment results for placement and accommodation. This course is for certified teachers.	Prerequisites: Provisional or standard teaching certificate for elementary, secondary, special, or career and technical education and (a grade of C or better in EDU220 or EPD220) or permission of Department or Division.	LEC 3.0 3.0 3.0
EPD244	Reading and Writing in SEI/ESL/Bilingual Settings	Introduction to Structured English Immersion (SEI)/English as a Second Language (ESL)/Dual Language Immersion (DLI) terminology, second language acquisition theories, and literacy terminology. Emphasis on instructional and assessment strategies as well as reading comprehension and writing skills.	Prerequisites: Provisional or standard teaching certificate for elementary, secondary, special, or career and technical education and (a grade of C or better in EDU220 or EPD220) or permission of Department or Division.	LEC 3.0 3.0 3.0

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EPD246	Teaching and Assessment of English Language Learners (ELL)	Teaching and assessment of English/language learners. Covers differentiated instruction, special education needs vs. language needs, learning environments in multilingual and multicultural classrooms, identification, exiting, and ongoing assessment of student learning. Legal issues and historical perspectives also covered. Linking assessment to instruction and the review of methods and techniques employed for language and academic assessment included. Standards emphasized.	Prerequisites: A grade of C or better in (EDU220 or EPD220) and must hold a provisional or standard teaching certificate for elementary, secondary, special, or career and technical education, or permission of Department or Division.	LEC 3.0 3.0 3.0
EPD247	Practicum for English as a Second Language (ESL) / Bilingual Teachers	Provides an opportunity to receive guided practical, on-site experience working with English/Language Learners (ELL). Requires observations of ELL students in a variety of settings, evaluation of teaching techniques, and critical review of academic standards as they relate to English as a Second Language (ESL) learners.	Prerequisites: (EDU220 or EPD220) and EDU230 and (ENG213 or SLC201) and (EDU233 or EPD233 or EPD241), and (provisional or standard for teaching certificate elementary, secondary, special, or career and technical education), or permission of Department or Division.	L+L 3.0 4.5 4.5
EPD250	Teaching Elementary Number Sense and Operations Grades K-8	Focus on knowledge and skills for number sense and operations grades K-8. Covers learning environments, teaching resources, and use of technology in the presentation of numeration, number theory and	Must hold a Career and Technical Education (CTE), provisional or standard elementary, secondary, or special education teaching	LEC 6.0 6.0 6.0

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		computation. Emphasis on State Academic Math and Common Core Standards. Includes practical application of teaching strategies for elementary students as well as teachers of mathematics.	certificate, or permission of Department or Division.	
EPD251	Teaching Geometry and Measurement Grades K-8	Focus on knowledge and skills for geometry and measurement concepts for grades K-8. Covers geometric properties, transformation of shapes, coordinate geometry and measurement. Emphasis on State Academic Math and Common Core Standards. Includes practical application of teaching strategies for elementary students as well as teachers of mathematics.	Prerequisites: A grade of C or better in EPD250.	LEC 3.0 3.0 3.0
EPD252	Teaching Patterns, Algebra and Functions Grades K-8	Focus on knowledge and skills for patterns, algebra and functions grades K-8. Covers learning environments, teaching resources, and use of technology in the presentation of algebraic notation, properties, relations and functions, equations and inequalities. Emphasis on State Academic Math and Common Core Standards. Includes practical application of teaching strategies for elementary students as well as teachers of mathematics.	Prerequisites: A grade of C or better in EPD250.	LEC 6.0 6.0 6.0
EPD253	Teaching Data Analysis, Probability and Discrete Mathematics Grades K-8	Focus on knowledge and skills for data analysis, probability and discrete mathematics concepts for grades K-8.	Prerequisites: A grade of C or better in EPD250.	LEC 3.0 3.0 3.0

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		Covers statistics, sampling, systemic listing and counting, and vertex edge graphs. Emphasis on State Academic Math and Common Core Standards. Includes practical application of teaching strategies for elementary students as well as teachers of mathematics.		
EPD254	Mathematics Classroom Assessment	A thorough examination of techniques and strategies for assessment in the mathematics classroom. Focus on formative and summative assessments.	Prerequisites: A grade of C or better in EPD250, EPD251, EPD252, and EPD253.	LEC 3.0 3.0 3.0
EPD255	Research-Based Practices, Pedagogy, and Instructional Leadership in Mathematics	Designed to provide strategies that may be used when assuming leadership roles in mathematics. Focus on examining research-based practices, pedagogy, and techniques of instructional leadership in mathematics. Examination of academic math standards and common core standards.	Prerequisites: A grade of C or better in EPD250, EPD251, EPD252, EPD253, and EPD254.	LEC 3.0 3.0 3.0
EPD256	Science, Technology, Engineering, and Mathematics (STEM) Education and Technology	Overview of the current status of Science, Technology, Engineering, and Mathematics (STEM) education and technology in the United States and The Standards for Technological Literacy developed by the International Technology Education Association (ITEA). Emphasis on the impact of technology and its interdependence with the other STEM fields in engineering, science, and mathematics. Topics include:	Prerequisites: A grade of C or better in EPD205.	LEC 3.0 3.0 3.0

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		technology systems, processes and concepts, energy and power, communication, biotechnology, manufacturing, construction, and transportation technologies. Strategies for practical application in the classroom along with lesson plan development also covered.		
EPD257	Science, Technology, Engineering, and Mathematics (STEM) Education and Science	Overview of the current status of Science, Technology, Engineering, and Mathematics (STEM) education and science in the United States and the National Science Education standards. Emphasis on techniques associated with the scientific inquiry-based approach to teaching and learning science, models-based science teaching, and STEM science student research. Topics include the scientific 'process' skills, project-based learning, the 5E instructional model, and the interdisciplinary connection of science to other STEM fields. Strategies for practical application in the classroom along with lesson plan development also covered.	Prerequisites: A grade of C or better in EPD205.	LEC 3.0 3.0 3.0
EPD258	Science, Technology, Engineering, and Mathematics (STEM) Education and Engineering	Overview of the current status of Science, Technology, Engineering, and Mathematics (STEM) education and engineering in the United States. Emphasis on the underlying principles of engineering education and project-based learning. Topics include a brief	Prerequisites: A grade of C or better in EPD205.	LEC 3.0 3.0 3.0

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		<p>history of engineering and its disciplines, technical communication skills, problem solving and teamwork, ethics, and engineering systems with modeling and design elements. Strategies for practical application in the classroom along with lesson plan development also covered.</p>		
EPD259	<p>Science, Technology, Engineering, and Mathematics (STEM) Education and Mathematics</p>	<p>Overview of the current status of Science, Technology, Engineering, and Mathematics (STEM) education and mathematics in the United States and the Mathematics Common Core Standards. Emphasis on techniques associated with the inquiry-based approach to teaching and learning mathematics, project-based learning, and the interdisciplinary connection of mathematics to other STEM fields. Strategies for practical application in the classroom along with lesson plan development also covered.</p>	<p>Prerequisites: A grade of C or better in EPD205.</p>	<p>LEC 3.0 3.0 3.0</p>
EPD260	<p>Technology in Education Overview</p>	<p>Exploration of the use of technology in education. Including history of technology in education, teacher and student technology standards, landmark studies related to using technology in education and utilization of technology in the classroom. Local, state, and national standards for education covered, as well as identification of professional development opportunities</p>	<p>Prerequisites: None.</p>	<p>LEC 2.0 2.0 2.0</p>

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EPD270	Theoretical and Research Foundations of Language and Literacy	Focus on scientifically-based research as the foundation for classroom reading instruction. Emphasis on the five major areas of reading: phonemic awareness, phonics, fluency, vocabulary, and comprehension. Application of techniques for organizing and implementing explicit, systematic instruction in each of these areas, and methods of regularly assessing children's performance in reading and language arts.	Must hold a provisional or standard elementary, secondary, or special education teaching certificate.	L+L 3.0 3.0 3.0
EPD271AA	Essential Elements of Elementary Reading and Writing Instruction K-8	Overview of the interrelated critical components of reading and writing instruction. Focus on developmental stages, benchmarks, and research-based instructional strategies to effectively teach literacy in the elementary grades.	Must hold a provisional or standard elementary, secondary, or special education teaching certificate.	L+L 3.0 3.0 3.0
EPD271AB	Essential Elements of Adolescent Reading and Writing Instruction 6-12	Focus on the theories, methods, and models of the essential elements needed to develop and improve reading and writing skills of adolescents.	Must hold a provisional or standard elementary, secondary or special education teaching certificate.	L+L 3.0 3.0 3.0
EPD272AA	Elements of Elementary Content Area Reading and Writing K-8	Focus on practical and effective methods and strategies for the teaching of reading and writing in the elementary content area based on research-based principles and theories.	Prerequisites: A grade of C or better in EPD270, EPD271AA and must hold a provisional or standard elementary, secondary, or special education teaching certificate.	L+L 3.0 3.0 3.0

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EPD272AB	Elements of Adolescent Content Area Reading and Writing 6-12	Focus on practical and effective methods and strategies for the teaching of reading and writing in the adolescent content area based on research-based principles and theories.	Prerequisites: A grade of C or better in EPD270, EPD271AB and must hold a provisional or standard elementary, secondary or special education teaching certificate.	L+L 3.0 3.0 3.0
EPD274	Reading Assessment	Focus on Assessment Practices and Systems including administering assessments, data collection and analysis, diagnosing reading difficulties, developing student growth plans, and utilizing data to provide appropriate effective instruction to increase literacy success for all students.	Prerequisites: A grade of C or better in EPD270 and (EPD271AA or EPD271AB) and (EPD272AA or EPD272AB) and must hold a provisional or standard elementary, secondary, or special education teaching certificate.	L+L 6.0 6.0 6.0
EPD276	The Teacher Leader	Focus on K-12 teachers' skills as recognized teacher leaders. Includes reading, summarizing, and analyzing current educational research and theory about the teacher leader. Examination of the effect of informal and formal roles of the teacher leader in the schools. Also covers discovery of personal philosophies of leadership and plans for enacting leadership within participant's own school sites.	Must hold a provisional or standard elementary, secondary, or special education teaching certificate.	L+L 3.0 3.0 3.0
EPD277AA	Reading Field Experience K-8	Focus on the practical application of current philosophical theories,	Prerequisites: A grade of C or better in	L+L 3.0 3.0 3.0

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		methods, and models of assessment and instruction for remediation of reading.	EPD270, EPD271AA, EPD272AA, EPD274, EPD276 and must hold a provisional or standard elementary, secondary, or special education teaching certificate.	
EPD277AB	Reading Field Experience 6-12	Focus on the practical application of current philosophical theories, methods, and models of assessment and instruction for remediation of reading.	Prerequisites: A grade of C or better in EPD270, EPD271AB, EPD272AB, EPD274, EPD276 and must hold a provisional or standard elementary, secondary, or special education teaching certificate.	L+L 3.0 3.0 3.0
EPD279	Reading Practicum K-12	Focus on the practical application of current philosophical theories, methods, and models of assessment and instruction for remediation of reading.	Prerequisites: A grade of C or better in EDU270AA or EDU270AB and must hold a provisional or standard elementary secondary or special education teaching certificate.	L+L 3.0 4.5 4.5
EPD287	Science, Technology, Engineering, and Mathematics Education (STEM) Education Capstone Project	Organized and tailored around completed coursework in Science, Technology, Engineering, and Mathematics (STEM) education. Structured to provide a capstone experience by providing opportunities	Prerequisites: A grade of C or better in EPD256, EPD257, EPD258, and EPD259.	LEC 3.0 3.0 3.0

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		for individualized research and study guided by professional expertise. Allows for best opportunities of independent study and individualized learning to maximize teacher development and knowledge in the STEM fields. Final project required. Includes a development plan for immediate classroom use with appropriate grade level lesson plans and activities, teaching strategies, and techniques in a STEM field.		
EPS150	Introduction to Entrepreneurship	Overview of entrepreneurship. Includes the entrepreneurial process and the skills required to be successful, including starting, planning, financing, marketing, and managing a business.	Prerequisites: None.	LEC 3.0 3.0 3.0
EPS151	Project-Based Entrepreneurship: Community Solutions	Practical experience in applying core entrepreneurial skills and knowledge in a real-world context including innovation and creativity exercises. Application of knowledge and skills from earlier coursework to develop and present solutions to real-world situations currently faced by Entrepreneurs, Community-Based Organizations, Civic or Government Organizations, or College Departments.	Prerequisites: A grade of C or better in EPS150 or permission of Instructor.	LEC 3.0 3.0 3.0
EPS160	New Venture Creation	Process of starting a new venture including evaluating specific business opportunities identifying financing	Prerequisites: None.	LEC 2.0 2.0 2.0

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		alternatives, and defining start-up issues.		
EPS161	New Venture Law and Finance	Introduction to the principles of legalization and capitalization of a new business venture. Includes the processes required to organize, register, finance, launch and protect a business.	Prerequisites: None.	LEC 3.0 3.0 3.0
EPS162	Introduction to Social Entrepreneurship	Introduction to the history, theory, and emerging activities of social entrepreneurship. Includes management skills for social entrepreneurial organizations, scaling of social impact, and social performance measurement. Emphasis on social capital, microfinance, and evaluation of social entrepreneurial opportunities.	Prerequisites: None.	LEC 3.0 3.0 3.0
EPS165	New Venture Feasibility Analysis	Introduction to the industry's market and competitive structure. Includes the technical skills to develop a competitive strategy for entry into the business segment. Covers the market potential evaluation, niche identification, analysis of competition, and development of customer profiles. Also involves development of a marketing strategy and sales projections for new business ventures.	Prerequisites: None.	LEC 2.0 2.0 2.0
EPS180	Technology Business Planning	Fundamentals of identifying new technologies and innovations for profitable commercial feasibility. Determination of capabilities,	Prerequisites: None.	LEC 3.0 3.0 3.0

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		resources, and interests of the entrepreneur. Evaluation and selection of technology opportunities. Creation of business concept and plan. Customer development and business models. Finances, venture capital and accounting. Marketing and sales. Legal formation and intellectual property. Operations and resource management. Growth, harvest and success.		
EPS195	Business Start-Up and Planning	Development of a feasibility approach to strategic decision making concerning new venture start-up. Includes development of a business feasibility study and a preliminary business plan.	Prerequisites: None.	LEC 2.0 2.0 2.0
EQS105	Principles of Equine Science	Breeds, colors and markings; horse selection; basic conformation; form to function; structures of the hoof; footfall sequences; vision, managed health program; nutrition principles and management practices.	Prerequisites: None.	LEC 3.0 3.0 3.0
EQS120	Equine Anatomy and Physiology	Study of structure and function of the equine. Includes cell structure, anatomy and physiology of major systems with emphasis on skeletal, muscular, and digestive systems. Incorporates detailed discussion and identification of various anatomical parts.	Prerequisites: A grade of C or better in EQS105 or permission of Department or Division.	L+L 4.0 5.0 5.0
EQS130	Equine Business and Law	Practices and records used in the equine business. Includes record	Prerequisites: None.	LEC 3.0 3.0 3.0

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		keeping systems and basic accounting principles; taxes; personnel management practices; computer programs for record keeping and operations management. Addresses legal aspects and laws unique to equine businesses.		
EQS140	Equine Behavior	Equine behavior modification using the horse's natural behavior patterns. Emphasis on intelligence level, vision, emotions, hearing, and attention span of the horse.	Prerequisites: A grade of C or better in EQS105 or permission of Department or Division.	LEC 3.0 3.0 3.0
EQS145	Basic Horsemanship	Rudimentary knowledge concerning horse handling safety, basic riding equipment, grooming techniques, saddling, bridling, mounting, dismounting, and basic control of the horse at the walk and trot. English or western equipment used. Emphasis on position of rider as it relates to basic control of the horse	Prerequisites: None.	L+L 3.0 6.0 6.0
EQS160	English Horsemanship I	Basic ground work and safety procedures; control of the horse at the walk, trot, and canter; rider position and use of fundamental aids	Prerequisites: None.	L+L 3.0 3.0 3.0
EQS162	Equine and Stable Management I	Focus on daily stable operations in the care and management of horses. Practical experience in basic horse husbandry, horsemanship, and stable management. Development of ground handling skills and use of lunge line and round penning techniques. Topics include feeding, watering, stable	Prerequisites: None.	L+L 2.0 4.0 4.0

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		sanitation, grooming, bathing, vaccines, parasite control, safety, horse behavior, health, wounds and their treatments, and record keeping.		
EQS162VT	Equine Management for the Veterinary Technician	A hands-on introduction to daily stable operations in the care and management of horses. Practical experience with various assigned horses in basic horse husbandry, horsemanship, and stable management. Development of ground handling skills during various activities related to the care of horses. Effective use of lunge line and round penning techniques. Topics include feeding, watering, stable sanitation, grooming, bathing, lameness exams, vaccines, blood draws, parasite control, safety, horse behavior, health, wounds and their treatments, veterinary forms and recordkeeping.	Prerequisites: Veterinary Technician student currently enrolled in Mesa Community College (MCC) Veterinary Technology Program or student currently enrolled in Scottsdale Community College (SCC) Equine Science Program on track with Mesa Community College (MCC) Veterinary Technology Program upon graduation from SCC.	L+L 2.0 4.0 4.0
EQS165	Western Horsemanship I	Basic ground work and safety procedures; control of the horse at the walk, jog, and lope; rider position and use of fundamental aids	Prerequisites: None.	L+L 3.0 3.0 3.0
EQS175	Introduction to Equine Therapies	Designed to acquaint students with equine therapies for major muscle groups, the skeletal system and the hoof of the horse. The relationship that exists between the listed systems, equine locomotion and lameness problems will be discussed. Discussion, demonstration, and/or	Prerequisites: None.	L+L 3.0 6.0 6.0

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		practical hands-on opportunities of equine therapy techniques will be focus of the class.		
EQS180	English Horsemanship II	Increase control, balance, form and finesse in the balanced seat style of English riding. Emphasis on developing the rider's ability to apply precise, prompt, smooth aids, and attain harmony with the horse through use of "body language."	Prerequisites: A grade of C or better in EQS160 or permission of Department or Division.	L+L 3.0 3.0 3.0
EQS185	Western Horsemanship II	Refinement of basic riding skills; weight, leg, and rein aids; gathering and checking; two-track; trail obstacles; simple change of lead; elements of a Western riding pattern.	Prerequisites: A grade of C or better in EQS165 or permission of Department or Division.	L+L 3.0 3.0 3.0
EQS200	Principles of Equine Nutrition	Basic principles of equine nutrition and digestion. Proper selection, evaluation and utilization of feeds as well as the feeding and care of the equine in various stages of production, growth and performance. Emphasis on nutrient content and ration evaluation, general health and feed management. Identifies specific nutritional needs of each class of equine and formulates feeding programs based on these specific needs.	Prerequisites: A grade of C or better in (EQS105 and EQS120) or permission of Department or Division.	LEC 3.0 3.0 3.0
EQS205	Equine Genetics, Selection, Development	Introduction to genetics as applied to selection of breeding animals. Emphasis on phenotypic selection and foal development	Prerequisites: A grade of C or better in EQS120 or permission of Department or Division.	LEC 3.0 3.0 3.0

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EQS215	Feeding Programs for Production and Performance	Explores the feeding and care of the equine in various stages of production, growth and performance. Identifies specific nutritional needs of each class of equine and formulates feeding programs based on these specific needs	Prerequisites: A grade of C or better in EQS200 or permission of Department or Division.	LEC 3.0 3.0 3.0
EQS220	Equine Reproduction	Reproductive anatomy and physiology; care and management of the breeding stallion; breeding procedures and artificial insemination. Care of pregnant mare; foaling procedures	Prerequisites: A grade of C or better in EQS105 or EQS120 or permission of Department or Division.	LEC 3.0 3.0 3.0
EQS225	Equine Health and Disease Management	Aspects of equine health and disease prevention. Emphasis on preventive maintenance. Preventive medicine and necessary managerial practices needed to keep the equine athlete, broodmare, or family horse in good health	Prerequisites: A grade of C or better in (EQS105 and EQS120) or permission of Department or Division.	LEC 3.0 3.0 3.0
EQS235	English Horsemanship and Training	Riding skills and training techniques for the English horse. Includes review of basic horsemanship skills, lateral bend and vertical flexion, halt, rein back, leg yield, counter canter, simple and flying change of leads, mental preparation for shows and the judging criteria for various performances	Prerequisites: None.	L+L 3.0 3.0 3.0
EQS245	Western Horsemanship and Training	Riding skills and training techniques for the western horse. Includes review of basic horsemanship skills, stopping, backing, two track, simple and flying lead changes, turns on the forehand and hindquarters, rating speed	Prerequisites: None.	L+L 3.0 3.0 3.0

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		collection, western riding patterns and horse show preparation		
EQS250	Equine Evaluation	Fundamental relationship between good conformation and ability of the horse to remain sound and useful. Includes basic skeletal structure, common blemishes and evidence of unsoundness. Breed conformation standards and performance events for the more common breeds.	Prerequisites: A grade of C or better in (EQS105 and EQS120) or permission of Department or Division.	L+L 3.0 4.0 4.0
EQS264	Equine and Stable Management II	Advanced practical experience in horse and stable management. Practical and supervisory experience in daily stable operations that increase skill and knowledge level in the care and management of horses. Topics include nutrition, diseases and their prevention, environmental issues parasite, pests and rodent control, safety, horse handling, wounds and their treatments, injury and treatments, inventory control, record keeping, and industry-standard operating procedures.	Prerequisites: A grade of C or better in (EQS162 or EQS162VT) or permission of Department or Division.	L+L 4.0 4.0 4.0
EQS270	Teaching Techniques in Horsemanship	Theory and principles in teaching horsemanship and developing a public lesson program. Emphasis on developing a lesson plan, communication and public relations skills; horse and rider problem analysis; and methods of group control	Prerequisites: A grade of C or better in EQS105 and EQS145 and (EQS160 or EQS165) or permission of Department or Division.	L+L 3.0 4.0 4.0
EQS275	Equine Lameness	A continuing study of equine skeletal anatomy with emphasis on the normal	Prerequisites: A grade of C or better in	L+L 4.0 4.0 4.0

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		function of front and hind legs and the hoof. Covers methods of evaluating various deviations that present as lameness in horses; how conformation, gait, and lameness relate to performance, physical and behavior issues; the protocol of equine gait assessments on actual horses; and how to diagram the footfalls of the horse. Topics include the body's response to injury, forms of therapy, types of conditioning, and rehabilitative techniques for returning horses to usefulness and performance.	(EQS105, EQS120, and EQS250) or permission of Department or Division.	
EQS280	Equine Science Internship	Equine industry work experience at faculty approved site. Focus of internship is immersion in an area of interest in or related to equine industry.	Prerequisites: A grade of C or better in (EQS120 and (EQS162 or EQS162VT)), or permission of Department or Division.	LAB 3.0 15.0 0.0
EQS283	Special Event Internship	Hands-on career track experience before, during and after a major equine event. Emphasis on event coordination and management issues.	Prerequisites: A grade of C or better in EQS105 or permission of Department or Division.	LAB 1.0 2.0 0.0
EQS284	Teaching Techniques Internship	Short term in-depth participation assisting with the organization and methods of instruction for an Equine Science horsemanship class.	Prerequisites: A grade of C or better in EQS270 plus an assessment of horsemanship skills.	LAB 1.0 5.0 0.0
EQS285	Equine Science Practicum	Equine industry work experience at faculty approved site.	Prerequisites: EQS120 and (EQS162 or EQS162VT).	LAB 2.0 10.0 0.0

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EQS294	Special Topics in Equine Science	Exploration of special topics related to Equine Science and Equine Management with an emphasis on current issues.	Prerequisites: None.	L+L 3.0 4.0 4.0
EQS294AA	Special Topics in Equine Science	Exploration of special topics related to Equine Science and Equine Management with an emphasis on current issues.	Prerequisites: None.	LEC 2.0 2.0 2.0
EQS294AB	Special Topics in Equine Science	Exploration of special topics related to Equine Science and Equine Management with an emphasis on current issues.	Prerequisites: None.	LEC 1.0 1.0 1.0
EQS294AC	Special Topics in Equine Science	Exploration of special topics related to Equine Science and Equine Management with an emphasis on current issues.	Prerequisites: None.	LEC 0.5 0.5 0.5
EQS296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 1.0 5.0 0.0

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			permission of Instructor.	
EQS296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
EQS296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 3.0 15.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
EQS296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
EQS298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
EQS298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
EQS298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
ESL002	Basic English as a Second Language II	Listening, speaking, reading, and writing in English at a high beginning level. Focus on survival skills related	Prerequisites: A grade of C or better in ESL001 or permission of Instructor.	LEC 6.0 6.0 6.0

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		to life in the United States. Continuing development of grammatical patterns.		
ESL010	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.	Appropriate ESL placement test score.	LEC 3.0 3.0 3.0
ESL011	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.	Prerequisites: Appropriate ESL placement test score or a grade of C or better in ESL002.	LEC 3.0 3.0 3.0
ESL012	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.	Appropriate ESL placement test score or permission of Instructor.	LEC 3.0 3.0 3.0
ESL013	Vocabulary for ESL I	Emphasis on the acquisition of basic English vocabulary including identifying and pronouncing words related to people, medical/dental care, occupations and other activities.	Prerequisites: Appropriate ESL placement test score or permission of Instructor.	L+L 1.0 1.0 0.0
ESL016	Reading English as a Second Language I	Designed for students who are learning English as a second language. Skills needed to become proficient readers in English. Sound symbol relationships of the English alphabet. Essential vocabulary for daily communication both in isolation and context. Development of reading comprehension skills.	Appropriate ESL placement test score.	LEC 3.0 3.0 3.0

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ESL020	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.	Prerequisites: Appropriate ESL placement test score or a grade of P or C or better in ESL010.	LEC 3.0 3.0 3.0
ESL021	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.	Prerequisites: Appropriate ESL placement test score or a grade of C or better in ESL010 or ESL011 or ESL012 or RDG010.	LEC 3.0 3.0 3.0
ESL022	ESL II-Writing with Oral Practice	Emphasis on basic writing skills, accompanied by recitation of short writings. Sentence patterns and introduction of paragraph writing.	Prerequisites: Appropriate ESL course placement score or a grade of C or better in ESL012 or permission of Instructor.	LEC 3.0 3.0 3.0
ESL023	Vocabulary for ESL II	Emphasis on the acquisition of basic English vocabulary including identifying and pronouncing words related to people, medical/dental care, occupations and other activities.	Appropriate ESL placement test score or permission of Instructor.	L+L 1.0 1.0 0.0
ESL026	Reading English as a Second Language II	Designed for students who are learning English as a second language. Continued development of vocabulary and reading comprehension skills.	Prerequisites: Appropriate ESL placement test score or a grade of C or better in ESL/RDG016 or permission of Instructor.	LEC 3.0 3.0 3.0
ESL030	English as a Second Language III: Grammar	Third level of English as a Second Language (ESL). Emphasis on sentence structure and paragraph	Prerequisites: Appropriate ESL placement test score or	LEC 3.0 3.0 3.0

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		building. Extensive grammar study and writing practice.	a grade of P or C or better in ESL020.	
ESL031	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.	Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL020, or ESL021, or ESL022, or ESL/RDG026.	LEC 3.0 3.0 3.0
ESL032	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.	Prerequisites: Appropriate ESL course placement score or a grade of C or better in ESL022 or permission of Instructor.	LEC 3.0 3.0 3.0
ESL033	Vocabulary for ESL III	Emphasis on the acquisition of basic English vocabulary including identifying and pronouncing words related to people, medical/dental care, occupations and other activities.	Prerequisites: Appropriate ESL placement test score or permission of Instructor.	L+L 1.0 1.0 0.0
ESL036	Reading English as a Second Language III	Designed for students who are learning English as a second language. Instruction for more advanced vocabulary and reading comprehension skills.	Prerequisites: Appropriate ESL placement test score or a grade of C or better in ESL/RDG026 or permission of Instructor.	LEC 3.0 3.0 3.0
ESL040	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.	Prerequisites: Appropriate ESL placement test score or a grade of P or C or better in ESL030.	LEC 3.0 3.0 3.0

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ESL041	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.	Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL030, or ESL031, or ESL032, or ESL/RDG036.	LEC 3.0 3.0 3.0
ESL042	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.	Prerequisites: Appropriate ESL course placement score or a grade of C or better in ESL032 or permission of Instructor.	LEC 3.0 3.0 3.0
ESL046	Reading English as a Second Language IV	Developed for students of English as a second language. Development of advanced vocabulary, comprehension skills, and culture awareness.	Prerequisites: Appropriate ESL placement test score or a grade of C or better in ESL/RDG036 or permission of Instructor.	LEC 3.0 3.0 3.0
ESL049	General Vocational English as a Second Language	General English speaking, listening, reading, and writing skills needed for use at work.	Prerequisites: Appropriate ESL placement test score, or a grade of "C" or better in ESL010, or permission of Instructor.	LEC 3.0 3.0 3.0
ESL050	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	Prerequisites: Appropriate ESL course placement score or a grade of C or better in ESL040 or permission of Instructor.	LEC 3.0 3.0 3.0

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		want to practice sentence skills in English.		
ESL050AA	Basic Review Grammar for ESL	Review of the use of English verbs and word placement in sentences 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.	Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL010 or permission of Instructor.	L+L 1.0 1.0 0.0
ESL050AB	Intermediate Review Grammar for ESL	Review of auxiliary verbs and the comparative and superlative 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.	Prerequisites: Appropriate ESL placement test score, or a grade of "C" or better in ESL020, or permission of Instructor.	L+L 1.0 1.0 0.0
ESL050AC	Advanced Review Grammar for ESL	Review of verbals and gerunds 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.	Prerequisites: Appropriate ESL placement test score, or a grade of "C" or better in ESL030, or permission of Instructor.	L+L 1.0 1.0 0.0
ESL051	Pronunciation Improvement for ESL Speakers	Individualized pronunciation practice and drills for English as a second language (ESL) speakers.	Prerequisites: Appropriate ESL course placement score, or a grade of C or better in (ESL020, or ESL021, or ESL022, or ESL/RDG026), or	LEC 3.0 3.0 3.0

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			permission of Instructor.	
ESL054	American Culture	Reading and writing about American culture including history, institutions and sports, and entertainment.	Prerequisites: Appropriate ESL placement test score or a grade of C or better in ESL040 or ESL/RDG046 or permission of Instructor.	LEC 3.0 3.0 3.0
ESL054AA	American Culture: History	Reading and writing about American history.	Prerequisites: Appropriate ESL placement test score or a grade of C or better in ESL040 or ESL/RDG046 or permission of Instructor.	L+L 1.0 1.0 0.0
ESL054AB	American Culture: Institutions and Customs	Reading and writing about American cultural institutions and customs.	Prerequisites: Appropriate ESL placement test score or a grade of C or better in ESL040 or ESL/RDG046 or permission of Instructor.	L+L 1.0 1.0 0
ESL054AC	American Culture: Sports and Entertainment	Reading and writing about American sports and entertainment.	Prerequisites: Appropriate ESL placement test score or a grade of C or better in ESL040 or ESL/RDG046 or	L+L 1.0 1.0 0

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			permission of Instructor.	
ESL061	Informal Conversational and Written English for Non-native Speakers	Practice speaking and writing English in informal settings. Emphasis on friendly conversational techniques and effective use of the computer and the Internet to communicate in a friendly, relaxed manner.	Prerequisites: Appropriate ESL placement test score or a grade of P or C or better in ESL020 or ESL021 or ESL022 or RDG020.	LEC 3.0 3.0 3.0
ESL071	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.	LEC 3.0 3.0 3.0
ESL077	Preparatory Academic Writing I for ESL	Emphasizes preparation for college level composition and related reading tasks with a focus on communicating through complete, grammatically correct writing, organized to communicate a central idea.	Prerequisites: Appropriate writing placement test score or permission of Department or Division.	LEC 3.0 3.0 3.0
ESL087	Preparatory Academic Writing II for ESL	Emphasizes preparation for college-level composition and related reading tasks with a focus on critical writing, reading, and thinking skills and processes.	Prerequisites: Appropriate writing placement test score or a grade of C or better in ESL077 or ENG071 or permission of Department or Division.	LEC 3.0 3.0 3.0
ESL097	Preparatory Academic Writing III for ESL	Emphasizes preparation for first year composition with a focus on critical writing, reading, and thinking skills and processes at an increased level of academic complexity.	Prerequisites: Appropriate writing placement score, or a grade of C or better in ESL087 or ENG081, or permission of Department or Division.	LEC 3.0 3.0 3.0

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ESL298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ESL298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
ESL298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
ESP160	CAMT Career Labs	Certificate for Apartment Maintenance Technicians (CAMT) Career Labs harnesses a growth mindset methodology and cohort model to rapidly build a strong community of learners. The course draws from a core series of modules specific to customer-facing roles and helps new and entry-level employees gain and practice key professional skills that they can immediately apply to their work. Through highly engaging group activities and work simulations, participants build a supportive cohort and learning community, and together address skills gaps that often prevent success in the workplace. The course focuses on developing effective communication, collaborating to reach shared goals, examining how one's experiences and values shape personal and work habits, thinking critically about problems and solutions, managing time appropriately, and developing professional portfolios.	Prerequisites: Students must be enrolled in the Maintenance Technician: Apartments program.	48

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EST101	Aesthetic Orientation	Program orientation provides the knowledge needed to succeed in the Aesthetics program, and includes topics such as ethics, sanitation, Arizona state law, and other fundamentals of the aesthetics business.	Prerequisite: Admission to the Aesthetician program.	6
EST102	Aesthetics Essentials	As students begin their training in Aesthetics, they will begin to develop and demonstrate proficiencies in effective client communication, interpersonal skills, and will learn how to deliver an effective skin care facial treatment and client pre and post consultations. Topics will also include sanitation, Arizona laws, client care, and facial care.	Prerequisites: Admission to the Aesthetics program, or Program Manager's approval.	200
EST103	Facial Basics	As students begin their training in aesthetics, they will begin to develop and demonstrate proficiencies in effective client communication, interpersonal skills, and will learn how to deliver an effective skin care facial treatment and client pre and post consultations. Topics will also include sanitation, Arizona laws, client care, and facial care.	Prerequisites: EST101 or Program Manager's permission.	96
EST104	Advanced Facials	This course covers advanced aesthetic modalities such as microdermabrasion, chemical peels, and dermaplaning. Students will also learn skin physiology, skin disorders, and cosmetic chemistry as it applies to	Prerequisites: EST103 or Program Manager's permission.	99

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		ingredient and product knowledge. This course also covers working in the medical field, proper client documentation and consultation as it applies to advanced treatments as well as proper pre and post care and the importance of consent forms.		
EST105	Facial Modalities	Students will learn the theory and applications of electrotherapy in aesthetics used to address various skin conditions and client concerns. This course covers how contraindications and various facial machines fit into protocols. Modalities covered include galvanic current, ultrasonic, Tesla current, and microcurrent. Students will also continue to develop client communication, documentation, and professional and personal skills.	Prerequisites: EST104 or Program Manager's permission.	99
EST106	Facial Clinic	Students will apply all of the theory and practical knowledge from the previous courses through facial services to the public. Students will develop a customized protocol for each client, as well as properly documenting treatments, and following all sanitation and Arizona laws. Students will also develop and recommend the proper home care products and retail them to their clients.	Prerequisites: EST105 or Program Manager's permission.	50

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EST110	Advanced Aesthetics	Theory and application of advanced skin care modalities, resurfacing, and cosmetic chemistry. Hair removal techniques, makeup application, and an introduction to body treatments are also included. Application of theory and skills through treatment services provided to the public. Focus on communication and documentation to create customized treatment plans and product recommendations for clients that follow all safety and infection control procedures in compliance with the Arizona State Board of Cosmetology (AZBOC).	Prerequisites: EST102 or Program Manager's approval.	200
EST115	Aesthetics Mastery	Focus on theories and performance of comprehensive professional aesthetics treatments for the public including communication and documentation to create customized treatment plans and product recommendations for clients that follow all safety and infection control procedures in compliance with the Arizona Board of Cosmetology (AZBOC). Overview of business planning and employment in the field including marketing, job search strategies, professional development, and self promotion. Arizona State Board of Cosmetology (AZBOC) examination licensure preparation.	Prerequisites: EST110 or Program Manager's approval.	200

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EST150	Hair Removal Methods/Makeup Application	Students will learn the theory and application of hard and soft wax, contraindications for hair removal, as well as hair removal for the body and face as well as brow shaping and tinting. Students will also learn proper and sanitary makeup applications for day time, night time and special occasions. Topics will include hair growth cycles, different methods of hair removal, color theory, types of makeup and client consultations, documentation and client bookings.	Prerequisites: EST106 or Program Manager's permission.	100
EST151	Spa Treatments	Topics in this course will include aromatherapy, spa modalities, anatomy, business basics and business ownership. Students will learn and be able to identify facial muscles as well as perform body scrubs, wraps and various other spa treatments. Students will continue to develop effective communication and consultation skills. Students will also practice for the state board practical examination.	Prerequisites: EST150 or Program Manager's permission.	100
EST152	Spa Treatment Clinic	Students will apply the theory and hands-on knowledge they have acquired in the previous courses by providing waxing and spa treatment services to the public. Students will conduct both pre and post consultations, follow all sanitation and Arizona laws, as well as recommend home care and follow up with clients.	Prerequisites: EST151 or Program Manager's permission.	50

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		Students will continue to develop complex protocols and problem solving techniques and effective communication skills.		
ETL102	Educational Application of Technology	Principles and practice of using technological tools for teaching across the curriculum. Designed for 21st Century teaching and learning.	Prerequisites: None.	LEC 1.0 1.0 1.0
ETL211AA	Curriculum Mapping and Instructional Design	Emphasis on outcome-based decisions to improve teaching and learning through the use of curriculum mapping, conceptual framework, and content alignment. Includes mapping thematic units, defining critical thinking, writing measurable objectives, and aligning course materials and assessments to learning objectives.	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0
ETL211AB	Outcomes-Based Learning and Informative Assessment	Overview of the informative assessment process. Includes rationale for ongoing outcomes-based decisions to improve teaching and learning.	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0
ETL211AC	Lesson Design and Delivery	Emphasis on theoretical foundations of good teaching. Includes lesson design and delivery based on effective learning strategies and best instructional practices.	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0
ETL220	Online Teaching and Learning I	Application of and experience using an online teaching and learning environment from a student's perspective to inform the design and support of an online course environment. Application and	Prerequisites: Permission of Instructor.	LEC 3.0 3.0 3.0

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		evaluation of online learning principles and tools for teaching and learning. Identification and development of online facilitation knowledge and skills. Introduction to the best practices in content building, course design and delivery.		
ETL221	Online Teaching and Learning II	Experience with creating an online or hybrid duplicative course module structure in an online teaching and learning environment using evidence-based practices in course design. Develop learning objectives and module map based on curricular principles. Using instructional design techniques develop and align materials, activities, assignments and assessments to learning objectives. Discuss and develop active learning strategies for presenting content, facilitating discussions, creating assignments and administering assessments in the online environment.	Prerequisites: A grade of C or better in ETL220 or permission or Instructor.	LEC 3.0 3.0 3.0
EUT103	Introduction to Rigging	Basic fundamentals of overhead rigging. Topics covered include elements of safe rigging, rope, knots and knot tying, use of a handline, and use of blocks and tackle. Exploration of variety approaches to basic rigging tasks.	Prerequisites: [A grade of B or better in (MAT055, MAT056, and MAT057), or a grade of B or better in MAT09+, or appropriate district placement into MAT122], and a grade	LEC 2.0 2.0 2.0

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			of C or better in ENG091, or ESL097, or appropriate district placement into ENG101.	
EUT104	Equipment Safety and Operation	Operation and maintenance of equipment used in the utility industry. Identification and inspection of the major mechanical operations of equipment, as well as performance of pre-trip inspections on utility equipment. Emphasis on safety operations.	Prerequisites: None.	L+L 2.0 2.0 2.0
EUT105	Introduction to Pole Climbing	Proper climbing techniques for new climbers. Inspection and maintenance of pole climbing equipment, the equipment used in pole climbing, and how to maintain it.	Prerequisites: None.	LAB 1.0 1.0 1.0
EUT110	Line Work I	Overview of line work industry including its history, technological developments and current practices. Examines industry equipment and tools. Focuses on safety practices and procedures used in utility line work industry	Prerequisites: None.	LEC 2.0 2.0 2.0
EUT112	Basic Electricity: AC and DC	Reviews the basic principles of Alternating Current (AC) and Direct Current (DC) electricity. Examines the structure and function of AC and DC circuits including series, parallel and series-parallel circuits. Includes an overview of electric systems and their applications in the utility industry.	Prerequisites: A grade of C or better in or EUT110 and (EUT115 or CAD101) or Corequisites: EUT110 and (EUT115 or CAD101).	L+L 4.0 4.0 4.0

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EUT115	Training I	Practice in the basics of climbing and working on utility poles. Focuses on apparatus and equipment, using ropes and rigging equipment, installations of single and double cross arms, pole framing and setting, use of hand line and building single-phase lines.	Prerequisites: A grade of C or better in EUT110 and EUt112 or Corequisites: EUT110 and EUT112.	L+L 4.0 12.0 12.0
EUT210	Line Work II	Overview of line work industry including its history, technological developments and current practices. Examines industry equipment and tools. Focuses on hot sticking, tag out and lock out procedures with emphasis on industry safety practices and procedures	Prerequisites: A grade of C or better in EUT110.	LEC 2.0 2.0 2.0
EUT211	Electrical Apparatus	Overview of transformers and how they operate. Reviews single and three-phase theory. Focuses on construction and hook-up of single-phase, three- phase, open Y and Delta transformer connections. Presents an overview of surge arresters, including applications and installation.	Prerequisites: A grade of C or better in EUT110, EUT112 and (EUT115 OR CAD101). Corequisites: EUT215 or CAD164.	L+L 4.0 4.0 4.0
EUT215	Training II	Practice in the installation of electrical lines including transformers, reclosers, and service loops. Teaches rubber gloving, hot sticking techniques, and trenching of underground lines. Practice in the safe set-up and operation of equipment used in the line industry with a focus on the development of entry-level skills as drivers and operators. Includes	Prerequisites: A grade of C or better in EUT110, EUT112, and EUT115. Corequisites: EUT211.	L+L 4.0 12.0 12.0

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		procedures and practice in pole-top and bucket-truck rescues.		
EXS101	Introduction to Exercise Science	Introductory course that will provide the student with a general overview of the key theories and concepts, professions, and research areas associated with the field of Exercise Science. Educational pathways and career options will also be examined.	Prerequisites: None.	LEC 3.0 3.0 3.0
EXS112	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.	LEC 3.0 3.0 3.0
EXS123	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.	L+L 2.0 4.0 4.0
EXS125	Introduction to Exercise Physiology	Principles of exercise science applied to fitness instruction. Major factors related to the function of the human body will be examined/introduced with an emphasis on exercise physiology and functional anatomy.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: EXS101 or permission of Instructor.	LEC 3.0 3.0 3.0

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EXS130	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.	LEC 3.0 3.0 3.0
EXS132	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.	L+L 3.0 3.0 3.0
EXS138	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.	LEC 1.0 1.0 1.0
EXS145	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.	L+L 3.0 4.5 4.5
EXS150	Introduction to Sports Management	Introduction to the field of sports management, including sports marketing and sales, facility management, event management, professional sports, public relations, intercollegiate and interscholastic athletics.	Prerequisites: None.	LEC 3.0 3.0 3.0
EXS190	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	Prerequisites: A grade of C or better in EXS125 and EXS130 or accredited national fitness certification or	LEC 2.0 2.0 2.0

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		down and various formats for current popular classes.	permission of Instructor.	
EXS192	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: A grade of C or better in EXS125 and EXS130 or accredited national fitness certification or permission of Instructor.	LEC 2.0 2.0 2.0
EXS205	Introduction to Sports Law	Application of legal principles to the sports industry. Focus on tort liability for sport administrators, managers and owners. Examines legal aspects of sports management, including laws and regulations governing player relationships, contracts, employee relations, civil rights, concessions and beverages, safety and concession product liability. Course explores how the law impacts the sports industry, both amateur and professional.	Prerequisites: A grade of C or better in EXS150.	LEC 3.0 3.0 3.0
EXS210	Assessment and Program Design: Muscular Fitness	Principles of muscular fitness training including evaluation of movement patterns, selection and interpretation of assessment techniques and evidence-based program design for healthy and special populations.	Prerequisites: A grade of C or better in EXS125.	L+L 2.0 3.0 3.0
EXS211	Assessment and Program Design: Flexibility and Balance	Principles of flexibility and balance including evaluation of movement patterns, selection and interpretation of assessment techniques and evidence-based program design for healthy and special populations.	Prerequisites: A grade of C or better in EXS125.	L+L 2.0 3.0 3.0

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EXS212	Assessment and Program Design: Cardiorespiratory Fitness	Principles of cardiorespiratory fitness training including evaluation of client needs and health, selection and interpretation of safe and effective assessment techniques and evidence-based program design for healthy and special populations.	Prerequisites: A grade of C or better in EXS125.	L+L 2.0 3.0 3.0
EXS213	Assessment and Program Design: Weight Management and Motivation	Principles of weight management including evidence-based program design and interpretation of assessments for various populations as well as explanation of theories of motivation and behavior modification.	Prerequisites: A grade of C or better in EXS125.	L+L 2.0 3.0 3.0
EXS215	Resistance Training and Recovery Techniques	Fundamental methods for safe and effective instruction of resistance and functional movement training exercises. Application of foundational principles of physiology and kinesiology. Overview of warm-up, cooldown, and recovery techniques.	Prerequisites: A grade of C or better in EXS125 or permission of Instructor.	L+L 3.0 4.0 4.0
EXS217	Cardiorespiratory and Flexibility Training	Fundamental methods for safe and effective instruction of cardiorespiratory and flexibility training exercises. Application of foundational principles of physiology and kinesiology.	Prerequisites: A grade of C or better in EXS125 or permission of Instructor.	L+L 3.0 4.0 4.0
EXS220	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	Prerequisites: A grade of C or better in EXS112, EXS125, EXS130, and FON105.	L+L 3.0 3.0 3.0

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		capstone classroom experience is for students in the personal training certificate program prior to internship.		
EXS239	Practical Applications of Personal Training Skills and Techniques Internship	A capstone experience in a fitness or health related facility. Eighty (80) hours of designated work per credit.	Prerequisites: Completion of a grade of C or better in nine (9) credits of EXS courses, approved by the Department Chair and/or Director, current CPR and AED card, and permission of Department or Division.	L+L 3.0 5.4 0.0
EXS239AA	Practical Applications of Personal Training Skills and Techniques Internship	A capstone experience in a fitness or health related facility. Eighty (80) hours of designated work per credit.	Prerequisites: Completion of a grade of C or better in nine (9) credits of EXS courses, approved by the Department Chair and/or Director, current CPR and AED card, and permission of Department or Division.	L+L 1.0 1.8 0.0
EXS239AB	Practical Applications of Personal Training Skills and Techniques Internship	A capstone experience in a fitness or health related facility. Eighty (80) hours of designated work per credit.	Prerequisites: Completion of a grade of C or better in nine (9) credits of EXS courses, approved by the Department Chair and/or Director, current CPR and AED card, and permission of Department or Division.	L+L 2.0 3.6 0.0

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EXS241	History of Sports in the United States	Traces the development of sports in the United States. Explores the heritage of major sports and reviews significant historical and current issues related to sports in America	Prerequisites: None.	LEC 3.0 3.0 3.0
EXS250	Applied Kinesiology	Anatomical and physiological fundamentals and applications of human movement. Emphasizes the relationship between anatomical structure and function of the musculoskeletal system. Examines neuromuscular aspects of human motion and fundamental stabilization and movement of the extremities and spine. Analyzes kinesiological aspects of functional movement in the human body, and identifies normal and abnormal human movement patterns.	Prerequisites: A grade of C or better in (BIO160 or BIO201) and EXS125 and (EXS130 or EXS212SC).	LEC 4.0 4.0 4.0 LAB 0.0 2.0 2.0
EXS265	Theory of Coaching	Discusses the impact of sports on the American culture, legal liabilities of coaching, principles of a coaching philosophy, the role of teaching skill, physical conditioning and nutrition in coaching, components of team/group psychology and dynamics, motivation and aggression in sport.	Prerequisites: None. EXS281, suggested but not required.	LEC 3.0 3.0 3.0
EXS265BA	Baseball Theory of Coaching	Reviews the principles, philosophy, strategies and theory of coaching baseball, as a competitive sport.	Prerequisites: None.	LEC 3.0 3.0 3.0
EXS265BB	Basketball Theory of Coaching	Reviews the principles, philosophy, strategies and theory of coaching basketball, as a competitive sport.	Prerequisites: None.	LEC 3.0 3.0 3.0

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EXS265FB	Football Theory of Coaching	Reviews the principles, philosophy, strategies and theory of coaching football, as a competitive sport.	Prerequisites: None.	LEC 3.0 3.0 3.0
EXS265GO	Golf Theory of Coaching	Reviews the principles, philosophy, strategies and theory of coaching golf, as a competitive sport.	Prerequisites: None.	LEC 3.0 3.0 3.0
EXS265SB	Softball Theory of Coaching	Reviews the principles, philosophy, strategies and theory of coaching softball, as a competitive sport.	Prerequisites: None.	LEC 3.0 3.0 3.0
EXS270	Sports and Athletics Internship	Work experience in instructor-approved sports, recreation or athletics-related business or program. Practical application of classroom experience in work force.	Prerequisites: Completion of at least nine (9) credits of EXS Exercise Science and/or FON Food and Nutrition and/or SPM Sports Management courses required for related Exercise Science or Sports Management degree and/or certificate program(s) and permission of Instructor or Program Director.	LAB 3 3 0.00
EXS270AA	Sports and Athletics Internship	Work experience in instructor-approved sports, recreation or athletics-related business or program. Practical application of classroom experience in work force.	Prerequisites: Completion of at least nine (9) credits of EXS Exercise Science and/or FON Food and Nutrition and/or SPM Sports Management courses required for related Exercise Science or Sports Management	LAB 1 1 0.00

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			degree and/or certificate program(s) and permission of Instructor or Program Director.	
EXS275	Sport Science Internship	A capstone experience in a fitness or health related facility supervised by a National Strength and Conditioning Association (NSCA) Certified Strength and Conditioning Specialists (CSCS) professional. Eighty (80) hours of designated work per credit.	Prerequisites: Completion of a grade of C or better in 9 credits of EXS courses, approved by the Department Chair and/or Director, current CPR & AED card, and permission of Department or Division.	L+L 3.0 5.4 0.0
EXS275AA	Sport Science Internship	A capstone experience in a fitness or health related facility supervised by a National Strength and Conditioning Association (NSCA) Certified Strength and Conditioning Specialists (CSCS) professional. Eighty (80) hours of designated work per credit.	Prerequisites: Completion of a grade of C or better in 9 credits of EXS courses, approved by the Department Chair and/or Director, current CPR & AED card, and permission of Department or Division.	L+L 1.0 1.8 0.0
EXS275AB	Sport Science Internship	A capstone experience in a fitness or health related facility supervised by a National Strength and Conditioning Association (NSCA) Certified Strength and Conditioning Specialists (CSCS) professional. Eighty (80) hours of designated work per credit.	Prerequisites: Completion of a grade of C or better in 9 credits of EXS courses, approved by the Department Chair and/or Director, current CPR & AED card, and	L+L 2.0 3.6 0.0

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			permission of Department or Division.	
EXS280	Special Topics in Exercise Science	Conceptual and research basis of current topics in exercise science.	Prerequisites: A grade of C or better in EXS101, or EXS112, or EXS125, or permission of Instructor.	LEC 2.0 2.0 2.0
EXS280AA	Special Topics in Exercise Science	Conceptual and research basis of current topics in exercise science.	Prerequisites: A grade of C or better in EXS101, or EXS112, or EXS125, or permission of Instructor.	LEC 0.5 0.5 0.5
EXS280AB	Special Topics in Exercise Science	Conceptual and research basis of current topics in exercise science.	Prerequisites: A grade of C or better in EXS101, or EXS112, or EXS125, or permission of Instructor.	LEC 1.0 1.0 1.0
EXS281	Methods of Coaching	Comprehensive overview of the art and science of coaching, including development of coaching philosophy, techniques of sport pedagogy, practical application of sports skill teaching, sport physiology, nutrition, sport/team management and self management.	Prerequisites: None. PED265 suggested but not required.	LEC 3.0 3.0 3.0
EXS281BA	Baseball Methods of Coaching	Overview of the art and science of coaching baseball including: identifying various coaching styles, elements of effective communication, methods and techniques of coaching baseball.	Prerequisites: None.	LEC 3.0 3.0 3.0
EXS281FB	Football Methods of Coaching	Overview of the art and science of coaching football including:	Prerequisites: None.	LEC 3.0 3.0 3.0

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		identifying various coaching styles, elements of effective communication, methods and techniques of coaching football.		
EXS281GO	Golf Methods of Coaching	Overview of the art and science of coaching golf including: identifying various coaching styles, elements of effective communication, methods and techniques of coaching golf.	Prerequisites: None.	LEC 3.0 3.0 3.0
EXS281SO	Soccer Methods of Coaching	Overview of the art and science of coaching soccer including: identifying various coaching styles, elements of effective communication, methods and techniques of coaching soccer.	Prerequisites: None.	LEC 3.0 3.0 3.0
EXS282AA	Service-Learning Experience in Exercise Science	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
EXS282AC	Service-Learning Experience in Exercise Science	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
EXS290	Introduction to Evidence-Based Practice	Introduction to best practices in the acquisition, analysis, synthesis, and potential application of research in the discipline of exercise science. Specific emphasis on the application of research-based evidence for applied problem solving in exercise science.	Prerequisites: A grade of C or better in (RDG100 or RDG100LL or RDG111 or RDG112 or RDG113 or satisfactory score on District reading placement exam) and (MAT090 or MAT091 or MAT092 or satisfactory score on District math placement exam) and (ENG101 or	LEC 3.0 3.0 3.0

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			ENG107) or permission of Instructor. EXS101 recommended.	
EXS298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
EXS298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
EXS298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		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. <b>COMMON COMPETENCY COURSE</b>		
FAC101	HVAC for Residential Systems I	Introduction to major components and functions of residential heating, ventilation, and air conditioning (HVAC) systems, to include heat flow and basic electrical concepts.	Prerequisites: None.	L+L 4.0 5.0 5.0
FAC115	Motors, Controls and Wiring Diagrams	Principles of three-phase motors. Wye and delta wiring. Calculation of motor current draw. Sequence of operation, wiring diagram and electrical components associated with industrial equipment. Procedures for evaluating electrical problems. Safety stressed.	Prerequisites: A grade of C or better in CON/HVA131 or permission of Department.	LEC 3.0 3.0 3.0
FAC115LL	Motors, Controls and Wiring Diagrams Lab	Drawing wiring diagrams, wiring systems and checking electrical circuits. Troubleshooting electrical problems of three-phase motors and controls. Safety stressed.	Prerequisites: A grade of C or better in ELC/FAC/HVA105 or permission of department or ELC/FAC/HVA105LL or permission of department. Corequisites: ELC/FAC115 or permission of Department or Division.	LAB 1.0 3.0 3.0

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FAC186	Electro-Mechanical Devices	<p>Concepts, principles, maintenance, and troubleshooting of mechanical and electro-mechanical devices. Mechanical alignment of shafts, pillow blocks, gears, and couplers on mechanical equipment. Bearings removal and installation. Installation and troubleshooting of pump seals. Vernier calipers, micrometers, tachometers. Use and operation of air flow hoods for air balancing. Belt drive systems and set up and operation of variable frequency drives. Cooling tower water treatment controls and chemical additives.</p>	<p>Prerequisites: A grade of C or better in HVA130 or permission of Department.</p>	L+L 3.0 5.0 5.0
FAC210	Facilities Air Conditioning Systems	<p>Fundamental principles of air conditioning including all-air, all-water (hydronic) and air-water combination systems. Overview of the physical principles, including air distribution systems and heating and cooling load calculation. System components and application theory for boilers, chillers, pumps, fans, and cooling towers. Theory and application of central air conditioning systems, air cleaning and humidification devices, pressure boosting, heat storage, expansion and pressurization equipment. Properties of water, pressure distribution in hydronic systems, flow in pipes, pressure drop/head loss, pump</p>	<p>Prerequisites: A grade of C or better in HVA130 or permission of Department.</p>	L+L 4.0 6.0 6.0

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		applications and pressurization of open and closed hydronic systems. Fundamentals of low and high temperature water systems.		
FAC220	Controls and Instrumentation	Control theory and terminology, pneumatics, electrical, and electronic control devices, flow control devices, elementary and advanced control systems. Electric and electronic control systems, programmable logic controls, and facilities management systems. Process and terms used in instrumentation, methods of heat transfer, calculations for heat temperature, and heat transfer. Measuring and calculating pressure, fluid flow, measuring humidity, control action, and instrumentation symbols.	Prerequisites: A grade of C or better in FAC/HVA210 or permission of Department.	L+L 4.0 6.0 6.0
FAC231	Codes	Local codes, Federal Housing Administration and Urban Development standards. Acceptable building practices based on the Uniform Building Code, National Electric Code, Uniform Mechanical Code, and the Uniform Plumbing Code. Impact of American with Disabilities Act (ADA) on new and existing facilities.	Prerequisites: None.	L+L 3.0 5.0 5.0
FAC235	Commercial Air and Water Test and Balance	Specific types of duct distribution systems, fans, coil types and applications. Characteristics of Heating Ventilation and Air	Prerequisites: A grade of C or better in HVA210.	L+L 4.0 6.0 6.0

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		Conditioning (HVAC) piping systems. Specific types of pumps and applications. Air and water flow measuring and control devices. Collection and analysis of data specific to air handling systems. Principles of fluid dynamics, thermal loading factors, system design, and component performance. Test and balance plans for air and water systems.		
FAC240	Fire Protection Systems	Building occupant safety requirements including industry standards, regulations, building codes, fire codes and life safety codes. Fundamentals of fire protection system operation, inspection and maintenance. Principles of life safety systems including fire door and walls, smoke control systems, and exit components.	Prerequisites: A grade of C or better in OSH106AC.	LEC 3.0 3.0 3.0
FAC298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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FAC298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
FAC298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
FCS250	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	Prerequisites or Corequisites: A grade of "C" or better in twelve (12) credit hours of CFS and/or FCS coursework and permission of Program	LEC 3.0 3.0 3.0

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		for specific courses, and integration of the above with other material to create a portfolio to be introduced for evaluation for credit.	Coordinator. At least six (6) credits of these courses must be taken in a prior semester.	
FCS260	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.	LEC 1.0 1.0 1.0
FLA240	Foreign Language Teaching Methods	Introduction to methods and techniques for second-language teaching. Principles and procedures for building language proficiency, including the assessment of practical experience through mini-teaching situations	Prerequisites: None.	LEC 3.0 3.0 3.0
FLA282AA	Service-Learning Experience in Foreign Languages	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
FLA282AB	Service-Learning Experience in Foreign Languages	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
FLA282AC	Service-Learning Experience in Foreign Languages	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
FMO101	Certificate for Apartment Maintenance Technicians (CAMT) Training: Maintenance and Repair	Focus on skills to repair and apply preventive maintenance in keeping the property in excellent condition in the interior and exterior of the buildings. Foundation in electrical work, heating, ventilation, and air conditioning (HVAC), plumbing, appliance and drywall repair, and maintenance that	Prerequisites: Program admission.	80

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		students must have to be successful on the job.		
FMO155	Apartment Maintenance Internship	Practical training and application of apartment maintenance under direct supervision of industry preceptor. Work-based experience and job preparation in the field of study, applying what was learned during coursework (theory, skill development, professionalism) to the working world. Focus on innovative projects in collaboration with experienced staff, journeyman, and managers in the field.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: FMO101 or permission of Instructor.	172
FMP104	Scriptwriting	Overview of the script writing process including developing objectives, writing research agendas, designing content outlines, as well as writing a treatment, training script, marketing script, and dramatic training script. Emphasis on the dramatic motion picture screenplay format, the dramatic curve, believable character creation, and dialogue within the first ten pages of a screenplay.	Prerequisites: None.	LEC 3.0 3.0 3.0
FMP105	Studio Production	Multiple camera studio production for corporate, film, cable, and broadcast applications. Basic single and multi-camera production techniques, talent and camera blocking, set design, scriptwriting; shooting; lighting, audio and video recording; production crew team member experience, pre-	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0

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		production planning and budgeting and decision-making.		
FMP108	Video Production	Focus on video production technology in corporate, cable, and broadcast applications. Emphasis on basic production techniques in scriptwriting, single camera film style shooting, lighting, audio recording, and editing, as well as post-production techniques, production personnel and their roles, budgeting and copyright issues.	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
FMP111	Screenwriting I	Provides an introduction to screenwriting for feature films.	Prerequisites: None.	LEC 3.0 3.0 3.0
FMP111AA	Scripting for the Media	Provides an overview of screenwriting for short documentaries, training films, advertising commercials and infomercials.	Prerequisites: None.	LEC 3.0 3.0 3.0
FMP114	Audio Production	Focus on audio in the production of media projects. Emphasis on location-based, studio and sound room for corporate, cable and broadcast applications. Concepts covered include: microphones and audio recording equipment; audio production techniques using shotgun microphones or lavaliers while in the field; audio recording in the sound room, multi-track recording, and mixdown; audio editing using a non-linear computer program; music libraries; sound effects; and editing in audio post-production.	Prerequisites: A grade of C or better in FMP105 or FMP108.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0

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FMP115	Introduction to Editing for Media	Introduction to editing for media on a nonlinear editing system.	Prerequisites: None.	L+L 3.0 4.0 4.0
FMP117	Introduction to Cinematography	Introductory workshop focusing on basic film and video camera operation and lighting. Emphasis on the role of the cinematographer, basic camera operation and lens selection, introduction to cinematic storytelling to include interpreting the script, basic lighting techniques, exposure meters, film stocks, and planning for the editing style.	Prerequisites: A grade of C or better in FMP108, or FMT136, or permission of Instructor.	L+L 3.0 5.0 5.0
FMP134	Pre-Production for Film and Media	Introduction to elements of pre-production for film, television, and commercial productions. Focuses on aesthetics, writing, budgeting, and selecting cast and crew. Features pre-production meetings to establish style, location, production design, shot list/storyboard, sound design, and shooting schedule. Pre-production of one narrative or collaborative commercial project required. Working as crew on one class shoot required.	Prerequisites: A grade of C or better in FMT100, or FMP108, or permission of Department or Division.	L+L 3.0 4.0 4.0
FMP151	TV and New Media Production	Introduction to multi-camera television production in studio and on location. Emphasizes teamwork and group production through a variety of program types.	Prerequisites: A grade of C or better in FMP105, or FMT100, or permission of Instructor.	L+L 3.0 4.0 4.0
FMP202	Directing	Techniques for directing and blocking talent. Techniques for working with location and studio crews. Field and studio multi-camera production	Prerequisites: A grade of C or better in FMP105.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0

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		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.		
FMP204	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: A grade of C or better in FMP108.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
FMP206	Production Design	Intermediate workshop on Film Production Design focusing on areas such as script breakdowns for design elements, theories for symbolic and iconic visual content, color and lighting theory, miniatures and model construction and other aspects of production design.	Prerequisites: A grade of C or better in (FMP108 and [FMP134 or FMT134]), or FMT136, or permission of Instructor.	LEC 3.0 3.0 3.0

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FMP208	Production Company Management	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.	LEC 3.0 3.0 3.0
FMP211	Screenwriting II	Workshop in screenwriting for feature films and television.	Prerequisites: A grade of C or better in FMP111 or permission of Instructor.	LEC 3.0 3.0 3.0
FMP213AA	Motion Picture Workshop: On-Location Shooting	Practical work and classes in film production. Features on location shooting.	Prerequisites: A grade of C or better in FMT136 or permission of Instructor.	L+L 4.0 4.0 4.0
FMP214AA	Video Production Internship	Video production work experience in a business or industry. 80 hours of designated work per credit.	Prerequisites: Permission of Instructor.	L+L 1.0 1.0 1.0
FMP214AB	Video Production Internship	Video production work experience in a business or industry. 80 hours of designated work per credit.	Prerequisites: Permission of Instructor.	L+L 2.0 2.0 2.0
FMP214AC	Video Production Internship	Video production work experience in a business or industry. 80 hours of designated work per credit.	Prerequisites: Permission of Instructor.	L+L 3.0 3.0 3.0
FMP215	Digital Video Effects	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	Prerequisites: A grade of C or better in FMP108, or FMP115, or permission of Instructor. FMP115 strongly recommended for students in Film and Media Production (3570).	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0

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		creation and design, logo and photo import into video productions.	ADA/ART/MMT184 strongly recommended.	
FMP216	Screenwriting III	Advanced workshop in narrative screenwriting for film and television.	Prerequisites: A grade of C or better in FMP211.	L+L 3.0 7.0 7.0
FMP260	Film and Media Producing and Financing	Guides the independent film/video producer through basic business aspects of production. Examines methods of setting up a production company, strategies for financing and distribution, and approaches to packaging a film/video project. Includes development of a prospectus on a specific film/video project.	Prerequisites: None.	L+L 3.0 4.0 4.0
FMP270	Documentaries for Social Change	Study of and practical application in social documentary film production. Focuses on diverse voices and styles of social documentaries, philosophical issues faced by the filmmaker, technical considerations, and business elements required for financial and commercial success of the social documentary.	Prerequisites: A grade of C or better in (FMP108 and FMP115), or FMT136, or permission of Instructor.	L+L 4.0 6.0 6.0
FMP275	Advanced Portfolio Production	Advanced workshop in portfolio development for Producers, Directors, Cinematographers, Production Designers, Editors, and Screenwriters.	Prerequisites: Permission of Instructor.	L+L 4.0 7.0 7.0
FMP294AA	Special Topics in Motion Picture, Television, Documentary, and New Media Production	Exploration of current topics, issues and aspects of motion picture, television, documentary, and new media production.	Prerequisites: A grade of C or better in (FMP108 and FMP115) or FMT136, or permission of Instructor.	LEC 1.0 1.0 1.0

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FMP294AB	Special Topics in Motion Picture, Television, Documentary, and New Media Production	Exploration of current topics, issues and aspects of motion picture, television, documentary, and new media production.	Prerequisites: A grade of C or better in (FMP108 and FMP115) or FMT136, or permission of Instructor.	LEC 2.0 2.0 2.0
FMP294AC	Special Topics in Motion Picture, Television, Documentary, and New Media Production	Exploration of current topics, issues and aspects of motion picture, television, documentary, and new media production.	Prerequisites: A grade of C or better in (FMP108 and FMP115) or FMT136, or permission of Instructor.	LEC 3.0 3.0 3.0
FMP298AA	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.	LAB 1.0 1.0 0.0
FMP298AB	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	Prerequisites: Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		individualized learning to be combined to maximize student development.		
FMP298AC	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.	LAB 3.0 3.0 0.0
FMT100	Introduction to Production	Introduction to the major production components of a multimedia project.	Prerequisites: None.	L+L 3.0 3.0 3.0
FMT107	Career Pathways in the Media	Emphasis on theories of broadcasting, how the media functions in our society, the business structure of the U.S. media environment, the cultural import and potential impact of the programming and films, and the growth of new communications technologies.	Prerequisites: None.	LEC 3.0 3.0 3.0
FMT117	Introduction to Cinematography	Introductory workshop focusing on basic film and video camera operation and lighting. Emphasis on the role of the cinematographer, basic camera operation and lens selection, introduction to cinematic storytelling to include interpreting the script, basic lighting techniques, exposure meters,	Prerequisites: A grade of C or better in FMP108, or FMT136, or permission of Instructor.	L+L 3.0 5.0 5.0

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		film stocks, and planning for the editing style.		
FMT118	Lighting for Film, TV, and Media	Introductory workshop focusing on lighting for video and film productions. Emphasis on the role of the cinematographer in developing a look and mood for a production and to tell a story through the use of light and color.	Prerequisites: None.	L+L 3.0 5.0 5.0
FMT120	Introduction to Sound Design for Film and Video	Basic principles of recording and mixing sound for film and video. Includes voice-over, automatic dialog replacement (ADR), foley, ambience, special effects and music. Emphasis on analog and digital recording techniques in the field as well as in a controlled environment.	Prerequisites: A grade of C or better in (FMT100 and FMT136) or permission of Instructor.	LEC 3.0 3.0 3.0 LAB 0.0 2.0 1.0
FMT121	Story Theory for Film, Television and Media	Introduction to story theory and structure as it applies to screenwriting for feature films, television programs (one-hour dramas and sitcoms) and related media.	Prerequisites: None.	LEC 3.0 3.0 3.0
FMT123	Feature Screenwriting: First Draft	Intermediate workshop focused in writing initial draft of a narrative feature film screenplay.	Prerequisites: A grade of C or better in FMT121.	L+L 3.0 6.0 6.0
FMT124	Television Screenwriting: Writers Room	Intermediate workshop focused on understanding the collaborative nature of series/television (TV) story development (i.e., writers room) and writing initial draft of a spec script for an existing TV one-hour drama or half-hour sitcom.	Prerequisites: A grade of C or better in FMT121.	L+L 3.0 6.0 6.0

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FMT134	16mm Film Workshop: Pre-Production	Introduction to elements of pre-production for motion picture and television. Focuses on aesthetics, scriptwriting, budgeting, and selecting cast and crew. Features pre-production meetings to establish style, location, art design, shot sheet/storyboard, sound design, shooting schedule and film stock/video tapes. Pre-production of one film project and one video project required. Working as crew on one class shoot required.	Prerequisites: A grade of C or better in FMP105, or FMT100, or permission of Department or Division.	L+L 3.0 4.0 4.0
FMT135	16mm Film Workshop: Production	Introduction to elements of production for motion picture and television. Focuses on directing, crew responsibilities, camera operation, lenses, lighting and sound recording. Production of one film shoot and one video shoot required.	Prerequisites: A grade of C or better in FMT134, or permission of Department or Division.	L+L 3.0 3.0 3.0
FMT136	16mm Film Workshop: Post-Production	Introduction to elements of post-production for motion picture and television. Focuses on editing, titles, sound design and marketing strategies. Post-production and marketing of one film and one video required.	Prerequisites: A grade of C or better in FMT135 or permission of Department or Division.	L+L 3.0 3.0 3.0
FMT151	TV and New Media Production	Introduction to multi-camera television production in studio and on location. Emphasizes teamwork and group production through a variety of program types.	Prerequisites: A grade of C or better in FMP105, or FMT100, or permission of Instructor.	L+L 3.0 4.0 4.0
FMT206	Production Design	Intermediate workshop on Film Production Design focusing on areas such as script breakdowns for design	Prerequisites: A grade of C or better in (FMP108 and [FMP134	LEC 3.0 3.0 3.0

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		elements, theories for symbolic and iconic visual content, color and lighting theory, miniatures and model construction and other aspects of production design.	or FMT134]), or FMT136, or permission of Instructor.	
FMT217	Advanced Cinematography	Advanced workshop focusing on film and video camera operation and lighting. Emphasis on the role of the cinematographer and camera department, in-depth camera operation and lens selection, advanced cinematic storytelling to include interpreting the script, advanced lighting techniques, exposure meters, film stocks, and planning for the editing style. In-depth analysis of on-set communication and collaboration between the Cinematographer and other key crew members.	Prerequisites: A grade of C or better in FMP/FMT117 and (FMP204 or FMT241), or permission of Instructor.	L+L 3.0 5.0 5.0
FMT220	Advanced Sound Design for Film and Video	Explores techniques and advanced applications used in designing sound using original student footage on a non-linear editing system.	Prerequisites: A grade of C or better in FMT/MTC120 or permission of Instructor.	LEC 3.0 3.0 3.0 LAB 0.0 2.0 2.0
FMT223	Feature Screenwriting: The Rewrite	Advanced workshop focused in rewriting narrative feature film screenplay, developing an individual writing voice and understanding the professional feature writing landscape.	Prerequisites: A grade of C or better in FMT123.	L+L 3.0 6.0 6.0
FMT224	Television Screenwriting: Original TV Pilot	Advanced workshop focused on creating an original television series concept, writing an original pilot script for the series, developing an individual	Prerequisites: A grade of C or better in FMT121.	L+L 3.0 6.0 6.0

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		writing voice and understanding the professional television writing landscape.		
FMT230	Motion Picture Directing	Theory and practice in directing the motion picture. Includes overview of the roles and responsibilities of the film director, examples of film directing, and practice sessions in analyzing a script, creating a scene, working with actors, conducting rehearsals, planning the camera movements and overseeing elements of a production.	Prerequisites: A grade of C or better in (FMT117, FMT/MTC120, FMT121, and FMT241) or permission of Instructor.	L+L 4.0 4.0 4.0
FMT241	AVID Media Composer Editing	Editing on a Media Composer non-linear editing system, including timeline editing, trimming, dialog and action editing, refining audio, basic multi-layer motion, and 3D effects; also covers basic and intermediate color correction, intermediate and three-dimension titling, working with tape and file based media, and media management.	Prerequisites: A grade of C or better in FMT136 or permission of Instructor.	L+L 4.0 6.0 6.0
FMT242	Professional Portfolio for Film, TV, and Media	Explores techniques and applications used in editing an individual project on an editing system.	Prerequisites: A grade of C or better in FMT241 or permission of Instructor.	L+L 2.0 4.0 4.0
FMT242AA	Professional Portfolio in Screenwriting	Explores techniques and applications used in screenwriting for an individual project.	Prerequisites: A grade of C or better in FMT223 or FMT224.	L+L 2.0 4.0 4.0
FMT243	Introduction to Video Compositing and Title Animation	Introduction to computer-based video compositing and title animation.	Prerequisites: A grade of C or better in	L+L 4.0 6.0 6.0

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			FMT241 or permission of Instructor.	
FMT244	Film Finishing	Introduction to editing system and applications.	Prerequisites: A grade of C or better in FMT241 or permission of Instructor.	L+L 4.0 6.0 6.0
FMT248	Advanced Film Production Techniques	Advanced workshop in the techniques of film production. Emphasizes real world simulation of production departments.	Prerequisites: A grade of C or better in (FMP/FMT117 and FMT/MTC120) or permission of Instructor.	L+L 4.0 6.0 6.0
FMT251	Advanced Studio Production	Advanced video production within a studio environment.	Prerequisites: A grade of C or better in (FMP/FMT117, FMT121, FMT151, and FMT241) or permission of Instructor.	L+L 3.0 5.0 5.0
FMT260	Motion Picture Producing and Production Management	Introduction to functions specific to producing, production management, and business affairs for film, television, and new media productions.	Prerequisites: A grade of C or better in FMT136.	L+L 3.0 3.0 3.0
FMT263	Film Style, Theory and Analysis	Survey of the development of the art and theory of motion pictures, including study and criticism of stylistic elements. Tailored toward teaching different approaches and techniques of filmmaking as demonstrated in a variety of historic film movements. Designed for students focusing on filmmaking.	Prerequisites: A grade of C or better in FMT136 or permission of Instructor.	LEC 4.0 4.0 4.0

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FMT270	Documentaries for Social Change	Study of and practical application in social documentary film production. Focuses on diverse voices and styles of social documentaries, philosophical issues faced by the filmmaker, technical considerations, and business elements required for financial and commercial success of the social documentary.	Prerequisites: A grade of C or better in (FMP108 and FMP115), or FMT136, or permission of Instructor.	L+L 4.0 6.0 6.0
FMT280	The Art of Editing	A lab intensive post-production course. Emphasizes the art of editing movie and television media and the development of editing skills. Editing products, including demo reels, from instructor provided or student provided quality raw footage.	Prerequisites: A grade of C or better in FMT241 or permission of Instructor.	L+L 3.0 5.0 5.0
FMT283	Advanced Non-Linear Editing Techniques	Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system.	Prerequisites: A grade of C or better in FMT241 or permission of Instructor.	L+L 4.0 6.0 6.0
FMT283AA	Advanced Non-Linear Editing Techniques: AVID	Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system.	Prerequisites: A grade of C or better in FMT241 or permission of Instructor.	L+L 4.0 6.0 6.0
FMT294AA	Special Topics in Motion Picture, Television, Documentary, and New Media Production	Exploration of current topics, issues and aspects of motion picture, television, documentary, and new media production.	Prerequisites: A grade of C or better in (FMP108 and FMP115) or FMT136, or permission of Instructor.	LEC 1.0 1.0 1.0
FMT294AB	Special Topics in Motion Picture, Television, Documentary, and New Media Production	Exploration of current topics, issues and aspects of motion picture,	Prerequisites: A grade of C or better in (FMP108 and FMP115)	LEC 2.0 2.0 2.0

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		television, documentary, and new media production.	or FMT136, or permission of Instructor.	
FMT294AC	Special Topics in Motion Picture, Television, Documentary, and New Media Production	Exploration of current topics, issues and aspects of motion picture, television, documentary, and new media production.	Prerequisites: A grade of C or better in (FMP108 and FMP115) or FMT136, or permission of Instructor.	LEC 3.0 3.0 3.0
FMT296WA	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 concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.	LAB 1.0 5.0 0.0
FMT296WB	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	LAB 2.0 10.0 0.0

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			<p>be able to obtain a position related to student's academic or career goals (student's present job may qualify) or permission of Instructor.</p> <p>Corequisites: Must be concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.</p>	
FMT296WC	Cooperative Education	<p>Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students.</p>	<p>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.</p> <p>Corequisites: Must be concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.</p>	LAB 3.0 15.0 0.0

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FMT296WD	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.	<p>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.</p> <p>Corequisites: Must be concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.</p>	LAB 4.0 20.0 0.0
FMT298AA	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.	<p>Prerequisites: Permission of Program Director or Instructor.</p>	LAB 1.0 1.0 0.0

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FMT298AB	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.	LAB 2.0 2.0 0.0
FMT298AC	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.	LAB 3.0 3.0 0.0
FON100	Introductory Nutrition	Introduction to the science of food and human nutrition. Current sustainable dietary recommendations and applications for maximizing well-being and minimizing risk of chronic disease throughout the life cycle. An overview of the nutrients, emphasizing the importance of energy and fluid balance, and optimal functioning of	Prerequisites: None.	LEC 3.0 3.0 3.0

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		the digestive system. Understanding factors that influence food intake in different cultures. Methods for evaluating credibility of nutrition claims, a focus on modern food safety and technology practices, and a worldview of nutrition are included. Emphasis is on personal dietary behavior change for a holistic life of wellness.		
FON100LL	Introductory Nutrition Laboratory	Introduction to nutrition using anthropometric, biochemical, clinical, and dietary analysis. Includes the use of qualitative and quantitative methodology to determine nutritional status and evaluate methodological applications. Emphasis on relationship between energy balance and weight regulation and health.	Prerequisites: None.	LAB 1.0 3.0 3.0
FON101	Critical Food Studies	Introduction to foundational methodologies and concepts central to the interdisciplinary field of critical food studies. Basic concepts related to food governance, food security, food and social justice, and sustainability. Exploration of questions related to the food system including food production and distribution, access to food, and ecological consequences of agricultural practices. Issues of sustainability and equity are evaluated throughout the agri-food system from farm to fork.	Prerequisites: None.	LEC 3.0 3.0 3.0

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FON104	Certification in Food Service Safety and Sanitation	Preparation for and certification in a national food sanitation and safety program. Emphasis on food from purchasing, receiving, and storing to preparation, holding, and serving. Focuses on safe and sanitary food service facilities and equipment, employee habits and personal hygiene, and role of management in safety and sanitation. Includes time-temperature principles, foodborne illnesses, pest control, accident prevention, standards for cleaning and sanitizing, and regional regulations and standards.	Prerequisites: None.	LEC 1.0 1.0 1.0
FON105	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.	LEC 3.0 3.0 3.0
FON125	Introduction to Professions in Food, Nutrition, and Dietetics	Overview and discussion of career opportunities in the fields of food, nutrition, and dietetics. Includes information about history, ethics, standards of practice, communication and counseling skills. Emphasis on how to become a Registered Dietitian	Prerequisites: None.	LEC 1 1 1

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		Nutritionist or a Dietetic Technician Registered.		
FON135	Sustainable Cooking	Basic cooking techniques for healthful and enjoyable eating. Emphasis on strategies for maximizing the use of whole, local, and nutrient-dense food while focusing on applying the dietary recommendations for optimal health to food choices. Opportunities to learn about sustainable food living and identifying resources that enable people to be more in control of their food supply.	Prerequisites: None.	L+L 3.0 4.0 4.0
FON142AB	Science of Food	Exploration and Application of Scientific Principles of Food; experiences with ingredient functionality and application in cooking techniques.	Prerequisites: None.	L+L 3.0 5.0 5.0
FON143	Food and Culture	Understanding diet in the context of culture. Historical, religious, and sociocultural influences on the development of cuisine, meal patterns, eating customs, cooking methods, and nutritional status of various ethnic groups. Traditional and contemporary food habits. Health and social impact of changes in diet. Preparation and serving of foods from many cultures.	Prerequisites: None.	L+L 3.0 3.0 3.0
FON161	Sustainable Food Production Systems	Overview of the global food system. Covers historical events impacting current food production model and the effects food systems have on the environment, health, and communities.	Prerequisites: None.	LEC 3.0 3.0 3.0

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		Also covers conventional agriculture and food safety concerns. Emphasis on the movement towards sustainable food systems.		
FON162	Organic Foods Production	Overview of alternative farming systems. Covers organic and alternatively grown foods production as well as the Organic Foods Production Act. Includes principles of sustainable agriculture and Fair Trade. National Organic Program also covered.	Prerequisites: None.	LEC 3.0 3.0 3.0
FON163	Sustainable Kitchen Practices	Overview of sustainable kitchen practices. Covers energy efficient appliances and equipment, as well as electricity and water conservation practices. Includes environmentally friendly kitchen products and methods for disposal of waste. Researching food sources, purchasing locally, and building relationships are also covered. Emphasis in preparing organic, seasonal and local foods, and developing sustainable menus. Challenges for a sustainable future discussed.	Prerequisites: None.	L+L 3.0 5.0 5.0
FON165	Food Entrepreneurship	Overview of the process for starting a small food business. Covers stages for introducing a variety of food products into the market, food safety, and sanitation requirements. Includes business and marketing strategies, processing, labeling, and distribution	Prerequisites: None.	LEC 3.0 3.0 3.0

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		requirements for different food product types such as dairy, meat, poultry, and fish. Also covers available resources for small food business support.		
FON207	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: A grade of C or better in [(MAT055 and MAT056 and MAT057) or MAT090 or MAT091 or MAT092] or satisfactory score on mathematics placement exam.	LEC 3.0 3.0 3.0
FON210	Sports Nutrition and Supplements for Physical Activity	Principles of nutrition applied to fitness, exercise, and sports. Dietary fundamentals as applied to body fuels, hydration, and other unique needs for exercise and sports. Includes dietary guidelines for weight or endurance training, glycogen loading, the pre-game meal, and glycogen recovery. Emphasis on maximizing fitness, performance, and safety. Discussion of supplements and their effects on metabolic enhancement. Discussion of anabolic, catabolic, and energy-producing agents. Addresses current supplements on the market.	Prerequisites: A grade of C or better in FON100 or FON241.	LEC 3.0 3.0 3.0
FON225	Research in Complementary and Alternative Nutrition Therapies	Introduction to basic research methods and statistics as applied to complementary and alternative nutrition therapies. Emphasis on the	Prerequisites: A grade of C or better in MAT092 or equivalent or satisfactory score on	LEC 3.0 3.0 3.0

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		analysis and interpretation of health-related research.	district placement exam.	
FON230	Nutrition for Special Populations	Nutritional changes and appropriate management across the lifespan to maximize health and longevity. Addresses needs of those individuals with particular dietary restrictions, requirements or deficiencies. Includes special dietary needs of those diagnosed with common pathologies such as heart disease, diabetes.	Prerequisites: A grade of C or better in FON100, or FON241, or permission of Instructor.	LEC 3.0 3.0 3.0
FON241	Principles of Human Nutrition	Scientific principles of human nutrition. Emphasis on scientific literacy and the study of nutrients for disease prevention. Includes micro and macro nutrients, human nutrient metabolism and nutrition's role in the health of the human body throughout the life cycle. Addresses nutrition principles for prevention of nutrition-related health conditions.	Prerequisites: None.	LEC 3.0 3.0 3.0
FON241LL	Principles of Human Nutrition Laboratory	Self-evaluative laboratory experience to complement FON241, Principles of Human Nutrition using anthropometric, biochemical, clinical, dietary analysis, and ecological/economical assessments. Includes the use of qualitative and quantitative methodology to determine nutritional status and evaluate methodological applications.	Prerequisites: A grade of C or better in FON241 or Corequisites: FON241.	LAB 1.0 3.0 3.0

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FON242	Introduction to Medical Nutrition Therapy	Introduction to fundamental principles of medical nutrition therapy. Introduces the study of nutritional therapy of disease and evidence-based practice in prevention and nutritional management of diseases. Nutrition care planning for chronic diseases is taught via a variety of methods including case studies. This course applies foundational skills in the application of the Nutrition Care Process (NCP) for diet therapy implementation and documentation. Includes strategies to promote dietary adherence and the development of educational programs for a diverse adult population.	Prerequisites: A grade of C or better in BIO160 and FON241.	LEC 3.0 3.0 3.0
FON244AA	Food Service Management Practicum	Classroom preparation and training, under the instruction and supervision of a registered dietitian. Application of principles, knowledge, and skills required in the delivery of nutrition services for food service management including food service operations, quantity food production, procurement, organizing and management principles, facility design and equipment, financial management, food safety and sanitation, menu planning, and marketing.	Prerequisites: A grade of C or better in (FON104, FON125, FON142AB, FON207, and FON242) and permission of Program Director. Corequisites: FON244AB.	LEC 2.0 2.0 2.0
FON244AB	Food Service Management Practicum Laboratory	Practicum experience under the supervision of a registered dietitian. Application of principles, knowledge,	Prerequisites: A grade of C or better in (FON104, FON125,	LAB 2.5 10.0 0.0

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		and skills required in the delivery of nutrition services for food service management including food service operations, quantity food production, procurement, organizing and management principles, facility design and equipment, financial management, food safety and sanitation, menu planning, and marketing.	FON142AB, FON207, and FON242) and permission of Program Director. Corequisites: FON244AA.	
FON245AA	Medical Nutrition Therapy Practicum	Classroom preparation and training, under the instruction and supervision of a registered dietitian. Understanding of principles, knowledge, and skills required for the delivery of medical nutrition therapy. Comprehension of nutritional screening, assessment, monitoring, and evaluation for common and complex medical conditions, medical documentation, patient interviewing and counseling, and education in health promotion and disease prevention.	Prerequisites: A grade of C or better in (FON125, FON242, and HCC145AA) and (MAT092, or equivalent, or satisfactory score on district placement exam) and permission of Program Director. Corequisites: FON245AB.	LEC 2.0 2.0 2.0
FON245AB	Medical Nutrition Therapy Practicum Laboratory	Practicum experience under the supervision of a registered dietitian. Application of principles, knowledge, and skills required for the delivery of medical nutrition therapy. Perform nutritional screening, assessment, monitoring, and evaluation for common and complex medical conditions, medical documentation, patient interviewing and counseling,	Prerequisites: A grade of C or better in (FON125, FON242, and HCC145AA) and (MAT092, or equivalent, or satisfactory score on district placement exam) and permission of Program Director.	LAB 2.5 10.0 0.0

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		and education in health promotion and disease prevention.	Corequisites: FON245AA.	
FON246AA	Community Nutrition Practicum	Classroom preparation and training, under the instruction of a registered dietitian. Understanding of principles, knowledge and skills required in the delivery of nutrition services in community-based agencies, outpatient health care settings, and social service agencies. Includes knowledge and understanding of nutrition intervention and wellness promotion for individuals and groups across the lifespan, i.e. infants through geriatrics with a diversity of cultural, religious and social backgrounds.	Prerequisites: A grade of C or better in (FON125 and FON242) and permission of Program Director. Corequisites: FON246AB.	LEC 2.0 2.0 2.0
FON246AB	Community Nutrition Practicum Laboratory	Practicum experience under the supervision of a registered dietitian. Application of principles, knowledge and skills required in the delivery of nutrition services in community-based agencies, outpatient health care settings, and social service agencies. Includes nutrition intervention and wellness promotion for individuals and groups across the lifespan, i.e. infants through geriatrics with a diversity of cultural, religious and social backgrounds.	Prerequisites: A grade of C or better in (FON125 and FON242) and permission of Program Director. Corequisites: FON246AA.	LAB 2.0 10.0 0.0
FON247	Weight Management Science	The comprehensive study of obesity as a disease of modern society due to multiple determinants. Use of evidence-based data and methods to	Prerequisites: A grade of C or better in FON100 or FON241 or	LEC 3.0 3.0 3.0

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		<p>assess and manage weight in various settings. Use of client-centered counseling strategies, including behavior change theories. Focus on discovering successful healthful long-term weight management strategies.</p>	<p>permission of Instructor.</p>	
FON285	<p>Food and Nutrition Studies Internship</p>	<p>Work experience in an area directly related to sustainable food systems. Application of sustainable food system principles and practices from seed to support to service, including gardening and farming, managing food waste, advocacy, preparing and preserving food, and working with chefs and small farmers who are committed to supporting and providing local and regional sustainable food. Supervision and evaluation by an internship coordinator.</p>	<p>Prerequisites: A grade of C or better in FON161 or permission of Department Chairperson or Program Director.</p>	<p>LAB 3.0 15.0 0.0</p>
FON298AA	<p>Special Projects</p>	<p>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. COMMON COMPETENCY COURSE</p>	<p>Permission of Program Director or Instructor.</p>	<p>LAB 1.0 1.0 0.0</p>

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FON298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
FON298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
FOR105	Forensic Science: Physical Evidence	Scientific analysis and examination of physical evidence for forensic purposes. Covers fingerprints, shoe prints, tool marks, glass, soil and mineral evidence, firearms identification, paint chips, and arson and explosive evidence. Includes the	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0

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		history of forensic science, functions of the crime lab and criminalist career specialties		
FOR106	Forensic Science: Biological Evidence	Scientific analysis and examination of biological evidence for forensic purposes. Covers blood, bloodstains, other biological fluids and stains, hair, DNA, toxicological evidence, controlled substances and alcohol. Includes the history of forensic science, functions of the crime lab, and criminalist career specialties	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
FOR275	Forensic Anthropology	Survey of the role of forensic anthropologists, from the crime scene to the courtroom. Course focuses on how skeletal analysis can aid in medicolegal investigations, especially by identifying aspects of the life history of unknown individuals and by reconstructing events that took place at crime scenes. Covers both the legal aspects of forensic practice and the underlying biological basis for evidence obtained from skeletal remains. Examines applications of forensic anthropology in mass disasters, human rights investigations, and the deciphering of historic cases. Lab activities designed to illustrate techniques and principles central to the discipline.	Prerequisites: None.	L+L 4.0 5.0 5.0

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FRE085AA	Speedy French I	Basic vocabulary and grammar to develop conversational skills in French	Prerequisites: None.	LEC 1.0 1.0 1.0
FRE085AB	Speedy French II	Intermediate vocabulary and grammar to develop conversational skills in French	Prerequisites: A grade of C or better in FRE085AA. Completion of prerequisites within the last three years is required.	LEC 1.0 1.0 1.0
FRE085AC	Speedy French III	Advanced vocabulary and grammar to develop conversational skills in French.	Prerequisites: A grade of C or better in FRE085AB. Completion of prerequisites within the last three years is required.	LEC 1.0 1.0 1.0
FRE101	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.	LEC 4.0 4.0 4.0
FRE101AA	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.	L+L 4.0 5.0 5.0
FRE102	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: A grade of C or better in FRE101 or FRE101AA or permission of Department or Division. Completion of	LEC 4.0 4.0 4.0

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			prerequisites within the last three years is required.	
FRE102AA	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: A grade of C or better in FRE101 or FRE101AA or permission of Department or Division. Completion of prerequisites within the last three years is required.	L+L 4.0 5.0 5.0
FRE115	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.	LEC 3.0 3.0 3.0
FRE116	Beginning French Conversation II	Continued development of speaking and listening skills for effective communication in French.	Prerequisites: A grade of C or better in FRE115 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
FRE201	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.	(FRE102 or FRE102AA with a grade of "C" or better), or two years of high school French with an average of "C" or	LEC 4.0 4.0 4.0

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			better, or permission of Department or Division. Completion of prerequisites within the last three years is required.	
FRE202	Intermediate French II	Review of grammar, continued development of French language skills, and continued study of the French culture.	Prerequisites: A grade of C or better in FRE201 or three years of high school French with an average of C or better. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
FRE225	Intermediate French Conversation I	Continued development of skills in conversational French for business or travel.	Prerequisites: A grade of C or better in FRE116 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
FRE226	Intermediate French Conversation II	Development of intermediate level skills in conversational French for business and travel.	Prerequisites: A grade of C or better in FRE225 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
FRE265	Advanced French I	In-depth exploration of a selected theme related to French culture.	Prerequisites: A grade of C or better in	LEC 3.0 3.0 3.0

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		Involves reading selections from French literature, writing reports, and discussions in French. Emphasis on enhancing reading, writing and speaking skills.	FRE202 or permission of Department or Division. Completion of prerequisites within the last three years is required.	
FRE266	Advanced French II	Continuation of FRE265, Reading selections from French literature, written reports, and discussions in French designed to further develop reading, writing and speaking skills.	Prerequisites: A grade of C or better in FRE265 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
FRE296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0

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FRE296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
FRE296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 3.0 15.0 0.0

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			interest or with permission of Instructor.	
FRE296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
FRE298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		development. COMMON COMPETENCY COURSE		
FRE298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
FRE298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
FSC101	Introduction to Fire Service Selection and Entry	Overview of the application and selection processes used by various fire departments and fire service organizations. Focus on the skills and abilities required for entry-level	Prerequisites: None.	L+L 4.0 5.0 5.0

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		positions in the fire department, including oral and written communication skills, mathematical and mechanical skills, problem-solving skills, and physical agility and stamina. 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.		
FSC102	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. Satisfies minimum standards for certification testing set forth by the current Arizona State Training and Certifying Authority.	Prerequisites: A grade of C or better in FSC105, FSC130, and permission of Instructor. Corequisites: (FSC134 or FSC234) and FSC174.	L+L 11.0 19.6 19.6
FSC103	Advanced Firefighter	Comprehensive review of Fire Department Standard Operating Procedures, Evaluation of Fitness and Conditioning as they relate to fire	Successful completion of the Fire Operations Academy Certified Firefighter I and II	L+L 7.0 11.0 11.0

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		ground skills. Emphasis on physical development and hands on activities providing participants with skills necessary to safely operate on the fire ground and at emergency scenes	through Arizona Fire Marshal and current PASS on Candidate Physical Ability Test (CPAT).	
FSC105	Hazardous Materials Awareness and Operations	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. Satisfies minimum standards for certification testing set forth by the current ProBoard and/or Arizona State Training and Certifying Authority.	Prerequisites: None.	L+L 3.0 3.0 3.0
FSC106	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.	LEC 3.0 3.0 3.0
FSC108	Fundamentals of Fire Prevention	Fundamentals of fire prevention. Includes techniques, procedures, regulations, and enforcement. Also includes discussion of hazards in ordinary and special occupancies.	Prerequisites: None.	LEC 3.0 3.0 3.0

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		Field trips and lectures from industry also included		
FSC109	Emergency Response Team for Industry	Common industrial hazards related to chemicals, gases, fire, energy sources, and spills. Emergency response procedures to control and conclude hazardous incidents	Prerequisites: None.	LEC 3.0 3.0 3.0 LAB 0.0 2.6 2.6
FSC110	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. Satisfies minimum standards for certification testing set forth by the National Wildland Coordinating Group (NWCG).	Prerequisites: None.	L+L 3.0 3.0 3.0
FSC111	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.	LEC 2.0 2.0 2.0
FSC112PS	Public Safety Emergency Telecommunications	In-depth coverage of established techniques and procedures for handling routine and emergency public safety telephone calls and radio (contact) communications. Nationally recognized procedures for processing 9-1-1 emergency calls, field unit	Prerequisites: None.	L+L 3.0 3.0 3.0

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		safety, injury scenarios, and demonstrating positive public relations. Fundamental skills and responsibilities for fire, emergency medical, and law enforcement complaint report processing as well as federal laws regarding proper processing, retention, and dissemination of security information. Definitions of terms unique to fire suppression, emergency medical, and law enforcement situations common within the public safety sector.		
FSC113	Introduction to Fire Suppression	Introduction to the characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, firefighter safety, fire suppression organization and equipment, and basic fire fighting tactics.	Prerequisites: None.	LEC 3.0 3.0 3.0 LAB 0.0 1.0 1.0
FSC114	Hazardous Materials First on the Scene/Awareness Level	Designed to assist first responders involved in potential hazardous materials incident. Provides an overview of capabilities and limitations of first responders in the recognition and detection of hazardous materials, safety considerations, and pre-emergency planning	Prerequisites: None.	LEC 0.5 0.5 0.5
FSC115	Community Emergency Response Team (CERT): Level I	Basic skills, including instruction in teamwork and disaster simulations, needed to help oneself, family, and neighbors in the event of a community disaster in accordance with the Federal	Prerequisites: None.	LEC 1.5 1.5 1.5

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		Emergency Management Agency (FEMA) guidelines.		
FSC117	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.	LEC 3.0 3.0 3.0
FSC118	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.	LEC 3.0 3.0 3.0
FSC119	Introduction Fire Service Ethics	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.	LEC 3.0 3.0 3.0
FSC125	Hazardous Materials Emergency Scene Management	Emphasis on detection and identification of dangers associated with the release of hazardous materials. Step-by-step guide to the management of response resources for the purpose of mitigating a hazardous materials incident	Prerequisites: None.	LEC 1.0 1.0 1.0
FSC126	Refresher Training for Hazardous Materials First Responder Operational	Review of fundamentals of containment, prevention, and knowledge of basic hazard and risk assessment techniques. Topics include protective clothing, containing and	Prerequisites: A grade of C or better in FSC105.	L+L 1.0 1.0 1.0

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		controlling specific hazards, vapor suppression, and cooling of tanks. Meets the requirements of Department of Labor Part III; Occupational Safety and Health Act 29; Code of Federal Regulations Part 1910; Hazardous Waste Operational and Emergency Response; Final Rule March 6, 1989 governing Refresher Training.		
FSC127	Codes/Regulations and Contingency Planning for Hazardous Materials Response	Multifaceted approach to the management of a hazardous materials accident at private public sector facility. Includes planning requirements and considerations, fixed-site pre-plan preparation. Overview of federal statutes and national codes used to establish safety, health, and environmental standards for chemical utilization. Highlights Occupational Safety and Health Administration, Department of Transportation, Environmental Protection Agency, Uniform Building Code, Uniform Fire Code, and National Fire Protection Association regulations. Application of laws, regulations, and rules by agencies enforcing legal mandates in chemical compliance, both public and private	Prerequisites: None.	LEC 1.0 1.0 1.0
FSC128	Hazardous Materials Air Monitoring/Breathing Protection	Fundamentals of emergency air monitoring and respiratory protection used in response to hazardous materials releases. Theory and	Prerequisites: None.	LEC 1.0 1.0 1.0

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		practical application. Includes use of monitoring instruments in conjunction with respiratory protection systems for tactical and risk analysis work; respiratory protection devices and their physiological effects; all state and federal laws pertaining to respiratory protection		
FSC129	Physical Properties of Hazardous Materials	Practical application of physical properties of hazardous materials for risk and hazard analysis. Working knowledge of chemicals, exposure, and physical property nomenclature for the selection of proper decontamination methods and proper personal protective clothing and equipment	Prerequisites: None.	LEC 1.0 1.0 1.0
FSC130	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 accredited International Association of Fire Fighters (IAFF) Candidate Physical Ability Test (CPAT) at the end of the course at a IAFF licensed agency.	Prerequisites: None.	L+L 1.0 1.5 1.5
FSC131	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.	L+L 3.0 3.0 3.0

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FSC132	Personal Protective Equipment for Emergency Spill Control at Hazardous Materials Incidents	Fundamentals of personal protective equipment and practical application of theoretical information. Includes the design, components, interface, use, application, and materials of chemical protective clothing; thermal limitations of chemical protective clothing in flammable and toxic atmospheres; physiological and psychological effects of wearing these types of garments. Fundamentals of basic emergency spill control, identification, response teams, safety, and decontamination	Prerequisites: None.	LEC 1.0 1.0 1.0
FSC134	Fitness and Conditioning for Firefighters	Overview of all aspects of fitness for current and prospective firefighters. Includes physical and mental aspects of performance for optimal achievement on fire department agility tests and fire fighting tasks; individual conditioning strategies, nutritional guidelines, protective clothing concepts, and basic exercise principles. Pre-employment, evaluation, and lifelong fitness and conditioning.	Prerequisites: None.	L+L 3.0 4.6 4.6
FSC136	Women Firefighter Preparation	Designed for women firefighter candidates. Includes firefighting techniques and procedure, physical/mental conditioning, health concerns, occupational opportunities, and mentorship programs.	Prerequisites: A grade of C or better in FSC134 or Corequisites: FSC134 or permission of Instructor.	L+L 2.0 2.87 2.87

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FSC139	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.	LEC 3.0 3.0 3.0
FSC147	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.	LEC 3.0 3.0 3.0
FSC148	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.	LEC 3.0 3.0 3.0
FSC149	Hazard Mitigation	Knowledge and skills required to develop programs to reduce losses from future disasters, emergencies, and other extreme events caused by natural and man-made hazards.	Prerequisites: None.	LEC 3.0 3.0 3.0
FSC152	Engine Company Officer	Overview of all aspects of engine company operations including the activities and responsibilities performed by the captain as well as	Prerequisites: None.	LEC 1.0 1.0 1.0

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		mechanisms for developing a personal supervisory style. Designed for the aspiring company officer or anyone having the opportunity for the role of a company officer		
FSC153	Minimum Company Standards for Fire Fighters	Comprehensive review of Standard Operating Procedures as they relate to fire ground skills. Emphasis placed on hands on activities allowing participants to practice necessary skills to safely operate on the fire ground and vehicle accident scenes	Successful completion of the Fire Operations Academy and current Candidate Physical Ability Test (CPAT).	L+L 2.0 4.0 4.0
FSC158	Advanced Education for Probationary Firefighter	Preparation to advance skill level of the probationary firefighter. Includes preparation for ambulance operations, driver's training and safety issues, fire ground operations, and fire department organizational structure. Hands-on application of skills and concepts	Prerequisites: Permission of Instructor.	LEC 3.0 3.0 3.0
FSC159	Ladder Operations	Comprehensive training for members of fire department ladder companies. Emphasis on safety, progressive skills, and equipment review.	Prerequisites: Permission of Instructor.	L+L 1.0 1.0 1.0
FSC160	Advanced Driver Training Instructor Certification	Comprehensive instructor certification course based on information and resources from the National Fire Protection Association Standard for Driver Apparatus; the Arizona Department of Transportation Standards, Commercial Drivers License Requirements; General Motors Advanced Drivers Training; National Highway Traffic and Safety	Prerequisites: Permission of Instructor.	LEC 1.2 1.2 1.2

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		Administration; and the Occupational Health and Safety Administration. Covers compensation for inertia, defensive driving skills, and collision avoidance techniques. Differences between driving passenger vehicles top-heavy or high-profile vehicles. Focuses on competency of instructor in ability to teach principles and demonstrate skills necessary to operate fire department apparatus		
FSC161	Advanced Driver Training Instructor Re-Certification	Comprehensive recertification for all previously certified Advanced Driver Training (ADT) instructors. Focuses on safety, review of driving skills, comprehension of course dialogue, and instructor presentation skills based on standards established by National Fire Protection Association (1002-Standard for Driver Apparatus); Arizona Department of Transportation, Commercial Drivers License (CDL); General Motors Advanced Driver Training; National Highway Traffic and Safety Administration; and the Occupational Health and Safety Administration	Prerequisites: Permission of Instructor.	LEC 3.0 3.0 3.0
FSC162	Utility Truck Operation	Comprehensive review of skills, responsibilities, apparatus familiarization, mechanical and technical aptitudes, and fire department standard operating procedures specific to safe and	Prerequisites: Permission of Instructor.	LEC 1.0 1.0 1.0

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		effective operation of utility trucks. Focuses on practical application of classroom instruction to insure competency of engineers in performing all utility truck/scene support operator responsibilities		
FSC163	Respiratory Protection Refresher	Use of respiratory protection, including regulations, hazard recognition, limitations of respirators, maintenance requirements, and importance of annual fit testing. Complies with 29CFR (Code of Federal Regulations) 1910.134 Occupational Safety and Health Administration (OSHA) Regulation for Respiratory Protection refresher training	Prerequisites: Permission of Instructor.	LEC 1.0 1.0 1.0
FSC167	Fire Captain Academy	Roles and responsibilities of a company officer within the fire department system with emphasis on practical application and preparation for the role of company officer in a move-up or out-of-class status. Emphasis on customer service, safety, crew development, discipline, community involvement, and specific engine and ladder company officer functions. Includes fire and emergency medical simulations.	Prerequisites: Permission of Instructor.	LEC 6.0 3.0 3.0 LAB 0.0 3.0 3.0
FSC174	Functions of Command	Basic functions of command in the fire service. Includes brief history and future trends of incident command. Analysis of recent local, national, and	Prerequisites: Permission of Instructor. Corequisites: FSC102.	L+L 2.0 3.0 3.0

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		international tactical and strategic concerns. Utilizes a Command Training Center to provide real-time, computer- and prop-enhanced simulations.		
FSC175	Fireground Survival	On-deck procedures, focusing on implementation, tasks and responsibilities, logistics, and their impact on tactics, strategy, and scene safety. Assignment of Rapid Intervention Company (RIC) responsibilities to the on-deck company. Fireground survival skills	Prerequisites: Permission of Instructor.	L+L 0.5 0.7 0.7
FSC200	Fire Service Instructor- Level I	Designed to prepare students for Level I Training Officer as defined by the National Fire Protection Association (NFPA) 1041 standards. Includes methods of delivering instructional materials, preparation of lesson plans, instructional aids and evaluation instruments; techniques and strategies for organizing the learning environment and management of recordkeeping are also included.	Prerequisites: None.	LEC 3.0 3.0 3.0
FSC201	Fire Service Instructor- Level II	Designed to prepare students for Level II Training Officer as defined by the National Fire Protection Association (NFPA) 1041 standards. Continued knowledge and skills in methods of delivering instructional materials, preparation of lesson plans, instructional aids and evaluation instruments; techniques and strategies	Prerequisites: A grade of C or better in FSC200 or permission of Program Director or Instructor.	LEC 3 3 3

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		for organizing the learning environment and management of recordkeeping are also included.		
FSC202	Supervisory Training for Firefighters	Administrative methods applied to the fire service, departmental organization, and personnel management. Includes fire alarm signaling systems, fire service planning, and relationships with other city departments	Prerequisites: None.	LEC 3.0 3.0 3.0
FSC204	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: A grade of C or better in FSC113 or permission of Instructor or current employment as a firefighter and/or Firefighter I and II Certification and/or related experience as determined by the Program Director.	LEC 3 3 3
FSC205	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: A grade of C or better in FSC204.	LEC 3.0 3.0 3.0

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FSC208	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: A grade of C or better in FSC113 or permission of Instructor or current employment as a firefighter and/or Firefighter I and II Certification and/or related experience as determined by the Program Director.	LEC 3 3 3
FSC209	Fire Investigation I	Methods of determining point of fire origin, path of fire travel, and fire cause. Includes recognizing and preserving evidence; interviewing witnesses; arson laws and types of arson fires; and court testimony, reports, and records.	Prerequisites: None.	LEC 3.0 3.0 3.0
FSC209LL	Fire Investigation I Lab	Practical application of fire investigation techniques. Includes use of the scientific method to investigate various types of fires as well as fire patterns, explosions and evidence documentation. Also covers scene management and examination procedures in addition to report writing and spoliation concerns.	Prerequisites: A grade of C or better in FSC209.	LAB 1.0 2.0 2.0
FSC210	Fire Investigation II	Focus on practical skills for fire investigators. Emphasis on hands-on application with practice examining and recording the fire/arson scene. Includes class room and field exercises on each section.	Prerequisites: A grade of C or better in FSC209 or permission of Instructor.	L+L 3.0 3.0 3.0

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FSC211	Fire Investigation III	Focus on case building for fire investigators. Emphasis on hands-on application, practice examining and recording the fire/arson scene. Includes field exercises with arson task force to investigate a crime scene.	Prerequisites: A grade of C or better in FSC210 or permission of Instructor.	L+L 3.0 3.0 3.0
FSC212	Fire Investigation IV	Skills and information for those responsible for fire investigation. Focus on courtroom and testimony. Includes continuing arson task force team assignment.	Prerequisites: A grade of C or better in FSC211 or permission of Instructor.	L+L 3.0 3.0 3.0
FSC213	Hazard Categorization (HAZ CAT)	Fundamentals of basic chemical identification for field application. Includes demonstration of sampling techniques, safety, key charts, test descriptions and use, and flow charts for tactical application at hazardous materials incidents	Prerequisites: None.	LEC 1.0 1.0 1.0
FSC214	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: A grade of C or better in FSC202 or four years in the fire service.	LEC 3.0 3.0 3.0
FSC215	Customer Service in the Public Sector	Examines the personal and practical skills needed to enhance customer service in the public sector with an emphasis on application, basic management requirements, and training	Prerequisites: None.	LEC 3.0 3.0 3.0
FSC216	Fundamentals of Flammable Hazardous Materials	Fundamentals of chemistry used in fire service, chemistry of flammable hazardous materials, containers used	Prerequisites: A grade of C or better in FSC105.	LEC 3.0 3.0 3.0

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		to store and transport flammable hazardous materials, and equipment and materials used in controlling emergencies involving flammables. Also includes tactics for hazardous materials emergencies, and laws at federal, state, and local levels pertaining to the use, storage, and transportation of hazardous materials and hazardous wastes.		
FSC217	Dangerous and Explosive Hazardous Materials	The chemistry of reactive and unstable hazardous materials, the toxicology of dangerous chemicals, and the measures taken to protect responders, the community, and the environment of chemical accidents. Also includes an introduction to field sampling of unknown substances.	Prerequisites: A grade of C or better in FSC216.	LEC 3.0 3.0 3.0
FSC220	Fire Officer	Administrative methods applied to the fire service, departmental organization, and personnel management. Includes Incident Management System, fire service planning, and relationships with other agency departments.	Prerequisites: Full time Certified Fire Fighter I & II, or Fire Instructor I, or permission of Instructor.	L+L 5.0 6.0 6.0
FSC221	Ladder Company Officer	Overview of all aspects of ladder company operations including activities, expectations, and responsibilities required of the ladder captain. Designed for the company officer who aspires to the role of ladder company officer	Prerequisites: None.	LEC 1.0 1.0 1.0

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FSC224	Incident Command Systems	Methods for managing emergency incidents including command, control and coordination of response to all types of incidents, including hazardous materials, natural hazards, fire and multiple causality incidents. Emphasis on stabilization and protecting life, property, and environment	Prerequisites: None.	LEC 3.0 3.0 3.0
FSC225	Hazard Zone Command	Provides the knowledge, skills and abilities for incident commanders to manage local, National Incident Management System (NIMS) Type 4 and 5 incidents. Prepares Fire Service Company and Command Officers to standardize local incident operations across their organization. The Hazard Zone Command course includes theory and simulation-based case studies. After successful completion of the course, the student will receive Blue Card certification for a period of three (3) years.	Prerequisites: Firefighter 1 and 2 certification and (a minimum of 5 years of fire service field experience or permission of Instructor).	L+L 5.0 6.0 6.0
FSC226	Incident Safety Officer	Comprehensive review of the critical factors that threaten the safety and well being of operating firefighting crews with an emphasis on the role an Incident Safety Officer has in recognizing, minimizing and mitigating threats. Focus on the Principles and types of construction, building dating, Smoke and Fire size-up, unique building types and standard	Rank of Fire Captain or Chief Officer.	LEC 3.0 3.0 3.0

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		company operations within Incident Management System providing the framework for effective Incident Safety Officer actions and overall impact on fire ground safety. Safety of Fire companies operating on every other type of incident in which a Command Structure is established, focus on the scope of an Incident Safety Officer		
FSC230	Fire Officer Leadership II	Management techniques which develop leadership and leadership effectiveness. Written and verbal communication skills, fire service excellence goals, counseling and problem solving methods. Role-playing and case studies emphasized throughout	Prerequisites: Permission of Instructor.	LEC 3.0 3.0 3.0
FSC231	Battalion Chief Academy	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.	L+L 3.0 5.0 5.0
FSC234	Fitness and Wellness for Firefighter Candidates	Focus on fitness and wellness for firefighter candidates.	Prerequisites: Permission of Instructor.	L+L 3.0 4.6 4.6
FSC238	Vehicular Extrication and Patient Stabilization	Participative course designed for the Emergency Medical Technicians (EMT). Incorporates new knowledge	Basic EMT certification current enrollment in an EMT-Basic program	LEC 2.0 2.0 2.0

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		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	nurse with emergency department experience or law enforcement personnel or permission of Instructor.	
FSC240	Incident Command Officer	Preparation of Incident Command officers in handling local community's emergency situations	Chief Officer or permission of Instructor.	L+L 3.0 3.0 3.0
FSC258	Victimology and Crisis Management	Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate community resources and the responsiveness of the justice system.	Prerequisites: None.	LEC 3.0 3.0 3.0
FSC259	Advanced Ladder Operations	Comprehensive training for members of fire department ladder companies. Emphasis on application of techniques, incorporating safety, progressive skills, and equipment review.	Prerequisites: Permission of Instructor.	L+L 8.0 8.5 8.5
FSC260	Technical Rope Rescue (RR) 1, 2, 3	Concepts, techniques, and skills needed to support technical rope	Prerequisites: A grade of C or better in	L+L 3.0 3.6 3.6

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		rescue. Meets Arizona Fire Marshal Office requirements for RR1, RR2, RR3 and National Fire Protection Association (NFPA) 1670 Operational Rope Rescue	FSC131 or permission of Instructor.	
FSC261	National Fire Protection Agency Rope Technician	Advanced anchor construction, use of elevated anchor points on difficult edges, horizontal rope systems, and study of force multipliers commonly experienced during high angle rope rescue. Meets the certification requirements for the NFPA (National Fire Protection Agency) 1670 for Operational Rope Rescue and NFPA 1006 for Technical Rescue Rope Technician.	Prerequisites: A grade of C or better in FSC260 or (the Office of the Arizona State Fire Marshalxxx Ropes 1 2 and 3 class) or permission of Instructor.	L+L 3.0 3.6 3.6
FSC271	Aircraft Rescue Fire Fighter (ARFF)-Basic	Basic level course for aircraft rescue firefighters. Preparation for performing standard aircraft rescue and firefighting procedures, including roles and responsibilities, basic airport configuration and design, aircraft types, hazardous cargo, safety precautions and use of materials.	Prerequisites: Permission of Program Director.	LEC 3.0 3.0 3.0
FSC272	Aircraft Rescue Fire Fighter (ARFF) - Advanced	Advanced level course for certification of aircraft rescue firefighters. Integrating, performing and evaluation of standard firefighting skills for airport configuration and design, aircraft types, hazardous cargo, safety procedures and materials used.	Prerequisites: A grade of C or better in FSC271.	L+L 3.0 4.0 4.0
FSC273	Aircraft Rescue Fire Fighter (ARFF)-Driver	Driver training course for aircraft rescue firefighters. Preparation for	Prerequisites: A grade of C or better in	L+L 2.0 2.5 2.5

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		performing standard driving procedures for aircraft rescue and firefighting. Includes but not limited to proper handling of apparatus, equipment and tools used in aircraft rescues and communication with tower and other response units.	(FSC272 or current employment as an airport firefighter) and permission of Instructor.	
FSC274	Aircraft Rescue Fire Fighter (ARFF) - Incident Command	Incident command certification of aircraft rescue firefighter performing and evaluating standard firefighting skills for airport firefighters. Includes but not limited to aircraft types, hazardous cargo, and safety procedures and materials.	Prerequisites: A grade of C or better in FSC273 or permission of Program Director.	LEC 3.0 4.0 3.7
FSC275	Aircraft Rescue Fire Fighter (ARFF) Certification Renewal	Designed to provide recertification for the performance of standard aircraft rescue and firefighting procedures and skills for airport firefighters. Includes but not limited to airport configuration and design, aircraft types, hazardous cargo, safety procedures and materials used.	Prerequisites: A grade of C or better in (FSC272 or current employment as an airport firefighter) and permission of Instructor.	L+L 3.0 4.0 4.0
FSC276	Terrorism Liaison	Provides knowledge and skills required for the Terrorism Liaison Officer (TLO) role to coordinate and communicate with various fire, police, and military agencies in managing threat vulnerability and other emergency disasters.	Prerequisites: Permission of Program Director.	L+L 4.0 4.0 4.0
FSC277	Threat Vulnerability Assessment	Provides a historical perspective of threats and the activities and methods used by first responders to identify and mitigate future threats. Introduces and	Prerequisites: Permission of Program Director.	L+L 1.0 1.0 1.0

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		examines threat vulnerability of critical infrastructure within jurisdictions. Provides assessment techniques for responding agencies.		
FSC282AA	Service-Learning Experience in Fire Science	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
FSC282AB	Service-Learning Experience in Fire Science	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
FSC282AC	Service-Learning Experience in Fire Science	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
FSC290AA	Arson Investigation	Investigative techniques used in analyzing suspected arson scenes, motives, and collection of physical evidence	Prerequisites: None.	LEC 1.0 1.0 1.0
FSC296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 1.0 5.0 0.0

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			permission of Instructor.	
FSC296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
FSC296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 3.0 15.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
FSC296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
FSC298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
FSC298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
FSC298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
FST175	Food Science Product Development I	A study of food production with hands-on experience in all aspects of developing, producing, and marketing food products for food science majors.	Prerequisites: None.	LEC 3.0 3.0 3.0

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FST263	Principles of Food Science	The study of scientific principles involved in the development, production, and evaluation of food.	Prerequisites: None.	L+L 4.0 4.0 4.0
FST264	Protein Science	The study of natural and synthetic proteins in food science with a focus on meat.	Prerequisites: A grade of C or better in FST263.	L+L 4.0 4.0 4.0
FST265	Microbiology of Foods	The study of microorganisms and their relationship to food development, production, processing, and preservation.	Prerequisites: A grade of C or better in (BIO156 or BIO156XT or BIO181 or BIO181XT or FST263) and (CHM130 or higher).	L+L 4.0 4.0 4.0
FST266	Fermentation in Food Science	A study of the biochemical principles and processes of fermentation in food science.	Prerequisites: A grade of C or better in (BIO156 or BIO156XT or BIO181 or BIO181XT or FST263) and (CHM230 or CHM235).	LEC 4.0 4.0 4.0
FST267	Analysis of Food	A study of biochemical analysis of foods used in product development, evaluation, and quality control.	Prerequisites: A grade of C or better in (BIO156 or BIO156XT or BIO181 or BIO181XT or FST263) and (CHM130 or higher).	L+L 4.0 4.0 4.0
FST275	Food Science Product Development II	Advanced study of food production and analysis of quality, safety, efficiency and cost through hands-on experience in developing, producing and marketing food products.	Prerequisites: None.	LEC 3.0 3.0 3.0

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FST298AA	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.	LAB 1.0 1.0 0.0
FST298AB	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.	LAB 2.0 2.0 0.0
FST298AC	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	Prerequisites: Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		individualized learning to be combined to maximize student development.		
GBS103	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.	LEC 3.0 3.0 3.0
GBS110	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.	LEC 3.0 3.0 3.0
GBS120	Workplace Communication Skills	Reviews planning, organization, development, and evaluation of written and oral communication in business settings, including informative and persuasive messages.	Prerequisites: None.	L+L 3.0 3.0 3.0
GBS126	Writing Resumes	Planning, organizing, and writing a professional resume. Focus on presentation skills including format and language	Prerequisites: None.	L+L 1.0 1.7 1.7
GBS131	Business Calculations	Review of basic arithmetic and application of mathematics to business problems, includes percentage, interest, discount, and markups	Prerequisites: None.	LEC 3.0 3.0 3.0
GBS132	Personal and Family Financial Security	Principles and practices of personal and family financial planning, includes savings, budgeting, credit,	Prerequisites: None.	LEC 3.0 3.0 3.0

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		buying versus renting, and general principles of consumerism.		
GBS151	Introduction to Business	Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance	Prerequisites: None.	LEC 3.0 3.0 3.0
GBS175	Professional Development	Examines personal qualities and professional skills needed to find a good job. Explores techniques required to build a successful career	Prerequisites: None.	LEC 3.0 3.0 3.0
GBS205	Legal, Ethical, and Regulatory Issues in Business	Legal theories, ethical issues and regulatory climate affecting business policies and decisions.	Prerequisites: None.	LEC 3.0 3.0 3.0
GBS206	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.	LEC 3.0 3.0 3.0
GBS207	Business Law (General Corporate)	Legal and ethical aspects of agency, partnerships, corporations, bankruptcy, antitrust, securities, and other regulations of business	Prerequisites: None.	LEC 3.0 3.0 3.0
GBS211	Legal, Ethical and Regulatory Issues of the Internet Studies	Legal, ethical and regulatory issues of the Internet environment, including personal, commercial and business electronic transactions in cyberspace.	Prerequisites: None.	L+L 3.0 4.0 4.0
GBS220	Quantitative Methods in Business	Business applications of quantitative optimization methods in operations management decisions.	Prerequisites: A grade of C or better in (MAT150 or MAT151 or MAT152) or satisfactory score on the	LEC 3.0 3.0 3.0

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			District math placement test.	
GBS221	Business Statistics	Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Includes the use of spreadsheet software for business statistical analysis.	Prerequisites: A grade of C or better in GBS220 or MAT217 or MAT218.	LEC 3.0 3.0 3.0
GBS233	Business Communication	Internal and external business communications, including verbal and nonverbal techniques	Prerequisites: A grade of C or better in ENG101 or ENG107 with grade of C or better or permission of Department or Division.	LEC 3.0 3.0 3.0
GBS261	Investments I	Evaluation of various investment forms including study of inflation, taxation, government securities, stocks and bonds, real estate and retirement plans. Securities industry knowledge and skills for individuals to prepare for careers in Financial Services. Includes capital markets, types of products and their risks, trading, customer accounts, prohibited activities, and regulatory agencies and their functions. Helps to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE) Examination required for entry-level positions in the security industry.	Prerequisites: None. Corequisites: Concurrent enrollment in GBS261LL recommended but not required.	LEC 3.0 3.0 3.0
GBS261LL	Securities Industry Essentials (SIE) Exam Prep	Helps to prepare students for the Financial Industry Regulatory	Prerequisites: None. Corequisites:	L+L 1.0 1.0 1.0

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		Authority (FINRA) Securities Industry Essentials (SIE) Examination required for prospective securities industry professionals. Focuses on reviewing key concepts, practicing skills, and preparing to successfully demonstrate existing knowledge on the SIE certification exam. The course is designed to provide an overview of exam topics and study and test-taking strategies. It also will include structured study time, group discussions, and the use of practice exams to assess test readiness.	Concurrent enrollment in GBS261 recommended but not required.	
GBS270AA	Business Internship	General business work experience in a business or industry. Eighty hours of designated work per credit per semester. Maximum of 3 credits allowed	Prerequisites: Permission of Department or Division.	LAB 1.0 1.0 0.0
GBS270AB	Business Internship	General business work experience in a business or industry. Eighty hours of designated work per credit totaling 160 hours per semester. Maximum of 3 credits allowed	Prerequisites: Permission of Department or Division.	LAB 2.0 2.0 0.0
GBS270AC	Business Internship	General business work experience in a business or industry. Eighty hours of designated work per credit.	Prerequisites: Permission of Department or Division.	LAB 3.0 3.0 0.0
GBS282AA	Volunteerism General Business: Service Learning Experience	Service learning field experience within private/public agencies, educational institution, and citizen volunteer groups.	Prerequisites: A grade of C or better in GBS151 and permission of Instructor.	LAB 1.0 1.0 0.0

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GBS294	Consumer Credit	Consumer lending by financial institutions	Prerequisites: None.	LEC 3.0 3.0 3.0
GBS296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
GBS296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 2.0 10.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
GBS296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
GBS296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 4.0 20.0 0.0

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			instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
GBS298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
GBS298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
GBS298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
GCO132	Landscape Management	Identification of plants commonly used in Arizona landscaping. Includes trees, shrubs, vines, flowers, and ground covers. Techniques for planting, watering, and fertilizing recreational grounds. Pest control planning	Prerequisites: None.	L+L 2.0 3.0 3.0
GCO298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		development. COMMON COMPETENCY COURSE		
GCO298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
GCO298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
GCU102	Introduction to Human Geography	Systematic study of human use of the earth. Spatial organization of economic, social, political, and perceptual environments	Prerequisites: None.	LEC 3.0 3.0 3.0

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GCU113	United States and Arizona Social Studies	Overview of government, history, and geography of the United States and Arizona. Includes the relationship of government to the United States economic system as well as the influences and developments that have shaped U.S. and Arizona history. Also covers geographical systems, regions, and study techniques.	Prerequisites: None.	LEC 3.0 3.0 3.0
GCU120	Arizona's Water Issues	History and development of Arizona's arid-land water use: sources, distribution, methods of use, floods, droughts, water law and environmental concerns	Prerequisites: None.	LEC 1.0 1.0 1.0
GCU121	World Geography I: Eastern Hemisphere	Description and analysis of spatial variations in culture, social, economic, and political phenomena in major world regions. Emphasis on the major cultural realms of Europe, North Africa, and Asia.	Prerequisites: None.	LEC 3.0 3.0 3.0
GCU122	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.	LEC 3.0 3.0 3.0
GCU141	Introduction to Economic Geography	Production, distribution and consumption of various types of commodities of the world and relationships to the activities of man	Prerequisites: None.	LEC 3.0 3.0 3.0
GCU194	Special Topics in Cultural Geography	Detailed study of specific regions, topics, or current issues in cultural geography. Topics may include origins, diffusion, and division of	Prerequisites: None.	LEC 3.0 3.0 3.0

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		cultural areas. Examines cultural patterns and spatial organization which may include population, religion, economic, social and political characteristics. Studies interrelationships between humans and the physical environment (i.e. environmental ecosystems, physical processes and natural resources).		
GCU221	Arizona Geography	The historical to modern development of Arizona. The interplay between the physical, cultural and economic factors affecting Arizona today	Prerequisites: None.	LEC 3.0 3.0 3.0
GCU223	Geography of Latin America	Spatial overview of the physical, historical, social, and economic characteristics of South, Middle, and Caribbean America.	Prerequisites: None.	LEC 3.0 3.0 3.0
GCU282AA	Service-Learning Experience in Cultural Geography	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
GCU282AB	Service-Learning Experience in Cultural Geography	Unpaid Service-Learning (SL) experience completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
GCU282AC	Service-Learning Experience in Cultural Geography	Unpaid Service-Learning field experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
GCU298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
GCU298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
GCU298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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GER085AA	Speedy German I	Basic grammar and vocabulary of the German language to practice listening and speaking skills	Prerequisites: None.	LEC 1.0 1.0 1.0
GER085AB	Speedy German II	Intermediate vocabulary, German syntax and inflections to further develop conversational skills in German.	Prerequisites: A grade of C or better in GER085AA. Completion of prerequisites within the last three years is required.	LEC 1.0 1.0 1.0
GER085AC	Speedy German III	Continued development of German speaking and listening skills to express opinions and thoughts on a variety of subjects.	Prerequisites: A grade of C or better in GER085AB. Completion of prerequisites within the last three years is required.	LEC 1.0 1.0 1.0
GER101	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.	LEC 4.0 4.0 4.0
GER101AA	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.	L+L 4.0 5.0 5.0
GER102	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: A grade of C or better in GER101 or GER101AA or permission of Department or Division.	LEC 4.0 4.0 4.0

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			Completion of prerequisites within the last three years is required.	
GER102AA	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: A grade of C or better in GER101 or GER101AA or permission of Department or Division. Completion of prerequisites within the last three years is required.	L+L 4.0 5.0 5.0
GER115	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.	LEC 3.0 3.0 3.0
GER116	Beginning German Conversation II	Continued development of speaking and listening skills for effective communication in German.	Prerequisites: A grade of C or better in GER115 or one year of high school German or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
GER201	Intermediate German I	Review of essential grammar of the German language and study of the	Prerequisites: A grade of C or better in	LEC 4.0 4.0 4.0

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		German culture. Continued practice and development of reading, writing, and speaking skills.	GER102 or GER102AA or two years of high school German or permission of Department or Division. Completion of prerequisites within the last three years is required.	
GER202	Intermediate German II	Continued development of German language skills and continued study of the German culture.	Prerequisites: A grade of C or better in GER201 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
GER226	Intermediate German Conversation II	Further development of skills in conversational German.	Three semesters of high school German or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
GER296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students	LAB 1.0 5.0 0.0

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			present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
GER296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
GER296WC	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a	LAB 3.0 15.0 0.0

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		students. COMMON COMPETENCY COURSE	position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
GER296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
GER298AA	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		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. COMMON COMPETENCY COURSE		
GER298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
GER298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
GIS205	Geographic Information Technologies	Introduces modern geographic information technologies, including cartography, Geographic Information System (GIS), remote sensing, global positioning systems, and statistical analyses.	Prerequisites: None.	LEC 3.0 3.0 3.0
GIS211	Geographic Information Science I	Introduces students to digital map creation including vector and raster data, map elements, and design, symbology, and the geo database using Environmental Systems Research Institute (ESRI) desktop and online mapping environments.	Prerequisites: A grade of C or better in GIS205 or permission of Instructor.	L+L 4 4 4
GIS220	Introduction to ArcPy Scripting	Students will learn how to automate geoprocessing tasks and apply scripting fundamentals using the ArcGIS Python-based scripting language ArcPy. The course emphasizes problem solving using geoprocessing analysis, identifying system integration and data management tasks, determining programming tools and order based upon workflow analysis.	Prerequisites: A grade of C or better in GIS211.	LEC 3.0 3.0 3.0
GIS222	Geographic Information Science II	Geographic Information Science (GIS) as a basis for microcomputer spatial analysis and synthesis. Includes digitizing, database organization, spatial retrieval and graphics.	Prerequisites: A grade of C or better in GIS211 or permission of Instructor.	LEC 3.0 3.0 3.0

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GIS223	Introduction to Digital Image Processing	Uses and application of remote sensing and imagery in Geographic Information Systems (GIS). Uses and application of Global Positioning Systems to GIS and remote sensing.	Prerequisites: None.	LEC 3.0 3.0 3.0
GLG101	Introduction to Geology I - Physical Lecture	Introduction to Earth's materials, surface and internal geologic processes, plate tectonics and geologic time.	Prerequisites: None.	LEC 3.0 3.0 3.0
GLG101IN	Introduction to Geology I - Physical	Introduction to Earth's materials, surface and internal geologic processes, plate tectonics and geologic time. Includes practical experience in rock and mineral identification, topographic maps, and applied problems in geology.	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
GLG102	Introduction to Geology II - Historical Lecture	The origin and history of the Earth, its dynamic geographic and climatic changes. Evolution and sequence of life recorded in the fossil record; tectonic evolution of major continents through time.	Prerequisites: None.	LEC 3.0 3.0 3.0
GLG102IN	Introduction to Geology II - Historical	The origin and history of the Earth, its dynamic geographic and climatic changes. Evolution and sequence of life recorded in the fossil record; tectonic evolution of major continents through time.	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
GLG103	Introduction to Geology I - Physical Lab	Includes practical experience in rock and mineral identification, topographic maps, and applied problems in geology.	Prerequisites: None.	LAB 1.0 3.0 3.0

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GLG104	Introduction to Geology II - Historical Lab	The study of minerals, rocks, fossils, geologic maps and structures.	Prerequisites: None.	LAB 1.0 3.0 3.0
GLG105	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.	L+L 4.0 6.0 6.0
GLG106	Life in the Universe	Introduction to the search for life in the universe for the non-science major. Earth's location in space and time, nature of life, light and the spectrum, origin and history of the universe, origin of life on Earth and the possibility of life on other planets.	Prerequisites: A grade of C or better in MAT090 or MAT091 or MAT092 or completion of higher level mathematics course, or satisfactory score on placement exam.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
GLG107	Life in the Universe Laboratory	Astronomy, Biology, and Planetary Science laboratory.	Prerequisites: A grade of C or better in AST/GLG106 and permission of Instructor or Department or Division.	LAB 1.0 3.0 3.0
GLG110	Geological Disasters and the Environment	Acquaints students with the use and importance of geological studies as they apply to the interactions between people and the earth. Includes geological processes and hazards such as earthquakes, volcanoes, floods and landslides. Examines environmental impact and use of mineral and energy resources.	Prerequisites: None.	LEC 3.0 3.0 3.0

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GLG110IN	Geological Disasters and the Environment	Acquaints students with the use and importance of geological studies as they apply to the interactions between people and the Earth. Includes geological processes and hazards such as earthquakes, volcanoes, floods and landslides. Examines environmental impact and use of mineral and energy resources.	Prerequisites: None	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
GLG111	Geological Disasters and the Environment Lab	Introduction to geological processes and concepts. Application of basic geologic knowledge to evaluate, interpret and propose solutions for a variety of current and past geology-related environmental disasters and hazards.	Prerequisites: None.	LAB 1.0 3.0 3.0
GLG121	Geology of the Grand Canyon	Introduction to the physiography and geology of the Grand Canyon. Includes a hiking field trip to the Grand Canyon.	Prerequisites: None. GLG103 suggested but not required.	L+L 1.0 2.0 2.0
GLG140	Introduction to Oceanography	Investigates the marine environment in terms of basic scientific concepts. Emphasizes the impact of ocean pollutants, climate fluctuations, and resources from the sea	Prerequisites: None.	LEC 3.0 3.0 3.0
GLG140IN	Introduction to Oceanography	Introduces students to the physical, chemical, and geological conditions that regulate global ocean phenomena. Topics covered include history of oceanography, physical and chemical properties of ocean water, air-sea interactions, current, wave, and tidal phenomena, origins of the oceans,	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0

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		geologic processes and features, biological influences, and environmental issues. Laboratory exercises are included to provide experimental learning opportunities.		
GLG229AB	Field Studies for Educators	Field trips to selected geological areas in Arizona in order to collect and/or observe geological phenomena. Designed for pre-college teachers	Prerequisites: None.	LAB 2.0 10.0 2.0
GLG229AC	Field Studies for Educators	Field trips to selected geological areas in Arizona in order to collect and/or observe geological phenomena. Designed for pre-college teachers	Prerequisites: None.	LAB 3.0 15.0 3.0
GLG230AA	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. GLG103 suggested but not required.	LAB 1.0 5.0 1.0
GLG230AB	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. GLG103 suggested but not required.	LAB 2.0 10.0 2.0
GLG230AC	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. GLG103 suggested but not required.	LAB 3.0 15.0 3.0
GLG231AA	Special Topics in Geology	Exploration of important topics in geology. Specific topic varies.	Prerequisites: None.	LEC 0.5 0.5 0.5
GLG231AB	Special Topics in Geology	Exploration of important topics in geology. Specific topic varies.	Prerequisites: None.	LEC 1.0 1.0 1.0

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GLG231AC	Special Topics in Geology	Exploration of important topics in geology. Specific topic varies.	Prerequisites: None.	LEC 2.0 2.0 2.0
GLG231AD	Special Topics in Geology	Exploration of important topics in geology. Specific topic varies.	Prerequisites: None.	LEC 3.0 3.0 3.0
GLG280	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.	LEC 3.0 3.0 3.0
GLG281	Geology of Arizona Lab	May accompany GLG280. Examples of specific geologic processes and local areas. May require field trips	Prerequisites: None.	LAB 1.0 3.0 3.0
GLG282AA	Volunteerism for Geology: A Service Learning Experience	Service-learning field experience within human service organizations, government offices, public schools, or hospitals.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
GLG296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 1.0 5.0 0.0

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			permission of Instructor.	
GLG296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
GLG296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 3.0 15.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
GLG296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
GLG298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
GLG298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
GLG298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
GLO298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
GLO298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
GLO298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		development. COMMON COMPETENCY COURSE		
GPH111	Introduction to Physical Geography Lecture	Earth's physical processes and impacts on human environments via the atmosphere, biosphere, lithosphere and hydrosphere. Topics include severe weather, climate change, biomes and ecosystems, landform processes; mountain building and erosion by rivers, glaciers, waves and wind.	Prerequisites: None.	LEC 3.0 3.0 3.0
GPH112	Introduction to Physical Geography Lab	Earth's physical processes and impacts on the human environment via the atmosphere, biosphere, lithosphere and hydrosphere. Practical experiences include earth-sun relationships, weather, climate, biomes, landform processes; mountain building and erosion by rivers, glaciers, waves and wind, topographic maps.	Prerequisites: A grade of C or better in GPH111 or Corequisites: GPH111.	LAB 1.0 3.0 3.0
GPH113	Introduction to Physical Geography	Earth's physical processes and impacts on human environments via the atmosphere, biosphere, lithosphere and hydrosphere. Topics and practical experiences include severe weather, climate change, biomes and ecosystems, landform processes; mountain building and erosion by rivers, glaciers, waves and wind, topographic maps.	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
GPH194	Special Topics in Physical Geography	Detailed study of specific regions, topics, or current issues in physical geography. Emphasis on relationships	Prerequisites: None.	LEC 3.0 3.0 3.0

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		within and between the atmosphere, lithosphere, hydrosphere, biosphere, and how humans relate to their environment. Topics may include environmental ecosystems, physical processes (i.e., weather, climate, geomorphology, oceanography), natural resources and the impacts of human population (i.e., pollution, politics, religion, economic activities).		
GPH210	Society and Environment	Principles of physical geography relating to environmental problems pertinent to contemporary society. Pollution, maladjusted land use, resource exploitation	Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.	LEC 3.0 3.0 3.0
GPH211	Landform Processes	Geographic characteristics of landforms and earth-surface processes emphasizing erosion, transportation, deposition and implications for human management of the environment.	Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
GPH212	Introduction to Meteorology I	Atmospheric processes and elements. General and local circulation, heat exchange and atmospheric moisture	Prerequisites: None.	LEC 3.0 3.0 3.0
GPH213	Climate and Weather	Study of atmospheric phenomena over periods of time measured in months, years or longer. Includes average weather conditions, infrequent and unusual types of weather, and the influence of weather on the cultural and human landscape.	Prerequisites: None.	LEC 3.0 3.0 3.0
GPH214	Introduction to Meteorology Laboratory I	Basic meteorological and climatological measurements	Prerequisites: None. Corequisites: GPH212.	LAB 1.0 3.0 3.0

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GPH215	Climate and Weather Laboratory	A mathematical, statistical, and spatial analysis of climatological phenomena.	Prerequisites: None. Corequisites: GPH213.	LAB 1.0 3.0 3.0
GPH267	Extreme Weather and Climate	Emphasis on interaction of physical and cultural geography in potentially hazardous weather and climate processes. Exploration of hazard risk analysis.	Prerequisites: A grade of C or better in ENG101 or ENG107.	LEC 3.0 3.0 3.0
GPH282AA	Service-Learning Experience in Physical Geography	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
GPH282AB	Service-Learning Experience in Physical Geography	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
GPH282AC	Service-Learning Experience in Physical Geography	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
GPH298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
GPH298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
GPH298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
GRK101	Elementary Classical Greek I	Introduction to the basic grammar and vocabulary of Ancient Greek. Includes introductory study of Ancient Greek culture. Practice reading and translating Ancient Greek as well as basic translation of English to Ancient Greek.	Prerequisites: None.	L+L 4.0 4.0 4.0
GRK102	Elementary Classical Greek II	Continued study of the grammar and vocabulary of Ancient Greek and Ancient Greek culture. Emphasis on reading and translating Ancient Greek	Prerequisites: A grade of C or better in GRK101 or permission of Department or	L+L 4.0 4.0 4.0

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		to English, culminating in the reading of unadapted ancient texts.	Division. Completion of prerequisites within the last three years is required.	
GRK296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
GRK296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites:	LAB 2.0 10.0 0.0

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			Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
GRK296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
GRK296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students	LAB 4.0 20.0 0.0

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			present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
GRK298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
GRK298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
GRK298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
GST201	Game Studies	Introduces concepts, tools, and topics necessary to studying and understanding games, whether analog or digital, as closed systems for definition, analysis, design, development, play, critique, and revision. Surveys games from around the world and introduces concepts, tools, and topics necessary to studying and understanding them, whether analog or digital, as closed systems for definition, analysis, design, development, play, critique, and revision.	Prerequisites: A grade of C or better in (RDG100 or RDG100LL) or (RDG100AA and RDG100AB and RDG100AC) or RDG111 or RDG112 or RDG113 or eligibility for ENG101 as indicated by appropriate writing assessment test score.	LEC 3.0 3.0 3.0
GST202	Games, Culture and Aesthetics	Considers games as artifacts and expressions of our basic consciousness, humanity, and	Prerequisites: A grade of C or better in (RDG100 or	LEC 3.0 3.0 3.0

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		potential. Explores through the lens of world cultures such concepts as values, power relations, gender roles, arts, aesthetics, and desire. Compares games across cultural, temporal, geographic, and linguistic divides, for the purpose of examining and appreciating the experiences, contributions, and values of diverse populations, as conveyed through the global phenomenon of games.	RDG100LL) or (RDG100AA and RDG100AB and RDG100AC) or RDG111 or RDG112 or RDG113 or eligibility for ENG101 as indicated by appropriate writing assessment test score.	
GST245	Games for Teaching and Learning	Survey of past and present games for teaching and learning from multiple cultures and continents. Exploration of the potential for games to help us: face challenges; solve problems; enhance our quality of life; and render our experience of the world in a more meaningful way. Applies theories of learning to determine best practices in game design, development, and production. Demonstrates how to align instructional content with appropriate game-based mechanics and thinking. Culminates in the prototype of a game for teaching and learning.	Prerequisites: A grade of C or better in (ENG101 or ENG107) and (RDG100 or RDG100LL or RDG111 or RDG112 or RDG113) or satisfactory score on District reading placement exam or permission of Instructor.	LEC 3.0 3.0 3.0
GTC104	Manufacturing Processes	Introduces students to manufacturing processes used in conversion of raw materials into useful products. Presents the basic manufacturing processes in logical groups, based on similarities of purpose and applications	Prerequisites: None.	L+L 4.0 7.0 7.0

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GTC106	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, management responsibilities, and OSHA 10 certification.	Prerequisites: None.	LEC 2.0 2.0 2.0
GTC106AA	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.	L+L 2.0 3.0 3.0
GTC107	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.	LEC 3.0 3.0 3.0

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GTC108	Technical Mathematics II	Fundamental algebraic operations. Problem solving involving metric measurement, gears, pulleys, simple mechanism problems. Areas and volume calculations of geometric figures. Essentials of trigonometry for solving right and oblique triangles.	Prerequisites: A grade of C or better in GTC107 or permission of Instructor.	LEC 3.0 3.0 3.0
GTC121	Construction Estimating I	Fundamentals of determining quantities of material, equipment and labor for given project. Includes procedures used in applying proper unit costs to these items	Prerequisites: None.	LEC 3.0 3.0 3.0
GTC123	Construction Estimating II	Details of job estimates. Includes unit cost considerations and subcontracting. Emphasis on bid preparation	Prerequisites: A grade of C or better in GTC121 or permission of Department or Division.	LEC 3.0 3.0 3.0
GTC127	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.	L+L 3.0 4.0 4.0
GTC128	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,	Prerequisites: A grade of C or better in GTC127 or previous woodworking experience.	L+L 3.0 4.0 4.0

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		complex fitting, more advanced finishing, and wood carving.		
GTC129	Manufacturing Welding	Technical theory, safety considerations, and application of shop and welding processes commonly used in manufacturing, including oxyacetylene welding, brazing, and cutting, SMAW (Elec ARC), GMAW (MIG), GTAW (TIG) and plasma cutting	Prerequisites: None.	L+L 3.0 8.0 8.0
GTC130	Furniture Construction I	Process of building a piece of furniture including calculating and buying needed material, using tools properly and safely (hand tools and machines), joinery, wood preparation and basic finishing techniques.	Prerequisites: A grade of C or better in GTC128 or previous woodworking experience and permission of Instructor.	L+L 3.0 6.0 6.0
GTC131	Furniture Construction II	Continuation of GTC130 including special set-ups on machines, special joints, adhesives, special finishes, panel doors, panel drawers, metal drawer guides and plastic laminates	Prerequisites: A grade of C or better in GTC130 or permission of instructor.	L+L 3.0 6.0 6.0
GTC132	Wood Finishing	Introduction to the materials, processes, and sequences used in applying a variety of finishes to various wood types. Includes abrasives, stains, fillers, surface coats, tools and equipment, and basic refinishing techniques.	Prerequisites: None.	L+L 3.0 4.0 4.0
GTC144	Introduction to Cabinetmaking	Techniques and projects to produce complex cabinet projects. Includes project planning, working from plans,	Prerequisites: A grade of C or better in GTC130 and	L+L 3.0 5.0 5.0

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		material cost analysis, and advanced finishing techniques.	permission of Instructor.	
GTC145	Advanced Cabinetmaking	Further exploration of advanced woodworking techniques on complex projects.	Prerequisites: A grade of C or better in GTC144 and permission of instructor.	L+L 3.0 5.0 5.0
GTC181	Introduction to Fluid Power	Develops an understanding of the fundamental laws and principles of fluids together with consideration of such fluid devices as valves, cylinders, pumps, sizes of lines, and simple hookups. Includes both hydraulics and pneumatics	Prerequisites: A grade of C or better in ELE101 or equivalent.	L+L 3.0 6.0 6.0
GTC182	Building Construction Methods I	Basics of building construction from job site selection through exterior finish of the shell. Focuses mainly on residential construction for the consumer. Includes blueprints, estimating materials and labor, work scheduling, job layout, foundations, framing, and exterior finish. Energy conservation, safety, and building codes discussed throughout the course	Prerequisites: None.	L+L 3.0 4.0 4.0
GTC185	Electro-Mechanical Devices	Concepts, principles, maintenance, and troubleshooting of mechanical and electro-mechanical devices; mechanical alignment of shafts, pillowblocks, gears, and couplers on mechanical breadboard; transmission devices including lead screws, linkages, worm and worm wheels, gear trains, speed reducers, chain	Prerequisites: A grade of C or better in ELE101 or GTC108 or (MAT103AA and MAT103AB) or permission of Instructor.	L+L 4.0 6.0 6.0

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		drives, and belt drives; principles of lubrication; operation of dc(direct current), ac(alternating current), and stepping motors; application of tachometers, stepping motors, linear actuators, relays, solenoids, switches, contactors, starters, and fuses; selection and specification of components from manufacturer's catalogs.		
GTC208	Statistical Process Control	Study of statistical process control concepts and methods. Extraction and application of specific parameters from data retrieved from a process	Prerequisites: A grade of C or better in ELE101 or GTC108 or permission of Department or Division.	LEC 3.0 3.0 3.0
GTC209	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: A grade of C or better in ELT131 or ELE131 or GTC/MET206 or equivalent.	L+L 3.0 6.0 6.0

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GTC216	Properties of Materials	Study of manufacturing properties of materials, the behavior of materials under load, stress and strain and torsion and qualities of materials other than strength	Prerequisites: None.	LEC 3.0 3.0 3.0
GTC223	Advanced Machine Tools	Advanced machining practices; emphasis on application of machines and tool theory.	Prerequisites: A grade of C or better in GTC102 or MET231.	L+L 3.0 6.0 6.0
GTC236	CAD/CAM Computer Numerical Control (CNC) Programming	Programming of Computer Numerical Control (CNC) machine tools such as CNC Milling Machines, and Turning Centers. Utilizing Computer Aided Drafting and Computer Aided Manufacturing (CAD/CAM) for design and generation of part geometry. Verification of tool path using CAM graphics. Generate program media using a CAM post processor	Prerequisites: None.	L+L 3.0 6.0 6.0
GTC272	Automated Control Systems (PLC Applications)	The programmable logic controller as the control unit for the application of sensors, switches, and transducers. Motors, stepper motors, and other prime movers are controlled. Includes both on/off and analog devices.	Prerequisites: A grade of C or better in GTC/MIT209 or permission of Instructor.	L+L 3.0 6.0 6.0
GTC273	Industrial Automation Controls and System Integration.	A study in application and implementation of industrial control systems including machine building and system integration	Prerequisites: A grade of C or better in GTC272.	L+L 3.0 6.0 6.0
GTC276	Solids Programming	Parametric modeling, CNC part production, model to CAM system integration, and solid model part representation. Applied CAD/CAM in	Prerequisites: A grade of C or better in GTC266.	L+L 3.0 6.0 6.0

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		the role of Computer Integrated Technology (CIM)		
GTC296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
GTC296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 2.0 10.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
GTC296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
GTC296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 4.0 20.0 0.0

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			instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
GTC298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
GTC298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
GTC298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
HBR101	Elementary Biblical Hebrew I	Introduction to the basic alphabet, grammar, pronunciation and vocabulary of classical Hebrew. Listening, speaking, reading, and writing skills	Prerequisites: None.	LEC 4.0 4.0 4.0
HBR102	Elementary Biblical Hebrew II	Continued study of grammar and vocabulary of classical Hebrew with emphasis on oral reading and interpretation skills.	Prerequisites: A grade of C or better in HBR101 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
HBR201	Intermediate Biblical Hebrew I	Advanced study of grammar and vocabulary of classical Hebrew with emphasis on oral reading and interpretation skills.	Prerequisites: A grade of C or better in HBR102 or permission of Department or Division. Completion of	LEC 4.0 4.0 4.0

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			prerequisites within the last three years is required.	
HCC102	Introduction to Safe Patient Handling and Mobility	Introduction to the history and principles of safe patient handling and mobility (SPHM). Patient mobility assessment using the Body Mobility Assessment Tool (BMAT). Use of safe patient handling equipment and principles for in-bed movement, transfers to and from stretchers and chairs, exercise, and safe ambulation. Use of equipment for home care. Review and application of body mechanics.	Prerequisites: None.	L+L 0.5 0.5 0.5
HCC109	CPR for Health Care Provider	Current American Heart Association standards for one and two rescuer cardiopulmonary resuscitation (CPR) and obstructed airway procedures on the adult, infant, and pediatric victim. Use of automatic, external defibrillation and resuscitation equipment.	Prerequisites: None.	LEC 0.5 0.5 0.5
HCC109AA	CPR for Healthcare Providers Practice and Testing	Knowledge and skills refreshment for renewal of a current American Heart Association (AHA) Healthcare Provider (HCP) card or completion of eLearning practice and testing. Including one and two rescuer Cardiopulmonary Resuscitation (CPR) and obstructed airway procedures on the adult, infant, and pediatric victim. Automated external defibrillation	Prerequisites: Valid Healthcare Provider CPR card at time of course or Part 1 Completion Certificate from an AHA HCP eLearning online course.	LEC 0.25 0.25 0.25

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		(AED) application and oxygenation/ventilation management.		
HCC130	Fundamentals in Health Care Delivery	Overview of current and recent development of health care professions, including career and labor market information, health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate inter-professional teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies.	Prerequisites: None.	LEC 3.0 3.0 3.0
HCC130AA	Health Care Today	Overview of current health care professions including career and labor market information. Health care delivery systems, third-party payers,	Prerequisites: None.	LEC 0.5 0.5 0.5

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		and facility ownership. Health organization structure, patient rights and quality care.		
HCC130AB	Workplace Behaviors in Health Care	Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities.	Prerequisites: None.	LEC 0.5 0.5 0.5
HCC130AC	Personal Wellness and Safety	Introduces healthful living practices for health care professionals to include nutrition, stress management and exercise. Includes Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities.	Prerequisites: None.	LEC 0.5 0.5 0.5
HCC130AD	Communication and Teamwork in Health Care Organizations	Emphasis on basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies.	Prerequisites: None.	LEC 0.5 0.5 0.5
HCC130AE	Legal Issues in Health Care	Basic legal terminology used in the health care setting. Legal concepts related to health care employment, medical documentation, and communication. Introduction to regulatory requirements in health care.	Prerequisites: None.	LEC 0.5 0.5 0.5
HCC130AF	Decision Making in the Health Care Setting	Principles and application of a decision making model. Description and application of ethics and process	Prerequisites: None.	LEC 0.5 0.5 0.5

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		improvement and the relationship of both to the decision making model.		
HCC145	Medical Terminology for Health Care Professionals	Medical terminology used in health care, with special care populations and in special services. Body systems approach to terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using word parts. Medical abbreviations and symbols and term spelling.	Prerequisites: None.	LEC 3.0 3.0 3.0
HCC145AA	Medical Terminology for Health Care Professionals I	Introduction to medical terms used in health care. Body systems approach to selected terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing selected terms using basic word parts. Selected medical abbreviations and symbols and term spelling.	Prerequisites: None.	LEC 1.0 1.0 1.0
HCC145AB	Medical Terminology for Health Care Professionals II	Selected medical terms used in health care. Body systems approach to more detailed terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing selected terms using standard word parts. Selected abbreviations and symbols and term spelling.	Prerequisites: A grade of C or better in HCC145AA.	LEC 1.0 1.0 1.0
HCC145AC	Medical Terminology for Health Care Professionals III	Medical terminology used with special care populations and in special services. Includes obstetric, pediatric, mental health, diagnostic imaging,	Prerequisites: A grade of C or better in HCC145AA and	LEC 1.0 1.0 1.0

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		oncology, and surgery terms. Use of special care populations and special services word parts and term spelling.	HCC145AB or HCC146.	
HCC146	Common Medical Terminology for Health Care Professionals	Common medical terms used in health care. Body systems approach to common terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing common terms using word parts. Common medical abbreviations and symbols and term spelling.	Prerequisites: None.	LEC 2.0 2.0 2.0
HCC164	Pharmacology for Allied Health	Chemical, generic, and trade names for drugs. Use of drug references. Pharmacological principles of drugs. Routes of drug administration. Federal and Arizona regulations. Classification of drugs. Abbreviations and symbols for drug measurement, administration, and prescription.	Prerequisites: A grade of C or better in HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE and HCC130AF) or work experience or equivalent course education as evaluated by the Health Core Curriculum Coordinator.	LEC 0.5 0.5 0.5
HCC200	Basic Client Care for Allied Health	Safety procedures for the hospitalized client. Transfer, moving and positioning techniques. Client assessment methods and procedures. Protection of airways, drains, tubes, intravenous lines, and infusion pumps. Care of patient in traction and those	Prerequisites: A grade of C or better in HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD,	LAB 0.5 1.5 1.5

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		with limitations to movement. Gloving, gowning, and sterile procedures.	HCC130AE and HCC130AF) or equivalent.	
HCC204	Clinical Pathophysiology	Causes of disease and their impact on the human body. Common physiologic effects of disease on body systems. Roles of the multidisciplinary health care team in the diagnosis and treatment of disease. Cultural implications in prevention and treatment of disease.	Prerequisites: A grade of C or better in HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE and HCC130AF) or equivalent and (BIO160 or BIO201).	LEC 3.0 3.0 3.0
HCC208	Health Care Leadership	Introduction to concepts and skills required of health care leaders. Discussion of leadership styles and conflict management. Application of motivation, delegation, and communication techniques to teamwork and leadership.	Prerequisites: A grade of C or better in HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE and HCC130AF) or equivalent.	LEC 1.0 1.0 1.0
HCC218	Venous Access for Diagnostic Agents and Pharmaceuticals	Scope of practice and regulations governing venipuncture. Anatomy and physiology of the vascular system. Occupational Safety and Health Administration (OSHA) guidelines. Theory and practice of basic venipuncture for diagnostic agents and pharmaceuticals including equipment and procedures.	Prerequisites: HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE, and HCC130AF) or work experience or equivalent course	LAB 0.5 1.5 1.5

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			education as evaluated by the Health Core Curriculum Coordinator or currently credentialed as a health care provider.	
HCC298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
HCC298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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HCC298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
HCE113	Biomedical Electronics I	Electronic concepts, electrical connections including grounding, and electrical and patient safety	Admission to the Electroneurodiagnostics Program or admission to Polysomnographic Technology Program.	LEC 2.0 2.0 2.0
HCE124	Donor Phlebotomy: Interviewing Techniques	Theory and practice of interviewing techniques in donor setting or health care environment.	Prerequisites: Acceptance into the Donor Phlebotomy program or permission of Program Director.	L+L 2.0 10.0 0.0
HCE125	Practicum: Donor Interviewing Techniques	Application of interviewing techniques in donor setting or health care environment.	Prerequisites: A grade of C or better in (HCE124 and acceptance into the Donor Phlebotomy program) or permission of Program Director.	LAB 1.5 12.0 0.0
HCE126	Donor Phlebotomy: Basic Donor Collection	Theory and practice of basic donor phlebotomy including preparation; operation of equipment; and	Prerequisites: A grade of C or better in (HCE124 and	L+L 1.5 3.0 0.0

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		transportation, packing, and shipping procedures.	acceptance into the Donor Phlebotomy program) or permission of Program Director.	
HCE127	Practicum: Basic Donor Collection	Application of basic donor phlebotomy to obtain blood from donors in a community blood center setting including preparation, operation of equipment, and shipping and packaging procedures.	Prerequisites: A grade of C or better in (HCE126 and acceptance into the Donor Phlebotomy program) or permission of Program Director.	LAB 1.0 9.5 0.0
HCE271	Patient Care Technician Skills	Designed to prepare students for advanced patient care skills. Fundamentals in microorganisms and microbial control. Specimen collection, handling and testing, wound care, catheterization, and other designated procedures.	Prerequisites: Acceptance into the Patient Care Technician program or permission of Program Director.	L+L 1.0 1.75 1.75
HCE272	Practicum: Patient Care Technician	Designed to provide clinical experience in the medical facility. Emphasis on application of advanced patient-care skills. Includes incorporation of new skills into a work assignment and development of working relationships in an expanded role.	Prerequisites: (A grade of C or better in HCE109 and HCE261 and HCE271 and current CPR card for Health Care Provider proof of immunity and health declaration form signed by a licensed health care provider proof of negative results to a drug screening and current fingerprinting clearance card) or	LAB 1.0 4.75 4.75

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			permission of Program Director.	
HCE298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
HCE298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
HCE298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		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. COMMON COMPETENCY COURSE		
HCR100	Care of the Medically Complex Child	Course content will cover the orientation materials and fundamental concepts of foster parents caring for a medically complex child. The course will cover the common disorders and disease processes of children while providing basic knowledge to caregivers.	Prerequisites: None.	LEC 1.0 1.0 1.0
HCR210	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: A grade of C or better in ENG102 or ENG108 or permission of Instructor.	LEC 3.0 3.0 3.0
HCR220	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: A grade of C or better in ENG102 or ENG108 or permission of Instructor.	LEC 3.0 3.0 3.0
HCR230	Culture and Health	Relation between cultures of diverse groups and health/illness. Emphasis on cross-cultural communication, including awareness of own cultural	Prerequisites: None.	LEC 3.0 3.0 3.0

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		influences and indigenous and complementary healing practices		
HCR240	Human Pathophysiology	Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered.	Prerequisites: A grade of C or better in BIO202 or BIO205, or permission of Instructor.	LEC 4.0 4.0 4.0
HCR240AA	Human Pathophysiology I	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: A grade of C or better in BIO202 or BIO205 or permission of Instructor. Corequisites: HCR240AB or permission of Instructor.	LEC 2.0 2.0 2.0
HCR240AB	Human Pathophysiology II	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: A grade of C or better in BIO202 or BIO205 or permission of Instructor. Corequisites: HCR240AA or permission of Instructor.	LEC 2.0 2.0 2.0
HCR298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
HCR298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
HCR298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
HCS100	Fundamentals of Surgical Services	Preparation for the Certified Registered Central Service Technician	Prerequisites: None. Corequisites:	: LEC 5.0 3.0 3.0 LAB 0.0 6.0 6.0

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		(CRCST) role. Central Service work flow, job responsibilities, growth and development in the field, anatomy and physiology, microbiology for central service regulations and standards, infection prevention and control, tools for cleaning, decontamination, cleaning and decontamination, disinfection, sterile packaging and storage, processing, sterilization, management of patient care equipment, tracking systems, quality assurance, safety, communication, sterile processing for ambulatory surgery and clinics.	HCS/SGT102 or permission of Program Director.	
HCS101	Medical Terminology for Surgical Services	Medical Terminology for patient care in surgery related areas. Use of word parts, term spelling, pronunciation and abbreviations related to all surgical specialties.	Prerequisites: None. Corequisites: HCS/SGT100.	LEC 1.0 1.0 1.0
HCS102	Basic Surgical Instrumentation for Surgical Services	History, construction and assembly of surgical instrumentation, categories, instrument set assembly, soft tissue foundation sets, general surgery instrumentation sets.	Prerequisites: None. Corequisites: HCS/SGT100.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
HCS107	Equipment and Supplies for Surgical Services	Introduction to the surgical equipment and supplies used in surgical services areas.	Prerequisites: Admission into the Surgical Technology program or permission of the Program Director.	L+L 1.0 1.0 1.0
HCS110	Packaging and Sterilization	Instrument identification and care, assembling hospital prepared supplies,	Prerequisites: A grade of C or better in	LEC 2.0 2.0 2.0 LAB 2.0 6.0 6.0

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		safety procedures, asepsis principles, monitoring procedures, sterilizer operations, portable equipment, sterile goods, rotation and storage inventory and distribution systems.	(HCS101 or HCS101AA and HCS101AB) or Corequisites: (HCS101 or HCS101AA and HCS101AB) or permission of Instructor.	
HCS130	Hospital Central Service Practicum	Supervised student application of central service theory and laboratory skills.	Prerequisites: A grade of C or better in HCS101 or (HCS101AA and HCS101AB) or permission of Instructor. Corequisites: HCS110.	LAB 5.0 30.0 0.0
HCS152	Advanced Surgical Instruments for Surgical Services	Surgical specialty instrumentation care and assembly of instruments to include plastic, gynecologic, urologic, basic bone and joint, head and neck, neurosurgery, cardiovascular and thoracic, microscopic, endoscopes, stapling guns, and robotics procedures.	Prerequisites: A grade of C or better in HCS/SGT102.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
HCS154	Hospital Central Service Practicum	Direct supervision of students applying knowledge of Hospital Central Service to include communication, policy and procedures, aseptic and sterile technique, instrument trays and packs, sterilization equipment and documentation performed in the clinical environment.	Prerequisites: A grade of C or better in HCS/SGT100 or permission of Instructor. Corequisites: HCS/SGT152.	LAB 7.0 36.0 0.0

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HCS296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
HCS296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 2.0 10.0 0.0

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			interest or with permission of Instructor.	
HCS296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
HCS296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently	LAB 4.0 20.0 0.0

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			enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
HCS298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
HCS298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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HCS298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
HEB296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
HEB296WB	Cooperative Education	Work-college experiences that involve the combined efforts of educators and	Completion of at least twelve (12) college	LAB 2.0 10.0 0.0

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		employers to accomplish an outcome related to the career objectives of the students. COMMON COMPETENCY COURSE	credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
HEB296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 3.0 15.0 0.0

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			permission of Instructor.	
HEB296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
HEB298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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HEB298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
HEB298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
HEC132	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.	LEC 3.0 3.0 3.0
HEC296WA	Cooperative Education	Work-college experiences that involve the combined efforts of educators and	Completion of at least twelve (12) college	LAB 1.0 5.0 0.0

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		employers to accomplish an outcome related to the career objectives of the students. COMMON COMPETENCY COURSE	credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
HEC296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 2.0 10.0 0.0

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			permission of Instructor.	
HEC296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
HEC296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 4.0 20.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
HEC298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
HEC298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
HEC298AC	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		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. COMMON COMPETENCY COURSE		
HEO101	Introduction to Heavy Equipment Operations	Basic terminology, equipment and usage. Career opportunities. Apprenticeship. Work environment. Operator qualifications and responsibilities. Safety practices. Engine types, components and operation. Record keeping	Employee of Maricopa County or permission of training director.	LEC 1.0 1.0 1.0
HEO104	Heavy Equipment Maintenance	Heavy equipment operator responsibilities. Manufacturers' preventive maintenance (PM) schedules and procedures. Basic equipment systems and related service and preventive maintenance, troubleshooting and inspections	Employee of Maricopa County or permission of training director.	LEC 1.0 1.0 1.0
HEO106	Tractors	Tractor equipment, basic tractor safety and operator safety. Preventative maintenance and basic tractor operation. Attachment processes and operation of the power-take off control (PTO)	Employee of Maricopa County or permission of training director.	LEC 1.0 1.0 1.0

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HEO107	Heavy Equipment Operations: Soils I	Basic soil types, properties, and classifications. Soil sampling and conditions, methods of stabilization and compaction, digging and ripping. Heavy equipment including excavators, bulldozers, cleats, compactors, and rollers	Employee of Maricopa County or permission of training director.	LEC 1.0 1.0 1.0
HEO109	Heavy Equipment Operations: Soils II	Soil characteristics. Shrinkage and swell factors and the settlement of soils. Soil measurement methods and soil density and compaction requirements. Handling requirements for soil and related materials	Employee of Maricopa County or permission of training director.	LEC 1.0 1.0 1.0
HEO115	Aerial Lift Truck Operation and Safety	Safety, danger and warning signs, and cautions. Equipment usage and set-up. Specific types of aerial lifts. Personal protective equipment usage. Inspection and maintenance procedures for aerial lifts. Operational procedures. Federal safety regulations: Occupational Safety and Health Association (OSHA) and American National Standards Institute (ANSI). Operator responsibilities	Employee of Maricopa County or permission of training director.	LEC 1.0 1.0 1.0
HEO120	Heavy Equipment Operations: Hazardous Materials Awareness	Emphasis on detection and identification of dangers associated with the release of hazardous materials or the discovery of illegally dumped hazardous materials by heavy equipment operators. Step-by-step guide to personal protection and initiating an appropriate hazardous	Registered Apprentice status or permission of the Apprenticeship Coordinator.	LEC 1.0 1.0 1.0

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		materials incident response within heavy equipment environment.		
HEO122	Rigging Safety and Equipment	Rigging safety, equipment and inspection. Includes crane hand signals, common rope knots, types of derricks and cranes and safety procedures for rigging and moving materials and equipment	Registered Apprentice status or permission of the apprenticeship coordinator.	LEC 1.0 1.0 1.0
HEO123	Introduction to Blueprints	Basic concepts of blueprints, including terms and symbols, grid line systems and blueprint production techniques. Dimensions and blueprint reading	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 1.0 1.0 1.0
HEO124	Scrapers	Terminology. Parts, attachments, and controls. Scraper uses. Safety. Preventative maintenance. Operations and work activities	Employee of Maricopa County or permission of Instructor.	LEC 2.0 2.0 2.0
HEO125	Heavy Equipment Operations: Rollers	Basic types of rollers and their uses. Operational components, instruments, gauges, controls, and attachments. Safety guidelines and rules. Basic preventative maintenance procedures. Basic maneuvers and work activities of rollers	Employee of Maricopa County or permission of Training Director.	LEC 1.0 1.0 1.0
HEO134	Backhoe Operations	Backhoe components and operation. Includes equipment, attachments and accessories, hydraulics and backhoe controls and functions. Safety procedures and related preventative maintenance and record keeping. Basic maneuvering, production and difficult work situations. Backhoe roading considerations	Employee of Maricopa County or permission of training director.	LEC 1.0 1.0 1.0

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HEO135	Grades I	Components of roadway development and construction. Grade stakes, control, computations, and profiles. Rise, fall, and level grade calculations. Basic leveling methods and leveling equipment. Slope control and cross slopes	Employee of Maricopa County or permission of training director.	LEC 1.0 1.0 1.0
HEO137	Grades II	Heavy equipment terminology. Basic grading operations to include clearing and grubbing, rough and finish grading. Plan reading, profile, cross-section, and grading sheets. Conventional and electronic surveying equipment. Drainage and practices for setting grade	Employee of Maricopa County or permission of training director.	LEC 1.0 1.0 1.0
HEO139	All Terrain Vehicle Operation and Safety	Operation, safety and risk awareness of all terrain vehicles (ATVs). Control functions and speed selection. Turns, stops, swerves, hills, obstacles, trails, and various terrains. Scanning, Identifying, Predicting, Deciding, Executing (SIPDE) procedures. Physical and mental conditioning, alcohol, drugs and fatigue. Traveling, Respecting, Educating, Avoiding, Driving (TREAD) Lightly program. State regulations and laws	Employee of Maricopa County or permission of training director.	LEC 1.0 1.0 1.0
HEO142	Construction Safety/Loss Prevention	Construction safety and loss prevention from the perspective of the construction superintendent. Includes communication and motivation for safety and loss prevention, project security and traffic control, and	Prerequisites: None.	LEC 1.0 1.0 1.0

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		scheduling planning to prevent losses. Also includes loss prevention documents and inventories, assigning responsibility for safety and equipment maintenance, handling inclement weather and emergencies, and government regulations and inspections.		
HEO201	Introduction to Earth Moving	Earth moving fundamentals to include types, set up, and production. Loading, hauling, dumping, and backhauling. Site preparation including soils, site plans, staking out, signing, clearing and grubbing. Layout, slopes and grades, excavation, trenching, and haul roads. Drainage requirements, ground water, and stockpiles	Employee of Maricopa County or permission of training director.	LEC 1.0 1.0 1.0
HEO202	Crane Operation and Safety Training	Theoretical and practical knowledge and information on the best practices of mobile crane and derrick operation, certification and safety. Topics include crane types, hazards, assembly and dis-assembly, lifting concepts, rigging and wire rope, signaling, operator qualifications, maintenance, repair, and inspection requirements.	Prerequisites: Formal application and admission to the program is required through the Maricopa County Risk Management Department or Liberty Crane and Rigging Consultants.	L+L 6.0 6.0 6.0
HEO204	Bulldozers	Trade terminology and primary uses of the bulldozer. Parts, controls, attachments, safety and preventive maintenance. Operations and basic maneuvering. Types of blades and	Prerequisites: Employee of Maricopa County or permission of Program Director.	LEC 2.0 2.0 2.0

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		uses. Earth moving operations. Special attachments.		
HEO206	Front-end Loaders	Types of front-end loaders, uses, and characteristics. Controls and their functions. Safe and efficient operations. Basic preventative maintenance. Operations, maneuvering, and work activities, unstable soil. Special attachments	Employee of Maricopa County or permission of training director.	LEC 2.0 2.0 2.0
HEO207	Heavy Equipment Operations: Soils III	Breakthrough repair. Soil stabilization. Geotextile materials. Soil compaction	Employee of Maricopa County or permission of training director.	LEC 1.0 1.0 1.0
HEO212	Heavy Equipment Operations: Finish Operator	Responsibilities, skills, knowledge of the finish operator. Safety requirements and related activities. Leadership and teamwork. Production standards. Laser leveling equipment	Employee of Maricopa County or permission of Training Director.	LEC 1.0 1.0 1.0
HEO214	Heavy Equipment Operations: Excavators	Types of excavators and use. Excavator equipment, attachments, operations, and preventive maintenance. Work activities and basic safety	Employee of Maricopa County or permission of the training director.	LEC 1.0 1.0 1.0
HEO216	Motor Graders	Terminology. Grader types and uses. Components and controls. Safety. Preventative maintenance. Operations and work activities	Employee of Maricopa County or permission of Instructor.	LEC 2.0 2.0 2.0
HEO222	Heavy Equipment Operations: Finishing and Grading	Procedures for equipment check. Finishing equipment: scrapper, motor grader, articulated motor grader, rigid frame motor grader, telescoping excavator, bulldozer. Roadway specifications and materials. Techniques of finish grading.	Employee of Maricopa County or permission of Training Director.	LEC 1.0 1.0 1.0

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		Tolerances for slopes. Subgrade and base process. Landscape finish		
HES100	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.	LEC 3.0 3.0 3.0
HES101	Personal Empowerment for Effective Living	Concepts and strategies for setting goals, decision making, communicating more effectively and problem solving to assist in behavior change strategies that lead to a healthier lifestyle. Identifies key health content areas, such as nutrition, physical activity and stress management and provides implementation strategies for all areas, as well as, provides critical analysis of health information for consumers.	Prerequisites: A grade of C or better in ENG101 or ENG107.	LEC 3.0 3.0 3.0
HES105	Finding Health Information Online	Development of skills and competency in accessing, evaluating, and using online medical and health information resources.	Prerequisites: None.	LEC 1.0 1.0 1.0
HES106	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.	LEC 0.5 0.5 0.5

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HES107	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.	L+L 0.5 0.5 0.5
HES110	Introduction to Global Health Issues and Disease	Introduction to global health challenges and diseases from throughout the world. Focus is on biological and social aspects of major health issues, infectious disease, nutrition and environmental health. Includes review of groups that are at increased risk of poor health and familiarity with policies and programs designed to reduce health inequalities.	Prerequisites: None.	LEC 3.0 3.0 3.0
HES154	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.	LEC 3.0 3.0 3.0
HES201	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.	LEC 3.0 3.0 3.0

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HES210	Cultural Aspects of Health and Illness	Examines how culture influences health and illness, health care practices, barriers to health care, interactions with health care professionals, and health disparities in the U.S.	Prerequisites: None.	LEC 3.0 3.0 3.0
HES271	Sports Medicine Foundations	Introduction to sports medicine knowledge, techniques, and careers. Exploration of current trends in athletic injury prevention, management and rehabilitation including wound care, taping, wrapping, bracing, splinting and protective equipment.	Prerequisites: None.	LEC 3.0 3.0 3.0
HES273	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: A grade of C or better in HES271 or permission of Instructor.	LEC 2.0 2.0 2.0
HES275	Rehabilitation and Therapeutic Interventions in Sports Medicine	Exploration of current trends in the basic and advanced methodologies used in the rehabilitation of athletic injuries. Incorporates demonstrations of injury-appropriate strength and fitness training and therapeutic exercise techniques.	Prerequisites: A grade of C or better in HES271.	L+L 3.0 4.0 4.0
HES282AA	Service-Learning Experience in Health Science	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
HES282AB	Service-Learning Experience in Health Science	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0

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HES282AC	Service-Learning Experience in Health Science	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
HES296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
HES296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently	LAB 2.0 10.0 0.0

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			enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
HES296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
HES296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify	LAB 4.0 20.0 0.0

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			or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
HES298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
HES298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
HES298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
HFA101	Introduction to Insulation	Insulators' union history, significance and benefits. Successful and efficient labor relations. Insulation in relation to other construction trades. Safe and proper use of hand and power tools. Safe work habits, job site safety and first aid. Advanced first aid. Occupational Safety and Health Administration (OSHA) safety training and regulations	Registered Apprentice status with the Heat Frost and Asbestos Workers Joint Apprenticeship Training Committee (JATC) or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
HFA102	Insulation Tools and Equipment: Use and Care	Identify tools and equipment used for installation of mechanical insulation, finishes, and accessories. Proper methods for use and care of various tools and equipment.	Prerequisites: Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
HFA110	Math for Heat and Frost Technology	Fundamentals of the metric system. Fundamental operations with whole numbers, common fractions, decimals,	Registered Apprentice status with the Heat Frost and Asbestos	LEC 5.0 5.0 5.0

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		percentages and ratios and proportions. Algebraic expressions, operations, powers and roots. Compute measurements of geometric figures	Workers Joint Apprenticeship Training Committee (JATC) or permission of the apprenticeship coordinator.	
HFA115	Fundamental Insulation Skills: Piping I	Principles of insulation. Materials and methods of insulation. Insulating straight piping. Application of specific types of insulation. Insulation irregular surfaces. Seal and finish insulated pipe	Registered Apprentice status with the Heat Frost and Asbestos Workers Joint Apprenticeship Training Committee (JATC) or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
HFA150	Shop Fabrication: Layout and Pattern-making for Insulators I	Shop fabrication for the heat, frost and asbestos trades related to insulation. Draw, bisect, trisect, divide and construct geometric linear and curvilinear geometric constructions. Layout and design templates and patterns for tees, valves, flanges, and endcaps	Registered Apprentice status with the Heat Frost and Asbestos Workers Joint Apprenticeship Training Committee (JATC) or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
HFA204	Scaffolding for Insulators	Occupational Safety and Health Association (OSHA) Scaffolding Standard Subpart L, scaffolding terms, safety, erection, and various types of scaffolding used. Aerial lift operation and safety.	Prerequisites: Registered apprenticeship status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
HFA215	Fundamental Insulation Skills: Piping II	Insulation for piping for cryogenic service. Insulation materials, coverings, finishes, and sealants for	Prerequisites: A grade of C or better in HFA115.	LEC 5.0 5.0 5.0

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		underground piping. Measure and cut rigid insulation using hand and table saws. Score block and board. Insulation of vertical and horizontal cylinders, finished heads and finished bodies using wired, bands, pins, stick clips, and washers. Insulate duct work in an air-handling system using fibrous board, duct wrap and flexible sheet		
HFA250	Shop Fabrication: Layout and Pattern-making for Insulators II	Shop fabrication for the heat, frost and asbestos trades related to insulation. Advanced layout patterns for long and short radius elbows, cones, bevels, and tank heads. Specifications for selecting fittings and structures. Numbers and sizes of miters and gores	Prerequisites: A grade of C or better in HFA150.	LEC 5.0 5.0 5.0
HFA260	Blueprints and Firestopping	Contents of a set of plans. Major divisions in a set of drawings and title blocks. Bidding requirements, contract forms and conditions of contract. Architect's scale. Architectural, isometric, structural, plumbing, electrical, mechanical, and ductwork drawings. Symbols and abbreviations. Heating, Ventilating, and Air Conditioning system operations. Calculate materials for insulation. Firestopping systems, materials, and installation	Registered Apprentice status with the Heat Frost and Asbestos Workers Joint Apprenticeship Training Committee (JATC) or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
HFA270	Supervision for Foremen	Foreman's role on the job site. Management and leadership using functional, adaptive and technical	Registered Apprentice status with the Heat Frost and Asbestos	LEC 5.0 5.0 5.0

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		skills. Effective supervision and communication skills. Maslow's Motivational Theory. Short term motivators. Foreman responsibilities in area of performance and production. Traits and habits of effective leaders Leadership styles and team building. Labor/contractor cooperation	Workers Joint Apprenticeship Training Committee (JATC) or permission of the apprenticeship coordinator.	
HFA298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
HFA298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
HFA298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
HIM101	Introduction to Health Information Management	Provides detailed investigation of the history, development, and evolution of the health information management (HIM) profession. Topics include health care delivery systems, HIM career paths, HIM functions, and HIM in acute and alternative care settings.	Prerequisites: Acceptance into the Health Information Technology program and permission of Program Director.	LEC 3.0 4.0 3.7
HIM103	Long Term Care Delivery	Provides a survey of the Long-Term Care (LTC) continuum and the health information management function in long term care. Topics include long term care services provided in acute, ambulatory, and alternative care settings; LTC ethics and policy considerations; financial management; and special LTC populations.	Prerequisites: Acceptance into the Health Information Technology program and permission of Program Director.	LEC 4.0 4.0 4.0
HIM105	Computers in Healthcare and Health Record Systems	Introduction to computer applications in healthcare settings including	Prerequisites: (Acceptance into either	LEC 2.0 2.0 2.0

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		electronic health records, health record content, structure, and origin of clinical information for various healthcare settings. A basic review of federal, state, and organizational documentation guidelines. Legal and ethical issues applicable to health information documentation and coding practices.	the Medical Coding: Hospital-Based or the Medical Billing and Coding: Physician-Based program) and a grade of C or better in HCC130 or permission of Program Director.	
HIM106	Legal and Ethical Aspects of Health Information Management	Overview of legal and ethical principles in health care and health information management. Topics include federal and state court systems; legal terminology; health care law; privacy, confidentiality, and security; release of information guidelines; ethics, bioethics, and ethical dilemmas.	Prerequisites: Acceptance into the Health Information Technology program and permission of Program Director.	LEC 3.0 3.0 3.0
HIM140	Acute Care Documentation and Standards	A comprehensive review of acute care hospital health records. Study of the origination, development, content, flow, and format of acute care records. Documentation standards and chart analysis guidelines specific to accreditation standards, state licensing, and Medicare certification requirements.	Prerequisites: A grade of C or better in HCC130 or permission of Program Director or Corequisites: HIM101 or permission of Program Director.	L+L 2.0 3.0 3.0
HIM150	Health Care Data	Introduction to data collection methods for health information systems including structure, content, and standards. Study of the datasets and databases used in various health care settings. Overview of the creation	Prerequisites: A grade of C or better in [HIM140 and (BPC110 or CIS105)] or permission of Program Director.	L+L 2.0 3.0 3.0

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		and maintenance of health information disease registries and indexes.		
HIM160	Health Data and Content	Introduction to data collection methods for health information systems. Overview of data structure, content, and standards, datasets and databases used in various health care settings, and registries and indexes.	Prerequisites: A grade of C or better in (BPC110 or CIS105) or permission of Program Director.	L+L 2.0 3.0 3.0
HIM180	Introduction to Medical Billing and Reimbursement	Overview of the medical billing profession, the revenue management process, and federal billing guidelines. Topics include Medicare, Medicaid, third party payers, management care models, and national insurance schemes.	Prerequisites: Permission of Program Director.	LEC 2.0 2.0 2.0
HIM181	Medical Claims Processing	Provides in depth analysis of the medical claims process in ambulatory care settings. Topics include electronic data interchange, claims management, confidentiality, data retention, and the claims review and appeals process.	A grade of C or better required in all Prerequisites. Prerequisites: (BPC110 and HIM180) or permission of Program Director. Prerequisites or Corequisites: HIM208 or permission of Program Director.	L+L 3.0 5.0 5.0
HIM182	Human Diseases for Coding in Long Term Care Settings	Overview of diseases commonly treated in long term, home health, and hospice settings. Systems approach to causes, signs, symptoms, manifestations, diagnosis, and treatment of these diseases as required for accurate diagnostic coding.	Prerequisites: A grade of C or better in (BIO160 and HCC146) or permission of Program Director.	LEC 2.0 2.0 2.0

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HIM183	Diagnostic Coding in Long Term Care Settings	Introduction to the International Classification of Diseases (ICD) in long term care, home health and hospice settings. Topics include principles for diagnostic coding, standards of ethical coding, and diagnostic coding for reimbursement and coding compliance.	A grade of C or better required in all Prerequisites. Prerequisites: (BIO201 and HCC145) or permission of Program Director. Prerequisites or Corequisites: HIM200 or permission of Program Director.	L+L 4.0 6.0 6.0
HIM200	Human Pathophysiology and Pharmacology for Health Information Management (HIM) Professionals	Surveys common disease states and conditions that impact each of the major body systems and the reproductive process. Explores how the study of diseases, conditions, and treatments are connected to the health information management function. Topics include disease etiology; signs and symptoms of diseases and conditions; prognosis of diseases and conditions; and pharmacological concepts related to drug nomenclatures, sources of drugs, drug actions and dosage, and routes of drug administration.	Prerequisites: A grade of C or better in (HCC145 and BIO201) or permission Program Director.	LEC 3.0 4.0 3.7
HIM201	Health Information Statistics and Research	Compilation and usage of various types of administrative and health care statistics including vital records. Introduction to the health information research process and institutional review board functions. Use of computers for computation and data display.	Prerequisites: A grade of C or better in [(BPC110 or CIS105), HIM140 and MAT112] or permission of Program Director.	L+L 2.0 4.0 4.0

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HIM203	Healthcare Statistics and Data Analytics	Emphasizes the role of Health Information Management professionals in calculating, mining, and reporting healthcare statistics for data analytics, research, quality assurance, financial, and other purposes. Topics include health statistics, morbidity, mortality, quality resource management, and research design.	Prerequisites: A grade of C or better in [(HIM140 or HIM160) and MAT112] or permission of Program Director.	L+L 3.0 4.0 4.0
HIM204	Cancer Registry	Requirements for managing a cancer registry, including comparisons of systems and data related to a hospital and central cancer registry and other registry standard-setting organizations. Organization and management of the basic functions of cancer registry operations. Analysis and presentation of cancer data and use in studies.	Prerequisites: A grade of C or better in HCC145 or permission of instructor. Corequisites: (BIO202 and HIM150) or permission of Instructor.	L+L 4.0 6.0 6.0
HIM204AA	Cancer Registry I	Requirements for managing a cancer registry, including comparisons of systems and data related to a hospital and central cancer registry and other registry standard-setting organizations. Organization and management of the basic functions of cancer registry operations.	Prerequisites: A grade of C or better in HCC145 or permission of instructor. Corequisites: (BIO202 and HIM150) or permission of Instructor.	L+L 2.0 3.0 3.0
HIM204AB	Cancer Registry II	Requirements for managing a cancer registry. Organization and management of the basic functions of cancer registry operations. Analysis and presentation of cancer data and use in studies	Prerequisites: A grade of C or better in HIM204AA or permission of Instructor.	L+L 2.0 3.0 3.0

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HIM205	Managing Health Information in Long Term Care Settings	Provides an in depth analysis of the health information management function in Long Term Care (LTC) settings. Topics include long term care health record systems; LTC regulatory compliance standards and guidelines; common technologies used in LTC; and statistical and data analytics in LTC.	Prerequisites: A grade of C or better in HIM103. Corequisites: BPC110 or permission of Program Director.	L+L 2.0 4.0 4.0
HIM206	Health Information Management in Alternative Care Settings	Characteristics of non-acute care organizations in the United States. Standards and regulations for health records in those settings according to state, federal, and accrediting agencies. Applicable health record content and health information practices.	Prerequisites: A grade of C or better in HIM140 or permission of Program Director.	L+L 2.0 3.0 3.0
HIM206AA	Health Information Management in Alternative Care Settings: Long Term	Characteristics of long term care organizations, including home health and hospice, in the United States. Standards and regulations for health records in those settings according to state, federal, and accrediting agencies. Applicable health record content and health information practices.	Prerequisites: A grade of C or better in HIM140 or permission of Program Director.	L+L 1.0 1.5 1.5
HIM206AB	Health Information Management in Alternative Care Settings: Non-long Term	Characteristics of non-acute care, non-long term care organizations in the United States. Standards and regulations for health records in those settings according to state, federal, and accrediting agencies. Applicable	Prerequisites: A grade of C or better in HIM206AA or permission of Program Director.	L+L 1.0 1.5 1.5

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		health record content and health information practices.		
HIM207	Health Information Organizational Resource Management	Provides an overview of principles and practices essential to the efficient use of human, financial, and physical resources within health information management services. Topics include team building, planning, leading, organizing, directing, and controlling.	Prerequisites: A grade of C or better in (HIM101 and HIM106) or permission of Program Director.	LEC 3.0 3.0 3.0
HIM208	ICD-CM Diagnostic Coding	Introduction to the International Classification of Diseases, Clinical Modification (ICD-CM) coding system. Topics include application of current ICD-CM guidelines and conventions for symptoms, signs, and abnormal clinical and laboratory findings, diseases, conditions, and external causes of morbidity in inpatient and outpatient settings.	A grade of C or better required in all Prerequisites. Prerequisites: BIO202, HCC145, and [(HCC164 and HCC204) or HIM200] or permission of Program Director. Prerequisites or Corequisites: HIM180 or permission of Program Director.	L+L 2.0 4.0 4.0
HIM209	Procedural Coding Systems for Non-Coders	Surveys major procedural coding systems used in acute, ambulatory, and alternative care settings. Structure, content, and guidelines for the current International Classification of Diseases, Procedure Coding System (ICD-PCS), Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding System (HCPCS) classification systems are explored. Topics include purpose and	A grade of C or better required in all Prerequisites. Prerequisites: [(HCC164 and HCC204) or HIM200], and BIO202. Prerequisites or Corequisites: HIM208 or permission of Program Director.	L+L 3.0 6.0 6.0

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		function of procedural coding; coding guidelines and conventions; and coding accuracy, totality, and sequencing.		
HIM210	ICD-PCS Coding and ICD Applications	Introduction to the International Classification of Diseases, Procedure Coding System (ICD-PCS) coding system. Topics include application of the current ICD-PCS guidelines and conventions for procedures in inpatient settings and coding technologies.	A grade of C or better required in all Prerequisites. Prerequisites: BIO202 and [(HCC164 and HCC204) or HIM200]. Prerequisites or Corequisites: HIM208 or permission of Program Director.	L+L 2.0 4.0 4.0
HIM211	Advanced Applications of Coding and Reimbursement	Provides foundation for advanced coding application including the use of references, source documents, and technology. Topics include Uniform Hospital Discharge Data Set; diagnostic-related groups; federal regulations for hospital-based settings; coding conventions for home health, long term care, rehabilitation, and other health care settings; and the use of codes for administrative, reimbursement, marketing, and regulatory purposes.	Prerequisites: A grade of C or better in (HIM208 and HIM210) or permission of Program Director.	L+L 4.0 6.0 6.0
HIM212	CPT Coding I	Introduction to Current Procedural Terminology (CPT) from both facility and physician perspectives. General content, coding guidelines, and the role in healthcare reimbursement. Coding of basic medical and surgical	A grade of C or better required in all Prerequisites. Prerequisites: [HCC145, HCC164, HCC204 and (BIO160	L+L 2.0 4.0 4.0

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		services including use of modifiers. Ethical coding and compliance issues.	or BIO202)] or permission of Program Director. Prerequisites or Corequisites: HIM180.	
HIM213	CPT and HCPCS Coding	Provides students with the foundation for using the Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS) coding systems. Topics include coding guidelines, healthcare reimbursement, coding technologies, ethical coding, and compliance issues.	A grade of C or better required in all Prerequisites. Prerequisites: BIO202, HCC145, [(HCC164 and HCC204) or HIM200], and HIM208. Prerequisites or Corequisites: HIM180.	L+L 3.0 6.0 6.0
HIM214	CPT Coding II	Introduction to Current Procedural Terminology (CPT) from both facility and physician perspectives. General content, coding guidelines, and the role in healthcare reimbursement. Coding of basic medical and surgical services including use of modifiers. Ethical coding and compliance issues.	Prerequisites: A grade of C or better in (HCC204 and HIM212) or permission of Program Director.	L+L 2.0 4.0 4.0
HIM215	Physician-Based Billing and Coding Seminar	Guidance in the development of physician-based billing and coding compliance programs.	A grade of C or better required in all Prerequisites. Prerequisites: HIM208 or permission of Program Director. Prerequisites or Corequisites: HIM181 and (HIM213 or HIM214) or permission of Program Director.	LEC 1.0 1.0 1.0

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			Corequisites: HIM216 or permission of Program Director.	
HIM216	Professional Practice in Physician-Based Billing and Coding	Practical application of billing and coding guidelines, conventions, and regulations under the supervision of a preceptor in an ambulatory care setting.	A grade of C or better required in all Prerequisites. Prerequisites: HIM208, Current CPR at BLS Healthcare Provider Level through the American Heart Association, and permission of Program Director. Prerequisites or Corequisites: [HIM181 and (HIM213 or HIM214)] or permission of Program Director. Corequisites: HIM215 or permission of Program Director.	LAB 1.0 5.0 0.0
HIM217	Health Information Management Seminar I	Emphasis on career development and team building functions related to the Health Information Management (HIM) profession.	Prerequisites: A grade of C or better in (HIM106, HIM150, HIM201, and HIM206), or permission of Program Director. Corequisites: HIM218 or permission of Program Director.	LEC 1 1 1
HIM218	Professional Practice	Practical application of health information management knowledge and skills in the workforce.	Prerequisites: A grade of C or better in (HIM106, HIM150,	LAB 1 5 0

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			HIM201, and HIM206), and permission of Program Director. Corequisites: HIM217 or permission of Program Director.	
HIM219	Health Information Management Systems	Overview of the fundamental concepts, terminology, and structure of health information systems with an emphasis on applications used to manage electronic health information. Topics include health informatics; health information systems; electronic claims processing; electronic health records; electronic data interchange; and privacy, security, and confidentiality.	Prerequisites: A grade of C or better in [(HIM150 or HIM160) and (BPC110 or CIS105)] or permission of Program Director.	L+L 3.0 5.0 5.0
HIM220	Health Information Management Seminar II	Prepares students for the health information management workforce. Topics include registered health information technician exam review and preparation, career development, team building, and project management for Health Information Management (HIM) professionals.	Prerequisites: A grade of C or better in (HIM207, HIM217, HIM218, and HIM219) or permission of Program Director. Corequisites: HIM224 or permission of Program Director.	LEC 1.0 1.0 1.0
HIM221	Medical Coding Seminar	Guides students in the development of hospital-based coding compliance programs. Explores career development tools for medical billers and coders.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: (HIM211 and HIM213) or permission of Program	LEC 1.0 1.0 1.0

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			Director. Corequisites: HIM222 or permission of Program Director.	
HIM222	Professional Practice in Medical Coding	Practical application of coding guidelines, conventions, and regulations under the supervision of a preceptor in an acute care setting.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: [HIM211 and (HIM213 or HIM214)] and Current CPR at BLS Healthcare Provider Level through the American Heart Association and permission of Program Director. Corequisites: HIM221 or permission of Program Director.	LAB 1.0 5.0 0.0
HIM224	Advanced Professional Practice	Practical application of advanced health information management knowledge in a variety of health-related settings. Focus on supervision and management, interdepartmental policies and procedures, budget and staffing considerations, as well as committee planning and preparation.	Prerequisites: A grade of C or better in (HIM207, HIM217, HIM218 and HIM219) and permission of Program Director. Corequisites: HIM220 or permission of Program Director.	LAB 1.0 5.0 0.0
HIM225	Health Data Analytics	Provides students with integral tools and skills to analyze data commonly used in healthcare provision. Topics include data analysis, organization, and preparation tools; statistical techniques and variables; study	Prerequisites: A grade of C or better in [CIS114DE and (HIM201 or HIM203)] or permission of Program Director.	L+L 3.0 4.0 4.0

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		design; benchmarking; and quality and performance improvement.		
HIM230	Quality Management and Performance Improvement	Focus on the history and development of quality assurance in various health care facilities, including quality assessment techniques, utilization management, risk management, credentialing, and medical staff services as related to health information management	Prerequisites: A grade of C or better in (HIM207 and HIM219) or permission of Program Director.	LEC 2.0 2.0 2.0
HIM231	Health Data Management Seminar	Designed for students pursuing skills and knowledge in health data management. Topics include career development, team building, health data systems management and preparation for the professional certification exam.	Prerequisites: A grade of C or better in [CIS114DE and (HIM201 or HIM203)] or permission of Program Director. Corequisites: HIM232 or permission of Program Director.	LEC 1.0 3.0 2.4
HIM232	Health Data Management Professional Practice	Practical application of health data management knowledge and skills under the supervision of a preceptor in an acute, ambulatory, and/or alternative care setting.	Prerequisites: (A grade of C or better in [CIS114DE and (HIM201 or HIM203)] or permission of Program Director) and current CPR at Basic Life Support (BLS) Healthcare Provider Level through the American Heart Association. Corequisites: HIM231	LAB 1.0 5.0 0.0

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			or permission of Program Director.	
HIM233	Revenue Cycle Management Seminar	Prepares students for the workforce in the field of revenue cycle management. Topics include strategies for team building, project collaboration, career development, and preparation and review for professional exam.	Prerequisites: A grade of C or better in (HIM208 and HIM210) or permission of Program Director. Corequisites: HIM234 or permission of Program Director.	LEC 1.0 3.0 2.4
HIM234	Revenue Cycle Data Management Professional Practice	Practical application of revenue cycle management knowledge and skills under the supervision of a preceptor in an acute, ambulatory, and/or alternative care setting.	Prerequisites: A grade of C or better in (HIM208 and HIM210) or permission of Program Director. Corequisites: HIM233 or permission of Program Director.	LAB 1.0 5.0 0.0
HIM295AA	Coding for Health Information Management Professionals	Current coding applications for established coding classification system(s). Includes the coding of diseases and operations/procedures. Use of the classification system(s) for reimbursement.	Certification as a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) or current coding credential or equivalent training/experience.	LEC 1.0 1.0 1.0
HIM295AB	Coding for Health Information Management Professionals	Current coding applications for established coding classification system(s). Includes the coding of diseases and operations/procedures.	Certification as a Registered Health Information Administrator (RHIA) or Registered Health	LEC 2.0 2.0 2.0

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		Use of the classification system(s) for reimbursement.	Information Technician (RHIT) or current coding credential or equivalent training/experience.	
HIM295AC	Coding for Health Information Management Professionals	Current coding applications for established coding classification system(s). Includes the coding of diseases and operations/procedures. Use of the classification system(s) for reimbursement.	Certification as a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) or current coding credential or equivalent training/experience.	LEC 3.0 3.0 3.0
HIM298AA	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. <b>COMMON COMPETENCY COURSE</b>	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
HIM298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
HIM298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
HIS100	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.	LEC 3.0 3.0 3.0
HIS101	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.	LEC 3.0 3.0 3.0
HIS102	History of Western Civilization 1789 to Present	Survey of origin and development of Western civilization and its	Prerequisites: None.	LEC 3.0 3.0 3.0

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		institutions from French Revolution through the present		
HIS103	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.	LEC 3.0 3.0 3.0
HIS104	United States History 1865 to Present	The political, economic, and social development of United States from 1865 to the present time.	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS105	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.	LEC 3.0 3.0 3.0
HIS106	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.	LEC 3.0 3.0 3.0
HIS107	Selected Issues in United States History	Survey of selected major issues in history of United States from early times to present	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS108	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.	LEC 3.0 3.0 3.0

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HIS109	Mexican-American History and Culture	Examination of origins and development of Spanish-American and Mexican- American peoples and their contribution to culture, history and development of United States. Emphasis on Mexican-American War and its impact on educational, social, and economic conditions of the Mexican-Americans of the southwest	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS110	World History to 1500	Survey of the economic, social, cultural, and political elements of world history from the beginning of human civilization to 1500.	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS111	World History 1500 to the Present	Survey of the economic, social, cultural, and political elements of world history from 1500 to the present.	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS113	History of Eastern Civilizations to 1850	An examination of the characteristics and development of civilizations, religions and philosophies of the Middle East, India, Far East, and Southeast Asia. From ancient times to the mid-nineteenth century	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS114	History of Eastern Civilizations 1850 to Present	Examination of characteristics and development of civilizations of Middle East, India, Far East, and Southeast Asia, from mid-nineteenth century to present	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS140	American Indian History	Survey of American Indian history with emphasis on the last 200 years including developments in the 20th century. Focuses on selected groups such as the Cherokee, Iroquois	Prerequisites: None.	LEC 3.0 3.0 3.0

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		Confederation, Navajo, Sioux and Indians of the Southwest in relation to cultural, economic, political and social continuity and changes. Topics include development and influence of federal policies, past and present issues confronting Native Americans and how Native American individuals and communities maintain their identities as they confront social changes		
HIS145	History of Mexico	Survey of the political, economic, and social forces which have shaped the development of Mexico from pre-Columbian times to the present	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS170	American Indian History of the Southwest	Covers history of Indian peoples in the southwestern United States from pre-Columbian era to the present. Includes historical events, the development and implementation of Spanish-Mexican and United States' policies and their impact on Indian peoples in these areas, and current issues of importance to Indian peoples	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS173	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.	LEC 3.0 3.0 3.0
HIS175	Global History of World War II	Global survey of World War II (WWII), focusing on its origins, major military confrontations and events, conclusion, and historical significance.	Prerequisites: None.	LEC 3.0 3.0 3.0

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HIS190	Environmental History	Survey of the environmental history of the world from hunter-gatherer societies to the present including but not limited to social groups, natural resources, and physical environments and impacts on the Earth.	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS201	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.	LEC 3.0 3.0 3.0
HIS203	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.	LEC 3.0 3.0 3.0
HIS204	African-American History 1865 to Present	Multifaceted experiences of African-American people from the post-Civil War period (1865) to the present, including the collective struggle for freedom, equality, and self-determination in the United States.	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS209	The Chicano in Twentieth Century America	Analysis of the twentieth century Chicano experience. Historical perspective of the emergence of Chicanos as an influential minority in the United States	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS212	History of Religion	Survey of the historical contexts in which the major religions have emerged and evolved. Focuses on social and political events throughout	Prerequisites: None.	LEC 3.0 3.0 3.0

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		history and their impact on religious beliefs and practices.		
HIS240	History of Islamic Civilization from the 6th Century to 1800	Overview of the historical, economic, political, and cultural conditions that brought about the various transformations within the Arab/Islamic world; examination of the impact and interaction of the Islamic civilization with other peoples	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS241	Latin American Civilization in the Colonial Period	A survey of the political, economic, and social forces which molded Latin American civilization in the Colonial Period	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS242	Latin American Civilization in the Post-Colonial Period	A survey of the political, economic, and social forces which molded Latin American civilization in the period of the development of Republics	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS251	History of England to 1700	History of England to 1660. Analysis of the major political, cultural, social, and intellectual, and social factors in English historical development from its earliest times till 1660.	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS252	History of England 1700 to Present	Analysis of the major political, cultural, social, and intellectual factors in English historical development from 1650 to present.	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS273	US Experience in Vietnam 1945 - 1975	Survey of the US experience in Vietnam, 1945-1975, in view of political, economic, and social forces of the Cold War	Prerequisites: None.	LEC 3.0 3.0 3.0
HIS277	The Modern Middle East	Survey of the political, religious and economic development of the Middle East since 1500. Emphasis on the	Prerequisites: None.	LEC 3.0 3.0 3.0

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		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.		
HIS279	Creating and Telling Fact-Based Historical Stories	Creating and telling fact-based stories and stories from history.	Prerequisites: A grade of C or better in EDU/HUM/STO292.	LEC 3.0 3.0 3.0
HIS282AA	Service-Learning Experience in History	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
HIS282AB	Service-Learning Experience in History	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
HIS282AC	Service-Learning Experience in History	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
HIS296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to	LAB 1.0 5.0 0.0

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			students major or career interest or with permission of Instructor.	
HIS296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
HIS296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites:	LAB 3.0 15.0 0.0

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			Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
HIS296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
HIS298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		aspects of independent study and individualized learning to be combined to maximize student development.		
HIS298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
HIS298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
HLC130	Fundamentals in Health Care Delivery	Overview of current and recent development of health care professions, including career and labor	Prerequisites: A grade of C or better is required in HLC145.	30

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		<p>market information, health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise.</p> <p>Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate inter-professional teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies.</p>		
HLC145	Medical Terminology for Health Care Professionals	<p>Medical terminology used in health care, with special care populations and in special services. Body systems approach to terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using word parts. Medical abbreviations, symbols, and term spelling.</p>	<p>Prerequisites: Admission to program, and successful completion of RDG100 or higher or appropriate reading placement into CRE101.</p>	99

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HLR286	Women and Health: Body/Mind/Spirit/Connection	Economic, sociopolitical, and demographic factors affecting women's health. Methods for optimizing physical, emotional, and spiritual health. Specific health concerns of women throughout the lifespan. Activism for health promotion	Prerequisites: None.	LEC 3.0 3.0 3.0
HLR298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
HLR298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
HLR298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
HMC100	Medical Billing and Coding Examination Review	This course reviews separate subjects that will be taught in preparation for the National Certified Professional Coder (CPC) Examination administered through the American Academy of Professional Coders (AAPC).	Prerequisites: A grade of C or better is required in HMC213 or permission of Instructor.	45
HMC105	Computers in Healthcare and Health Record Systems	Introduction to computer applications in healthcare settings including electronic health records, health record content, structure, and origin of clinical information for various healthcare settings. A basic review of federal, state, and organizational documentation guidelines. Legal and ethical issues applicable to health information documentation and coding practices.	Prerequisites: A grade of C or better is required in HMC181 and HMC213.	20

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HMC180	Introduction to Medical Billing and Reimbursement	This course provides an overview of the medical billing profession and the revenue management process. Topics include Medicare, Medicaid, third-party payers, managed care models, and national insurance schemes.	Prerequisites: A grade of C or better is required in HMC200.	50
HMC181	Medical Claims Processing	This course provides an in-depth analysis of the medical claims process in ambulatory care settings. Topics include electronic data interchange, claims management, confidentiality, data retention, and the claims review and appeals process.	Prerequisites: A grade of C or better is required in HMC180.	55
HMC200	Human Pathophysiology and Pharmacology for HMC	This course surveys common disease states and conditions that impact each of the major body systems and the reproductive process. Topics include disease etiology; signs and symptoms of diseases and conditions; prognosis of diseases and conditions; and pharmacological concepts related to drug nomenclatures, sources of drugs, drug actions and dosage, and routes of drug administration.	Prerequisites: A grade of C or better is required in HLC130.	180
HMC208	ICD-CM Diagnostic Coding	This course introduces students to the International Classification of Diseases, Clinical Modification (ICD-CM) coding system. Topics include application of current ICD-CM guidelines and conventions for symptoms, signs, and abnormal clinical and laboratory findings, diseases, conditions, and external	Prerequisites: A grade of C or better is required in ISP110PC.	90

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		causes of morbidity in inpatient and outpatient settings.		
HMC213	CPT and HCPCS Coding	This course provides students with the foundation for using the Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS) coding systems. Topics include coding guidelines, healthcare reimbursement, coding technologies, ethical coding, and compliance issues.	Prerequisites: A grade of C or better is required in HMC208.	206
HMT101	Introduction to Occupational Safety, Health, and Environmental Technology	Overview of occupational safety, health, and environmental regulations and technology. Overview of the regulatory framework related to safety and environmental program management. Career opportunities and their relationship to business management.	Prerequisites: None.	LEC 3.0 3.0 3.0
HON190	The Honors Experience	Interdisciplinary studies of selected issues confronting the individual and society and overall human experience. Critical inquiry of specific themes from a wide variety of academic viewpoints. Comprehensive and interdisciplinary review of global, historical, and cultural trends, supplemented by readings and discussion. Varied content due to changing honors forum themes and issues.	Prerequisites: Admission to the college honors program or permission of Instructor.	LEC 3 3 3

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HON201	Leadership Development: Historical and Contemporary Perspectives	Interdisciplinary study of leadership focusing on development of leadership skills.	Prerequisites: Admission to the college honors program or permission of Instructor.	LEC 3.0 3.0 3.0
HRC101	Overview of Healthcare Compliance	Introduction and overview of healthcare compliance; evolution of the field as a profession. Exploration of federally legislated mandates for a Compliance Program. Program elements. Organizational steps for implementation in specific settings.	Prerequisites: None.	LEC 1.0 1.0 1.0
HRC228	Healthcare Industry Regulation	Comprehensive review and study of laws that regulate the healthcare delivery industry including fraud and abuse, patient privacy, Protected Health Information (PHI) and electronic Protected Health Information (ePHI), and occupational safety for workforce members, patients, and visitors.	Prerequisites: A grade of C or better in HRC101.	LEC 3.0 3.0 3.0
HRC230	Healthcare Corporate Compliance Program Design	Creation, management, and evaluation of all aspects of a formal health care corporate compliance program. Compliance officers, compliance committee. Risk analysis, recommendations for corrective action. Implementation of corrective action.	Prerequisites: A grade of C or better in HRC101.	LEC 3.0 3.0 3.0
HRC232	Health Care Regulatory Compliance Program Design	Creation, management and evaluation of a health care regulatory compliance program including the work plan. Address the Health Insurance	Prerequisites: A grade of C or better in HRC101.	LEC 3.0 3.0 3.0

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		Portability and Accountability Act (HIPAA) Privacy and Breach Rules, HIPAA Security and Meaningful Use Attestation, Occupational Safety and Health Plan for workforce members, patients, and visitors. Occupational Safety and Health Administration (OSHA), Arizona Division of Occupational Safety and Health (ADOSH), Medicare/Medicaid Fraud and Abuse, Human Resources employment laws, Clinical Laboratory Improvement Act (CLIA) and Arizona Radiation Regulatory Agency (ARRA).		
HRC234	Health Care Regulatory Enforcement Case Studies	Comprehensive review of case studies involving litigation and enforcement of health care law including review of landmark and contemporary cases brought by the United States Office of the Inspector General (Fraud and Abuse); the Office of Civil Rights; the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Laws. Application of knowledge and skills from earlier coursework to real-world situations.	Prerequisites: A grade of C or better in HRC101.	LEC 3.0 3.0 3.0
HRM102	Menu Planning Development	Principles and techniques of menu planning for food service operations where food is served in quantity; includes applications for health care institutions, commercial kitchens,	Prerequisites: None.	LEC 2.0 2.0 2.0

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		school cafeterias, and industrial facilities.		
HRM110	Introduction to Hospitality and Tourism Management	A fundamental overview of the hotel, restaurant, and tourism segments of the hospitality and tourism industry. Provides an overview of the operational sectors of the industry and reviews management components and skills. Contains components to develop communication skills and a professional career plan	Prerequisites: None.	LEC 3.0 3.0 3.0
HRM120	Hotel Facility Management	Fundamental duties and responsibilities of hotel facility management. Emphasis on detail tasks, including personnel, cleaning, purchasing, equipment, textiles, maintenance, and safety. Examines basic systems for hotel facility management record keeping	Prerequisites: None.	LEC 3.0 3.0 3.0
HRM126	Food Service Cost Systems	Basic skills necessary to understand and utilize cost controls. Overview of systems for purchasing, storage, production control, and budgeting. Mechanical and mathematical details emphasized. Accounting process taught with aid of microcomputer. Introduction to standardized accounting software.	Prerequisites: None.	L+L 2.0 2.0 2.0
HRM130	Guest Services Management	Examines organization and management of the hotel front office and guest service operations. Explores key front office functions and related systems and skills necessary to ensure	Prerequisites: None.	LEC 3.0 3.0 3.0

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		guest satisfaction and efficient operations		
HRM140	Food Production Concepts	Concepts related to preparation of hot foods, pantry, and bakery items for commercial kitchens. Emphasis on essential components and techniques of food production, food cost control, setting standards, ordering, and inventory	Prerequisites: None.	LEC 3.0 3.0 3.0
HRM142	Wine: From Vine to Table	An overview of the history, culture, viticulture techniques, production, distribution, control, and consumption in the wine industry. Provides an overview of wine and health issues, interpreting wine labels, alcohol service laws, and general operational concepts of the wine industry.	Prerequisites: None.	LEC 3.0 3.0 3.0
HRM144	Gourmet Foods	The art and appreciation of gourmet foods, accompanied by preparation and appropriate services.	Prerequisites: None.	L+L 3.0 4.0 4.0
HRM145	Events Management	Introduction to organizing special events from concept through completion, including planning, coordination, marketing, financing and risk management. Overview of the critical stages and functions involved in staging and managing special events including meetings, conferences, entertainment, expositions, conventions and sporting events	Prerequisites: None.	LEC 3.0 3.0 3.0

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HRM146	International Meetings, Conventions and Exhibitions	Introduces the planning and executing of multinational and multicultural meetings, conventions and exhibitions. Emphasizes coordination, logistics, venue selection, budgeting and cultural competencies critical to a global business environment	Prerequisites: A grade of C or better in HRM110.	LEC 3.0 3.0 3.0
HRM150	Hospitality and Tourism Information Systems I	Overview of current computer technology, concepts and terminology as it applies to the hospitality and tourism industry. Use of software applications including word processing, spreadsheet, database and presentation graphics. Discussion of social and ethical issues related to computers. Exploration of relevant and emerging technologies in the industry.	Prerequisites: None.	LEC 3.0 3.0 3.0
HRM160	Tourism Principles and Practices	Introduces the fundamental principles and practices of tourism. Examines tourism sectors, consumer behavior, and factors that influence tourism. Focuses on the interaction of tourism with the economy, environment and people.	Prerequisites: None.	LEC 3.0 3.0 3.0
HRM170	Hospitality in Healthcare and Life Care Management	Provides an overview of the role of hospitality in healthcare facilities and life care communities. Topics include history and future growth, customer service in these high-touch environments, facility design and housekeeping requirements, medical and health management, sensitivity to	Prerequisites: None.	LEC 3.0 3.0 3.0

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		those healing and dealing with end-of-life issues, overall providing a strong management and customer service structure while caring for the most vulnerable.		
HRM220	Hospitality Managerial Accounting	Study of financial statement analysis, asset management, ratio analysis, analytical techniques, and investment decision making. Emphasis on planning, budgeting, and management decisions.	Prerequisites: A grade of C or better in ACC111 or ACC211 or HRM265.	LEC 3.0 3.0 3.0
HRM230	Beverage Management	Identification, production, purchasing, and service of spirits, wine and beer products. Marketing, menu development, and cost controls of a beverage operation. Special emphasis on staffing training, and legal regulations for beverage sales	Prerequisites: None.	LEC 3.0 3.0 3.0
HRM235	Club Management	Examines organization and management of private clubs. Emphasis on member services and operations management. Explores key functions including food and beverage, golf operations, fitness and recreation programs	Prerequisites: A grade of C or better in HRM110.	LEC 3.0 3.0 3.0
HRM240	Commercial Food Production	Application of food preparation principles, procedures, and techniques to small and large quantity food production. Emphasis on techniques and procedures used in contemporary commercial kitchens	Prerequisites: A grade of C or better in HRM110 and HRM140.	L+L 3.0 4.0 4.0
HRM244	Quality Sanitation Management	Systems approach to answering public health concerns, reducing sanitation	Prerequisites: None.	LEC 3.0 3.0 3.0

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		risks, and ensuring satisfaction for guests, staff members, and owners. Definition and implementation of sanitation quality, cost control, and risk reduction in a hospitality operation		
HRM250	Hospitality and Tourism Information Systems II	Use of computer systems to generate information needed for management of lodging, tourism and food service businesses. Emphasis on computer-based hotel property and restaurant management systems. Includes basic ledger principles	Prerequisites: A grade of C or better in (HRM110 and HRM150) or permission of Instructor.	LEC 3.0 3.0 3.0
HRM260	Hospitality Human Resource Management	Examines concepts and applications of human resource management in the hospitality industry. Topics include recruitment, selection, training and evaluation. Emphasis on current management methods and productivity in the service environment	Prerequisites: A grade of C or better in HRM110 or permission of Instructor.	LEC 3.0 3.0 3.0
HRM265	Financial Management for Hospitality and Tourism	Examines financial management concepts, analytical techniques and decision making processes essential to hospitality and tourism management. Provides an applied management approach to managing profitability, financing growth, and using financial analysis to make decisions.	Prerequisites: A grade of C or better in HRM110. MAT140 or MAT141 or MAT142 recommended but not required.	LEC 3.0 3.0 3.0
HRM270	Hospitality Marketing	Essential skills of defining a service market, developing a market plan, and directing personnel to follow market plan. Emphasis on marketing in the hospitality industry and understanding	Prerequisites: A grade of C or better in HRM110.	LEC 3.0 3.0 3.0

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		segmentation, positioning and promotion in that market		
HRM275	Restaurant Management	Overview of restaurant industry with focus on the major segments. Emphasis on developing plans for: marketing, accounting system, staffing, training, menu development and cost controls for restaurant operation. Special emphasis on safety and sanitation, and legal regulations in the restaurant industry	Prerequisites: None.	LEC 3.0 3.0 3.0
HRM280	Hospitality and Tourism Law	Examines legal aspects of hotel, restaurant and tourism management. Uses case study approach to develop understanding of the laws and regulations governing guest relationships, contracts, employee relations, civil rights, alcoholic beverages, safety and product liability	Prerequisites: A grade of C or better in HRM110.	LEC 3.0 3.0 3.0
HRM285	Gaming Management	History, development, and management of casinos and gaming. Emphasis on environment, operations, regulation, accounting, auditing, and taxation of casinos and gaming operations	Prerequisites: None.	LEC 3.0 3.0 3.0
HRM290	Ecotourism	Overview of ecotourism planning and development with emphasis on contemporary issues associated with environmentally sound, culturally sensitive and economically viable tourism development. Examines the history and emergence of ecotourism and the establishment of policies and	Prerequisites: A grade of C or better in HRM110.	LEC 3.0 3.0 3.0

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		management practices associated with sustainable development that conserves natural resources while providing economic benefits		
HRM291	Directed Field Study -International	Directed international field study in hospitality or tourism at an approved site working with industry, government or the nonprofit sector. Designed to provide students the opportunity to integrate theories, principles, and practices from their program of study through practical application in an international setting. Includes a minimum of 240 documented hours of contact with the employer/subject of study at minimum.	Prerequisites: Completion of 15 credits in the Hospitality and Tourism Program a 3.0 or higher grade point average and permission of the program director.	LAB 3.0 15.0 0.0
HRM292	Directed Field Study	Directed field study in hospitality or tourism at an approved site working with industry, government or the nonprofit sector. Designed to provide students the opportunity to integrate theories, principles, and practices from their program of study through practical application. Includes a minimum of 240 documented hours of contact with the employer/subject of study.	Prerequisites: Completion of 15 credits in the Hospitality and Tourism Program a 3.0 or higher grade point average and permission of the program director.	LAB 3.0 15.0 0.0
HRM295AA	Hospitality Internship	Hospitality and/or tourism work experience in a business or industry. Eighty hours of designated work per credit.	Prerequisites: Permission of Department or Division.	LAB 1.0 1.0 0.0

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HRM295AB	Hospitality Internship	Hospitality and/or tourism work experience in a business or industry. Eighty hours of designated work per credit for a total of 160 hours.	Prerequisites: Permission of Department or Division.	LAB 2.0 2.0 0.0
HRM295AC	Hospitality Internship	Hospitality and/or tourism work experience in a business or industry. Eighty hours of designated work per credit for a total of 240 hours.	Prerequisites: Permission of Department or Division.	LAB 3.0 3.0 0.0
HRM296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
HRM296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or	LAB 2.0 10.0 0.0

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			career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
HRM296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
HRM296WD	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and	LAB 4.0 20.0 0.0

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		students. COMMON COMPETENCY COURSE	be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
HRM298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
HRM298AB	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-	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
HRM298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
HSA113	Family Assistance Administration (FAA) Introduction	Overview of the Department of Economic Security and Family Assistance Administration (DES FAA). Covers Federal and State policy and regulation. Emphasis in eligibility processing procedures and system management.	Prerequisites: None.	LEC 2.0 2.0 2.0
HSA116	Nutrition Assistance Determination	Overview of Federal and State policies and procedures for determining eligibility. Includes Nutrition Assistance payments eligibility determination, expedited services,	Prerequisites: A grade of C or better in HSA113.	LEC 3.0 3.0 3.0

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		presumptive eligibility, recertification applications, and eligibility reviews.		
HSA118	Medical Assistance Determination	Overview of the Arizona Health Care Cost Containment System (AHCCCS) and the health services and programs provided. Covers Federal and State policies and procedures for determining medical eligibility. Includes medical assistance eligibility process and application procedures, non-financial and financial eligibility factors, services for nonqualified non-citizens, duration of coverage, and renewal process.	Prerequisites: A grade of C or better in HSA113.	LEC 3.0 3.0 3.0
HSA119	Unemployment Insurance Customer Service I	Basic customer service training for unemployment insurance claim representatives. Knowledge on computerized and phone systems. Includes claim taking steps and phone service skills	Prerequisites: None.	L+L 3.0 4.0 4.0
HSA121	Unemployment Insurance Customer Service II	Inquiry call training for unemployment insurance claim representatives. Covers last employer definition, wage issues, and reinstatement	Prerequisites: A grade of C or better in HSA119.	LEC 2.0 2.0 2.0
HSA122	Unemployment Insurance Claims Taking	Procedures for making claimant eligibility determinations and employer chargeability. Also includes interviewing techniques, required documentation and processes for generating determinations	Prerequisites: Permission of Department or Division.	LEC 2.0 2.0 2.0

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HSA124	Unemployment Insurance Adjudication I	Further examination of chargeability issues. Types of evidence, rules governing credibility of evidence and further development of factfinding skills. Special emphasis on separation issues, rules and determinations	Prerequisites: A grade of C or better in HSA122.	LEC 2.0 2.0 2.0
HSA126	Unemployment Insurance Adjudication II	Examination of advanced eligibility issues. Special types of adjudications including administrative penalties, retirement/pension and educational wages	Prerequisites: A grade of C or better in HSA124.	LEC 2.0 2.0 2.0
HSA127	Nutrition Assistance Procedures	Practical application of Family Assistance procedures. Use of the Arizona Technical Eligibility Computer System and Department of Economic Security Family Assistance Administration (DES FAA) policy manual and procedures to complete Nutrition Assistance determinations. Interview and keying techniques and procedures also covered.	Prerequisites: A grade of C or better in HSA113.	L+L 2.0 4.0 4.0
HSA128	Cash Assistance Determination	Cash Assistance programs eligibility determination including regular Cash Assistance (CA), Two Parent Employment Program (TPEP), Grant Diversion (GD), and Kinship Care cash programs. Also covers Family Benefit Cap Period (FBCP) and Self-employment income, as well as renewals and change reporting requirements.	Prerequisites: None.	LEC 3.0 3.0 3.0
HSA131	Nutrition Assistance Renewals	Overview of Federal and State policies and procedures for completing	Prerequisites: None.	LEC 2.0 2.0 2.0

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		nutrition assistance renewals. Covers the renewal process, including prior investigation, timelines, compliance, and interview procedures in addition to making determinations, updating cases, and processing pending applications.		
HSA160	Employment Assistance Administration	Overview of organizational values and the role and responsibilities of case aides, including preliminary review of case management procedures. Covers the Administration of the Job Opportunities and Basic Skills (JOBS) Training program and customer service practices, communications techniques, case records, systems operations, and procedures.	Prerequisites: None.	LEC 3.0 3.0 3.0
HSA161	Employment Assistance Administration Lab	Practical application of Job Opportunities and Basic Skills (JOBS) training procedures. Includes state systems access and documentation procedures including referral and selection. Also covers case management assessment and management in addition to various support services.	Prerequisites: A grade of C or better in HSA160.	Laboratory 3.0 9.0 9.0
HSA162	Employment Assistance Account Entries	Skills development for state employment assistance programs customer account entries. Includes system access, terminology, and data entry procedures.	Prerequisites: A grade of C or better in HSA160.	LAB 1.0 2.0 2.0

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HSA163	Employment Assistance Case Management	Further instruction in the administration of the Job Opportunities and Basic Skills (JOBS) Training program. Includes sanctionable and withholding issues as well as monitoring and evaluation of employment. Dispute resolution, fair hearings, and grievances procedures covered.	Prerequisites: A grade of C or better in HSA160.	LEC 3.0 3.0 3.0
HSA164	Employment Assistance Case Management Lab	Practical application of the Job Opportunities and Basic Skills (JOBS) Program Automated System (JAS). Includes procedures for verification and monitoring of work and community experience in addition to exclusions and deferrals. Special emphasis on case management skills and procedures.	Prerequisites: A grade of C or better in HSA162.	Laboratory 3.0 9.0 9.0
HSA167	Government Assistance Supervisor Basic	Development of skills to manage employees in the government assistance setting. Overview of management philosophies and techniques for effective time management, performance evaluation, and communications	Prerequisites: Permission of Department or Division.	L+L 2.0 3.0 3.0
HSE106	Introduction to HIPAA Privacy Rule	Purpose and intent of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule. Regulation interpretation and application in the health care environment. Guidelines for development of key documents. Penalties for non-compliance	Knowledge of basic operations of a medical practice or other health care environment.	LEC 2.0 2.0 2.0

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HSE110	Successful Grant Writing	Grant seeking and grant writing processes for the beginning grant writer. Pre-application preparation, application development, and grant proposal evaluation and follow-up. Includes development of grant applications for government and private funding sources	Prerequisites: None.	LEC 0.5 0.5 0.5
HSM122	Health Services Supervision	Skills and techniques for the leadership and supervision of health services employees. Emphasis placed on assertive supervision, effective human relations skills, and the enhancement of oral and written workplace communications	Prerequisites: None.	LEC 3.0 3.0 3.0
HSM125	Current Issues in Health Services Management	Overview of the inner workings of the health care industry and the forces that drive and control the delivery of health services. Explores financial, technological and human resources, regulatory systems, and national, state and local issues	Prerequisites: None.	LEC 3.0 3.0 3.0
HSM207	Health Service Management Internship	Application of leadership, supervisory and managerial skills and observation of administrative function in a specific health services setting.	Prerequisites: A grade of C or better in Any three (3) of the following four (4) courses: HSM122, or HSM125, or HSM222, or HSM226, or permission of Instructor.	LAB 3.0 15.0 0.0
HSM222	Health Services Management	The role and functions of management in understanding and building	Prerequisites: None.	LEC 3.0 3.0 3.0

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		organizational effectiveness. Focuses on the manager as a leader and planner capable of developing motivated and committed employees and work teams		
HSM226	Ethics and Legalities of Health Services Management	Identification, analysis, and problem solving related to legal and ethical issues in health services management. Includes an emphasis on employment law, confidentiality issues, accurate financial reporting and personal promotional preparation	Prerequisites: None.	LEC 3.0 3.0 3.0
HSM282AA	Volunteerism for Health Services Management: A Service Learning Experience	Service learning field experience within private/public agencies, and citizen volunteer groups.	Prerequisites: A grade of C or better in Any three (3) of the following four (4) courses: HSM122, or HSM125, or HSM222, or HSM226, or permission of Instructor.	LAB 1.0 1.0 1.0
HST180	Overview of Histology (Anatomic) Laboratory	Overview of anatomic laboratory services, anatomic laboratory professionals, and the role of the histology technician. Emphasis on certification, accreditation, and regulatory agencies. Application of process improvement, quality control, laboratory mathematics, infection control, sharps/mechanical hazards, documentation, medico-legal implications, and chemical hygiene principles. Includes information management in anatomic laboratories.	Prerequisites: Admission to Histologic Technology program or permission of Program Director.	LAB 2.0 2.0 2.0

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		Importance of management and supervision leadership principles and professional growth and ethical conduct.		
HST181	Chemistry of Fixation	Principles of fixation and fixative solutions. Anatomic laboratory instrumentation and specimen handling, identification, and tracking protocols. Emphasis on gross examination processes, tissue processing protocols, and specialized processing techniques.	Prerequisites: Admission to Histologic Technology program or permission of Program Director, and a grade of C or better in HST180.	L+L 3.0 3.0 3.0
HST182	Microtomy	Emphasis on decalcification techniques, ergonomic safety practices for microtomy, and frozen section techniques. Application of embedding orientation by tissue type. Procedures for paraffin embedding station, cryostat and rotary microtome set-up and maintenance, and sharps safety practices for the microtome. Includes techniques for microtomy, specialized microtomy, frozen section, and cytology specimen preparation.	Prerequisites: A grade of C or better in HST181.	L+L 5.0 4.0 4.0
HST183	Practicum: Chemistry of Fixation	Practicum in histology techniques performed in an anatomic laboratory. Application of clinical skills for specimen handling, identification, and tracking protocols. Use of anatomic laboratory instrumentation. Study of gross examination protocols. Demonstration of fixation techniques, paraffin processing protocols, and	Prerequisites: A grade of C or better in HST181 or permission of Program Director.	LAB 1.0 4.5 0.0

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		specialized processing techniques. Performance of clerical and computer functions using medico-legal guidelines for documentation. Use of professional and ethical conduct in all interpersonal communications.		
HST184	Practicum: Microtomy	Practicum in histology techniques performed in an anatomic laboratory. Use of decalcification and frozen section techniques. Includes embedding orientation by tissue type and ergonomic safety practices for microtomy. Procedures for the paraffin embedding station, cryostat and rotary microtome set-up and maintenance, and sharps safety practices for the microtome. Emphasis on techniques for microtomy, specialized microtomy, frozen section, and cytology specimen preparation.	Prerequisites: A grade of C or better in HST182.	LAB 1.0 4.5 0.0
HST185	Cellular Biological Staining	Recognition of basic cellular structure. Identification of carbohydrates classification, pigments, minerals, and lipids in tissues and connective tissue structures. Explanation of chemical staining theory. Stain principles and procedures for nuclear and cytoplasmic structures, carbohydrates and lipids, connective tissue, and tissue pigments and minerals stains.	Prerequisites: A grade of C or better in HST182. Corequisites: HST187.	L+L 5.0 4.0 4.0
HST186	Cellular Biological and Immunohistochemical Staining	Identification of pathologic organisms and neurological structures. Use of stains for microorganisms and	Prerequisites: A grade of C or better in HST185.	L+L 5.0 4.0 4.0

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		neurological structures. Explanation of theories of histochemical and immunohistochemical staining. Procedures for histochemical and immunohistochemical stains. Overview of specimens for electron microscopy and autopsy procedures. Emphasis on assessing histology workflow processes, laboratory procedure manuals, and workload and productivity recording and monitors.		
HST187	Practicum: Cellular Biological Staining	Practicum in histology techniques performed in an anatomic laboratory. Recognition of basic cellular structure, carbohydrate structures, connective tissue, lipid structures, and pigments and minerals in tissues. Application of chemical staining. Emphasis on stains for nuclear and cytoplasmic structures, carbohydrates and lipids, connective tissue, and tissue pigments and minerals stains.	Prerequisites: A grade of C or better in HST185.	LAB 1.0 4.5 0.0
HST188	Practicum: Cellular Biological and Immunohistochemical Staining	Practicum in histology techniques performed in an anatomic laboratory. Identification of pathologic organisms and neurological structures. Use of stains for microorganisms and neurological structures. Application of histochemical and immunohistochemical stains. Observation of electron microscopy and autopsy procedures. Emphasis on histology workflow processes,	Prerequisites: A grade of C or better in HST186.	LAB 1.0 4.5 0.0

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		laboratory procedure manuals, and workload and productivity recording and monitors.		
HTM150	Introduction to Healthcare IT and Systems	Introduction to current and emerging Healthcare IT systems with particular emphasis on healthcare information and data, governance, information systems and technologies, and industry challenges in a value-added healthcare environment.	Prerequisites: A grade of C or better in CIS105 or permission of Instructor.	LEC 3.0 3.0 3.0
HTM200	Healthcare IT Software Infrastructure: Interoperability, Security and mHealth	Application of industry-specific IT skills to entry-level Healthcare IT software development projects, with particular skills emphasis on high-growth areas such as interoperability, security and Mobile Health (mHealth).	Prerequisites: A grade of C or better in [(CIS133AA and CIS133BA and CIS133CA) or CIS133DA] and CIS150AB and HTM150 and permission of Program Director.	L+L 3.0 4.0 4.0
HTM230	Healthcare Data Analytics, Artificial Intelligence (AI) and Machine Learning	Overview of theories and practical applications of Data Analytics, Artificial Intelligence (AI), and Machine Learning. A focus on trends, opportunities, and emerging uses, as well as best practices, limitations, and ethical implications. Hands-on practice with current tools to solve complex healthcare problems.	Prerequisites: A grade of C or better in (BPC110 or CIS105) and HTM150.	L+L 3.0 4.0 4.0
HTM250	Healthcare IT Systems Development Life Cycle (SDLC)	Introduction to the Systems Development Life Cycle (SDLC) methodologies and tools currently used on healthcare Information	Prerequisites: A grade of C or better in CIS224 and HTM200 or	L+L 3.0 4.0 4.0

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		Technology (IT) projects, with particular emphasis on software development. Experience with application development and testing tools in a project-based lab setting.	Corequisites: CIS224 and HTM200.	
HTM270	Healthcare IT Systems Capstone	Culminating application of the skills, knowledge, communication and critical thinking skills from the Healthcare Technology Systems program to address industry-specific challenges. Includes investigation and application of current and emerging healthcare technologies.	Prerequisites: A grade of C or better in HTM250.	L+L 3.0 4.0 4.0
HTM280	Healthcare Technology Systems Career Strategies	Overview of the career exploration and planning process designed to assist students interested in healthcare technology systems and related fields to transition into the professional world. Focuses on current occupational trends and career decision-making strategies with a special emphasis on experiences within the field. Includes practice with self-presentation in the professional world such as effective resumes, personal portfolio, interviewing skills, online presence and professional appearance.	Prerequisites: A grade of C or better in HTM150.	L+L 3.0 2.0 2.0
HUC110	Issues in Health Unit Coordinating	History of the health unit coordinating profession, National Association of Health Unit Coordinators (NAHUC) and certification process. Management techniques for health unit	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: HCC145	LEC 1.0 1.0 1.0

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		coordinators. Communication issues relevant to health unit coordinators. Resume writing.	and (HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE and HCC130AF)). Corequisites: HUC113, HUC114, HUC115 and HUC116.	
HUC111	Communication and Hospital Unit Management in Health Unit Coordinating	History of the health unit coordinating profession, National Association of Health Unit Coordinators (NAHUC) and certification process. Responsibilities of a hospital unit coordinator (HUC). Includes terminology, paper and electronic forms, electronic medical records patient charts, admission/discharge of patients, preoperative and postoperative procedures. Management techniques for health unit coordinators as workflow and process facilitators. Communication issues relevant to health unit coordinators.	Prerequisites: None.	L+L 2.0 3.0 3.0
HUC113	Diagnostic Tests and Treatments	Understanding and interpreting physician's orders for the Health Unit Coordinator (HUC) and other health care workers. Terminology, symbols and abbreviations for diagnostic procedures and treatments.	Prerequisites: None.	LEC 4.0 4.0 4.0

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HUC114	Health Unit Coordinator Procedures	Application of unit coordinating skills and procedures in the laboratory setting. Transcription of traditional written physician orders and paper-based charts. Electronic patient charts in relation to coordination of hospital unit activities and workflow facilitation. Instruction in utilization of electronic patient charts. Initiation of electronic patient charts and entering physicians' orders to facilitate the transition to fully implemented electronic patient charts with computer physician order entry (CPOE).	Prerequisites: None.	L+L 2.0 4.0 4.0
HUC115	Health Unit Coordinator Clinical	Application of health unit coordinator skills and procedures in the health care setting under the supervision of an instructor and preceptor.	Prerequisites: None.	LAB 2.0 12.0 0.0
HUC116	Health Unit Coordinating Seminar	Requirements for health unit coordinating clinical in the workplace. Preparation for an electronic and non-electronic medical record based facility and/or unit. Review and verification of skills, competencies and procedures listed in job postings and the National Association of Health Unit Coordinator (NAHUC) Standards of Practice. Preparation for HUC national certification exam. Job interview preparation including resume preparation and document submission. Survey of current health	Prerequisites: None.	LEC 1.0 1.0 1.0

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		unit coordinator/patient care associate (HUC/PCA) and related job postings.		
HUC296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
HUC296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 1.0 5.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
HUC296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
HUC296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 4.0 20.0 0.0

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			instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
HUC298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
HUC298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
HUC298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
HUM100	Great Ideas Symposium	Interrelationships among cultures and behavior in the modern world. Focuses on selected themes and topics	Prerequisites: None.	LEC 1.0 1.0 1.0
HUM101	General Humanities	A general humanities course concentrating on three great ages of outstanding human achievement: The Golden Age of Greece, the Renaissance and the 20th Century	Prerequisites: None.	LEC 3.0 3.0 3.0
HUM107	Humanities Through the Arts	Introduction to humanities including film, drama, music, literature, painting, sculpture, and architecture	Prerequisites: None.	LEC 3.0 3.0 3.0
HUM108	Contemporary Humanities	An exploration of human expression in contemporary arts and sciences	Prerequisites: None.	LEC 3.0 3.0 3.0
HUM120	Cultural Viewpoints in the Arts	Introduction to the influence of culture and ethnicity on the artist, including factors such as race, religion, gender, class, sexual preference, age, and region. Lecture and discussion on	Prerequisites: None.	LEC 3.0 3.0 3.0

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		various art forms, including literature, visual arts, music, dance, film, and theater.		
HUM190AA	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	Admission to the College Honors Program or Permission of Instructor.	LEC 1.0 1.0 1.0
HUM190AB	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	Admission to the College Honors Program or Permission of Instructor.	LEC 1.0 1.0 1.0
HUM190AC	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	Admission to the College Honors Program or Permission of Instructor.	LEC 1.0 1.0 1.0

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HUM190AD	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	Admission to the College Honors Program or Permission of Instructor.	LEC 1.0 1.0 1.0
HUM190AE	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	Admission to the College Honors Program or Permission of Instructor.	LEC 1.0 1.0 1.0
HUM190AF	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	Admission to the College Honors Program or Permission of Instructor.	LEC 1.0 1.0 1.0
HUM190AG	Honors Forum	Interdisciplinary studies of selected issues confronting the individual and society. Formal lectures followed by	Admission to the College Honors	LEC 1.0 1.0 1.0

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		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	Program or Permission of Instructor.	
HUM190AH	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	Admission to the College Honors Program or Permission of Instructor.	LEC 1.0 1.0 1.0
HUM190AI	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	Admission to the College Honors Program or Permission of Instructor.	LEC 1.0 1.0 1.0
HUM201	Humanities: Universal Themes	Study of worldviews in a variety of historical and contemporary world cultures, including analysis of origin and creation myths, artistic expression, spirituality, and the natural environment.	Prerequisites: None.	LEC 3.0 3.0 3.0

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HUM202	Humanities: Universal Themes	The hero/heroine; fool, the social world, and the future as themes in the humanities	Prerequisites: None.	LEC 3.0 3.0 3.0
HUM205	Introduction to Cinema	Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements.	Prerequisites: None.	LEC 3.0 3.0 3.0
HUM206	Introduction to Television Arts	History and development of electronic media and its impact on popular arts.	Prerequisites: None.	LEC 3.0 3.0 3.0
HUM209	Women and Films	Analysis of images of women in films from both historical and contemporary perspectives	Prerequisites: None.	LEC 3.0 3.0 3.0
HUM210	Contemporary Cinema	A study of contemporary films, directors and critics with emphasis on evaluating film as an art form.	Prerequisites: None.	LEC 3.0 3.0 3.0
HUM211AA	Foreign Films: Classics	Analysis of contributions of foreign directors to the art and history of motion pictures through a study of selected films	Prerequisites: None.	LEC 3.0 3.0 3.0
HUM211AE	Foreign Films: Italian	Analysis of contributions of Italian directors to the art and history of motion pictures through a study of selected films.	Prerequisites: None.	LEC 3.0 3.0 3.0
HUM212	Documentary Film	Survey of documentary (non-fiction) film with an emphasis on international issues. Focus on primary types of documentary film, including direct address, direct cinema, interviews, etc	Prerequisites: None.	LEC 3.0 3.0 3.0
HUM213	Hispanic Film	Analysis of Hispanic film as art form and as social commentary	Prerequisites: None.	LEC 3.0 3.0 3.0
HUM214	African-Americans in Film	Study of films featuring African-American performers and directors from the Silent Era to the present.	Prerequisites: None.	LEC 3.0 3.0 3.0

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		Emphasis on the historical and social elements of African Americans in film and basics of film analysis		
HUM215	Film Comedy	Explores the basics of humor in film by tracing its roots through a historical examination of a variety of arts, artists, and theorists. Focuses on films' unique contributions to the world of laughter. Investigates how comedy, and film comedy in particular, provides an essential and unifying force for culture and society.	Prerequisites: None.	LEC 3.0 3.0 3.0
HUM216	The Films and Career of Alfred Hitchcock	Focuses on the career, films, and cinematic and cultural influence of acclaimed director Alfred Hitchcock. Includes the director's cinematic innovations, techniques, major films, and his influence on modern filmmakers.	Prerequisites: None.	LEC 3.0 3.0 3.0
HUM220	History and Film	Presents historically based films and analyzes their accuracy, filmmaking techniques, and their value as cinematic historical records of U.S. and global events.	Prerequisites: A grade of C or better in ENG101 or ENG107.	LEC 3.0 3.0 3.0
HUM225	Introduction to Popular Culture	Introduction to major topics in the field of popular culture studies. Includes basic theories, methods, and concepts used to analyze popular culture texts and practices.	Prerequisites: A grade of C or better in ENG101 or ENG107.	LEC 3.0 3.0 3.0
HUM235	Disability Studies	Considers representations of disability as artifacts of Western and non-Western cultures against changing backdrops in knowledge, ideas,	Prerequisites: A grade of C or better in ENG101 and (RDG100 or RDG100LL or	LEC 3.0 3.0 3.0

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		beliefs, values, and practices. Works to build awareness, understanding, and empathy in regards to diverse forms of humanity and to de-stigmatize disease, illness, and impairment.	RDG111 or RDG112 or RDG113 or eligibility for CRE101 as indicated by appropriate reading placement test score).	
HUM245	Introduction to Holocaust Studies	Introduction to essential information about the Holocaust. Provides theological, social and political background to establish contexts of anti-Semitism, especially in 19th and 20th centuries, with particular attention to National Socialist ideologies. Ghetto and camp life, including resistance, are explored. Emphasis is on texts of the Holocaust, including historical documents, participant testimonies, fiction, creative non-fiction, and poetry, much of which involves theological and moral debate. Includes analysis of supplementary visual material and some performing arts.	Prerequisites: None. CRE101 or CRE111 or equivalent as indicated by appropriate reading placement test score recommended but not required.	LEC 3.0 3.0 3.0
HUM250	Ideas and Values in the Humanities: Early Civilizations to the Renaissance	An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the early civilizations to the Renaissance, including western and non-western cultures.	Prerequisites: A grade of C or better in ENG101.	LEC 3.0 3.0 3.0
HUM251	Ideas and Values in the Humanities: Renaissance to the Contemporary World	An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the Renaissance to modern period,	Prerequisites: A grade of C or better in ENG101.	LEC 3.0 3.0 3.0

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		including Western and Non-Western cultures.		
HUM260	Intercultural Perspectives	Cultural, literary, and artistic expressions of Native, Hispanic, and African Americans. Includes traditional and modern work and contribution to American civilization	Prerequisites: None.	LEC 3.0 3.0 3.0
HUM261	Asian Ideas and Values	An examination of Asian cultural traditions for their humanistic ideas and values: the arts, music, literature, religions, and philosophies of Asia, with emphasis on India and its sphere of influence in southeast Asia, and on China and its sphere of influence, particularly Japan	Prerequisites: None.	LEC 3.0 3.0 3.0
HUM292	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.	LEC 3.0 3.0 3.0
HUM295	Topics in the Humanities	Exploration of selected topic in the humanities. Focuses on a theme, concept, era, or genre. Analysis and interpretation of topic's representation, development, and significance in at least three different humanities areas and in a variety of world cultures.	Prerequisites: A grade of C or better in (ENG101 or ENG107) or permission of Instructor.	LEC 3.0 3.0 3.0
HUM296WA	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and	LAB 1.0 5.0 0.0

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		students. COMMON COMPETENCY COURSE	be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
HUM296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0

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HUM296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
HUM296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 4.0 20.0 0.0

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			interest or with permission of Instructor.	
HUM298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
HUM298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
HUM298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		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. <b>COMMON COMPETENCY COURSE</b>		
HVA101	HVAC for Residential Systems I	Introduction to major components and functions of residential heating, ventilation, and air conditioning (HVAC) systems, to include heat flow and basic electrical concepts.	Prerequisites: None.	L+L 4.0 5.0 5.0
HVA102	HVAC for Residential Systems II	Applications of theory and basic principles of refrigeration in residential heating, ventilation, and air conditioning (HVAC) systems. Includes installations, diagnostics, preventative and predictive maintenance, and customer service.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: HVA101 or permission of Department.	L+L 5.0 7.0 7.0
HVA104	EPA Section 608 Technician Preparation and Certification	Laws, standards and procedures for the preparation to complete the certification for the Environmental Protection Agency (EPA) SECTION 608 - stationary equipment. Core certification requirements for Type I Technicians, Type II Technicians, Type III Technicians, and Universal Technicians. Type I Technician - primarily works on small appliances. Type II Technician - primarily works on appliances/equipment using high	Prerequisites: None.	LEC 0.5 0.5 0.5

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		and very high pressure refrigerant. Type III Technician - primarily works on appliances/equipment using a low pressure refrigerant. Universal Technician - for servicing all appliances.		
HVA120	HVAC Installation	Introduction to installation of residential heating, ventilation, and air conditioning (HVAC) systems. Includes startup and verification of proper equipment operation.	Prerequisites: A grade of C or better in HVA102 or permission of Department.	L+L 4.0 6.0 6.0
HVA130	HVAC Troubleshooting	Introduction to troubleshooting the components of residential heating, ventilation, and air conditioning (HVAC) systems, to assure proper equipment operation.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: HVA120 or permission of Department.	L+L 4.0 6.0 6.0
HVA131	Electrical Systems	Electricity related to residential and light commercial applications, to include common electrical components, AC and DC circuits, and electrical safety. Provides an introduction to reading, interpreting, and creating wiring diagrams and the application of electrical power. Operation and use of specific meters, tools, and an introduction to National Electrical Code (NEC).	Prerequisites: None.	L+L 3.5 4.0 4.0
HVA210	Facilities Air Conditioning Systems	Fundamental principles of air conditioning including all-air, all-water (hydronic) and air-water combination systems. Overview of the	Prerequisites: A grade of C or better in HVA130 or permission of Department.	L+L 4.0 6.0 6.0

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		physical principles, including air distribution systems and heating and cooling load calculation. System components and application theory for boilers, chillers, pumps, fans, and cooling towers. Theory and application of central air conditioning systems, air cleaning and humidification devices, pressure boosting, heat storage, expansion and pressurization equipment. Properties of water, pressure distribution in hydronic systems, flow in pipes, pressure drop/head loss, pump applications and pressurization of open and closed hydronic systems. Fundamentals of low and high temperature water systems.		
HVA231	Codes	Local codes, Federal Housing Administration and Urban Development standards. Acceptable building practices based on the Uniform Building Code, National Electric Code, Uniform Mechanical Code, and the Uniform Plumbing Code. Impact of American with Disabilities Act (ADA) on new and existing facilities.	Prerequisites: None.	L+L 3.0 5.0 5.0
HVA296WA	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a	LAB 1.0 5.0 0.0

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		students. COMMON COMPETENCY COURSE	position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
HVA296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
HVA296WC	Cooperative Education	Work-college experiences that involve the combined efforts of educators and	Completion of at least twelve (12) college	LAB 3.0 15.0 0.0

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		employers to accomplish an outcome related to the career objectives of the students. COMMON COMPETENCY COURSE	credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
HVA296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 4.0 20.0 0.0

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			permission of Instructor.	
HVA298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
HVA298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
HVA298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		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. COMMON COMPETENCY COURSE		
HVC101	HVAC for Residential Systems I	Introduction to major components and functions of residential heating, ventilation, and air conditioning (HVAC) systems, to include heat flow and basic electrical concepts.	Prerequisites: None.	130
HVC102	HVAC for Residential Systems II	Applications of theory and basic principles of refrigeration in residential heating, ventilation, and air conditioning (HVAC) systems. Includes installations, diagnostics, preventative and predictive maintenance, and customer service.	Prerequisites: None.	130
HVC110	HVAC Basics	Learn basic principles of heating, ventilation, and air conditioning (HVAC), trade-related mathematics and electrical concepts.	Prerequisites: None.	224
HVC111	HVAC Systems	Learn the principles of heating, cooling and air distribution.	Prerequisites: None.	132
HVC112	HVAC Installations	Gain knowledge of the principles and procedures of heating, ventilation, and air conditioning (HVAC) piping installation.	Prerequisites: None.	132
HVC113	HVAC Troubleshooting	Understand the principles and procedures of heating, ventilation, and	Prerequisites: None.	136

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		air conditioning (HVAC) systems troubleshooting.		
HVC120	HVAC Installation	Introduction to installation of residential heating, ventilation, and air conditioning (HVAC) systems. Includes startup and verification of proper equipment operation.	Prerequisites: A grade of C or better in HVC102 or permission of department.	130
HVC130	HVAC Troubleshooting	Introduction to troubleshooting the components of residential heating, ventilation, and air conditioning (HVAC) systems, to assure proper equipment operation.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: HVC120 or permission of department.	130
HWC101	Health and Wellness Coaching	Provides the foundational practical skills for the application of the appropriate structure and processes of health and wellness coaching. Fundamental techniques and concepts used in coaching to establish effective coach-client partnerships, build trust and rapport, assess client readiness, and ensure ethical and professional considerations in coaching. Satisfies components of the National Board for Health and Wellness Coaching requirements.	Prerequisites: None.	L+L 3.0 4.0 4.0
HWC290	Health and Wellness Coaching Internship	Work-based experience in health and wellness coaching. Eighty hours of designated work per credit.	Prerequisites: A grade of C or better in HWC101 and permission of Instructor.	LAB 1.0 1.0 0.0

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IBS101	Introduction to International Business	A basic overview of international business to introduce students to international trade concepts. Focus of the course is on international business environment issues that influence global business practices, decisions and applications	Prerequisites: None.	LEC 3.0 3.0 3.0
IBS104	International Finance	The development of foreign exchange and international banking is examined. Methods of export financing, including both short- and medium-term credit and an in-depth review of application to and administration of government loan programs are covered. Important factors in country risk analysis are discussed	Prerequisites: None.	LEC 1.0 1.0 1.0
IBS105	International Law	Introduction to the legal aspects and ramifications of international trade topics including multinational enterprises, sovereignty, technology transfer, arbitration, negotiation and diplomacy	Prerequisites: None.	LEC 2.0 2.0 2.0
IBS108	Basics of Import/Export Operations	An overview of the steps involved in importing and exporting a product or service from beginning to end. Course includes an introduction to the United States Customs Service, what customs brokers do, duty rate structure and determination, basic laws affecting imports, currency exchange and letters of credit. Practical advice about storage and transportation of shipments after they have cleared	Prerequisites: None.	LEC 2.0 2.0 2.0

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		customs. Other topics will include marketing, organization, regulations, terms of sale, documentation, shipment and financing involved with international enterprises, sovereignty, technology transfer, arbitration, negotiation, and diplomacy		
IBS109	Cultural Dimension for International Trade	The importance of cultural sensitivity in international business relations investigated by studying the impact of geography, history, religion, politics, customs and cross-cultural communications on society	Prerequisites: None.	LEC 3.0 3.0 3.0
IBS116	Export/Import Management	Basics of importing and exporting processes with focus on documentation and procedures. Includes transportation and distribution options, freight forwarders, International Common Terms (INCO) shipping terms, packaging strategies, contract negotiation, and execution of international contracts	Prerequisites: A grade of C or better in IBS101 or permission of Instructor.	LEC 3.0 3.0 3.0
IBS118	International Marketing Management	Planning, implementing, and managing international marketing strategies through application of international marketing research and evaluation in diverse cultural, economic, and political environments. Emphasis on implementation of product, price, promotion, and distribution strategies	Prerequisites: A grade of C or better in IBS101 or permission of Instructor.	LEC 3.0 3.0 3.0

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IBS123	U.S. Customs and Export Licensing Regulations	Requirements for importing into the United States, and for export clearance, licensing, and foreign entry. Includes role of customs brokers, duty rate structure and determination as well as Commerce Control List (CCL) and Export Control Commodity Numbering (ECCN), export licenses, and governmental requirements regarding exports	Prerequisites: A grade of C or better in IBS101 or permission of Instructor.	LEC 3.0 3.0 3.0
IBS140	International Financial Management	Development of foreign exchange and international banking, including methods of payment, export financing, and application for and administration of government loan programs, country risk analysis, and negotiation and processing of letter of credit and other payment methods	Prerequisites: A grade of C or better in IBS101 or permission of Instructor.	LEC 3.0 3.0 3.0
IBS298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
ICE220	Sectional Anatomy	Sectional human anatomy in the transverse, sagittal and coronal planes.	Prerequisites: (BIO160 or BIO201) and	LEC 3.0 3.0 3.0

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		Emphasis on the brain, neck, chest, abdomen and pelvic cavity.	(HCC145 or HCC146), or a graduate of a related medical program of study or currently registered as a technologist in radiography, nuclear medicine, radiation therapy or sonography OR Admission to the Medical Radiography Program or permission of Instructor.	
ICE223	Introduction to Computed Tomography	Overview of the principles and operation of computed tomography (CT) scanner. Content includes history, physics processes, instrumentation components, imaging acquisition, reconstruction and display for computed tomography imaging.	Prerequisites: Admission to the Medical Radiography Program or permission of Instructor.	LEC 1.0 1.0 1.0
ICE229	Magnetic Resonance (MR) Multi-Planar Sectional Anatomy	Three dimensional anatomy presented in transverse, sagittal and coronal planes of specified regions of the human body as viewed from magnetic resonance imagery. Includes structure identification of the bones, muscles, vascular system, organs, soft tissue components and weighted imaging.	Prerequisites: [(Certified by American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy), or (certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine), or (certified by American Registry	LEC 2.0 2.0 2.0

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			of Diagnostic Medical Sonography (ARDMS) or ARRT in Diagnostic Medical Sonography), or (Radiography, Radiation Therapist, Nuclear Medicine, or Sonography student currently enrolled at GateWay), or registry eligible graduate] and DMI/DMS/ICE220 and ICE233.	
ICE231	Professional and Patient Interactions	Principles of verbal and non-verbal communication skills through the development of understanding self, patients, colleagues and others. Includes verbal communication, written instructions, communications devices, telephone protocol, resume writing and job interviewing techniques	Prerequisites: None.	LEC 2.0 2.0 2.0
ICE233	Fundamentals of Magnetic Resonance Imaging (MRI)	Overview of magnetic resonance imaging, program policies and student responsibilities. Includes fundamental principles of magnetic resonance imaging (MRI), primary and secondary equipment, and MRI terminology. Imaging parameters, clinical applications overview for MRI and preparation for physics, instrumentation, and safety	Prerequisites: (Certified by American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy), or (certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear	LEC 1.0 1.0 1.0

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		coursework. Basic overview of safety issues and MRI contrast agents.	Medicine), or (certified by American Registry of Diagnostic Medical Sonography (ARDMS) or ARRT in Diagnostic Medical Sonography), or (Radiography, Radiation Therapist, Nuclear Medicine or Sonography student currently enrolled at GateWay), or registry eligible graduate. Corequisites: DMI/DMS/ICE220 or permission of Department or Division.	
ICE240	Fundamentals of Positron Emission Tomography	Overview of Positron Emission Tomography (PET). Comparison to other diagnostic imaging modalities. History of PET, applications and importance. Introduction to PET radiation safety	Completion of Associate in Applied Science in Medical Radiography or completion of Associate in Applied Science in Nuclear Medicine Technology or completion of Certificate of Completion in Radiation Therapy program or Corequisites: DMI220 ICE220 or permission	LEC 1.0 1.0 1.0

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			of Department or Division.	
ICE248	Computed Tomography (CT) Multi-Planar Sectional Anatomy	Sectional human anatomy in the transverse, sagittal and coronal planes. Multi-planar emphasis on the musculoskeletal system to include multi-planar imaging of the facial bones, cervical, thoracic and lumbar spine, and extremities; and the heart and vascular structures.	Prerequisites: [(Certified by American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy), or (certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine), or (Radiography or Nuclear Medicine student currently enrolled at GateWay), or registry eligible graduates] and DMI/DMS/ICE220 and (DMI/ICE223 or NUC250) with a grade of "C" or higher, or permission of Instructor.	LEC 2.0 2.0 2.0
ICE250AA	Screening Mammography	Basic mammography. Including anatomy, positioning, equipment, patient history, clinical breast examination and film evaluation related to screening mammography	Graduate radiologic technologist (A.R.R.T.) or permission of Instructor.	LEC 0.5 0.5 0.5
ICE250AB	Diagnostic Positioning and Special Views for Mammography	Basic mammography. Positioning for the diagnostic examination Special	Prerequisites: A grade of C or better in	LEC 0.5 0.5 0.5

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		views, equipment characteristics, specifications, risk factors and film evaluation related to pathology	ICE250AA or permission of Instructor.	
ICE250AC	Special Mammographic Procedures	Complex mammography examinations. Breast cancer and imaging characteristics. Advanced pathology, needle biopsy, needle localization, needle aspiration and ductogram procedures, including integrating imaging modalities	Prerequisites: A grade of C or better in ICE250AB or permission of Instructor.	LEC 0.5 0.5 0.5
ICE250AD	Problem Solving for Mammographers	Problem solving and quality assurance for mammography. Mammography Quality Standards Act (MQSA) requirements for mammography	Prerequisites: A grade of C or better in ICE250AC or permission of Instructor.	LEC 0.5 0.5 0.5
ICE250AE	Routine Mammography Positioning	Basic mammography positioning laboratory experience. Breast self-examination. Positioning and equipment used for screening and diagnostic mammography procedures. Evaluation of positioning techniques.	Prerequisites: A grade of C or better in ICE250AA and ICE250AB or Mammographer or permission of Instructor.	LEC 0.5 0.5 0.5
ICE250AF	Digital Mammography	Basics of digital imaging and specifics with respect to Full Field Digital Mammography (FFDM). Components of acquisition computed radiography/digital radiography (CR/DR), image processing and displays, digital breast tomosynthesis and advantages of digital imaging over film screen breast imaging. Review of Computer Assisted Detection (CAD) and diagnosis and use of Picture	Current certification in radiography through American Registry of Radiologic Technologists (ARRT) or permission of Instructor.	LEC 0.5 0.5 0.5

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		Archive and Communication System (PACS) for simplified storage, access and transmission of images. Review of statistical studies of research for the top clinical trials for promotion of digital mammography.		
ICE254	Advanced Imaging Practicum	Advanced imaging procedures for the Graduate Radiologic Technologist from American Registry of Radiologic Technologists (ARRT) or registry eligible graduate performed under strict supervision. Use of correct technical and positioning techniques. Apply safety measures and procedures established by the institution and college. Observe ethical and legal guidelines and use of effective communication skills.	Prerequisites: [(Certified by American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy), or (certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine), or (Radiography or Nuclear Medicine student currently enrolled at GateWay), or registry eligible graduates] or permission of Instructor.	LAB 1.0 6.0 0.0
ICE263	Computed Tomography Physics and Instrumentation	Overview and evolution of Computed Tomography (CT) in medical imaging to include: X ray production, CT principles, system components and operation; image acquisition, processing, reconstruction, and display; artifacts, quality assurance,	Prerequisites: [(Certified by American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy), or (certified by ARRT or	LEC 3.0 3.0 3.0

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		radiation dosimetry and patient safety; contrast administration, imaging protocols; and competencies as outlined by American Registry of Radiologic Technologists ( ARRT) for the CT Certification Examination.	the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine), or (Radiography or Nuclear Medicine student currently enrolled at GateWay), or registry eligible graduates] and DMI/DMS/ICE220 and (DMI/ICE223 or NUC250) with a grade of "C" or higher, or permission of Instructor.	
ICE264	MRI Physics, Instrumentation and Safety	An overview into the physics, equipment, physical design, and image characteristics of Magnetic Resonance Imaging (MRI) systems.	Prerequisites: [(Certified by American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy), or (certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine), or (certified by American Registry of Diagnostic Medical Sonography (ARDMS) or ARRT in Diagnostic	LEC 3.0 3.0 3.0

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			Medical Sonography), or (Radiography, Radiation Therapist, Nuclear Medicine, or Sonography student currently enrolled at GateWay), or registry eligible graduate] and DMI/DMS/ICE220 and ICE233.	
ICE265	Computed Tomography Procedure Protocols	Standard procedures and protocols for Computed Tomography (CT) imaging in alignment with the American Society of Radiologic Technologists (ASRT) examination curriculum outline. Includes patient preparation and safety, choosing appropriate protocols, interventional procedures, contrast indicators, post-exam processing quality issues, and adapting to atypical scanning situations.	Prerequisites: [(Certified by American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy), or (certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine), or (Radiography or Nuclear Medicine student currently enrolled at GateWay), or registry eligible graduate] and ( DMI/ICE223 or NUC250), and ICE248, and ICE263 with a grade of "C" or higher,	LEC 3.0 3.0 3.0

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			or permission of Instructor.	
ICE267	Computed Tomography Advanced Imaging Practicum	Computed Tomography advanced imaging clinical practicum for those certified by American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy, or certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine, or current Radiography or Nuclear Medicine student, or registry eligible graduates to perform under strict supervision. Use of correct computed tomography instrumentation, protocol implementation and positioning techniques. Apply patient safety measures and follow As Low As Reasonably Achievable (ALARA) practices to reduce radiation dose as established by the institution. Practice within established ethical and legal guidelines. Use effective communication skills.	Prerequisites: Currently enrolled in the Computed Tomography Program.	LAB 2.0 12.0 0.0
ICE268	MRI Advanced Imaging Practicum	Advanced Magnetic Resonance imaging (MRI) clinical practicum is for those certified by the American Registry of Radiologic Technologists (ARRT) in Radiography, Radiation Therapy, or Sonography, or certified by ARRT of the Nuclear Medicine Technology Certification Board	Prerequisites: Currently enrolled in the Magnetic Resonance Imaging Program.	LAB 2.0 12.0 0.0

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		(NMTCB) in Nuclear Medicine. Use of correct magnetic resonance imaging instrumentation, protocol implementation and positioning techniques. Apply MRI safety, quality control procedures and effective patient care and communication skills.		
ICE269	Magnetic Resonance Procedure Protocols	Imaging techniques related to the central nervous system (CNS), neck, thorax, musculoskeletal system and abdominopelvic regions. Specific clinical application, available coils and use. Considerations in scan sequences, specific choices in protocols including slice thickness, phase direction, flow compensation, and positioning criteria. Anatomical structures and plane that best demonstrates anatomy. Signal characteristics of normal and abnormal structures.	Prerequisites: [(Certified by American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy), or (certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine), or Certified by the American Registry of Diagnostic Medical Sonography (ARDMS) or (Radiography or Nuclear Medicine student), or registry eligible graduate] and ICE233 and ICE264 with a grade of "C" or higher, or permission of Instructor.	LEC 3.0 3.0 3.0
ICE270	Contrast Media	Functions and applications of contrast media used in diagnostic radiographic	Graduate radiologic technologist or	LEC 0.5 0.5 0.5

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		imaging procedures. Chemical characteristics and properties of contrast media. Indications and contraindications including potential hazards of contrast media administration. Adverse reactions, patient care associated with reactions and medicolegal issues associated with administration of contrast media	permission of Instructor.	
ICE271	Physiologic Monitoring	Physiologic monitoring to include electrophysiology of the heart, electrocardiography, rhythms and dysrhythmias. Hemodynamic monitoring including equipment, parameters, and cardiovascular pressures. Vital signs to include normal and abnormal values	Graduate radiologic technologist or permission of Instructor.	LEC 0.5 0.5 0.5
ICE272	Magnetic Resonance Pathology	Common pathologies found in magnetic resonance imaging, their appearance with various imaging protocols including all commonly imaged body systems and areas. Case studies and images of the pathologies to reinforce the lectures.	Prerequisites: [(Certified by American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy), or (certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine), or Certified by the American Registry of Diagnostic Medical Sonography (ARDMS) or	LEC 3.0 3.0 3.0

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			(Radiography or Nuclear Medicine student), or registry eligible graduate] and ICE233 and ICE229 with a grade of "C" or higher, or permission of Instructor.	
ICE273	Computed Tomography Pathology	Common diseases diagnosed using Computed Tomography (CT) imaging. Appearance of pathology on CT to include: physiology, etiology, indications for exam, findings, and diagnosis. Case studies, images, and descriptions of pathologic conditions in various body systems will be presented in alignment with CT certification guidelines published by the American Registry of Radiologic Technologists (ARRT).	[(Certified by American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy), or (certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine), or (Radiography or Nuclear Medicine student currently enrolled at GateWay), or registry eligible graduate] and DMI/DMS/ICE220 and ICE248 with a grade of "C" or higher, or permission of Instructor.	LEC 3.0 3.0 3.0
ICE290	Registry and Board Examinations Preparation	Preparation for the American Registry of Radiologic Technologist ( ARRT) and the Medical Radiologic	Qualified individuals preparing for the ARRT and MRTBE or	LEC 1.0 1.0 1.0

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		Technology Board of Examiners (MRTBE) examinations. Review of the ARRT and MRTBE content specifications, techniques for preparation and review of current literature	permission of Department or Division.	
ICE291	Computed Tomography Registry and Board Exam Preparation	Discussion of concepts outlined in the American Registry of Radiologic Technologists (ARRT) published content specifications for their post-primary certification exam in computed tomography (CT).	Prerequisites: A grade of C or better in DMI/DMS/ICE220, ICE248 and ICE263 or permission of Instructor.	LEC 1.0 1.0 1.0
ICE292	MRI Board Exam Review Preparation	Preparation for the American Registry of Radiologic Technologists (ARRT) Medical Resonance Imaging (MRI) examination. Review of elements required to pass the AART examination, including patient care and safety, imaging procedures, data acquisition, and physical principles of image formation.	Prerequisites: A grade of C or better in DMI220, ICE220, ICE229, ICE233, ICE264, ICE269 and ICE272. Corequisites: ICE254.	LEC 1.0 1.0 1.0
ICE293	Registry Examination Preparation in Vascular- Interventional Radiography	Preparation for the American Registry of Radiologic Technologist (ARRT) in Vascular Interventional Radiography examination. Review of the ARRT content specifications, techniques for preparation, and review of current literature.	Registered Radiographers preparing for the American Registry of Radiologic Technologist (ARRT) Vascular Interventional Radiography examination or permission of Instructor.	LEC 1.0 1.0 1.0

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ICE298AA	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. COMMON COMPETENCY COURSE	Prerequisites: None.	LAB 1.0 1.0 0.0
ICE298AB	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. COMMON COMPETENCY COURSE	Prerequisites: None.	LAB 2.0 2.0 0.0
ICE298AC	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	Prerequisites: None.	LAB 3.0 3.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. <b>COMMON COMPETENCY COURSE</b>		
IEC101	Basic Electricity	Electrical and first aid safety. Introduction to electricity, trade math, wiring techniques. Introduction to the National Electrical Code	Prerequisites: None.	LEC 5.0 5.0 5.0
IEC102	Electrical Residential	Series-parallel circuits, governing bodies, residential wiring practices, Kirchhoff's Law, kitchen outlets, heating systems, low voltage systems, service entrance requirements and swimming pools	Prerequisites: A grade of C or better in IEC101 or permission of Instructor.	LEC 5.0 5.0 5.0
IEC104	Wiring Motors and Transformers	Sizes of wire, conduit and boxes; National Electric Code, sizing service and feeders, sizing transformers and protection of transformers	Prerequisites: A grade of C or better in IEC103 or permission of Instructor.	LEC 5.0 5.0 5.0
IEC105	Electric Blueprint Reading	Three-phase systems, transformers, and blueprint reading, construction process, plumbing, masonry and welding blueprints as well as mechanical systems; electrical blueprints and grounding.	Prerequisites: A grade of C or better in IEC104 or permission of Instructor.	L+L 5.0 5.0 5.0
IEC106	Electric Motor Controls	Motor Control system, alternating current (AC) and direct current (DC) contactors and magnetic motor starters; time delay circuits, reversing circuits, power distribution systems and hazardous locations, signs and fiber optics.	Prerequisites: A grade of C or better in IEC105 or permission of Instructor.	L+L 5.0 5.0 5.0

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IEC108	Alarm Systems and Codes	Fire and signaling systems. Installation and start-up of fire alarm systems, fire alarm maintenance and troubleshooting. Wiring methods and materials, circuits and equipment protection, motors and air conditioning circuits, transformers and generating. Dwelling occupancies, industrial and commercial locations, hazardous locations- swimming pool and leadership	Prerequisites: A grade of C or better in IEC107 or permission of Instructor.	LEC 5.0 5.0 5.0
IEC298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
IEC298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
IEC298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
IFS110	Critical Research for College Success	Access, evaluate, and incorporate sources appropriately into academic projects.	Prerequisites: None.	LEC 1.0 1.0 1.0
IFS112	College Research Foundations	Development of research skills and competencies essential for college success including accessing, evaluating, and incorporating information sources into academic projects. Examination of information ecosystems, online presence, and the implications of one's information seeking behaviors.	Prerequisites: None.	LEC 3.0 3.0 3.0
IFS201	Information in a Post-Truth World	Development of critical thinking skills in using information. Exploration of how information can be used as a tool or a weapon. Explanation of the role	Prerequisites: A grade of C or better in ENG101 or ENG107.	LEC 3 3 3

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		of information as a consumer and creator. Recognition of the impact of culture and worldview on how information is understood, created, and disseminated.		
IFS210	Information Without Borders: Research in a Global Society	A comparative study focused on access to digital information in a global environment. Explore the global culture developing around the Internet and the impact of local, national and global cultures as well as economic and social factors related to the flow of information in a global society. Examine emerging technologies to produce and distribute information across cultures in a global society in an ethical manner.	Prerequisites: None.	LEC 3.0 3.0 3.0
IFS213	Hacking and Open Source Culture	Focus on the multi-dimensions of hacking and open source culture, including rule-breaking, innovation, and creative use of programming/technology. Social, economic, cultural, and political implications of hacking and technology, in historical and contemporary contexts will be addressed.	Prerequisites: None.	LEC 3.0 3.0 3.0
IFS215	Cultural Context of Health Information	Examines impact of cultural diversity (ex: linguistic, religious, racial, ethnic, and gender groups) on health information seeking behavior and health literacy. Examines characteristics of culturally competent	Prerequisites: A grade of C or better in ENG101 or ENG107.	LEC 3.0 3.0 3.0

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		health information and provides information on how to locate high quality, culturally competent health information. Examines characteristics of low literacy health information and provides information on how to locate high quality, low literacy health information.		
IGS290	Integrated Studies	Integrated nature of human experience. Critical inquiry of a particular theme from a wide variety of academic viewpoints. Synthesis of knowledge and skills. Evaluation of experience and decisions from ethical, aesthetic, and intellectual perspectives. Preparation of three formal papers.	Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.	LEC 3.0 3.0 3.0
IGS290AA	Integrated Studies	Integrated nature of human experience. Critical inquiry of a particular theme from a wide variety of academic viewpoints. Synthesis of knowledge and skills. Evaluation of experience and decisions from ethical, aesthetic, and intellectual perspectives. Preparation of two formal papers	Prerequisites: None.	LEC 2.0 2.0 2.0
IGS290AB	Integrated Studies	Preparation of a formal paper related to IGS290AA that demonstrates competency in gathering, interpreting and evaluating evidence.	Prerequisites: A grade of C or better in IGS290AA or Corequisites: IGS290AA.	LEC 1.0 1.0 1.0
IGS291	Studies in Global Awareness	Interdisciplinary examination of selected topics in global awareness. Study of the human organization and	Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.	LEC 3.0 3.0 3.0

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		modern global interdependence. Selected topics vary		
IGS291AA	Studies in Global Awareness	Interdisciplinary examination of selected topics in global awareness. Study of the human organization and modern global interdependence. Selected topics vary	Prerequisites: None.	LEC 1.0 1.0 1.0
IGS292	Studies in Cultural Diversity	Interdisciplinary examination of selected topics in cultural diversity. Study of the interrelationships among diverse cultures within the contemporary United States. Selected topics vary	Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.	LEC 3.0 3.0 3.0
IGS292AA	Studies in Cultural Diversity	Interdisciplinary examination of selected topics in cultural diversity. Study of the interrelationships among diverse cultures within the contemporary United States. Selected topics vary	Prerequisites: None.	LEC 1.0 1.0 1.0
IGS293	Studies in Historical Awareness	Interdisciplinary examination of selected topics in historical awareness. Study of the historical method and of human events that have created modern life. Selected topics vary.	Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.	LEC 3.0 3.0 3.0
IGS293AA	Studies in Historical Awareness	Interdisciplinary examination of selected topics in historical awareness. Study of the historical method and of human events that have created modern life. Selected topics vary	Prerequisites: None.	LEC 1.0 1.0 1.0
IGS294	Integrative Study of the Future	Integrative and interdisciplinary study of the future. Critical inquiry of the future from historical, philosophical, literary, scientific, social,	Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.	LEC 3.0 3.0 3.0

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		psychological, and religious perspectives. Comprehensive review of contemporary scientific-technological, environmental, and global and cultural trends and possible directions in the future. Synthesis of theoretical knowledge and practical and personal applications		
IMC112	Introduction to Mechanical Trades Construction	Theories and concepts for mechanical trades construction: Basic safety, materials handling and construction math. Application and maintenance of hand and power tools, and basic rigging. Types and interpretation of construction drawings. Introduction to basic communication and employability skills.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
IMC114	Overview of Mechanical Trades: Sheet Metal, Pipefitting, and Plumbing	Overview of the work performed in the mechanical trades. Theories and concepts of care, use, and safety procedures related to hand and power tools motorized equipment. Introductory concepts in construction drawings, safety hazards and installation of ductwork.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
IMC120	Plumbing, Drain, and Waste Piping	Interpretation and grade requirements for drain piping. Planning, testing, and installation of specific types of drains.	Prerequisites: None.	L+L 5.0 5.0 5.0
IMC122	Multiple Trades Cross Training: Tubes, Fittings and Piping Systems	Principles of architectural sheet metal, copper tube and fittings, carbon steel pipe and fittings, mechanical piping systems, and plastic pipe and fittings. Introductory concepts of drain, waste	Prerequisites: Registered apprenticeship status or permission of	L+L 6.0 6.0 6.0

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		and vent (DWV) systems, soldering for sheet metal and pipefitting power tools.	Apprenticeship Coordinator.	
IMC124	Multiple Trades Cross Training: Standards	Fundamentals and theories of trade standards for sheet metal, plumbing systems, and mechanical piping systems installation.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
IMC231	Mechanical Trades Construction: Plumbing Intermediate Principles and Concepts	Intermediate principles and concepts for the plumbing trade related to commercial drawings and calculations. Installation of fixtures, valves, faucets, roof, floor and area drain. Types of drains and fuel gas systems.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
IMC233	Mechanical Trades Construction: Sheet Metal Intermediate Principles and Concepts	Intermediate principles and concepts for the sheet metal trade related to duct fabrication standards, air properties, bend allowances, field measuring, and triangulation.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
IMC235	Mechanical Trades Construction: Pipefitting Intermediate Principles and Concepts	Intermediate principles and concepts for the pipefitting trade related to trade calculations, motorized equipment, above ground pipe installation. Emphasis on field routing, vessel trim, pipe hangers and support, testing systems and equipment.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
IMC236	Mechanical Trades Construction: Plumbing Advanced Principles and Concepts	Advanced principles and concepts for the plumbing trade related to water supply piping installation, testing, and sizing. Application of advanced trade calculations and fundamentals of	Prerequisites: Registered apprenticeship status or permission of	L+L 6.0 6.0 6.0

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		backflow prevention and types of venting.	Apprenticeship Coordinator.	
IMC237	Mechanical Trades Construction: Sheet Metal Advanced Principles and Concepts	Advanced principles and concepts for the sheet metal trade related to piping practices, radial line development, layout and fabrication. Emphasis on air systems, shop production and organization.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
IMC238	Mechanical Trades Construction: Pipefitting Advanced Principles and Concepts	Advanced principles and concepts for the pipefitting trade relative to blueprint reading, drawing, and detail sheets. Advanced application of weld pipe fabrication, rigging, standards, and specifications.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
IMC241	Mechanical Trades Construction: Plumbing Advanced Skill Building	Application and review of advanced principles for drain, waste and vent (DWV) systems, pumps, compressed air systems, and potable water treatment. Fundamentals of business practices for plumbers.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
IMC243	Mechanical Trades Construction: Sheet Metal Advanced Skill Building	Application and review of advanced sheet metal layout, fabrication, and installation. Review principles of airflow, air distribution systems, standards, comprehensive planning and specification reading.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
IMC245	Mechanical Trades Construction: Pipefitting Advanced Skill Building	Application and review of advanced principles and concepts for valve maintenance, hot taps, special piping, and pipe fabrication.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0

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IMC246	Mechanical Trades Construction: Plumbing Advanced Applications and Techniques	Application and review of advanced plumbing techniques for water pressure boosters, recirculation systems, review and function of codes for indirect and special wastes and the plumbing industry. Introduction to hydronic and solar heating systems, servicing piping systems, fixtures and appliances. Team leadership skills.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
IMC247	Mechanical Trades Construction: Sheet Metal Advanced Applications and Techniques	Application and review of advanced sheet metal techniques for air testing and balancing. Review of codes and specifications pertaining to fume and exhaust system design including review and practice of lay out patterns, fabrication and selection of sheet metal fittings.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
IMC248	Mechanical Trades Construction: Pipefitting Advanced Applications and Techniques	Application and review of advanced pipefitting techniques for advanced blueprint reading, steam systems, stress relieving and aligning. Purpose and function of in-line specialties and an introduction to supervisory roles.	Prerequisites: Registered apprenticeship status or permission of Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
IND110	Introduction to the Printing Industry	Brief history/introduction of graphic arts technologies including printing, photography, graphics and text. Safety and health practices, job estimating and trade customs as well as legal restrictions and requirements covered	Prerequisites: None.	LEC 1.0 1.0 1.0
IND111	Paper, Binding and Finishing Techniques	Finishing techniques and binding styles of paper. Covers paper properties, requirements, and grades.	Prerequisites: None.	L+L 3.0 4.0 4.0

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		Various finishing and binding styles emphasized		
IND112	Lithographic Inks and Offset Press Operations	Basic overview of lithographic inks and offset press operations. Sheet-fed and web-fed offset presses emphasized	Prerequisites: None.	L+L 2.0 3.0 3.0
IND133AB	Speaking in Business - Delivering Communication Messages	Practical, effective speech techniques for everyday business interactions. Examination of effective message preparation skills and communication styles and techniques	Prerequisites: None.	LEC 1.0 1.0 1.0
IND135	Interpersonal Skills and Leadership in Construction	Values and expectations of the workforce, building relationships, satisfying stakeholders. Effective communication, management grid, creating a leadership environment. Behavioral interviewing and professional development of personnel.	Prerequisites: None.	LEC 1.0 1.0 1.0
IND136	Communications in Construction	Communication in the construction industry. Positive direct communication, written communication, active listening, understanding, negotiation, and dealing with difficult people. Communication skills at all organizational levels, with groups, combining oral and written communication for maximum effectiveness.	Prerequisites: None.	LEC 1.0 1.0 1.0
IND138	Introduction to Project Management and Resource Control	Technical and management skills such as preconstruction planning, cost and risk control and policy development. Criteria for project layout purchasing,	Prerequisites: None.	LEC 1.0 1.0 1.0

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		subcontractor management, project layout. Preparation process for project start up, close out and alternate project delivery methods. Major factors which affect production control and production control standards. Project manager's role.		
IND140	Construction Scheduling and Time Management	Fundamental training in scheduling, including listing and sequencing, bar charts, network diagrams and methods of managing resources. Importance of formal schedules, job planning, and establishing priorities and alternative scheduling methods.	Prerequisites: None.	LEC 1.0 1.0 1.0
IND142	Construction Safety/Loss Prevention	Construction safety and loss prevention from the perspective of the construction superintendent. Includes communication and motivation for safety and loss prevention, project security and traffic control, and scheduling planning to prevent losses. Also includes loss prevention documents and inventories, assigning responsibility for safety and equipment maintenance, handling inclement weather and emergencies, and government regulations and inspections.	Prerequisites: None.	LEC 1.0 1.0 1.0
IND144	Improving Construction Productivity	Techniques for improving the productivity of construction projects including external factors influencing productivity, planning and communications as functions of a	Prerequisites: None.	LEC 1.0 1.0 1.0

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		productive project, and the relationship of motivation and job satisfaction to productivity. Also presents techniques for evaluating methods improvement, including the use of time lapse photography and development of a methods improvement program, time management and delegating responsibility		
IND150	Construction Foreman	Examine the basic supervisory and leadership concepts and skills needed to manage a construction project. Includes basic theories of motivation, role of communications in construction project management, decision making process, planning and organizing, strategies, developing production schedules to control production, discussing accident prevention and loss control	Prerequisites: None.	LEC 2.0 2.0 2.0
IND170AA	Training for Business, Industry, and Government - AA	Customized one credit lecture course to meet the immediate training needs of business, industry, and government within Maricopa County.	Prerequisites: None.	LEC 1.0 1.0 1.0
IND170AB	Training for Business, Industry, and Government - AB	Customized two credit lecture course to meet the immediate training needs of business, industry, and government within Maricopa County.	Prerequisites: None.	LEC 2.0 2.0 2.0
IND170AC	Training for Business, Industry, and Government - AC	Customized three credit lecture course to meet the immediate training needs of business, industry, and government within Maricopa County.	Prerequisites: None.	LEC 3.0 3.0 3.0

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IND170AD	Training for Business, Industry, and Government - AD	Customized two credit lecture/lab course to meet the immediate training needs of business, industry, and government within Maricopa County.	Prerequisites: None.	L+L 2.0 4.0 4.0
IND170AE	Training for Business, Industry, and Government - AE	Customized three credit lecture/lab course to meet the immediate training needs of business, industry, and government within Maricopa County.	Prerequisites: None.	L+L 3.0 5.0 5.0
IND170AF	Training for Business, Industry, and Government - AF	Customized four credit lecture/lab course to meet the immediate training needs of business, industry, and government within Maricopa County.	Prerequisites: None.	L+L 4.0 6.0 6.0
IND170AG	Training for Business, Industry, and Government - AG	Customized one-half credit lecture course to meet the immediate training needs of business, industry, and government within Maricopa County.	Prerequisites: None.	LEC 0.5 0.5 0.5
IND170AH	Training for Business, Industry, and Government - AH	Customized four credit lecture course to meet the immediate training needs of business, industry, and government within Maricopa County.	Prerequisites: None.	LEC 4.0 4.0 4.0
IND170AI	Training for Business, Industry, and Government - AI	Customized five credit lecture course to meet the immediate training needs of business, industry, and government within Maricopa County.	Prerequisites: None.	LEC 5.0 5.0 5.0
IND170AJ	Training for Business, Industry, and Government - AJ	Customized one and one-half credit lecture course to meet the immediate training needs of business, industry, and government within Maricopa County.	Prerequisites: None.	LEC 1.5 1.5 1.5
IND170AK	Training for Business, Industry, and Government - AK	Customized two and one-half credit lecture course to meet the immediate training needs of business, industry,	Prerequisites: None.	LEC 2.5 2.5 2.5

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		and government within Maricopa County.		
IND170AL	Training for Business, Industry, and Government - AL	Customized three and one-half credit lecture course to meet the immediate training needs of business, industry, and government within Maricopa County.	Prerequisites: None.	LEC 3.5 3.5 3.5
IND170AM	Training for Business, Industry, and Government - AM	Customized four and one-half credit lecture course to meet the immediate training needs of business, industry, and government within Maricopa County.	Prerequisites: None.	LEC 4.5 4.5 4.5
IND170AN	Training for Business, Industry, and Government - AN	Customized one quarter credit lecture course to meet the immediate training needs of business, industry, and government within Maricopa County	Prerequisites: None.	LEC 0.25 0.25 0.25
IND170AO	Training for Business, Industry, and Government - AO	Customized one credit lecture/lab course to meet immediate training needs of business, industry and government within Maricopa County.	Prerequisites: None.	L+L 1.0 2.0 2.0
IND170AP	Training for Business, Industry, and Government - AP	Customized two credit lecture/lab course to meet the immediate training needs of business, industry, and government within Maricopa County.	Prerequisites: None.	L+L 2.0 3.0 3.0
IND170AQ	Training for Business, Industry, and Government - AQ	Customized three credit lecture/lab course to meet the immediate training needs of business, industry, and government within Maricopa County.	Prerequisites: None.	L+L 3.0 4.0 4.0
IND170AR	Training for Business, Industry, and Government - AR	Customized one credit lab course to meet immediate training needs of business, industry and government within Maricopa County.	Prerequisites: None.	LAB 1.0 2.0 2.0

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IND170AS	Training for Business, Industry, and Government - AS	Customized 1.75 credit L+L course to meet immediate training needs of business, industry and government within Maricopa County.	Prerequisites: None.	L+L 1.75/1.75
IND170AT	Training for Business, Industry, and Government - AT	Customized 1.25 credit L+L course to meet immediate training needs of business, industry and government.	Prerequisites: None.	L+L 1.25/1.25
IND170AU	Training for Business, Industry, and Government-AU	Customized two credit lab course to meet immediate training needs of business, industry and government within Maricopa County.	Prerequisites: None.	LAB 2.0/6.0/6.0
IND170AV	Training for Business, Industry and Government-AV	Customized three credit lab course to meet immediate training needs of business, industry and government within Maricopa County.	Prerequisites: None.	LAB 3.0/9.0/9.0
IND170AW	Training for Business, Industry, and Government-AW	Customized one credit lab course to meet immediate training needs of business, industry and government within Maricopa County.	Prerequisites: To be specified.	LAB 1.0/3.0/3.0
IND170AX	Training for Business, Industry, and Government-AX	Customized twelve credit lecture course to meet immediate training needs of business, industry and government within Maricopa County.	Prerequisites: To be specified.	LEC 12.0/12.0
IND170BA	Training for Business, Industry, and Government-BA	Customized two credit lecture with zero credit laboratory course to meet immediate training needs of business, industry and government within Maricopa County.	Prerequisites: To be specified.	LEC 2.0/1.5/1.5 LAB 0.0/1.5/1.5
IND170BB	Training for Business, Industry, and Government-BB	Customized two credit lecture with zero credit laboratory course to meet immediate training needs of business, industry and government within Maricopa County.	Prerequisites: To be specified.	LEC 4.0/2.0/2.0 LAB 0.0/6.0/6.0

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IND170BC	Training for Business, Industry, and Government-BC	Customized four credit lecture with zero laboratory course to meet immediate training needs of business, industry and government within Maricopa County.	Prerequisites: To be specified.	LEC 4.0 2.5 2.5 LAB 0.0 1.5 1.5
IND170BD	Training for Business, Industry, and Government-BD	Customized L+L 4.0 credits, 4.5 periods, 5.0 load course to meet immediate training needs of business, industry and government within Maricopa County.	Prerequisites: To be specified.	L+L 4.0 4.5 5.0
INS100	Insurance Industry Profession	Introduction to the insurance industry profession and environment. Includes identification of personal career goals, effective workplace behaviors and professionalism in the workplace in addition to strategies for problem solving and conflict management. Also covers the importance of integrity and ethical behavior in the insurance industry.	Prerequisites: None.	LEC 3.0 3.0 3.0
INS127	Automobile Insurance General Policy Services	Customer service emphasis on automobile insurance general policy services. Covers policy market and special policy status considerations, proof of insurance provision issues, and internal customer service operations. Includes web-based information management tool usage.	Prerequisites: None.	LEC 3.0 3.0 3.0
INS128	Automobile Insurance Policy Billing	Customer service emphasis on automobile insurance policy billing procedures. Includes policy coverages, billing inquiries, and payment processing. Emphasis on navigating	Prerequisites: None.	L+L 2.0 4.0 4.0

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		billing systems and utilizing billing resources and tools for the customer service representative.		
INS129	Automobile Insurance Policy Changes	Automobile insurance policy changes customer service procedures. Emphasis upon information associated with changing existing automobile insurance policy coverage. Covers policy issue and policy status change operations, driver and vehicle addition concerns, and policy cancellation procedures for the customer service representative. Includes title lien holder issues and model call flow identification.	Prerequisites: None.	L+L 3.0 4.0 4.0
INS130	Automobile Insurance Policy Coverage	Customer service procedures for managing automobile insurance policy changes and coverage concerns. Emphasis on policy changes and additions, including effective date determination. Covers change of address, principal operator, vehicle replacement and deletion information, as well as expiring policy changes requirements procedures.	Prerequisites: None.	L+L 3.0 4.0 4.0
INS131	Automobile Insurance Policy Cancellation and Reinstatement	Customer service procedures for automobile insurance policy cancellation and reinstatement. Covers cancellation authority, cancel request escalation procedures, and cancelled policy premium refund or payment due determination. Includes policy rescission procedure information.	Prerequisites: None.	L+L 3.0 4.0 4.0

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INS140	Review for the Property and Casualty Insurance Agent Licensing Exam	Preparation for the Property and Casualty Insurance Producer licensing exam required by the State of Arizona Department of Insurance for licensure as a Property/Casualty Insurance Agent. Covers the basic principles and legal parameters of property and casualty insurance including homeowners, auto, and business policies. Designed for students with no prior experience in the insurance field as well as those seeking to expand their licensing authority with the State of Arizona.	Prerequisites: None.	LEC 1.0 1.0 1.0
INS150	Introduction to Personal Lines Policies	Introduction to personal lines policies for the customer service representative. Includes principles of insurance, contracts, and the role of regulation in the insurance industry. Covers various types of personal insurance including property, liability, dwelling, homeowner, and auto insurance in addition to procedures for rating a policy.	Prerequisites: Permission of Department or Division.	LEC 3.0 3.0 3.0
INS151	Introduction to Commercial Property Policies	Introduction to commercial property policies for the customer service representative. Includes principles of commercial property, business owner, and commercial insurance for businesses. Covers terminology, forms, and procedures for policy coverages, declarations, exclusions, and endorsements.	Prerequisites: Permission of Department or Division.	LEC 3.0 3.0 3.0

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INS155	Fire Product Procedures	Customer service emphasis on fire product procedures. Covers types of coverage, endorsements, discounts, and eligibility in addition to fair access concerns. Also includes procedures for quoting watercraft and homeowner fire coverage and use of state-specific guidelines and procedures.	Prerequisites: Permission of Department or Division.	L+L 2.0 3.0 3.0
INS200	Principles of Property and Liability Insurance	Basic principles of insurance. Introduction to insurance contracts. Overview of company functions and operations including ratemaking, underwriting, claims, adjusting, and marketing.	Prerequisites: None.	LEC 3.0 3.0 3.0
INS205	Personal Insurance	Analysis of personal loss exposures and personal insurance coverages including homeowner's, other dwelling coverages, personal liability, auto, life, health, and government programs.	Prerequisites: A grade of C or better in INS200 or permission of Instructor.	LEC 3.0 3.0 3.0
INS210	Commercial Insurance	Analysis of commercial coverages including property, business income, inland marine, ocean marine, crime, boiler, general liability, auto, and worker's compensation. Analysis of loss exposures and explanation of coverage parts.	Prerequisites: A grade of C or better in INS200 or permission of Instructor.	LEC 3.0 3.0 3.0
INS220	Claim Handling Principles and Practices	Introduction to the claim settlement process including skills for a claims adjuster/examiner. Covers structure of claim departments, handling claims, investigating claims, setting and maintaining loss reserves, and good	Prerequisites: A grade of C or better in INS100 and INS200.	LEC 3.0 3.0 3.0

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		faith claims. Communication and negotiating techniques are emphasized.		
INS225	Auto Claim Practices	Overview of auto accident claims. Covers procedures for resolving vehicle damage claims including Alternative Dispute Resolution (ADR). Also covers investigating losses, analyzing liability, and costs and benefits of litigation.	Prerequisites: A grade of C or better in INS220.	LEC 3.0 3.0 3.0
INS241	Risk in an Evolving World	Introduction to the risk management process and its role in identifying and managing exposure to loss. Process for establishing a framework for hazard identification and the use of analytical and technology tools to determine financial impact to business.	Prerequisites: A grade of C or better in INS210.	LEC 3.0 3.0 3.0
INS242	Holistically Assessing Risk	Examination of various risk identification and assessment techniques implemented by business to control potential loss exposures. Emphasis on understanding the impact of operational decisions and employee actions on losses and steps used to mitigate financial consequences. Detailed analysis of property, liability, management liability, cyber, and loss exposures as well as use of data analytics to manage risk assessment and control.	Prerequisites: A grade of C or better in INS241.	LEC 3.0 3.0 3.0

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INS243	Successfully Treating Risk	Evaluation of risk financing techniques available to organizations to provide funds to pay for losses incurred. Overview of financial elements of insurance, self-insurance, captives, and non-insurance transfers. Examination of non-traditional methods of financing including reinsurance, derivatives, catastrophe bonds, and insurance linked securities and their implementation to reduce hazard risk and market and credit risks faced by companies.	Prerequisites: A grade of C or better in INS241.	LEC 3.0 3.0 3.0
INS280	Insurance Studies Internship Preparation	Overview of essential skills necessary for an insurance studies student preparing to enter in the internship environment. Covers essential skills, self-evaluation, and resources available to an insurance student.	Prerequisites: A grade of C or better in INS200 and permission of Department or Division.	L+L 1.0 1.0 1.0
INS290AA	Internship for Insurance Studies	Insurance work experience in industry. Eighty (80) hours of designated work per credit.	Prerequisites: Permission of Department or Division.	L+L 1.0 1.0 1.0
INS290AB	Internship for Insurance Studies	Insurance work experience in industry. Eighty (80) hours of designated work per credit.	Prerequisites: Permission of Department or Division.	L+L 2.0 2.0 2.0
INT100	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,	Prerequisites: None.	L+L 3.0 6.0 6.0

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		multi- view projection, and paraline. Brief exploration of hand sketching and Computer-Aided Design (CAD) techniques as they relate to manual drafting		
INT105	Introduction to Interior Design	Overview of interior design and related professions, including the 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.	LEC 3.0 3.0 3.0
INT115	Historical Architecture and Furniture	Historical survey of the development of architecture, interiors, furniture, and decorative arts from antiquity to the Industrial Revolution.	Prerequisites: None.	LEC 3.0 3.0 3.0
INT120	Modern Architecture and Furniture	Survey of the development of architecture, interiors, furniture, and decorative arts from the Industrial Revolution to the present. Emphasis is on modern architects and designers.	Prerequisites: None.	LEC 3.0 3.0 3.0
INT122	Digital Visualization for Design	Introduction to raster based rendering techniques utilizing interior design and landscape drawings. Comparison of raster based rendering to vector based rendering and presentation techniques utilizing leading industry software such as Adobe Photoshop and Adobe Illustrator.	Prerequisites: None.	L+L 3.0 6.0 6.0
INT126	Sewing for the Home	Provides students systemic skills and knowledge to plan and construct	Prerequisites: None.	LEC 3.0 3.0 3.0

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		draperies, shades, pillows, bedding and other home furnishings through instructional projects. Emphasizes techniques used in producing textile goods for the home.		
INT140	Introduction to CAD for Interior Design	This class focuses on the development of two-dimensional and three-dimensional spatial development through the use of Computer-Aided Design (CAD), computer-aided design for interior design following American Institute of Architects (AIA) guidelines.	Prerequisites: None.	L+L 3.0 6.0 6.0
INT145	Drawing and Rendering	Development of basic freehand sketching and perspective drawing skills. Explores styles and techniques with emphasis on quick sketch and presentation type drawings as used by design professionals.	Prerequisites: None.	L+L 3.0 6.0 6.0
INT145AA	Sketching and Visualization	Development of basic freehand sketching and perspective drawing skills. Explores styles and techniques with emphasis on quick sketch and presentation type drawings as used by design professionals.	Prerequisites: None. Corequisites: INT145AB.	L+L 1.5 3.0 3.0
INT145AB	Rendering	Development of basic digital sketching and perspective drawing skills. Explores styles and techniques with emphasis on quick sketch and presentation type drawings as used by design professionals.	Prerequisites: None. Corequisites: INT145AA.	L+L 1.5 3.0 3.0
INT150	Color and Design	Introduction to the theory and application of color as related to the	Prerequisites: None.	L+L 3.0 6.0 6.0

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		elements and principles of design. Light and its effect on color. Emphasis on the development of presentation skills for the field of interior design.		
INT156	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.	L+L 3 5 5.0
INT157	Furniture Upholstery II	Application and use of modern materials and tools, button tufting, channel construction, and special trim effects.	Prerequisites: A grade of C or better in INT156 or permission of Department or Division.	L+L 3.0 5.0 5.0
INT158	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: A grade of C or better in INT157 or permission of Department or Division.	L+L 3.0 5.0 5.0
INT159	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: A grade of C or better in INT158.	L+L 3.0 5.0 5.0
INT160	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.	LEC 3.0 3.0 3.0

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INT175	Custom Design	Custom design for interiors. Creative problem solving using design theory and process to the custom design of interiors. Emphasis on visualization of concepts through sketching, shop drawings, and basic specifications.	Prerequisites: A grade of C or better in [INT105 and (ARC141 or INT140) and INT122 and (INT145 or (INT145AA and INT145AB))] or permission of Instructor.	L+L 3.0 6.0 6.0
INT190	Space Planning	Study of creative, critical, analytical and strategic thinking as it relates to human behavior and the built environment. Emphasis on design theory, process, and application. Considerations for space utilization including anthropometrics and ergonomics.	A grade of C or better required in all Prerequisites. Prerequisites: INT105. Prerequisites or Corequisites: ARC141 or INT140.	L+L 3.0 6.0 6.0
INT211	Interior Materials and Specifications	Properties, performance, maintenance, sustainability and general characteristics of interior finishes. Emphasis on selection, basic estimating, and writing specifications.	A grade of C or better required in all Prerequisites. Prerequisites: ARC141, or INT140, or permission of Instructor. Prerequisites or Corequisites: INT222 or [INT240 or (INT240AA and INT240AB)].	L+L 3.0 6.0 6.0
INT211AA	Interior Materials	Properties, performance, maintenance, sustainability and general characteristics of interior finishes.	A grade of C or better required in all Prerequisites. Prerequisites: ARC141, or INT140, or	L+L 1.5 3.0 3.0

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			permission of Instructor. Prerequisites or Corequisites: INT211AB and [INT222 or [INT240 or (INT240AA and INT240AB)]].	
INT211AB	Material Specifications	Emphasis on selection, basic estimating, and writing specifications.	A grade of C or better required in all Prerequisites. Prerequisites: ARC141, or INT140, or permission of Instructor. Prerequisites or Corequisites: INT211AA and [INT222 or [INT240 or (INT240AA and INT240AB)]].	L+L 1.5 3.0 3.0
INT215	Professional Practices	Marketing, business processes, and ethical issues in the interior design industry. Create materials for use in the profession including a portfolio, resume, and online presence. Includes hands-on experiences within the interior design field.	Prerequisites: A grade of C or better in INT190 or permission of Instructor.	L+L 3.0 6.0 6.0
INT222	Residential Design	Use of design process to create design solutions for residential spaces. Functional and aesthetic analysis of interior components. Includes kitchen and bath design; residential furnishings, fixtures, and equipment (FF&E); and environmental	A grade of C or better required in all Prerequisites. Prerequisites: INT122, [INT145 or (INT145AA and INT145AB)], and	L+L 3.0 6.0 6.0

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		considerations. Refinement of presentation skills.	INT190. Prerequisites or Corequisites: INT211 or (INT211AA and INT211AB).	
INT225	History of Decorative Arts	Survey of historical art, furniture and interiors with an emphasis on decorative arts from various cultures.	Prerequisites: A grade of C or better in INT115 and INT120.	LEC 3.0 3.0 3.0
INT230	Presentation Techniques	Advanced freehand sketching and perspective drawing skills. Explores a variety of styles and techniques with emphasis on presentation type drawings and portfolio development techniques used by design professionals.	A grade of C or better required in all Prerequisites. Prerequisites: [INT145 or (INT145AA and INT145AB)] and (INT140 or ARC141). Prerequisites or Corequisites: INT122 or ARC142.	L+L 3.0 6.0 6.0
INT235	Universal Design	The study of innovative, strategic, problem-solving and crucial design principles as it pertains to the constructed surroundings and those using space. Prominence will be placed on Universal Design principles and how they relate to the design process and tasks to be performed within the environment. Emphasis on the creative execution through the application of universal design elements and principles.	Prerequisites: A grade of C or better in INT190 or permission of Instructor.	LEC 3.0 3.0 3.0
INT240	Kitchen and Bath Design	Exploration into the specific requirements associated with kitchen and bath design. Emphasis on the	A grade of C or better required in all Prerequisites. Prerequisites: INT190	L+L 3.0 6.0 6.0

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		design process and computer-based tools for interior design.	and (ARC141 or INT140). Prerequisites or Corequisites: INT211 or (INT211AA and INT211AB).	
INT240AA	Bath Design	Exploration into the specific requirements associated with bath design. Emphasis on the design process and computer-based tools for interior design.	A grade of C or better required in all Prerequisites. Prerequisites: INT190 and (ARC141 or INT140). Prerequisites or Corequisites: [INT211 or (INT211AA and INT211AB)] and INT240AB.	L+L 1.5 3.0 3.0
INT240AB	Kitchen Design	Exploration into the specific requirements associated with kitchen design. Emphasis on the design process and computer-based tools for interior design.	A grade of C or better required in all Prerequisites. Prerequisites: INT190 and (ARC141 or INT140). Prerequisites or Corequisites: [INT211 or (INT211AA and INT211AB)] and INT240AA.	L+L 1.5 3.0 3.0
INT241	Advanced Kitchen and Bath Design	Advanced approaches to kitchen and bath design using National Kitchen and Bath Association (NKBA) planning guidelines. Mastery in the development of a design concept, producing construction documents and	Prerequisites: A grade of C or better in INT240, or (INT240AA and INT240AB), or permission of Program Director.	L+L 3.0 6.0 6.0

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		3-D model drawings, verbally and visually presenting the solution, and processing necessary documentation needed to follow a kitchen and bath project from inception to completion.		
INT245	Color Rendering	Development of color rendering techniques. Emphasis on producing two-dimensional and three-dimensional renderings utilizing various media	AAS Degree in Interior Design or permission of Department or Division.	L+L 3.0 6.0 6.0
INT250	Basic Revit	Basic skills required to complete architectural drawings with Revit software; simplified overview of the software program and operations gained through completing typical plan, elevation, sectional, and 3D views, using generic walls and related components.	Prerequisites: None. ARC141, or previous AutoCAD/industry experience recommended.	L+L 3.0 6.0 6.0
INT251	Sketchup I: Introduction to Sketchup	Provides students with introductory level instruction utilizing Sketchup rendering software for school and workplace applications. Addresses basic drawing/rendering commands, accessing external drawing files, and plotting through the creation of both three-dimensional schematic and rendered interior and exterior building views.	Prerequisites: None. Previous CAD experience recommended but not required.	L+L 3.0 6.0 6.0
INT255	Advanced Custom Design	Covers advanced custom design for interior designers. Uses creative problem solving, design theories, and the design process to visualize custom design elements such as interior	Prerequisites: A grade of C or better in ARC140, ARC/INT250, ARC265/INT251,	L+L 3.0 6.0 6.0

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		materials, furnishings, and details, through three-dimensional digital technology and construction processes.	(INT145 or (INT145AA and INT145AB)), INT150, INT175, and INT190.	
INT260	Interior Codes and Regulations	Study of interior building codes, regulations, and standards and their impact on the health, safety, and welfare of the public. Emphasis on occupancy classifications, means of egress, fire protection, finish/furniture standards and testing, and Americans with Disabilities Act Accessibility Guidelines (ADAAG). This course is an exploration of codes and regulations as it pertains to the application of interior design projects.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: INT140 or ARC141 or permission of Program Director.	LEC 3.0 3.0 3.0
INT265	Building Systems	Study of building systems and their impact on the health, safety and welfare of the public	AAS Degree in Interior Design or permission of Department or Division.	LEC 3.0 3.0 3.0
INT266	Current Topics in Interior Design	Presentation of current topics related to the interior design industry. Emphasis on practical applications of historical, technical, business, social, or creative aspects of the field. Includes demonstration or in-depth description and may involve hands-on experience.	Prerequisites: Permission of Program Director.	L+L 1.0 2.0 2.0
INT267	Sketchup II: Advanced Rendering Techniques	Provides students with advanced instruction utilizing Sketchup, Google Earth, Sandbox and Podium rendering software for school and workplace applications. Creation of photo-realistic rendered three-dimensional	Prerequisites: A grade of C or better in ARC265/INT251 or permission of Instructor.	L+L 3.0 6.0 6.0

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		interior and exterior building/site views.		
INT268	Lighting Design	Study of interior lighting design and its impact on the health, safety and welfare of the public	AAS Degree in Interior Design or permission of Department or Division.	L+L 3.0 6.0 6.0
INT270	Commercial Design	Creation of design solutions for commercial spaces. Focuses on issues affecting the health, safety and welfare of the public	AAS Degree in Interior Design or permission of Instructor.	L+L 3.0 6.0 6.0
INT271AA	Interior Design Internship	Interior design work experience in the interiors industry. Required to work 80 hours. Supervised and evaluated by a faculty coordinator.	Prerequisites: Permission of Department or Division.	LAB 1.0 5.0 0.0
INT271AB	Interior Design Internship	Interior design work experience in the interiors industry. Required to work 160 hours. Supervised and evaluated by a faculty coordinator.	Prerequisites: Permission of Department or Division.	LAB 2.0 10.0 0.0
INT271AC	Interior Design Internship	Interior design work experience in the interiors industry. Required to work 240 hours. Supervised and evaluated by a faculty coordinator	Prerequisites: Permission of Department or Division.	LAB 3.0 15.0 0.0
INT274AA	Interior Design Study Tour	A tour of the interior design industry outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance knowledge about this multi-faceted career	Prerequisites: Permission of Department or Division.	LAB 1.0 5.0 1.0
INT274AB	Interior Design Study Tour	A tour of the interior design industry outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance knowledge about this multi-faceted career	Prerequisites: Permission of Department or Division.	LAB 2.0 10.0 2.0

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INT274AC	Interior Design Study Tour	A tour of the interior design industry outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance knowledge about this multi-faceted career	Prerequisites: Permission of Department or Division.	LAB 3.0 15.0 3.0
INT282AA	Service-Learning Experience in Interior Design	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
INT282AB	Service-Learning Experience in Interior Design	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
INT282AC	Service-Learning Experience in Interior Design	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
INT285	Design Portfolio Development	Design, produce, and present a professional portfolio appropriate to the field of Interior Design. Includes material selection and techniques, customer focus, contents and organization, presentation formats, and presentation boards to represent a variety of technical and aesthetic areas of design.	Prerequisites: A grade of C or better in INT240 or (INT240AA and INT240AB) or permission of Program Director.	LAB 1.0 1.5 1.5
INT290	Advanced Commercial Design	Use of design process to create solutions for medium to large multi-story commercial interiors. Focuses on issues affecting the health, safety, and welfare of the public	Prerequisites: A grade of C or better in INT270.	L+L 3.0 6.0 6.0
INT296WA	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a	LAB 1.0 5.0 0.0

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		students. COMMON COMPETENCY COURSE	position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
INT296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
INT296WC	Cooperative Education	Work-college experiences that involve the combined efforts of educators and	Completion of at least twelve (12) college	LAB 3.0 15.0 0.0

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		employers to accomplish an outcome related to the career objectives of the students. COMMON COMPETENCY COURSE	credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
INT296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 4.0 20.0 0.0

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			permission of Instructor.	
INT298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
INT298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
INT298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		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. COMMON COMPETENCY COURSE		
IPH101	Introduction to Public Health	Introduction to Public Health introduces students to the broad discipline of public health and how it influences community and individual health status. Includes sciences of public health, historical context of public health, role of various public health agencies, core functions, methods of measurement and evaluation, major public health issues in the United States, public policy, and factors that contribute to individual and community health.	Prerequisites: None.	LEC 3.0 3.0 3.0
IPH105	Introduction to Patient Navigation	Basic concepts of patient navigation including disease prevention and community health, health insurance navigation, as well as accessing and analyzing health information. Training in assisting individuals with limited health literacy to access the maximum array of benefits from community services, clinical care, and health insurance.	Prerequisites: None.	LEC 3.0 3.0 3.0
IPH110	Principles of Health and Behavior Change	Introduction to the social and behavioral science theories used in	Prerequisites: None.	LEC 3.0 3.0 3.0

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		public health. Provides an overview of health promotion principles and various theories and models developed to change health behavior and promote the health of individuals and societies.		
IPH111	Public Health Across the Lifespan	Introduction to evidence-based research of trends and developments in health throughout the lifespan, dealing with the prenatal period through advanced age. Training in the individual, social, and environmental factors to determine and address health status and health inequities across the lifespan and in public health interventions such as education, policy, and environmental changes.	Prerequisites: None.	LEC 3.0 3.0 3.0
IPH112	Community-Based Health Education in Health and Illness	Provides the student with a basic understanding of the application of public health principles to community-based health education interventions. Includes an overview of public health, factors impacting health, health education theories and ethical considerations, the community needs assessment process, the program planning process, health communication, interventions at both the individual and population level.	Prerequisites: None.	LEC 3.0 3.0 3.0
IPH115	Introduction to Health Administration and the U.S. Health System	Introduction to the U.S. health care delivery system including knowledge and skills needed to navigate health care within a health care organization.	Prerequisites: None.	LEC 3.0 3.0 3.0

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IPH201	Introduction to Epidemiology	Introduction to epidemiology and its role in public health. Training in the application of epidemiologic concepts and methods such as disease causation, terminology, and control principles relating to the spread, prevention, and control of communicable diseases and principles and practices of field investigation.	Prerequisites: A grade of C or better in (MAT206 or PSY230).	LEC 3.0 3.0 3.0
IPH205	Chronic Disease Management	Focuses on the prevention and management of chronic disease as a critical priority for health systems around the world. Provides participants with an overview of prevention and management of chronic disease in community settings. Develops practical skills in analyzing and evaluating approaches to chronic disease in a variety of settings. Helps to identify capacities and opportunities for change.	Prerequisites: None.	LEC 2.0 1.0 1.3
IPH220	Introduction to Mobile Integrated Health Care	Students learn components of patient-centered health care defined specifically for needs of the community. Training in determinants of health, health status indicators, cultural competence, health disparities, and bridging the gap of patient health care needs with social service resources and referrals. Additional topics include legal and ethical issues of mobile care, health care information technology, and	Prerequisites: None.	LEC 3.0 3.0 3.0

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		insurance and reimbursement programs.		
IPH275	Patient Navigator Practicum	Provides students with hands-on experience in the role of the patient navigator professional in the public health field, including guiding patients through various types of health care situations.	Prerequisites: A grade of C or better in IPH101 or permission of Instructor.	LAB 1.0 5.0 0
IPH280	Health Education Practicum	Provides students with hands-on experience in the role of the health educator professional in the public health field, including assessing health education needs and developing and delivering health education programs.	Prerequisites: A grade of C or better in [COM270, FON241, (HCR230 or HES210), HTM150, IPH101, IPH110, IPH111, IPH112, and IPH201] or permission of Instructor.	LAB 3.0 15.0 0.0
IPH285	Health Administration Practicum	Provides students with hands-on experience in the role of the health administrator professional in the public health field, including applying managerial functions within a health care agency.	Prerequisites: A grade of C or better in [(HCR230 or HES210), HSM222, HTM150, IPH101, IPH115, and IPH201] or permission of Instructor.	LAB 3.0 15.0 0.0
IPH290	Mobile Integrated Health Practicum	Provides students with hands-on experience in the role of the mobile integrated health professional in the public health field, including using evidence-based health care interventions and guiding patients through health care payment systems.	Prerequisites: A grade of C or better in [COM270, FON241, (HCR230 or HES210), HTM150, IPH101, IPH201, and IPH220] or permission of Instructor.	LAB 3.0 15.0 0.0

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IPP198	Careers in Deaf Studies: Observation	Provides experience through observation to the world of work of a professional interpreter. Observation of professional interpreters in a variety of work settings, including but not limited to professional principles, standards and ethics applied to everyday interpreting settings.	Prerequisites: A grade of C or better in IPP205 or permission of Department or Division. Completion of prerequisites within the last three years is required.	L+L 1.0 1.0 1.0
IPP205	Introduction to Interpreting	Theories of role, function, responsibilities, and communication strategies of the American Sign Language (ASL)/English interpreter. Covers application and implementation of the National Registry of Interpreters for the Deaf (R.I.D.) and National Association of the Deaf (N.A.D.) Code of Professional Conduct. Additional topics addressed include interpreters functioning as advocates, moral systems vs. ethical systems, standard business practices, and perceptions of consumers.	Prerequisites: A grade of C or better in ASL201 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
IPP207	Ethics and Decision Making for ASL/English Interpreters	Guided exploration of factors that impact decisions within interpreted contexts, including strategies, theory, and models for decision making. Application and implementation of the National Association of the Deaf (N.A.D.)-Registry of Interpreters for the Deaf (R.I.D.) Code of Professional Conduct.	A grade of C or better required in all Prerequisites. Prerequisites: ASL201 or permission of Department or Division. Prerequisites or Corequisites: IPP205 or permission of Program Director. Completion of	LEC 2.0 2.0 2.0

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			prerequisites within the last three years is required.	
IPP208	Advanced American Sign Language Discourse	Advanced study of terminology and discourse in various fields such as medical, judicial, technological, as well as financial and business transactions. Use of specialized terminology/concepts in dialogues, discussions, and narratives. Advanced use of classifiers, structuring of space, and grammatical features of American Sign Language (ASL)	Prerequisites: A grade of B or better in ASL203. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
IPP209	Introduction to Educational Interpreting	Principles, vocabulary, and techniques used specifically in educational (K-12) interpreting and transliterating. Introduces students to the scope of work and issues in primary, secondary, and vocational educational settings. Covers sign systems, technical signs, and appropriate methods of incorporating new signs.	Prerequisites: A grade of B or better in IPP205 or permission of Department or Division. ASL200 recommended.	LEC 2.0 2.0 2.0
IPP210	Research in Interpreting	Overview of theory and methodological practice in Interpretation with particular attention to research methods. Emphasis on development of critical thinking skills through active participation in the research process.	Prerequisites: A grade of C or better in COM225, CRE101, ENG102, and IPP207.	LEC 3.0 3.0 3.0
IPP211	Preparation for Interpreting	Development of pre-interpreting skills, cognitive processing and analysis of interpreting process theories. Pre-interpreting skills include memory,	Prerequisites: Acceptance into the Interpreter Preparation Program or permission	L+L 1.0 2.0 2.0

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		cloze, identifying meaning, paraphrasing and summarization. Source language analysis and target language equivalents emphasized. Analysis of texts and contexts of monologues.	of Department or Division.	
IPP215	ASL to English Consecutive Interpreting	Sequential development of consecutive interpreting skills from American Sign Language (ASL) to English. Source language analysis and target language equivalents emphasized. Analysis of texts and contexts of naturally occurring monologues, guidance for discovering personal filters, practice of skills, techniques for self and peer evaluations, and application of theoretical models.	Prerequisites: (Acceptance into the Interpreter Preparation Program or permission of Department or Division) and a grade of B or better in IPP211.	L+L 2.0 3.0 3.0
IPP216	ASL to English Simultaneous Interpreting	Sequential development of simultaneous interpreting skills from American Sign Language (ASL) to English. Source language analysis and target language equivalents emphasized. Analysis of texts and contexts of naturally occurring monologues from different genres with increasing length and difficulty, practice of skills, techniques for self and peer evaluations, and application of theoretical models.	Prerequisites: A grade of B or better in IPP215 and permission of Program Director.	L+L 3.0 4.0 4.0
IPP218	English to ASL Consecutive Interpreting	Sequential development of consecutive interpreting skills from English to American Sign Language	Prerequisites: (Acceptance into the Interpreter Preparation	L+L 2.0 3.0 3.0

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		(ASL). Source language analysis and target language equivalents emphasized. Analysis of texts and contexts of naturally occurring monologues, guidance for discovering personal filters, practice of skills, techniques for self and peer evaluations, and application of theoretical models.	Program or permission of Department or Division) and a grade of B or better in IPP211. IPP215 suggested but not required.	
IPP219	English to ASL Simultaneous Interpreting	Sequential development of simultaneous interpreting skills from English to American Sign Language (ASL). Source language analysis and target language equivalents emphasized. Analysis of texts and contexts of naturally occurring monologues from differing genres with increasing length and difficulty, practice of skills, techniques for self and peer evaluations, and application of theoretical models.	Prerequisites: A grade of B or better in IPP218, and permission of Program Director. Completion of prerequisites within the last three years is required.	L+L 3.0 4.0 4.0
IPP220	Interactive Interpreting I	Sequential development of interactive interpreting skills from English to American Sign Language (ASL) and from ASL to English. Perform source language analysis, apply cognitive processing techniques, and produce target language equivalents. Analysis of texts and contexts of naturally occurring dialogues, practice of skills, techniques for self and peer evaluations, and application of theoretical models.	Prerequisites: A grade of B or better in IPP211 or permission of Department or Division. Completion of prerequisites within the last three years is required.	L+L 3.0 4.0 4.0

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IPP221	Interactive Interpreting II	Continued development of interactive interpreting skills from English to American Sign Language (ASL) and from ASL to English. Perform source language analysis, apply cognitive processing techniques, and produce target language equivalents. Analysis of texts and contexts of naturally occurring dialogues, practice of skills, techniques for self and peer evaluations, and application of theoretical models.	Prerequisites: A grade of B or better in IPP220, and permission of Program Director. Completion of prerequisites within the last three years is required.	L+L 3.0 4.0 4.0
IPP229	Interpreter Preparation Internship Seminar	Classroom portion of the Interpreter Preparation Program internship. Emphasizes the blend of job-related activities including career exploration, employment application procedures, interpersonal skills, and on-the-job problems.	Prerequisites: Acceptance into the Interpreter Preparation Program and/or program director approval. Corequisites: IPP230AA or IPP230AB.	LEC 1.0 1.0 0.0
IPP230AA	Interpreter Preparation Program Internship	Laboratory portion of the Interpreter Preparation Program seminar. Eighty (80) clock hours of work required. Practical experience in settings such as educational, rehabilitation, community service centers, and agencies serving children, adolescents, and/or adults who are deaf or hard of hearing. Designed to provide students with the opportunity to synthesize practical and academic experiences gained during the in-classroom portion of the program. Site, supervision, and plan of	Prerequisites: Acceptance into the Interpreter Preparation Program and Program Director approval. Corequisites: IPP229.	LAB 1.0 5.0 0.0

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		activity mutually agreed upon by the student and instructor. Capstone experience for Associate in Applied Science (AAS) degree students.		
IPP230AB	Interpreter Preparation Program Internship	Laboratory portion of the Interpreter Preparation Program Seminar. One hundred sixty (160) clock hours of work required. Practical experience in settings such as educational, rehabilitation, community service centers, and agencies serving children, adolescents and/or adults who are deaf or hard of hearing. Designed to provide students with the opportunity to synthesize practical and academic experiences gained during the in-classroom portion of the program. Site, supervision, and plan of activity mutually agreed upon by the student and instructor. Capstone experience for Associate in Applied Science (AAS) degree students.	Prerequisites: Acceptance into the Interpreter Preparation Program and Program Director approval. Corequisites: IPP229.	LAB 2.0 10.0 0.0
IPP242	Educational Interpreting Skills	Skill development and application of techniques used specifically in educational (K-12) interpreting and transliterating. Covers sign systems, technical signs, and methods of non-standard sign incorporation.	Prerequisites: A grade of B or better in (IPP209 and IPP211) and permission of Program Director.	L+L 1.0 2.0 2.0
IPP250AA	Special Topics: Interpreter Preparation	Explores a special topic related to interpreter preparation. Topics vary and include concepts relevant to those pursuing career in (American Sign	Acceptance into the Interpreter Preparation Program or permission of Program Director.	L+L 1.0 1.0 1.0

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		Language) ASL/English Interpreting and Transliterating		
IPP250AB	Special Topics: Interpreter Preparation	Explores a special topic related to interpreter preparation. Topics vary and include concepts relevant to those pursuing career in (American Sign Language) ASL/English Interpreting and Transliterating	Acceptance into the Interpreter Preparation Program or permission of Program Director.	L+L 2.0 2.0 2.0
IPP250AC	Special Topics: Interpreter Preparation	Explores a special topic related to interpreter preparation. Topics vary and include concepts relevant to those pursuing career in (American Sign Language) ASL/English Interpreting and Transliterating	Acceptance into the Interpreter Preparation Program or permission of Program Director.	L+L 3.0 3.0 3.0
IPP250BA	Special Topics: Interpreter Preparation	Explores a special topic related to interpreter preparation. Topics vary and include concepts relevant to those pursuing a career in American Sign Language (ASL)/English Interpreting and Transliterating.	Prerequisites: Acceptance into the Interpreter Preparation Program or permission of Program Director.	L+L 0.5 0.5 0.5
IRW101	Ironworking: Orientation	Overview of the Ironworker labor history, green construction, work place issues and sexual harassment. Basic safety, measuring, tools and rigging. Types of ironwork and welding.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 3.0 3.0 3.0
IRW102	Safety and Health for Ironworking	Safety, health, and accident prevention in the construction work environment related to ironworking. Proper erection, use, and dismantling of scaffolds. Selection, inspection, and use of fall protection including safe operation of forklifts and First Aid/Automated External	Prerequisites: Registered Apprentice status with the Ironworkers Apprenticeship and Training Program or permission of	L+L 3.0 3.0 3.0

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		Defibrillator/Cardiopulmonary Resuscitation (First Aid/AED/CPR).	Apprenticeship Coordinator.	
IRW103	Science, Rigging and Hoisting	Science and mechanics related to the plumbing trade. Properties of water and matter, hydraulic and pneumatic mechanics, metals and alloys. Corrosion. Rigging procedures including the use of fiber and wire rope for knots, hitches and slings. Use of hoisting equipment, and cranes. Hoisting with helicopters. Safe and proper loading and unloading of hoisting equipment. Intermediate fitting projects and mathematical applications	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 6.0 6.0 6.0
IRW104	Ironworking: Blueprint Reading	Basic elements of construction drawings including characteristics of various types of blueprints for ironworkers. Drawing interpretation, general abbreviations, acronyms, and basic symbols recognition and drawing classifications.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 1.5 1.5 1.5
IRW105	Ironworking III: History	Historical factors, events and activities leading to the founding of the International Ironworkers Labor Union. Circumstances and events between 1906-1912 related to labor unionization. Conspiracy trials involving unionization of Ironworkers, Carpenters, Machinists and the Building Trades. World War II and postwar struggles related to the labor movement. Factors of labor movement	Prerequisites: None.	LEC 3.0 3.0 3.0

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		growth. The Occupational Health and Safety Administration (OSHA), nuclear power, foreign production of steel, and political influences relating to unionization in the 21st Century		
IRW112	Lead Hazard Training	Background of lead and its uses including health effects caused by lead exposure. Occupational Safety and Health Administration (OSHA) regulations that apply to lead exposure, hazard communication and workers legal rights. Personal protective equipment (PPE) and work methods on steel structures. General site safety, work practices and confined space entry.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
IRW120	Structural Steel Erection I	History and manufacture of iron and steel. Tools, equipment, materials, and trade procedures. Safety precautions. ;Raising gang members, erecting columns, beams, girders, trusses, nets, and railings. Fastening components.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 4.0 4.0
IRW121	Structural Steel Erection II	Tools, equipment and trade procedures. Advanced structural steel welding and burning. Mobile and tower cranes. Bolted, riveted and pinned connections. Bar joists, and bridging. Detailing stairways, ladders, channel bucks and grating.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 4.0 4.0
IRW122	Cranes	Cause of fatalities. Load charts, wire rope, capacity, hook loads. Ground pressure, minimum and maximum	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0

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		clearances, list and trim. Floating cranes.		
IRW130	Reinforcing: Rebar	Reinforced concrete; manufacture of reinforcing steel; tools, ties, and safety; types of reinforcing used in building construction; bridge construction; purpose and location of reinforcing steel in concrete; fabricating, unloading, handling, and storing, reinforcing steel, reading engineering and placing drawings.	Prerequisites: Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 4.0 4.0
IRW131	Reinforcing: Post Tensioning Monostrand	Principles, theory, and terminology of post-tensioning. Stressing equipment, hand tools, document control. Installation of monostrand post-tensioned floor systems, tendons. Troubleshooting, encapsulated systems, barrier cables, slabs-on-ground, and field placement drawings.	Prerequisites: Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 4.0 4.0
IRW142	Conveyors and Industrial Maintenance	History of conveyors, safety and tools. Overview and installation of overhead and floor conveyor systems. Bulk handling, conveyor drawings and maintenance procedures.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
IRW150	Rigging I	Rigging history, principles and blocks. Rigging safety. Fabric and wire rope, steal chain, sockets, slings, rigging hardware. Slicing techniques. Reeving systems and personnel requirements.	Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 4.0 4.0
IRW151	Rigging II	Safety rules and information for operation of rigging equipment; operation and assembly of cranes; examples of rigging jobs; use of	Prerequisites: A grade of C or better in IRW150 and apprentice status, or permission of	LEC 3.0 3.0 3.0

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		helicopters in construction; miscellaneous rigging equipment; skids and rollers; access structures.	the Apprenticeship Coordinator.	
IRW160	Architectural Ironworking I	Curtain, window wall systems, skylights, storefronts, entranceways, cable walls, sealants, glazing, rails, doors, anchors and fasteners, stairs and ladders, catwalks, grating, fence and guardrails, detention systems, testing, installation and erection.	Prerequisites: Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 4.0 4.0
IRW161	Architectural Ironworking II	Introduction to layout, basic tools, mathematics, automatic levels, lasers, theodolites and transits including total station.	Prerequisites: A grade of C or better in IRW160 and registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 4.0 4.0
IRW175	Precast Concrete, Metal Buildings, and Scaffolding	Preconstruction planning including loading, method of transportation, timing, tolerances, safety, and quality control. Handling, erection and storage including hazards awareness. Use of cranes, hoists, and other specialized equipment. Pre-engineered metal building systems, site evaluation and preparation. Framing systems, insulation, walls, metal roofing, repairs and renovations. Basic components of scaffolding, loading, erecting and dismantling of scaffold systems.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
IRW296WA	Cooperative Education	Work-college experiences that involve the combined efforts of educators and	Completion of at least twelve (12) college	LAB 1.0 5.0 0.0

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		employers to accomplish an outcome related to the career objectives of the students. COMMON COMPETENCY COURSE	credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
IRW296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 2.0 10.0 0.0

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			permission of Instructor.	
IRW296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
IRW296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 4.0 20.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
IRW298AA	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.	LAB 1.0 1.0 0.0
IRW298AB	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.	LAB 2.0 2.0 0.0
IRW298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research	Prerequisites: Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		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.		
ISP105	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.	52
ISP108B	Keyboarding II	This keyboarding skills course teaches students to use the computer keyboard to enter letters, numbers, and symbols. If students are already experienced typists, they will learn to type faster and more accurately (25 WPM @ 98% accuracy).	Prerequisites: None.	36
ISP110PC	Computer Usage and Applications	Introduction to business and personal computer operations and usage. Software applications for analyzing and solving business problems including word processing, spreadsheet, database, and presentation graphics.	Prerequisites: A grade of C or better is required in HMC200.	30

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ISP116	Computer Foundations	Students learn computer concepts, how to navigate an operating system, control programs, manage files locally and in the "Cloud," and search the internet. Students will establish email habits necessary to accomplish workplace success. In addition, students will learn all the necessary applications needed for student success.	Prerequisites: None.	24
ITA101	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.	LEC 4.0 4.0 4.0
ITA101AA	Elementary Italian I	Basic grammar, pronunciation and vocabulary of the Italian language. Includes the study of Italian culture. Practice of listening, speaking, reading and writing skills	Prerequisites: None.	L+L 4.0 5.0 5.0
ITA102	Elementary Italian II	Continued development of speaking, listening, reading, and writing skills in Italian. Study of Italian culture.	Prerequisites: A grade of C or better in ITA101 or ITA101AA or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
ITA102AA	Elementary Italian II	Continued study of grammar and vocabulary along with the study of Italian culture. Emphasis on speaking, reading and writing skills.	Prerequisites: A grade of C or better in ITA101 or ITA101AA or permission of	L+L 4.0 5.0 5.0

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			Department or Division. Completion of prerequisites within the last three years is required.	
ITA115	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.	LEC 3.0 3.0 3.0
ITA116	Beginning Italian Conversation II	Continued development of speaking and listening skills for effective communication in Italian.	Prerequisites: A grade of C or better in ITA115 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
ITA201	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: A grade of C or better in ITA102 or ITA102AA or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
ITA202	Intermediate Italian II	Continued development of Italian language skills and continued study of the Italian culture.	Prerequisites: A grade of C or better in ITA201 or permission of Department or	LEC 4.0 4.0 4.0

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			Division. Completion of prerequisites within the last three years is required.	
ITA225	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: A grade of C or better in ITA102 or ITA102AA or ITA116 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
ITA226	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: A grade of C or better in ITA201 or ITA225 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
ITA265	Advanced Italian I	In-depth exploration of selected themes related to Italian culture. Involves reading selections from Italian literature, writing reports, and discussion in Italian. Emphasis on enhancing reading, writing and speaking skills.	Prerequisites: A grade of C or better in ITA202 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
ITA296WA	Cooperative Education	Work-college experiences that involve the combined efforts of educators and	Completion of at least twelve (12) college	LAB 1.0 5.0 0.0

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		employers to accomplish an outcome related to the career objectives of the students. COMMON COMPETENCY COURSE	credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
ITA296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 2.0 10.0 0.0

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			permission of Instructor.	
ITA296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
ITA296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 4.0 20.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
ITA298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ITA298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
ITA298AC	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		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. COMMON COMPETENCY COURSE		
ITD200	The Physical Child: Birth to Age Three	Examines the physical aspects of child growth and development in the first three years of life in the context of contemporary communities. Includes nutrition and feeding, health and safety, motor skills and exercise, neurological development, and identification of developmental delay.	Prerequisites: A grade of C or better in CFS/ECH176 or CFS235 or EED205.	LEC 3.0 3.0 3.0
ITD201	Attachment and Relationships	Explores the roots of human relationships in the attachment process. Considers how children become skilled at interaction with adults and peers in varied social contexts. Includes perspectives of Mahler, Erikson, and Magda Gerber	Prerequisites: None.	LEC 2.0 2.0 2.0
ITD202	Cognition and Communication	Examines how thinking emerges in the sensorimotor period and how language is acquired. Considers the role of people and environments in facilitating cognition, communication and language	Prerequisites: None.	LEC 2.0 2.0 2.0

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ITD204	Supporting Family Development	Practical and professional ways to foster communication with family members and relationships within families of infants and toddlers. Considers sensitivity to contemporary family differences and respect for confidentiality	Prerequisites: None.	LEC 1.0 1.0 1.0
ITD210	Early Attachments, Relationships, and Families: Birth to Age Three	Explores the attachment process and relationships within families. Considers contemporary social contexts where children develop a concept of self, self-regulation, and interaction skills with children and adults. Examines social-emotional development, societal stresses, and supportive professional roles and responsibilities.	Prerequisites: A grade of C or better in CFS/ECH176 or CFS235 or EED205.	LEC 3.0 3.0 3.0
ITD220	Cognition and Communication: Birth to Age Three	Examines the cognitive development and language acquisition of infants and toddlers. Considers the role of people and daily environments on development. Also covers disabilities and developmental delays as well as major theories and research in the field.	Prerequisites: A grade of C or better in CFS/ECH176 or CFS235 or EED205.	LEC 3.0 3.0 3.0
ITH150	Survey of Contemporary Italy	An overview of modern Italian literary and artistic life from World War II to present; covers Italian cultural life and institutions, including political, social, and economic structures, and a comparison to American culture.	Prerequisites: None.	LEC 3.0 3.0 3.0
ITS100	Information Security Awareness	Computer and network security topics, including network communication.	Prerequisites: None.	L+L 1.0 2.0 2.0

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		Includes security policy, implementation of basic security measures, the importance of backups and the value of protecting intellectual property. Real-life examples and practical projects to reinforce the need for computer security.		
ITS110	Information Security Fundamentals	Fundamental concepts of information technology security. Topics include authentication methods, access control, cryptography, Public Key Infrastructure (PKI), network attack and defense methods, hardening of operating systems and network devices, securing remote access and wireless technologies and securing infrastructures and topologies. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and Microsoft (MS) Windows and Linux Administration.	Prerequisites: A grade of C or better in CIS126DL, or CIS126RH, or permission of Program Director. Corequisites: BPC270 or MST150++.	L+L 3.0 4.0 4.0
ITS120	Legal, Ethical and Regulatory Issues	Exploration of legal and ethical issues unique to information security. Analysis of professional ethical codes and their application to information security practitioners. Federal and state laws as they relate to information security.	Prerequisites: None.	LEC 3.0 3.0 3.0

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ITS130	Operating System Security	In-depth examination of operating system security including Transmission Control Protocol/ Data Encryption Standard (DES), Triple Data Encryption Standard (3DES), Advanced Encryption Standard (AES), Pretty Good Privacy (PGP), and other encryption technologies (TCP/IP), Internet Protocol Security (IPSec) and Cisco Internetwork Operating System (IOS), Microsoft Windows, Linux and Mac OSX Security. Procedures to defend networks against attacks and recovery from network disasters. Web server security. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and MS Windows and Linux Administration	Prerequisites: A grade of C or better in ITS110 or permission of Instructor.	L+L 3.0 4.0 4.0
ITS140	Network Security	Examination of techniques used to defend network security. Design and implementation of devices including firewalls and Intrusion Detection Systems (IDSs) and Virtual Private Networks (VPNs). Risk analysis and security policies methodologies. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control	Prerequisites: A grade of C or better in (ITS110 and ITS130) or permission of Instructor.	L+L 3.0 4.0 4.0

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		Protocol/Internet Protocol (TCP/IP) and security concepts and MS Windows and Linux Administration		
ITS240	Ethical Hacking and Network Defense	Preparation for the EC-Council Certified Ethical Hacking examination. In-depth exploration of how to effectively protect computer networks from risks ranging from malicious infiltration to cyber-warfare. Includes examination of ethical hacking, relevant tools and methodologies, and its importance to network security. Resources to identify new computer network vulnerabilities and counter security strategies will be discussed as well as an overview of relevant computer crime laws and penalties.	Prerequisites: A grade of C or better in ITS110 or CNT205 or CIS270 or CIS271DB or CIS272DB or permission of Instructor.	L+L 3.0 4.0 4.0
ITS291	Computer Forensics Foundations	Development of foundational computer forensic skills. Introduction to preserving, identifying, extracting, interpreting, and documenting computer data as part of a forensically sound analysis. Examination of the physical and logical structure of hard drives. Study of the logical structure of Windows-based file systems and common applications. Introduction to the logical structure of Unix/Linux-based file systems and common applications of commercial forensic tools	Prerequisites: A grade of C or better in BPC170 and ITS110 or permission of Instructor.	L+L 4.0 5.0 5.0

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ITS292	Advanced Computer Forensics	Advanced computer forensics analysis techniques with commercial tools. Introduction to open-source forensic tools. Emphasis on data recovery from complex applications and media types. Study of the logical structure of Unix/Linux-based file systems. Advanced search techniques. Analysis of unallocated space, compound files, and NTFS artifacts	Prerequisites: A grade of C or better in ITS291 or permission of Instructor.	L+L 4.0 5.0 5.0
ITS298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
JAS298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
JAS298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
JAS298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
JCI110	METASYS: HVAC Mechanical Systems Operation	Design considerations and systems loads. Use of psychrometrics and psychrometric charts. Properties of air. Operation of heating, ventilation, and	Prerequisites: None.	LEC 3.0 3.0 3.0

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		air conditioning (HVAC) systems and boilers. Use of heat exchange and heat recovery equipment. Refrigeration cycle, use of equipment, and components. Centrifugal pumps and hydronic systems. Air cleaning and treatment equipment. Humidifiers. Control systems and use of information management technology		
JCI126	Centrifugal Chiller Operation and Maintenance	Components and their purpose within the chilled water system. Life support systems. Operational guidelines and capacity control methods for centrifugal chillers. Auxiliary equipment. Preventative, predictive and proactive maintenance. Troubleshooting procedures.	Prerequisites: A grade of C or better in JCI120 or permission of Instructor.	LEC 2.5 2.5 2.5
JPN100	Introduction to Japanese	Brief introduction to the writing and speaking of Japanese. Emphasis on Japanese syllabic writing systems and foundational vocabulary.	Prerequisites: None.	LEC 1.0 1.0 1.0
JPN101	Elementary Japanese I	Basic grammar, pronunciation, and vocabulary of Japanese. Study of Japanese culture. Development of speaking, listening, reading and writing skills	Prerequisites: None.	L+L 5.0 6.0 6.0
JPN102	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: A grade of C or better in JPN101 or permission of Department or Division. Completion of prerequisites within the	L+L 5.0 6.0 6.0

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			last three years is required.	
JPN115	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.	LEC 3.0 3.0 3.0
JPN116	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: A grade of C or better in JPN115. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
JPN201	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: A grade of C or better in JPN102 or permission of Department or Division. Completion of prerequisites within the last three years is required.	L+L 5.0 6.0 6.0
JPN202	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: A grade of C or better in JPN201 or permission of Department or Division. Completion of prerequisites within the last three years is required.	L+L 5.0 6.0 6.0
JPN296WA	Cooperative Education	Work-college experiences that involve the combined efforts of educators and	Completion of at least twelve (12) college	LAB 1.0 5.0 0.0

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		employers to accomplish an outcome related to the career objectives of the students. COMMON COMPETENCY COURSE	credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
JPN296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 2.0 10.0 0.0

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			permission of Instructor.	
JPN296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
JPN296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 4.0 20.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
JPN298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
JPN298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
JPN298AC	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
JRN101	Professional Writing Fundamentals	Focus on the fundamentals and application of grammar, punctuation, spelling, style and structure necessary in professional writing fields, including media writing.	Prerequisites: A grade of C or better in ENG091 or eligibility for ENG101 as indicated by appropriate English placement.	LEC 1.0 2.0 2.0
JRN125	Photo Editing	Basic techniques of photo composition and editing for media reproduction. Teach how to crop and size photographs. Use of photo editing and design software in paginating a newspaper page on the computer. The effect and impact of color vs. black and white photographs. Basic techniques of photo essay, photo page and photo story and/or multimedia news products and the impact of photos on typography.	Prerequisites: None.	L+L 3.0 3.0 3.0
JRN133	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	LEC 3.0 3.0 3.0

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			suggested but not required.	
JRN201	News Writing	Writing and producing news for the media. Associated Press (AP) editing style, writing skills, and organizational structure for news.	Prerequisites: A grade of C or better in ENG101 or ENG107.	LEC 3.0 3.0 3.0
JRN203	Writing for Online Media	Writing using the modes and resources available on the Internet. Use of information and resources available on the Internet in writing, as well as writing for the Internet itself.	Prerequisites: Eligibility for ENG101 or ENG107 or permission of Instructor.	LEC 3.0 3.0 3.0
JRN205	Copyediting	Specific skills and techniques of copyediting. Understanding of editing skills to enhance a writer's abilities whether one's own or someone else's. Critically evaluate word usage and meaning to achieve the 3 Cs of writing clarity, completeness and conciseness.	Prerequisites: A grade of C or better in ENG101 or permission of Instructor.	L+L 3.0 3.0 3.0
JRN212	Broadcast Writing	Writing techniques for basic broadcast scripts: promotions, commercials, public service announcements, news leads, news stories, audio and video, sports, weather, traffic checks, five-minute newscasts, reports, using broadcast style rules.	Prerequisites: A grade of C or better in ENG101.	L+L 3.0 5.0 5.0
JRN215	News Production	Writing, editing, and publishing the student newspaper on multiple platforms. Emphasis may vary according to student goals.	Prerequisites: A grade of C or better in JRN201 or [(ENG101 or ENG107) and permission of Program Director or Instructor].	L+L 3.0 5.0 5.0
JRN225	Photojournalism	Reporting the news as a photojournalist, with emphasis on the	Prerequisites: None.	L+L 3.0 3.0 3.0

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		development and creation of news photographs. Experience in shooting, editing and transmitting digital photos using professional photo editing and design software.		
JRN231	Sports Writing	Writing sports stories for the print media. Composing at the computer keyboard. Associated press editing style, writing skills, and organizational structure for sports news.	Prerequisites: A grade of C or better in JRN201 or permission of Instructor.	L+L 3.0 3.0 3.0
JRN234	Feature Writing	Emphasis on crafting stylized human interest stories for publications. Includes research, interviewing, writing techniques, editing and professional concerns. Includes best practices for writing features for traditional and digital media.	Prerequisites: A grade of C or better in ENG101 or ENG107, or permission of Instructor.	L+L 3.0 3.0 3.0
JRN235	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: A grade of C or better in BPC128 JRN133 JRN201 JRN215 MCO120 and MKT101.	L+L 3.0 5.0 0.0
JRN236	Advanced Practicum: Public Relations	Public relations experience integrating skills developed in previous courses. Students placed in community public relations job sites. This course incorporates writing media releases, designing and producing promotional materials, planning events, scriptwriting and developing presentations.	Prerequisites: Permission of Instructor.	L+L 3.0 5.0 5.0

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JRN238	Business Journalism	Focus on reporting for and about business. Explores the nature and functions of business and the roles of business journalists. Examines the various media and situations within which business journalism operates.	Prerequisites: A grade of C or better in JRN201 and GBS151.	L+L 3.0 3.0 3.0
JRN240AA	Journalism Internship	Journalism work experience with a newspaper or other news organization. 80 hours of designated work per credit. Maximum of 6 credits allowed	Prerequisites: A grade of C or better in JRN215.	L+L 1.0 1.0 0.0
JRN240AB	Journalism Internship	Journalism work experience with a newspaper or other news organization. 80 hours of designated work per credit. Maximum of 6 credits allowed	Prerequisites: A grade of C or better in JRN215.	L+L 2.0 2.0 0.0
JRN240AC	Journalism Internship	Journalism work experience with a newspaper or other news organization. 80 hours of designated work per credit. Maximum of 6 credits allowed	Prerequisites: A grade of C or better in JRN215.	L+L 3.0 3.0 0.0
JRN290	Publications Portfolio	This course is organized around the development of a portfolio of published stories for submission to a jury of professional journalists, active and retired, that supports the district's occupational journalism certificate. Passing requires approval from two-thirds of the jury.	Prerequisites: None.	LAB 1.0 1.0 1.0
JRN296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or	LAB 1.0 5.0 0.0

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			career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
JRN296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
JRN296WC	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and	LAB 3.0 15.0 0.0

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		students. COMMON COMPETENCY COURSE	be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
JRN296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0

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JRN298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
JRN298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
JRN298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
JUD101	The Courts in Arizona	Comparative analysis of courts in Arizona and how they relate to each other, including the federal courts, the Arizona supreme court and court of appeals, juvenile courts, justice courts, municipal and town courts, and tribal courts	Prerequisites: None.	LEC 1.0 1.0 1.0
JUD103	Role of the Court Staff	Roles and responsibilities of court staff and other court personnel in Arizona	Prerequisites: None.	LEC 1.0 1.0 1.0
JUD107	Civil Procedure in Arizona Courts	Rules of civil procedure as applied to both standard civil actions and small claims cases found in Arizona limited jurisdiction courts. Conduct of the typical civil trials and small claims hearings, and pretrial procedures in managing a civil calendar	Prerequisites: None.	LEC 2.0 2.0 2.0
JUD109	Judicial Writing	Judicial writing skills, including research skills, organization, grammar, and style. Goals and objectives of writing in courts	Prerequisites: None.	LEC 1.0 1.0 1.0
JUD111	Sentencing Misdemeanants	Alternatives, methods, laws, rules and practices governing the sentencing of persons convicted of misdemeanors under Arizona law	Prerequisites: None.	LEC 1.0 1.0 1.0
JUD113	Court Management	Organization and management of courts with emphasis on problems	Prerequisites: None.	LEC 2.0 2.0 2.0

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		relating to personnel issues, case processing standards, staff organization, quality management, and court administration. Management of fines, fees, bonds, and restitution		
JUD115	Injunctive Actions	Injunctive actions (Orders of Protection and Injunctions Prohibiting Harassment), including philosophy and practical applications of the governing statutes and judicial responsibilities and limitations of powers as related to injunctive orders	Prerequisites: None.	LEC 2.0 2.0 2.0
JUD119	Alternative Dispute Resolution	Techniques for conflict resolution	Prerequisites: None.	LEC 1.0 1.0 1.0
JUD121	Appeals	Processing of appeals from limited jurisdiction to general jurisdiction courts	Prerequisites: None.	LEC 1.0 1.0 1.0
LAS100	The Paralegal Profession	Focus on the role, responsibilities, and ethical standards of a paralegal. Provides an overview of the legal system and the role of the paralegal in the legal system. Emphasis on professional development and job-search strategies	Prerequisites: None.	LEC 3.0 3.0 3.0
LAS101	Introduction to Law	Legal terminology and basic legal principles in the areas of tort, contract, and criminal law. Interrelationships among lawyers, the court system, and law enforcement and administrative agencies. Development of a case for trial, adjudication, and post-verdict procedures in the civil and criminal systems. Suggested but not required: ENG101 and CRE101, or exemption	Prerequisites: None.	LEC 3.0 3.0 3.0

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		by score on the reading placement test (ASSET)		
LAS109	Civil Procedures I	Pretrial procedural issues in both Arizona and the federal system. Emphasis on Arizona Rules of Civil Procedure 1-37, 41, 55, 56, and 72-76. Coverage of applicable time limits, filing requirements, and proficiency in locating appropriate provisions in the Arizona Rules of Civil Procedure. Drafting of pleadings and motions and the application of procedural rules pertinent to the early stages of civil litigation.	Prerequisites: Acceptance into the Paralegal Studies program. A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: LAS101 and (BPC110 or CIS105 or permission of Program Director).	LEC 3.0 3.0 3.0
LAS110	Civil Procedures II	Application of the procedural aspects of discovery, trial preparation, and post-trial work as part of a litigation team. Emphasis on practical concerns, such as interviewing of witnesses; preparation of discovery documents, exhibits, and transmittal memoranda; summarizing and indexing depositions; organization of files; preparation of trial notebooks; and participation in a mock trial.	Prerequisites: A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).	LEC 3.0 3.0 3.0
LAS115	Criminal Trial Procedure	Procedural aspects of the criminal trial process in Arizona state courts from preliminary proceedings through trial. Emphasis on application of the rules of criminal procedure and preparation of common trial documents by paralegals. Documents include the	Prerequisites: A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).	LEC 3.0 3.0 3.0

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		charging instrument, pre-trial motions, and jury instructions.		
LAS131	Legal Writing	The use of proper grammar, punctuation, and spelling in the construction of sentences and the development of paragraphs. Use of case briefs to study effective writing and analytical techniques. Analysis and application of the writing process to produce well-written documents commonly used in the practice of law.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: LAS109 and (BPC110 or CIS105 or permission of Program Director).	LEC 3.0 3.0 3.0
LAS203	Ethics and Professional Practice	Rules of professional responsibility and ethical requirements with an emphasis on their application to legal assistants. Sources of power to regulate the practice of law. Issues related to unauthorized practice of law. Examination of professionalism in the legal profession	Prerequisites: A grade of C or better in LAS131 and (BPC110 or CIS105 or permission of Program Director).	LEC 3.0 3.0 3.0
LAS204	Contract Law	Examination of contracts and their regulation by the Uniform Commercial Code. Review and drafting of basic agreements.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: LAS109 and (BPC110 or CIS105 or permission of Program Director).	LEC 3.0 3.0 3.0
LAS208	Probate	Emphasis on various ways in which property can be held and passed on. Requirements for valid wills and trusts. Steps involved in estate administration and appropriate forms	Prerequisites: A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).	LEC 3.0 3.0 3.0

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		to be used. Includes drafting basic wills and simple trusts.		
LAS211	Legal Research	Use of print and electronic media to locate public documents, statutes, administrative regulations, and cases from county, state, and federal jurisdictions. Reading and interpreting research results. Shepardizing. Use of proper citation forms.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: LAS109 and (BPC110 or CIS105 or permission of Program Director).	LEC 3.0 3.0 3.0
LAS212	Tort Law	Basic elements of negligence, strict liability, intentional torts; defenses; damages; insurance coverage. Evaluation of records and personal injury claims; review of insurance policies; settlement brochure; preparation of case intake memorandum	Prerequisites: A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).	LEC 3.0 3.0 3.0
LAS214	Business Organizations	Analysis and evaluation of business organizations with practical application of the law to analyze the utility, form, and function of Sole Proprietorships, General Partnerships, Limited Partnerships, Limited Liability Companies, and Corporations. Preparation of documents to create the most effective and feasible business organization under a given set of circumstances.	Prerequisites: A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).	LEC 3.0 3.0 3.0
LAS217	Family Law	Legal analysis of marriage, dissolution of marriage, parental rights and duties; pleading and practice.	Prerequisites: A grade of C or better in LAS109 and (BPC110 or CIS105 or	LEC 3.0 3.0 3.0

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			permission of Program Director).	
LAS218	Administrative Law	Introduction to fundamental administrative law concepts including the delegation of powers, due process, citizen access and participation, rulemaking, adjudication, and judicial review. Emphasis on Arizona administrative procedures and the role of the paralegal in informal and prehearing advocacy and proceedings before a hearing officer.	Prerequisites: A grade of C or better in LAS109 and (BPC110 or permission of Department Chair or Program Director).	LEC 3.0 3.0 3.0
LAS220	Paralegal Internship Seminar	Coordinates on-the-job experiences with interpersonal relations, communications, time-management, and case-management skills. Provides opportunity to discuss problems encountered during internship.	Prerequisites: A grade of C or better in LAS203, LAS211, (LAS204 or LAS212), and (BPC110 or CIS105 or permission of Program Director). Corequisites: LAS221AB.	LEC 1 1 1
LAS221AB	Paralegal Internship	Field work through placement at a law firm or other law-related organization where student will gain experience working in a legal setting. Supervision and evaluation by on-the-job supervisor as well as college program director.	Prerequisites: Permission of Program Director. Corequisites: LAS220.	LAB 2 10 0
LAS225	Legal Research, Analysis, and Writing	Integration and further development of legal research and writing skills with an emphasis on critical thinking, issue analysis, and motion practice. Focus	Prerequisites: A grade of C or better in LAS131 and LAS211 and (BPC110 or	LEC 3.0 3.0 3.0

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		on integrating research, writing, and legal argument development.	CIS105 or permission of Program Director).	
LAS229	Litigation Technologies	Use of presentation software; use of timekeeping, calendaring, and docketing software; use of litigation support software to organize case files; use of electronic trial presentation software in an electronic courtroom; ethical issues.	Prerequisites: A grade of C or better in LAS110 and (BPC110 or CIS105 or permission of Program Director).	LEC 3.0 3.0 3.0
LAS237	Civil Interviewing and Investigation	Foundations for interviewing and investigation. Questioning of clients, witnesses, and experts. Documenting and summarizing interviews. Factual investigation sources and techniques. Role of formal discovery (including E-discovery). Document analysis and preservation. Memorializing results of factual investigations.	Prerequisites: A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).	LEC 3.0 3.0 3.0
LAS261	Bankruptcy	Examination of bankruptcy laws and procedures and the role of paralegals in bankruptcy practice, including the commencement of a case, preparation of common forms, review of bankruptcy litigation including contested matters and adversary proceedings, and debtors' and creditors' rights and obligations.	Prerequisites: A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).	LEC 3.0 3.0 3.0
LAS265	Regulatory Compliance	Examination of, and requirements for, organizations maintaining compliance with regulatory schemes. Emphasis on federal regulations and the role of non-lawyer personnel, such as paralegals, in obtaining, organizing, analyzing,	Prerequisites: A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).	LEC 3.0 3.0 3.0

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		and presenting recommendations for acting on factual information and legal research related to regulatory requirements.		
LAS280	Paralegal Studies Portfolio Capstone	Demonstration of acquired skills and knowledge through review, revision, and supplementation of electronic portfolio containing evidence of program competencies; preparation, revision, and review of work product samples to facilitate the transition from student to entry-level paralegal.	A grade of C or better required in all Prerequisites. Prerequisites: LAS110, LAS203, LAS204, LAS214 and (BPC110 or CIS105 or permission of Program Director). Prerequisites or Corequisites: (LAS225, LAS229, and LAS237) or permission of Program Director.	LEC 1.0 1.0 0.0
LAS294AA	Special Topics in Civil Law	Explores special topics related to the practice of civil law. Focuses on substantive and procedural aspects.	Prerequisites: Completion of Legal Assisting degree or certificate, or permission of Department or Division.	LEC 1.0 1.0 1.0
LAS294BA	Special Topics in Criminal Law	Explores special topics related to the practice of criminal law. Focuses on substantive and procedural aspects.	Prerequisites: Completion of Legal Assisting degree or certificate, or permission of Department or Division.	LEC 1.0 1.0 1.0
LAS294CA	Special Topics in Administrative Law	Explores special topics related to the practice of administrative law. Focuses on substantive and procedural aspects.	Prerequisites: Completion of Legal Assisting degree or certificate, or	LEC 1.0 1.0 1.0

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			permission of Department or Division.	
LAS294DA	Special Topics in Current Legal Issues	Explores special topics related to the practice of law. Focuses on substantive and procedural aspects.	Completion of Legal Assisting degree or certificate or permission of Department or Division	LEC 1.0 1.0 1.0
LAS296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
LAS296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students	LAB 2.0 10.0 0.0

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			present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
LAS296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
LAS296WD	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a	LAB 4.0 20.0 0.0

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		students. COMMON COMPETENCY COURSE	position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
LAS298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
LAS298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
LAS298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
LAT101	Elementary Latin I	Introduction to the basic grammar and vocabulary of the Latin language. Practice reading and translating Latin into English	Prerequisites: None.	LEC 4.0 4.0 4.0
LAT102	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: A grade of C or better in LAT101 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0

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LAT201	Intermediate Latin I	Introduction to translation technics using selections from various authors; emphasis on use of primary texts.	Prerequisites: A grade of C or better in LAT102. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
LAT202	Intermediate Latin II	Refinement of translation technics using selections from Virgil's Aeneid; emphasis on use of language and meter.	Prerequisites: A grade of C or better in LAT201. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
LAT296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
LAT296WB	Cooperative Education	Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome	Completion of at least twelve (12) college credits minimum 2.6	LAB 2.0 10.0 0.0

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		related to the career objectives of the students. COMMON COMPETENCY COURSE	grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
LAT296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0

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LAT296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
LAT298AA	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 available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
LAT298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
LAT298AC	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 available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
LBA155	Laboratory Assisting: Principles and Procedures	Overview of laboratory services, laboratory professionals, and the role of a laboratory assistant. Principles and procedures for pre-analytical processing of laboratory specimens. Performance of specimen processing, pre-analytical processes, and point-of-care testing. Application of quality assurance, quality control, quality management principles, infection control, and laboratory safety. Use of laboratory supplies, instrumentation,	Prerequisites: (Acceptance into the Laboratory Assisting program), (a grade of C or better in HCC130, HCC145AA, PLB109, PLB111, and PLB122), and permission of Program Director.	L+L 5.0 5.0 5.0

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		and information systems. Performing clerical and computer functions using medico-legal guidelines for documentation.		
LBA158	Laboratory Assisting Practicum	Practicum in laboratory assisting based in healthcare facilities or reference laboratories. Performance of clinical skills for pre-analytical processing of laboratory specimens, initial testing phases, and point-of-care testing using laboratory instrumentation, information systems, and supplies. Application of quality assurance, quality control, infection control, and laboratory safety. Performance of clerical and computer functions using medico-legal guidelines for documentation. Use of professional and ethical conduct in all interpersonal communications.	Prerequisites: A grade of C or better in LBA155 and permission of Program Director.	LAB 2.0 9.0 0.0
LDR100	The Leader in You	Introductory exploration and application of leadership theories, concepts and practices for college students that want to make a difference in a changing world. Provides the concept of the relational leadership model and how it differs from traditional leadership theories. Focus on self-development of leadership potential through completion of personal and leadership assessments, values exploration and leadership skill applications.	Prerequisites: None.	LEC 3.0 3.0 3.0

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LDR101	Emerging Leaders I	Concepts and application of leadership skills and service learning to promote social change and value clarification. Development of organizational leadership skills through experiential learning	Prerequisites: None.	LEC 2.0 2.0 2.0
LDR102	Emerging Leaders II	Focus on implementing collaborative practices and organizational leadership skills to promote positive social change. Apply value-based leadership behavior in diverse settings	Prerequisites: A grade of C or better in LDR101 or permission of Instructor.	LEC 2.0 2.0 2.0
LDR201	Leadership Facilitation I	Designed to provide skills and practice for group facilitation of leadership activities in diverse settings Focus on development of organizational skills to promote effective group functioning	Prerequisites: A grade of C or better in LDR102 or permission of Instructor.	LEC 2.0 2.0 2.0
LET112	Introduction to Juvenile Corrections	Introduction to the Arizona Department of Juvenile Corrections. Includes the philosophy, mission, vision, and goals of the department in addition to juvenile corrections statistics and jurisdiction issues. Also covers programs available to youth in the department as well as agency information policy and access. Standards of conduct also covered.	Prerequisites: None.	LEC 2.0 2.0 2.0
LET113	Juvenile Corrections Procedures	Practical application of juvenile corrections procedures. Includes workplace safety, first aid, and cardiopulmonary resuscitation (CPR) procedures in addition to principles of staff safety in the facility. Also covers physical intervention techniques,	Prerequisites: None.	LAB 2.0 6.0 6.0

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		preparation and transportation of youth, and radio and telephone communications. Report writing also covered.		
LET114	Juvenile Corrections Officer Skills	Officer skills for the juvenile corrections system. Includes cultural awareness, data security policy and procedures, and defensive driving skills. Also covers tools for and goals of behavior management and effective communication styles and skills. Contraband legalities and procedures also covered.	Prerequisites: None.	L+L 3.0 4.0 4.0
LET115	Crisis Intervention in Juvenile Corrections	Overview of juvenile corrections officer skills for crisis intervention. Includes phases of the stress model and situation assessment in addition to verbal and non-verbal crisis communication. Also covers behavioral support and conflict resolution goals and limitations. Life Space Interview (LSI) steps included.	Prerequisites: None.	LEC 2.0 2.0 2.0
LET116	Adolescent Treatment Issues	Adolescent treatment issues in the juvenile corrections system. Includes stages of adolescent development and development theories. Covers mental health issues and illness, disorders, and interventions in addition to types of treatments, medications, and behavioral issues.	Prerequisites: None.	LEC 3.0 3.0 3.0
LET117	Juvenile Corrections Supervision	Supervisory skills for the juvenile corrections system. Includes classification principles and systems,	Prerequisites: None.	LEC 3.0 3.0 3.0

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		stages of change, and case management responsibilities. Also covers indicators of and reporting requirements for child abuse, Incident Command System (ICS) responsibilities, and education team roles and responsibilities. Positive Behavioral Interventions and Support (PBIS) also covered.		
LET118	Legal Issues in Juvenile Corrections	Overview of legal issues in the Arizona Department of Juvenile Corrections (ADJC) system. Includes justice system treatment philosophies and theories as well as adjudication, conviction, and victim's rights. Also covers civil and criminal liability, causes of civil litigation, and civil rights concerns. Search and seizure, due process, and physical intervention principles also covered.	Prerequisites: None.	LEC 3.0 3.0 3.0
LET120	Juvenile Corrections Housing Unit Operations	Housing unit operations for juvenile corrections officers. Includes policies for housing unit operations, supervisory procedures, and documentation in addition to behavior management goals and techniques. Also covers levels of support, group management skills, and activation procedures for the Incident Command System (ICS).	Prerequisites: None.	L+L 2.0 3.0 3.0
LET130	Detention Officer Training	Introduction to the detention field. Includes officer responsibilities with regards to discipline, conduct and	Prerequisites: Permission of Department or Division.	LEC 2.0 2.0 2.0

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		dealing with inmates in the legal system. Examination of detention services, management principles, philosophy and goals also covered. Constitutional Amendments, law enforcement ethics and corruption included.		
LET132	Introduction to Correctional Law	Introduction to the legal and constitutional rights of inmates. Pre-trial, sentencing, and probation processes covered. Court cases with regards to enforcement personnel and custodial agencies discussed. Also covers inmate discipline and types of force.	Prerequisites: A grade of C or better in LET130.	LEC 3.0 3.0 3.0
LET134	Special Needs Issues and Communication	Management skills for dealing with inmates with special needs. Issues related to female inmates, drug addictions, and mental disorders covered. Techniques for dealing with suicidal inmates and gang members included	Prerequisites: A grade of C or better in LET132.	LEC 2.0 2.0 2.0
LET135	Problem Solving and Crisis Management	Further examination of management techniques and tools within the detention facilities. Crisis intervention and de-escalation techniques covered. Also includes medical screening, inmate grievances, inmate disciplinary reports, and the reclassification system.	Prerequisites: A grade of C or better in LET134.	LEC 2.0 2.0 2.0
LET136	Detention Security Procedures	Security procedures within the detention facilities. Officer responsibilities with regards to	Prerequisites: A grade of C or better in LET135 or permission	LEC 2.0 2.0 2.0

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		contraband, facility security, and key/tool control. Procedures for conducting searches, security walks, headcounts, and the proper use of restraints. Dealing with hostage and emergency situations covered.	of Department or Division.	
LET138	Detention Officer Emergency Procedures	Techniques for managing emergency situations in the detention facility including fires and medical emergencies. Skills for administering first aid and cardiopulmonary resuscitation (CPR). Procedures for using control devices. Includes Occupational Safety and Health Administration (OSHA) safety equipment and methods as well as Sudden In-Custody Death (SICD) procedures.	Prerequisites: A grade of C or better in LET136.	Laboratory 1.0 3.0 3.0
LET139	Detention Facility Training	Daily procedures for managing the detention facility. Includes procedures for processing inmate needs and requests, completing departmental reports and crime scene management. Operational procedures and liability issues also covered.	Prerequisites: A grade of C or better in LET138.	L+L 2.0 4.0 4.0
LET141	Detention Defensive Tactics	Defensive tactics training for Detention Officers. Covers defensive body mechanics, various defensive techniques, handcuffing, and search techniques as well as pressure points and the carotid control technique. Ground defense and survival skills,	Prerequisites: Permission of Department or Division.	L+L 4.0 5.0 5.0

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		survival psychology, and physical fitness also included.		
LET144	Detention Officer Field Training	Field training procedures for the detention facility officer. Includes officer communication, safety, and security as well as procedures for handling emergency situations in the detention facility. Also covers Order of Protection, Injunction against Harassment, and visitation responsibilities.	Prerequisites: Permission of Department or Division.	L+L 2.0 3.0 3.0
LET146	Officer Survival	Overview of skills and techniques for officer survival. Tactical thinking, critical incident stress, entry techniques and emergency plans as well as basic high risk traffic stops and search warrants covered. Limitations of the mind and body in a crisis also covered	Prerequisites: None.	LEC 1.0 1.0 1.0
LET148	Detention Officer Field Training Lab	Application of field training procedures for the detention facility officer. Includes communication and documentation requirements as well as officer safety in the tower and on the floor. Also covers procedures for handling emergency situations and management of special populations within the detention facility.	Prerequisites: Permission of Department or Division.	L+L 3.0 9.0 9.0
LET150	Firearms I	Overview of firearms usage. Covers firearms safety and nomenclature, basic firearms usage techniques, and firearms care and cleaning.	Prerequisites: Permission of Department or Division.	L+L 2.0 3.0 3.0

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LET151	Firearms II	Practical application of firearms usage. Covers loading and unloading ammunition, firearm safety, daytime and nighttime firing techniques and shooting positions. Emphasis on qualification courses.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: LET150.	L+L 2.0 2.0 2.0
LET152	Tactical Weapons	Practical application of tactical weapons procedures. Emphasis on handgun and rifle techniques in addition to impact weapon targets, use of force, and taser operation. Includes techniques for engaging suspects, advanced simunitions, and high threat vehicle engagement.	Prerequisites: Permission of Department or Division.	L+L 4.0 6.0 6.0
LET155	General Instructor Certification	Designed to aid persons responsible for training in the workplace. Emphasis on motivating the adult learner, systematic training, planning, and evaluating performance	Prerequisites: None.	LEC 3.0 3.0 3.0
LET160	Correctional System Ethics and Professionalism	Overview of policies and guidelines with respect to professionalism and ethics in the correctional system. Includes workforce diversity, staff-inmate relations, and harassment issues. Also covers the definition of ethics and the basis for ethical decision making	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0
LET162	Introduction to Inmate Management	Effective inmate management techniques. Includes components of effective management and use of officer discretion. Criminal justice system also covered. Procedures for dealing with inmate discipline and	Prerequisites: Permission of Department or Division.	LEC 3.0 3.0 3.0

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		classification, grievances, and use of force determinations.		
LET164	Correctional Information Systems	Overview of policies and guidelines for professional and effective distribution of information within the correctional system, including regulations governing two-way radio operation and use of a field notebook	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0
LET166	Correction Officers Safety and Weapons Training	Basic shooting principles of the weapons used by correctional officers. Includes nomenclature, handling, loading and firing of the service handgun, shotgun, and 37mm gas gun. Lawful use of chemical agents including identification, coding, delivery and decontamination procedures.	Prerequisites: Permission of Department or Division.	L+L 2.0 4.0 4.0
LET167	Correctional Sergeant Leadership	Examination of leadership skills, duties and responsibilities, and procedures for sergeants in correctional facilities. Includes leading and creating an environment that motivates employees, effective communication, professionalism, and staffing/roster management procedures. Also covers procedures for the Incident Command System (ICS), Designated Area Response Team (DART), and performance evaluations for correctional employees.	Prerequisites: Permission of Department or Division.	LEC 2.0 2.0 2.0

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LET168	Inmate Security Procedures I	Procedures for dealing with inmate security. Includes progressive behavior control and protective custody. Inmate count, personal property inventory, mail handling procedures, and cell extraction procedures also covered.	Prerequisites: Permission of Department or Division.	LEC 2.0 2.0 2.0
LET169	Inmate Security Procedures II	Security procedures for handling inmates. Covers searches, contraband, monitoring of inmates and perimeter checks. Transportation of inmates, use of restraints and driving skills including preventable collisions included.	Prerequisites: A grade of C or better in LET168 or Corequisites: LET168.	L+L 3.0 4.0 4.0
LET170	Security, Custody and Control Procedures	Procedures for maintaining security and control within a correctional institution. Includes custody levels, roles of staff, and essential components with regards to span-of-control. Also covers procedures for dealing with crime scene management, fires, and emergency situations.	Prerequisites: Permission of Department or Division.	LEC 2.0 2.0 2.0
LET172	Conflict and Crisis Management	Conflict and crisis management techniques for correctional institutions. Effecting positive, non-forceful resolutions to potentially violent situations. Emphasis on officer and inmate safety	Prerequisites: Permission of Department or Division.	LEC 2.0 2.0 2.0
LET173	Introduction to Leadership in Public Safety	Introduction to leadership in the field of public safety. Covers stages of adult human development, generational differences, and characteristics of effective leaders. Also includes	Prerequisites: None.	LEC 2.0 2.0 2.0

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		characteristics of leaders, including values, ethics, attitudes, behavior, and response techniques in addition to identification of personal strengths and determination of a personal leadership style.		
LET174	Organizational Culture and Leadership	Examination of organizational structure and its application to the field of public safety. Covers characteristics and principles of effective organizations, systems and process management, and phases of process building in addition to characteristics of a process enterprise. Also includes levels of leadership and characteristics, ethical considerations, restrictions, and best behaviors of each.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: LET173.	LEC 3.0 3.0 3.0
LET175	Public Safety Leadership Capstone	Completion and professional presentation of a formal staff study in the field of public safety, including steps for problem identification, research, and analyzing and reporting of information.	Prerequisites: A grade of C or better in LET174.	LAB 1.0 3.0 3.0
LET176	Medical and Mental Health	Responsibilities of the correctional system staff with regards to medical and mental health of inmates. Includes basic first aid, basic life support, and supervision and care for mentally ill and impaired inmates. Also includes drug and substance abuse and communicable disease control.	Prerequisites: Permission of Department or Division.	LEC 2.0 2.0 2.0

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LET178	Physical Fitness and Self Defense Training	Physical and self defense training for correctional officers. Emphasis on aerobic power, muscular strength, endurance, and flexibility. Includes necessary and legal self defense along with techniques for protection of self and others in physical confrontations. Also includes training guidelines, safety issues and the benefits of good physical fitness.	Prerequisites: Permission of Department or Division.	L+L 3.0 5.0 5.0
LET179	Highway Patrol Procedures	Overview of operational and response procedures for highway patrol operations. Covers pursuits, roadblocks, emergency response, and high risk stops in addition to incident command systems. Also includes overview of racially biased policing, sex trafficking indicators, and marijuana field testing.	Prerequisites: Permission of Department or Division.	LEC 3.0 3.0 3.0
LET180	Introduction to Computer Aided Dispatch	Introduction to computer aided dispatch. Covers techniques and procedures for emergency broadcast, including dispatch protocol, types of requests, and use of the dispatch panel. Also includes an overview of banking and vehicle security systems, the Incident Command System (ICS), and procedures for officer involved emergencies.	Prerequisites: None.	LEC 2.0 2.0 2.0
LET181	Emergency Communications Personnel	Duties and responsibilities of personnel within the emergency communications industry. Includes information operator and tactical	Prerequisites: None.	LEC 2.0 2.0 2.0

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		dispatcher responsibilities for handling various types of calls including priority one, hot calls and pursuits. Also covers split configuration communication.		
LET182	Emergency Communications Procedures	Practical application of emergency communications procedures. Includes dispatch functions, protocol and techniques, Incident Command system (ICS) implementation, and information officer and dispatcher responsibilities. In addition to basic dispatch procedures, covers queries, pursuits, priority one calls, hot calls, all calls, and high-risk situations and procedures. Radio dispatch card procedures also covered.	Prerequisites: None.	L+L 3.0 9.0 9.0
LET183	Transportation Law	Transportation law provisions. Covers Arizona Revised Statute (ARS) Title 28, drug transportation, and contraband as well as civil and criminal traffic laws. Traffic offenses, violation name, and classification included.	Permission of Department or Division.	LEC 1.0 1.0 1.0
LET184	Introduction to 911 Call Basics	Overview of basics for processing 911 calls. Covers communications terminology, abbreviations and codes as well as various police systems. Also includes location systems including numbering, point of origin, freeway structure, various maps and city codes.	Prerequisites: None.	LEC 3.0 3.0 3.0
LET185	911 Policies and Procedures	Policies and procedures for completing 911 calls. Includes the	Prerequisites: None.	L+L 3.0 5.0 5.0

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		National Incident Management System (NIMS), Incident Command System (ICS) and the use of an incident action plan. Also covers the purpose and use of radio codes, the online crime reporting website, and call signs. Alarm call types, prioritization, reporting, and cancellation procedures also covered.		
LET186	Specialized 911 Call Procedures	Procedures for managing specific emergency situations. Includes goals and procedures for handling barricaded suspect calls, active shooter situations and officer involved emergencies. Also covers Critical Incident Stress Management (CISM) resources and the impact of emotional labor.	Prerequisites: None.	L+L 3.0 5.0 5.0
LET195	Proficiency Skills for Fire Investigators	Proficiency skills required of the fire investigator. Includes physical conditioning and wellness as well as defensive tactics and vehicle operations.	Prerequisites: Permission of Department or Division.	L+L 2.0 4.0 4.0
LET196	Patrol Procedures for Fire Investigators	Patrol and off-duty responsibilities procedures for fire investigators. Includes domestic violence authority as well as priorities for handling crimes in progress. Also covers communication procedures and restrictions.	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0
LET197	Firearms for Fire Investigators	Firearms training for the fire investigator. Includes firearm safety and procedures, including daytime and	Prerequisites: Permission of Department or Division.	L+L 2.0 4.0 4.0

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		nighttime firing techniques and shooting positions. Practical application in a field environment.		
LET198	Criminal Investigations for Fire Investigators	Overview of procedures for conducting special criminal investigations. Responsibilities of the fire investigator with regard to death investigations, and assault and burglary cases. Also covers gangs and gang activity in addition to narcotics and dangerous drug investigations.	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0
LET201	Physical Fitness Instructor Certification	Covers skills necessary to instruct and conduct physical fitness tests using the Cooper Institute for Aerobics Research standards and the Peace Officer Physical Aptitude Test (POPAT) standards. Also covers basics of human anatomy, strength training and aerobic conditioning as well as nutrition and prevention of injuries.	Prerequisites: Permission of Department or Division.	LEC 3.0 3.0 3.0
LET225	Criminal Investigations Certification	Police Detective Training. Emphasis on investigations, search and seizure, legal aspects of interview and interrogation, report writing, case management, and field problem scenarios.	Prerequisites: Must be a certified police officer or have permission of Department or Division.	LEC 6.0 6.0 6.0
LET225AA	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: Must be a certified police officer or have permission of Department or Division.	LEC 1.0 1.0 1.0

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LET225AB	Criminal Investigations Certification II	Review of laws regarding search and seizure. Updated information regarding new laws as they apply to search and seizure.	Prerequisites: Must be a certified police officer or have permission of Department or Division.	LEC 1.0 1.0 1.0
LET225AC	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: Must be a certified police officer or have permission of Department or Division.	LEC 1.0 1.0 1.0
LET225AD	Criminal Investigations Certification IV	Emphases on 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: Must be a certified police officer or have permission of Department or Division.	LEC 1.0 1.0 1.0
LET225AE	Criminal Investigations Certification V	Overview of the criminal investigators role in preparing case documents for submittal to the attorney and to prepare for trial.	Prerequisites: Must be a certified police officer or have permission of Department or Division.	LEC 0.5 0.5 0.5
LET225AF	Criminal Investigations Certification VI	Various types of electronic evidence and the procedures required to be submitted to the court for prosecution.	Prerequisites: Must be a certified police officer or have permission of Department or Division.	LEC 0.5 0.5 0.5
LET225AG	Criminal Investigations Certification VII	This course is a summative culmination of the investigator courses. Students will assume the investigator's role in a crime scene scenario, securing a crime scene,	Prerequisites: A grade of C or better in LET225AA, LET225AB, LET225AC,	LEC 1.0 1.0 1.0

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		processing evidence, preparing documentation, and submit a case for trial.	LET225AD, LET225AE, and LET225AF.	
LET226	Arrest and Defense Tactics Instructor Training	Techniques for instructing students in arrest and defense tactics. Includes approaching suspects, use of equipment, and officer responsibilities as well as handcuffing and transporting prisoners. Use of force and liability issues, pressure points and impact weapons also covered. Close Quarter Crisis Management and psychological factors emphasized	Prerequisites: Permission of Department or Division.	LEC 6.0 6.0 6.0
LET229	High Risk Situations/Instructor Training	Techniques for instructing students in high risk/known risk situations. Includes pre-stop procedures, primary and back-up officer responsibilities, suspect removal, and vehicle positioning	Prerequisites: None.	LEC 2.0 2.0 2.0
LET243	Search Warrant Preparation	Overview of statutes, constitutional requirements, and case law covering searches, seizures, and detentions relative to the search warrant process. Includes procedures and tactical considerations for obtaining and serving search warrants. Also covers review and documentation of probable cause related to property, persons, and drug-related crimes within a search warrant affidavit as well as search warrant draft procedures.	Prerequisites: Must be Law Enforcement personnel or have permission of Instructor.	L+L 6.0 6.0 6.0

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LET250	DUI Detection	Overview of alcohol-related DUI enforcement and general deterrence, DUI detection and description techniques, legal statutes, Standardized Field Sobriety Test (SFST's) procedures, DUI arrest process, report writing, courtroom testimony techniques and drug detention techniques.	Prerequisites: Permission of Department or Division.	LEC 2.0 2.0 2.0
LET254	Criminal Investigations Detective I	Advanced training designed to prepare law enforcement officers for transition into investigator positions. Includes Criminal Investigations Division (CID) goals and expectations, the scouting mission techniques and resources, operational plan components and development, and a review of professional writing skills for report writing, in addition to procedures for surveillance. Also covers procedures for preparing and serving search warrants, handling digital evidence, and working human trafficking and smuggling cases.	Prerequisites: Permission of Department or Division.	LEC 3.0 3.0 3.0
LET255	Criminal Investigations Detective II	Further advanced training designed to prepare law enforcement officers for transition into investigator positions. Includes Department of Public Safety (DPS) Criminal Investigations Division (CID) policies and procedures, the intelligence mission and cycle, crime scene management and processing, in addition to open	Prerequisites: A grade of C or better in LET254.	LEC 3.0 3.0 3.0

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		source intelligence applications and resources. Also covers procedures for handling informants, interview and interrogation, and courtroom/trial preparation.		
LET256	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 or Division.	LEC 5.0 5.0 5.0
LET256AA	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.	LEC 3.0 3.0 3.0
LET260	Traffic Accident Investigation	Overview of accident investigation techniques and reports. Physical evidence on the roadway and from the vehicle, human factors and reaction times, measurement and calculations emphasized. Also includes felony collision investigation.	Prerequisites: Permission of Department or Division.	LEC 3.0 3.0 3.0
LET262	Active Shooter Procedures	Procedures for response and mitigation of active shooter/active homicide events. Includes policies for decision making, use of appropriate force, tactics for responding to active shooter events, basic structure clearing techniques, and Tactical Combat	Prerequisites: Permission of Department or Division.	L+L 2.0 3.0 3.0

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		Casualty Care (TCCC) as well as opportunities for reality-based training.		
LET279AA	Field Training: Phase I	Introduction to the Field Training Program. Overview of standards for officers in training. Also includes vehicle inspection, traffic stops, writing citations, and field interview cards. Use of the radio and Mobil Data Terminal (MDT) covered. Integration of radio and MDT use while driving patrol emphasized.	Prerequisites: Permission of Department or Division.	L+L 4.0 4.0 4.0
LET279AB	Field Training: Phase II	Field training communication skills. Procedures for interview and interrogation skills, as well as strategies for conflict resolution. Covers standards for effective report writing in addition to requirements for callback, arrest and field reports. Also includes procedures for completing bookings. Standards for officers in training also evaluated.	Prerequisites: Permission of Department or Division.	L+L 4.0 6.0 6.0
LET279AC	Field Training: Phase III	Continuation of field training. Procedures in arrest of suspects driving under the influence (DUI) and for investigating accidents emphasized. Standards for officers in training also evaluated.	Prerequisites: Permission of Department or Division.	L+L 5.0 5.0 5.0
LET279AD	Field Training: Phase IV	Culmination of field training. Self initiated field activity, 'On-view' cases emphasized. Integration of recognizing activity that is suspicious in nature or illegal and appropriate	Prerequisites: Permission of Department or Division.	L+L 4.0 6.0 6.0

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		action. Standards for officers in training also evaluated.		
MAE296WA	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 COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
MAE296WB	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 COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 2.0 10.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
MAE296WC	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 <b>COMMON COMPETENCY COURSE</b>	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor <b>Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.</b>	LAB 3.0 15.0 0.0
MAE296WD	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 <b>COMMON COMPETENCY COURSE</b>	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 4.0 20.0 0.0

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			instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
MAE298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
MAE298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
MAE298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
MAS101	Introduction to Medical Assisting	Introduction to professional skills required in the field of medical assisting. Development of professional behaviors and expectations; in addition to but not limited to communication and mathematical calculations used.	Prerequisites: Acceptance into the Medical Assisting program.	LEC 2.0 2.0 2.0
MAS102	Fundamentals of Administrative Medical Assisting	Explores fundamental administrative procedures in ambulatory healthcare settings, such as appointment scheduling, telephone etiquette, and patient rights. Emphasis on a basic understanding of medical law and ethics and Health Insurance Portability and Accountability Act (HIPAA) regulations. Provides a basic overview of insurance, coding, billing, and	Prerequisites: A grade of C or better in MAS101 and permission of Program Director.	LEC 6.0 6.0 6.0

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		electronic health records (EHR) as they relate to medical assisting.		
MAS103	Basic Anatomy, Physiology, and Medical Terminology	Provides a brief overview of medical terminology, anatomy, physiology, and pathophysiology of body systems as they relate to medical assisting. This course will also explore basic nutrition and health as it relates to pathophysiology.	Prerequisites: A grade of C or better in MAS101.	LEC 6.0 6.0 6.0
MAS104	Medical Administrative Assisting Practicum	Students will apply the medical administrative concepts learned in previous program courses.	Prerequisites: A grade of C or better in MAS103.	LAB 4.0 4.0 4.0
MAS127	Administrative Procedures and Processes	Brief overview provided of administrative procedures as they apply to insurance, coding, billing and electronic health records (EHR).	Prerequisites: Acceptance into the Medical Assisting program and permission of Program Director or Instructor.	L+L 3.0 3.0 3.0
MAS201	Fundamentals of Clinical Medical Assisting	Provides a foundation for clinical lab skills related to medical assisting. This hands-on course will explore surgical procedures, vital signs, sterilization, electrocardiogram (EKG), and emergency situations in the ambulatory setting. Includes a review of the steps involved in basic first aid and healthcare provider cardiopulmonary resuscitation (CPR).	Prerequisites: A grade of C or better in MAS104.	L+L 6.0 7.5 7.5
MAS202	Laboratory Testing in Ambulatory Healthcare Settings	Introduction to basic Point of Care Testing (POCT), specimen collection, and handling. Theory and practice of basic phlebotomy and application of fundamental phlebotomy procedures	Prerequisites: A grade of C or better in MAS201.	L+L 6.0 7.5 7.5

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		and techniques in a clinical ambulatory healthcare setting.		
MAS203	Medical Assisting Pharmacology	Explores principles of basic pharmacology and medication administration. Focus on responsibility and appropriate medication protocols as they relate to medical assisting.	Prerequisites: A grade of C or better in MAS201 and MAS202.	L+L 6.0 7.5 7.5
MAS204	Clinical Medical Assisting Practicum	Application of clinical medical assisting concepts while interacting with patients at a clinical practicum site.	Prerequisites: A grade of C or better in MAS203.	LAB 4.0 9.0 9.0
MAS205	Medical Assisting Program Review	Prepares students to apply for the clinical credentialing examination and for entry into the medical assisting industry.	Prerequisites: A grade of C or better in MAS203.	LEC 2.0 2.0 2.0
MAT051	Number Sense I	Primary emphasis on conceptual understanding of whole numbers, integers and mathematical operations. Use systems of measure and Pythagorean Theorem. Focus on mathematical language, connections, patterns and reasoning.	Prerequisites: None.	LEC 1.0 1.0 1.0
MAT052	Number Sense II	Primary emphasis on conceptual understanding of decimals and fractions, and decimal and fraction addition and subtraction. Solving problems involving decimals and fractions. Focus on mathematical language, connections, patterns and reasoning.	Prerequisites: A grade of C or better in MAT051, OR an appropriate district placement.	LEC 1.0 1.0 1.0
MAT053	Multiplicative and Proportional Reasoning	Primary emphasis on conceptual understanding of decimals and	Prerequisites: A grade of C or better in each of	LEC 1.0 1.0 1.0

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		fractions, and decimal and fraction multiplication and division. Solving problems involving decimals, fractions, and percentages. Focus on additive and multiplicative reasoning including proportionality and similarity.	the following courses: (MAT051 and MAT052), OR an appropriate district placement.	
MAT055	Algebraic Structures	Emphasis on meanings related to variable, equality, inequality, equivalence. The use of additive and multiplicative reasoning in solving linear equations and inequalities in one variable. Validation of solution(s) through a reasonable mathematical defense. Transfer and apply knowledge through a process of sense making and reasonableness in mathematical problems and practical application situations.	Prerequisites: A grade of C or better in each of the following courses: (MAT051 and MAT052 and MAT053), OR a grade of C or better for (MAT081 or MAT082 or MAT083 or MAT085 or MAT089), OR an appropriate district placement.	LEC 1.0 1.0 1.0
MAT056	Functions I	Recognize patterns and organize data to represent situations where output is related to input. Understand the concept of function and be able to represent functions in multiple ways, including tables, algebraic rules, graphs and contextual situations, and make connections among these representations.	Prerequisites: A grade of C or better in each of the following courses: (MAT051 and MAT052 and MAT053 and MAT055), OR a grade of C or better in (MAT055 and (MAT081 or MAT082 or MAT083 or MAT085 or MAT089)), OR an appropriate district placement.	LEC 1.0 1.0 1.0

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MAT057	Functions II	Read, represent, and interpret linear function relationships numerically, analytically, graphically and verbally and connect the different representations. Model and solve real world problems involving constant rate of change.	Prerequisites: A grade of C or better in each of the following courses: (MAT051 and MAT052 and MAT053 and MAT055 and MAT056), OR a grade of C or better in (MAT055 and MAT056 and (MAT081 or MAT082 or MAT083 or MAT085 or MAT089)), OR an appropriate district placement.	LEC 1.0 1.0 1.0
MAT081	Basic Arithmetic	Primary emphasis on conceptual understanding of and solving problems involving whole numbers, integers, mathematical operations, decimals, decimal operations, fractions, percentages, angles and geometric figures. Use of systems of measure, similarity, proportionality and the Pythagorean theorem. Focus on mathematical language, connections, patterns and reasoning, and additive and multiplicative reasoning.	Prerequisites: None.	LEC 4.0 4.0 4.0
MAT082	Basic Arithmetic	Primary emphasis on conceptual understanding of and solving problems involving whole numbers, integers, mathematical operations, decimals, decimal operations,	Prerequisites: None.	LEC 3.0 3.0 3.0

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		fractions, percentages, angles and geometric figures. Use of systems of measure, similarity, proportionality and the Pythagorean theorem. Focus on mathematical language, connections, patterns and reasoning, and additive and multiplicative reasoning.		
MAT085	Basic Arithmetic/College Mathematics Prep	Primary emphasis on conceptual understanding of and solving problems involving whole numbers, integers, mathematical operations, decimals, decimal operations, fractions, percentages, angles and geometric figures. Use of systems of measure, similarity, proportionality and the Pythagorean theorem. Focus on mathematical language, connections, patterns and reasoning, and additive and multiplicative reasoning.	Prerequisites: None.	LEC 5.0 5.0 5.0
MAT090	Introductory Algebra	Emphasis on meanings related to variable, equality, inequality, equivalence. The use of additive and multiplicative reasoning in solving linear equations and inequalities in one variable. Validation of solution(s) through a reasonable mathematical defense. Transfer and apply knowledge through a process of sense making and reasonableness in mathematical problems and practical application situations. Recognize	Prerequisites: A grade of C or better in each of the following courses: (MAT051 and MAT052 and MAT053), OR a grade of C or better in (MAT081 or MAT082 or MAT083 or MAT085 or MAT089), OR an appropriate district placement.	LEC 5.0 5.0 5.0

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		<p>patterns and organize data to represent situations where output is related to input. Understand the concept of function and be able to represent functions in multiple ways, including tables, algebraic rules, graphs and contextual situations, and make connections among these representations. Read, represent, and interpret linear function relationships numerically, analytically, graphically and verbally and connect the different representations. Model and solve real world problems involving constant rate of change.</p>		
MAT091	Introductory Algebra	<p>Emphasis on meanings related to variable, equality, inequality, equivalence. The use of additive and multiplicative reasoning in solving linear equations and inequalities in one variable. Validation of solution(s) through a reasonable mathematical defense. Transfer and apply knowledge through a process of sense making and reasonableness in mathematical problems and practical application situations. Recognize patterns and organize data to represent situations where output is related to input. Understand the concept of function and be able to represent functions in multiple ways, including tables, algebraic rules, graphs and</p>	<p>Prerequisites: A grade of C or better in each of the following courses: (MAT051 and MAT052 and MAT053), OR a grade of C or better in (MAT081 or MAT082 or MAT083 or MAT085 or MAT089), OR an appropriate district placement.</p>	LEC 4.0 4.0 4.0

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		contextual situations, and make connections among these representations. Read, represent, and interpret linear function relationships numerically, analytically, graphically and verbally and connect the different representations. Model and solve real world problems involving constant rate of change.		
MAT092	Introductory Algebra	Emphasis on meanings related to variable, equality, inequality, equivalence. The use of additive and multiplicative reasoning in solving linear equations and inequalities in one variable. Validation of solution(s) through a reasonable mathematical defense. Transfer and apply knowledge through a process of sense making and reasonableness in mathematical problems and practical application situations. Recognize patterns and organize data to represent situations where output is related to input. Understand the concept of function and be able to represent functions in multiple ways, including tables, algebraic rules, graphs and contextual situations, and make connections among these representations. Read, represent, and interpret linear function relationships numerically, analytically, graphically and verbally and connect the different	Prerequisites: A grade of C or better in each of the following courses: (MAT051 and MAT052 and MAT053), OR a grade of C or better in (MAT081 or MAT082 or MAT083 or MAT085 or MAT089), OR an appropriate district placement.	LEC 3.0 3.0 3.0

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		representations. Model and solve real world problems involving constant rate of change.		
MAT095	Introductory Algebra/College Algebra Prep	Emphasis on meanings related to variable, equality, inequality, equivalence. The use of additive and multiplicative reasoning in solving linear equations and inequalities in one variable. Validation of solution(s) through a reasonable mathematical defense. Transfer and apply knowledge through a process of sense making and reasonableness in mathematical problems and practical application situations. Recognize patterns and organize data to represent situations where output is related to input. Understand the concept of function and be able to represent functions in multiple ways, including tables, algebraic rules, graphs and contextual situations, and make connections among these representations. Read, represent, and interpret linear function relationships numerically, analytically, graphically and verbally, and connect the different representations. Model and solve real world problems involving constant rate of change.	Prerequisites: None.	LEC 5.0 5.0 5.0
MAT096	Introductory Algebra/College Algebra Prep	Emphasis on meanings related to variable, equality, inequality, equivalence. The use of additive and	Prerequisites: None.	LEC 6.0 6.0 6.0

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		<p>multiplicative reasoning in solving linear equations and inequalities in one variable. Validation of solution(s) through a reasonable mathematical defense. Transfer and apply knowledge through a process of sense making and reasonableness in mathematical problems and practical application situations. Recognize patterns and organize data to represent situations where output is related to input. Understand the concept of function and be able to represent functions in multiple ways, including tables, algebraic rules, graphs and contextual situations, and make connections among these representations. Read, represent, and interpret linear function relationships numerically, analytically, graphically and verbally and connect the different representations. Model and solve real world problems involving constant rate of change.</p>		
MAT103	College Mathematics Prep	<p>Foundational knowledge of topics necessary for success in College Mathematics. Emphasis on understanding mathematical concepts and their applications. Topics include number sense, proportional reasoning, numerical and algebraic expressions, linear equations, and representations of data.</p>	Prerequisites: None.	LEC 3.0 3.0 3.0

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MAT108	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: (MAT150 or MAT151 or MAT151AA or MAT151AB or MAT151AC or MAT151AD or MAT152 or MAT155 or MAT156), OR any lower numbered MAT class, OR permission of Department/Division Chair.	LEC 2.0 2.0 2.0
MAT108AA	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: (MAT150 or MAT151 or MAT151AA or MAT151AB or MAT151AC or MAT151AD or MAT152 or MAT155 or MAT156), OR any lower numbered MAT class, OR permission of Department/Division Chair.	LEC 1.0 1.0 1.0
MAT112	Mathematical Concepts and Applications	A problem solving approach to mathematics as it applies to real-life situations. Development, use and communication of mathematical concepts and applications that relate to measurement, percentage, practical	Prerequisites: None.	LEC 3.0 3.0 3.0

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		geometry, statistics, finance, and unit conversions.		
MAT114	College Algebra Prep	Proper use of function notation, average rate of change of functions, and evaluating arithmetic and algebraic expressions. Analysis of linear and quadratic equations, and their applications; graphs of linear and quadratic functions; operations on polynomial expressions.	Prerequisites: None.	LEC 4.0 4.0 4.0
MAT115	College Algebra Prep	Proper use of function notation, average rate of change of functions, and evaluating arithmetic and algebraic expressions. Analysis of linear and quadratic equations, and their applications; graphs of linear and quadratic functions; operations on polynomial expressions.	Prerequisites: None.	LEC 5.0 5.0 5.0
MAT120	Intermediate Algebra	Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions; operations on polynomial, rational, and radical expressions.	Prerequisites: A grade of C or better in each of the following courses: (MAT055 and MAT056 and MAT057), OR a grade of C or better in (MAT090 or MAT091 or MAT092 or MAT095 or MAT096), OR an appropriate district placement.	LEC 5.0 5.0 5.0
MAT121	Intermediate Algebra	Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions;	Prerequisites: A grade of C or better in each of the following courses: (MAT055 and MAT056	LEC 4.0 4.0 4.0

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		operations on polynomial, rational, and radical expressions.	and MAT057), OR a grade of C or better in (MAT090 or MAT091 or MAT092 or MAT095 or MAT096), OR an appropriate district placement.	
MAT122	Intermediate Algebra	Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions; operations on polynomial, rational, and radical expressions.	Prerequisites: A grade of B or better in each of the following courses: (MAT055 and MAT056 and MAT057), OR a grade of B or better in (MAT090 or MAT091 or MAT092 or MAT095 or MAT096), OR an appropriate district placement.	LEC 3.0 3.0 3.0
MAT126	Intermediate Algebra with Review	Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions; operations on polynomial, rational, and radical expressions.	Prerequisites: None.	LEC 6.0 6.0 6.0
MAT140	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 proportional reasoning, modeling, finance, probability, and statistics.	Prerequisites: An appropriate District placement or a grade of C or better in (MAT052, MAT053 and MAT055), or (MAT055, MAT056 and MAT057) or MAT085 or MAT09+	LEC 5.0 5.0 5.0

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			or MAT103 or MAT114 or MAT115 or MAT12+.	
MAT141	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 proportional reasoning, modeling, finance, probability, and statistics.	Prerequisites: An appropriate District placement or a grade of C or better in (MAT052, MAT053 and MAT055) or (MAT055, MAT056 and MAT057) or MAT085 or MAT09+ or MAT103 or MAT114 or MAT115 or MAT12+.	LEC 4.0 4.0 4.0
MAT142	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 proportional reasoning, modeling, finance, probability, and statistics.	Prerequisites: An appropriate District placement or a grade of C or better in (MAT052, MAT053 and MAT055) or (MAT055, MAT056 and MAT057) or MAT085 or MAT09+ or MAT103 or MAT114 or MAT115 or MAT12+.	LEC 3.0 3.0 3.0
MAT145	College Mathematics with Review	Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include proportional reasoning, modeling,	Prerequisites: None.	LEC 5.0 5.0 5.0

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		finance, probability, and statistics, along with review of arithmetic and introductory algebra, as needed.		
MAT146	College Mathematics with Review	Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include proportional reasoning, modeling, finance, probability, and statistics, along with review of arithmetic and introductory algebra, as needed.	Prerequisites: None.	LEC 6.0 6.0 6.0
MAT150	College Algebra/Functions	Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems.	Prerequisites: A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, OR an appropriate district placement for MAT15+, OR permission of Department or Division Chair.	LEC 5.0 5.0 5.0
MAT151	College Algebra/Functions	Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems.	Prerequisites: A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, OR an appropriate district placement for MAT15+, OR permission of	LEC 4.0 4.0 4.0

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			Department or Division Chair.	
MAT152	College Algebra/Functions	Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems.	Prerequisites: A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, OR an appropriate district placement for MAT15+, OR permission of Department or Division Chair.	LEC 3.0 3.0 3.0
MAT155	College Algebra/Functions with Review	Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems.	Prerequisites: A grade of C or better in (MAT055, MAT056, and MAT057), or MAT09+, or MAT114, or MAT115, or an appropriate district placement for MAT120 or MAT121 or MAT122, or permission of Department/Division Chair.	LEC 5.0 5.0 5.0
MAT156	College Algebra/Functions with Review	Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices,	Prerequisites: A grade of C or better in each of the following: (MAT055, MAT056, and MAT057), OR MAT09+ or MAT114 or MAT115, OR an appropriate district	LEC 6.0 6.0 6.0

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		and modeling and solving real world problems, along with review of intermediate algebra, as needed.	placement for MAT120 or MAT121 or MAT122, OR permission of Department or Division Chair.	
MAT172	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: A grade of C or better in (MAT150 or MAT151 or MAT151AA or MAT151AB or MAT151AC or MAT151AD or MAT152 or MAT155 or MAT156), OR MAT187, OR an appropriate district placement.	LEC 3.0 3.0 3.0
MAT182	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: A grade of C or better in (MAT150 or MAT151 or MAT151AA or MAT151AB or MAT151AC or MAT151AD or MAT152 or MAT155 or MAT156), OR an appropriate district placement. Corequisites: (MAT150 or MAT151 or MAT151AA or MAT151AB or	LEC 3.0 3.0 3.0

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			MAT151AC or MAT151AD or MAT152 or MAT155 or MAT156).	
MAT187	Precalculus	A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus.	Prerequisites: A Grade of B or better in (MAT120 or MAT121 or MAT122 or MAT122AA or MAT122AB or MAT122AC or MAT126), OR an appropriate district placement.	LEC 5.0 5.0 5.0
MAT206	Elements of Statistics	Basic concepts and applications of statistics, including data description, estimation and hypothesis tests.	Prerequisites: A grade of C or better in MAT14+, or MAT15+, or MAT187, or equivalent, or an appropriate District placement, or permission of Department/Division Chair.	LEC 3.0 3.0 3.0
MAT212	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: A grade of C or better in MAT15+, or MAT187, or an appropriate District placement.	LEC 3.0 3.0 3.0
MAT213	Brief Calculus	Introduction to the theory, techniques, and applications of the differential and integral calculus of functions with	Prerequisites: A grade of C or better in MAT15+, or MAT187,	LEC 4.0 4.0 4.0

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		problems related to business, life, and the social sciences.	or an appropriate District placement.	
MAT217	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: A grade of C or better in MAT212, or MAT213, or MAT220, or MAT221.	LEC 3.0 3.0 3.0
MAT218	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: A grade of C or better in MAT212, or MAT213, or MAT220, or MAT221.	LEC 4.0 4.0 4.0
MAT220	Calculus with Analytic Geometry I	Limits, continuity, differential and integral calculus of functions of one variable.	Prerequisites: A grade of C or better in (MAT182 and MAT15+), or MAT187, or an appropriate District placement.	LEC 5.0 5.0 5.0
MAT221	Calculus with Analytic Geometry I	Limits, continuity, differential and integral calculus of functions of one variable.	Prerequisites: A grade of C or better in (MAT182 and MAT15+), or MAT187, or an appropriate District placement.	LEC 4.0 4.0 4.0
MAT225	Elementary Linear Algebra	Introduction to matrices, systems of linear equations, determinants, vector spaces, linear transformations and eigenvalues. Emphasizes the development of computational skills.	Prerequisites: A grade of C or better in MAT212 or MAT213 or MAT220 or MAT221, or equivalent.	LEC 3.0 3.0 3.0

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MAT227	Discrete Mathematical Structures	Course emphasizes discrete mathematics connections to computer science by exposing students to foundational concepts of set theory, logic, counting, induction, proof techniques, graph theory, and algorithms.	Prerequisites: A grade of C or better in MAT212, or MAT213, or MAT220, or MAT221, or permission of Department or Division Chair.	LEC 3.0 3.0 3.0
MAT230	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: A grade of C or better in MAT220 or MAT221 or equivalent.	LEC 5.0 5.0 5.0
MAT231	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: A grade of C or better in MAT220 or MAT221 or equivalent.	LEC 4.0 4.0 4.0
MAT240	Calculus with Analytic Geometry III	Multivariate calculus including vectors, vector- valued functions, partial differentiation, multiple integration, and an introduction to vector fields.	Prerequisites: A grade of C or better in Grade of C or better in MAT230 or MAT231.	LEC 5.0 5.0 5.0
MAT241	Calculus with Analytic Geometry III	Multivariate calculus including vectors, vector- valued functions, partial differentiation, multiple integration and an introduction to vector fields.	Prerequisites: A grade of C or better in MAT230 or MAT231.	LEC 4.0 4.0 4.0
MAT256	Investigating Quantity: Number, Operations and Numeration Systems	Explore number, numeration systems and operations on numbers. Techniques of problem solving with an emphasis on exploring a variety of	Prerequisites: A grade of C or better in (MAT15+ or higher), or (MAT12+ and	LEC 4.0 4.0 4.0

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		strategies. Use a variety of visualization techniques to develop a conceptual understanding of these topics.	MAT14+), or [MAT14+ and (MAT114 or MAT115)], or (MAT14+ and an appropriate District placement into MAT150, MAT151, or MAT152), or permission of Department/Division Chair.	
MAT257	Investigating Geometry, Probability and Statistics	Explores geometry, measurement, probability and statistics. Uses visualization, technologies, problem solving, reasoning and proof to develop a conceptual understanding of these topics.	Prerequisites: A grade of C or better in MAT256 or permission of Department/Division Chair.	LEC 4.0 4.0 4.0
MAT261	Differential Equations	Ordinary differential equations with applications including Laplace transforms with numerical methods.	Prerequisites: A grade of C or better in MAT230 or MAT231 or equivalent.	LEC 4.0 4.0 4.0
MAT276	Modern Differential Equations	Introduces differential equations, theoretical and practical solution techniques with applications. Problem solving using MATLAB.	Prerequisites: A grade of C or better in MAT230 or MAT231 or permission of Department/Division Chair.	LEC 4.0 4.0 4.0
MAT277	Modern Differential Equations	Introduces differential equations, theoretical and practical solution techniques with applications. Problem solving using MATLAB.	Prerequisites: A grade of C or better in MAT230 or MAT231 or permission of	LEC 3.0 3.0 3.0

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			Department/Division Chair.	
MAT282AA	Service-Learning Experience in Mathematics	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
MAT282AB	Service-Learning Experience in Mathematics	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
MAT282AC	Service-Learning Experience in Mathematics	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
MAT295	Special Topics in Mathematics	Conceptual and computational aspects of a special topic in modern mathematics.	Prerequisites: Permission of Department/Division Chair.	LEC 1.0 1.0 1.0
MAT296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0

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MAT296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
MAT296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 3.0 15.0 0.0

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			interest or with permission of Instructor.	
MAT296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
MAT298AA	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 Department/Division Chair.	LAB 1.0 1.0 0.0

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MAT298AB	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 Department/Division Chair.	LAB 2.0 2.0 0.0
MAT298AC	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 Department/Division Chair.	LAB 3.0 3.0 0.0
MBC100	Fundamentals of Medical Billing and Coding	Fundamentals in health care delivery, including career and labor market information, medical law and patients' rights, as well as health care worker responsibilities. Personal wellness covers nutrition, stress management, and exercise. Occupational Safety and Health Administration (OSHA) standards and facility safety.	Prerequisites: Admission into the Medical Billing and Coding program.	324

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		<p>Communication skills focus on teamwork in the health care setting, personal communications skills, and intercultural communication strategies. Medical terminology for health care workers uses a body systems approach to terms relating to structure and function. Medical terms are analyzed and built based on term parts, such as root words, suffixes, and prefixes; abbreviations are included. Clinical pathophysiology includes causes of disease and the impact on the human body. Diagnosis and treatment of diseases covers procedures and diagnostic tests. Pharmacology for allied health professionals covers chemical, generic, and trade or brand names of drugs. Routes of administration, regulations, classifications and categories of schedule drugs are covered, as well as abbreviations and symbols used in relation to drug administration and prescriptions.</p>		
MBC110	Medical Billing	<p>The introduction to medical billing and reimbursement focuses on an overview of the medical billing profession. Claims processing and billing guidelines are covered. Study of the major third-party payers, military carriers, as well as Medicare and Medicaid. Focuses on correct</p>	Prerequisites: MBC100.	110

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		<p>billing practices. Included are types of coverage offered, eligibility, and reimbursement methodologies. Actual medical claims processing with accuracy is learned for patients in the non-hospital setting. Management of claims to ensure confidentiality, data retention, and successful payment for services.</p>		
MBC120	Medical Coding	<p>ICD-10 diagnostic coding using the International Classification of Diseases, 10th revision, clinical modification. Use of appropriate guidelines and federal, state, and local compliance standards for coding diagnoses. Application of diagnostic codes for outpatient and ambulatory coding assignment. Introduction to current procedural terminology (CPT) from both facility and physician perspectives. General content, coding guidelines, and the role in healthcare reimbursement are covered. Coding of basic medical and surgical services including the use of modifiers. In-depth exposure to CPT coding, reimbursement trends, guidelines, and coding from physician documentation. Application of current evaluation and management documentation guidelines. Emphasis on surgical and diagnostic procedures. Appropriate assignment of CPT and healthcare</p>	Prerequisites: MBC100.	296

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		common procedural coding system (HCPCS).		
MBC130	Examination Review	Extensive, hands-on coding that prepares the student to register and sit for the national CPC (Certified Professional Coder) exam offered through the American Academy of Professional Coders (AAPC) to obtain certification for a medical coding career in an outpatient facility. Review of fundamental coding skills for an outpatient setting and knowledge and expertise in reviewing and assigning the correct ICD-10-CM, CPT, and HCPCS codes. Test taking techniques are included to optimize examination preparation. Timed practice exams are included in this course to simulate the actual CPC examination. The outcome will help the student determine his or her readiness for the national certification exam.	Prerequisites: MBC100 and MBC120.	45
MBC140	Computers in Medical Billing and Coding	Health record documentation for allied health professionals is an introduction to computer applications in health care settings. Students will use a simulation of an electronic health record (EHR) for billing, coding entry, and patient accounts. A basic review of federal, state, and organizational documentation guidelines is included, as well as legal and ethical issues	Prerequisites: MBC100, MBC110, MBC120, and MBC130 or permission of Program Director.	30

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		applicable to health information documentation and coding practices.		
MCO120	Media and Society	Study of historical and contemporary roles of media and its pervasiveness in society as it relates to culture, politics and education.	Prerequisites: A grade of C or better in ENG101 or ENG107.	LEC 3.0 3.0 3.0
MCO220	Cultural Diversity and the Media	Images of the diverse cultures and gender issues within the U.S. media. Exploration of racial and gender roles which shape the media as well as media roles which influence U.S. race relations and racial change. Roles, contributions, and challenges of the minority press in the United States.	Prerequisites: A grade of C or better in ENG101 or ENG107.	LEC 3.0 3.0 3.0
MCO296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0

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MCO296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
MCO296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 3.0 15.0 0.0

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			interest or with permission of Instructor.	
MCO296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
MCO298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		development. COMMON COMPETENCY COURSE		
MCO298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
MCO298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
MCP100	Basics of Meat Cutting	Fundamentals of meat department safety and sanitation. Introduction to power and hand tools, equipment breakdown and setup, meat	Prerequisites: None.	170

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		department operations, teamwork, and customer service.		
MCP101	Introduction to Meat Clerk	Introduction to the retail meat environment, weight conversions, meat processing, inventory control, basic knife skills, packaging, stocking, and merchandising skills. Emphasis on accuracy, quality, and productivity.	Prerequisite: None.	184
MCP103	Meat Fabrication	Reinforcement of skills for processing cuts of meat, including specialized cuts of meat. Course emphasizes sanitation, accuracy, quality, productivity, retail sales, and customer service.	Prerequisites: None.	225
MCP104	Merchandising	Advanced cutting, wrapping, weighing, and displaying retail cuts of meat. Topics include sanitation, accuracy, quality control, productivity, retail sales, and customer service.	Prerequisites: None.	225
MDC100	Medical Assisting Fundamentals	Overview of current health care professions, health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Basic communication skills which facilitate teamwork in the health care setting. Focus on	Prerequisites: Admission into the Medical Assistant program.	105

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		development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Medical terminology used in health care, with special care populations and in special services. Body systems approach to terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using word parts. Spelling of medical abbreviations, symbols, and terminology.		
MDC102	Medical Assisting Front Office	Application of basic pathophysiology and psychology of body systems as they relate to an entry-level health care professional's role. Principles and procedures for front office administrative skills. Application of insurance, coding and billing. Introduction to the electronic health record in the physician's office. Principles and procedures in using an office automated computerized system for entering patient information and tracking patient billing. Health Insurance Portability and Accountability Act (HIPAA) regulations, and security measures for electronic health records (EHR).	Prerequisites: MDC100	215

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MDC103	Introduction to Medical Assisting	<p>This course develops the foundation of healthcare through an understanding of anatomy and physiology, medical terminology and application of basic pathophysiology as it relates to an entry-level medical assisting. Medical terminology as it related to structures, functions, diseases, procedures, and diagnostic testing. Building and analyzing terms using word parts. Medical abbreviations, symbols and correct spelling and pronunciation. Basic first aid, CPR review, and emergency preparedness. Professionalism in healthcare to ensure students are ready to enter the professional workplace including etiquette, image, manners, communication, professional relationships, responsibility and accountability, respectfulness, patient privacy. Empathy, compassion and emotional maturity specific to the healthcare setting. Focus on development of personal and professional communication skills and an understanding of how effective communication skills promote teamwork. Additional focus on intercultural communication strategies.</p>	<p>Prerequisites: Program admission, and successful completion of RDG100 or higher or appropriate reading placement into CRE101.</p>	125
MDC104	Fundamentals of Administrative Medical Assisting	<p>This course explores fundamental administrative procedures in various</p>	<p>Prerequisites: MDC103.</p>	185

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		healthcare settings. Overview of the daily operations, principles and procedures for administrative skills including: medical record management, introduction to the electronic health record (EHR), and application of insurance, coding and billing. Basic administrative office policies, procedures, appointment scheduling, telephone etiquette, patient reception, financial practices, third party payers, health insurance, and basic understanding of medical billing and coding. Health organization structure, patient rights and quality care. Definition and importance of values, basic understanding of medical law and ethics. This course provides tools and strategies for gainful employment.		
MDC105	Fundamentals of Clinical Medical Assisting I	Overview of the daily operations, principles and procedures for clinical medical assisting, including: compliance with Occupational Safety and Health Administration (OSHA), the Centers for Disease Control and Prevention (CDC), and Clinical Laboratory Improvement Amendments (CLIA). Infection control practices including, proper disposal of biohazardous materials and sharps, aseptic handwashing, appropriate application of personal	Prerequisites: 1. MDC104 with a grade of C or better. 2. Submit current CPR/BLS Provider card (American Heart Association approved) and maintain current status throughout the externship(s). 3. Submit current Physician Clearance Form signed	115

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		protective equipment (PPE), blood borne pathogens, fomites, chain of infection, setting up and maintaining a sterile field, surgical instrument identification and sterilization, sterile techniques, and application of sterile gloves. Definition, application and importance of performing vital signs accurately (blood pressure, pulse, respirations, temperature, pulse oximetry, height and weight). Basic understanding of the fundamental concepts of nutrition and diet as they relate to human health and disease.	by a licensed healthcare provider.	
MDC106	Fundamentals of Clinical Medical Assisting II	This course explores all aspects of clinical medical assisting skills, concepts, and procedures in a simulated healthcare setting. Topics include medical specialty practices and basic point-of-care testing (POCT), specimen collection and handling while complying with state and federal government agencies. The course also explores principles and procedures for basic dosage calculation and medication administration specific to medical assisting. Theory and practice of basic phlebotomy procedures and equipment. This course prepares students for the medical assisting national credential examination, and	Prerequisites: MDC105.	205

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		provides tools and strategies for gainful employment.		
MDC110	Medical Assisting Back Office I	Fundamentals of microbial control. Methods of identification and response to emergencies in a medical office. Basic point-of-care testing in a clinical setting. Specimen collection and handling. Practice of basic phlebotomy and application of fundamental phlebotomy techniques in a clinical laboratory setting or health care environment. Compliance with Occupational Safety and Health Administration (OSHA), the United States Centers for Disease Control and Prevention (CDC), and Clinical Laboratory Improvement Amendments (CLIA).	Prerequisites: MDC102	188
MDC120	Medical Assisting Back Office II	Principles and procedures for administering medications. Principles, procedures, and methods of assisting clinicians with physical examinations, procedures, treatments, and minor surgical procedures in specialty medical offices. Entry-level training to professionally perform, process, and explain the electrocardiogram. Compliance with Occupational Safety and Health Administration (OSHA), the United States Centers for Disease Control and Prevention (CDC), and Clinical Laboratory Improvement Amendments (CLIA).	Prerequisites: MDC110.	162

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MDC130	Medical Assisting Practicum	<p>This course prepares and engages students in a practicum experience with an opportunity to apply both clinical and administrative skills and concepts which include the application of duties, procedures, and knowledge derived from program coursework.</p>	<p>Prerequisites: MDC106 with a grade of C or better or MDC120 with a P grade. To continue in the Medical Assisting program, the following must be completed prior to enrolling in this course: 1. Background check requirements in compliance with the Maricopa County Community College District Supplemental Background Check Policy. 2. Students also must provide a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students must maintain current fingerprint clearance throughout the externship(s). 3. Complete and submit the Allied Health Student Health and Safety Documentation Checklist, with included documentation 4. Students are responsible to meet the</p>	200
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			requirements of the background check, fingerprint clearance card, and health and safety documentation.	
MDL190	Clinical Laboratory Operations	<p>Overview of laboratory services, laboratory professionals, and the role of a medical laboratory technician (clinical laboratory technician). Understanding of health care reform, reimbursement, cost analysis, coding, credentialing, accreditation, and regulatory agencies. Emphasis on process improvement, laboratory mathematics, statistics, documentation, medico-legal implications, education, management and personnel, and specimen integrity. Application of pre-analytical, analytical, and post-analytical principles, infection control, and laboratory safety. Recognition of acceptable quality control and quality management principles, phlebotomy principles, and lab equipment, glassware, labware, and water purification. Includes information systems and information management in laboratories. Importance of professional growth, communicating with the patient and public, and ethical conduct.</p>	<p>Prerequisites: Acceptance into the Medical Laboratory Science program and permission of Program Director.</p>	LEC 2.0 2.0 2.0

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MDL240	Clinical Urinalysis and Body Fluid Analysis	Examines anatomy and physiology of the renal system, renal diseases, and renal function tests. Emphasis on interpretation, evaluation, and reporting of urinalysis and body fluid results, urine and body fluid collection techniques, types, specimen handling and preservation, and instrument calibration, maintenance, and quality control. Application of body fluid analyses, and chemical and microscopic analysis of urine.	Prerequisites: A grade of C or better in MDL190, acceptance into the Medical Laboratory Science program, and permission of the Program Director.	L+L 3.0 5.0 5.0
MDL241	Practicum: Clinical Urinalysis and Body Fluid Analysis	Practicum experience in clinical urinalysis and body fluid analysis based in healthcare facilities or reference laboratories. Assessment of anatomy and physiology of the renal system, renal diseases, and renal function tests. Performance of interpretation, evaluation, and reporting of urinalysis and body fluid results, urine and body fluid collection techniques, types, specimen handling and preservation, and instrument calibration, maintenance, and quality control. Performance of body fluid analyses and chemical and microscopic analysis of urine.	Prerequisites: A grade of C or better in MDL240, acceptance into the Medical Laboratory Science program, and permission of the Program Director.	LAB 1.0 6.0 0.0
MDL242	Clinical Hematology and Hemostasis	Examines the anatomy and physiology of the hematopoietic and hemostasis systems, hematology and hemostasis case studies, anemia categories, and thrombocyte, hemostatic, and	Prerequisites: A grade of C or better in MDL240, acceptance into the Medical Laboratory Science	L+L 6.0 9.0 9.0

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		<p>malignant and nonmalignant leukocyte disorders. Emphasis on interpreting, evaluating, and reporting hematology and hemostasis results, anticoagulant therapy, morphology, peripheral smear correlation with analyzer results and patient condition, erythrocyte indices, collection techniques, specimen handling, calibration, and quality control. Methods of analysis on hematology and hemostasis analyzers, and preventive maintenance.</p>	<p>program, and permission of the Program Director.</p>	
MDL243	<p>Practicum: Clinical Hematology and Hemostasis</p>	<p>Practicum experience in clinical hematology and hemostasis based in healthcare facilities or reference laboratories. Assessment of the anatomy and physiology of the hematopoietic and hemostasis systems, hematology case studies, anemia categories, and thrombocyte, malignant and nonmalignant leukocyte disorders. Application of interpreting, evaluating, and reporting hematology results, morphology, peripheral smear correlation with analyzer results, erythrocyte indices, collection techniques, specimen handling, calibration, and quality control. Emphasis on hematology and hemostasis analyzers, and preventive maintenance. Perform hematology and hemostasis analyses.</p>	<p>Prerequisites: A grade of C or better in MDL242, acceptance into the Medical Laboratory Science program, and permission of the Program Director.</p>	<p>LAB 1.0 6.0 0.0</p>

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MDL244	Clinical Immunohematology and Immunology	Principles of immunity and immunologic testing. Causes of disorders of the immune system. Study of blood group antigens, antibodies, and genetics. Understanding of donor blood collection, component preparation, and transfusion therapies. Performance of testing techniques and evaluation of data.	Prerequisites: A grade of C or better in MDL242, acceptance into the Medical Laboratory Science program, and permission of the Program Director.	L+L 6.0 9.0 9.0
MDL245	Practicum: Clinical Immunohematology and Immunology	Practicum in immunohematology and immunology in healthcare facilities or reference laboratories. Performance of clinical skills in immunity and immunologic testing, testing for disorders of the immune system, blood group antigens, antibodies, and genetics. Observation of donor blood collection, component preparation, and transfusion therapies. Performance of testing techniques and evaluation of data.	Prerequisites: A grade of C or better in MDL244, acceptance into the Medical Laboratory Science program, and permission of the Program Director.	LAB 1.0 6.0 0.0
MDL246	Clinical Microbiology	Emphasis on microbial infectious and bioterrorism agents, classification, morphology, phenotyping, diseases, biotechnology and molecular technology, quality assurance and quality control, epidemiological significance, and regulatory standards. Application of antimicrobial, biochemical, and differential testing, drug resistance, selection, inoculation and incubation of culture media,	Prerequisites: A grade of C or better in MDL244, acceptance into the Medical Laboratory Science program, and permission of the Program Director.	L+L 6.0 9.0 9.0

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		isolation techniques, cell culture and viral detection tests, and macroscopic and microscopic evaluation. Emphasis on staining, rapid and commercial testing methods, safety precautions, specimen collection, handling, storage, and disposal of biological material, pretreatment, decontamination, and concentration techniques, specimen type, source, and common microbial flora, specimen acceptability, and instrumentation.		
MDL247	Practicum: Clinical Microbiology	Practicum experience in clinical microbiology based in healthcare facilities or reference laboratories. Emphasis on microbial infectious and bioterrorism agents, classification, morphology, phenotyping, diseases, biotechnology and molecular technology, quality assurance and quality control, epidemiological significance, and regulatory standards. Application of antimicrobial, biochemical, and differential testing, drug resistance, selection, inoculation and incubation of culture media, isolation techniques, cell culture and viral detection tests, and macroscopic and microscopic evaluation. Procedures for staining, rapid and commercial testing methods, safety precautions, specimen collection, handling, storage, and disposal of	Prerequisites: A grade of C or better in MDL246, acceptance into the Medical Laboratory Science program, and permission of the Program Director.	LAB 1.0 9.0 0.0

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		biological material, pretreatment, decontamination, and concentration techniques, specimen type, source, and common microbial flora, specimen acceptability, and instrumentation.		
MDL248	Clinical Chemistry	Principles and procedures of clinical chemistry and testing for diseases of protein, nonprotein nitrogen compounds, lipid, glucose, bilirubin, liver disease, cardiac and endocrine function, toxicology, therapeutic drug monitoring, acid base balance, electrolytes, and trace elements. Emphasis on quality assurance, quality control, mathematics and statistical analysis, specimen collection, and preanalytical processes. Study of immunoassays, nucleic acid probes, viral and tumor markers, automation of analytical techniques, spectrophotometry, genetic diseases and inborn errors of metabolism, and point-of-care testing. Use of reagents, equipment, supplies, and units of measure.	Prerequisites: A grade of C or better in MDL246, acceptance into the Medical Laboratory Science program, and permission of the Program Director.	L+L 6.0 9.0 9.0
MDL249	Practicum: Clinical Chemistry	Practicum in clinical chemistry based in healthcare facilities or reference laboratories. Performance of clinical skills in clinical chemistry and testing for diseases of protein, nonprotein nitrogen compounds, lipid, glucose, bilirubin, liver disease, cardiac and endocrine function, toxicology,	Prerequisites: A grade of C or better in MDL248, acceptance into the Medical Laboratory Science program, and permission of Program Director.	LAB 1.0 9.0 0.0

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		therapeutic drug monitoring, acid base balance, electrolytes, genetic diseases and inborn errors of metabolism, and trace elements. Application of quality assurance, quality control, mathematics and statistical analysis, specimen collection, and preanalytical processes. Performance of immunoassays, nucleic acid probes, viral and tumor markers, automation of analytical techniques, spectrophotometry, and point-of-care testing. Use of reagents, equipment, supplies, and units of measure.		
MDL252	Clinical Preparation I	Examines clinical laboratory testing in a simulated laboratory environment. Emphasis on interpretation, evaluation, and reporting of a variety of laboratory results, and includes instrument calibration, maintenance, and quality control.	Prerequisites: A grade of C or better in MDL244, acceptance into the Medical Laboratory Science program, and permission of Program Director.	L+L 0.5 2.5 2.5
MDL263	Clinical Preparation II	Continuation of examination of clinical laboratory testing in a simulated laboratory environment. Emphasis on interpretation, evaluation, and reporting of a variety of laboratory results, and includes instrument calibration, maintenance, and quality control.	Prerequisites: A grade of C or better in MDL248, acceptance into the Medical Laboratory Science program, and permission of Program Director.	L+L 0.5 2.5 2.5
MDL290	Medical Laboratory Science Program Review	Preparation for the professional practice national examinations. Topics include methodologies, techniques,	Prerequisites: A grade of C or better in (MDL247 and	LEC 2.0 2.0 2.0

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		and problem solving relative to urinalysis; body fluids, hematology, hemostasis, immunochemistry, immunology, microbiology, and chemistry. Development of a professional practice resume, personalized test taking strategies and examination study plan. Maintenance of professional competency and lifelong learning and enhancing professional practice.	MDL249), acceptance into the Medical Laboratory Science program and permission of Program Director.	
MDL291	Medical Laboratory Science Program Capstone	Preparation for the professional practice national examinations. Topics include methodologies, techniques, and problem solving relative to urinalysis; body fluids, hematology, hemostasis, immunochemistry, immunology, microbiology, and chemistry. Development of personalized test taking strategies and examination study plan.	Prerequisites: A grade of C or better in (MDL247 and MDL249), acceptance into the Medical Laboratory Science program and permission of Program Director.	LEC 1.0 1.0 1.0
MDL295AA	Special Topics: Medical Laboratory Science	Explores a special topic related to medical laboratory science. Topics vary and include concepts relevant to those advancing or pursuing careers in medical laboratory science.	Prerequisites: Permission of Program Director.	L+L 1.0 2.0 1.7
MDL295AB	Special Topics: Medical Laboratory Science	Explores a special topic related to medical laboratory science. Topics vary and include concepts relevant to those advancing or pursuing careers in medical laboratory science.	Prerequisites: Permission of Program Director.	L+L 2.0 3.0 2.7

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MDL295AC	Special Topics: Medical Laboratory Science	Explores a special topic related to medical laboratory science. Topics vary and include concepts relevant to those advancing or pursuing careers in medical laboratory science.	Prerequisites: Permission of Program Director.	L+L 3.0 4.0 4.0
MEC101	HVAC I: Principles and Trade Calculations	Basic principles of heating, ventilating and air conditioning (HVAC). Trade calculations, algebraic and geometric equations, and scientific notation. Use and maintenance of HVAC trade tools	Registered apprentice status or permission of apprenticeship coordinator.	LEC 5.0 5.0 5.0
MEC103	HVAC II: Piping, Soldering, Brazing and Electrical	Application, preparation and joining of copper and plastic pipe. Soldering and brazing tools, materials, and procedures. Refrigeration cycle, furnace operation and maintenance. Use of multimeter and manometer. Electricity, electrical circuits, and electrical components. Measurement of voltage, current, resistance and circuit continuity. Ohm's Law	Registered apprentice status or permission of apprenticeship coordinator.	LEC 5.0 5.0 5.0
MEC105	Residential and Industrial Plumbing I	Plumbing practices, history, laws, codes, regulations and responsibility to the public. Usage and maintenance of hand and power tools. Workplace safety and Occupational Safety and Health Administration (OSHA) requirements. Application of basic plumbing calculations and principles of science as they relate to plumbing system installation and maintenance. Characteristics, advantages, disadvantages, and uses of pipe and tube. Fittings for cast-iron, glass, clay,	Registered Apprentice status or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0

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		concrete, copper, steel, plastic. Special materials and galvanic action. Piping connections		
MEC106	HVAC III: Systems	Air distribution systems, measurement instruments and venting and sizing. Gas-fired equipment, furnaces, heating, ventilating, and air conditioning (HVAC) systems, and electric heating systems. Alternating current (AC) motors, circuit components and testing instruments. Maintenance, safety, troubleshooting, and service techniques. Job documentation and customer relations	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
MEC107	Residential and Industrial Plumbing II	Application of advanced plumbing calculations to include percentages, conversions, fractions, decimals, square roots, circles, angles, measurement. First aid, personal safety, and Occupational Safety and Health Act (OSHA) guidelines. Materials handling, usage, advantages, and disadvantages. Fixtures I, II, III, fittings, accessories, and valves. Blueprint reading and freehand, finished, and detailed sketching	Prerequisites: A grade of C or better in MEC105.	LEC 5.0 5.0 5.0
MEC108	Residential and Industrial Plumbing III	Water piping materials. Sources and treatment of public, private, and individual water systems. Water distribution and supply systems. Cross-connection protection and pipe identification. Hot water heaters.	Registered apprentice status or permission of apprenticeship coordinator.	LEC 5.0 5.0 5.0

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		Sanitary drainage systems. Plumbing calculations and blueprint reading		
MEC118	Residential and Industrial Plumbing IV	Properties of water and plumbing traps. Air, air chamber, and sizing. High and low level pressure measurement. Manometer, gauge selection and use. Vibration, turbulence, and water hammer. Roof, floor and area drains. Oil and gas fuel systems	Registered apprentice status or permission of apprenticeship coordinator.	LEC 5.0 5.0 5.0
MEC119	Basic Safety	Overview of safety rules and procedures for working on construction job sites	Registered Apprentice status or permission of the apprenticeship coordinator.	LEC 1.0 1.0 1.0
MEC120	Basic Calculations for Construction	Addition, subtraction, multiplication and division of whole, decimal, fraction and metric numbers. Percentage and fraction conversions. Metric units of length, weight, volume and temperature. Metric system as it relates to the construction trade. Basic algebra and geometry operations and equations. Area and volume calculations of shapes.	Prerequisites: None.	L+L 1.5 1.5 1.5
MEC121	Introduction to Hand and Power Tools	Overview of the use, maintenance and safety procedures for common hand and power tools.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 1.0 1.0 1.0
MEC122	Rigging Safety and Equipment	Rigging safety, equipment and inspection. Includes crane hand signals, common rope knots, types of derricks and cranes and safety	Registered Apprentice status or permission of the apprenticeship coordinator.	LEC 1.0 1.0 1.0

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		procedures for rigging and moving materials and equipment		
MEC124	HVAC IV: Equipment, Devices, Compressors and Pumps	Heat transfer and human comfort. Humidifiers and humidity. Air filters and air filter friction loss. Metering devices and expansion valves. Thermal expansion valves. Compressors and heat pumps. Installation, adjustment, replacement, service, troubleshooting. Reverse-cycling. Leak detection, evacuation, recovery, and charging heating, ventilating, and air conditioning (HVAC) systems. Service equipment of HVAC systems.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 5.0 5.0 5.0
MEC201	HVAC V: Maintenance and Troubleshooting	Tools, instruments, equipment, components, procedures, materials, and tasks for preventative maintenance and troubleshooting of heating, ventilating and air conditioning (HVAC) systems. Microprocessor, gas, electric, and oil heating systems. Furnaces, electric heater packages for cooling, and heat pumps.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 5.0 5.0 5.0
MEC203	HVAC VI: Troubleshooting Heating and Cooling Systems	Cooling and heating systems; heat pumps, Heating, Ventilation and Air Conditioning (HVAC) systems and accessories. Commercial heating and cooling systems. Air and water balancing systems. Steam systems. Customer relations.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 5.0 5.0 5.0
MEC205	Residential and Industrial Plumbing V	Gas and plumbing code requirements. Residential, commercial, industrial,	Registered apprentice status or permission of	LEC 5.0 5.0 5.0

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		institutional plumbing practices. Fixtures, appliances, fixture fittings, valves, and trim. Gas piping installation, pipe sizing, pipe fittings and connections, appliances, regulators, meters, controls, and corrosion. Advanced plumbing calculations. Specific plumbing systems and specialized water systems	the apprenticeship coordinator.	
MEC206	HVAC VII: Air Quality and Energy Conservation	Advanced blueprint reading. Architectural, plumbing, mechanical, and electrical drawings. Submittal, transfer and design. Indoor air quality. Heating, Ventilating and Air Conditioning (HVAC) equipment, components, accessories and systems. Introduction to computers and computer networks. Energy conservation and management.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 5.0 5.0 5.0
MEC207	Residential and Industrial Plumbing VI	Advanced plumbing calculations. Offsets, tank capacities, volume and weight, ratios and proportions, sizing, and piping expansion. Energy, temperature, heat transfer, stratification, multiple heaters, and recirculation. Basic electricity and troubleshooting. Safety, current, motors, circuits, humidity and condensation. Plumbing, electrical, heating/ventilation/air conditioning (HVAC), and detail blueprints. Specialized plumbing	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0

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MEC208	Residential and Industrial Plumbing VII	General considerations, leaks and drainage. Installation, repair, and service of residential, commercial, industrial, and institutional heating systems. In-ground and above-ground water piping, drainage, waste and vent. Fuel gas piping, lead products, water heaters, waste stoppages, and water hammer. Blueprint reading. Installation of waste systems. Interceptors and backwater valves. Heating systems. Water protection, and conservation in heating systems	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
MEC218	Residential and Industrial Plumbing VIII	Hydraulic and plumbing theory. Pumps, uses, and design. Pump performance curves, pump installation, and maintenance. Advanced blueprint reading, sketching, and material estimating. Plumbing code. Installation code requirements. Specialty plumbing	Prerequisites: A grade of C or better in MEC208.	LEC 5.0 5.0 5.0
MEC224	HVAC VIII: Water Treatment and HVAC Design	Water problems, remedies, maintenance, and treatment. Commercial water and steam systems. Inspection and evaluation. System start up and shutdown. Cooling towers; evaporative condensers, boilers, chillers, air handlers and forced air systems. Components, accessories and design factors. Refrigerants and oils. Load calculations. Commercial and industrial refrigeration.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 5.0 5.0 5.0

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MFC101	Technical Documentation	Analysis and interpretation of technical drawings (prints) common to manufacturing. Mathematical calculations for determining dimensions. Introduction and application of geometric dimensioning and tolerancing (GD&T).	Prerequisites: None.	81
MFC110	Inspection Techniques	Set-up and use of inspection tools and equipment per current industry standards. Selection, completion and interpretation of information from inspection forms.	Prerequisites: None.	67
MFC111	Geometric Dimensioning and Tolerance (GDT)	Controls of geometric dimensioning and tolerance (GDT) including the form, orientation, profile and location. Includes qualifying controls per engineering documentation for the American Society of Mechanical Engineers (ASME) Y14.5 2009 Standard.	Prerequisites: None.	102
MFC113	Coordinate Measuring Machines I	Fundamentals and general aspects of coordinate measuring machines (CMM). Basic measuring techniques and operation, including conformance to geometric dimensioning and tolerancing requirements using both manual and programmable (automatic) coordinate measuring machines.	Prerequisites: None.	81
MFC120	Introduction to Manual Machining	Introduces manual machining operations related to drilling, grinding, sawing, milling, and lathe processes. Development of fundamental skills, practices and safety applications in	Prerequisites: None.	157

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		working with manual machine tools, hand tools, and related equipment common to manufacturing. Provides theoretical and practical experiences related to the machining of various material types to produce a product to industry standards.		
MFC130	CNC Machine Operator	Designed to provide a fast-track to fundamental knowledge and skills necessary for entry-level, machine operator positions. Introduction to print reading, inspection, and safe startup and operation of multi-axis computer numerical control (CNC) machines. Topics include two and three-axis program interpretation and application, qualifying tooling, and tool offsets to produce a product to industry standards.	Prerequisites: None.	150
MFC131	CNC Machining Level I	Introduction to safe startup and operation of multi-axis computer numerical control (CNC) machines. Topics include two and three-axis program interpretation and application, qualifying tooling, and tool offsets to produce a product to industry standards.	Prerequisites: None.	203
MFC140	Manual CNC Programming	Introduction to manual computer numerical control (CNC) programming of word address language (G&M code) for CNC machine tools. Multi-axis CNC programming for CNC controlled	Prerequisites: None.	67

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		machines. Computer based tool path verification, CNC controller tool path verification and CNC machine tool program verification.		
MGT101	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.	LEC 3.0 3.0 3.0
MGT104	Introduction to Academic and Internship Programs	An overview of college orientation and academic planning, with an emphasis on the use of academic course work and career planning to develop a successful internship experience.	Prerequisites: None.	LEC 1.0 1.0 1.0
MGT105	Leadership for Citizenship	Characteristics and types of leaders, responsibilities of leadership, and ethics of leadership as related to citizenship	Prerequisites: None.	LEC 1.0 1.0 1.0
MGT109	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.	L+L 3.0 3.0 3.0
MGT126	Customer Service Skills and Strategies	Explores strategies to help improve job performance and develop a service-oriented philosophy. Uses practical training concepts and	Prerequisites: None.	L+L 3.0 3.0 3.0

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		techniques to demonstrate how superior customer service can lead to competitive advantage and profitability in business. Focuses on both internal and external customers, interactions among people, processes, and systems within the organization and how to integrate these areas into a total quality delivery program		
MGT147	Supply Chain Management	Supply chain management, including basic concepts and underlying principles of logistics and inventory management	Prerequisites: None.	LEC 3.0 3.0 3.0
MGT148	Office Ethics and Culture	Ethical issues and standards in the office; making ethical choices. Relationships and attitudes in the office. Office politics.	Prerequisites: None.	LEC 2.0 2.0 2.0
MGT157	Introduction to Statistical Analysis of Clinical and Bioscience Data for Managers	Introduction to basic concepts and applications of statistics, including data description, estimation probability as techniques for managing, collecting, summarizing and interpreting data. Includes the use of statistical computer software (e.g., SAS) used for the management, analysis and reporting of clinical and bioscience informatics data.	Prerequisites: None.	L+L 3.0 5.0 5.0
MGT160	Project Management	Examination of concepts and methodologies for effective project management. Project planning and management from contract negotiations through project completion, including	Prerequisites: Permission of Department or Division.	L+L 3.0 3.0 3.0

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		communications, human resources, management, and project scheduling as well as risk and financial management		
MGT175	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.	LEC 3.0 3.0 3.0
MGT180	Retail Management	The role of management in retailing and retail performance. Challenges and processes of retail management across various institutions.	Prerequisites: None.	LEC 3.0 3.0 3.0
MGT227	Training and Instructional Design for Health Information Technology	Overview of learning management systems, instructional design software tools, teaching techniques and strategies, evaluation of learner competencies, maintenance of training records, and measurement of training program effectiveness.	Prerequisites: Permission of Program Director or Instructor.	LEC 3.0 3.0 3.0
MGT228	Management, Planning, and Leadership for Health Information Technology	Principles of leadership and effective management of teams for Health Information Technology. Emphasis on the leadership modes and styles best suited to IT deployment. Survey of health care and public health organization and delivery in the United States, with an emphasis on professional roles, legal, ethical, and regulatory issues, and payment systems. Analysis of health reform	Prerequisites: A grade of C or better in GBS110 or MGT251 or Corequisites: GBS110 or MGT251.	LEC 3.0 3.0 3.0

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		initiatives in the U.S. Concept of "meaningful use" of electronic health records.		
MGT229	Management and Leadership I	Covers management concepts and applications for business, industry, and government organizations.	Prerequisites: None.	LEC 3.0 3.0 3.0
MGT230	Management and Leadership II	Includes practical applications of activities, issues, and problems related to current managerial and supervisory skills and talents.	Prerequisites: A grade of C or better in MGT229 or permission of Department or Division.	LEC 3.0 3.0 3.0
MGT242	Project Scope and Procurement Management	Scope management and procurement management in a project environment, including how a project's scope is planned, defined, and verified. Concepts of scope change management. Concepts of procurement management, including procurement planning, supplier solicitation, supplier selection, contract administration, and contract closeout	Prerequisites: A grade of C or better in TQM240 or permission of Instructor.	LEC 2.0 2.0 2.0
MGT243	Project Time and Cost Management	Time management and cost management in a project environment, including activity definition, sequencing and duration estimating. Schedule development and specific tools to support schedule creation and control. Project cost management including resource planning, cost estimation, cost budgeting, and cost control	Prerequisites: A grade of C or better in TQM240 or permission of Instructor.	LEC 2.0 2.0 2.0

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MGT244	Project Risk and Quality Management	Risk management and quality management in a project environment, including risk identification, risk aversion, and risk response planning. Presents techniques to perform risk analysis and risk response planning on projects. Concepts of quality management including quality planning, quality assurance and quality control. Concepts of quality systems and their applicability to project management	Prerequisites: None.	LEC 2.0 2.0 2.0
MGT245	Project, Human Resources and Communications Management	Concepts of human resource management and communications management in a project environment, including project organizational planning, staff acquisition and team development. Concepts of project communications planning, information distribution, performance reporting, and project closeout	Prerequisites: None.	LEC 2.0 2.0 2.0
MGT246	Principles of Project Management	Project Management principles expected of a Project Management Professional (PMP). Includes an overview of exam format, topics, and study techniques. Focus is on project scope, procurement, time, risk, cost, quality, human resource, communication, and integration management	Prerequisites: A grade of C or better in TQM240 or permission of Instructor.	LEC 3.0 3.0 3.0
MGT251	Human Relations in Business	Analysis of motivation, leadership, communications, and other human factors. Cultural differences that may	Prerequisites: None. MGT101 or MGT175	LEC 3.0 3.0 3.0

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		create conflict and affect morale individually and within organizations.	or MGT229 suggested but not required.	
MGT253	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.	LEC 3.0 3.0 3.0
MGT270AA	Management Internship	Management work experience in a business or industry. 80 hours of designated work per credit.	Prerequisites: Permission of Department or Division.	L+L 1.0 1.0 0.0
MGT270AB	Management Internship	Management work experience in a business or industry. 80 hours of designated work per credit.	Prerequisites: Permission of Department or Division.	L+L 2.0 2.0 0.0
MGT270AC	Management Internship	Management work experience in a business or industry. 80 hours of designated work per credit.	Prerequisites: Permission of Department or Division.	L+L 3.0 3.0 0.0
MGT276	Personnel/Human Resources 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.	LEC 3.0 3.0 3.0
MGT277	Labor Relations	Covers the historical, legal, and environmental parameters surrounding current labor/management relations, including contract negotiations and grievance procedures.	Prerequisites: None. MGT101 or MGT175 or MGT229 suggested but not required.	LEC 3.0 3.0 3.0
MGT286	Human Resource Employment Management	Techniques and methodology for coordinating and monitoring effective employment selection practices. Includes description of employment functions, staffing analysis, employment recruitment and advertising, applicant screening, interviewing and reference checking,	Prerequisites: A grade of C or better in MGT276 or permission of Department or Division.	LEC 3.0 3.0 3.0

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		employee selection and placement within a human resources division		
MGT289	Professional in Human Resources Test Preparation	Preparation for testing for Professional in Human Resources (PHR) certification. Includes responsibilities of the PHR in the development, implementation and management of budgets, workforce planning and employee training. Also covers compensation and employee relations issues and responsibilities.	Prerequisites: None.	LEC 3.0 3.0 3.0
MGT296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
MGT296WB	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and	LAB 2.0 10.0 0.0

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		students. COMMON COMPETENCY COURSE	be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
MGT296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0

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MGT298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
MGT298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
MGT298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
MHL130	Herstory: Women in Popular Music	Overview of the contributions made by women in the evolution of popular music and its industry	Prerequisites: None.	LEC 3.0 3.0 3.0
MHL140	Survey of Music History	Study of composers, compositions, styles, and periods in music history.	Prerequisites: None.	LEC 3.0 3.0 3.0
MHL143	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.	LEC 3.0 3.0 3.0
MHL145	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.	LEC 3.0 3.0 3.0
MHL146	Survey of Broadway Musicals	Survey of Broadway musicals traced from their origins to the present viewed in their cultural, political, and socioeconomic contexts. Emphasis on stylistic periods, composers, lyricists, directors, and choreographers.	Prerequisites: None.	LEC 3.0 3.0 3.0
MHL147	Music of African-American Cultures	African-American music traced from its origin in Africa to the present. Includes spirituals, blues, gospel, jazz, and classical style.	Prerequisites: None.	LEC 3.0 3.0 3.0
MHL153	Rock Music and Culture	History of Rock music and how cultural, social, political, and economic conditions have shaped its evolution.	Prerequisites: None.	LEC 3.0 3.0 3.0

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MHL155	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.	LEC 3.0 3.0 3.0
MHL156	Music in Latin America and the Caribbean	To discuss the role of music in Latin and Caribbean cultures and the impact of these cultures on music. To present a historical survey to the evolution and development of musical styles from rumba to reggae. Among the topics, and to include: origins, gender, race, ethnicity, politics, elements of music, instruments, both sacred and secular music, and significant individuals influencing the evolution of many different genres of music in Latin America and Caribbean cultures.	Prerequisites: None.	LEC 3.0 3.0 3.0
MHL194	Music and Culture	Introduction to the study of multicultural music in its social, cultural, historical and economic contexts. Performance of music using percussion, rhythm, and the human body. Historical and social aspects of global cultures' musical expressions.	Prerequisites: A grade of C or better in (MTC105 and MTC106) or permission of Instructor.	LEC 3.0 3.0 3.0
MHL204	Hip-Hop Music and Culture	A history of Hip-Hop's musical and artistic elements and how cultural, social, political, and economic conditions have shaped its evolution.	Prerequisites: A grade of C or better in ENG101, or ENG107, or permission of Instructor.	LEC 3.0 3.0 3.0

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MHL241	Music History and Literature to 1750	In-depth study of music history from the primitive era through the Baroque period.	Prerequisites: A grade of C or better in MTC155 and MTC156 or Corequisites: MTC155 and MTC156 or permission of Instructor.	LEC 3.0 3.0 3.0
MHL242	Music History and Literature 1750 to Present	In-depth study of music history from the Classical period through the Contemporary period	Prerequisites: A grade of C or better in MHL241 or permission of Instructor.	LEC 3.0 3.0 3.0
MHL295	Topics in Music	Exploration of selected topics in music. Focuses on a theme, era, genre, concept, or critical approach. Analysis and interpretation of topic's representation, development, and significance in a variety subjects related to music humanities. Includes reading, listening analysis and interpretation of music and musical texts.	Prerequisites: A grade of C or better in ENG101, or ENG107, or permission of Instructor.	LEC 3.0 3.0 3.0
MHL298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		development. COMMON COMPETENCY COURSE		
MIC101	Fundamentals of Healthcare Interpreting	This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, bilingual customer service, and working conditions. Topics include pronunciation, medical vocabulary, resources, legal issues, code of ethics, standards of practice, certification, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to interpret English/Spanish and Spanish/English simulated health care encounters, explain how to prepare for and manage an interpreted encounter, and apply ethical standards to a variety of working situations.	Prerequisites: 1. Successful completion of RDG100 or higher or appropriate reading placement into CRE101. 2. Receive a 'Pass' on the bilingual oral exam.	80
MIC103	Medical and Clinical Development	Basic anatomy, physiology, and medical terminology in Spanish and English for health care settings. Emphasis on pronunciation of commonly used medical abbreviations for medical specialists and branches of medicine. Students will analyze, define, and correctly spell medical terms and abbreviations. Systems to be covered are: cardiovascular, respiratory, digestive,	Prerequisites: MIC101 or SPA205 with a C or better, or with Program Manager approval.	80

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		<p>musculoskeletal, genitourinary, endocrine, immune, and nervous. Common test procedures for each system. Cancer and first response interpretation roles will also be covered. Students also participate in activities to prepare for clinical externships, taken by in-person simulation or in person at a clinical site. Students will review professional conduct, dress code, bilingual customer service, and downtime activities.</p>		
MIC104	Medical Spanish/English Interpreting	<p>This course covers Spanish/English interpreting in a medical context and setting. The course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, bilingual customer service and working conditions. Students will focus on pronunciations, medical terminology, resources, legal issues, code of ethics, standards of practice, certification requirements, interpreter assessments/qualifications and protocol associated with various settings. Students will also focus on review of professional conduct and first response interpretation. Upon completion, students should be able to interpret English/Spanish and Spanish/English simulated health care</p>	<p>Prerequisites: Program admission. Successful completion of RDG100 or higher or appropriate reading placement into CRE101. Receive a 'Pass' on the bilingual oral exam.</p>	80

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		encounters, explain how to prepare for and manage an interpreted encounter, and apply ethical standards to a variety of settings. This course is designed and aligned with the purpose of preparing students to take the Certification Commission for Healthcare Interpreters (CCHI) certification exam and earn their CCHI certification.		
MIC105	Medical Interpreter: Professional Externship	Practical training and application of healthcare interpreting under direct supervision of clinical or hospital preceptor. Students will train with staff interpreters or dual-role interpreters. Documentation of daily interpreter attendance logs and a satisfactory performance evaluation are required to successfully complete the externship. Students must meet the clinical facilities requirements prior to beginning. Externship hours will vary and students are expected to travel and have reliable transportation.	Prerequisites: 1. A grade of C or better in (MIC101 and MIC103), or (SPA205 and SPA206), or MIC104, or permission of Program Manager. 2. Background check requirements in compliance with the Maricopa County Community College District Supplemental Background Check Policy. 3. Students also must provide a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students must maintain current fingerprint clearance throughout	40

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			<p>the externship(s). 4. Complete and submit the Allied Health Student Health and Safety Documentation Checklist, with included documentation 5. Students are responsible to meet the requirements of the background check, fingerprint clearance card, and health and safety documentation.</p>	
MIC106	Medical Interpreter: Simulated Clinical Practicum	<p>Practical training and application of healthcare interpreting through simulated clinical experiences. Students will conduct a total of 40 hours of simulated clinicals where they will interpret on behalf of the patient and healthcare staff. Students will receive daily performance evaluations and must successfully complete all competencies and attendance requirements to successfully complete this course. Students who are enrolled in the Medical Interpreter-Spanish program or the Spanish Interpreting for Healthcare Professionals program are required to either complete an externship at a clinical site or a simulated clinical interpreting</p>	<p>Prerequisites: A grade of C or better in (MIC101 and MIC103), or (SPA205 and SPA206), or MIC104, or permission of Program Manager.</p>	40

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		experience as part of the certificate of competency as well as maintain eligibility for the national certification exam through the Commission of Certified Healthcare Interpreters (CCHI).		
MIS101	Introduction to the United States Army	Introduces the personal challenges and competencies that are critical for effective leadership and communication. Students learn how the personal development of life skills such as cultural understanding, goal setting, time management, stress management and comprehensive fitness relate to leadership, officership and the Army profession. Focuses on developing basic knowledge and comprehension of Army leadership dimensions, attributes and core leader competencies while gaining an understanding of the Army ROTC program, its purpose in the Army, and its advantages for the student. Includes physical training assessments, tactical training, as well as lecture-based instruction.	Prerequisites: None.	LEC 4.0 3.0 0.0 LAB 0.0 2.0 0.0
MIS102	Foundation of Agile and Adaptive Leadership	Introduces the professional challenges and competencies that are needed for effective execution of the profession of arms and Army communication. Through this course, students learn how ethics and values shape the Army and the specific ways that these ethics	Prerequisites: A grade of C or better in MIS101.	LEC 4.0 3.0 0.0 LAB 0.0 2.0 0.0

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		are inculcated into Army culture. Explores the seven Army values and the warrior ethos, investigate the profession of arms and Army leadership as well as an overview of the Army, and gains practical experience using critical communication skills. Includes physical training assessments, tactical training, as well as lecture-based instruction.		
MIS201	Army Leadership and Decision Making	Academically challenging course where students study, practice and apply the fundamentals of Army leadership, officership, Army values and ethics, personal development and small-unit tactics at the platoon level. Requires the student to demonstrate writing skills and present information briefings as preparation for development in becoming a successful future officer. Includes reading assignments, homework assignments, small group assignments, briefings, case studies, practical exercises, a mid-term exam and final exam. Also includes physical training assessments, tactical training, as well as lecture-based instruction.	Prerequisites: A grade of C or better in MIS101 and MIS102.	LEC 4.0 3.0 0.0 LAB 0.0 2.0 0.0
MIS202	Army Doctrine and Team Development	Academically challenging course where students study, practice and apply the fundamentals of the leadership, officer skills, Army values	Prerequisites: A grade of C or better in MIS101, MIS102 and MIS201.	LEC 4.0 3.0 0.0 LAB 0.0 2.0 0.0

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		and ethics, personal development and tactics at the small-unit level. Focuses on cross-cultural competencies as they relate to Army doctrine and how they apply in a combatant commander's engagement strategies. Stresses Army values, teamwork and warrior ethos and their relationship to the law of land warfare and philosophy of military service. Covers the ability to lead and follow through team building exercises in small units up to squad level. Requires the student to demonstrate writing skills and present information briefings as preparation for development in becoming a successful future officer. Also includes physical training assessment, tactical training, as well as lecture-based instruction.		
MIT106	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, management responsibilities, and OSHA 10 certification.	Prerequisites: None.	LEC 2.0 2.0 2.0

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MIT112	Natural Gas Pipeline Operations	Introduction to the fundamentals of the natural gas pipeline operations. Includes topics such as damage prevention, emergency response, valve operation, and testing of facilities. This course prepares students for the Non-Joiner Operator Qualification in the natural gas pipeline industry.	Prerequisites: None.	LEC 3.0 3.0 3.0
MIT113	Natural Gas Pipe Joiner	Principles and practices of plastic pipe joining in the natural gas industry. Includes pipe joining techniques such as solvent cements, heat fusions, mechanical saddle fittings, and compression couplings. This course prepares students for Pipe Joiner Qualification in the natural gas industry.	Prerequisites: None.	LEC 3 3 3
MIT120	Industrial Technology Fundamentals	Theories and concepts in industrial technology basics and OSHA 10 certification. Introductory concepts in industrial math, hand and power tools, technical drawings, rigging, and materials handling. Emphasis on communication and employability skills. Included labs emphasize and anchor the course material. Safety and management expectations. Defense in depth strategy and conduct of verifications. Maintenance procedures. Work control process. Performance of work standards and documentation including pre-job preparation, pre-job notification, job review, job	Prerequisites: None.	L+L 3.0 5.0 5.0

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		verification and job close out specific to nuclear power plant operations.		
MIT121	Industrial Technology I-A	Principles of Industrial Maintenance Technology. Modules include theory and applications in tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, technical mathematics, and technical drawings. Included labs emphasize and anchor the course material.	Prerequisites: A grade of C or better in MIT120 or Corequisites: MIT120 or permission of Instructor.	L+L 3.0 5.0 5.0
MIT122	Industrial Technology I-B	Principles of Industrial Maintenance Technology. Modules include theory and applications in pumps and valves, test instruments, rigging, mobile and support equipment, and lubrication. Included labs emphasize and anchor the course material.	Prerequisites: A grade of C or better in MIT120 or Corequisites: MIT120 or permission of Instructor.	L+L 3.0 5.0 5.0
MIT123	Industrial Mechanical Technology II-A	Basic layout, introduction to piping components, copper and plastic piping practices, introduction to ferrous metal piping practices, identifying, installing and maintaining valves, hydrostatic and pneumatic testing, introduction to bearings, and low-pressure steam systems. Included labs emphasize and anchor the course material.	Prerequisites: A grade of C or better in MIT122 or permission of Instructor.	L+L 3.0 5.0 5.0
MIT124	Industrial Mechanical Technology II-B	High pressure steam systems and auxiliaries, distillation towers and vessels, heaters, furnaces, heat exchangers, cooling towers, fin fans, and introduction to tube work. Included labs emphasize and anchor the course material.	Prerequisites: A grade of C or better in MIT122 or permission of Instructor.	L+L 3.0 5.0 5.0

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MIT133	Industrial Electrical and Instrumentation Technology II-A	Industrial safety for E and I technicians, introduction to the National Electrical Code, electrical theory, alternating current, electrical and instrumentation test equipment, flow, pressure, level, and temperature. Included labs emphasize and anchor the course material.	Prerequisites: A grade of C or better in MIT122 or permission of Instructor.	L+L 3.0 5.0 5.0
MIT134	Industrial Electrical and Instrumentation Technology II-B	Process mathematics, hand bending, tubing, clean, purge, and test tubing and piping systems, instrument drawings and documents, conductors and cables, and conductor terminations and splices. Included labs emphasize and anchor the course material.	Prerequisites: A grade of C or better in MIT122 or permission of Instructor.	L+L 3.0 5.0 5.0
MIT209	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: A grade of C or better in ELT131 or ELE131 or GTC/MET206 or equivalent.	L+L 3.0 6.0 6.0

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MKT101	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.	LEC 3.0 3.0 3.0
MKT109	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.	LEC 3 3 3
MKT110	Marketing and Social Networking	Theory and practice in the use of social media in marketing. Topics may include a history of social media, preparation for social marketing, the power of collective influence, and how to engage with social media. Reviews social mediums, social networks, platforms and other marketing tools used to create a social media campaigns.	Prerequisites: None.	LEC 3.0 3.0 3.0
MKT111	Applied Marketing and Social Networking	Examination of the strategic use of digital and social media marketing platforms and tools for global communication and networking, including analysis of various digital and social media platforms and tools for developing brands, creating professional networks and creating engaging content. Hands-on use of social media platforms and tools to conduct research, develop strategies for creating, integrating, and	Prerequisites: A grade of C or better in MKT110.	L+L 3.0 4.0 4.0

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		evaluating social media marketing campaigns, and development of metrics to measure effectiveness.		
MKT112	Retail Customer Service	Introduction to the field of retail sales. Emphasis on customer service and sales techniques	Prerequisites: None.	LEC 1.0 1.0 1.0
MKT114	Retail Inventory Control	Retail inventory control procedures. Emphasis on the role of the professional sales associate within a retail company and in the handling of merchandise	Prerequisites: A grade of C or better in MKT112.	LEC 1.0 1.0 1.0
MKT151	Display and Visual Merchandising	An examination of the principles of design including line, color, balance, and texture as they relate to the display of merchandise. Participation in displays, field trips, and individual projects	Prerequisites: None.	L+L 3.0 4.0 4.0
MKT200	Retail Buying	Examines management/buyer role in investment, pricing, planning, controlling sales and inventories Any BPC/CIS spreadsheet course recommended	None Any BPC/CIS spreadsheet course recommended.	LEC 3.0 3.0 3.0
MKT263	Advertising Principles	Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns MKT271 suggested, but not required.	Prerequisites: None. MKT271 suggested but not required.	LEC 3.0 3.0 3.0
MKT267	Principles of Sales	Analyzes and applies the steps and techniques used in personal selling. Highlights the role of the professional sales representative and his/her functions as they relate to the	Prerequisites: None.	LEC 3.0 3.0 3.0

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		company's mission and customer expectations.		
MKT268	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.	LEC 3.0 3.0 3.0
MKT271	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.	LEC 3.0 3.0 3.0
MKT273	Marketing Research	Planning and preparing for a marketing research effort and presentation of research findings in a professional manner. Includes the study of problem definition, sampling methods, statistical analysis, presentation techniques, and evaluation of data	Prerequisites: A grade of C or better in MKT271 or permission of Instructor.	LEC 3.0 3.0 3.0
MKT274AC	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: Permission of Department or Division.	LAB 3.0 15.0 3.0
MKT277	Advanced Sales	Advanced selling and communication techniques.	Prerequisites: A grade of C or better in MKT267 or permission of Department or Division.	LEC 3.0 3.0 3.0
MKT280AA	Marketing Internship	Marketing work experience in a business or industry. 80 hours of designated work per credit.	Prerequisites: Permission of Department or Division.	L+L 1.0 1.0 0.0

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MKT280AB	Marketing Internship	Marketing work experience in a business or industry. 80 hours of designated work per credit.	Prerequisites: Permission of Department or Division.	L+L 2.0 2.0 0.0
MKT280AC	Marketing Internship	Marketing work experience in a business or industry. 80 hours of designated work per credit.	Prerequisites: Permission of Department or Division.	L+L 3.0 3.0 0.0
MKT296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
MKT296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify	LAB 2.0 10.0 0.0

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			or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
MKT296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
MKT296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to	LAB 4.0 20.0 0.0

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			students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
MKT298AA	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. <b>COMMON COMPETENCY COURSE</b>	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
MKT298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
MKT298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
MMT184	Digital Animation I	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: A grade of C or better in (ART111 or ART116) or permission of Instructor. Corequisites: ART100 or permission of Instructor.	L+L 3.0 6.0 6.0
MMT185	3D Modeling and Animation I	Basic concepts of 3D modeling. Anatomy of computer geometry; basic elements that make computer models- curves, surfaces, non-uniform rational basis spline (NURBS), and polygons. 3D translation, shading, materials, and rendering.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: ART100 or permission of Instructor.	L+L 3.0 6.0 6.0

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MMT186	Modeling for Digital Media	Development of 3-D models for multimedia productions. 3-D logos, objects, and advanced animation projects using special effects.	Prerequisites: A grade of C or better in ADA/ART/MMT184 or permission of Instructor.	L+L 3.0 6.0 6.0
MMT190	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: A grade of C or better in ART100, or permission of Instructor. CIS133DA recommended.	L+L 3.0 6.0 6.0
MMT216	Multimedia Project Management	Interactive video and multimedia project management including defining, analyzing, designing, and validating interactive/multimedia applications; building and managing development and production teams; planning, budgeting, and scheduling; interactive/multimedia authoring; project implementation; and writing RFPs (Request For Proposal).	Prerequisites: None.	L+L 3.0 6.0 6.0
MMT285	3D Modeling and Animation II	Advanced techniques for 3D modeling and computer animation. Creating and applying 2D background and 3D	Prerequisites: A grade of C or better in ART/MMT185.	L+L 3.0 6.0 6.0

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		model textures, creating and applying special effects to models and animation, designing, modeling, and animating a digital 3D character from a character study.		
MMT298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
MMT298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
MMT298AC	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		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. COMMON COMPETENCY COURSE		
MNT110	General Principles of Nanotechnology	Designed to provide students with a strong fundamental understanding of the scientific principles, processing, and applications of nanotechnology. Includes the concepts of chemical bonding, quantum mechanics, and microstructure applied to various nanomaterials and their use in electronic devices, composites, computing, and various other biological, medical, energy-related, and current consumer applications. Introduces analytical techniques used in nanotechnology, as well as possible societal applications.	Prerequisites: A grade of C or better in (MAT090 or MAT091 or MAT092 or MAT112 or equivalent) and CHM130 or equivalent.	LEC 3.0 3.0 3.0
MNT120	Introduction to Micro Electro-Mechanical Systems	Overview of fundamentals of the scientific principles, processing, and applications of micro electro-mechanical systems. Covers topics in applications, fabrication methods, characterization, and commercialization concepts as well	Prerequisites: None.	L+L 3.0 4.0 4.0

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		includes surface micromachining, patterning, etching and deposition processes in addition to cleanroom protocol and safety. Also covers research and documentation types and applications.		
MNT201	Materials, Safety, and Equipment for Nanotechnology	Safety procedures and equipment used in the nanotechnology industry. Covers chemical, biological, and energy safety protocol as well as infrastructure facilities and systems. Also includes an overview of the structural, chemical and physical classification of materials.	Prerequisites: None.	L+L 3.0 4.0 4.0
MNT210	Basic Nanotechnology Processes	Introduction to basic nanotechnology processes and a comparison of top-down and bottom-up manufacturing processes. Covers characteristics of plasma and its application to additive and subtractive processes. Also includes basic pattern transfer processes, laser ablation, and chemical and physical vapor deposition.	Prerequisites: None.	L+L 3.0 4.0 4.0
MNT220	Materials in Nanotechnology	Examination of material used in the field of nanotechnology. Covers colloids, nanoparticles, oxides, and quantum dots in addition to self-assembly applications. Also includes biocompatibility and the dry etch material fabrication process.	Prerequisites: None.	L+L 3.0 4.0 4.0
MNT230	Patterning for Nanotechnology	Overview of patterning processes in nanotechnology. Includes photolithography techniques,	Prerequisites: None.	L+L 3.0 4.0 4.0

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		technology, and tools. Covers photoresist applications and unique lithography techniques, including block polymer patterning.		
MNT240	Nanotechnology Applications	An introduction to the practical application of emerging technologies in nanoscience. Includes applications for health sciences, energy, manufacturing, electronics, the food industry, and the environment.	Prerequisites: None.	L+L 3.0 4.0 4.0
MNT250	Characterization of Nanotechnology Structures and Materials	Overview of characterization tools and techniques for nanotechnology structures and materials. Includes in-situ and ex-situ characterization as well as procedures for light, physical and electron beam characterization. Also includes tools and processes for advanced Scanning Probe Microscopy (SPM) and surface analysis.	Prerequisites: None.	L+L 3.0 4.0 4.0
MPT101	Technical Documentation	Analysis and interpretation of technical drawings (prints) common to manufacturing. Mathematical calculations for determining dimensions. Introduction and application of Geometric Dimensioning and Tolerancing (GD&T).	Prerequisites: None.	L+L 3.0 5.0 5.0
MPT101MP	Technical Documentation	Analysis and interpretation of technical drawings (prints) common to manufacturing. Mathematical calculations for determining dimensions. Introduction and application of Geometric	Prerequisites: None.	LEC 3.0 1.0 1.0 LAB 0.0 4.0 4.0

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		Dimensioning and Tolerancing (GD&T).		
MPT110	Inspection Techniques	Setup and use of inspection tools and equipment per current industry standards. Selection, completion and interpretation of information from inspection forms.	Prerequisites: None.	L+L 3.0 5.0 5.0
MPT110MP	Inspection Techniques	Setup and use of inspection tools and equipment per current industry standards. Selection, completion and interpretation of information from inspection forms.	Prerequisites: None.	LEC 3.0 1.0 1.0 LAB 0.0 4.0 4.0
MPT111	Geometric Dimensioning and Tolerance (GDT)	Controls of geometric dimensioning and tolerance (GDT) including the form, orientation, profile and location. Includes qualifying controls per engineering documentation for the American Society of Mechanical Engineers (ASME) Y14.5 2009 Standard.	Prerequisites: None.	L+L 3.0 5.0 5.0
MPT111MP	Geometric Dimensioning and Tolerance (GDT)	Controls of geometric dimensioning and tolerance (GDT) including the form, orientation, profile and location. Includes qualifying controls per engineering documentation for the American Society of Mechanical Engineers (ASME) Y14.5 2009 Standard.	Prerequisites: None.	LEC 3.0 1.0 1.0 LAB 0.0 4.0 4.0
MPT113	Coordinate Measuring Machines I	Fundamentals and general aspects of coordinate measuring machines (CMM). Basic measuring techniques and operation, including conformance to geometric dimensioning and	Prerequisites: A grade of C or better in (MPT101 or MPT101MP) and	L+L 3.0 4.0 4.0

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		tolerancing requirements using both manual and programmable (automatic) coordinate measuring machines.	(MPT110 or MPT110MP).	
MPT120	Introduction to Manual Machining	Introduces manual machining operations related to drilling, grinding, sawing, milling, and lathe processes. Development of fundamental skills, practices and safety applications in working with manual machine tools, hand tools, and related equipment common to manufacturing. Provides theoretical and practical experiences related to the machining of various material types to produce a product to industry standards.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: (MPT101 or MPT101MP) and (MPT111 or MPT111MP).	L+L 4.0 6.0 6.0
MPT120MP	Introduction to Manual Machining	Introduces manual machining operations related to drilling, grinding, sawing, milling, and lathe processes. Development of fundamental skills, practices and safety applications in working with manual machine tools, hand tools, and related equipment common to manufacturing. Provides theoretical and practical experiences related to the machining of various material types to produce a product to industry standards.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: (MPT101 or MPT101MP) and (MPT111 or MPT111MP).	LEC 4.0 2.0 2.0 LAB 0.0 4.0 4.0
MPT130	CNC Machine Operator	Designed to provide a fast track to fundamental knowledge and skills necessary for entry-level machine operator positions. Introduction to print reading, inspection, and safe start-up and operation of multi-axis	Prerequisites: None.	L+L 6.0 10.0 10.0

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		Computer Numerical Control (CNC) machines. Topics include two- and three-axis program interpretation and application, qualifying tooling, and tool offsets to produce a product to industry standards.		
MPT130MP	CNC Machine Operator	Designed to provide a fast track to fundamental knowledge and skills necessary for entry-level machine operator positions. Introduction to print reading, inspection, and safe start-up and operation of multi-axis Computer Numerical Control (CNC) machines. Topics include two- and three-axis program interpretation and application, qualifying tooling, and tool offsets to produce a product to industry standards.	Prerequisites: None.	LEC 6.0 3.0 3.0 LAB 0.0 7.0 7.0
MPT131	CNC Machining Level I	Introduction to safe start-up and operation of multi-axis Computer Numerical Control (CNC) machines. Topics include two- and three-axis program interpretation and application, qualifying tooling, and tool offsets to produce a product to industry standards.	Prerequisites: A grade of C or better in MPT120 or MPT120MP.	L+L 6.0 10.0 10.0
MPT131MP	CNC Machining Level I	Introduction to safe start-up and operation of multi-axis Computer Numerical Control (CNC) machines. Topics include two- and three-axis program interpretation and application, qualifying tooling, and	Prerequisites: A grade of C or better in MPT120 or MPT120MP.	LEC 6.0 3.0 3.0 LAB 0.0 7.0 7.0

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		tool offsets to produce a product to industry standards.		
MPT132	CNC Machining Level II	Safe setup and operation of multi-axis Computer Numerical Control (CNC) machines. Topics include multi-axis programming, qualifying tooling, and tool offsets to produce a product to industry standards.	Prerequisites: A grade of C or better in MPT130 or MPT130MP or MPT131 or MPT131MP.	L+L 3.0 5.0 5.0
MPT132MP	CNC Machining Level II	Safe setup and operation of multi-axis Computer Numerical Control (CNC) machines. Topics include multi-axis programming, qualifying tooling, and tool offsets to produce a product to industry standards.	Prerequisites: A grade of C or better in MPT130 or MPT130MP or MPT131 or MPT131MP.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
MPT140	Manual CNC Programming	Introduction to Manual Computer Numerical Control (CNC) programming of Word Address Language (G&M Code) for CNC machine tools. Multi-axis CNC programming for CNC controlled machines. Computer based tool path verification, CNC controller tool path verification and CNC machine tool program verification.	Prerequisites: A grade of C or better in (MPT130 or MPT130MP) or (MPT131 or MPT131MP) or machine shop experience or permission of Program Director.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
MPT150	Introduction to SolidWorks	Introduction to CAD modeling, solid part generation, assembly of parts, and working drawing creation. Applications of CAD/CAM in Computer Integrated Technology (CIM).	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
MPT151	Solid Design I: SolidWorks	Introduction to solid modeling and parametric design of mechanical components. Use of SolidWorks	Prerequisites: A grade of C or better in (MPT101 or	L+L 3.0 5.0 5.0

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		commands. Creation of single part in two-dimensional (2D) sketch, three-dimensional (3D) solid. Feature based components and feature associativity. Initial preparation for the Certified Solid Works Associate (CSWA) exam.	MPT101MP) and (MPT111 or MPT111MP).	
MPT152	Solid Design: Certified SolidWorks Associate/Certified SolidWorks Professional Test Preparation	Preparation for latest Certified SolidWorks Associate (CSWA) or Certified SolidWorks Professional (CSWP) exam. Includes exam objectives, Solid Design, assemblies, COSMOSXpress and technical documentation in current version.	Prerequisites: Permission of Instructor.	L+L 1.0 2.0 2.0
MPT213	Coordinate Measuring Machines II	Advanced techniques and operation of Coordinate Measuring Machine (CMM). Includes alignments, Computer Aided Design (CAD) use, program control, scanning, and dimensioning. Offline programming for operation of CMM. Conformance to geometric dimensioning and tolerancing and manufacturing documentation. Implementation of measurement strategies and time-saving techniques for creating measurement routines.	Prerequisites: A grade of C or better in MPT113.	L+L 3.0 4.0 4.0
MPT214	3D Scanning and Reverse Engineering: Geomagic	Principles of digital 3D Scanning and reverse engineering. Data acquisition of organic and mechanical components. Transformation of data into solid model geometry to create	A grade of C or better required in all Prerequisites. Prerequisites: MPT113. Prerequisites or Corequisites: MPT151.	L+L 3.0 5.0 5.0

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		parts of equal or superior quality for machining or 3D printing.		
MPT215	Workplace Quality Systems	History of quality systems and procedures. Benefits of ISO 9000 procedures. The twenty elements of ISO 9000. Components and requirements of the International Organization for Standardization (ISO) 9000 quality and periodic audits.	Prerequisites: None.	L+L 3.0 3.0 3.0
MPT216	Applied Statistical Process Control Methods	Identification of quality characteristics derived from variable and attribute data. Usage of statistical rules for interpretation of control charts. Analysis and recommendation of appropriate actions on factors affecting process variation.	Prerequisites: A grade of C or better in MPT215.	L+L 3.0 4.0 4.0
MPT217	Lean and Six Sigma Applied Concepts	Lean manufacturing and Six Sigma methodologies and application to an organization. Identification of waste and application of cost to poor quality process within an organization. Quality System tools and implementation. Emphasis on organizational buy in.	Prerequisites: A grade of C or better in MPT215 or permission of Program Director.	L+L 3.0 3.0 3.0
MPT218	Advanced Quality Process Methods	High-level quality improvement process applied to manufacturing. Specific emphasis on experimental methods focused on waste reduction and general quality and process improvement. Understanding key process variables and decision-making methods based on established	Prerequisites: A grade of C or better in MPT101, MPT110, MPT111, and MPT113.	L+L 3.0 4.0 4.0

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		procedures. Applying statistical methods to process improvement.		
MPT220	Manual Machining: NIMS Level I Certification	Preparation for latest National Institute for Metalworking Skills (NIMS) Machining Level I certification in Drill Press, Manual Milling, Turning, and Grinding.	Prerequisites: A grade of C or better in MPT120 or MPT120MP.	L+L 6.0 6.0 6.0
MPT221	Manual Machining: NIMS Level II Certification	Preparation for current National Institute for Metalworking Skills (NIMS) Machining Level II certification in Manual Milling, Turning, and Grinding.	Prerequisites: A grade of C or better in MPT220 or Level I NIMS Certifications in: Drill Press, Lathe Between centers, Lathe Chucking, Mill, and Surface Grinding.	L+L 3.0 5.0 5.0
MPT250	Solid Design II: Advanced Part Modeling: SolidWorks	Creating mechanical assemblies using SolidWorks design tools. Advanced feature tools including constraints and motion. Skill enhancement in the creation of advanced assemblies and part design, standard and advanced mates, and performing mass properties analysis.	Prerequisites: A grade of C or better in MPT151 or permission of Instructor.	L+L 3.0 5.0 5.0
MPT251	Solid Design: Documentation/GD&T: SolidWorks	Creation of engineering drawings. Parts and assemblies using associative mechanical design software. Principles and applications presented in accordance with the American Society of Mechanical Engineers (ASME) Y14. series of standards. Drawing sheets and templates, views, projections, dimensions and annotations, Geometric Dimensioning	Prerequisites: A grade of C or better in MPT151.	L+L 3.0 5.0 5.0

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		and Tolerancing (GD&T), assembly drawings, Bill of Materials (BOM), and assembly configurations.		
MPT252	Solid Design: Simulation: SolidWorks	Principles of Finite Element Analysis (FEA), stress and gap analysis, and the Finite Element Method (FEM). Application of fixtures, loads, and connections to assemblies and models. Conducting static and dynamic simulation studies. Evaluation of simulation results and determination of Factor of Safety (FOS).	Prerequisites: A grade of C or better in MPT250.	L+L 3.0 5.0 5.0
MPT253	Solid Design: Surface Modeling: SolidWorks	Creation and manipulation of freeform shapes and surfaces using SolidWorks mechanical design software. Surface body design using 3D sketch geometry and solid features. Verification of surface integrity and quality.	Prerequisites: A grade of C or better in MPT250.	L+L 3.0 4.0 4.0
MPT254	Solid Design: Sheet Metal: SolidWorks	Design of sheet metal parts and assemblies. Creation of sheet metal production drawings. Conversion of solid models to sheet metal. Creation of welded structures with standard structural members using SolidWorks Weldments feature. Design of weld beads and weld joints.	Prerequisites: A grade of C or better in MPT250.	L+L 3.0 4.0 4.0
MPT255	Solid Design 3D Printing	3D printing/additive manufacturing with various additive manufacturing materials. Model orientation for optimal printing and 3D layer slicing, infill control, and orientation. Foundation and support structure design. Fused Deposition Modeling	Prerequisites: A grade of C or better in ((MPT111 or MPT111MP) and MPT250), or permission of Instructor.	L+L 4.0 5.0 5.0

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		(FDM), Stereolithography Apparatus (SLA), and metal 3D printing.		
MPT260	Computer Aided Manufacturing (CAM) I	Introduction to Computer Aided Manufacturing (CAM) system programming for Computer Numerical Control (CNC) machines using computer graphics for programming and tool path geometry. Computer programming for simultaneous 3-axis CNC machines, fourth and fifth positioning machining centers, and 2-axis turning centers.	Prerequisites: A grade of C or better in MPT130 or MPT130MP or MPT131 or MPT131MP.	L+L 3.0 5.0 5.0
MPT260MP	Computer Aided Manufacturing (CAM) I	Introduction to Computer Aided Manufacturing (CAM) system programming for Computer Numerical Control (CNC) machines using computer graphics for programming and tool path geometry. Computer programming for simultaneous 3-axis CNC machines, fourth and fifth positioning machining centers, and 2-axis turning centers.	Prerequisites: A grade of C or better in MPT130 or MPT130MP or MPT131 or MPT131MP.	LEC 3.0 1.0 1.0 LAB 0.0 4.0 4.0
MPT261	MasterCam Certified Programmer Mill Level I: Test Preparation: CPgM1	Review of the latest Certified Programmer Mill Level I (CPgM1) exam in preparation for exam. Competency of geometry construction, tool plane and work plane construction, Computer Numerical Control (CNC), milling tool path generation, and tool path verification with core Mastercam software	Prerequisites: Permission of Instructor.	L+L 1.0 2.0 2.0
MPT262	Computer Aided Manufacturing (CAM) II	Advanced Computer Aided Manufacturing (CAM) system	Prerequisites: A grade of C or better in	L+L 3.0 5.0 5.0

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		programming for Computer Numerical Control (CNC) machines using computer graphics for programming and tool path geometry. Computer programming for Mill turns and five axis simultaneous machining centers.	MPT260 or MPT260MP.	
MPT262MP	Computer Aided Manufacturing (CAM) II	Advanced Computer Aided Manufacturing (CAM) system programming for Computer Numerical Control (CNC) machines using computer graphics for programming and tool path geometry. Computer programming for Mill turns and five axis simultaneous machining centers.	Prerequisites: A grade of C or better in MPT260 or MPT260MP.	LEC 3.0 1.0 1.0 LAB 0.0 4.0 4.0
MPT270	Tooling, Fixtures, and Gauges	Various types of tools, fixtures, and gauges and their function as related to manufacturing processes. Clamping and workholding principles as well as use of appropriate hardware.	Prerequisites: A grade of C or better in ((MPT120, or MPT120MP, or four National Institute of Metalworking Skills (NIMS) in CNC Machining or Manual Machining) and (MPT150 or MPT151)), or CAD101, or CAD201, or CAD215, or Certified SolidWorks Associate (CSWA).	LEC 3.0 3.0 3.0
MPT282AA	Volunteerism for Manufacturing: A Service Learning Experience	Service-learning field experience within private/public agencies and citizen volunteer groups.	Prerequisites: Permission of Program Director.	LAB 1.0 1.0 0.0

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MPT282AB	Voluteerism for Manufacturing: A Service Learning Experience	Service-learning field experience within private/public agencies and citizen volunteer groups.	Prerequisites: Permission of Program Director.	LAB 2.0 2.0 0.0
MPT282AC	Volunteerism for Manufacturing: A Service Learning Experience	Service-learning field experience within private/public agencies and citizen volunteer groups.	Prerequisites: Permission of Program Director.	LAB 3.0 3.0 0.0
MPT290AA	Manufacturing Production Internship	Construction internship office/field experience with private/public agencies or citizen volunteer groups. Eighty (80) hours of designated work experience.	Prerequisites: Permission of Program Director.	LAB 1.0 6.0 0.0
MPT290AB	Manufacturing Production Internship	Construction internship office/field experience with private/public agencies or citizen volunteer groups. One hundred and sixty (160) hours of designated work experience.	Prerequisites: Permission of Program Director.	LAB 2.0 12.0 0.0
MPT290AC	Manufacturing Production Internship	Construction internship office/field experience with private/public agencies or citizen volunteer groups. Two hundred and forty (240) hours of designated work.	Prerequisites: Permission of Program Director.	LAB 3.0 18.0 0.0
MPT296WA	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 students academic or career goals (students present job may qualify) or permission of Instructor.	LAB 1.0 5.0 0.0

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			Corequisites: Must be concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.	
MPT296WB	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 students academic or career goals (students present job may qualify) or permission of Instructor. Corequisites: Must be concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.	LAB 2.0 10.0 0.0
MPT296WC	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	LAB 3.0 15.0 0.0

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			<p>students academic or career goals (students present job may qualify) or permission of Instructor.                      Corequisites: Must be concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.</p>	
MPT296WD	Cooperative Education	<p>Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students.</p>	<p>Prerequisites:                      Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify) or permission of Instructor.                      Corequisites: Must be concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.</p>	LAB 4.0 20.0 0.0

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MPT298AA	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.	LAB 1.0 1.0 0.0
MPT298AB	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.	LAB 2.0 2.0 0.0
MPT298AC	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	Prerequisites: Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		individualized learning to be combined to maximize student development.		
MRT298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
MRT298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
MRT298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		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. <b>COMMON COMPETENCY COURSE</b>		
MSP101	Introduction to Mortuary Science	Designed to orient prospective students to mortuary science and its history, educational requirements, internships, licensure examination, job descriptions for funeral directors, embalmers and cremationists, and employment outlook.	Prerequisites: None.	LEC 1.0 1.0 1.0
MSP105	Crematory Operator Training	Overview of cremation equipment, processes, laws, and safety. Prepares students to apply for licensure as a cremationist.	Prerequisites: Permission of Instructor.	LEC 0.5 0.5 0.5
MSP201	History and Sociology of Funeral Service	Survey of history of funeral service from ancient to modern times. Sociological aspects of how various cultures deal with death.	Prerequisites: Admission to the Mortuary Science program.	LEC 3.0 3.0 3.0
MSP202	Embalming	Study of the disinfection, preservation and restoration of the deceased human body by chemical means for the specific purpose to delay organic decomposition.	Prerequisites: Admission to the Mortuary Science program.	LEC 3.0 3.0 3.0
MSP202LL	Embalming Lab	Field experience involving observation and practice of embalming processes in a laboratory setting. Includes writing case study reports.	A grade of C or better required in all Prerequisites. Prerequisites or	LAB 1.0 2.0 2.0

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			Corequisites: MSP202 and admission to the Mortuary Science program.	
MSP203	Microbiology for Mortuary Science	Survey of microbiology as it pertains to mortuary science and the funeral service profession. Review of safety precautions, sanitation practices, and pathogens that can lead to illness or death.	Prerequisites: Admission to the Mortuary Science program.	LEC 3.0 3.0 3.0
MSP204	Chemistry for Mortuary Science	Basic principles of general chemistry, organic chemistry, biochemistry, embalming chemistry, and toxicology as it relates to mortuary science. Safety practices regarding potentially harmful chemicals.	Prerequisites: Admission to the Mortuary Science program.	LEC 3.0 3.0 3.0
MSP205	Mortuary Administration I	Funeral directing and establishing professional relationships with religious leaders and family members. Includes documentation procedures from time of death to funeral.	Prerequisites: Admission to the Mortuary Science program.	LEC 3.0 3.0 3.0
MSP206	Mortuary Administration II	Operation of the established funeral home, including principles and product knowledge in the area of funeral service management and merchandising.	Prerequisites: A grade of C or better in MSP205.	LEC 3.0 3.0 3.0
MSP207	Mortuary Science Restorative Art	Care and restoration of the deceased human body to create natural form and appearance. Includes anatomical aspects and color theory.	Prerequisites: Admission to the Mortuary Science program.	LEC 3.0 3.0 3.0
MSP207LL	Mortuary Science Restorative Art Lab	Practice care and restoration of the deceased human body to create natural form and appearance in a laboratory	A grade of C or better required in all Prerequisites.	LAB 1.0 2.0 2.0

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		setting. Includes anatomical aspects and color theory.	Prerequisites or Corequisites: MSP207 and admission to the Mortuary Science program.	
MSP208	Legal, Regulatory, and Ethical Issues in Mortuary Science	Mortuary law, regulation by the Federal Trade Commission, and ethical issues in mortuary science. Individual state laws as they pertain to the regulation of funeral establishments and funeral service personnel.	Prerequisites: Admission to the Mortuary Science program.	LEC 3.0 3.0 3.0
MSP209	Pathology for Mortuary Science	Pathologic conditions which require special treatment and terminology associated with the causes of death.	Prerequisites: Admission to the Mortuary Science program.	LEC 3.0 3.0 3.0
MSP210	Psychology, Counseling, and Mortuary Science	Psychology and grief counseling principles in mortuary science.	Prerequisites: Admission to the Mortuary Science program.	LEC 2.0 2.0 2.0
MSP211	Compendium for Mortuary Science	Analysis of daily tasks performed by funeral service personnel. Capstone experience based on all previous course work.	Prerequisites: Admission to the Mortuary Science program.	LEC 2.0 2.0 2.0
MSP282AA	Service-Learning Experience in Mortuary Science	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
MSP282AB	Service-Learning Experience in Mortuary Science	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
MSP282AC	Service-Learning Experience in Mortuary Science	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0

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MSP296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
MSP296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 2.0 10.0 0.0

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			interest or with permission of Instructor.	
MSP296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
MSP296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently	LAB 4.0 20.0 0.0

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			enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
MST140	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.	L+L 3.0 4.0 4.0
MST141	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.	A grade of C or better required in all Prerequisites. Prerequisites: (CIS102 or any CIS102++ course) and CIS105 or permission of Instructor. Prerequisites or Corequisites: Any MST150++ course or permission of Instructor.	L+L 3.0 4.0 4.0
MST150EI	Configuring Windows 8	In-depth exploration of how to effectively install and configure Windows 8. Includes features of Windows 8, virtualization with Hyper-V, network connectivity, access to resources, monitor and maintain	Prerequisites: None. MST140 or CNT140++ recommended.	L+L 3.0 4.0 4.0

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		Windows clients and backup and recovery. Designed to prepare students for the Microsoft Windows 8 certification examination (70-687).		
MST150SV	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.	L+L 3.0 4.0 4.0
MST150WT	Installing and Configuring Microsoft Windows 10	In-depth exploration of how to effectively install and configure Windows 10. Includes features of Windows 10, virtualization improvements, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. Designed to prepare students for the Microsoft Windows 10 certification examination.	Prerequisites: None. CIS190 or CNT140AB suggested but not required.	L+L 3.0 4.0 4.0
MST152	Microsoft Windows Server	Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows Server. Preparation for Microsoft certification examination.	Prerequisites: A grade of C or better in any MST150 course or Corequisites: any MST150 course or permission of Instructor.	L+L 4.0 5.0 5.0
MST155DA	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	Prerequisites: A grade of C or better in MST150, or any MST150++ course, or permission of Instructor.	L+L 4.0 5.0 5.0

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		functionality security and performance features of networking services.		
MST155DB	Configuring Advanced Windows Server Services	In-depth exploration of how to effectively install and configure Windows Server. Designed to prepare students for the Microsoft Configuring Advanced Windows Server Services examination (70-412).	Prerequisites: A grade of C or better in MST158DA or MST158DB or permission of Instructor.	L+L 4.0 5.0 5.0
MST155DC	Installation, Storage, and Compute with Windows Server	This course focuses primarily on the installation, storage, and compute features and their functionality that is available within Windows Server. As Information Technology pushes towards more cloud based solutions and makes our classic approach obsolete, this course will help students prepare for a career within an Information Technology enterprise and help distinguish themselves in today's competitive job market. This course covers various topics like Windows Server installation, Hyper-V deployments and storage options in relation to this new cloud based reality.	Prerequisites: A grade of C or better in MST150++ or permission of Instructor.	L+L 4.0 5.0 5.0
MST157DA	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.	L+L 4.0 5.0 5.0

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MST157DB	Administering Windows Server	In-depth exploration of how to effectively manage Windows Server. Designed to prepare students for the Administering Microsoft Windows Server examination (70-411).	Prerequisites: A grade of C or better in MST158DA or MST158DB or permission of Instructor.	L+L 4.0 5.0 5.0
MST157DC	Networking with Windows Server	This course focuses on the networking features and their functionality available within Windows Server. It builds upon the skills from the Installation, Storage, and Compute with Windows Server course (MST155DC) and will develop skills related to Software-Defined Networking (SDN) solutions within Hyper-V, remote connectivity with VPN and Direct Access, and providing Internet connectivity with Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), and Internet Protocol Address Management (IPAM). This course helps prepare for the 70-741 industry certification test.	Prerequisites: A grade of C or better in MST155DC or permission of Instructor.	L+L 4.0 5.0 5.0
MST158DA	Windows Server Administration	Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows Server.	Prerequisites: A grade of C or better in (MST155 or any MST155++ course) and (MST157 or any MST157++ course), or permission of Instructor.	L+L 4.0 5.0 5.0

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MST158DB	Installing and Configuring Windows Server	In-depth exploration of how to effectively install and configure Windows Server. Includes roles and features of Server, virtualization with Hyper-V, core network services, Active Directory, and Group Policy. Designed to prepare students for the corresponding Microsoft Windows Server Installation and Configuration examination (70-410).	Prerequisites: A grade of C or better in (MST140 or CNT140 or CNT140AA) and (MST150 or MST150SV or MST150VI or MST150XP) or permission of Instructor.	L+L 4.0 5.0 5.0
MST158DC	Identity Management with Windows Server 2016	Prepares students to manage Windows Server 2016 tasks. Configure and manage multiple services, such as Identity Management and Active Directory. Learn how to install and configure domain controllers and create and manage users, groups, and computers within Organizational Units. Prepares students for the Microsoft exam, Identity with Windows Server 2016-70-742.	Prerequisites: A grade of C or better in MST157DC.	L+L 4.0 5.0 5.0
MST280CA	Current Topics in Microsoft Computing	Critical inquiry of current topics in Microsoft Technology computing. Application of Microsoft Technology trends to solve problems and/or investigate issues.	Prerequisites: Permission of Instructor.	L+L 3.0 4.0 4.0
MTC098	Music Theory Boot Camp	Intensive review of music theory fundamentals to develop and/or refresh skills necessary for advanced study.	Prerequisites: None.	LEC 1.0 1.0 1.0
MTC101	Introduction to Music Theory	Designed to develop written and aural skills necessary for advanced study of	Prerequisites: None.	LEC 3.0 3.0 3.0

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		music theory and skills. Recommended for music majors		
MTC103	Introduction to Aural Perception	An introduction to the aural skills necessary to hear relationships of intervals, rhythms, melody, and harmony in music.	Prerequisites: None.	L+L 1.0 2.0 2.0
MTC105	Music Theory I	The chronological study of music theory including: harmony, melody, texture, structure and timbre through analysis, original compositions and basic exercises to demonstrate musical concepts.	Prerequisites: A grade of C or better in MTC100 or MTC101 or permission of instructor. Corequisites: MTC106.	LEC 3.0 3.0 3.0
MTC106	Aural Perception I	The development of listening and performing skills through dictation, sight singing and keyboard harmony	Prerequisites: None. Corequisites: MTC105.	L+L 1.0 2.0 2.0
MTC110	Music Notation for Songwriting	Basic musical notational system with emphasis on note reading, staff placement, meter, rhythmic patterns, basic harmonic patterns, chords and chord symbols, lead sheet forms, scales and keys	Prerequisites: None.	LEC 2.0 2.0 2.0
MTC120	Introduction to Sound Design for Film and Video FMT 120	Basic principles of recording and mixing sound for film and video. Includes voice-over, automatic dialog replacement (ADR), foley, ambience, special effects and music. Emphasis on analog and digital recording techniques in the field as well as in a controlled environment.	Prerequisites: A grade of C or better in (FMT100 and FMT136) or permission of Instructor.	LEC 3.0 3.0 3.0 LAB 0.0 2.0 1.0
MTC122	Fretboard Harmony	An in-depth study of functional and theoretical practice as applied to the fretboard of the guitar through	Prerequisites: A grade of C or better in MTC100 or MTC101.	LEC 3.0 3.0 3.0

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		understanding of chord symbols, intervals and rhythm		
MTC130	Jazz Theory	Develop written and aural theory skills necessary in the jazz idiom.	Prerequisites: A grade of C or better in (MTC101 and MTC103), or permission of Instructor.	LEC 2.0 2.0 2.0
MTC140	Songwriting	An introduction to the art and craft of songwriting through the study and analysis of diverse songwriters and musical styles, and creation of original songs.	Prerequisites: A grade of C or better in MTC101 or MTC105 or permission of Instructor.	LEC 3.0 3.0 3.0
MTC155	Music Theory II	A continuation of Music Theory I with emphasis on harmony and part-writing procedures	Prerequisites: A grade of C or better in MTC105. Corequisites: MTC156.	LEC 3.0 3.0 3.0
MTC156	Aural Perception II	A continuation of Aural Perception I, including harmonic practices.	Prerequisites: A grade of C or better in MTC106. Corequisites: MTC155.	L+L 1 2 2
MTC180	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: A grade of C or better in MTC101, or MTC105, or Corequisites: MTC105, or permission of Instructor.	L+L 3.0 4.0 4.0
MTC181	Popular Music Orchestration and Arranging	Basic orchestration and arranging techniques as used in popular music genres including jazz, pop, and rock music for vocal and instrumental music performance ensembles. Idiomatic uses of harmony, melodic	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: (MTC155 or higher level of MTC	LEC 3.0 3.0 3.0

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		rhythm, voicing, tonal color and notation.	music theory course) and MTC180. Higher Level Theory Courses: MTC156 or MTC205 or MTC206 or MTC255 or MTC256.	
MTC190	Computer-Aided Music Notation	Introduction to computer-aided music notation, culminating in editing and producing publication-quality music scores. Ability to read music notation required	Prerequisites: Permission of Instructor.	L+L 3.0 4.0 4.0
MTC191	Electronic Music I	An introduction to creating music with computers, utilizing the Musical Instrument Digital Interface (MIDI) protocol, synthesizers, digital audio software/hardware, and MIDI controllers.	Prerequisites: None.	L+L 3.0 4.0 4.0
MTC192	Electronic Music II	Continued study of creating music with computers, utilizing the Musical Instrument Digital Interface (MIDI) configurations, audio editing, and music software/hardware at the intermediate level. Emphasis on more complex configurations and their applications in compositions.	Prerequisites: A grade of C or better in MTC191.	L+L 3.0 4.0 4.0
MTC193	Computer-Based Sound Synthesis	Principles of sound synthesis using computer-based methods. Synthesis methods include subtractive, additive, frequency modulation, sample and synthesis, and hybrid. Emphasis on synthesis techniques for use in electronic music	Prerequisites: A grade of C or better in MTC191 or permission of Instructor.	L+L 3.0 4.0 4.0

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MTC203	Jazz Composition	Composition and analysis of standard song forms as well as other standard compositional practices and forms idiomatic to jazz	Prerequisites: A grade of C or better in MTC155 or MUP165 or permission of Instructor.	L+L 3.0 3.0 0.0
MTC205	Music Theory III	The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure	Prerequisites: A grade of C or better in MTC155. Corequisites: MTC206.	LEC 3.0 3.0 3.0
MTC206	Aural Perception III	A development of listening and performing skills, including an introduction of chromatic harmonic techniques and concepts of style.	Prerequisites: A grade of C or better in MTC156. Corequisites: MTC205.	L+L 1 2 2
MTC220	Advanced Sound Design for Film and Video	Explores techniques and advanced applications used in designing sound using original student footage on a non-linear editing system.	Prerequisites: A grade of C or better in FMT/MTC120 or permission of Instructor.	LEC 3.0 3.0 3.0 LAB 0.0 2.0 2.0
MTC240	Composition	Introduction to the basics of music composition, stressing techniques and procedures for developing original ideas.	Prerequisites: A grade of C or better in (MTC105 and MTC106 or equivalent) and permission of Instructor.	L+L 3.0 0.6 0.0
MTC255	Music Theory IV	A continuation of Music Theory III, including 20th century theories and techniques	Prerequisites: A grade of C or better in MTC205. Corequisites: MTC256.	LEC 3.0 3.0 3.0
MTC256	Aural Perception IV	A continuation of Aural Perception III, including extended chords.	Prerequisites: A grade of C or better in MTC206. Corequisites: MTC255.	L+L 1 2 2

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MTC261	Modern Arranging I	Basic arranging techniques as used in jazz and rock idioms for combo and special ensembles. Idiomatic uses of harmony, melodic rhythm, voicing, tonal color and notation.	Prerequisites: A grade of C or better in MUP164 and MUP165 or permission of Instructor.	LEC 3.0 3.0 3.0
MTC262	Modern Arranging II	Arranging for larger ensembles, including strings, jazz ensemble, woodwinds and synthesizers. Detailed study of harmony, form and orchestration.	Prerequisites: A grade of C or better in MTC261 or permission of Instructor.	LEC 3.0 3.0 3.0
MTC291	Electronic Music III	Continued study of the production of music using electronic processes. Emphasis on more complex configurations and their applications in live performance or studio use.	Prerequisites: A grade of C or better in MTC192.	L+L 3.0 4.0 4.0
MTC296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0

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MTC296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
MTC296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 3.0 15.0 0.0

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			interest or with permission of Instructor.	
MTC296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
MTC298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		development. COMMON COMPETENCY COURSE		
MTC298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
MTC298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
MTO106	Machining Fundamentals and Geometric Dimensioning & Tolerancing	Introduction to machining, industrial safety, basic print reading and interpretation, applications and use of measuring equipment, inspection techniques, introduction to geometric	Prerequisites: None.	144

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		dimensioning and tolerancing (GD&T), shop applied mathematics, machine and cutting tool selections and applications, material identification and handling, machine maintenance fundamentals.		
MTO107	Bench Work, Layout and Drill Press Operations	Learn about common bench work and layout techniques related to pre and post setup and machining operations, basics of job planning, machine safety protocols, tool selection, hole-making operations, hand and machine tool operations, speeds/feeds theory and inspection techniques for holes and threads. Learn basic drilling operations and related hole-making techniques.	Prerequisites: None.	102
MTO119	Manual Mill Operations	Learn the basic components and operations of a vertical manual milling machine. Learn cutting tool selection and applications for milling. Gain knowledge in basic surface grinding operations.	Prerequisites: None.	108
MTO121	Manual Lathe Operations	Learn the basic components and operations of a manual turning machine. Learn cutting tool selection and applications for basic turning operations. Gain knowledge in basic surface grinding operations.	Prerequisites: None.	150
MTO132	CNC Mill Programming and Operations	Learn basic computer numerical control (CNC) milling machines concepts, programming, and operations.	Prerequisites: None.	150

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MTO140	CNC Lathe Programming and Operations	Learn basic computer numerical control (CNC) lathe machining concepts, programming, and operations. Learn basic concepts of computer-aided design and computer-aided manufacturing (CAD/CAM).	Prerequisites: None.	150
MUC109	Music Business: Content Creation and Copyright	Designed to provide an overview of content creation and copyright considerations within the Music Industry. Topics include songwriting and music creation, copyright, publishing and licensing, studio production, media applications of music, business ownership and operations, and emerging technologies.	Prerequisites: None.	LEC 3.0 3.0 3.0
MUC110	Music Business: Marketing and Monetization	Designed to provide an overview of the marketing and monetization of music. Topics include music label operations; contracts; marketing, promotion, and merchandising; agents, managers, and attorneys; concert promotion and touring; and unions and guilds.	Prerequisites: None.	LEC 3.0 3.0 3.0
MUC111	Digital Audio Workstation I (DAW I)	Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management.	Prerequisites: A grade of C or better in MUC195 or MUC195AA or FMP105 or permission of Instructor.	L+L 3.0 5.0 5.0
MUC112	Digital Audio Workstation II (DAW II)	Use of digital mixing and automation software in conjunction with editing and recording. Includes computer	Prerequisites: A grade of C or better in MUC111, and	L+L 3.0 5.0 5.0

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		operation, troubleshooting, and file management.	(MUC195 or MUC195AA).	
MUC114	Song Publishing and Marketing	Publishing and marketing of songs including services that publishers provide and what to consider when choosing one, a summary of various aspects and types of contracts, working as a staff writer, publisher marketing, self marketing, and additional markets.	Prerequisites: None.	LEC 1.0 1.0 0.0
MUC115	Song Copyrighting and Demos	Terms involved with copyright laws. Clarification of when copyright begins, ownership of copyright and registration, limitations of copyright, and when works become public domain. Phases of making a demonstration tape or CD. Promotion and presentation of a demo.	Prerequisites: None.	LEC 1.0 1.0 0.0
MUC122	Sound Design I	Introduction to Sound Design and Audio Post-Production for Multimedia. Includes creating and editing Sound Effects, ADR, Foley, Music, and Ambience, such as Film, TV, Video Gaming, Theatre, and Dance. Emphasis on computer assisted production using Digital Audio Workstations and sound design techniques using industry-standard equipment.	Prerequisites: None.	L+L 3.0 5.0 5.0
MUC135	Introduction to Disc Jockey Techniques	Development of beginning level live-performance disc jockey techniques. Emphasis on understanding the construction of industry-formatted	Prerequisites: None.	L+L 3.0 3.0 3.0

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		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.		
MUC136	Turntablism: The Art of the Scratch DJ	Covers the skills required in vinyl manipulation; examines the development of turntable techniques and the contributions made by individual turntable artists.	Prerequisites: None.	L+L 3.0 4.0 4.0
MUC137	Digital DJ Performance Techniques	Covers the skills required for live performance employing digital media with an emphasis on programs such as Serato Scratch Live and Ableton Live.	Prerequisites: None.	L+L 3.0 4.0 4.0
MUC138	Disc Jockey Laboratory	Operation, scope, roles and responsibilities in the commercial music production process.	Prerequisites: None.	LAB 1.0 1.0 0.0
MUC139	Introduction to Emcee-Rapping Techniques	Development of beginning level live-performance and recording emcee-rap techniques. Emphasis on understanding rhyme, structure, breath control, stage presence, and performance. Covers the history of the DJ/emcee and origins of the rapper, song structure, enunciation, vocal delivery, breath control, melody, and pacing while staying on beat.	Prerequisites: None.	L+L 3.0 4.0 4.0
MUC145	Recording Studio Business Operations	Operation, scope, roles and responsibilities in the commercial music production process. Focuses on the business aspects and daily	Prerequisites: None.	LEC 2.0 2.0 2.0

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		management of the professional recording studio. Includes strategies for project management, client service, marketing, equipment acquisition, staffing and employment.		
MUC180	Computer Literacy for the Music Business	Basic computer literacy, including business applications used in the Music Industry, with hands-on experience.	Prerequisites: A grade of C or better in MUC109 or permission of Instructor or Department or Division Chair.	L+L 1.0 3.0 0.0
MUC194	Audio Mixing Techniques	Approaches in final mixing for different musical genres. Develop critical listening skills, and applying these techniques to students' projects. Professional-type facilities and equipment available for student use.	Prerequisites: A grade of C or better in MUC111 and MUC196, or permission of Instructor.	L+L 3.0 4.0 4.0
MUC195	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.	L+L 3.0 5.0 5.0
MUC195AA	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.	LEC 3.0 3.0 3.0 LAB 0.0 2.0 2.0
MUC196	Studio Music Recording II	Emphasis on signal-processing equipment, mixing consoles, and	Prerequisites: A grade of C or better in	L+L 3.0 5.0 5.0

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		advanced musical recording session procedures, production, and engineering. Includes mix-down and resultant master tape of a musical recording session.	MUC195 or MUC195AA.	
MUC196AA	Studio Music Recording II	Emphasis on signal-processing equipment, mixing consoles, and advanced musical recording session procedures, production, and engineering. Includes mix-down and resultant master tape of a musical recording session.	Prerequisites: A grade of C or better in MUC195 or MUC195AA.	LEC 3.0 3.0 3.0 LAB 0.0 2.0 2.0
MUC197	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.	L+L 3.0 4.0 4.0
MUC198	Live Sound Reinforcement II	Emphasis on musical production decisions. Front-of-house and monitor console placement, loudspeaker arrangements, power considerations, program material and sound pressure levels. Includes setting up of sound system and mixing live performances with various styles of music. In addition to mixing at alternate locations.	Prerequisites: A grade of C or better in MUC197.	L+L 3.0 4.0 4.0
MUC209	Music Industry Entrepreneurship	Operation, scope, and career opportunities in the music business. Focuses on music in the areas of entrepreneurship, visionary	Prerequisites: A grade of C or better in MUC109 and MUC110	LEC 3.0 3.0 0.0

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		development and the collaboration process.	or permission of Instructor.	
MUC210	Advanced Industry Topics: Concert Promotion and Touring	Operation, scope, and career opportunities in the music business. Focuses on advanced aspects of concert promotion, touring and festival production. Areas of focus include marketing, planning, operations, talent buying, and budgeting for profitable and successful music-performance stage shows.	Prerequisites: A grade of C or better in MUC109 or permission of Instructor or Department or Division Chair.	LEC 3.0 3.0 0.0
MUC211	Advanced Industry Topics: Artist Management and Development	Operation, scope, and career opportunities in the music business. Focus on advanced aspects of artist management and development. Include roles and responsibilities of an Artist Manager, the nature and structure of the relationship between an Artist and Artist Manager, and the development of business, and career management techniques for Artist Managers.	Prerequisites: A grade of C or better in MUC109 or permission of Instructor or Department or Division Chair.	LEC 3.0 3.0 0.0
MUC215	Music Industry Seminar: Innovation in Music Technology	Seminar in Music Industry technology with an emphasis on current product and service innovations. Emphasis on marketing and promotional uses of new technology.	Prerequisites: None.	LEC 1.0 1.0 0.0
MUC216	Music Workshop/Seminar	Workshop seminar in commercial music disciplines.	Prerequisites: None.	LEC 1.0 1.0 0.0
MUC222	Sound Design II	Intermediate level Sound Design and Audio Post-Production for Multimedia.	A grade of C or better required in all Prerequisites. Prerequisites: MUC122.	L+L 3.0 5.0 5.0

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			Prerequisites or Corequisites: MTC191, or MUC111, or permission of Instructor.	
MUC237	Electronic Dance Music Production	Process and skills required for music production employing digital media, with an emphasis on producing music on digital audio workstations.	Prerequisites: A grade of C or better in MTC191 or permission of Instructor.	L+L 3.0 4.0 4.0
MUC240	Creative Music Production	Operation, scope, roles and responsibilities in the commercial music production process. Focuses on creative aspects of commercial music production, including song selection, realization of artistic vision, studio selection, musician and vocal staff selection, coaching for optimal performance, analyzing song structure and sound quality and troubleshooting problems in the overall artistic impression of the finished music product. Lab work includes creation and execution of a finished professional-quality music production.	Prerequisites: A grade of C or better in [(MTC101 and MTC103) or (MTC105 and MTC106)] and (MTC192, MUC112 and MUC295) or permission of Instructor.	L+L 4.0 5.0 0.0
MUC241	Business Principles of Music Production	Operation, scope, roles and responsibilities in the commercial music production process. Focuses on business aspects of commercial music production, including project management, budgeting, production personnel, deal structures, revenue sources, copyright, publishing percentages and career strategies.	Prerequisites: A grade of C or better in (MUC109 and MUC110) or permission of Instructor.	LEC 3.0 3.0 0.0

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MUC242	Music Genres and Styles	Operation and development of creative skills in the commercial music production process. Geared towards music producers and emphasizing analysis and comprehension of commercial music styles and genres, including: pop, country, rock, soul, rhythm and blues, funk, and hip-hop. Study of the thematic organization of popular musical styles.	Prerequisites: None.	LEC 2.0 2.0 0.0
MUC274	Music Industry Study Tour	A tour of the music industry outside the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance awareness of professional opportunities and careers.	Prerequisites: None.	LAB 2.0 2.0 0.0
MUC280	Recording Studio Maintenance	Introduction to the techniques, electronics, and tools used to perform basic recording studio, live sound, and electronic musical instrument equipment maintenance	Prerequisites: A grade of C or better in MUC195AA or MUC111 or permission of instructor.	L+L 3.0 3.0 3.0
MUC289	Live Sound Reinforcement III	Focus on audio engineering and media production for performances and events. The course will cover advanced audio concepts and techniques, basic lighting, rigging, and media. Students will apply their knowledge assisting as part of productions, events, advanced projects or other activities related to the course material.	Prerequisites: A grade of C or better in MUC198.	L+L 3.0 6.0 6.0
MUC290AA	Music Business Internship	Music Business Internship work experience. Perform a variety of activities, to fulfill the routines and	Prerequisites: Permission of Department or Division.	L+L 1.0 1.0 0.0

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		responsibilities of the department or business where the internship is served. Eighty (80) hours of designated work per credit.		
MUC291AA	Disc Jockey Internship	Disc Jockey (DJ) internship work experience, which may include emceeing and/or electronic dance music production, under the supervision of an experienced industry professional. Perform a variety of activities to fulfill the routines and responsibilities of the department or business where the internship is served.	Prerequisites: Permission of Department or Division.	L+L 1.0 1.0 0.0
MUC292	Sound Design III	Advanced Sound Design Production for Multimedia: Designed to provide an atmosphere of team research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use.	Prerequisites: A grade of C or better in MUC222, or permission of Instructor.	L+L 3.0 6.0 6.0
MUC293	Self Promotion for Music	Designed to provide the skills and knowledge required for effective self-promotion. Focus on career goal development, market analysis, communication and networking skills, and the development of a self-promotional campaign.	Prerequisites: None.	LEC 1.0 1.0 1.0
MUC294	Portfolio for Music	Includes developing a portfolio that demonstrates music related skills and marketing of songs, recordings, and musical performances.	Prerequisites: A grade of C or better in MUC293.	LEC 1.0 1.0 0.0
MUC295	Studio Music Recording III	Producing and engineering a recording project. Covers how recording studios	Prerequisites: A grade of C or better in	L+L 3.0 6.0 6.0

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		work and how recording projects are organized from pre-production through delivery of the final mix.	MUC196 and (MUC111 or permission of Instructor).	
MUC296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
MUC296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites:	LAB 2.0 10.0 0.0

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			Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
MUC296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
MUC296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students	LAB 4.0 20.0 0.0

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			present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
MUC297AA	Audio Production Internship	Music Internship work experience in a business or industry. Eighty (80) hours of designated work per credit.	Prerequisites: Permission of Department or Division.	L+L 1.0 1.0 0.0
MUC297AB	Audio Production Internship	Music Internship work experience in a business or industry eighty (80) hours of designated work per credit.	Prerequisites: A grade of C or better in MUC110.	L+L 2.0 2.0 0.0
MUC297AC	Audio Production Internship	Music Internship work experience in a business or industry eighty (80) hours of designated work per credit.	Prerequisites: Permission of Department or Division.	L+L 3.0 3.0 0.0
MUC298AA	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.	LAB 1.0 1.0 0.0

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MUC298AB	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.	LAB 2.0 2.0 0.0
MUC298AC	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.	LAB 3.0 3.0 0.0
MUE107	Woodwinds Methods I	Practical class with emphasis on techniques of playing and teaching woodwind instruments including embouchure, breath control, tone, mouthpiece selection, and literature.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUE108	Percussion Methods I	Practical class with emphasis on techniques of playing and teaching percussion instruments including hand	Prerequisites: None.	L+L 1.0 3.0 3.0

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		position, rudiments, stick control, and elements of reading rhythms.		
MUE109	Brass Methods I	Practical class with emphasis on techniques of playing and teaching brass instruments including embouchure, breath control, tone, and literature.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUE110	Strings Methods I	Practical class with emphasis on techniques of playing and teaching string instruments including tone control and literature.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUE111	Guitar Methods	Practical class with emphasis on both classical and popular techniques, methods, materials, solo/ensemble literature and repertoire used in all levels of guitar. Instructional approaches to the guitar as both a harmonizing instrument and in an ensemble setting.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUE207	Woodwinds Methods II	Continuation of Woodwinds Methods I with additional emphasis on skills including ensemble performance, transposition, increasing range and literature.	Prerequisites: A grade of C or better in MUE107 or permission of Instructor.	L+L 1.0 3.0 3.0
MUE208	Percussion Methods II	Continuation of Percussion Methods I with additional emphasis on ensemble techniques and representative literature.	Prerequisites: A grade of C or better in MUE108 or permission of Instructor.	L+L 1.0 3.0 3.0
MUE209	Brass Methods II	Continuation of Brass Methods I with additional focus on skills including ensemble performance, transposition, increasing range and solo literature.	Prerequisites: A grade of C or better in MUE109 or permission of Instructor.	L+L 1.0 3.0 3.0

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MUE210	Strings Methods II	Continuation of String Methods I with additional focus on skills including fingering and bowing techniques, and solo/ensemble literature.	Prerequisites: A grade of C or better in MUE110 or permission of Instructor.	L+L 1.0 3.0 3.0
MUE240	Introduction to Choral Methods	Overview of techniques, methods, materials, style characteristics, and repertoire used in directing choral music at the secondary level including simulated teaching, conducting, and the demonstration of vocal and choral performance practices.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUE250	Vocal Pedagogy/Voice Methods	Study of the anatomy, physiology, and acoustics of singing as applied to healthy vocal function and the teaching of singing. Topics include: overview of techniques, materials, and literature used in teaching singing.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUE296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 1.0 5.0 0.0

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			permission of Instructor.	
MUE296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
MUE296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 3.0 15.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
MUE296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
MUE298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
MUE298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
MUE298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
MUP100	Introduction to Digital Musicianship	A music performance class that provides foundational skills in the use of digital concepts, tools, software applications, and technology to	Prerequisites: None.	LEC 2.0 2.0 2.0

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		improve performance ability and music making concepts that align with current trends in the music industry.		
MUP101AA	Private Instruction: Voice	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.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101AD	Private Instruction: Piano	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.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101AG	Private Instruction: Harpsichord	Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course	Prerequisites: None.	L+L 1.0 0.6 0.0

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		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.		
MUP101AJ	Private Instruction: Organ	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.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101AM	Private Instruction: Guitar	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,	Prerequisites: None.	L+L 1.0 0.6 0.0

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		contrabass, bass guitar, percussion, and harp.		
MUP101AP	Private Instruction: Trumpet	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.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101AS	Private Instruction: French Horn	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.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101AV	Private Instruction: Trombone	Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors	Prerequisites: None.	L+L 1.0 0.6 0.0

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		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.		
MUP101AY	Private Instruction: Euphonium	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, euphonium, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101BB	Private Instruction: Tuba	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,	Prerequisites: None.	L+L 1.0 0.6 0.0

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		contrabass, bass guitar, percussion, and harp.		
MUP101BE	Private Instruction: Flute	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.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101BH	Private Instruction: Oboe	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.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101BK	Private Instruction: Clarinet	Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors	Prerequisites: None.	L+L 1.0 0.6 0.0

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		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.		
MUP101BN	Private Instruction: Bassoon	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.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101BQ	Private Instruction: Saxophone	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,	Prerequisites: None.	L+L 1.0 0.6 0.0

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		contrabass, bass guitar, percussion, and harp.		
MUP101BT	Private Instruction: Violin	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.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101BW	Private Instruction: Viola	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.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101BZ	Private Instruction: Violoncello	Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors	Prerequisites: None.	L+L 1.0 0.6 0.0

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		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.		
MUP101CC	Private Instruction: Contrabass	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.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101CF	Private Instruction: Popular Music Bass Guitar	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,	Prerequisites: None.	L+L 1.0 0.6 0.0

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		contrabass, bass guitar, percussion, harp, turntablism and electronic music.		
MUP101CI	Private Instruction: Percussion	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.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101CJ	Private Instruction: Harp	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.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101CK	Private Instruction: Popular Music Voice	Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four-course sequence required of all music majors	Prerequisites: None.	L+L 1.0 0.6 0.0

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		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, harp, turntablism and electronic music.		
MUP101CL	Private Instruction: Popular Music Piano	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, harp, turntablism and electronic music.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101CM	Private Instruction: Popular Music Guitar	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,	Prerequisites: None.	L+L 1.0 0.6 0.0

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		contrabass, bass guitar, percussion, harp, turntablism and electronic music.		
MUP101CN	Private Instruction: Popular Music Drum	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, harp, turntablism and electronic music.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101CO	Private Instruction: Popular Music Production	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, harp, turntablism and electronic music.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP101CP	Private Instruction: Popular Electronic Music Performance	Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four-course sequence required of all music majors	Prerequisites: None.	L+L 1.0 0.6 0.0

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		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, harp, turntablism and electronic music.		
MUP101CQ	Private Instruction: Popular Music Turntablism	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, harp, turntablism and electronic music.	Prerequisites: None.	L+L 1.0 0.6 0.0
MUP102AA	Private Instruction: Voice	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.	Prerequisites: None.	L+L 2.0 1.2 0.0

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MUP102AD	Private Instruction: Piano	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.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102AG	Private Instruction: Harpsichord	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.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102AJ	Private Instruction: Organ	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.	Prerequisites: None.	L+L 2.0 1.2 0.0

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MUP102AM	Private Instruction: Guitar	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.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102AP	Private Instruction: Trumpet	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.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102AS	Private Instruction: French Horn	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.	Prerequisites: None.	L+L 2.0 1.2 0.0

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MUP102AV	Private Instruction: Trombone	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.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102AY	Private Instruction: Euphonium	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, euphonium, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102BB	Private Instruction: Tuba	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.	Prerequisites: None.	L+L 2.0 1.2 0.0

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MUP102BE	Private Instruction: Flute	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.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102BH	Private Instruction: Oboe	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.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102BK	Private Instruction: Clarinet	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.	Prerequisites: None.	L+L 2.0 1.2 0.0

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MUP102BN	Private Instruction: Bassoon	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.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102BQ	Private Instruction: Saxophone	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.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102BT	Private Instruction: Violin	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.	Prerequisites: None.	L+L 2.0 1.2 0.0

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MUP102BW	Private Instruction: Viola	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.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102BZ	Private Instruction: Violoncello	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.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102CC	Private Instruction: Contrabass	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.	Prerequisites: None.	L+L 2.0 1.2 0.0

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MUP102CF	Private Instruction: Popular Music Bass Guitar	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, harp, turntablism and electronic music.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102CI	Private Instruction: Percussion	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.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102CJ	Private Instruction: Harp	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,	Prerequisites: None.	L+L 2.0 1.2 0.0

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		violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.		
MUP102CK	Private Instruction: Popular Music Voice	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, harp, turntablism and electronic music.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102CL	Private Instruction: Popular Music Piano	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, harp, turntablism and electronic music.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102CM	Private Instruction: Popular Music Guitar	Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four-course sequence required of all music majors	Prerequisites: None.	L+L 2.0 1.2 0.0

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		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, harp, turntablism and electronic music.		
MUP102CN	Private Instruction: Popular Music Drum	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, harp, turntablism and electronic music.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102CO	Private Instruction: Popular Music Production	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,	Prerequisites: None.	L+L 2.0 1.2 0.0

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		contrabass, bass guitar, percussion, harp, turntablism and electronic music.		
MUP102CP	Private Instruction: Popular Electronic Music Performance	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, harp, turntablism and electronic music.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP102CQ	Private Instruction: Popular Music Turntablism	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, harp, turntablism and electronic music.	Prerequisites: None.	L+L 2.0 1.2 0.0
MUP110	Concert Music	Attendance at concerts, recitals and music lectures on and off campus. Required each semester for all music majors	Prerequisites: None.	LEC 0.5 0.5 0.5

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MUP123AA	Studio Class/Piano	Performance and laboratory class for students enrolled in private piano instruction. Emphasis on demonstration and discussion of specific piano problems.	Prerequisites: None. Corequisites: Private Piano Instruction.	L+L 0.5 0.5 0.5
MUP123AB	Studio Class/Voice	Performance and laboratory class for students enrolled in private voice instruction. Emphasis on demonstration and discussion of specific vocal problems.	Prerequisites: None. Corequisites: Private Voice Instruction.	L+L 0.5 0.5 0.5
MUP123AC	Studio Class/Guitar	Performance and laboratory class for students enrolled in private guitar instruction. Emphasis on demonstration and discussion of specific guitar problems	Prerequisites: None. Corequisites: Private Guitar Instruction.	L+L 0.5 0.5 0.5
MUP123AD	Studio Class: Instrumental	Performance and laboratory class for students enrolled in private instrumental instruction. Emphasis on demonstration and discussion of specific instrumental problems.	Prerequisites: None. Corequisites: Private Instrumental Instruction.	L+L 0.5 0.5 0.5
MUP123AE	Studio Class: Jazz Styles	Performance and laboratory class for students enrolled in private jazz styles instruction. Emphasis on demonstration and discussion of specific jazz styles problems.	Prerequisites: None. Corequisites: Private Jazz Styles Instruction.	L+L 0.5 0.5 0.5
MUP127	Class Guitar I	Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style playing. Stresses development of efficient practice techniques and proper sitting and hand positions.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUP128	Class Guitar II	Note-reading range including second position and parts of higher positions.	Prerequisites: A grade of C or better in	L+L 1.0 3.0 3.0

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		Classical, popular, Latin, and other styles of music. Theory including scales, keys, and chord construction. Technical exercises of both hands.	MUP127 or permission of Instructor.	
MUP130	Introduction to Class Piano	Basic introduction to piano techniques and fundamentals of music including hand position, sight-reading of both melodic and harmonic materials, and the introduction of scale patterns. Designed for those with little or no piano experience.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUP131	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.	L+L 1.0 3.0 3.0
MUP132	Class Piano II	Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading	Prerequisites: A grade of C or better in MUP131 or permission of Instructor.	L+L 1.0 3.0 3.0
MUP133	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.	L+L 1.0 3.0 3.0
MUP134	Class Voice II	Continuation of Class Voice I including the elements of stage presence and diction.	Prerequisites: A grade of C or better in MUP133 or permission of Instructor.	L+L 1.0 3.0 3.0

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MUP135	Class Native American Flute I	Practical class with emphasis on playing, including embouchure, breath control, finger control, reading from printed score and improvising songs.	Prerequisites: None.	L+L 2.0 3.0 3.0
MUP140	Elementary Piano Pedagogy	An overview of techniques, methods, materials, stylistic characteristics, and repertoire used in teaching piano to students at the early and late elementary levels including creating a studio policy, simulated teaching, and observing private instruction and group piano classes	Permission of Instructor or department or division.	LEC 2.0 2.0 2.0
MUP141	Intermediate Piano Pedagogy	Overview of techniques, methods, materials, stylistic characteristics, and repertoire used in teaching piano students at the intermediate and early advanced levels including simulated teaching, performance and competition preparation, and observing private instruction and group piano classes	Permission of Instructor or department or division.	LEC 2.0 2.0 2.0
MUP149	Gospel Chorus	A mixed chorus with emphasis on college/community participation and preparation of a variety of Gospel Music for public performance. Auditions may be required.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUP150	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.	L+L 1.0 3.0 3.0

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MUP151AA	Private Instruction: Voice	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.	Prerequisites: A grade of C or better in MUP101AA.	L+L 1.0 0.6 0.0
MUP151AD	Private Instruction: Piano	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.	Prerequisites: A grade of C or better in MUP101AD.	L+L 1.0 0.6 0.0
MUP151AG	Private Instruction: Harpsichord	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,	Prerequisites: A grade of C or better in MUP101AG.	L+L 1.0 0.6 0.0

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		harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.		
MUP151AJ	Private Instruction: Organ	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.	Prerequisites: A grade of C or better in MUP101AJ.	L+L 1.0 0.6 0.0
MUP151AM	Private Instruction: Guitar	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.	Prerequisites: A grade of C or better in MUP101AM.	L+L 1.0 0.6 0.0

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MUP151AP	Private Instruction: Trumpet	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.	Prerequisites: A grade of C or better in MUP101AP.	L+L 1.0 0.6 0.0
MUP151AS	Private Instruction: French Horn	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.	Prerequisites: A grade of C or better in MUP101AS.	L+L 1.0 0.6 0.0
MUP151AV	Private Instruction: Trombone	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,	Prerequisites: A grade of C or better in MUP101AV.	L+L 1.0 0.6 0.0

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		harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.		
MUP151AY	Private Instruction: Euphonium	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, euphonium, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, and percussion.	Prerequisites: A grade of C or better in MUP101AY.	L+L 1.0 0.6 0.0
MUP151BB	Private Instruction: Tuba	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.	Prerequisites: A grade of C or better in MUP101BB.	L+L 1.0 0.6 0.0

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MUP151BE	Private Instruction: Flute	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.	Prerequisites: A grade of C or better in MUP101BE.	L+L 1.0 0.6 0.0
MUP151BH	Private Instruction: Oboe	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.	Prerequisites: A grade of C or better in MUP101BH.	L+L 1.0 0.6 0.0
MUP151BK	Private Instruction: Clarinet	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,	Prerequisites: A grade of C or better in MUP101BK.	L+L 1.0 0.6 0.0

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		harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.		
MUP151BN	Private Instruction: Bassoon	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.	Prerequisites: A grade of C or better in MUP101BN.	L+L 1.0 0.6 0.0
MUP151BQ	Private Instruction: Saxophone	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.	Prerequisites: A grade of C or better in MUP101BQ.	L+L 1.0 0.6 0.0

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MUP151BT	Private Instruction: Violin	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.	Prerequisites: A grade of C or better in MUP101BT.	L+L 1.0 0.6 0.0
MUP151BW	Private Instruction: Viola	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.	Prerequisites: A grade of C or better in MUP101BW.	L+L 1.0 0.6 0.0
MUP151BZ	Private Instruction: Violoncello	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,	Prerequisites: A grade of C or better in MUP101BZ.	L+L 1.0 0.6 0.0

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		harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.		
MUP151CC	Private Instruction: Contrabass	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.	Prerequisites: A grade of C or better in MUP101CC.	L+L 1.0 0.6 0.0
MUP151CF	Private Instruction: Popular Music Bass Guitar	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP101CF.	L+L 1.0 0.6 0.0

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MUP151CI	Private Instruction: Percussion	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.	Prerequisites: A grade of C or better in MUP101CI.	L+L 1.0 0.6 0.0
MUP151CJ	Private Instruction: Harp	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.	Prerequisites: A grade of C or better in MUP101CJ.	L+L 1.0 0.6 0.0
MUP151CK	Private Instruction: Popular Music Voice	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,	Prerequisites: A grade of C or better in MUP101CK.	L+L 1.0 0.6 0.0

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		harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, harp, turntablism and electronic music.		
MUP151CL	Private Instruction: Popular Music Piano	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP101CL.	L+L 1.0 0.6 0.0
MUP151CM	Private Instruction: Popular Music Guitar	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP101CM.	L+L 1.0 0.6 0.0

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MUP151CN	Private Instruction: Popular Music Drum	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP101CN.	L+L 1.0 0.6 0.0
MUP151CO	Private Instruction: Popular Music Production	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP101CO.	L+L 1.0 0.6 0.0
MUP151CP	Private Instruction: Popular Electronic Music Performance	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,	Prerequisites: A grade of C or better in MUP101CP.	L+L 1.0 0.6 0.0

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		harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, harp, turntablism and electronic music.		
MUP151CQ	Private Instruction: Popular Music Turntablism	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP101CQ.	L+L 1.0 0.6 0.0
MUP152AA	Private Instruction: Voice	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.	Prerequisites: A grade of C or better in MUP102AA.	L+L 2.0 1.2 0.0
MUP152AD	Private Instruction: Piano	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP102AD.	L+L 2.0 1.2 0.0

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		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.		
MUP152AG	Private Instruction: Harpsichord	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.	Prerequisites: A grade of C or better in MUP102AG.	L+L 2.0 1.2 0.0
MUP152AJ	Private Instruction: Organ	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.	Prerequisites: A grade of C or better in MUP102AJ.	L+L 2.0 1.2 0.0
MUP152AM	Private Instruction: Guitar	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP102AM.	L+L 2.0 1.2 0.0

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		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.		
MUP152AP	Private Instruction: Trumpet	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.	Prerequisites: A grade of C or better in MUP102AP.	L+L 2.0 1.2 0.0
MUP152AS	Private Instruction: French Horn	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.	Prerequisites: A grade of C or better in MUP102AS.	L+L 2.0 1.2 0.0
MUP152AV	Private Instruction: Trombone	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP102AV.	L+L 2.0 1.2 0.0

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		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.		
MUP152AY	Private Instruction: Euphonium	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, euphonium, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.	Prerequisites: A grade of C or better in MUP102AY.	L+L 2.0 1.2 0.0
MUP152BB	Private Instruction: Tuba	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.	Prerequisites: A grade of C or better in MUP102BB.	L+L 2.0 1.2 0.0
MUP152BE	Private Instruction: Flute	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP102BE.	L+L 2.0 1.2 0.0

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		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.		
MUP152BH	Private Instruction: Oboe	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.	Prerequisites: A grade of C or better in MUP102BH.	L+L 2.0 1.2 0.0
MUP152BK	Private Instruction: Clarinet	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.	Prerequisites: A grade of C or better in MUP102BK.	L+L 2.0 1.2 0.0
MUP152BN	Private Instruction: Bassoon	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP102BN.	L+L 2.0 1.2 0.0

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		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.		
MUP152BQ	Private Instruction: Saxophone	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.	Prerequisites: A grade of C or better in MUP102BQ.	L+L 2.0 1.2 0.0
MUP152BT	Private Instruction: Violin	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.	Prerequisites: A grade of C or better in MUP102BT.	L+L 2.0 1.2 0.0
MUP152BW	Private Instruction: Viola	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP102BW.	L+L 2.0 1.2 0.0

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		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.		
MUP152BZ	Private Instruction: Violoncello	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.	Prerequisites: A grade of C or better in MUP102BZ.	L+L 2.0 1.2 0.0
MUP152CC	Private Instruction: Contrabass	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.	Prerequisites: A grade of C or better in MUP102CC.	L+L 2.0 1.2 0.0
MUP152CF	Private Instruction: Popular Music Bass Guitar	Private Instruction emphasizing developmental improvement of musicianship and technique from an	Prerequisites: A grade of C or better in MUP102CF.	L+L 2.0 1.2 0.0

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		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, harp, turntablism and electronic music.		
MUP152CI	Private Instruction: Percussion	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.	Prerequisites: A grade of C or better in MUP102CI.	L+L 2.0 1.2 0.0
MUP152CJ	Private Instruction: Harp	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.	Prerequisites: A grade of C or better in MUP102CJ.	L+L 2.0 1.2 0.0

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MUP152CK	Private Instruction: Popular Music Voice	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP102CK.	L+L 2.0 1.2 0.0
MUP152CL	Private Instruction: Popular Music Piano	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP102CL.	L+L 2.0 1.2 0.0
MUP152CM	Private Instruction: Popular Music Guitar	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,	Prerequisites: A grade of C or better in MUP102CM.	L+L 2.0 1.2 0.0

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		harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, harp, turntablism and electronic music.		
MUP152CN	Private Instruction: Popular Music Drum	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP102CN.	L+L 2.0 1.2 0.0
MUP152CO	Private Instruction: Popular Music Production	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP102CO.	L+L 2.0 1.2 0.0

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MUP152CP	Private Instruction: Popular Electronic Music Performance	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP102CP.	L+L 2.0 1.2 0.0
MUP152CQ	Private Instruction: Popular Music Turntablism	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP102CQ.	L+L 2.0 1.2 0.0
MUP153	Concert Choir	A mixed choir designed to emphasize choral techniques and performance of all styles of choral literature. Public performances are scheduled each semester.	Prerequisites: None.	L+L 1.0 5.0 5.0

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MUP154AA	Jazz Vocal Ensemble	Practical and performing experience in vocal jazz. Includes music from the 1920's through the present.	Prerequisites: Auditions required or permission of Instructor.	L+L 1.0 3.0 3.0
MUP154AB	Jazz Vocal Ensemble	Practical and performing experience in vocal jazz. Includes music from the 1920's through the present. Requires participation in various public performances on campus and in the community throughout the semester.	Prerequisites: Auditions required and two semesters in A Cappella Choir or permission of Instructor.	L+L 2.0 5.0 5.0
MUP155	Handbell Choir (Bell Canto)	Emphasis on practical and performing skills in bell ringing. Preparation of all styles of bell literature. Scheduled public performances during the year.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUP157	Treble Choir	A high voice chorus designed to emphasize choral technique and performance of all styles of appropriate choral literature. Public performances are scheduled during the year. Auditions may be required.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUP158	Rock Band	Emphasizes instrumental and vocal techniques and the preparation of all styles of rock band literature. Introduces music business. Requires participation in public and private performances throughout the semester.	Prerequisites: Auditions are required.	L+L 1.0 3.0 3.0
MUP159	Community Orchestra	Emphasis on college/community participation and the preparation of orchestral literature for public performance. Auditions may be required.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUP160	Orchestra	A class designed to emphasize orchestral ensemble techniques and the preparation of all styles of	Prerequisites: None.	L+L 1.0 5.0 5.0

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		orchestral literature. Public performances are scheduled during the year. Auditions may be required.		
MUP161	Community Band	Emphasis on college/community participation and the preparation of band literature for public performance. Auditions may be required.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUP162	Band	Designed to emphasize instrumental techniques and the preparation of all styles of band literature for ensemble performance. Includes public performances.	Prerequisites: None.	L+L 1.0 5.0 5.0
MUP163	Jazz Ensemble	Practical and performance experience in various jazz styles. Open to all students on the basis of auditions.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUP164	Jazz Improvisation I	Theoretical and performance skills in many styles of jazz improvisation.	Prerequisites: None.	L+L 2.0 3.0 3.0
MUP165	Jazz Improvisation II	Intermediate theoretical and performance skills in many styles of jazz improvisation.	Prerequisites: A grade of C or better in MUP164 or permission of Instructor.	L+L 2.0 3.0 3.0
MUP166	Jazz Piano I	Introduction to basic jazz piano skills, including chord construction, chord voicings, accompanying and solo piano arrangements.	Prerequisites: A grade of C or better in MUP131 or permission of Instructor.	L+L 1.0 2.0 2.0
MUP167	Jazz Piano II	Continued development of jazz piano techniques with emphasis on voicing formulas for ninth, eleventh, thirteenth, and altered dominant chords	Prerequisites: A grade of C or better in MUP166 or permission of Instructor.	L+L 1.0 2.0 2.0
MUP168	Mariachi Band	Emphasis on college and community participation and the preparation of mariachi band literature for public	Prerequisites: None.	L+L 1.0 3.0 3.0

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		performance. Auditions may be required.		
MUP169	Guitar Ensemble	Ensemble of the entire guitar family that may include standard, requinto, alto, bass, and contrabass guitars that emphasizes guitar techniques and the preparation of all styles of guitar ensemble literature. Literature will include modern and historical guitar ensemble repertoire, new works, arrangements, and transcriptions from various musical periods and traditions as well as guitar literature from a diverse number of world musical traditions. Guitar techniques are studied and refined as they relate to the literature performed. Emphasis placed on reading and listening skills, rehearsal and preparation, conducting and performance cues, and performance experience in various guitar styles. Concerts presented throughout the semester.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUP171	Opera Workshop	A workshop in the study and performance of operatic literature.	Prerequisites: None.	L+L 2.0 5.0 5.0
MUP181	Chamber Music Ensembles	Practical and performance experience in instrumental, vocal, and mixed ensembles.	Prerequisites: None.	L+L 1.0 2.0 2.0
MUP182	Chamber Singers	Practical and performance experience in various styles of vocal music.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUP183	Jazz Combo	Jazz Combo participation provides an opportunity for students to develop improvisational skills in a variety of	Prerequisites: None.	L+L 1.0 2.0 2.0

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		styles from historical and contemporary jazz practice, while offering a creative outlet for composers and arrangers.		
MUP185	Flute Choir	Ensemble of the entire flute family that may include piccolo, E flat flute, C flutes, alto flutes, and bass flute. Literature will include commissioned works, original works for standard flute choir, and transcriptions from various musical periods.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUP190	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.	L+L 1.0 3.0 3.0

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MUP201AA	Private Instruction: Voice	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, harp and percussion.	Prerequisites: A grade of C or better in MUP151AA.	L+L 1.0 0.6 0.0
MUP201AD	Private Instruction: Piano	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.	Prerequisites: A grade of C or better in MUP151AD.	L+L 1.0 0.6 0.0
MUP201AG	Private Instruction: Harpsichord	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,	Prerequisites: A grade of C or better in MUP151AG.	L+L 1.0 0.6 0.0

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		harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.		
MUP201AJ	Private Instruction: Organ	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.	Prerequisites: A grade of C or better in MUP151AJ.	L+L 1.0 0.6 0.0
MUP201AM	Private Instruction: Guitar	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.	Prerequisites: A grade of C or better in MUP151AM.	L+L 1.0 0.6 0.0

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MUP201AP	Private Instruction: Trumpet	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.	Prerequisites: A grade of C or better in MUP151AP.	L+L 1.0 0.6 0.0
MUP201AS	Private Instruction: French Horn	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.	Prerequisites: A grade of C or better in MUP151AS.	L+L 1.0 0.6 0.0
MUP201AV	Private Instruction: Trombone	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,	Prerequisites: A grade of C or better in MUP151AV.	L+L 1.0 0.6 0.0

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		harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.		
MUP201AY	Private Instruction: Euphonium	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, euphonium, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.	Prerequisites: A grade of C or better in MUP151AY.	L+L 1.0 0.6 0.0
MUP201BB	Private Instruction: Tuba	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.	Prerequisites: A grade of C or better in MUP151BB.	L+L 1.0 0.6 0.0

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MUP201BE	Private Instruction: Flute	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.	Prerequisites: A grade of C or better in MUP151BE.	L+L 1.0 0.6 0.0
MUP201BH	Private Instruction: Oboe	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.	Prerequisites: A grade of C or better in MUP151BH.	L+L 1.0 0.6 0.0
MUP201BK	Private Instruction: Clarinet	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,	Prerequisites: A grade of C or better in MUP151BK.	L+L 1.0 0.6 0.0

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		harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.		
MUP201BN	Private Instruction: Bassoon	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.	Prerequisites: A grade of C or better in MUP151BN.	L+L 1.0 0.6 0.0
MUP201BQ	Private Instruction: Saxophone	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.	Prerequisites: A grade of C or better in MUP151BQ.	L+L 1.0 0.6 0.0

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MUP201BT	Private Instruction: Violin	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.	Prerequisites: A grade of C or better in MUP151BT.	L+L 1.0 0.6 0.0
MUP201BW	Private Instruction: Viola	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.	Prerequisites: A grade of C or better in MUP151BW.	L+L 1.0 0.6 0.0
MUP201BZ	Private Instruction: Violoncello	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,	Prerequisites: A grade of C or better in MUP151BZ.	L+L 1.0 0.6 0.0

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		harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.		
MUP201CC	Private Instruction: Contrabass	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.	Prerequisites: A grade of C or better in MUP151CC.	L+L 1.0 0.6 0.0
MUP201CF	Private Instruction: Popular Music Bass Guitar	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP151CF.	L+L 1.0 0.6 0.0

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MUP201CI	Private Instruction: Percussion	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.	Prerequisites: A grade of C or better in MUP151CI.	L+L 1.0 0.6 0.0
MUP201CJ	Private Instruction: Harp	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, percussion, and harp.	Prerequisites: A grade of C or better in MUP151CJ.	L+L 1.0 0.6 0.0
MUP201CK	Private Instruction: Popular Music Voice	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,	Prerequisites: A grade of C or better in MUP151CK.	L+L 1.0 0.6 0.0

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		harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, harp, turntablism and electronic music.		
MUP201CL	Private Instruction: Popular Music Piano	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP151CL.	L+L 1.0 0.6 0.0
MUP201CM	Private Instruction: Popular Music Guitar	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP151CM.	L+L 1.0 0.6 0.0

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MUP201CN	Private Instruction: Popular Music Drum	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP151CN.	L+L 1.0 0.6 0.0
MUP201CO	Private Instruction: Popular Music Production	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP151CO.	L+L 1.0 0.6 0.0
MUP201CP	Private Instruction: Popular Electronic Music Performance	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,	Prerequisites: A grade of C or better in MUP151CP.	L+L 1.0 0.6 0.0

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		harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, harp, turntablism and electronic music.		
MUP201CQ	Private Instruction: Popular Music Turntablism	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP151CQ.	L+L 1.0 0.6 0.0
MUP202AA	Private Instruction: Voice	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.	Prerequisites: A grade of C or better in MUP152AA.	L+L 2.0 1.2 0.0
MUP202AD	Private Instruction: Piano	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP152AD.	L+L 2.0 1.2 0.0

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		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.		
MUP202AG	Private Instruction: Harpsichord	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.	Prerequisites: A grade of C or better in MUP152AG.	L+L 2.0 1.2 0.0
MUP202AJ	Private Instruction: Organ	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.	Prerequisites: A grade of C or better in MUP152AJ.	L+L 2.0 1.2 0.0
MUP202AM	Private Instruction: Guitar	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP152AM.	L+L 2.0 1.2 0.0

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		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.		
MUP202AP	Private Instruction: Trumpet	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.	Prerequisites: A grade of C or better in MUP152AP.	L+L 2.0 1.2 0.0
MUP202AS	Private Instruction: French Horn	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.	Prerequisites: A grade of C or better in MUP152AS.	L+L 2.0 1.2 0.0
MUP202AV	Private Instruction: Trombone	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP152AV.	L+L 2.0 1.2 0.0

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		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.		
MUP202AY	Private Instruction: Euphonium	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, euphonium, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.	Prerequisites: A grade of C or better in MUP152AY.	L+L 2.0 1.2 0.0
MUP202BB	Private Instruction: Tuba	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.	Prerequisites: A grade of C or better in MUP152BB.	L+L 2.0 1.2 0.0
MUP202BE	Private Instruction: Flute	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP152BE.	L+L 2.0 1.2 0.0

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		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.		
MUP202BH	Private Instruction: Oboe	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.	Prerequisites: A grade of C or better in MUP152BH.	L+L 2.0 1.2 0.0
MUP202BK	Private Instruction: Clarinet	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.	Prerequisites: A grade of C or better in MUP152BK.	L+L 2.0 1.2 0.0
MUP202BN	Private Instruction: Bassoon	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP152BN.	L+L 2.0 1.2 0.0

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		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.		
MUP202BQ	Private Instruction: Saxophone	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.	Prerequisites: A grade of C or better in MUP152BQ.	L+L 2.0 1.2 0.0
MUP202BT	Private Instruction: Violin	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.	Prerequisites: A grade of C or better in MUP152BT.	L+L 2.0 1.2 0.0
MUP202BW	Private Instruction: Viola	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP152BW.	L+L 2.0 1.2 0.0

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		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.		
MUP202BZ	Private Instruction: Violoncello	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.	Prerequisites: A grade of C or better in MUP152BZ.	L+L 2.0 1.2 0.0
MUP202CC	Private Instruction: Contrabass	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.	Prerequisites: A grade of C or better in MUP152CC.	L+L 2.0 1.2 0.0
MUP202CF	Private Instruction: Popular Music Bass Guitar	Private Instruction emphasizing developmental improvement of musicianship and technique from an	Prerequisites: A grade of C or better in MUP152CF.	L+L 2.0 1.2 0.0

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		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, harp, turntablism and electronic music.		
MUP202CI	Private Instruction: Percussion	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.	Prerequisites: A grade of C or better in MUP152CI.	L+L 2.0 1.2 0.0
MUP202CJ	Private Instruction: Harp	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.	Prerequisites: A grade of C or better in MUP152CJ.	L+L 2.0 1.2 0.0

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MUP202CK	Private Instruction: Popular Music Voice	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP152CK.	L+L 2.0 1.2 0.0
MUP202CL	Private Instruction: Popular Music Piano	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP152CL.	L+L 2.0 1.2 0.0
MUP202CM	Private Instruction: Popular Music Guitar	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,	Prerequisites: A grade of C or better in MUP152CM.	L+L 2.0 1.2 0.0

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		harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, harp, turntablism and electronic music.		
MUP202CN	Private Instruction: Popular Music Drum	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP152CN.	L+L 2.0 1.2 0.0
MUP202CO	Private Instruction: Popular Music Production	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP152CO.	L+L 2.0 1.2 0.0

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MUP202CP	Private Instruction: Popular Electronic Music Performance	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP152CP.	L+L 2.0 1.2 0.0
MUP202CQ	Private Instruction: Popular Music Turntablism	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP152CQ.	L+L 2.0 1.2 0.0
MUP209	Elements of Conducting	Essentials of conducting techniques used in choral and instrumental ensembles including terminology, interpretation, and styles	Prerequisites: None.	LEC 2.0 2.0 2.0
MUP217	Music Theatre: Broadway Solos	Study and in-class performance of scenes and solos from Broadway musical literature.	Prerequisites: None.	L+L 1.0 3.0 3.0

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MUP218	Audition Techniques: Music Theater	Practice in the techniques of auditioning for musical theater. Identification and illustration techniques of the vocal and acting music theater audition.	Prerequisites: None.	L+L 1.0 3.0 3.0
MUP227	Class Guitar III	Additional fingerboard positions. Ensemble techniques and performance.	Prerequisites: A grade of C or better in MUP226 or permission of Instructor.	L+L 1.0 3.0 3.0
MUP228	Class Guitar IV	Advanced fingerboard positions. Duet and trio performances. Advanced ensemble techniques.	Prerequisites: A grade of C or better in MUP227 or permission of Instructor.	L+L 1.0 3.0 3.0
MUP231	Class Piano III	Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns, and secondary dominants.	Prerequisites: A grade of C or better in MUP132 or permission of Instructor.	L+L 1.0 3.0 3.0
MUP232	Class Piano IV	Continuation of Piano III including modulation techniques, improvisation of piano accompaniments, advanced chromatic harmony, and sight reading of advanced literature.	Prerequisites: A grade of C or better in MUP231 or permission of Instructor.	L+L 1.0 3.0 3.0
MUP233	Class Voice III	Interpretive singing through a closer examination of coloring, tone production, dynamics, and tempo indications.	Prerequisites: A grade of C or better in MUP134.	L+L 1.0 3.0 3.0
MUP234	Class Voice IV	Emphasis on the preparation of solo vocal literature for the purpose of evaluation and the integration of the music with the drama of the music.	Prerequisites: A grade of C or better in MUP233 or permission of Instructor.	L+L 1.0 3.0 3.0
MUP240	Piano Literature	Survey of solo literature written for the piano or for other keyboard instruments (i.e. harpsichord,	Prerequisites: A grade of C or better in	LEC 2.0 2.0 2.0

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		clavichord) but suitable for performance on the piano. Emphasis on stylistic characteristics information correlating the composer's life and period with compositional techniques used.	MUP140 or permission of Instructor.	
MUP241	Piano Artistry	Overview of topics and issues including practice skills, rhythm, technique, musicianship such as dynamics, ornamentation, pedaling, touch, phrasing, articulation, voicing, balance, and the manipulation of time, necessary for pianists and piano teachers in working for expression, finesse and artistry.	Prerequisites: A grade of C or better in MUP240 or permission of Instructor.	LEC 2.0 2.0 2.0
MUP250AA	Survey of Diction for Singers (English)	Introduction to the use of phonetics in the study of English song literature	Prerequisites: None.	L+L 1.0 2.0 2.0
MUP250AB	Survey of Diction for Singers (Italian/Latin)	Introduction to the use of phonetics in the study of Italian/Latin song literature.	Prerequisites: None.	L+L 1.0 2.0 2.0
MUP250AC	Survey of Diction for Singers (German)	Introduction to the use of phonetics in the study of German song literature	Prerequisites: None.	L+L 1.0 2.0 2.0
MUP250AD	Survey of Diction for Singers (French)	Introduction to the use of phonetics in the study of French song literature	Prerequisites: None.	L+L 1.0 2.0 2.0
MUP251AA	Private Instruction: Voice	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,	Prerequisites: A grade of C or better in MUP201AA.	L+L 1.0 0.6 0.0

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		tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.		
MUP251AD	Private Instruction: Piano	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.	Prerequisites: A grade of C or better in MUP201AD.	L+L 1.0 0.6 0.0
MUP251AG	Private Instruction: Harpsichord	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.	Prerequisites: A grade of C or better in MUP201AG.	L+L 1.0 0.6 0.0
MUP251AJ	Private Instruction: Organ	Private Instruction emphasizing developmental improvement of musicianship and technique from an	Prerequisites: A grade of C or better in MUP201AJ.	L+L 1.0 0.6 0.0

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		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.		
MUP251AM	Private Instruction: Guitar	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.	Prerequisites: A grade of C or better in MUP201AM.	L+L 1.0 0.6 0.0
MUP251AP	Private Instruction: Trumpet	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,	Prerequisites: A grade of C or better in MUP201AP.	L+L 1.0 0.6 0.0

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		saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.		
MUP251AS	Private Instruction: French Horn	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.	Prerequisites: A grade of C or better in MUP201AS.	L+L 1.0 0.6 0.0
MUP251AV	Private Instruction: Trombone	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.	Prerequisites: A grade of C or better in MUP201AV.	L+L 1.0 0.6 0.0
MUP251AY	Private Instruction: Euphonium	Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course	Prerequisites: A grade of C or better in MUP201AY.	L+L 1.0 0.6 0.0

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		sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, euphonium, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.		
MUP251BB	Private Instruction: Tuba	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.	Prerequisites: A grade of C or better in MUP201BB.	L+L 1.0 0.6 0.0
MUP251BE	Private Instruction: Flute	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,	Prerequisites: A grade of C or better in MUP201BE.	L+L 1.0 0.6 0.0

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		contrabass, bass guitar, percussion, and harp.		
MUP251BH	Private Instruction: Oboe	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.	Prerequisites: A grade of C or better in MUP201BH.	L+L 1.0 0.6 0.0
MUP251BK	Private Instruction: Clarinet	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.	Prerequisites: A grade of C or better in MUP201BK.	L+L 1.0 0.6 0.0
MUP251BN	Private Instruction: Bassoon	Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors	Prerequisites: A grade of C or better in MUP201BN.	L+L 1.0 0.6 0.0

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		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.		
MUP251BQ	Private Instruction: Saxophone	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.	Prerequisites: A grade of C or better in MUP201BQ.	L+L 1.0 0.6 0.0
MUP251BT	Private Instruction: Violin	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,	Prerequisites: A grade of C or better in MUP201BT.	L+L 1.0 0.6 0.0

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		contrabass, bass guitar, percussion, and harp.		
MUP251BW	Private Instruction: Viola	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.	Prerequisites: A grade of C or better in MUP201BW.	L+L 1.0 0.6 0.0
MUP251BZ	Private Instruction: Violoncello	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.	Prerequisites: A grade of C or better in MUP201BZ.	L+L 1.0 0.6 0.0
MUP251CC	Private Instruction: Contrabass	Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors	Prerequisites: A grade of C or better in MUP201CC.	L+L 1.0 0.6 0.0

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		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.		
MUP251CF	Private Instruction: Popular Music Bass Guitar	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP201CF.	L+L 1.0 0.6 0.0
MUP251CI	Private Instruction: Percussion	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,	Prerequisites: A grade of C or better in MUP201CI.	L+L 1.0 0.6 0.0

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		contrabass, bass guitar, percussion, and harp.		
MUP251CJ	Private Instruction: Harp	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.	Prerequisites: A grade of C or better in MUP202CJ.	L+L 1.0 0.6 0.0
MUP251CK	Private Instruction: Popular Music Voice	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP201CK.	L+L 1.0 0.6 0.0
MUP251CL	Private Instruction: Popular Music Piano	Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four-course sequence required of all music majors	Prerequisites: A grade of C or better in MUP201CL.	L+L 1.0 0.6 0.0

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		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, harp, turntablism and electronic music.		
MUP251CM	Private Instruction: Popular Music Guitar	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP201CM.	L+L 1.0 0.6 0.0
MUP251CN	Private Instruction: Popular Music Drum	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,	Prerequisites: A grade of C or better in MUP201CN.	L+L 1.0 0.6 0.0

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		contrabass, bass guitar, percussion, harp, turntablism and electronic music.		
MUP251CO	Private Instruction: Popular Music Production	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP201CO.	L+L 1.0 0.6 0.0
MUP251CP	Private Instruction: Popular Electronic Music Performance	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP201CP.	L+L 1.0 0.6 0.0
MUP251CQ	Private Instruction: Popular Music Turntablism	Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four-course sequence required of all music majors	Prerequisites: A grade of C or better in MUP201CQ.	L+L 1.0 0.6 0.0

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		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, harp, turntablism and electronic music.		
MUP252AA	Private Instruction: Voice	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.	Prerequisites: A grade of C or better in MUP202AA.	L+L 2.0 1.2 0.0
MUP252AD	Private Instruction: Piano	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.	Prerequisites: A grade of C or better in MUP202AD.	L+L 2.0 1.2 0.0
MUP252AG	Private Instruction: Harpsichord	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP202AG.	L+L 2.0 1.2 0.0

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		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.		
MUP252AJ	Private Instruction: Organ	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.	Prerequisites: A grade of C or better in MUP202AJ.	L+L 2.0 1.2 0.0
MUP252AM	Private Instruction: Guitar	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.	Prerequisites: A grade of C or better in MUP202AM.	L+L 2.0 1.2 0.0
MUP252AP	Private Instruction: Trumpet	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP202AP.	L+L 2.0 1.2 0.0

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		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.		
MUP252AS	Private Instruction: French Horn	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.	Prerequisites: A grade of C or better in MUP202AS.	L+L 2.0 1.2 0.0
MUP252AV	Private Instruction: Trombone	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.	Prerequisites: A grade of C or better in MUP202AV.	L+L 2.0 1.2 0.0
MUP252AY	Private Instruction: Euphonium	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP202AY.	L+L 2.0 1.2 0.0

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		designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, euphonium, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp.		
MUP252BB	Private Instruction: Tuba	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.	Prerequisites: A grade of C or better in MUP202BB.	L+L 2.0 1.2 0.0
MUP252BE	Private Instruction: Flute	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.	Prerequisites: A grade of C or better in MUP202BE.	L+L 2.0 1.2 0.0
MUP252BH	Private Instruction: Oboe	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP202BH.	L+L 2.0 1.2 0.0

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		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.		
MUP252BK	Private Instruction: Clarinet	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.	Prerequisites: A grade of C or better in MUP202BK.	L+L 2.0 1.2 0.0
MUP252BN	Private Instruction: Bassoon	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.	Prerequisites: A grade of C or better in MUP202BN.	L+L 2.0 1.2 0.0
MUP252BQ	Private Instruction: Saxophone	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP202BQ.	L+L 2.0 1.2 0.0

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		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.		
MUP252BT	Private Instruction: Violin	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.	Prerequisites: A grade of C or better in MUP202BT.	L+L 2.0 1.2 0.0
MUP252BW	Private Instruction: Viola	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.	Prerequisites: A grade of C or better in MUP202BW.	L+L 2.0 1.2 0.0
MUP252BZ	Private Instruction: Violoncello	Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence	Prerequisites: A grade of C or better in MUP202BZ.	L+L 2.0 1.2 0.0

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		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.		
MUP252CC	Private Instruction: Contrabass	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.	Prerequisites: A grade of C or better in MUP202CC.	L+L 2.0 1.2 0.0
MUP252CF	Private Instruction: Popular Music Bass Guitar	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP202CF.	L+L 2.0 1.2 0.0

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MUP252CI	Private Instruction: Percussion	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.	Prerequisites: A grade of C or better in MUP202CI.	L+L 2.0 1.2 0.0
MUP252CJ	Private Instruction: Harp	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.	Prerequisites: A grade of C or better in MUP202CJ.	L+L 2.0 1.2 0.0
MUP252CK	Private Instruction: Popular Music Voice	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,	Prerequisites: A grade of C or better in MUP202CK.	L+L 2.0 1.2 0.0

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		contrabass, bass guitar, percussion, harp, turntablism and electronic music.		
MUP252CL	Private Instruction: Popular Music Piano	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP202CL.	L+L 2.0 1.2 0.0
MUP252CM	Private Instruction: Popular Music Guitar	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP202CM.	L+L 2.0 1.2 0.0
MUP252CN	Private Instruction: Popular Music Drum	Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four-course sequence required of all music majors	Prerequisites: A grade of C or better in MUP202CN.	L+L 2.0 1.2 0.0

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		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, harp, turntablism and electronic music.		
MUP252CO	Private Instruction: Popular Music Production	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP202CO.	L+L 2.0 1.2 0.0
MUP252CP	Private Instruction: Popular Electronic Music Performance	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,	Prerequisites: A grade of C or better in MUP202CP.	L+L 2.0 1.2 0.0

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		contrabass, bass guitar, percussion, harp, turntablism and electronic music.		
MUP252CQ	Private Instruction: Popular Music Turntablism	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, harp, turntablism and electronic music.	Prerequisites: A grade of C or better in MUP202CQ.	L+L 2.0 1.2 0.0
MUP270	Musical Theatre Workshop	Workshop in the study and performance of Musical Theatre repertoire. Includes audition techniques, stage directions, character role development, rehearsal techniques, vocal acting styles and vocal technique, stage movement, crew roles, and performance.	Prerequisites: None.	L+L 2.0 5.0 5.0
MUP270AA	Musical Theatre Workshop	Workshop in the study and performance of musical theatre repertoire. Includes audition techniques, stage directions, character role development, rehearsal techniques, vocal acting styles and vocal technique, stage movement, crew roles, and performance.	Prerequisites: None.	LAB 1.0 3.0 3.0
MUP273	Musical Theatre Production	Principles and techniques for musical theatre production performance.	Prerequisites: By audition.	LAB 1.0 5.0 5.0

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		Includes audition techniques, stage directions, character role development, rehearsal techniques, vocal acting styles and vocal technique, stage movement, crew roles, and performance.		
MUP282AA	Volunteerism for Music: A Service Learning Experience	Service-learning field experience within private/public agencies, citizen volunteer groups, and on-campus sites. 50 hours of designated work per credit. Standard grading available according to procedures outlined in catalog.	Prerequisites: None.	LAB 1.0 1.0 0.0
MUP282AB	Volunteerism for Music: A Service Learning Experience	Service-learning field experience within private/public agencies, citizen volunteer groups, and on-campus sites. 50 hours of designated work per credit. Standard grading available according to procedures outlined in catalog.	Prerequisites: None.	LAB 2.0 2.0 0.0
MUP282AC	Volunteerism for Music: A Service Learning Experience	Service-learning field experience within private/public agencies, citizen volunteer groups, and on-campus sites. 50 hours of designated work per credit. Standard grading available according to procedures outlined in catalog.	Prerequisites: None.	LAB 3.0 3.0 0.0
MUP288	Basics of Piano Accompanying Vocal	Introduction to piano accompanying with emphasis on basic skills needed to accompany solo voice, choral singing, and congregational singing.	Prerequisites: A grade of C or better in MUP151AD or MUP231 or permission of Instructor.	LEC 2.0 2.0 2.0

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MUP289	Basics of Piano Accompanying Instrument	Introduction to piano accompanying with emphasis on basic skills needed to accompany solo instruments, chamber music and musicals.	Prerequisites: A grade of C or better in MUP151AD or MUP231 or permission of Instructor.	LEC 2.0 2.0 2.0
MUP296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
MUP296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 2.0 10.0 0.0

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			instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
MUP296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
MUP296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or	LAB 4.0 20.0 0.0

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			career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
MUP298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
MUP298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
MUP298AC	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.	LAB 3.0 3.0 0.0
MWR101	Introduction to Millwrighting	Fundamental millwright trade skills, employee/employer roles and responsibilities, and safe work practices needed for entry-level performance in the construction industry. Emphasis on attaining standard industry safety credentials, practical experience using terminology and basic measuring techniques. Response to environmental and energy efficient building concepts through green construction methods. Training for job site hazard recognition, accident prevention, and safe tool and equipment operation.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR102	Millwrighting Safety and Health Certifications	Construction hazard awareness and individual responsibility for workplace	Prerequisites: Apprentice status or	L+L 2.0 2.0 2.0

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		safety and health, including assessing danger, employing prevention measures, and responding to emergencies. Safe and proper use of hand and power tools, first aid, and cardiopulmonary resuscitation (CPR), and Occupational Safety and Health Administration (OSHA) regulations.	permission of the Apprenticeship Coordinator.	
MWR103	Machinery Installation and Erection I	Fundamental machinery installation skills including industry standard practices such as general and assembly drawing interpretation, site inspection criteria, communication skills, pre-installation inspection, storage, and staging. Includes tools and techniques for moving, lifting, elevating machines, and equipment placement. Emphasis on measuring and layout accuracy. Jobsite safety and following instructions will be stressed.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR104	Machinery Installation and Erection II	Machinery installation skills used in manufacturing applications. Disassembling machinery for inspection and maintenance. Review equipment manufacturers' operating and maintenance guides and assembly instructions. Identification of component locations; measurements and tolerances; installation requirements; and alignment of parts using machine drawings. Review of safety, precision measuring tools,	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0

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		rigging tasks, and following instructions.		
MWR105	Millwrighting General Skills	Overview of hand and power tools, and stationary machinery general skills used in millwright trade. In-depth review of standard tools including identification, safe operating, inspection, and manufacturer guidelines. Routine cutting, shaping and smoothing of materials with emphasis on measuring and layout accuracy in precision bench skills and field operations. Review of project drawings to promote development of job planning, preparation, and math skills. Shop safety during bench layout, drill press, band saw, and grinder operation.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR106	Math for Millwrighting, Hand, Power and Precision Tools	Fundamental operations with whole numbers, common fractions, decimals, percentages, and ratio and proportion. Measurement tools. Fundamentals of Algebra, linear equations, includes applied math problems. Use, maintenance and safety procedures for common hand and power tools used in the construction industry.	Prerequisites: A grade of C or better in (MWR103 and registered apprentice status) or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR107	Drives, Pulleys and Belts	Identification, application, and installation skills for typical power drive systems. Demonstrations and practice exercises on the belt, chain and gear drives. Review of safety, rigging tasks, machinery fastening	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0

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		methods, and mechanical shop drawings.		
MWR108	Reading Mechanical Prints	Types of blueprints, sketching, and basic print reading. Symbols for materials, construction details, standards, and specifications. Interpretation of two-dimensional views to convey shape, characteristics, construction, and scope of project. Standard drawing methods and how to read visual and verbal cues. Recognizing shop drawings, locating machinery, calculating dimensions, equipment layout, and views.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR109	Turbine Familiarization	Function and performance of a General Electric Frame 5 Gas Turbine. Component descriptions and machine drawings, assembly/disassembly tasks and key bolting procedures.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR110	Cutting and Burning	Overview of cutting and burning skills using oxygen/acetylene torch equipment. In-depth review of torch cutting principles will cover parts identification, gas characteristics, torch accessories and tips, safe operating and inspection criteria, and manufacturers' guidelines for use and care.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR111	Tools and Equipment Applications	Discuss the safe and appropriate use of fall protection and emergency response procedures. Tool applications to provide opportunities for tool skill mastery and equipment operation.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0

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MWR115	Millwright General Skills B - Millwright Apprenticeship	Hand and power tools, shop equipment, and precision instruments to complete various machining operations. Provides millwright skills and experience using stationary machining equipment.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR121	Structural Welding A - Millwright Apprenticeship	Careful examination of applicable codes. Includes terminology, shielded metal arc welding (SMAW) processes, equipment and safety requirements, electrode identification and applications, welding positions and deposits. Practical experience to include symbol identification, print interpretation, code citation, safe equipment setup and operation, and recognition/remediation of welding flaws. Course will focus on the written examination and production of practical test plates required for American Welding Society (AWS) D1.1 certification.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR131	Structural Welding B - Millwright Apprenticeship	Provides practical experience for structural welding skills used in commercial and industrial construction. Review of welding terminology, welding processes, welding equipment, and safety requirements. Discusses electrode characteristics and metal inert gas/tungsten inert gas (MIG/TIG) welding applications. Course focuses on the written examination and	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0

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		production of practical test plates required for American Welding Society (AWS) D1.1 certification.		
MWR201	Shaft Alignment I	Terms, characteristics, and operating principles for the transit and laser levels. Procedures for establishing machinery and equipment elevation and alignment using precision optical instruments and installation procedures. Topics include transit and jig transit characteristics, instrument increments of measurement and accuracy, site inspection, setting up levels, determining benchmarks, and taking and recording elevation readings.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR202	Conveyor Systems	Proper layout and component alignment of machinery, equipment, and conveyor systems. Identification of proper alignment procedures. Belt splicing. Analysis of effects of improper installation on maintenance and lifespan of equipment and conveyor systems.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR203	Speciality Machinery I	Fundamentals and theory of hydraulics and pneumatics. Types, components, construction, and assembly of pumps and compressors. Inner workings of industrial pumps and compressors. Auxiliary equipment and accessories.	Prerequisites: (Registered apprentice status and a grade of C or better in MWR202) or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
MWR204	Speciality Machinery II	Design, terminology, installation and operation of centrifugal and axial draft	Registered apprentice status or permission of	LEC 5.0 5.0 5.0

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		fans, monorail systems, steam turbines and generators. Layout and fabrication of monorail hangers, turns, and dips	the apprenticeship coordinator.	
MWR205	Shaft Alignment II	Terms, characteristics, and methods for aligning machine shafts. Comprehensive review of alignment principles including conventional dial indicator and computer-aided. Setting up indicators, taking and recording indicator readings, and determining alignment correction.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR206	Rigging Hardware and Procedures	Lifting theory and practical rigging methods and procedures. Rigging attachment procedures, lifting equipment, limits of operation, and communication practices. United Brotherhood of Carpenters (UBC) rigging qualification cards.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR207	Advanced Precision Alignment Instruments	Computer aided transit and laser levels. Procedures for using Computer-aided Design (CAD), Global Positioning System (GPS) and Satellite instruments and computer programs using metric circle, GPS coordinates, degrees, minutes, and seconds on veneer scales. Utilization of computer programs for layout.	Prerequisites: A grade of C or better in (MWR201 and registered apprentice status) or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR208	Compressor Theory and Maintenance	Fundamentals and theory of hydraulics and pneumatics. Types, components, construction, and assembly of pumps and compressors. Inner workings of industrial pumps and compressors.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0

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		Design and installment of auxiliary equipment and accessories.		
MWR209	Introduction to Wind Turbines	Design, function and installation of wind turbine equipment. Methods, sequences and procedures for housings, bolting, power, drive assembly and other components. Jobsite safety, print interpretation, material identification, and use of system devices and maintenance criteria. Completion of hands-on component installation projects.	Prerequisites: A grade of C or better in (MWR109 and registered apprentice status) or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR210	Solar Installer	Characteristics, design, and installation of concentrated photovoltaic (CPV) components. Methods, sequences, and procedures for layout, assembly, mounting, and elevating/positioning for solar array construction. Includes industry overview and outlook for renewable energy production.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR218	Compressor Theory and Maintenance - Millwright Apprenticeship	Operating theory and components of types of positive displacement compressors. Compressor configuration, operating parameters, safety, and maintenance procedures are examined.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
MWR219	Turbine Maintenance - Millwright Apprenticeship	Explores the machines and auxiliary equipment used in the power production industry. Highlights the function and performance of a typical gas turbine, and includes hydraulic bolting procedures.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0

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MWR298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
MWR298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
MWR298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. <b>COMMON COMPETENCY COURSE</b>		
NAV101	Elementary Navajo I	Basic grammar, pronunciation, and vocabulary of the Navajo language. Practice of listening, speaking, reading, and writing skills. Includes the study of the Navajo culture with participation in an off-campus Navajo cultural event	Prerequisites: None.	LEC 4.0 4.0 4.0
NAV102	Elementary Navajo II	Continued study of grammar, pronunciation, and vocabulary of the Navajo language. Emphasis on listening, speaking, reading, and writing skills.	Prerequisites: A grade of C or better in NAV101 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
NAV115	Beginning Navajo Conversation I	Beginning conversational Navajo with emphasis on basic listening and speaking skills, including basic pronunciation, vocabulary, sentence structure, and cultural awareness	Prerequisites: None.	LEC 3.0 3.0 3.0
NAV116	Beginning Navajo Conversation II	Continued development of speaking and listening skills for effective communication in Navajo. Focuses on vocabulary for home, community, schools, and businesses	Prerequisites: A grade of C or better in NAV115 or permission of Department or Division. Completion of prerequisites within the	LEC 3.0 3.0 3.0

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			last three years is required.	
NAV201	Intermediate Navajo I	Continued study of the Navajo language. Continued practice and development of listening, speaking, reading, and writing skills. Emphasis on fluency and accuracy of the Navajo language. Includes continued study of Navajo people and cultures.	Prerequisites: A grade of C or better in NAV102 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
NAV202	Intermediate Navajo II	Continued study of the Navajo language. Continued practice and development of listening, speaking, reading, and writing skills. Emphasis on fluency and accuracy of the Navajo language. Includes continued study of Navajo people and cultures.	Prerequisites: A grade of C or better in NAV201 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
NAV298AA	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. <b>COMMON COMPETENCY COURSE</b>	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
NAV298AB	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
NAV298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
NCE101	Introduction and Overview of Cancer Disease	Introduction and overview of the disease and treatment of cancer including cancer origin, development, pathology, staging, hematopoiesis, epidemiology, diagnosis modalities, treatment options, cancer research and differentiation of solid tumors versus nonsolid tumors. Effective analysis,	Prerequisites: Health care professional or permission of Department or Division.	LEC 2.0 2.0 2.0

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		synthesis, and evaluation of topics through written discourse.		
NCE102	Exploring the World of Nursing for the High School Student (Summer Camp)	Overview of the philosophy, core values, policies, competencies and curricular components of the Maricopa Community College District Nursing Program (MCCDNP). Introduce the use of the nursing process, utilization of critical thinking skills, and sound decision-making principles in the clinical setting. Examine the communication process, time management, stress reduction, and the transition in role expectations between High school and College Students. Explore the roles of Licensed Practical Nurse (LPN), Registered Nurse (RN) and advance practice nursing. Clinical experience (job shadowing) will be held in participating hospitals.	Prerequisites: None. Corequisites: HCC/RES109.	LAB 1.5 4.5 4.5
NCE103	Psychiatric Technician Overview	Students learn to care for patients with a wide variety of mental illness to include anxiety, mood, personality and psychotic disorders, as well as post-traumatic stress syndrome and behavioral issues. Psychiatric technicians follow physician/nurse instructions and hospital procedures. Identification of modalities to monitor patient's mental and emotional status, physical symptoms related to mental disorders, and recognition of medication side effects. A variety of	Prerequisites: None.	LEC 2.0 2.0 2.0

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		therapies will be covered to include rehabilitation and treatment programs, as well as recreational activities used as treatment options.		
NCE105	Job Preparation for the Health Care Professional	Designing and creating resumes/curriculum vitae, job interview skills, electronic portfolio, and job searching in the health care market. Appearance, dress, and questioning skills emphasized. Role-playing exercises of correct interviewing techniques.	Prerequisites: None.	LEC 0.5 0.5 0.5
NCE110	Basic First Aid	Basic first aid principles and interventions for the lay person. Topics include lacerations and bleeding control, seizures, chest pain, heat related problems, orthopedic injuries, and treatment of bites, stings, and burns	Prerequisites: None.	LEC 0.5 0.5 0.5
NCE112	Wilderness First Aid	Knowledge and skills to care for an injured or suddenly ill person in remote locations. Treatment of wounds, bone, joint and soft-tissue injuries. Treatment and immobilization for head and neck injuries. Signs, symptoms and treatment for a seizure and animal bites and stings. Assessment and treatment of patients with chest pain, diabetes and asthma. Treatment for specific environmental emergencies	Prerequisites: None.	LEC 1.0 1.0 1.0

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NCE115	Nursing Healthcare Transition and Safe Passage	Overview of American nursing practice, including historical and current perspectives. Key components of transitioning to Registered Nurse role in the United States. Contrasting Registered Nurse roles in US and in other countries. Career development and successful transitioning to role of nurse in the United States.	Prerequisites: Permission of Instructor.	LEC 2.0 2.0 2.0
NCE118	Ventilator Management for Nurses	Nursing care and management of the mechanically ventilated patient. Adjuncts to airway management including types and indications for use. Initiation, management and weaning of mechanical ventilation	Registered nurse or licensed practical nurse or respiratory therapist.	LEC 0.5 0.5 0.5
NCE131	Recognizing Skin Rashes in the School Aged Child	Recognition of common childhood rashes, identify allergic rash manifestations, communicable rashes and infectious rashes.	Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or permission of Instructor.	LEC 0.5 0.5 0.5
NCE150	Advanced Placement: Nurse Assisting	Prepares the advanced placement nursing assistant student for the Certified Nursing Assistant (CNA) certification or Licensed Nursing Assistant (LNA) examination. The student will care for clients across the wellness/illness continuum within the scope of practice of the CNA/LNA. Includes basic problem solving processes specific to meeting the basic and holistic needs of clients, therapeutic communication skills, as	Prerequisites: One year full-time employment OR two years part-time employment of direct patient care within the past five years OR students who have successfully completed course work that included direct patient care experiences in allied health, medicine	L+L 2.0 4.4 4.0

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		well as interventions to ensure the needs and safety of the client. Provides opportunity for the student to show proficiency in the performance of basic nursing assistant skills and procedures through laboratory activities and participation in the care of clients. Licensing is the exclusive responsibility of the Arizona State Board of Nursing.	or nursing in the past five years, OR permission of the Division Chairperson.	
NCE153	Restorative Nursing Assistant	Additional skills for nurse assisting in restorative care settings, such as reinforcing client performance of Activities of Daily Life and assistive efforts for optimizing client independence.	Prerequisites: Permission of Department or Program Director, or a grade of C or better in NCE150 or NUR158 or current CNA certificate. CNA certificate must remain in active status throughout the term of the course.	L+L 1.75 1.75 1.75
NCE161	Foundation in Patient Advocacy	Foundational knowledge and skills needed for the emerging profession of patient Advocacy. Role of the patient advocate, health care delivery methods, best practices, consumer and provider perspectives, insurance benefits and costs, and legal implications.	Prerequisites: None.	LEC 2.0 2.0 2.0
NCE165	Legal Aspects of Nursing	Principles of legal aspects in nursing, rules of liability, negligent conduct and principles of malpractice. Review	Prerequisites: None.	LEC 1.0 1.0 1.0

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		of the scope of nursing practices, and other legal matters.		
NCE168	End of Life Care Training	Nursing care at the end of life, pain management, symptom management, ethical issues, communication, cultural considerations, loss, grief and bereavement. Achievement of quality palliative care and preparation for and care at the time of death	Prerequisites: None.	LEC 1.0 1.0 1.0
NCE170	Pharmacology for Nurses	Review and update of selected pharmacological classifications. Includes dosages, administration methods and reactions	(Current license as Practical Nurse or Registered Nurse) or registered as student nurse or permission of Instructor.	LEC 3.0 3.0 3.0
NCE173	Venipuncture	Development of clinical skills for venipuncture. Emphasis on review of anatomy and physiology of vasculature of the arm, medical asepsis, and procedure.	Prerequisites: Permission of Instructor.	LEC 1.0 0.5 0.5 LAB 0.0 24.0 1.5
NCE175	Licensed Practical Nurse Update	Role and responsibilities of the Licensed Practical Nurse. Application of nursing care for medical-surgical patients, use of the nursing process and administration of medications. Includes expanded role of the Licensed Practical Nurse, principles of safe nursing practice, legal/ethical issues, human growth and development, therapeutic communication and physical assessment skills. For Licensed	Prerequisites: Current license as a Practical Nurse.	LEC 10.0 6.0 6.0 LAB 0.0 12.0 12.0

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		Practical Nurses returning to active nursing in the acute care setting.		
NCE200	Contemporary Leadership Concepts for Health Care	Introduction to leadership and management concepts for work-readiness in health care fields. Professional role development of the beginning registered nurse. Includes organizational design and governance as well as leadership and management theories and qualities for the health care employee.	Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or permission of Instructor.	LEC 1.0 1.0 1.0
NCE201	Physical Assessment	Basic health assessment by collecting health histories and performing physical examinations. Relationship of sciences and humanities to holistic aspects of health. Assessment for normal, variations of normal, and deviations from normal findings	Current Practical Nurse (PN) or Registered Nurse (RN) license or permission of Instructor.	LEC 3.0 3.0 3.0
NCE202	Overview of Physical Assessment of the Adult Client	Overview of interviewing techniques and approaches to documenting a comprehensive health history and physical examination assessment techniques. Emphasis on the nursing process and health assessment skills. Performance of beginning level physical assessment.	(Current Nursing or Allied Health student, or current Arizona Registered Nurse (RN) license, or Licensed Practical Nurse (LPN) license, or recent graduate of an accredited nursing program) and permission of Instructor.	LEC 1.0 1.0 1.0
NCE203	Interpretation of Laboratory Diagnostic Examinations	Utilization of laboratory diagnostic examination results for evaluation of patient conditions. Normal results for	Registered Nurse or Licensed Practical Nurse Nursing students	LEC 0.5 0.5 0.5

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		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	or permission of Instructor.	
NCE204	Hemodynamics	Events of the cardiac cycle related to normal hemodynamic waveforms and pressures. Purpose, procedure and potential complications related to hemodynamic invasive lines. Trouble shooting and preventative procedures for hemodynamic invasive lines. Normal and abnormal pressure forms related to various forms of pathophysiology. Treatments and interventions for specific cardiac diseases. Impact of paced rhythms, and intraaortic balloon pumps on normal hemodynamic waveforms. Safe removal procedure for hemodynamic devices	Registered nurse (RN) respiratory therapist or cardiovascular technician with knowledge of dysrhythmia recognition.	LEC 1.0 1.0 1.0
NCE205	Emergency Room Nursing	Roles of emergency health team. Medical/legal issues specific to emergency room care. Triage classifications for specific emergency room/department situations, nursing care for selected conditions, trauma, and disease processes. Organ donation issues, discharge procedures and client education	Registered Nurse (RN) or Licensed Practical Nurse (LPN) or currently enrolled in a nursing program or permission of Instructor.	LEC 4.0 4.0 4.0

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NCE207	Recognition and Nursing Management of the Deteriorating Patient	This course will provide a scenario/simulation-based problem solving approach to recognize and manage the patient who has the potential for a deteriorating status in a wide variety of concept-oriented conditions. The ultimate goal is to prevent or reverse the clinical deterioration and achieve optimum patient outcomes.	Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or registered as student nurse or permission of Instructor.	LEC 0.5 0.5 0.5
NCE208	Neonatal Pathophysiology	Pathophysiology and physiologic adaptations of the neonate to include assessment and management of respiratory, cardiac, hematological, immunological, neurological and fluid and electrolyte disorders. Acid-base regulation and hemodynamic dysfunction	Registered therapist registered nurse (RN) or pharmacist with neonatal experience.	LEC 3.0 3.0 3.0
NCE209	SCHOOL HEALTH ASSISTING	The role of the school health assistant. Legal issues related to the school health setting. Performance of vision, hearing, and scoliosis screenings. Documentation, vital signs, triage guidelines in the school health setting. Common diseases that affect school-age children. Child abuse issues and protocol. Common medications and their side effects. Documentation and procedures related to drug administration	Prerequisites: None.	LEC 3.0 3.0 3.0
NCE210	School Nurse Emergency Assessment Skills	Update of emergency assessment in the school setting. Includes emergency assessment of seizures, asthma, head	School nurse school health aide other health professionals or	LEC 1.0 1.0 1.0

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		and neck injuries, heat-related problems, bites, stings, and burns, and orthopedic injuries	permission of Instructor.	
NCE212	Patient Education	Current concepts relevant to planning and implementing a teaching plan, and the role the nurse has in patient education. Patient education instructional methods, educational theories, nursing process and case management in patient education. Focus on patient advocacy through education.	Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or permission of Instructor.	LEC 0.5 0.5 0.5
NCE213ND	Long-Term Care Nursing Update	Medicare and insurance documentation procedures for the long-term care patient. Medical-legal issues that pertain to the long-term care patient. Specific nursing procedures performed for the long-term care patient	Registered nurse (RN) licensed practical nurse (LPN) or health worker currently employed in a long-term care setting.	LEC 0.5 0.5 0.5
NCE214CA	Basic Electrocardiogram Interpretation	Focuses on recognition of common cardiac rhythms. Includes major and minor reportable occurrences which affect a patient's status and priority interventions.	Prerequisites: Permission of Instructor.	LEC 1.0 1.0 1.0
NCE214ME	Advanced Metrology and IV Drug Therapy	Advanced course in intravenous and pediatric calculations. Preparation for NCLEX-RN exam and Registered Nurse review of complex medication calculations. Emphasis on safe clinical practice using the nursing process to analyze and calculate pediatric fractional doses and critical care medications	Registered nurse or current student in Associate Degree Nursing program.	LEC 1.0 1.0 1.0

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NCE214MF	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	Current student in Associate Degree Nursing program or permission of Instructor.	LEC 0.5 0.5 0.5
NCE214MI	Math and Medications for Intermediate Nursing Students	Focus on basic mathematical concepts to calculate metric- apothecary conversion, dosage problems, intravenous flow rates using the ratio/proportion and dimensional analysis methods. These calculations will focus application to acute care, long-term care, and pediatric specialty areas	Current student in Nursing program or permission of Department or Division.	LEC 0.5 0.5 0.5
NCE214MM	Math/Methods of Drug Calculation	Focuses on basic mathematical concepts using decimals and fractions to calculate fractional and metric-apothecary conversion dosage problems and intravenous flow rates. Emphasis on the dimensional analysis problem solving method	Prerequisites: None.	LEC 1.0 1.0 1.0
NCE214MO	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	Current student in Associate Degree Nursing program or permission of Instructor.	LEC 0.5 0.5 0.5

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NCE214ND	Nursing Developmental Skills for Health Providers	Updating specific nursing areas in order to enhance success in nursing courses and/or employment.	Prerequisites: Previous coursework or experience in nursing related skills or permission of Instructor.	LEC 1.0 1.0 1.0
NCE214OP	Orientation to Nursing Program	Overview of the philosophy, mission, vision, Nurse of the Future Competencies, student learning outcomes, and the constructivist framework of the Maricopa Nursing program. Student expected to be prepared with basic concepts of therapeutic communication, the nursing process, pharmacology, introductory concepts of intravenous therapy and knowledge of fundamental concepts. Primary content areas: nursing process, with emphasis on the use of the nursing process to develop a plan of care; utilization of critical thinking skills; problem-solving strategies, the communication process; psychiatric nursing competencies and role transition between LPN and RN scope of practice.	Prerequisites: Designee/advanced placement into the Nursing Program or permission of the Nursing Director.	L+L 3.0 75.0 5.0
NCE214PO	Tutored NCLEX Review For Nursing Students	Brief review of nursing care by systems using an NCLEX review book. Focus on nursing process, prioritizing, and critical thinking related to application of nursing care	Currently enrolled nursing student, or permission of Instructor.	LEC 2.0 2.0 2.0

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		in case study situations. Also practice multiple-choice questions		
NCE215AA	Nursing Update: Pain Management	Comprehensive pain assessment and pain management. Pharmacological agents, treatment modalities, and delivery systems. Regulatory agency policies, standards of care, and documentation guidelines.	Prerequisites: Registered Nurse or Licensed Practical Nurse or currently enrolled in a nursing program or permission of Instructor.	LEC 0.5 0.5 0.5
NCE215AB	Nursing Update: Wound and Skin Care	Wound and skin assessment and documentation guidelines. Skin care protocols and interventions to prevent pressure ulcers and promote optimal healing. Wound care products and treatment options.	Prerequisites: Registered Nurse or Licensed Practical Nurse or currently enrolled in a nursing program or permission of Instructor.	LEC 0.5 0.5 0.5
NCE215AC	Nursing Update: Stoma Care	Care of the patient with fecal and urinary diversions. Appliance selection, stoma care, and management of potential complications. Includes nutritional, psychological, and educational aspects of care.	Prerequisites: Registered Nurse or Licensed Practical Nurse or currently enrolled in a nursing program or permission of Instructor.	LEC 0.5 0.5 0.5
NCE215AD	Nursing Update: Advances in Diabetes Management	Diabetes management and implications. Risk factors of diabetes and lifestyle modifications. Medication updates and new technological advances for the treatment of Type I and Type II diabetes.	Prerequisites: None.	LEC 0.5 0.5 0.5
NCE215AE	Nursing Update: Cardiac Care	Provides nurses with up-to-date information on prevention, diagnosis,	Prerequisites: Registered Nurse (RN) or Licensed Practical	LEC 0.5 0.5 0.5

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		and treatment of cardiovascular and related diseases.	Nurse (LPN) or other licensed personnel working with cardiac patients.	
NCE215ND	Nursing Skills Update	Enhancement and reinforcement of specific nursing skills. Special needs patients, patient assessment techniques, medicolegal responsibilities, and diagnostic procedures.	Prerequisites: None.	LEC 0.5 0.5 0.5
NCE216AA	School Health Update: Assessment Skills	Assessment skills for the school health setting. Assessment and management of selected school health problems including abdominal pain, head and spinal cord injuries, and environmental hazards.	Prerequisites: Registered Nurse or Licensed Practical Nurse or currently enrolled in a nursing program or permission of Instructor.	LEC 0.5 0.5 0.5
NCE216ND	School Nurse Skills Update	Enhancement and reinforcement of specific skills encountered in the school health setting. Special needs of physically and emotional disabled children. Review of special procedures and medications used with special children populations.	Prerequisites: Current school nurse or school health aide.	LEC 0.5 0.5 0.5
NCE218	Ventilator Management for Critical Care and Emergency Room Nurses	Patient care including indications, management and complications in mechanically ventilated patients. Types of mechanical ventilation, pharmacological management, care of the mechanically ventilated patient, intubation and extubation, and tracheostomy management.	Prerequisites: Health care professional, or permission of Department or Division.	LEC 0.5 0.5 0.5

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NCE219	Advanced First Aid for School Health Staff	Advanced first aid principles and interventions for staff working in a school health setting. Topics include assessment and management of medical emergencies such as asthma, anaphylaxis, environmental emergencies, seizures and playground trauma	(Basic first aid training or experience) or permission of Instructor.	LEC 0.5 0.5 0.5
NCE220	Advanced IV Therapy Skills for RNs	Intravenous (IV) therapy skills utilized by the Registered Nurse in home health, long term care, and the acute care setting. Includes principles of care for specific central venous catheters, and infusion pumps. Also, legal implications of advanced IV practice	Current license as registered nurse or enrolled in an accredited RN program or permission of Instructor.	LEC 0.5 0.5 0.5
NCE221	Patient Care Technician Skills	Patient care technician skills and techniques which include: drawing blood, performing a variety of specimen collections, observing and reporting patient status, assisting in patient preparation and electrode placement for electrocardiograms, suctioning patients, performing urinary catheterizations, documentation and reporting of skill completion, maintaining patient confidentiality, and recognizing legal and ethical commitments related to patient care technician skills.	Prerequisites: Certified Nurse Assistant (CNA), Nurse Assistant course or equivalent within the past year, and permission of Continuing Education Program Director and/or Instructor.	LEC 3.0 2.5 2.5 LAB 0.0 24.0 1.5
NCE223	LPN-IV Therapy and Medication Skills	Terminology and anatomy related to intravenous therapy. Drug response factors, dosage, calculations,	Prerequisites: Current license as Practical	LEC 2.5 2.0 2.0 LAB 0.0 24.0 1.5

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		intravenous site dressing change, intravenous administration equipment, and initiating intravenous therapy. Documentation and procedures for laboratory check lists. Meets state nursing board requirements for initiating intravenous therapy and administering intravenous medications.	Nurse or permission of Instructor.	
NCE224	Nursing Case Management	Case management and managed care responsibilities, insurance strategies, utilization management, legal and ethical issues, quality improvement and discharge planning	Registered Nurse (RN) Licensed Practical Nurse (LPN) social worker or permission of Instructor.	LEC 3.0 3.0 3.0
NCE225	Introduction to School Nursing	Registered nursing skills necessary to prepare for employment in a School Health Setting. Triaging, school health office management skills, and legal issues and scope of practice of the school nurse. Health screening basics and immunization protocols, emergency response skills, and health teaching.	Current Arizona Registered Nurse (RN) license, or Licensed Practical Nurse (LPN) license, or recent graduate of an accredited nursing program, or permission of Instructor.	LEC 2.0 2.0 2.0
NCE226	Pediatric Nursing Clinical Skills	Clinical application of nursing theory to the pediatric patient. Focuses on effective physical assessment techniques, and changes in nursing skills for the pediatric patient.	Prerequisites: Registered Nurse (RN), or Licensed Practical Nurse (LPN), or permission of Instructor. Corequisites: NCE227.	LAB 1.0 45.0 3.0
NCE227	Science of Pediatric Nursing	Preparation for relocation to the pediatric unit the hospital nurse.	Prerequisites: Registered Nurse (RN), or Licensed Practical	LEC 1.0 1.0 1.0

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		Application of pediatric nursing theory based upon the nursing process.	Nurse (LPN), or permission of Instructor. Corequisites: NCE226.	
NCE228	Holistic Nursing Fundamentals-Certification Exam Preparation	Preparation for the holistic nursing certification examination. Includes holistic nursing philosophy, foundations, core values, standards, and principles. Covers self-care and self-reflection, theories, Integrative Health and Wellness Assessments (IHWA), in addition to development of, goals, and strategies for implementation of individualized care plans. Also includes complementary modalities as well as theories and research in the field of holistic nursing.	Prerequisites: None.	LEC 3.0 3.0 3.0
NCE230	PICC Line Insertion	Overview of the care, maintenance and insertion of Peripherally Inserted Central Catheter (PICC) lines. Advantages of PICC lines, legal implications, types, as well as anatomy and physiology for proper insertion.	Prerequisites: Current license as a Registered Nurse.	L+L 0.5 24.0 1.5
NCE231	Pharmacology for Critical Care and Emergency Room Nurses	Pharmacology update for emergency department and critical care personnel on new drug therapies and related patient care protocols. Pharmacological management of cardiac and respiratory system disorders, complications, and emergency interventions. Patient	Registered Nurse or permission of Instructor.	LEC 1.0 1.0 1.0

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		management protocols for conscious sedation. New pharmacological agents for the treatment and management of diabetes and other endocrine disorders		
NCE232	Health Assessment of the School Age Child	Comprehensive health assessment foundation. Development of interviewing skills, obtaining health histories, and conducting physical examinations on the school age child. Identification and management of minor illnesses and health problems common to school age children	School nurse or current Registered Nurse (RN) licensure.	LEC 3.0 3.0 3.0
NCE233	Nursing Care of the Special Needs Child	Overview of congenital and acquired pediatric conditions, chronic illnesses and physical challenges that may lead to developmental delay or educational dysfunction. Application of the nursing process to provide care for the special needs child. Developmental assessment tools, skilled nursing interventions and environmental factors. Resources for disabled and chronically ill children through family, educational system and the community	School nurse or current registered nurse (RN) licensure.	LEC 3.0 3.0 3.0
NCE234	Fundamentals of School Nursing Practice	Assessment, development, implementation and evaluation of school health programming. Focus on nursing theory as it relates to school health programming. Program management, professional development, dealing with change, health education, interdisciplinary	School nurse or current registered nurse (RN) licensure.	LEC 3.0 3.0 3.0

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		interaction and the role of the professional nurse in the school setting		
NCE235	Conscious Sedation	Conscious sedation criteria and protocols. Nursing responsibilities and interventions pre-, intra- and post-procedure. Medications commonly used for conscious sedation, monitoring equipment, potential complications and required documentation	Registered nurse (RN) or permission of Instructor.	LEC 0.5 0.5 0.5
NCE237	Care and Management of Vascular Access Devices	Types of vascular catheters, types of clients who use them and clinical indications for each. Care for the different devices, differences in tip locations and the types of infusion therapies infused through each device.	Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or registered as student nurse or permission of Instructor.	LEC 0.5 0.5 0.5
NCE242	Twelve Lead Electrocardiogram (EKG) Interpretation	Normal and abnormal wave forms of the cardiac cycle. Normal and abnormal heart axis. Differences between ventricular and supraventricular tachycardia. Various types of blocks. Identification of heart chamber enlargement. Injury, ischemic and necrotic heart patterns. Effect of specific drugs and electrolyte disorders on electrocardiograms (EKG)	Basic electrocardiogram (EKG) experience or previous course work in dysrhythmia interpretation or permission of Instructor.	LEC 0.5 0.5 0.5
NCE243	Nursing Skill and Competency Review	Resume writing, interpersonal and therapeutic communication, teamwork concepts, IV Skills and pharmacological review. Central line	Prerequisites: Permission of Instructor.	LEC 3.5 2.5 2.5 LAB 0.0 90.0 6.0

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		catheter care, nutritional management, urinary catheterization, NG insertion and suctioning, respiratory management, basic wound care, and patient assessment skills.		
NCE245	Introduction to Holistic Nursing	Philosophy and theories of holism applied to nursing practice. Focus on the physical, emotional, psychological, social, and spiritual needs of the client. Emphasis on application of the nursing process from a holistic perspective. Healing relationship model, self-care concept, nurse-patient communication, health care ethics, therapeutic environment, and cultural sensitivity.	Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or permission of Instructor.	LEC 1.0 1.0 1.0
NCE246AA	Basic Fetal Heart Monitoring	Application of basic concepts and knowledge of fetal monitoring to assist the antepartum and intrapartum nurse in providing effective nursing care to ensure fetal well-being.	Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or permission of Instructor.	LEC 1.0 1.0 1.0
NCE249	Basic Critical Care Nursing	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 following systems: cardiac, respiratory, neuroscience, gastrointestinal, renal, endocrine and hematology, hemodynamics and ventilator management	Current license as Registered Nurse or Practical Nurse or recent graduate of an accredited nursing program or permission of Instructor.	LEC 4.0 4.0 4.0

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NCE249AA	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	Current license as Registered Nurse or Practical Nurse or recent graduate of an accredited nursing program or permission of Instructor.	LEC 1.0 1.0 1.0
NCE249AB	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	Current license as Registered Nurse or Practical Nurse or recent graduate of an accredited nursing program or permission of Instructor.	LEC 1.0 1.0 1.0
NCE249AC	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	Current license as Registered Nurse or Practical Nurse or recent graduate of an accredited nursing program or permission of Instructor.	LEC 1.0 1.0 1.0
NCE249AD	Critical Care: Endocrine and 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	Current license as Registered Nurse or Practical Nurse or recent graduate of an accredited nursing program or permission of Instructor.	LEC 0.5 0.5 0.5
NCE249AE	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	Current license as Registered Nurse or Practical Nurse or recent graduate of an accredited nursing	LEC 0.5 0.5 0.5

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		pharmacology. Disease management for the gastrointestinal system	program or permission of Instructor.	
NCE251	Telemetry Nursing	Cardiac anatomy and physiology and the conduction system. Elements of a cardiac assessment. Recognition of arrhythmia and cardiac abnormalities seen on electrocardiogram (EKG). Indications for temporary and permanent pacing. Drug groups and their interactions specific to the cardiac patient. Normal and abnormal lab values for the cardiac patient. Pre- and post-procedure care for cardiac procedures. Nursing interventions and emergency treatment.	Prerequisites: Registered Nurse (RN) and a grade of C or better in NCE214CA or equivalent.	LEC 3.0 3.0 3.0
NCE255	Death, Grief, and Bereavement	Grief and bereavement care for the client and family. Ethical and cultural issues in terminal care, children and death, AIDS related death issues, suicide, homicide and survivor interventions	Prerequisites: None.	LEC 2.0 2.0 2.0
NCE257	Science of Maternity Nursing	Preparation for relocation to the maternal/child health unit the hospital nurse. Application of maternal/child nursing theory based upon the nursing process.	Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or permission of Instructor.	LEC 1.0 1.0 1.0
NCE258	Maternity Nursing Clinical Skills	Clinical application of nursing theory to the maternal/child patient. Focuses on effective physical assessment techniques, determining neonatal	Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or	LAB 1.0 1.0 1.0

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		status, and maternal physiological and psychological well-being.	permission of Instructor.	
NCE259	Advanced Critical Care Nursing	Provides the experienced Critical Care Nurse with an opportunity to build on basic critical care knowledge. Advanced concepts in assessment, hemodynamic monitoring, pathophysiology of disease processes, and use of the Nursing Process for critically ill patients with complex, multisystem disorders. Designed to help prepare experienced Critical Care Nurses for the certification examination for Critical Care Nursing offered by the American Association of Critical Care Nurses.	Prerequisites: A grade of C or better in NCE249 or Registered Nurse working in Critical Care or permission of Instructor.	LEC 4.0 4.0 4.0
NCE260	Intra-Aortic Balloon Pump	Mechanics of the cardiac cycle. Physiologic effects of the intra-aortic balloon pump. Indications and contraindications. Components, operation, care and maintenance of the intra- aortic balloon pump. Complications and nursing implications with the use of the intra-aortic balloon pump	Registered Nurse (RN) or cardiovascular technician who has completed a Basic EKG course and has Critical Care Training.	LEC 0.5 0.5 0.5
NCE261	Ultrasound-Guided Peripheral Intravenous Access	Technique of ultrasound-guided peripheral venous access. Client selection for procedure, selection of vasculature, and troubleshooting using ultrasound guidance equipment. Use of equipment and hands-on, simulated practice of catheter placement.	Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or registered as student nurse or permission of Instructor.	L+L 0.5 24.0 1.5

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NCE262	Legal Medical Consulting	Role of the legal medical consultant in specific litigation. Importance of the law library. Definition of ethics, professionalism, standards of practice, discovery and disclosure. Steps and procedures involved with legal research. Role of the legal medical expert as a witness. Alternative conflict resolution. Role of independent medical examination. Role of the insurance industry and risk management in legal medical issues	Licensed medical personnel or permission of Instructor.	LEC 3.0 3.0 3.0
NCE264	Advanced Legal Medical Consulting/Civil Procedure	Reinforcement and broadening of knowledge and skills required for a career in legal medical consulting. Civil litigation process from initial client contact, discovery, and trial to post trial period. Intensive case analysis and thorough exploration of legal theory, procedure, and strategy. Discussion of the Federal and Arizona Rules of Civil Procedure and hands on experience in the preparation of legal documents and the trial notebook	Prerequisites: A grade of C or better in NCE262 or equivalent.	LEC 3.0 3.0 3.0
NCE265	Triage Skills for Urgent Care Staff	Identification of high risk aspects of frequent medical complaints. Instruction in avoiding errors when triaging patients in the urgent care setting.	Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or permission of Instructor.	LEC 0.5 0.5 0.5
NCE266	Recognition and Management of the Patient with Allergies	Allergy process, types of allergies and their presentations, levels and types of reactions, as well as treatment,	Prerequisites: Health care professional or	LEC 0.5 0.5 0.5

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		diagnostic testing and prevention strategies.	permission of Department or Division.	
NCE267	IV Medication Administration and Advanced Metrology	Knowledge and skills to safely prepare and administer intravenous medications and solutions. Includes advanced metrology to accurately calculate IV drug dosages and infusion rates.	Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or permission of Instructor.	L+L 1.0 2.0 2.0
NCE268	Non Rash Infectious Diseases in the Pediatric Patient	Epidemiology and symptomology of non rash producing infectious diseases often seen in children and identify ways to prevent, reduce, and control their spread. Meningococcal disease, Tuberculosis, influenza, Methicillin Resistant Staph Aureus (MRSA), pertussis, conjunctivitis, mononucleosis, streptococcal infections, hepatitis, and enterovirus D68.	Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or permission of Instructor.	LEC 0.5 0.5 0.5
NCE271	Pediatric Diabetes	Provides an overview of diabetes in the pediatric population. Epidemiology and etiology, types of diabetes in children and symptom recognition, medication and diet management, complications, new technological devices, and family interventions.	Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or permission of Instructor.	LEC 0.5 0.5 0.5
NCE272	Certified Medication Assistant	Completion of this course will qualify the student to sit for the certification examination to administer prescribed medications within defined state laws (Legislation A.R.S.32-1650.01).	Prerequisites: Students will need to have been a Certified Nursing Assistant (CNA) or a Licensed Nursing Assistant (LNA) for a	L+L 4.0 6.0 8.0

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			<p>minimum of six months, or completed the CNA or LNA course within the past year, or completed semester I of the Practical Nurse (PN) program, or completed the first block of the Registered Nurse (RN) program, or permission of the Director or Program Director as students who have completed components of nursing programs may qualify for a CMA waiver.</p>	
NCE273	Rehabilitation Technician	<p>The rehabilitation technician (RT) performs patient related care tasks, assists patients with activities of daily living and provides direct patient care under supervision of the licensed nurse and or licensed therapist. Obtains and records patient vital signs. Monitors and records daily intake and output. Obtains specimens, including non-invasive body fluids and blood specimens. Performs electrocardiogram (ECG) electrode placement, running ECG strips, and blood glucose monitoring. Assists physician, licensed nurse, or licensed</p>	<p>Prerequisites: Valid certification or license as a nurse assistant (CNA or LNA) OR completion of a nurse assistant program within the past twelve (12) months OR permission of the Nursing Director.</p>	L+L 2.0 2.5 3.0

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		therapist with diagnostic tests, clinical procedures, and other tasks as requested. Communicates patient needs and observed/reported changes in patient condition to supervising licensed nurse, physician or licensed therapist. Documents all interactions as directed by licensed nurse, physician, or licensed therapist. Assists licensed therapist in performing therapeutic procedures. Carries out assigned rehab tech duties such as cleaning treatment areas, completing equipment maintenance and transporting patients.		
NCE274	Industry Telemetry Nursing	Overview of cardiac anatomy, physiology, and the conduction system. Demonstration of a cardiac assessment, review of normal and abnormal lab values, arrhythmias, and cardiac abnormalities seen on an electrocardiogram (ECG). Introduction to medications specific to the cardiac patient. Overview of cardiac procedures, nursing interventions, and emergency treatment.	Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or permission of Instructor.	L+L 4.0 4.5 5.0
NCE275	Registered Nurse Update	Update of current general principles of nursing care, procedures and medication.	Prerequisites: Current Registered Nurse License.	LEC 10.0 6.0 6.0 LAB 0.0 12.0 12.0
NCE276	Clinical Teaching in Nursing: An Overview	Applies Nurse of the Future Competencies and educational Constructivism learning theory to	Prerequisites: Current Registered Nurse License.	LEC 1.0 1.0 1.0

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		develop a foundation for nursing faculty. Designed to assist instructor to consistently plan, guide, and evaluate learning activities for nursing students in clinical environments.		
NCE277	Clinical Teaching in Nursing: A Practicum Experience	Overview of the process, concepts and skills related to supervising nursing students in the clinical area with application of concepts learned. A mentored clinical experience to guide and facilitate the student in the development of skills of clinical instruction.	Prerequisites: Current Arizona Registered Nurse License, BSN required, but MSN preferred as per our accrediting and approval bodies. All health and safety requirements per the current Maricopa Nursing Clinical Instructor Handbook must be met prior to admission into this course.	LEC 1.5 0.5 0.5 LAB 0.0 45.0 3.0
NCE278	Critical Care Nursing	Foundations in critical care for nurses who are interested in entering the critical care environment or nurses who seek to increase their expertise in critical care. Includes basic anatomy, physiology, and pharmacology. Disease management for the following systems: cardiac, respiratory, neuroscience, gastrointestinal, renal, endocrine and hematology, hemodynamics and ventilator management. The lab includes case studies, simulation, and lab practice.	Prerequisites: Current license as a Registered Nurse or recent graduate of an accredited nursing program or permission of Instructor and/or employer. Licensed Practical Nurses will be allowed to take the course by request of their employer and/or	L+L 4.0 4.5 5.0

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			with permission of the Instructor.	
NCE282AA	Volunteerism for Nursing: A Service Learning Experience	Service-learning field experience within human service organization/agency.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
NCE290	Concepts of Aging	Examine several concepts of aging: physiological, cognitive, spirituality, health promotion, and pharmacology of the older adult. Focus will be placed on caring for the aging patient and their family.	Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or registered as student nurse or permission of Instructor.	LEC 1.0 1.0 1.0
NCE291	Nursing Skills and Patient Care in Simulation	Review of basic skills. Remediation, guided learning, and simulation performance.	Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or registered as student nurse or permission of Instructor.	LAB 1.0 45.0 3.0
NCE292	Simulation for Patient Care Experiences	Review and practice of nursing skills. Remediation, guided learning, and simulation performance.	Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or registered as student nurse or permission of Instructor.	LAB 2.0 90.0 6.0
NCE293	Team Management of Deteriorating Patients in Simulation	Development of skills needed to effectively identify, assess, monitor, and respond to patients who are either	Prerequisites: Current licensure as a health professional or registered as a student	LAB 2.0 90.0 6.0

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		deteriorating or at risk of deteriorating related to injury or disease process.	in a health professional program of study, or permission of Instructor.	
NCE298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
NCE298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
NCE298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		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. COMMON COMPETENCY COURSE		
NET127	How Computers Work	Functional description of 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.	LEC 1.0 1.0 1.0
NET181	Visual BASIC for Technology	Introductory coverage of programming techniques in Visual BASIC. Flowcharting, pseudocoding, coding, testing, and documenting programs in accordance with specifications	Prerequisites: None.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
NET183AA	Operating Systems	Designed to develop an understanding of operating systems and their interaction with hardware, software, networking, security, troubleshooting, IP addressing, user interfaces and	Prerequisites: None. BPC101AA recommended for those students unfamiliar with	L+L 2.0 3.0 3.0

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		operating system installation. The course is intended to help prepare students for entry-level industry certifications.	basic computer operations.	
NET220	Health Information Networking	Designed to equip students with knowledge and skills applicable to entry-level careers in healthcare networking. Using Cisco hardware and software, aims to develop an in-depth understanding of the critical principles and practices required in this specialized field.	Prerequisites: A grade of C or better in CNT160AB, or Cisco Certified Network Associate (CCNA) certification, or permission of Instructor.	L+L 2.0 4.0 4.0
NLT100	Nail Technology I	Introduction to basic nail services, general sciences, safety, and infection control practices in the nail care industry.	Prerequisites: None.	200
NLT105	Nail Technology II	Apply advanced techniques and continue to build on previous concepts learned in nail services, general sciences, safety, and infection control in the nail industry.	Prerequisites: None.	200
NLT110	Nail Technology III	This course is designed to prepare Nail Technology students for the written and practical examinations for Arizona State Board of Cosmetology licensure. Students will master and apply previous concepts learned in nail services, general sciences, and business skills in the nail care industry.	Prerequisites: None.	200
NMS120	Media in Cyberspace	Using on-line material, investigates how the new information technologies	Prerequisites: None.	LEC 3.0 3.0 3.0

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		affect the more traditional media. The effect on consumers and society.		
NMS160	Sports Media Careers	Introduction to the professions, organizations, and media occupations within sports management. Examines professional and not-for-profit organizations, career opportunities in collegiate and community sports organizations, and career opportunities in the traditional and non-traditional media arenas. Includes resume writing, cover letters, career choices, interviews, and job searching strategies for sports management organizations.	Prerequisites: None.	LEC 3.0 3.0 3.0
NMS215	Electronic Newsroom	Creating, writing, designing, managing, promoting, and publishing the online student publication through team effort. Emphasis on style, consistency, and news/information judgment combined with community involvement.	Prerequisites: A grade of C or better in JRN215 or NMS120 or JRN203 or permission of Instructor.	L+L 3.0 5.0 5.0
NUC100	Introduction to Nuclear Medicine Technology	Role of the nuclear medicine technologist job duties, responsibilities, working conditions and work environments. Certification and licensing requirements for the nuclear medicine technologist, shadowing experience specific to the nuclear medicine department.	Prerequisites: None.	LEC 1.0 1.0 1.0
NUC101	Essentials of Nuclear Medicine Technology	Introduction to the essential information for the Nuclear Medicine Technology program.	Prerequisites: Admission to Nuclear	LEC 1.0 1.0 1.0

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			Medicine Technology program.	
NUC103	Nuclear Medicine Image Evaluation I	Faculty-led case presentation with reinforcement of processing parameters.	Prerequisites: Admission to Nuclear Medicine Technology program.	L+L 1.0 3.0 3.0
NUC108	Structured Diagnostic Medical Imaging Skills Enhancement	Structured diagnostic imaging cognitive learning and imaging study skills to help students achieve success in their respective imaging courses. Diagnostic medical imaging learning process and critical thinking application skills emphasized in coordination with the level of matriculation.	Prerequisites: None. Corequisites: Enrolled in Diagnostic Medical Imaging Program (Medical Radiography Nuclear Medicine Technology and Diagnostic Medical Ultrasound) or permission of Program Director.	LEC 1.0 1.0 1.0
NUC110	Introduction to Radiation Physics and Biology for Nuclear Medicine	Atomic structure, types of radiation, radiation biology, and radiation protection.	Prerequisites: Admission to Nuclear Medicine Technology program.	LEC 3.0 3.0 3.0
NUC112	Nuclear Medicine Quality Control Laboratory	Introduction to the nuclear medicine laboratory rules, equipment operation, and quality control (QC).	Prerequisites: Admission to Nuclear Medicine Technology program.	LAB 1.0 3.0 3.0
NUC113	Nuclear Medicine Clinical Applications Laboratory	Establishing competencies by demonstration of nuclear medicine imaging and non-imaging procedures.	Prerequisites: Admission to Nuclear Medicine Technology program.	LAB 1.0 3.0 3.0
NUC114	Nuclear Medicine Instrumentation	Principles of safe operation for nuclear medicine imaging and non-imaging equipment, including quality control.	Prerequisites: Admission to Nuclear Medicine Technology program.	LEC 3.0 3.0 3.0

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NUC116	Nuclear Medicine Procedures I	Skeletal, respiratory, gastrointestinal (GI) anatomy, physiology, pathology, and related clinical procedures and techniques.	Prerequisites: Admission to Nuclear Medicine Technology program.	LEC 3.0 3.0 3.0
NUC120	Radiopharmaceutical/Pharmaceutical Administration for the Nuclear Medicine Technologist	Techniques for the administration of radiopharmaceuticals and pharmaceuticals used by the nuclear medicine technologist	Admission to Nuclear Medicine Technology program.	L+L 1.5 1.5 1.5
NUC122	Nuclear Medicine Imaging I Lab	Protocols for opening/operating in a nuclear medicine department. Quality control, radiation safety, performance of bone scans, lung scans, and genitourinary procedures	Admission to Nuclear Medicine Technology program.	LAB 1.0 3.0 3.0
NUC124AA	Nuclear Medicine Theory I: Part A	Non-imaging instrumentation to include gas-filled detector systems, scintillation detection systems, statistics, nuclear counting statistics, and laboratory equipment. Imaging instrumentation to include planar scintillation cameras, multicrystal scintillation cameras, solid-state detector systems, single photon emission computed tomography (SPECT)	Admission to Nuclear Medicine Technology program.	LEC 1.5 1.5 1.5
NUC124AB	Nuclear Medicine Theory I: Part B	Imaging instrumentation to include quality control of imaging systems and maintenance of image archiving systems. Computers in instrumentation, types of computers, number systems, general structure of computer hardware, software, communications, data management, internet, nuclear medicine computer	Admission to Nuclear Medicine Technology program.	LEC 1.5 1.5 1.5

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		systems and quality control of these systems		
NUC126	Nuclear Medicine Procedures II	Endocrine and genitourinary anatomy, physiology, pathology, and clinical procedures and techniques.	Prerequisites: Admission to Nuclear Medicine Technology program.	LEC 3.0 3.0 3.0
NUC130	Professionalism and Patient Care	Communication and interaction skills, patient assessment, procedures involving transport, medical records, infection control, emergency, safety and venous access.	Prerequisites: Admission to Nuclear Medicine Technology program.	LAB 1.0 3.0 3.0
NUC170AA	Nuclear Medicine Cardiac Imaging I	Cardiovascular anatomy, physiology and pathology as it relates to cardiac system imaging. Cardiac stress and rest testing, myocardial perfusion and viability, equilibrium radionuclide angiograph (ERNA or MUGA or RVG). First pass angiography, infarct imaging, major vessels flow studies and detection of deep vein thrombosis	Admission to Nuclear Medicine Technology program.	LEC 1.5 1.5 1.5
NUC170AB	Nuclear Medicine Cardiac Imaging II	Cardiovascular imaging instrumentation, procedures, and processing. Radiopharmaceuticals and interventional drugs used in cardiovascular imaging. Non-pharmacologic stress testing. Patient care for the cardiac patient including procedures and pharmaceuticals	Admission to Nuclear Medicine Technology program.	LEC 1.5 1.5 1.5
NUC212	Clinical Practicum I	Orientation to facility policies and departmental organization. Under direct supervision, clinical application of current nuclear medicine practice of patient care and clinical experiences	Prerequisites: Admission to Nuclear Medicine Technology program.	LAB 1.5 9.0 0.0

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		with an emphasis on quality control (QC) procedures.		
NUC214	Fundamentals of Nuclear Medicine II	Principles and applications of statistics as they relate to Nuclear Medicine. Configuration, function, and application of computers and networks in nuclear medicine.	Admission to Nuclear Medicine Technology program.	LEC 1.5 1.5 1.5
NUC220	Sectional Anatomy for Nuclear Medicine	Sectional human anatomy in the transverse, sagittal and coronal planes. Emphasis on the brain, neck, thorax, abdomen/pelvic cavity and extremities.	Prerequisites: Admission to the Nuclear Medicine Technology Program or permission of Program Director.	LEC 3.0 3.0 3.0
NUC222	Clinical Practicum II	Supervised clinical application of current nuclear medicine practice reinforcing didactic and laboratory concepts. Demonstrate developing competency in introductory nuclear medicine procedures.	Prerequisites: Admission to Nuclear Medicine Technology program.	LAB 3.0 15.0 0.0
NUC223	Nuclear Medicine Image Evaluation II	Student led/instructor coached evaluation of images related to clinical situations and procedures. Demonstration of technical skills.	Prerequisites: Admission to Nuclear Medicine Technology program.	L+L 1.0 3.0 3.0
NUC224	Fundamentals of Nuclear Medicine III	Policy and regulations of delivery systems health policy and ethics regarding the access of health care. Medical informatics implementation of clinical system data entry, patient data, administration, and medical quality assurance mandatory patient centered documentation for federal, state, regulatory, and credentialing	Admission to Nuclear Medicine Technology program.	LEC 1.5 1.5 1.5

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		agencies professional medical ethics, legal issues and patient rights.		
NUC232	Clinical Practicum III	Under the supervision of licensed technologists, enhance skills and knowledge of current nuclear medicine practice with a focus on broadening procedure competencies.	Prerequisites: Admission to Nuclear Medicine Technology program.	LAB 3.0 15.0 0.0
NUC233	Nuclear Medicine Image Evaluation III	Advanced student-led serial evaluation of images related to clinical situations and procedures. Demonstration of technical skills.	Prerequisites: Admission to Nuclear Medicine Technology program.	L+L 1.0 3.0 3.0
NUC234	Nuclear Medicine Department Administration	Practical methods of leadership, ethics, advocacy, department management, continuous quality improvement, coding and reimbursement, and accreditation.	Prerequisites: Admission to Nuclear Medicine Technology program.	LEC 3.0 3.0 3.0
NUC236	Nuclear Medicine Procedures III	Central nervous system (CNS), tumor, hematopoietic and infection clinical procedures and techniques to demonstrate anatomy, physiology, and pathology.	Prerequisites: Admission to Nuclear Medicine Technology program.	LEC 3.0 3.0 3.0
NUC240	Clinical Pathology for Diagnostic Imaging	Causes of disease etiology and impact on the human body. Common physiologic effects of disease on body systems. Correlations of disease, physical findings, clinical laboratory values and diagnostic imaging. Role of Diagnostic Medical Imaging (DMI) modalities in the diagnosis and treatment of selected disease processes as part of the health care team. Cultural implications in the prevention and treatment of disease.	Prerequisites: Admission to Nuclear Medicine Technology program.	LEC 3.0 3.0 3.0

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NUC242	Clinical Practicum IV	Independently function under limited supervision of licensed technologists. Advancement of skills to include all required competencies. Practice diverse and appropriate methods of performing procedures.	Prerequisites: Admission to Nuclear Medicine Technology program.	LAB 3.0 15.0 0.0
NUC243	Nuclear Medicine Image Evaluation IV	Evaluation of images related to clinical situations and procedures. Demonstration of technical skills. Peer-reviewed literature.	Prerequisites: Admission to Nuclear Medicine Technology program.	L+L 1.0 3.0 3.0
NUC244	Nuclear Medicine Radiopharmacy	Radiopharmacy and adjunctive pharmaceutical preparation, calculation, administration, and quality control.	Prerequisites: Admission to Nuclear Medicine Technology program.	L+L 3.0 4.0 4.0
NUC246	Nuclear Medicine Procedures IV	Radiopharmaceutical therapy and theranostics clinical procedures and techniques.	Prerequisites: Admission to Nuclear Medicine Technology program or permission of Program Director.	LEC 3.0 3.0 3.0
NUC250	Fundamentals of Computed Tomography and Elements of Magnetic Resonance Imaging	Introduction to principles and operation of computed tomography (CT) scanner and magnetic resonance imaging (MRI).	Prerequisites: Admission to Nuclear Medicine Technology program or permission of the Program Director.	LEC 3.0 3.0 3.0
NUC251	Computed Tomography and Hybrid Imaging Case Analysis	Anatomy, physiology, pathology, and techniques related to the performance of clinical computed tomography (CT) and hybrid imaging.	Prerequisites: Admission to Nuclear Medicine Technology program or permission of Program Director.	LEC 3.0 3.0 3.0
NUC252	Clinical Practicum V	Orientation to facility policies and procedures and departmental organization. Reinforcement and	Admission to Nuclear Medicine Technology program.	LAB 3.0 15.0 0.0

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		<p>broadening of knowledge base related to patient care and the roles and responsibilities of the nuclear medicine technologist at the advanced level. Focus on progression to independent level of function in the areas of patient care, radiation protection, instrumentation imaging, non-imaging and computers, radiopharmacy, diagnostic and therapeutic procedures. Ethical and professional behaviors, Health Insurance Portability and Accountability Act (HIPAA) requirements</p>		
NUC253	Nuclear Medicine Image Evaluation V	<p>Emphasis on positron emission tomography (PET) therapy imaging and other studies new to the nuclear medicine imaging field. Evaluation of images related to clinical situations and procedures including patient history, patient preparation, name and energy of radiopharmaceutical, method of localization, dosimetry, and method of clearance. Normal and abnormal distribution. Need for additional views and/or procedures. Technical limitations, protocol and equipment parameters and procedure results. Examination of professional journal articles.</p>	Admission to Nuclear Medicine Technology program.	LAB 1.0 3.0 3.0
NUC259	Fundamentals of Research in Nuclear Medicine	Fundamental components to nuclear medicine research.	Prerequisites: Admission to Nuclear	LEC 3.0 3.0 3.0

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			Medicine Technology program.	
NUC260	Research Methods and Design	Exploration of knowledge and effective analysis of resources to promote best practice in imaging professions. Introduction to research design, statistical reasoning, and interpretation of the medical literature. Provide a basis for understanding and interpreting the literature for use in evidence-based practice.	Prerequisites: Admission to Nuclear Medicine Technology program.	LEC 3.0 3.0 3.0
NUC261	Emerging Technologies	Exploration of new and emerging technologies that will become tomorrow's standard of practice. Introduction to these new ideologies. Development and presentation of research findings.	Admission to Nuclear Medicine Technology program.	LEC 2.0 2.0 2.0
NUC262	Capstone Practicum	Culminating course to integrate the educational process to facilitate role transition from student to graduate nuclear medicine technologist.	Prerequisites: Admission to Nuclear Medicine Technology program or permission of the Program Director.	LAB 1.5 9.0 0.0
NUC263	Nuclear Medicine Research Presentation and Publication	Presentation of research project at local, regional, or national meeting or submission of research project to scientific journal for publication. Critical evaluation of research projects.	Prerequisites: A grade of C or better in NUC259 and NUC260.	LEC 3.0 3.0 3.0
NUC270	Nuclear Medicine Scientific Method	Scientific research in the field of nuclear medicine. Abstract writing to include research study results,	Admission to Nuclear Medicine Technology program.	LEC 1.0 1.0 1.0

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		objectives, methods, observational and analytical techniques, and conclusion		
NUC272	Cardiac Practicum	Comprehensive, advanced-level practical experience at a designated cardiac clinical site.	Prerequisites: Admission to Nuclear Medicine Technology program or certified by the American Registry of Radiologic Technologists (ARRT) in Nuclear Medicine [R.T. (N)] or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine.	LAB 1.5 9.0 0.0
NUC276	Nuclear Cardiology	Cardiovascular anatomy, physiology, and pathophysiology as it relates to cardiac imaging including cardiac blood flow, electrophysiology, and function. Pharmacologic and exertional stress testing methods used in conjunction with imaging. Cardiac imaging instrumentation, acquisition and processing procedures, artifacts, and quality control.	Prerequisites: Admission to Nuclear Medicine Technology program or certified by ARRT [R.T. (N)] or the Nuclear Medicine Technology Certification Board (NMTCB) in nuclear medicine.	L+L 3.0 4.0 4.0
NUC280	Nuclear Medicine PET Physics and Instrumentation	Principles of safe operation for positron emission tomography (PET) systems and required quality control.	Prerequisites: Admission to Nuclear Medicine Technology program or certified by the American Registry of Radiologic Technologists (ARRT)	LEC 3.0 3.0 3.0

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			[R.T. (N)] or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine.	
NUC283	PET/CT Practicum	Comprehensive, advanced-level practical experience at a Positron Emission Tomography/Computed Tomography (PET/CT) clinical site.	Prerequisites: Admission to Nuclear Medicine Technology program or permission of the Program Director.	LAB 1.5 9.0 0.0
NUC290	Nuclear Medicine Seminar	Review of content areas addressed on the American Registry of Radiologic Technologists (ARRT), Nuclear Medicine Technology Certification Board (NMTCB), and Arizona state licensure examinations. Study and test-taking strategies.	Prerequisites: Admission to Nuclear Medicine Technology program.	LEC 3.0 3.0 3.0
NUC292	Radiopharmacy Practicum	Comprehensive, high level practical experience at a Radiopharmacy clinical site. Cooperative work with direct and indirect supervisory personnel in a Radiopharmacy setting. Emphasis on technical components of Radiopharmacy procedures and radiation safety.	Admission to Nuclear Medicine Technology program.	LAB 1.0 3.0 0.0
NUR101	Student Success in Nursing	Individual self-awareness and self management strategies for success with nursing study, clinical reasoning and testing success. Emphasis on the development of prioritizing and	Prerequisites: Permission of Instructor.	LEC 1.0 1.0 1.0

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		delegation skills for the nursing student.		
NUR102	Nursing Process Transition	Transitions paramedics to scope and practice of nursing. Focuses on nursing concepts and theories to meet basic human needs across the lifespan throughout the wellness/illness continuum. Theoretical concepts focus on clients of all ages with selected physiological and psychological alterations. Emphasis on expanding the paramedic's skills and experience to transition to the role of the nurse utilizing nursing process and critical thinking in acute care and community settings.	Prerequisites: Arizona or National Paramedic Registry Certificate, and application and admission to Maricopa Nursing advanced placement. One year current healthcare work experience required or permission of Nursing Department Chairperson. Corequisites: NUR103.	LEC 4.0 4.0 4.0
NUR103	Nursing Science Transition	Application of nursing concepts and theories of health promotion to nursing care to meet basic human needs. Provides opportunity for the paramedic to develop clinical competency in selected nursing skills and care of clients across the lifespan experiencing altered physiologic functioning. Includes clinical experience with individuals, families, and small groups of clients in acute, long-term, and community settings to develop care plans, teaching plans, and discharge plans.	Prerequisites: Arizona or National Paramedic Registry Certificate, and application and admission to Maricopa Nursing with advanced placement. Minimum of one year current healthcare work experience required or permission of Nursing Department Chairperson. Corequisites: NUR102.	LAB 4.0 12.0 12.0
NUR104AA	Structured Nursing Review	Structured nursing tutorial assistance and nursing study skills to help students achieve success in their	Prerequisites: None. Corequisites: Enrollment in the	LEC 0.5 0.5 0.5

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		respective block of nursing courses. Nursing process and critical thinking application skills emphasized.	Nursing program or permission of Department Chair.	
NUR104AB	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.	LEC 1.0 1.0 1.0
NUR106	Nursing Theory and Science Transition (Paramedic Bridge)	Introduction and utilization of Nurse of the Future competencies to develop knowledge, skills, and attitudes to provide safe, quality patient care across the wellness-illness continuum in selected medical-surgical and mental health patients. Basic care concepts and nursing process are utilized to meet the needs of adult and older adult patients.	Prerequisites: (Arizona or National Paramedic Registry Certificate), acceptance into the Maricopa Nursing advanced placement, NUR187, and (one year current work experience utilizing Paramedic scope of practice or permission of Nursing Department Chairperson.).	LEC 9.0 5.5 5.5 LAB 0.0 157.5 10.5
NUR150	Practical Nurse Bridge Course	Designed to bridge previously gained healthcare knowledge, skills, and abilities of the military Veteran student and/or Licensed Practical Nurse (LPN) seeking to refresh knowledge in the role of the practical nurse. Course includes didactic, laboratory, and clinical experiences for practical nursing including concepts and theories related to care of geriatric, adult, pediatric, and	Prerequisites: A military Veteran with a health care designation (medic/corpsman) or a licensed practical nurse (LPN) who requires a refresher program. Approval of the Nursing Chair or designee and	LEC 12.0 9.0 9.0 LAB 0.0 180.0 12.0

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		<p>childbearing clients. Areas of didactic and clinical focus include: role of the practical nurse collaborating with other members of the healthcare team; concepts of health promotion and disease/illness prevention; therapeutic communication techniques; nutritional concepts; medication administration to include pharmacokinetics and pharmacodynamics of medications, nursing considerations in medication administration, and dosage calculation; documentation and concepts related to information technology. Emphasis in clinical practicum is on nursing care of pediatric and child-bearing families, and older adult residents of long term care facilities with selected alterations in health; concepts of delegation, prioritization and management of care for the practical nurse is integrated.</p>	<p>application packet completion is required.</p>	
NUR151	Nursing Theory and Science I	<p>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</p>	<p>Admission into the Nursing Program.</p>	<p>LEC 10.0 5.0 5.0 LAB 0.0 15.0 15.0</p>

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		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		
NUR152	Nursing Theory and Science I	Introduction of Nurse of the Future competencies as a foundational framework for development of the professional nurse. Basic care concepts and the nursing process are utilized to meet the needs of adult and older adult patients.	Prerequisites: Admission into the Nursing Program.	LEC 9.0 4.0 4.0 LAB 0.0 225.0 15.0
NUR158	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, interventions to ensure the needs and safety of the client, specific types of diseases, conditions and alterations in behavior of the client. Focus is on the special needs of the older adult client in the acute and long-term care settings, and basic care skills and procedures. Provides opportunity for	Prerequisites: Reading and math assessment as well as completion of all required Health and Safety documents.	LEC 4.5 2.5 2.5 LAB 0.0 90.0 6.0

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		the development of clinical competency in the performance of selected nurse assisting skills and procedures through participation in the care of clients.		
NUR160PN	Practical Nursing Theory and Science I	Core values of the practical nursing program, nursing history, standards, and scope of practice of the practical nurse. Safe nursing care of clients with selected alterations in health; fundamental concepts of health promotion, disease/illness prevention. Nursing care based upon integration of pathophysiology, nutrition, communication and physical, biological, and psycho-social sciences. Uses information technology in performing and documenting client care.	Prerequisites: Admission into the Fast Track Practical Nursing Program.	LEC 11.0 6.0 6.0 LAB 0.0 225.0 15.0
NUR171	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	Prerequisites: A grade of C or better in NUR151 or permission of Nursing Department Chairperson.	LEC 8.0 4.0 4.0 LAB 0.0 12.0 12.0

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		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		
NUR172	Nursing Theory and Science II	Utilization of Nurse of the Future competencies to develop knowledge, skills, and attitudes to provide safe, quality patient care across the wellness-illness continuum in selected medical-surgical and mental health patients.	Prerequisites: A grade of C or better in (BIO202 and NUR152) or permission of Nursing Department Chair.	LEC 9.0 5.5 5.5 LAB 0.0 157.5 10.5
NUR180PN	Practical Nursing Theory and Science II	Holistic practical nursing concepts and theories related to care of childbearing, pediatric, adult, and geriatric clients. Role of the practical nurse collaborating with other members of the healthcare team. Concepts of health promotion and disease/illness prevention. Nursing care based upon integration of pathophysiology, nutrition, communication and physical, biological and psycho-social sciences. Information technology in performing and documenting client care. Emphasis on nursing care related to pediatric, child-bearing families, and adult clients with selected alterations in health; concepts of delegation,	Prerequisites: A grade of C or better in NUR160PN.	LEC 11.0 6.0 6.0 LAB 0.0 225.0 15.0

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		prioritization and management of care for the practical nurse based on the core values of the nursing program.		
NUR187	Pharmacology and Medication Administration	Overview of selected drug classifications and categories. Emphasis on principles of drug metabolism and effects, interactions and adverse reactions, medication administration, and nursing implications for safe practice with a focus on adult and older adult patients. Requires application of previous knowledge of physical, biological, and social sciences.	Prerequisites: Permission of Nursing Department/Division Chair.	LEC 1.5 1.5 1.5
NUR191	Practical Nursing Transition	Overview of the role of the practical nurse in the care of patients. Includes nursing standards and scope of practice of the practical nurse. Emphasis on nursing care related to pediatric and care of the well childbearing patient and childbearing family. Focus on the role of practical nurse in providing care through interventions consistent with established nursing care plans.	Prerequisites: A grade of C or better in NUR171, or NUR172, or permission of Nursing Department Chair.	L+L 3.0 75.0 5.0
NUR251	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	Prerequisites: A grade of C or better in (BIO202, BIO205 and NUR171) or permission of Nursing Department Chairperson.	LEC 8.0 4.0 4.0 LAB 0.0 12.0 12.0

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		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.		
NUR252	Nursing Theory and Science III	Application of critical thinking strategies related to holistic care of the newborn and childbearing patients. Integration of concepts related to holistic care of adults and older adult patients with selected acute and chronic alterations in health. Integration of professional nursing standards in role development. Utilization of previous knowledge of physical, biologic, psycho-social sciences, and the cultural, spiritual aspects of nursing care. Integration of concepts of nutrition, pharmacology, communication, health promotion, and pathophysiology into nursing care.	Prerequisites: A grade of C or better in (CRE101 and NUR172 and PSY101) or permission of Nursing Department Chair.	LEC 9.0 5.5 5.5 LAB 0.0 157.5 10.5
NUR271	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.	Prerequisites: A grade of C or better in NUR251 or permission of Nursing Department Chairperson.	LEC 7.0 4.0 4.0 LAB 0.0 9.0 9.0

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		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		
NUR283	Nursing Theory and Science IV	Applies Nurse of the Future competencies to practice and manage care for the child/family unit and adults requiring complex care throughout the wellness/illness continuum, and prepare for transition from student to professional nurse.	Prerequisites: A grade of C or better in (BIO205 and NUR252) or permission of Nursing Department Chair.	LEC 9.0 5.5 5.5 LAB 0.0 157.5 10.5
NUR291	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: A grade of C or better in NUR271 or permission of Nursing Department Chairperson.	LAB 2.0 6.0 6.0
NUR292	Overview of Current Nursing Principles and Practice across the Lifespan	Update of current principles and practice guidelines for returning nurses in pediatric, obstetrical and geriatric clients. Overview of nursing concepts, therapeutic interventions, and evidence-based practice for clients across the lifespan.	Prerequisites: Permission of Instructor.	LEC 2.0 2.0 2.0
NUR295	Registered Nurse Refresher	Update of current principles of nursing theory and practice for registered nurses. Didactic instruction meets all Arizona State Board of Nursing	Prerequisites: Permission of Instructor.	LEC 10.0 6.0 6.0 LAB 0.0 180.0 12.0

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		<p>requirements: nursing process and patient centered care; pharmacology, medication calculation, and medication administration; communication; critical thinking, clinical decision making and evidence-based practice; delegation, management, and leadership; working with interdisciplinary teams; meeting psychological and physiological needs of adult clients with medical-surgical conditions; ethics; documentation including electronic health records; informatics; and quality improvement. Concentrated preceptorship experience under the supervision of a registered nurse with faculty guidance. Individualized teaching and learning opportunities to build confidence, competence and an increased level of independent functioning.</p>		
NUR296WA	Cooperative Education	<p>Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. COMMON COMPETENCY COURSE</p>	<p>Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently</p>	LAB 1.0 5.0 0.0

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			enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
NUR296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
NUR296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify	LAB 3.0 15.0 0.0

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			or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
NUR296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
NUR298AA	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-	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
NUR298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
NUR298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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NVH245	Navajo Culture and Heritage	Survey of the Navajo people, including their history, culture/aesthetics, education, spirituality, and language	Prerequisites: None.	LEC 3.0 3.0 3.0
OAS101	Computer Typing I: Keyboarding and Formatting	Keyboard mastery; letters, tables, and reports; office production; and manuscripts	Prerequisites: None.	L+L 3.0 5.0 5.0
OAS101AA	Computer Typing I: Keyboard Mastery	Incorporates correct touch typing principles	Prerequisites: None.	L+L 1.0 1.7 1.7
OAS101AB	Computer Typing I: Letters, Tables and Reports	Letter, table, and report formatting	Prerequisites: A grade of C or better in OAS101AA or permission of Department or Division.	L+L 1.0 1.7 1.7
OAS101AC	Computer Typing I: Production and Manuscript	Simple office projects and manuscripts	Prerequisites: A grade of C or better in OAS101AB or permission of Department or Division.	L+L 1.0 1.7 1.7
OAS102	Computer Typing II: Document Production	Arrangement of letters, memos, manuscripts, and tabulation; speed/accuracy improvement	Prerequisites: A grade of C or better in OAS101 or permission of Department or Division.	L+L 3.0 5.0 5.0
OAS103AA	Computer Typing: Skill Building I	Individual progression on speed/accuracy drills.	Prerequisites: Ability to touch type at 25 words per minute or permission of Department or Division.	L+L 1.0 1.7 1.7
OAS107	Professional Telephone Techniques	Proper telephone techniques and professional business manners	Prerequisites: None.	LEC 1.0 1.0 1.0
OAS108	Business English	Comprehensive coverage of correct use of English grammar including	Prerequisites: None.	LEC 3.0 3.0 3.0

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		spelling, punctuation, capitalization, and number style mechanics in a business context		
OAS111AA	Computer Keyboarding I	Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols	Prerequisites: None.	L+L 1.0 1.7 1.7
OAS118	10-Key By Touch	Touch system of numeric keys on ten-key pads	Prerequisites: None.	L+L 1.0 1.7 1.7
OAS120	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.	LEC 3.0 3.0 3.0
OAS125	Introduction to the Professional Office	Expectations of the professional in the electronic office of today. Realistic and practical coverage of roles, responsibilities, and environment	Prerequisites: None.	LEC 3.0 3.0 3.0
OAS181	Medical Office: Vocabulary	Basic medical vocabulary with emphasis on pronunciation, spelling, and definition	Prerequisites: None.	LEC 3.0 3.0 3.0
OAS298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
OPH100	Electronic Medical Records	Discover the daily workflow of an ophthalmic technician, and examine how healthcare technology and training on an electronic medical record system is both helpful, and essential, for every practicing technician. This course will allow you to learn how to quickly, and professionally, document your findings on a patient's electronic medical record. You will learn how to efficiently enter in all of the information that you gather from the diagnostic tests that you run, as well as how chart all of your examination findings effectively, on the most cutting edge ophthalmic electronic health system on the market. The knowledge gained from this course will allow you to have a complete understanding on how to operate a comprehensive ophthalmic electronic medical records system, a key component of every modern ophthalmic practice.	Prerequisites: None.	42
OPH101	Introduction to Eye Care	This course will introduce the student to the meaning of ophthalmology and the different members of the ophthalmic eye care team. The student will learn different certification levels	Prerequisites: Successful completion of RDG100 or higher or appropriate reading	54

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		and the importance of professional development. Body structure, body function, anatomy and physiology of the eye will be discussed in detail. Proper moving, transferring and safety issues of patients; as well as knowledge about diverse populations, geriatric patients and patients with special needs will be demonstrated and discussed. An introduction to infection control, agency guidelines, and using proper aseptic technique will be discussed and demonstrated.	placement into CRE101.	
OPH102	Introduction to Ophthalmology	This course will introduce the student to the meaning of ophthalmology and the different members of the ophthalmic eye care team. The student will learn different certification levels and the importance of professional development as well as learn medical terminology and how to perform cardiopulmonary resuscitation (CPR) on infants, children, and adults. Students will be introduced to infection control procedures, legal and ethical considerations, and regulatory requirements. Students will learn about the Health Insurance Portability and Accountability Act (HIPAA) and privacy laws, and the importance of confidentiality in written and communication form.	Prerequisites: Successful completion of RDG100 or higher or appropriate reading placement into CRE101.	50

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OPH103	Ophthalmic Scheduling and Billing Practices	<p>A certified medical administrative assistant (also called a medical office secretary or medical office assistant) keeps an ophthalmic healthcare office running efficiently and effectively. The ophthalmic medical administrative assistant is often the first to greet and help patients, and can help set the stage for a patient's experience. Students will gain the knowledge and skills relevant for working in the ophthalmic medical office setting such as greeting and checking in patients, collecting personal, medical, and insurance information. Schedule, reschedule, and verify patient appointments. Schedule appointments with secondary care providers and coordinate physician schedules. Ophthalmic medical administrative assistants will coordinate and maintain patient flow within the medical office by communicating patient arrivals or delays. This course will prepare students for the Certified Medical Administrative Assistant Examination through the National Healthcareers Association (NHA).</p>	Prerequisites: OPH102	100
OPH104	Ocular and Systemic Diseases of the Eye	<p>This course will introduce students to the signs and symptoms of specific eye diseases, as well as how disease processes affect the visual system.</p>	Prerequisites: OPH103 or Program Manager approval.	50

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		Students will be introduced to how systemic diseases with ocular manifestations occur, impact visual acuity, and are treated. Students will learn how to obtain and record vital signs, set up a vision lane to screen school aged children, prepare and provide guidance to school aged children to prepare them for examinations, utilize specialized eye screening equipment and provide referrals for further care. This course prepares students for the Arizona Department of Health Vision Screener Certification.		
OPH105	Ocular and Refractive Clinical Assessment, Skills, and Procedures	The Ocular and Refractive Clinical Assessment, Skills, and Procedures course will prepare students to work in the exciting and ever evolving world of ophthalmic medical assisting. This course will help students develop basic skills such as triaging patient complaints and symptoms, taking a good patient history, and performing comprehensive examinations on patients with various medical eye conditions. Students will study anatomy and physiology of the eye, pharmacology, and infection control procedures. Additionally, this course will prepare students to use and care for various types of ophthalmic instruments, assist with procedures,	Prerequisites: 1. Must show proof of employment at an ophthalmic office. 2. Successful completion of RDG100 or higher or appropriate reading placement into CRE101.	240

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		and conduct a variety of tests. This course will explain the principles of optics and refractive states of the eye to aid in caring for patients needing contact lenses or reading eyeglasses, and measuring the patient for the proper optical prescription.		
OPH110	Medical Terminology/Abbreviations and Disease Processes for Ophthalmic Medical Assistant	This course will introduce the student to understanding the signs and symptoms of specific eye diseases, as well as how said disease affects the visual system. Systemic diseases with ocular manifestations will be discussed. The students will discuss and document by writing essays on the causes of specific diseases and the procedures used to diagnose and treat these diseases. The students will begin practicing medical terminology and acceptable abbreviations specific to the field of ophthalmology with an outcome of the ability to spell, define, and use ophthalmic terminology and abbreviations. The student will learn, demonstrate and record vital signs.	Prerequisites: OPH101, or with Program Manager approval, and current health and safety requirements.	42
OPH112	Clinical Theory and Skills	This course will explain the principles of optics and refractive states of the eye. Reading eyeglasses and measuring the patient for the proper eyeglass prescription will be demonstrated. The importance of ophthalmic pharmacology will be discussed and students will learn how	Prerequisites: OPH110 or with Program Manager approval, and current health and safety requirements.	171

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		the medications are used in the ophthalmology practice. Students will learn how to properly write a prescription for eye medications. Demonstration of proper eye drop instillation will be given. The importance of current microorganisms and infection control will be discussed in detail. The students will begin performing comprehensive medical eye examination. Ocular motility and other adjunctive testing in ophthalmology will be demonstrated.		
OPH114	Basic Skills and Ocular Assessment	This course will develop and refine the knowledge and skills necessary to assist the ophthalmologist in completion of the findings, assessment, and plan needed in a comprehensive ophthalmic medical evaluation for each patient. Community eye health and the importance of low vision will be discussed. The student ophthalmic assistant will perform and demonstrate comprehensive examinations and be required to pass skill evaluation testing.	Prerequisites: OPH112 or with Program Manager approval, and current health and safety requirements.	181
OPH150	Certified Ophthalmic Assistant (COA) Certification Prep	This is a refresher course that will help prepare students for the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) for Certified Ophthalmic Assistant (COA) Exam. Students will	Prerequisites: Ophthalmic Assistant Certification from the Joint Commission on Allied Health Personnel	24

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		feel more comfortable and more efficient with this exam.	in Ophthalmology (JCAHPO).	
OPH190	Ophthalmic Assisting Externship	This course will give students hands-on experience with patients, staff, and other ophthalmic professionals while using their skills and techniques they obtain from lecture and lab courses. Students are assigned to an approved partnership site for one hundred and twenty (120) hours of externship. This will prepare the student for employment as an ophthalmic medical assistant.	Prerequisites: 1. OPH114 or with Program Manager approval. 2. Background check requirements in compliance with the Maricopa County Community College District Supplemental Background Check Policy. 2. Students also must provide a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students must maintain current fingerprint clearance throughout the externship(s). 3. Complete and submit the Allied Health Student Health and Safety Documentation Checklist, with included documentation 4. Students are responsible to meet the requirements of the background check,	120

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			fingerprint clearance card, and health and safety documentation.	
OSH101	Introduction to Occupational Safety, Health, and Environmental Technology	Overview of occupational safety, health, and environmental regulations and technology. Overview of the regulatory framework related to safety and environmental program management. Career opportunities and their relationship to business management.	Prerequisites: None.	LEC 3.0 3.0 3.0
OSH102	Introduction to Industrial Hygiene	Overview of environmental hazardous materials technology. History of pollution leading to current legislation. Environmental effects of pollution. Overview of the regulatory framework. Career opportunities in handling and management of hazardous substances	Prerequisites: None.	LEC 3.0 3.0 3.0
OSH105	Construction Safety	Occupational Safety and Health Act. Common causes for accidents and fatalities in construction. Abatement techniques for construction specific hazards. Use of personal protection and lifesaving equipment. Specific types of health hazards related to the construction industry. Proper methods for handling hazardous materials	Prerequisites: None.	LEC 2.0 2.0 2.0
OSH105AA	Construction Safety	Occupational Safety and Health Act. Common causes for accidents and fatalities in construction. Abatement techniques for construction specific hazards. Use of personal protection	Prerequisites: None.	LEC 3.0 3.0 3.0

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		and lifesaving equipment. Specific types of health hazards related to the construction industry. Proper methods for handling hazardous materials.		
OSH106	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, management responsibilities, and OSHA 10 certification.	Prerequisites: None.	LEC 2.0 2.0 2.0
OSH106AC	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, emergency preparedness, safety signs and color codes, recognition of safety and health hazards accident prevention, and management's responsibilities.	Prerequisites: None.	LEC 3.0 3.0 3.0
OSH107	Occupational Safety Principles and Practice	Application of safety and health regulations and best practices. Hazard identification and accident investigation techniques. Major construction hazards and controls.	Prerequisites: A grade of C or better in OSH106AC or permission of Instructor.	LEC 3.0 3.0 3.0

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		Application of fire protection standards.		
OSH189	Professional Leadership Development for Occupational Safety and Health	Personal and professional leadership development related to Occupational Health and Safety (OSH) through active participation in peer-to-peer and professional mentoring. Exposure to industry technical meetings, technical tours, seminars, college discipline specific campus club, scholarship awareness, career fairs, and other similar events. Supplemented by readings, and pre-and post-activity discussion and critique. Varied content due to variety of personal and professional development available.	Prerequisites: A grade of C or better in HMT/OSH101 and GTC/MIT/OSH106 and a student member of the American Society of Safety Engineers.	LEC 1.0 1.0 1.0
OSH189AA	Professional Leadership Development for Occupational Safety and Health I	Personal and professional leadership development related to Occupational Safety and Health (OSH) through active participation in professional mentoring. Exposure to industry technical meetings, technical tours, college discipline specific campus club, scholarship awareness, and other similar events. Supplemented by readings, and pre- and post-activity discussion and critique. Varied content due to variety of personal and professional development available.	Prerequisites: A grade of C or better in OSH106AC.	L+L 1.0 2.0 0.0
OSH203	Health and Safety Program Management	Introduction to safety program theory and principles needed to develop, manage, implement and evaluate a safety and health program. Systems	Prerequisites: A grade of C or better in OSH106AC or	LEC 3.0 3.0 3.0

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		safety and applied psychology theories that enhance safety program management. Hazard identification methods and controls, and application of these principles to case studies.	permission of Instructor.	
OSH204	Health and Safety Program Management II	Current and emerging topics in safety and health program management. Exploration of current topics through emerging regulatory and/or consensus standards organizations. Case study investigation and analysis with applications to safety and health management. Introduction to new and evolving online training courses, seminars, video and documents. Adult leaning and instructional theory.	Prerequisites: A grade of C or better in OSH107 and OSH203, or permission of Instructor.	LEC 3.0 3.0 3.0
OSH206	Risk Management and Loss Control	Statistical and cost analysis, report writing, and injury prevention related to loss control. Prevention programs designed to minimize or eliminate property and personnel loss or injury	Prerequisites: None.	LEC 3.0 3.0 3.0
OSH211	Industrial Safety Management Systems and Performance Indicators	Establishment of a safety management system meeting safety management system standards, concentrating on reactive and proactive approaches for safety department functions. Specific content includes development of safety duties, establishment of performance metrics, investigational accuracy and self-assessment.	Prerequisites: A grade of C or better in OSH203.	LEC 3.0 3.0 3.0
OSH218	Ergonomics	Analysis and evaluation of ergonomics risk factors for occupational tasks. Application of theories, methods, and	Prerequisites: A grade of C or better in	LEC 3.0 3.0 3.0

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		techniques used in work design and systems. Methodological problems in human information processing, human control functions, human-machine interface, work design and process evaluation.	OSH107 or permission of Instructor.	
OSH220	Safety and Emergency Management	Assessment of emergency management systems for occupational safety program development. Planning and implementation of the four phases of emergency management: mitigation, preparedness, response, and recovery. Analysis of all hazards preparedness and response in emergency situations resulting from natural and technological hazards. Planning and budgeting for resources and staffing.	Prerequisites: A grade of C or better in OSH105AA or OSH106AC.	LEC 3.0 3.0 3.0
OSH240	Fire Protection Systems	Building occupant safety requirements including industry standards, regulations, building codes, fire codes and life safety codes. Fundamentals of fire protection system operation, inspection and maintenance. Principles of life safety systems including fire door and walls, smoke control systems, and exit components.	Prerequisites: A grade of C or better in OSH106AC.	LEC 3.0 3.0 3.0
OSH270AA	Occupational Safety and Health Internship	Occupational Safety and Health (OSH) work experience in business, industry or government. Eighty (80) hours of designated work experience.	Prerequisites: A grade of C or better in HMT/OSH101 and OSH106AC or permission of Instructor.	LAB 1.0 6.0 0.0

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OSH270AB	Occupational Safety and Health Internship	Occupational Safety and Health (OSH) work experience in business, industry or government. One hundred and sixty (160) hours of designated work experience.	Prerequisites: A grade of C or better in HMT/OSH101 and OSH106AC.	LAB 2.0 12.0 0.0
OSH270AC	Occupational Safety and Health Internship	Occupational Safety and Health (OSH) work experience in business, industry or government. Two hundred and forty (240) hours of designated work experience.	Prerequisites: A grade of C or better in HMT/OSH101 and OSH106AC.	LAB 3.0 18.0 0.0
OSH290AC	Case Study and Research Project	Completion of a selected safety project in policy and procedure development or training program curriculum design in actual or simulated work setting. Combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students	Prerequisites: Permission of Instructor.	L+L 3.0 3.0 3.0
OSH298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
OSH298AB	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
OSH298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
OTA100	Introduction to Occupational Therapy Assistant Profession	History, theory and philosophy of occupational therapy and occupational therapy assistant (OTA) professions. Topics include practice contexts, ethics, and scope of practice. Emphasis on developing professional behavior skills expected of an entry-level occupational therapy assistant.	Prerequisites: None.	LEC 2.0 2.0 2.0

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OTA102	Psychosocial Health and Occupation	Analysis of impact of psychosocial health on occupation throughout the lifespan. Focus on occupational therapy (OT) assessments and screening procedures for process skills, social interaction skills, and performance patterns. Theoretical models for group occupational therapy assistant (OTA) interventions and development of therapeutic client relationships.	Prerequisites: Admission to the Occupational Therapy Assistant program, and a grade of C or better in (OTA100 and PSY101). Corequisites: PSY266.	LEC 3.0 3.0 3.0
OTA105	Fieldwork: Psychosocial	Introductory-level clinical fieldwork experience for the occupational therapy assistant (OTA). Emphasis on observational skills and basic interactional skill in a mental health clinical setting with a culturally diverse client population. Focus on developing professional behavior, professional communication, and clinical reasoning in psychosocial context. Opportunities to apply group theory and therapeutic use of self.	Prerequisites: Admission to Occupational Therapy Assistant program. Corequisites: OTA102.	LAB 0.5 3.0 0.0
OTA107	Fundamentals of Occupational Therapy	Discussion of Occupational Therapy Practice Framework (OTPF), analysis of occupational performance and analysis of activities. Role of occupational therapy assistant (OTA) from referral to discharge. OTA interventions, documentation requirements, and terminology. Emphasis placed on therapeutic use of	Prerequisites: Admission to the Occupational Therapy Assistant program and a grade of C or better in OTA100.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0

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		self and development of clinical reasoning skills.		
OTA117	Physical Health and Occupations	Impact of physical health on occupation throughout the lifespan. Focus on observing, identifying, measuring, and assessing motor and sensory client factors.	Prerequisites: Admission to the Occupational Therapy Assistant program and a grade of C or better in BIO202.	LEC 3.0 1.0 1.0 LAB 0.0 6.0 6.0
OTA157	Occupational Therapy Assistant in Physical Rehabilitation	Theories and practice models for occupational therapy for clients with physical disabilities. Topics include pathology and therapeutic interventions. Emphasis on clinical reasoning, locating resources, daily treatment planning, task and environmental modifications, activity grading, client education and documentation.	Prerequisites: Admission to the Occupational Therapy Assistant program.	LEC 3.0 1.0 1.0 LAB 0.0 6.0 6.0
OTA201	Assistive Technology	Specialized assistive technology items: car modifications, power wheel chair options, adaptive toys and switches, seating systems, orthotics and prosthetics, and apps for therapeutic use. Emphasis on identifying need, referral process, and funding sources.	Prerequisites: A grade of C or better in OTA157.	LEC 2.0 2.0 2.0
OTA205	Fieldwork: Geriatric	Introductory level clinical fieldwork experience with a geriatric population. Application of learning with focus on exhibiting professional behavior, professional communication, clinical observation skills, and implementation	Prerequisites: Admission to the Occupational Therapy Assistant program and a grade of C or better in OTA157. Corequisites: OTA207.	LAB 0.5 2.5 0.0

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		of selected geriatric treatment strategies and modifications.		
OTA207	Occupational Therapy Assistant in Geriatrics	Impact of aging on occupational performance. Physical, sensory, and cognitive changes associated with aging. Social, psychological, and cultural impact on aging. Common and emerging contexts of service provision. Focus on synthesizing learning and implementing treatment techniques with aging population.	Prerequisites: A grade of C or better in OTA157.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
OTA215	Fieldwork: Pediatric I	Introductory-level fieldwork experience in a pediatric context. Emphasis on demonstrating professional behavior, professional communication, clinical observation skills, selecting age-appropriate therapeutic activities, and applying therapeutic use of self with a culturally diverse pediatric client population.	Prerequisites: Admission to the Occupational Therapy Assistant program and a grade of C or better in OTA157. Corequisites: OTA217.	LAB 0.5 2.5 0.0
OTA217	Occupational Therapy Assistant in Pediatrics	Distinguishes between typical and atypical pediatric development. Common pediatric health conditions of infants, children, and adolescents. Occupational therapy practice models, theories, and delivery contexts found in pediatrics. Focus on synthesizing prior learning and specific pediatric treatment activities to develop pediatric treatment plans.	Prerequisites: Admission to the Occupational Therapy Assistant program and a grade of C or better in OTA157.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
OTA234	Occupational Therapy Assistant Professional Standards	Preparation for transition into level 2 fieldwork. Focus on supervisory structures, professional ethics,	Prerequisites: A grade of C or better in OTA157.	LEC 2.0 2.0 2.0

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		legislative issues, licensure requirements, evidence based practice, and reimbursement systems. Topics include program planning, marketing, quality assurance. Assessment of personal and professional competencies during resume and portfolio development.		
OTA255	Fieldwork: Adult	Clinical experience under the direct supervision of experienced occupational therapists (OTs) or occupational therapy assistants (OTAs) in a context primarily serving adult clients. Emphasis is placed on clinical preparation for entry-level practice as an OTA.	Prerequisites: Admission to the Occupational Therapy Assistant program and a grade of C or better in (OTA207, OTA217, and OTA234). Corequisites: OTA284.	LAB 4.0 21.0 0.0
OTA265	Fieldwork: Pediatric II	Secondary clinical experience under the direct supervision of experienced occupational therapists (OTs) or occupational therapy assistants (OTAs) in a context primarily serving pediatric clients. Emphasis is placed on clinical preparation for entry-level practice as an OTA.	Prerequisites: Admission to the Occupational Therapy Assistant program and a grade of C or better in (OTA207, OTA217, and OTA234).	LAB 4.0 21.0 0.0
OTA284	Occupational Therapy Assistant Professional Transition	Integration of clinical experiences during level 2 fieldwork with theoretical models and didactic learning. Preparation for licensure and National Board for Certification in Occupational Therapy (NBCOT) examination. Focus on self-assessment, study skills,	Prerequisites: Admission to the Occupational Therapy Assistant program and a grade of C or better in (OTA207, OTA217, and OTA234).	LEC 2.0 2.0 2.0

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		comprehensive content review, and fieldwork review.		
PAD100	21st Century Public Policy and Service	Introduction to topics pertaining to public policy and public service in the 21st century. Includes formation, implementation, and evaluation procedures for public policy, as well as roles and agendas of policy makers and public administrators. Also covers careers in public service/administration and an evaluation of essential skills necessary for a career in public service.	Prerequisites: None.	LEC 3.0 3.0 3.0
PAD102	Legal Services: Office Essential Skills	Overview of essential workplace skills for legal services. Includes fundamental knowledge of office etiquette, systems, and procedures. Also covers oral and written presentations, office confidentiality, and conflict management.	Prerequisites: None.	LEC 2.0 2.0 2.0
PAD103	Legal Services: Office Career Preparation	Career preparation and development in the legal services office environment. Includes identification and development of personal career goals along with strategies for evaluating career opportunities. Covers professional image, office behaviors and skills, as well as strategies for writing effective resumes and interviewing techniques.	Prerequisites: None.	LEC 2.0 2.0 2.0
PAD107	Public Finance Administration	Basic overview of public finance system for state and local government. Includes budgeting processes, revenue	Prerequisites: A grade of C or better in CIS114DE.	LEC 3.0 3.0 3.0

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		and funding sources involving taxes and revenue forecasting. Also covers capital planning, debt management, performance measurement, financial statements, and auditing.		
PAD110	Criminal Charging Administration	Procedures for processing charges. Emphasis on the selection and completion of paperwork necessary to process charges against individuals or specific individual typologies. Covers form interpretation, auxiliary form selection and completion, and legal filing procedures. Includes reference material usage and abbreviation and acronym interpretation information.	Prerequisites: None.	LEC 3.0 3.0 3.0
PAD112	Court Record Administration	Court trial information notation and preservation procedures. Emphasis on computer based record keeping system usage. Covers case assignment creation, case routing procedures, document generation and templates, and dual notation procedures. Also includes document generation reference guide usage information.	Prerequisites: None.	LEC 2.0 2.0 2.0
PAD122	Public Sector Human Resources Management	Overview of human resources management in the public sector. Covers planning, staffing, training, compensating, and appraising employees in labor management relationships.	Prerequisites: A grade of C or better in CIS114DE.	LEC 3.0 3.0 3.0
PAD170	Public Sector Organizational Behavior	Basic principles of public-sector management from an organizational behavior perspective. Levels of	Prerequisites: None.	LEC 3.0 3.0 3.0

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		organizational behavior: the individual, the group and the organization system emphasized		
PAD200	Public Affairs Economics	Introduction to the use of macroeconomic and microeconomic principles concerning public affairs and social issues. Includes the role of economics in societal development and public policies in addition to the effects of unemployment and inflation. Also covers measurement of, causes for and societal responses to poverty.	Prerequisites: A grade of C or better in PAD100 or permission of Instructor.	LEC 3.0 3.0 3.0
PAD210	Fundamentals of Real Property Appraisal	Procedures and techniques for estimating market value of vacant and improved properties. Includes appraisal theory, assessment procedures, and appraisal/assessment techniques in addition to land description and land valuation. Also covers definitions and structure of cost and various types of cost estimates as well as procedures for determining depreciation	Prerequisites: Permission of Department or Division.	L+L 2.0 3.0 3.0
PAD212	Valuation Concepts and Cost Appraisal Methods	Functions of the assessor and appraiser. Covers the nature and principles of value, assessment, as well as appraisal processes. Emphasis on property owner rights and limitations including an overview of the Arizona Property Tax System. Also covers use of a construction cost system.	Prerequisites: Permission of Department or Division.	L+L 2.0 3.0 3.0

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PAD214	Land Valuation	Analysis of land valuation procedures. Covers maps, land value factors, and ownership as well as systems of land identification. Includes site data units of comparison and market influences in addition to Arizona statutes and precedents related to special land valuation.	Prerequisites: Permission of Department or Division.	L+L 2.0 3.0 3.0
PAD216	Basic Ad Valorem Appraisal Concepts	Basic assessment and valuation practices for mixed-use properties, partially complete structures, and salvage properties. Also covers the construction cost system, cost components, and market adjustments as well as methods for measuring depreciation. Also includes market value and ratio studies.	Prerequisites: Permission of Department or Division.	L+L 2.0 3.0 3.0
PAD218	Personal Property Valuation	Overview of personal property valuation in the state of Arizona. Includes procedures and forms for the valuation process, as well as mobile home classification and affixture requirement. Also covers year/life tables and depreciation calculations.	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0
PAD220	Income Approach to Valuation	Principles for the income approach to valuation. Includes an overview of real estate investment and finance as well as development of net operating income estimates. Also covers contemporary and historical capitalization methods and procedures for developing capitalization rates	Prerequisites: Permission of Department or Division.	L+L 2.0 3.0 3.0

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PAD222	Intermediate Ad Valorem Appraisal Concepts	Procedures for Ad Valorem Appraisal. Covers sales ratio studies, appraisal level, and uniformity as well as mixed-use assessment ratios. Also includes Centrally Valued Properties, Direct Sales Comparison, and Income Value calculations.	Prerequisites: Permission of Department or Division.	L+L 2.0 3.0 3.0
PAD224	Hearing Procedures	Preparation for hearing procedures. Emphasis on presentation techniques, documentation, and organization of Assessor's records as well as property classification and confirmation. Also covers analysis of and response to appellant arguments and completion of the administrative appeal process.	Prerequisites: Permission of Department or Division.	L+L 2.0 3.0 3.0
PAR101	Introduction to the Paralegal Profession	Comprehensive introduction into the legal profession with a focus on the paralegal's role. Introduction into legal terminology, basic legal principles, and the parties involved in the legal system.	Prerequisites: None.	LEC 3.0 3.0 3.0
PAR102	Paralegal Research, Analysis, and Writing I	Introduction into legal research, analysis and writing. Covers legal research binding, persuasive authority, and use of legal citation. Includes components and use of case law and briefs in addition to use of secondary sources and digests. Also covers electronic legal research and research plans.	Prerequisites: A grade of C or better in (ENG101 or ENG107) and (BPC110 or CIS105) and (CRE101 or equivalent as indicated by assessment).	LEC 3.0 3.0 3.0
PAR103	Paralegal Research, Analysis, and Writing II	Advanced legal writing and research. Analysis and application of the writing process to produce well-written	Prerequisites: A grade of C or better in PAR102.	LEC 3.0 3.0 3.0

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		documents commonly used in the practice of law. Covers various types of legal writing, including memorandum of law, persuasive writing, and legal correspondence. The use of proper grammar, punctuation, and spelling in the construction of sentences and the development of paragraphs.		
PAR104	Ethics for the Paralegal	Paralegal rules of professional responsibility and ethical requirements. Includes regulation of the profession as well as unauthorized practice of law and confidentiality. Also covers conflict of interest, competence, and negligence.	Prerequisites: A grade of C or better in (ENG101 or ENG107) and (BPC110 or CIS105) and (CRE101 or equivalent as indicated by assessment) and PAR103.	LEC 3.0 3.0 3.0
PAR106	Legal Foundations for Paralegals	Legal principles of tort, contract, and criminal law. Includes roles and responsibilities of court systems, the legal community, and the paralegal. Also covers procedures for preparing cases for trial, adjudication, and post-trial.	Prerequisites: A grade of C or better in (ENG101 or ENG107) and (BPC110 or CIS105) and (CRE101 or equivalent as indicated by assessment) and PAR103.	LEC 3.0 3.0 3.0
PAR112	Civil Litigation I	Responsibilities of the paralegal in the civil litigation process. Includes review of the American court system and techniques for case investigation. Also covers case management and	Prerequisites: A grade of C or better in (ENG101 or ENG107) and (BPC110 or CIS105) and (CRE101 or equivalent as	LEC 3.0 3.0 3.0

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		evidence procedures as well as settlements and pleadings.	indicated by assessment).	
PAR114	Civil Litigation II	Civil litigation responsibilities of the paralegal in the areas of discovery, depositions, pretrial, and post-trial procedures. Includes preparation of clients, witnesses, and exhibits for the courtroom. Also covers responsibilities of the paralegal in the evidentiary phase of trial, post-trial, and the appeals process in addition to collection and enforcement of judgments.	Prerequisites: A grade of C or better in PAR112.	LEC 3.0 3.0 3.0
PAR206	Paralegal Business Law	Overview of business law for the paralegal. Includes a review of basic contract formation and enforcement. Also covers property and ownership characteristics and operations in addition to a comparison of various types of business organizations.	Prerequisites: A grade of C or better in PAR106 and PAR114.	LEC 3.0 3.0 3.0
PAR208	Introduction to Tort Law	Introduction to tort law and the responsibilities of the paralegal. Includes elements of types of various types of torts, negligence and defenses in addition to classification of and legal issues pertaining to damages. Also covers insurance and its application to tort law as well as procedures for records evaluation and calculation of net settlements.	Prerequisites: A grade of C or better in PAR106 and PAR114.	LEC 3.0 3.0 3.0
PAR224	Law Office Technology for the Paralegal	Technology resources and procedures for the law office. Includes types of hardware and software in addition to	Prerequisites: A grade of C or better in	LEC 3.0 3.0 3.0

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		office security. Also covers paperless office and electronic research procedures as well as use of trial presentation software.	PAR104 or Corequisites: PAR104.	
PAR230	Family Law for the Paralegal	Paralegal responsibilities in the area of family law. Includes procedures for the initial client interview as well as drafting of applicable documents in dissolution, post-decree, and custody proceedings. Also covers discovery tools and procedures in addition to methods for valuation and division of assets	Prerequisites: A grade of C or better in PAR114.	LEC 3.0 3.0 3.0
PAR232	Bankruptcy Law for the Paralegal	Paralegal responsibilities in the area of bankruptcy law. Emphasis on chapters 7, 11, and 13 of the bankruptcy code of Title 11 of the United States Code. Also covers bankruptcy documentation, automatic stay, dischargeable and nondischargeable debts, and bankruptcy case dismissals, conversions, and transfers	Prerequisites: A grade of C or better in PAR114.	LEC 3.0 3.0 3.0
PAR233	Real Estate Law for the Paralegal	Paralegal responsibilities in the area of real estate law. Covers real estate transactions and agreements of sale as well as title and deed procedures. Also includes procedures for completing title abstractions and legal documentation pertinent to arbitration and foreclosure. The role of the paralegal in completing real estate client interviews also covered	Prerequisites: A grade of C or better in PAR114.	LEC 3.0 3.0 3.0

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PAR234	Administrative Law for the Paralegal	Paralegal responsibilities in the area of administrative law. Overview of types and sources of administrative law. Includes accountability, agency discretion and due process in addition to delegation and rule-making. Also covers agency investigations and adjudication procedures	Prerequisites: None.	LEC 3.0 3.0 3.0
PAR236	Estate Law for the Paralegal	Paralegal responsibilities in the area of estate law. Includes estate planning and administration. Covers procedures for preparing wills and trusts in addition to handling probate issues	Prerequisites: A grade of C or better in PAR114.	LEC 3.0 3.0 3.0
PAR237	Paralegals and Environmental Law	Overview of role and key responsibilities of a paralegal supporting environmental law concerns. Covers the essentials of environmental law, including types of organizations and agencies. Also covered, process of environmental laws and rulemaking with an emphasis on major environmental acts.	Prerequisites: A grade of C or better in PAR106 or permission of Department or Division.	LEC 3.0 3.0 3.0
PAR238	Paralegals and Immigration Law	Overview of role and key responsibilities of a paralegal working with immigration law cases. Includes immigration laws and essentials of federal regulations. Covers process and procedures for citizenship and naturalization including, establishing temporary and permanent legal citizenship and types of visas. Also includes process for application and appeals.	Prerequisites: A grade of C or better in PAR106 or permission of Department or Division.	LEC 3.0 3.0 3.0

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PAR239	Legal Investigation	Overview of role and key responsibilities of a legal investigator. Covers the process for conducting an interview including discovery methods and research techniques. Also covers procedures for documenting and writing accurate statements and preparing legal evidence and exhibits for trial.	Prerequisites: A grade of C or better in PAR106 or permission of Department or Division.	LEC 3.0 3.0 3.0
PAR240	Introduction to eDiscovery for the Paralegal	Overview of electronic discovery and the impact of electronic data on the legal field. Includes a review of the development of technology assisted review (TAR), preservation procedures, and collection methods for electronic stored information (ESI). Also covers changes in civil rules of procedure and ethical duties for legal professionals.	Prerequisites: None.	LEC 3.0 3.0 3.0
PAR260	Legal Career Preparation	Overview of the essential skills necessary for the paralegal student in the internship environment. Covers essential skills, self-evaluation and resources available to the paralegal.	Prerequisites: A grade of C or better in PAR114.	LEC 1.0 1.0 1.0
PAR290AA	Internship for the Paralegal	Paralegal work experience in industry. Eighty (80) hours of designated work per credit	Prerequisites: Permission of Department or Division.	L+L 1.0 1.0 1.0
PAR290AB	Internship for the Paralegal	Paralegal work experience in industry. Eighty (80) hours of designated work per credit.	Prerequisites: Permission of Department or Division. Corequisites: PAR260.	L+L 2.0 2.0 2.0
PCM150	Tools for Exterior and Veneer Systems	Proper and safe apparel for plasters and cement masons. Tools used	Registered apprentice status or permission of	LEC 5.0 5.0 5.0

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		plasters and cement masons. Application of exterior insulating finish systems (EIFS). Mixing primus/adhesive and installation of EIFS board. Types of exterior finishes, basecoats and their applications. Basecoat application, three-coat and two-coat processes. Leveling technique for the brown coat. Factors that impact admixers, setting times, bonding, drying times, temperature, and curing. Factors that impact stucco and veneer finishes	the apprenticeship coordinator.	
PCM152	Cement Pouring and Finishing	Trade terms, history of cement development, types and uses of "portland" cement, aggregates and admixtures. Hand and power tools, form construction, concrete placement and finishing and the construction of tilt-up, precast and lift slabs	Prerequisites: None.	LEC 5.0 5.0 5.0
PCM153	Sketching and Plan Reading	Sketches and sketching procedures used in construction including "scale", sectional views and isometric drawings. Blueprint and plan reading for construction. Frame buildings, detail drawings and roof framing plans.	Prerequisites: (Registered apprentice status and a grade of C or better in PCM152) or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
PCM154	Architectural Drawing and Blueprint Reading	Architectural drawings and sketches in construction. Reading and interpreting plot plans, blueprints and detail drawings. Relationship of specification sheets to construction blueprints.	Prerequisites: (Registered apprentice status and a grade of C or better in PCM153) or permission of the	LEC 5.0 5.0 5.0

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			apprenticeship coordinator.	
PCM155	Estimating for the Concrete Trade	Mixing concrete and uses of concrete in construction. Calculations of amounts of concrete and forming material required for specific construction tasks. Quantity take-offs for construction projects. Calculation of labor costs.	Prerequisites: (Registered apprentice status and a grade of C or better in PCM152) or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
PCM157	Trade Math and Safety for Concrete	Application of mathematic concepts and operations for the construction trades. Introduction to safety rules and practices for workers in the concrete trade	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
PCM202	Interior and Exterior Basecoat	Safety in the Mason's workplace. Types, characteristics, uses, mixing and application of basecoat gypsum plasters. Characteristics, uses, and application of Portland cement. Mortar production. Three-coat and two-coat processes. Brown coat for gypsum plaster, brick, tile, and other masonry bases. Straightening and leveling of brown coat. Conventional and monolithic methods of plastering. Use and application of Portland cement/stucco	Registered apprentice status or permission of apprenticeship coordinator.	LEC 5.0 5.0 5.0
PCM204	Advanced Veneer Systems	Principles and techniques of advanced veneer systems. Joint reinforcing methods with one-coat and two-coat veneer systems. Precautions, application, usage, mixtures, and hardening/set up for gypsum finish	Registered apprentice status or permission of apprenticeship coordinator.	LEC 5.0 5.0 5.0

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		coat plasters, gauging plasters and lime putty. Keenes cement, interior prepared gypsum, float finishes and Portland cement finishes		
PCM296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
PCM296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites:	LAB 2.0 10.0 0.0

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			Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
PCM296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
PCM296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students	LAB 4.0 20.0 0.0

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			present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
PCM298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
PCM298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
PCM298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
PED101	Physical Activities: Basic	Individual, dual, or team sports activities at the basic level.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101AD	Aerobic Dance	A cardiovascular workout through dance.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101AK	Aikido	Covers the fundamentals of Aikido including rules, moves, and traditional discipline of the sport.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101AP	Adapted PE	Fitness for persons with disabilities.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101AQ	Aquatic Fitness	This aquatic fitness class offers knowledge and skills to keep fit for life. It teaches safe performance of movement and exercise in a progressive approach and offers an opportunity to improve and/or maintain a high level of fitness through application of aerobic training principles in an aquatic environment.	Prerequisites: None.	L+L 1.0 2.0 2.0

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		Swimming skills are not required. This class is designed for all fitness levels. Students are encouraged to understand their own limitations and work within their bounds.		
PED101BA	Baseball	Basic skills and game strategy of baseball. Class emphasis on competition and drills.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101BB	Basketball	Basic skills and game strategy of basketball. Class emphasis on competition and drills.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101BC	Boot Camp	Vigorous physical and mental conditioning incorporating cardiovascular, core fitness, strength training, and flexibility. Emphasis will be placed on proper body mechanics and safety.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101BD	Ballroom Dancing	Basic level instruction on ballroom dancing footwork, timing, techniques, and style. Partners rotate.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101BE	Belly Dance	Practice and demonstration of basic belly dance skills and movements. Basic posture and muscularity, primary upper and lower body isolations, footwork, simple combination movements. Rhythms broken down, and at least one prop demonstrated. Basic routine, improvisation, and current styles and trends in belly dance. Belly dance etiquette and attire.	Prerequisites: None.	L+L 1.0 2.0 2.0

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PED101BL	Ballet	Basics of ballet incorporating steps, poses, and graceful movements including leaps and spins.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101BP	Backpacking	Covers basic skills and techniques of backpacking and the application of these to wilderness travel.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101BS	Body Sculpting	Stretch and strengthen. Emphasizes increasing fitness, muscle tone, and body flexibility. Great for reducing stress.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101BW	Bowling	Fundamental skills of bowling, including scoring and competition.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101CD	Country Dance	Popular country dances including Arizona Two Step, Progressive Two Step and other current popular dances. Partners rotate.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101CP	Camping	Learn the skills of camping in an outdoor setting. Length of overnight stay varies.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101CY	Cycling - Indoor	Basic skills for bike set up and proper body mechanics. Increase leg strength, lung capacity, and metabolism.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101DF	Self Defense	Basic self-defense skills, ground-fighting skills, and stand-up fighting capabilities. Modified for all skill levels. Practice is based on real-life experiences and endurance enhanced drills. Develops self confidence.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101DS	Dance Sampler	Variety of the most basic and popular social dances including Merengue, Waltz, Salsa, Swing, Foxtrot and others. Partners rotate.	Prerequisites: None.	L+L 1.0 2.0 2.0

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PED101FB	Football	Basic skills and game strategy of football. Class emphasis on competition and drills.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101FE	Fencing	Introduction to the sport of fencing. Instruction and practice in proper body mechanics with the use of a foil, saber, and epee.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101FL	Fitness for Life	Learn the basics of designing and implementing a personalized fitness program to meet your needs in the areas of Cardiovascular Fitness, Weight Control, Muscular Strength and Flexibility.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101FW	Fitness Walking	Development of safe and effective walking skills through proper exercises and use of equipment to enhance a walking program.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101GF	Group Fitness/Aerobics	Group exercise incorporating a variety of equipment to increase respiration, heart rates, strength, and flexibility.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101GO	Golf	Instruction and practice for all skill levels, beginning through advanced. Assistance on shot making, club selection and etiquette on the course.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101HH	Hip Hop	Basic skills of hip hop with instruction, practice, and performance including proper body mechanics, choreography, and behavioral competencies.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101HK	Hiking	Develop safe and effective hiking skills. Essentials and requirements for safe hiking; proper hiking clothing and	Prerequisites: None.	L+L 1.0 2.0 2.0

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		attire; impact of hiking on the environment.		
PED101JR	Jogging/Running	Introduction to jogging/running. Learn proper technique to decrease injury and increase training distance. All skill levels welcome.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101JS	Japanese Swordmanship	Vigorous martial arts swordmanship training program utilizing historical principles that promotes the development of fitness, coordination, agility, balance, mindfulness/focus, and knowledge of strategy.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101JU	Judo	Japanese martial art in which opponents use balance and body weight to throw, pin and lock.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101JZ	Jazz	Learn various dance skills characterized by the use of improvisation and influenced by rhythms and techniques of Jazz music.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101KA	Karate	Training emphasizes fundamentals, traditional form, and applied sparring that follows the theory of Karate.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101KB	Kickboxing	Techniques to increase muscular endurance and strength, enhance flexibility and increase body awareness and self-confidence. Jabs, kicks, and blocks will be used in this martial arts based workout.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101KF	Kung Fu	Techniques of one of the most comprehensive martial arts in China.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101LD	Latin Dancing	Spicy, energetic style of dance. Cha Cha, Merengue, Salsa, Rumba, and Bolero. Partners rotate.	Prerequisites: None.	L+L 1.0 2.0 2.0

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PED101MD	Modern Dance	Learn the skills and techniques to express yourself through dance. Practice and drills included.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101PC	Physical Conditioning	Exercise program with access to free weights, strength machines and cardio equipment.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101PS	Pilates	Mat-based exercise system focused on improving flexibility and strength for the total body. Teaches core control and stabilization while improving postural alignment.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101QG	Qi Gong	Ancient Chinese Qi Gong breathing exercises for healing and opening channels of energy. Includes Power of Positive thought along with relaxation and meditation techniques.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101RC	Rock Climbing	Beginning climbing skills including equipment, knots, anchoring, belaying, and climbing techniques in an indoor climbing gym. No previous experience needed. Develop strength and confidence.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101RQ	Racquetball	Basic skills and game strategy of racquetball. Class emphasis on competition and drills.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101RT	Resistance Training for Improved Sports Performance	Introduction to sport-specific resistance training programs to enhance athletic performance. Includes focus on advanced assessment and sport-related resistance training, including Olympic lifting with a qualified instructor.	Prerequisites: None.	L+L 1.0 2.0 2.0

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PED101SA	Salsa	Basic moves for the popular, hot Latin dance Salsa. Partners rotate.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101SB	Softball	Basic skills and game strategy of softball. Class emphasis on competition and drills.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101SD	Social Dance	Introduction to various dances encountered in a social setting. Partners rotate.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101SK	Downhill Snow Skiing	Basics of downhill skiing. All skill levels welcome.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101SM	Swimming	Designed to improve cardiovascular fitness, flexibility and muscular endurance in an aquatic environment. Includes instruction in, practice with and individualized coaching on the basic swim strokes, breathing techniques and strategies to improve efficiency of movement in the water.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101SO	Soccer	Basic skills and game strategy of soccer. Class emphasis on competition and drills.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101SR	Stretch and Relaxation	A mat-based stretching class with guided meditation. Stretching increases flexibility and relieves stress, promoting an overall sense of well being.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101ST	Strength Training	Introduction to techniques of basic weight training, concentrating on incorporating an exercise regimen for increased strength.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101SU	SCUBA Diving	Introduction to the theory and practice of SCUBA diving. Course includes	Prerequisites: None.	L+L 1.5 2.5 2.5

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		lectures, pool dives, open water dives, and SCUBA Certification.		
PED101SW	Swing Dancing	Popular Swing dance moves and rhythms, including basic Lindy. All students will rotate.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101TA	Tango	Beginning, basic footwork and body mechanics for Tango. Partners rotate.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101TC	Tai Chi	Fundamentals of Tai Chi including moves, breathing and meditation.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101TD	Tap Dance	Introduction to Tap a step dance performed with the use of shoes with metal tips making rhythmic sounds.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101TE	Tennis	Basic skills and game strategy of tennis. Class emphasis on competition and drills.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101TF	Track and Field	Instruction and practice in track and field events, running, throwing and jumping.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101TK	Taekwondo	Fundamentals of Taekwondo including the moves, rules, and traditional discipline of the sport.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101TT	Triathlon Training	Train for triathlons. Beginners to elite. Learn training techniques for triathlon competition: Swim, Bike, Run.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101TX	Suspension Training	Suspension training using TRX or similar equipment. Designed to develop strength, balance, flexibility and core stability. Incorporates a variety of exercises using adjustable positions, stability levels and intensities. Suitable for all skill levels.	Prerequisites: None.	L+L 1.0 2.0 2.0

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PED101VB	Volleyball	Basic skills and game strategy of volleyball. Class emphasis on competition and drills.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101WS	West Coast Swing	Basic patterns and rhythms of the classic dance style of West Coast Swing. Partners rotate.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101WW	Weight Training for Women	Designed to introduce students of all fitness levels to the fundamentals of resistance training in a safe and supportive environment. Includes hands-on demonstrations of and practice using equipment such as machine weights, free weights, and/or Olympic lifts. Individual workout programs developed under instructor supervision and strategies to integrate resistance training into lifestyle considered.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101YG	Gentle Yoga	Focuses on the use of such props as blankets, blocks, and chairs to modify traditional Yoga poses, enabling participation with moderate effort and without strain; suitable for all levels but especially for students needing a slower pace.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101YH	Hatha Yoga	Combination of traditional and flow style yoga that utilizes breathing, yoga poses, relaxation and meditation to create balance and inner peace. <b>COMMON COMPETENCY COURSE</b>	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101YI	Iyengar Yoga	Form of Hatha Yoga using various props such as belts, blocks, and straps	Prerequisites: None.	L+L 1.0 2.0 2.0

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		used to focus on precise body alignment.		
PED101YK	Kundalini Yoga	Energetically guided Yoga focusing on psycho-spiritual growth with special consideration of the spine and endocrine system.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101YO	Yoga	Promotion of overall health by strengthening muscles and stimulating glands and organs. Basic postures, breathing and relaxation techniques.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101YP	Power Yoga	Yoga postures performed in a dynamic series designed to gain strength, add flexibility, release toxins, This is a vigorous, athletic form of yoga.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101YR	Restorative Yoga	Gentle form of Yoga poses utilizing props to create fully supported postures; focuses on relaxation and involves non-rigorous physical activity, providing rest and recovery and promoting the restoration of tranquility; suitable for all levels.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED101ZU	Zumba Fitness	Uses easy to follow dance movements and high energy music to enhance cardiovascular fitness and to promote self-esteem and confidence in physical movement. Provides an accepting and encouraging atmosphere for students of all levels to participate in a group fitness class.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED102	Physical Activities: Intermediate	Individual, dual, or team sports activities at the intermediate level.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0

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PED102BA	Baseball - Intermediate	To improve upon basic skills and game strategy of baseball at the intermediate level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102BB	Basketball - Intermediate	To improve upon basic skills and game strategy of basketball at the intermediate level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102BC	Boot Camp - Intermediate	Vigorous training at an intermediate level incorporating cardiovascular, core fitness, strength training, and flexibility. Emphasis will be placed on proper body mechanics and safety.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102BD	Ballroom Dancing - Intermediate	Intermediate level instruction on ballroom dancing footwork, timing, techniques, and style. Partners rotate.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102BE	Belly Dance - Intermediate	Practice and demonstration of basic belly dance skills and movements at the intermediate level. Posture and muscularity, primary upper and lower body isolations, footwork, intermediate level combination movements. Rhythms broken down, and at least two props demonstrated. Routine, improvisation, and current styles and trends in belly dance. Belly dance etiquette and attire.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102BL	Ballet - Intermediate	Ballet steps, poses and graceful movements including leaps and spins at the intermediate level.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102CH	Cheerleaders - Intermediate	Intermediate skills of cheerleading with instruction, practice, and performance including proper body	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0

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		mechanics, choreography, and behavioral competencies.		
PED102DF	Self Defense - Intermediate	Intermediate self-defense skills, ground-fighting skills, and stand-up fighting capabilities. Practice is based on real-life experiences and endurance enhanced drills. Develops self confidence. Not recommended for beginners.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102FB	Football - Intermediate	Improve upon basic skills and game strategy of football at the intermediate level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102FE	Fencing - Intermediate	Build upon the basic skills in the sport of fencing. Intermediate level instruction in the use of a foil, saber, and epee. Emphasis on skill practice and competition.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102FL	Fitness for Life - Intermediate	Intermediate level design and implementation of a personalized fitness program to increase your fitness level in the areas of Cardiovascular Fitness, Weight Control, Muscular Strength and Flexibility.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102GO	Golf - Intermediate	Improving techniques of putting, chipping, the full swing, rules and scoring will be covered in this class.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102HH	Hip Hop - Intermediate	Intermediate level dance instruction and practice in the skills of hip hop. Emphasis on performance including proper body mechanics, choreography, and behavioral competencies.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0

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PED102HK	Hiking - Intermediate	Improve your hiking skills on more challenging terrain. Includes Physical training.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102JR	Jogging/Running - Intermediate	Intermediate training for jogging/running. Learn proper technique to decrease injury and increase training distance. Not recommended for beginners.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102JS	Japanese Swordmanship - Intermediate	Intermediate level of vigorous martial arts swordmanship training program utilizing historical principles that promotes the development of fitness, coordination, agility, balance, mindfulness/focus, and knowledge of strategy.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED102JZ	Jazz - Intermediate	Intermediate dance skills for dancing Jazz. Not recommended for beginners.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102KA	Karate - Intermediate	Applied technique and theory of Karate at the intermediate level.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102KB	Kickboxing - Intermediate	Intermediate level kickboxing techniques to increase muscular endurance and strength, enhance flexibility and increase body awareness and self- confidence. Not recommended for the beginner.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102LD	Latin Dancing - Intermediate	Incorporate intermediate dance moves while performing Latin Dance.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102PC	Physical Conditioning - Intermediate	Intermediate level exercise program with access to free weights, strength	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0

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		machines and cardio equipment. Not recommended for the beginner.		
PED102PS	Pilates - Intermediate	Intermediate level Mat-based exercise system focused on improving flexibility and strength for the total body. Teaches core control and stabilization while improving postural alignment.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102RC	Rock Climbing - Intermediate	Improve upon basic skills of climbing including, knots, anchoring, belaying, and climbing techniques in an indoor climbing gym. Develop strength and confidence.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102RT	Resistance Training for Improved Sports Performance - Intermediate	Intermediate level of sport specific programs designed to enhance athletic performance. Includes a focus on advanced assessment and sport related resistance training including Olympic lifting and plyometrics with a qualified instructor.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102SA	Salsa - Intermediate	Learn the intermediate dance moves for Salsa. Not recommended for the beginning Salsa dancer.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102SB	Softball - Intermediate	Improve upon basic skills and game strategy of softball at the intermediate level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102SO	Soccer - Intermediate	To improve upon basic skills and game strategy of soccer at the intermediate level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0

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PED102ST	Strength Training - Intermediate	Intermediate techniques of strength training, concentrating on incorporating an exercise regimen for increased strength and endurance. Not recommended for the beginning weight lifter.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102SW	Swing Dancing - Intermediate	Learn the intermediate dance moves for Swing Dancing.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102TC	Tai Chi - Intermediate	Intermediate level techniques of Tai Chi including moves, breathing and meditation.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102TD	Tap Dance-Intermediate	Tap dance steps at the intermediate level. Some experience welcomed	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102TE	Tennis - Intermediate	Improve upon basic skills and game strategy of tennis at the intermediate level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102TF	Track and Field - Intermediate	To improve upon basic track and field event skills at the intermediate level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102TK	Taekwondo - Intermediate	Intermediate level training in Taekwondo.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102TT	Triathlon Training - Intermediate	Intermediate level training for triathletes. Improve your training techniques for triathlon competition: Swim, Bike, Run.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102VB	Volleyball - Intermediate	Improve upon basic skills and game strategy of volleyball at the	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0

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		intermediate level. Class emphasis on competition and drills.		
PED102WW	Weight Training for Women - Intermediate	Designed to advance the resistance training routines of more experienced students in a progressive fashion. Includes principles of and practice with the safe use of free and machine weights and Olympic lifts as well as strategies for effective workouts. Customized training programs devised with instructor guidance. Consideration of resistance training as part of a comprehensive health, fitness and wellness program included.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102YO	Yoga - Intermediate	Yoga for the experienced practitioner.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED102YP	Power Yoga - Intermediate	Intermediate level Yoga postures performed in a dynamic series designed to gain strength, add flexibility, release toxins, This is a vigorous, athletic form of yoga.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0
PED103	Physical Activities: Basic	Individual, dual, or team sports activities at the basic level.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103AQ	Aquatic Fitness	This aquatic fitness class offers knowledge and skills to keep fit for life. It teaches safe performance of movement and exercise in a progressive approach and offers an opportunity to improve and/or maintain a high level of fitness through application of aerobic training principles in an aquatic environment.	Prerequisites: None.	L+L 0.5 1.0 1.0

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		Swimming skills are not required. This class is designed for all fitness levels. Students are encouraged to understand their own limitations and work within their bounds.		
PED103BC	Boot Camp	Vigorous physical and mental conditioning incorporating cardiovascular, core fitness, strength training, and flexibility. Emphasis will be placed on proper body mechanics and safety.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103BD	Ballroom Dancing	Basic level instruction on ballroom dancing footwork, timing, techniques, and style. Partners rotate.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103BE	Belly Dance	Practice and demonstration of basic belly dance skills and movements. Basic posture and muscularity, primary upper and lower body isolations, footwork, simple combination movements. Rhythms broken down, and at least one prop demonstrated. Basic routine, improvisation, and current styles and trends in belly dance. Belly dance etiquette and attire.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103BS	Body Sculpting	Stretch and strengthen. Emphasizes increasing fitness, muscle tone, and body flexibility. Great for reducing stress.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103CY	Cycling - Indoor	Basic skills for bike set up and proper body mechanics. Increase leg strength, lung capacity, and metabolism.	Prerequisites: None.	L+L 0.5 1.0 1.0

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PED103DF	Self Defense	Basic self-defense skills, ground-fighting skills, and stand-up fighting capabilities. Modified for all skill levels. Practice is based on real-life experiences and endurance enhanced drills. Develops self confidence.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103GF	Group Fitness/Aerobics	Group exercise incorporating a variety of equipment to increase respiration, heart rates, strength, and flexibility.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103HK	Hiking	Develop safe and effective hiking skills. Essentials and requirements for safe hiking; proper hiking clothing and attire; impact of hiking on the environment.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103KB	Kickboxing	Techniques to increase muscular endurance and strength, enhance flexibility and increase body awareness and self-confidence. Jabs, kicks, and blocks will be used in this martial arts based workout.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103KF	Kung Fu	Techniques of one of the most comprehensive martial arts in China.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103LD	Latin Dancing	Spicy, energetic style of dance. Cha Cha, Merengue, Salsa, Rumba, and Bolero. Partners rotate.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103PC	Physical Conditioning	Exercise program with access to free weights, strength machines and cardio equipment.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103PS	Pilates	Mat-based exercise system focused on improving flexibility and strength for the total body. Teaches core control and stabilization while improving postural alignment.	Prerequisites: None.	L+L 0.5 1.0 1.0

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PED103QG	Qi Gong	Ancient Chinese Qi Gong breathing exercises for healing and opening channels of energy. Includes Power of Positive thought along with relaxation and meditation techniques.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103SA	Salsa	Basic moves for the popular, hot Latin dance Salsa. Partners rotate.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103SM	Swimming	Designed to improve cardiovascular fitness, flexibility and muscular endurance in an aquatic environment. Includes instruction and coaching in basic swim strokes and breathing techniques as well as tips for improving efficiency of movement in the water.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103SR	Stretch and Relaxation	A mat-based stretching class with guided meditation. Stretching increases flexibility and relieves stress, promoting an overall sense of well being.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103TC	Tai Chi	Fundamentals of Tai Chi including moves, breathing and meditation.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103TX	Suspension Training	Suspension training using TRX or similar equipment. Designed to develop strength, balance, flexibility and core stability. Incorporates a variety of exercises using adjustable positions, stability levels and intensities. Suitable for all skill levels.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103VB	Volleyball	Basic skills and game strategy of volleyball. Class emphasis on competition and drills.	Prerequisites: None.	L+L 0.5 1.0 1.0

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PED103WW	Weight Training for Women	Introduction for women to the use of free weights, strength machines and cardio equipment.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103YG	Gentle Yoga	Focuses on the use of such props as blankets, blocks, and chairs to modify traditional Yoga poses, enabling participation with moderate effort and without strain; suitable for all levels but especially for students needing a slower pace.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103YH	Hatha Yoga	Combination of traditional and flow style yoga that utilizes breathing, yoga poses, relaxation and meditation to create balance and inner peace.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103YI	Iyengar Yoga	Form of Hatha Yoga using various props such as belts, blocks, and straps used to focus on precise body alignment.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103YK	Kundalini Yoga	Energetically guided Yoga focusing on psycho-spiritual growth with special consideration of the spine and endocrine system.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103YO	Yoga	Promotion of overall health by strengthening muscles and stimulating glands and organs. Basic postures, breathing and relaxation techniques.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103YP	Power Yoga	Yoga postures performed in a dynamic series designed to gain strength, add flexibility, release toxins. This is a vigorous, athletic form of yoga.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED103YR	Restorative Yoga	Gentle form of Yoga poses utilizing props to create fully supported postures; focuses on relaxation and	Prerequisites: None.	L+L 0.5 1.0 1.0

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		involves non-rigorous physical activity, providing rest and recovery and promoting the restoration of tranquility; suitable for all levels.		
PED103ZU	Zumba Fitness	Zumba dynamic fitness program. Features high energy, easy to follow rhythmic moves set to energizing Latin and international beats. Provides an enjoyable way to increase fitness level.	Prerequisites: None.	L+L 0.5 1.0 1.0
PED105	Army Master Fitness	Introduces the student to the Army Master Fitness Program. Designed to enhance the student's level of individual fitness and wellness.	Prerequisites: None.	L+L 1.0 3.0 0.0
PED114	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.	Prerequisites: None.	L+L 1.5 3.0 3.0
PED115	Lifetime Fitness	Increase personal fitness, strength, and vitality. Current principles of cardiovascular exercise, weight training, flexibility, and balance exercises applicable to lifetime fitness goals. Personalized fitness plans developed and implemented with support of highly trained fitness professionals. Techniques to make sessions more effective and enjoyable.	Prerequisites: None.	L+L 2.0 4.0 4.0
PED116	Cardiovascular Fitness	Blends an effective warm-up, challenging cardiovascular and	Prerequisites: None.	L+L 2.0 4.0 4.0

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		strength/endurance training strategies and a relaxing cool-down. Tailored by certified fitness professionals to personal goals.		
PED117	Weight Training for Wellness	Strength training and muscular fitness activity to help develop a lifetime of regular exercise and muscular strength maintenance. Development of full body strength and stability of the body's core musculature, translating to increased power, balance, and functional movement ability including assessment of current strength and goal-specific program design to increase strength and muscular fitness.	Prerequisites: None.	L+L 2.0 4.0 4.0
PED118	Exercise is Medicine(r)	Group exercise that is individualized by highly trained fitness professionals to help meet personal health enhancement goals. Designed to follow the national initiative, "Exercise is Medicine(r)", coordinated by the American College of Sports Medicine (ACSM) and the American Medical Association (AMA) to help improve overall health and well-being. Designed for individuals over age 55.	Prerequisites: None.	L+L 1.5 3.0 3.0
PED120AF	Special Emphasis Activities: Weight Training	Intensive experience in weight training.	Prerequisites: None.	L+L 2.0 4.0 4.0
PED124	Strength and Conditioning for Sport Performance: Basic	Introduction to the principles and training techniques of strength and conditioning for sport performance. Emphasis is placed on beginning instructional techniques and safety of	Prerequisites: None.	L+L 2.0 4.0 4.0

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		Olympic lifts; plyometrics; muscular endurance, strength and power development; anaerobic and aerobic capacity.		
PED125	Strength and Conditioning for Sport Performance: Intermediate	Principles and training techniques of strength and conditioning for sport performance. Emphasis is placed on instructional techniques and safety of Olympic lifts; plyometrics; muscular endurance, strength and power development; anaerobic and aerobic capacity.	Prerequisites: A grade of C or better in PED124.	L+L 2.0 4.0 4.0
PED133	Olympic Style Weight Lifting	Advanced study of the science, strategy, and techniques of Olympic Style Weightlifting. For the fitness professional who is interested in competing, or is seeking to incorporate advanced strength and conditioning modalities. Addresses current topics, theories and techniques	Prerequisites: None.	L+L 2.0 4.0 4.0
PED150	Tradition and Practice of Yoga I	Introduction to the art and science of yoga. Explores the history and philosophy of yoga. Studies terms, concepts, issues, trends and health benefits of yoga. Examines teaching yoga as a career.	Prerequisites: None.	LEC 2.0 2.0 2.0
PED155	Tradition and Practice of Yoga II	Examination of the art and science of yoga. Explores the history and philosophy of yoga. In-depth review of significant literature associated with the yoga tradition. Examines cultural aspects of yoga, relevancy of yoga to	Prerequisites: A grade of C or better in PED150.	LEC 2.0 2.0 2.0

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		modern day life and health benefits of yoga.		
PED158	Tradition and Practice of Yoga III	A deep exploration of the yogic path as it relates to the self, to teaching yoga, and to society as a whole. Emphasis on the early and modern intellectual foundations of yoga.	Prerequisites: A grade of C or better in PED150 and PED155.	LEC 2.0 2.0 2.0
PED191	Corrective Exercise for Athletes: Basic	Evaluation of functional movement ability and corrective activity to improve specific functional movements. Optimize functional movement abilities by designing corrective activity to improve weaknesses, correct imbalances and asymmetries in order to contribute to athletic and fitness performance.	Prerequisites: None.	L+L 1.0 2.0 2.0
PED192	Corrective Exercise for Athletes: Intermediate	Evaluation of functional movement ability and corrective activity to improve functional movement at the intermediate level. Optimize functional movement abilities and dynamic sport movement by designing corrective activity at the intermediate level to improve weaknesses, correct imbalances and asymmetries in order to contribute to athletic and fitness performance.	Prerequisites: A grade of C or better in PED191 or permission of Instructor.	L+L 1.0 2.0 2.0
PED201BA	Baseball - Advanced	To improve upon intermediate skills and game strategy of baseball at the advanced level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED201BB	Basketball - Advanced	To improve upon intermediate skills and game strategy of basketball at the	Prerequisites: None. Prior experience at	L+L 1.0 2.0 2.0

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		advanced level. Class emphasis on competition and drills.	competitive level recommended.	
PED201BD	Ballroom Dancing - Advanced	Advanced level instruction on ballroom dancing footwork, timing, techniques, and style. Partners rotate.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED201CH	Cheerleaders - Advanced	Advanced skills of cheerleading with instruction, practice, and performance including proper body mechanics, choreography, and behavioral competencies.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED201FB	Football - Advanced	Improve upon intermediate skills and game strategy of football at the advanced level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED201GO	Golf - Advanced	Experienced golfers gain helpful hints and practice to improve their game.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED201PC	Physical Conditioning - Advanced	Advanced level training program with access to free weights, strength machines and cardio equipment.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED201SA	Salsa - Advanced	Learn the advanced dance moves for Salsa.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED201SB	Softball - Advanced	Improve upon intermediate skills and game strategy of softball at the advanced level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED201SO	Soccer - Advanced	To improve upon intermediate skills and game strategy of soccer at the	Prerequisites: None. Prior experience at	L+L 1.0 2.0 2.0

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		advanced level. Class emphasis on competition and drills.	competitive level recommended.	
PED201ST	Strength Training - Advanced	Advanced techniques of strength training, concentrating on incorporating a vigorous exercise regimen for increasing muscle strength and endurance.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED201SU	Scuba Diving: Advanced	Additional training in SCUBA techniques. Pool sessions and weekend open water dives will provide training in: Underwater Navigation, Underwater Naturalist, Deep Dive, and other specialties.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED201TC	Tai Chi - Advanced	Advanced level techniques of Tai Chi including moves, breathing and meditation.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED201TF	Track and Field - Advanced	Advanced level training in track and field events. Class emphasis on competition and drills.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED201VB	Volleyball - Advanced	Improve upon intermediate skills and game strategy of volleyball at the advanced level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED201WT	Weight Training - Advanced	Advanced level training with a qualified instructor on the use of Olympic and Free Weights.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED201YO	Yoga - Advanced	Advanced yoga postures.	Prerequisites: None. Prior experience recommended.	L+L 1.0 2.0 2.0

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PED202	Physical Activities: Elite	Individual, dual, or team sports activities at the elite level.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED202BA	Baseball - Elite	Improve upon advanced skills and game strategy of baseball at the elite level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED202BB	Basketball - Elite	Improve upon advanced skills and game strategy of basketball at the elite level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED202FB	Football - Elite	Improve upon advanced skills and game strategy of football at the elite level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED202SB	Softball - Elite	Improve upon advanced skills and game strategy of softball at the elite level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED202SO	Soccer - Elite	Improve upon advanced skills and game strategy of soccer at the elite level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED202TF	Track and Field - Elite	Improve upon advanced skills and game strategy of track and field at the elite level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0
PED202VB	Volleyball - Elite	Improve upon advanced skills and game strategy of volleyball at the elite level. Class emphasis on competition and drills.	Prerequisites: None. Prior experience at competitive level recommended.	L+L 1.0 2.0 2.0

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PED224	Strength and Conditioning for Sport Performance: Advanced	Principles and training techniques of strength and conditioning for sport performance. Emphasis placed on instructional techniques and safety of Olympic lifts; plyometrics; muscular endurance, strength and power development; anaerobic and aerobic capacity; and injury prevention.	Prerequisites: A grade of C or better in PED124 and PED125.	L+L 2.0 4.0 4.0
PED225	Strength and Conditioning for Sport Performance: Elite	Principles and training techniques of strength and conditioning for sport performance. Emphasis placed on instructional techniques and safety of Olympic lifts; plyometrics; muscular endurance, strength and power development; anaerobic and aerobic capacity; injury prevention; and assessment techniques.	Prerequisites: A grade of C or better in PED124, PED125 and PED224.	L+L 2.0 4.0 4.0
PED270	Teaching Yoga: Level I	Methods of teaching yoga. Studies assessment techniques, establishing course goals, and organizing the classroom. Reviews yoga instruction techniques and how these differ from other movement-based activities; application of anatomical knowledge and practice teaching experiences.	Prerequisites: A grade of C or better in PED101YO or PED102YO or PED201YO.	L+L 2.0 2.0 2.0
PED271	Teaching Yoga: Level II	Emphasizes practice teaching experiences. Reviews instructional methods and techniques for assessing student skill levels, organizing the classroom and writing lesson plans; application of anatomical knowledge to build movement skills, improvement of observational skills	Prerequisites: A grade of C or better in PED270 or permission of Instructor.	L+L 2.0 2.0 2.0

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		and development of an individual teaching style		
PED272	Teaching Yoga: Alignments and Adjustments	Instructional methods for teaching more advanced asanas. Principles of alignment of back bending, inversion, forward bending and arm balancing asanas and techniques for identifying and correcting misalignments. Emphasis on instructional techniques that safely build yoga movement skills while encouraging progression in the practice of challenging asanas	Prerequisites: A grade of C or better in PED271 or permission of Instructor.	L+L 2.0 2.0 2.0
PED274	Teaching Yoga: Practicum	Guided, practical, in-class experience in teaching yoga students. Requires implementation of lesson plans, application of individual teaching techniques, demonstration of individual teaching style, and evaluation of teaching sessions	Prerequisites: A grade of C or better in PED270 and PED271.	L+L 1.0 3.0 3.0
PED280	Introduction to Yoga Therapy	Introduction to the therapeutic use of yoga. Includes basic concepts of yoga therapy, identification of common therapeutic problems and application of yoga asana as a modality of healing. Demonstration and practice of therapeutic techniques and sequences to improve movement and promote health and well-being.	Prerequisites: A grade of C or better in PED270 or permission of Instructor.	L+L 2.0 2.0 2.0
PED281	Yoga Therapy - Upper Body Principles	Basic concepts of yoga therapy, review of therapeutic interventions, identification of common therapeutic problems, and application of yoga asana as a modality of healing.	Prerequisites: A grade of C or better in PED280 or permission of Instructor.	L+L 2.0 2.0 2.0

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		Demonstration and practice of therapeutic techniques and sequences to improve movement capability and promote health and well-being of the upper body. Emphasis on the study of chronic problem areas and therapeutic issues with shoulders and upper body.		
PED282AA	Service-Learning Experience in Physical Education	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
PED282AB	Service-Learning Experience in Physical Education	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
PED282AC	Service-Learning Experience in Physical Education	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
PED283	Yoga Therapy - Low Back Principles	Basic concepts of yoga therapy, review of therapeutic interventions, identification of common therapeutic problems, and application of yoga asana as a modality of healing. Demonstration and practice of therapeutic techniques and sequences to improve movement capability and promote health and well-being. Emphasis on the study of chronic problem areas and therapeutic issues associated with the lower back.	Prerequisites: A grade of C or better in PED280 or permission of Instructor.	L+L 2.0 2.0 2.0
PED284	Yoga Therapy - Knee Principles	Basic concepts of yoga therapy, review of therapeutic interventions, identification of common therapeutic problems of the knee, and application of yoga asana as a modality of healing.	Prerequisites: A grade of C or better in PED280 or permission of Instructor.	L+L 2.0 2.0 2.0

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		Demonstration and practice of therapeutic techniques and sequences to improve movement capability and promote health and well-being. Emphasis on the study of chronic problem areas and therapeutic issues.		
PED287	Physical Education of the Atypical	Individualized activities programs for students with limited physical capacities.	Prerequisites: Permission of Instructor.	LEC 2.0 2.0 2.0
PED288	Yoga Therapy Practicum	Focus on immersion in the area of Yoga Therapy. Yoga Therapy application onsite at the community college with a current instructor of Yoga. Requires minimum of 150 contact hours.	Prerequisites: A grade of C or better in (PED280, PED281, PED283, and PED284) or permission of Program Director.	LAB 2.0 10.0 0.0
PED291	Corrective Exercise for Athletes: Advanced	Evaluation of functional movement ability and corrective activity to improve functional movement at an advanced level. Optimize functional movement abilities by designing advanced corrective activity to improve weaknesses, correct imbalances and asymmetries in order to contribute to athletic and fitness performance. Self-assessment at an advanced level of imbalances and selection of appropriate corrective exercises.	Prerequisites: A grade of C or better in PED192 or permission of Instructor.	L+L 1.0 2.0 2.0
PED296WA	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a	LAB 1.0 5.0 0.0

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		students. COMMON COMPETENCY COURSE	position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
PED296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
PED296WC	Cooperative Education	Work-college experiences that involve the combined efforts of educators and	Completion of at least twelve (12) college	LAB 3.0 15.0 0.0

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		employers to accomplish an outcome related to the career objectives of the students. COMMON COMPETENCY COURSE	credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
PED296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 4.0 20.0 0.0

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			permission of Instructor.	
PED298AA	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.	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
PED298AB	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.	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
PED298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.		
PFT101	Tools, Safety and Math	Orientation to the plumbing trade, apprentice responsibilities, and job safety. Cardiopulmonary resuscitation (CPR) and first aid. Materials and connections, care and use of tools. Mathematical problem solving and trade mathematics	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 6.0 6.0 6.0
PFT101AA	Trade Safety	Orientation to the plumbing trade, apprentice responsibilities, and job safety. Cardiopulmonary resuscitation (CPR) and first aid	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT101AB	Trade Tools	Plumbing trade materials and connections. Care and use of tools	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT101AD	Trade Calculations	Trade calculations using whole numbers, decimals, fractions, percentages, discounts, slope, grade, volume, ratios, proportions, power and roots. Standard and metric methods of calculations. Blueprint dimensions. Trade specific calculations	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 2.0 2.0 2.0
PFT102	Basic Piping and Applications	Cast iron pipe, steel pipe, Durham system, and threading large pipe. Safety precautions and code requirements for installing fittings. Pipe connections, copper tubing, and plastics. Pipefitting, valves, and	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 6.0 6.0 6.0

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		hangers used in the plumbing trade. Emphasis on hands-on training and the safe operation of pipe machines. Basic piping measurements and calculations. Shop training in pipe-threading procedures, soldering, and silver brazing techniques. Hazardous chemical safety		
PFT102AA	Basic Piping and Applications I	Cast iron pipe, steel pipe, Durham system, and threading large pipe. Safety precautions and code requirements for installing fittings	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT102AB	Basic Piping and Applications II	Pipe connections, copper tubing, and plastics. Pipefitting, valves, and hangers used in the plumbing trade. Emphasis on hands-on training and the safe operation of pipe machines. Basic piping measurements and calculations. Shop training in pipe-threading procedures, soldering, and silver brazing techniques. Hazardous chemical safety	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT102AC	Basic Piping and Applications III	Basic piping measurements and calculations. Shop training in pipe-threading procedures, soldering, and silver brazing techniques. Hazardous chemical safety	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT102AD	Basic Piping and Applications IV	Proper use, care, and maintenance of hand and powered threading and grooving equipment. Emphasis on hands-on training and the safe operation of pipe machines. Shop training in pipe-threading procedures:	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0

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		Cutting, reaming, threading, grooving, and assembly of pipe to proper specifications.		
PFT103	Science, Rigging and Hoisting	Science and mechanics related to the plumbing trade. Properties of water and matter, hydraulic and pneumatic mechanics, metals and alloys. Corrosion. Rigging procedures including the use of fiber and wire rope for knots, hitches and slings. Use of hoisting equipment, and cranes. Hoisting with helicopters. Safe and proper loading and unloading of hoisting equipment. Intermediate fitting projects and mathematical applications	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 6.0 6.0 6.0
PFT103AA	Science and Mechanics	Science and mechanics related to the plumbing trade. Properties of water and matter, hydraulic and pneumatic mechanics, metals and alloys. Corrosion	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT103AB	Rigging and Cranes	Pipe Rigging procedures including the use of fiber and wire rope for knots, hitches and slings. Use of hoisting equipment and cranes	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT103AC	Hoisting and Intermediate Fitting Projects	Hoisting with helicopters. Safe and proper loading and unloading of hoisting equipment. Intermediate fitting projects and mathematical applications	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT103AD	Signal Person	Hand and voice signals used in crane operations in preparation for agency certification.	Registered apprentice status or permission of	L+L 2.0 2.0 2.0

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			the Apprenticeship Coordinator.	
PFT104AA	Torch Cutting Fundamentals	Proper procedures for safe setup and use of oxy-acetylene torch and portable plasma cutting assemblies.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
PFT104AB	Tube Bending	Proper methods, theory, calculations, and operation of bending tube. Review of Isometric drawing and related mathematics to bend around objects and solve angles.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
PFT110	Drainage	Installation procedures for sewers and utilities. Draws, plumbing traps and drainage vents. Special drainage and safety requirements. Drain, waste and vent pipes. Vent systems and vent sizing. Installation and sizing of gas systems	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 6.0 6.0 6.0
PFT112	HVAC I	Fundamentals of refrigeration and electricity. Refrigerants, basic evaporators/compressors, piping and expansion devices. Also alternating current systems, AC motors, overload protection and controllers. Testing and servicing of refrigeration equipment. Safety stressed	Prerequisites: Registered apprentice status or permission of the apprenticeship coordinator.	L+L 6.0 6.0 6.0
PFT113	Isometric Drawing	Drafting skills and applied pipe drafting and isometric drawings. Selected drawings, building plans, and specifications. Isometric and non-isometric pipeline drawings. Mechanical plans for pipe layout systems	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 6.0 6.0 6.0

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PFT113AA	Isometric Drawing I	Drafting skills and applied pipe drafting and isometric drawings	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT113AB	Isometric Drawing II	Selected drawings, building plans, and specifications	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT113AC	Isometric Drawing III	Isometric and non-isometric pipeline drawings. Mechanical plans for pipe layout systems	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT114	Basic Pipefitting and Welding	Pipefitting and welding equipment and safety. Fabrication and installation of commercial and industrial piping systems. Principles of parallel line development. Pipe layout and welding techniques for specific types of joints and branches. Welding procedures for old and odd angled fittings. Tack-up, weld-out, and spool welding techniques. Oxy-acetylene and portable plasma cutting torch	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 6.0 6.0 6.0
PFT114AA	Basic Pipefitting and Welding I	Pipefitting and welding equipment and safety. Fabrication and installation of commercial and industrial piping systems. Principles of parallel line development	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT114AB	Basic Pipefitting and Welding II	Pipe layout and welding techniques for specific types of joints and branches. Welding procedures for old and odd angled fittings	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0

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PFT114AC	Basic Pipefitting and Welding III	Tack-up, weld-out, and spool welding techniques. Oxy-acetylene and portable plasma cutting torch	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT201	Drawing, Prints and Specifications	Reading and interpretation of blueprints, building specifications, schematics and technical and isometric drawings. Interpretation of building plans and isometric drawings. Pipe sizing and installation of materials.	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 6.0 6.0 6.0
PFT201AA	Drawing, Prints and Specifications I	Reading and interpretation of blueprints, building specifications, and building plans. Includes architectural, mechanical, plumbing and electrical drawings	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT201AB	Drawing, Prints and Specifications II	Reading and interpretation of technical and specific drawings. Plumbing blueprints and drawings	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT201AC	Drawing, Prints and Specifications III	Reading and interpretation of section and isometric drawings. Pipe sizing and installation of materials	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT202	Chiller Diagnostics I	Maintenance, replacement and repair of complete refrigeration and air conditioning systems. Includes principles and procedures required in the start-up, test/balance of systems, the proper use of testing and measuring instruments. Automatic control systems, control action, electrical and control diagrams, and application of motor controllers.	Prerequisites: Registered apprentice status or permission of the apprenticeship coordinator.	L+L 6.0 6.0 6.0

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PFT203	Gas and Water Plumbing	Natural and Liquid Propane (LP) gas systems. Sizing and venting gas appliances and medical gas systems. Sizing of rain water systems. Installation of storm drains. Water distribution and treatment, water mains and services, hot water supply and water pipe sizing	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 6.0 6.0 6.0
PFT203AA	Gas and Water Plumbing I	Natural and Liquid Propane (LP) gas systems. Sizing and venting gas appliances and medical gas systems	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT203AB	Gas and Water Plumbing II	Sizing of rain water systems. Installation of storm drains	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT205	HVAC II	Steam and hot water boilers; including the function and operation of parts and accessories, diagnosis of problems, and repairs. Boiler water testing and treatment. Principles of combustion and testing methods	Registered apprentice status or permission of the apprenticeship coordinator.	L+L 6.0 6.0 6.0
PFT206	Fixtures, Service and Special Purpose Installations	Handling and installation of plumbing fixtures and appliances. Special purpose installations including swimming pools, fountains, sprinkler and vacuum systems, and solar water heaters. Service related work and human relation skills required for service work	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 6.0 6.0 6.0
PFT206AA	Fixtures	Handling and installation of plumbing fixtures and appliances	Registered apprentice status or permission of	LEC 2.0 2.0 2.0

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			the apprenticeship coordinator.	
PFT206AB	Service Work	Service related work and human relation skills required for service work	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT207	Pneumatic Controls	Study of pneumatic controls including their operation, application, installation, and servicing.	Prerequisites: Registered apprentice status or permission of the apprenticeship coordinator.	L+L 6.0 6.0 6.0
PFT208	Uniform Plumbing Code	Advanced Uniform Plumbing Code (UPC) requirements and revisions	Registered apprentice status or permission of the apprenticeship coordinator.	L+L 6.0 6.0 6.0
PFT209	Welding	Basic oxy-acetylene and arc welding with emphasis on shop training. Includes history and purpose of oxy-acetylene, welding equipment and use. Safe welding practices. Application of the four essentials of arc welding. Weld types and related use in the field	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 6.0 6.0 6.0
PFT210	HVAC III	Compressor function, operation, and construction with emphasis on the maintenance, repair, and overhaul procedures for reciprocating compressors	Registered apprentice status or permission of the apprenticeship coordinator.	L+L 6.0 6.0 6.0
PFT211	Steam and Hydronic Controls	Properties of saturated steam and steam heating systems. Steam traps, steam piping, and heat transfer equipment. Low- pressure and high-pressure steam boilers and control systems. Steam generating plants.	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 6.0 6.0 6.0

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		Hydronic heating, cooling, and systems installation and operation		
PFT211AA	Steam and Hydronic Controls I	Properties of saturated steam and steam heating systems. Steam traps and steam piping	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT211AB	Steam and Hydronic Controls II	Heat transfer equipment. Low-pressure and high-pressure steam boilers and control systems	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
PFT212	Steamfitters and Plumbers Journeyman Examination Review, Application and Supervision	Review, application and satisfactory score on journeyman "check out" exam. Supervisory techniques, economies, unionism, production, obligations, attitudes and procedures of journeymen	Registered apprentice status or permission of the apprenticeship coordinator.	L+L 6.0 6.0 6.0
PFT213	Pipefitters-Refrigeration Journeyman Examination Review, Application and Customer Relations	Review, application and successful completion of the pipefitter-refrigeration journeyman "check out" exam. Includes service techniques for improving customer relations	Registered apprentice status or permission of the apprenticeship coordinator.	L+L 6.0 6.0 6.0
PFT273	Cross-Connection Control	Purpose and scope of cross-connections. Theory and devices for the prevention of backflow. Disassembly and testing procedures of backflow preventers.	Registered apprentice with the Arizona Pipe Trades Joint Apprenticeship Trust or permission of the Apprenticeship Coordinator.	LEC 2.0 2.0 2.0
PFT280	Medical Gas Installer Certification	Federal, state, and local regulations for medical gas and vacuum systems. Notification process and concepts related to medical gas installation. Product performance, installation	Registered apprentice with the Arizona Pipe Trades Joint Apprenticeship Trust or permission of the	LEC 2.0 2.0 2.0

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		requirements, and operating principles. Methods of testing and documentation and recording of test results. Field installation. Level Systems 1, 2, 3, and 4 as associated with facility and equipment requirements.	Apprenticeship Coordinator.	
PFT296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
PFT296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students	LAB 2.0 10.0 0.0

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			present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
PFT296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
PFT296WD	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a	LAB 4.0 20.0 0.0

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		students. COMMON COMPETENCY COURSE	position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
PFT298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
PFT298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
PFT298AC	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.	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
PHC101	Pharmacology for Pharmacy Technicians	Overall history of pharmacy from ancient times to today; pharmacy technician job ethics and responsibilities; state and national drug laws and regulations; pharmacy information reference material; pharmaceutical abbreviations and introduction to prescription sig codes.	Prerequisites: 1. Successful completion of RDG100 or higher or appropriate reading placement into CRE101. 2. Successful completion of MAT090, MAT091, MAT092, MAT095, MAT096 or higher, or appropriate math placement into MAT103.	60

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PHC102	Pharmacy Tech I	Technical aspects of prescription dispensing and drug distribution in the retail and hospital setting utilizing the computer. Bulk compounding, packaging, inventory control, drug storage and a variety of drug delivery systems. Laws that relate to specific technical tasks.	Prerequisites: PHC101 or with Program Manager approval.	120
PHC102AB	Pharmacy Tech II	Responsibilities of a pharmacy technician specific to working in a hospital and community setting; common drugs and their uses; drug routes of administration; basic biopharmaceutics; billing and reimbursement; sterile and non-sterile compounding; pharmacy career development; introduction to resume building, job search training.	Prerequisites: PHC102 or with Program Manager approval.	128
PHC107	Math and Dosages	Principles of household, metric and apothecary measurements, medical symbols and abbreviations. Emphasizes drug dose unit calculations and drug pricing.	Prerequisites: PHC102AB or with Program Manager approval.	90
PHC114	Pharmacy Tech Externship	This course will give students hands-on experience with patients, staff, and other pharmacy professionals while using their skills and techniques they obtain from the pharmacy program coursework. Students are assigned to the site of an approved pharmacy partner. This will prepare the student for the transition from school to industry, to gain valuable work	Prerequisites: 1. PHC102AB, PHC107, PHC122, or with Program Manager approval. 2. Background check requirements in compliance with the Maricopa County Community College	200

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		experience, and to provide an opportunity to network in the workforce.	District Supplemental Background Check Policy. 3. Students also must provide a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students must maintain current fingerprint clearance throughout the externship(s). 4. Complete and submit the Allied Health Student Health and Safety Documentation Checklist, with included documentation. 5. Students are responsible to meet the requirements of the background check, fingerprint clearance card, and health and safety documentation.	
PHC120	Pharmacology and Pharmacy Technology	This course is designed to offer incumbent pharmacy technician trainees foundational knowledge in pharmacy history, evolving roles and responsibilities of the pharmacy technician, ethics, and state and national drug laws and regulations in order to prepare for the national	Prerequisites: Successful completion of RDG100 or higher or appropriate reading placement into CRE101. Successful completion of MAT090, MAT091,	230

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		certification examination. Students will focus on learning the top 200 prescribed medications, pharmaceutical abbreviations, and prescription sig codes. Additionally, students will practice prescription dispensing, adjudication with insurance companies, and medication distribution in retail and hospital pharmacy settings. Students will practice computer skills, bulk compounding, packaging, inventory control, medication storage, and drug delivery systems. Students will practice pharmaceutical math to calculate drug dosing, as well as the principles of household, metric, and apothecary measurements to safely compound sterile and non-sterile medications.	MAT092, MAT095, MAT096 or higher, or appropriate math placement into MAT103.	
PHC122	Pharmacy Technician Certification Review	This course is designed to prepare Pharmacy Technician trainees or students for the Exam for the Certification of Pharmacy Technicians (ExCPT) and Pharmacy Technician Certification Board (PTCB) certification exams, both recognized by the Arizona State Board of Pharmacy.	Prerequisites: None.	20
PHI101	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.	LEC 3.0 3.0 3.0

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PHI103	Introduction to Logic	Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms, and construction of proofs for validity	Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.	LEC 3.0 3.0 3.0
PHI104	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.	LEC 3.0 3.0 3.0
PHI105	Introduction to Ethics	A survey of ethical theory in Western Philosophy, including the major normative theories and selected metaethical theories.	Prerequisites: None.	LEC 3.0 3.0 3.0
PHI201	History of Ancient Philosophy	Historical survey of the intellectual history of the Greco-Roman world, focusing on the philosophical tradition and social/historical context	Prerequisites: None.	LEC 3.0 3.0 3.0
PHI212	Contemporary Moral Issues	Philosophical consideration of such moral issues as civil disobedience, preferential treatment, abortion, privacy, sexual morality, and poverty and hunger	Prerequisites: None.	LEC 3.0 3.0 3.0
PHI213	Medical and Bio-Ethics	A philosophical consideration of moral problems that arise in relation to medicine and biology, e.g., death, patient's rights and biological experimentation	Prerequisites: None.	LEC 3.0 3.0 3.0
PHI214	Business Ethics	Philosophical consideration of moral problems arising in business practice, including corporate responsibility,	Prerequisites: A grade of C or better in	LEC 3.0 3.0 3.0

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		government regulation, hiring practices, and advertising. Application to both the United States and other countries	ENG101 or ENG107 or equivalent.	
PHI215	Legal Ethics	Philosophical considerations of moral problems encountered in the law and the legal system by legal professionals and other involved parties	Prerequisites: None.	LEC 3.0 3.0 3.0
PHI216	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.	LEC 3.0 3.0 3.0
PHI218	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: A grade of C or better in ENG101 or ENG107 or permission of Instructor.	LEC 3.0 3.0 3.0
PHI224	Political Philosophy	Predominant figures and theories in Euroamerican political philosophy from Plato to contemporary social/political philosophers.	Prerequisites: A grade of C or better in ENG101, or ENG107, or permission of Instructor.	LEC 3.0 3.0 3.0
PHI233AA	Metaphysics: An Introduction	Metaphysical issues which have concerned philosophers from the time of the ancient Greeks until the present; topics selected from the following: the	Prerequisites: A grade of C or better in PHI101 or permission of Instructor.	LEC 3.0 3.0 3.0

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		nature and function of metaphysics, reality, universals, space, time and the infinity, rational theology, the nature of the mind, causation and the nature of things		
PHI233AB	Theory of Knowledge	Epistemological issues which have concerned philosophers from the time of the ancient Greeks until the present. Topics selected from the following: the technical terminology of epistemology, the nature of knowledge, knowledge of past events, knowledge of other minds, and knowledge of physical objects	Prerequisites: A grade of C or better in PHI101 or permission of Instructor.	LEC 3.0 3.0 3.0
PHI233AC	Philosophical Psychology	Philosophical principles and tools used in analyzing the nature of the mind	Prerequisites: A grade of C or better in PHI101 or permission of Instructor.	LEC 3.0 3.0 3.0
PHI234AA	Plato	The ideas of Plato and Socrates and their impact on western thought	Prerequisites: None.	LEC 3.0 3.0 3.0
PHI244	Philosophy of Religion	Religious language, the existence of God, miracles, and human destiny	Prerequisites: None.	LEC 3.0 3.0 3.0
PHI245	Introduction to Eastern Philosophy	Fundamental theories of Indian and Chinese metaphysics, epistemology, ethics and aesthetics	Prerequisites: None.	LEC 3.0 3.0 3.0
PHI250	Ethics in Higher Education	Philosophical consideration of and diverse perspectives on moral problems that arise in higher education, including academic freedom, hiring practices, diversity, sexual harassment, community responsibilities, stewardship of public	Prerequisites: None.	LEC 3.0 3.0 3.0

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		trust, intellectual property, and other related issues		
PHI251	Philosophy of Sport	General consideration of sport in its philosophical dimensions. Possible topics include the Zen of sport, strategy and competition, sport, practice, and play, and cheating versus fair play	Prerequisites: None.	LEC 3.0 3.0 3.0
PHI282AC	Service Learning Experience in Philosophy	Service learning field experience within private/public agencies, and citizen volunteer groups.	Prerequisites: A grade of C or better in PHI101 or permission of Instructor.	LAB 3.0 3.0 0.0
PHI296WA	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.	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify) or permission of instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
PHI296WB	Cooperative Education	Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome	Completion of at least twelve (12) college credits minimum 2.6	LAB 2.0 10.0 0.0

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		related to the career objectives of the students. COMMON COMPETENCY COURSE	grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
PHI296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0

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PHI296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
PHI298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
PHI298AB	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
PHI298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
PHS110	Fundamentals of Physical Science	Survey of the principles of physics and chemistry.	Prerequisites: A grade of C or better in MAT090 or higher level mathematics course or eligibility for MAT120 or higher as indicated by appropriate placement.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0

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PHS115	The Science of Musical Instruments	A science class set in a musical context where students learn about music, musical instruments, and about the underlying scientific and mathematical principles of sound.	Prerequisites: A grade of C or better in MAT090, or higher level mathematics course, or eligibility for MAT120 or higher as indicated by appropriate placement.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
PHS120	Introduction to Physical Science: Astronomy, Meteorology, Geology and Oceanography	Designed primarily for students with limited background in physical science and mathematics and for nonscience 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.	Prerequisites: None.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
PHS296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to	LAB 1.0 5.0 0.0

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			students major or career interest or with permission of Instructor.	
PHS296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
PHS296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites:	LAB 3.0 15.0 0.0

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			Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
PHS296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
PHS298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
PHS298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
PHS298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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PHT104	Pharmacology for Pharmacy Technicians	Overview of pharmacology for pharmacy technicians. Includes drug conversion factors and dosage calculations as well as disease states and biopharmaceutics	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0
PHT109	Drug Actions and Effects	Drug names, dosage forms, indications, routes of administration and side effects of drugs. Basic anatomy and functions of body systems relevant to most commonly prescribed drugs	Prerequisites: None.	LEC 3.0 3.0 3.0
PHT120	Pharmacy Technician Responsibilities	Responsibilities and skills of pharmacy technicians. Emphasis on federal and state laws, prescription entry and fulfillment, drug regulations, and drug calculations, as well as pharmaceutical products, abbreviations, and terminology. Includes inventory management, administration routes, financial issues, and pharmacy environments	Prerequisites: None.	LEC 3.0 3.0 3.0
PHT296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently	LAB 1.0 5.0 0.0

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			enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
PHT296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
PHT296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify	LAB 3.0 15.0 0.0

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			or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
PHT296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
PHT298AA	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-	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		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. COMMON COMPETENCY COURSE		
PHT298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
PHT298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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PHY101	Introduction to Physics	A survey of physics emphasizing applications of physics to modern life.	Prerequisites: A grade of C or better in MAT090 or higher level mathematics course or eligibility for MAT120 or higher as indicated by appropriate placement.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
PHY101AA	Introduction to Physics	A survey of physics emphasizing applications of physics to modern life.	Prerequisites: A grade of C or better in MAT090 or higher level mathematics course or eligibility for MAT120 or higher as indicated by appropriate placement.	LEC 5.0 4.0 4.0 LAB 0.0 3.0 3.0
PHY111	General Physics I	Includes motion, energy, and properties of matter.	Prerequisites: A grade of C or better in MAT182 or MAT187 or MAT220 or MAT221 or eligibility for MAT220 as indicated by appropriate placement or one year high school Trigonometry with a grade of C or better or permission of Department or Division.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
PHY111AA	General Physics I	Includes motion, energy, and properties of matter.	Prerequisites: A grade of C or better in MAT182 or MAT187 or MAT220 or	LEC 5.0 4.0 4.0 LAB 0.0 3.0 3.0

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			MAT221 or eligibility for MAT220 as indicated by appropriate placement or one year high school Trigonometry with a grade of C or better or permission of Department or Division.	
PHY112	General Physics II	Includes electricity, electromagnetism, and modern physics.	Prerequisites: A grade of C or better in PHY111.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
PHY115	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: A grade of C or better in MAT220 or MAT221 or permission of Department or Division. Corequisites: MAT230 or MAT231. One year of High School physics or PHY111 and PHY112 is strongly recommended.	LEC 5.0 4.0 4.0 LAB 0.0 3.0 3.0
PHY116	University Physics II	Principles of electricity, magnetism, waves, and optics. Required for Engineering majors.	A grade of C or better required in all Prerequisites. Prerequisites: (MAT230 or MAT231) and PHY115. Prerequisite or Corequisites: MAT240 or MAT241 or permission of Instructor.	LEC 5.0 4.0 4.0 LAB 0.0 3.0 3.0

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PHY118	Explorations in Science Teaching	General overview of the profession of the science educator with a look at student, teachers, curricula, and classroom techniques. Includes discussion of theory, pedagogy, and practice of teaching physical science. Available curricula will be reviewed for their alignment with the state and national standards. Includes guided practice with designing and teaching inquiry-based science lessons for K-12 classrooms.	Prerequisites: None.	L+L 1.0 2.0 2.0
PHY121	University Physics I: Mechanics	Kinematics, Newton's laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves, and sound.	Prerequisites: A grade of C or better in MAT220 or MAT221 or permission of Department or Division. One year of High School physics or PHY111 and PHY112 suggested but not required.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
PHY131	University Physics II: Electricity and Magnetism	Electric charge and current, electric and magnetic fields in vacuum and in materials, and induction. AC circuits, displacement current, and electromagnetic waves.	Prerequisites: A grade of C or better in MAT230 or MAT231 or permission of Department or Division and PHY121. Corequisites: MAT241 or permission of Department or Division.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
PHY195AA	Principles and Practice of Scientific Research	Students will learn the use of the scientific method; how, why and	Prerequisites: A grade of C or better in	L+L 1.0 2.0 2.0

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		where research is conducted; the ethical protocol in the scientific process; how peer review works, and how to formulate scientifically testable hypotheses and design supporting experiments. Students will apply the scientific method in laboratory and/or field research projects, will learn and use appropriate laboratory techniques, and will communicate research design, data collection, and data interpretation in conventional scientific formats.	PHY121 or permission of Instructor.	
PHY195AB	Principles and Practice of Scientific Research	Students will learn the use of the scientific method; how, why and where research is conducted; the ethical protocol in the scientific process; how peer review works, and how to formulate scientifically testable hypotheses and design supporting experiments. Students will apply the scientific method in laboratory and/or field research projects, will learn and use appropriate laboratory techniques, and will communicate research design, data collection, and data interpretation in conventional scientific formats.	Prerequisites: A grade of C or better in PHY121 or permission of Instructor.	L+L 2.0 4.0 4.0
PHY195AC	Principles and Practice of Scientific Research	Students will learn the use of the scientific method; how, why and where research is conducted; the ethical protocol in the scientific process; how peer review works, and how to formulate scientifically testable hypotheses and design supporting	Prerequisites: A grade of C or better in PHY121 or permission of Instructor.	L+L 3.0 6.0 6.0

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		experiments. Students will apply the scientific method in laboratory and/or field research projects, will learn and use appropriate laboratory techniques, and will communicate research design, data collection, and data interpretation in conventional scientific formats.		
PHY241	University Physics III: Thermodynamics, Optics, and Wave Phenomena	Heat, entropy, and laws of thermodynamics; wave propagation; geometrical and physical optics; introduction to special relativity.	Prerequisites: A grade of C or better in PHY116 or PHY131 or permission of Instructor.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
PHY282AA	Service-Learning Experience in Physical Science	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
PHY282AB	Service-Learning Experience in Physical Science	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
PHY282AC	Service-Learning Experience in Physical Science	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
PHY285	Introduction to Astrodynamics	Introduction to celestial mechanics and the dynamics of spacecraft navigation. Introduction to rocket propulsion and spacecraft design. Orbital and interplanetary celestial mechanics and maneuvers. Astrophysics and characteristics of the space environment. Lab is project-based, utilizing a real-time spacecraft simulation environment.	Prerequisites: A grade of C or better in ENG101 and (PHY115 or PHY121).	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0

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PHY294	Special Topics in Physics	Conceptual, experimental, and computational aspects of a special topic in physics.	Prerequisites: Permission of Department or Division.	LEC 3.0 3.0 3.0
PHY294AA	Special Topics in Physics	Conceptual, experimental, and computational aspects of a special topic in physics.	Prerequisites: Permission of Department or Division.	LEC 2.0 2.0 2.0
PHY294AB	Special Topics in Physics	Conceptual, experimental, and computational aspects of a special topic in physics.	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0
PHY294AC	Special Topics in Physics	Conceptual, experimental, and computational aspects of a special topic in physics.	Prerequisites: Permission of Department or Division.	LEC 0.5 0.5 0.5
PHY296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
PHY296WB	Cooperative Education	Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome	Completion of at least twelve (12) college credits minimum 2.6	LAB 2.0 10.0 0.0

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		related to the career objectives of the students. COMMON COMPETENCY COURSE	grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
PHY296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0

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PHY296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
PHY298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
PHY298AB	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
PHY298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
PIM115	Beginning Pima Conversation I	Conversational Pima. Basic sentence structure, pronunciation, and vocabulary necessary to develop speaking ability in Pima. Designed to develop speaking and listening abilities, with little emphasis on grammar	Prerequisites: None.	LEC 3.0 3.0 3.0
PIM116	Beginning Pima Conversation II	Reviews basic Pima vocabulary, pronunciation, and sentence structure.	Prerequisites: A grade of C or better in	LEC 3.0 3.0 3.0

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		Designed to develop speaking, listening, and writing skills in O'Odham for effective communication in Pima.	NAV201 or permission of Department or Division. Completion of prerequisites within the last three years is required.	
PLB109	Phlebotomy: Basic Skills	Theory and practice of basic phlebotomy including laboratory test codes, equipment, and procedures.	Prerequisites: (Acceptance into the Laboratory Assisting or Medical Assisting or Phlebotomy program), (a grade of C or better in HCC130 and HCC145AA), and permission of Program Director.	L+L 2.0 4.0 4.0
PLB110	Practicum: Fundamental Phlebotomy Skills	Application of fundamental phlebotomy techniques in a clinical laboratory setting or health care environment.	Prerequisites: A grade of C or better in PLB109 and submit to a drug screening and demonstrate negative results and acceptance into the Medical Assisting or Phlebotomy program or permission of Program Director.	LAB 0.5 3.0 0.0
PLB110AA	Practicum: Basic Phlebotomy: Training for Law Enforcement Officers	Application of basic phlebotomy techniques in a clinical laboratory setting or health care environment for law enforcement purposes.	Prerequisites: Certified Law Enforcement Officer or permission of Program Director. Corequisites: PLB109.	LAB 2.0 6.0 0.0

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PLB111	Specimen Processing and Advanced Techniques in Phlebotomy Procedures	Theory and practice of advanced techniques in phlebotomy and specimen processing including laboratory test codes, equipment, and procedures.	Prerequisites: A grade of C or better in PLB109 and permission of Program Director.	L+L 2.0 4.0 4.0
PLB112	Practicum: Specialized Phlebotomy Techniques	Application of specialized phlebotomy techniques in a clinical laboratory setting or health-care environment.	Prerequisites: A grade of C or better in PLB109 and PLB110. Corequisites: PLB111 and PLB121, or permission of Program Director.	LAB 0.5 3.0 0.0
PLB114	Refresher Course for Phlebotomists	Review of phlebotomy theory and practices including equipment, procedures, and special considerations. Reinforces and updates basic skills and competencies of phlebotomy techniques for individuals who have not worked in the field for between 6 months and 24 months and for those who have completed a formal structured phlebotomy training program but have not worked in the field.	Prerequisites: (Must provide proof of 2 years employment as a phlebotomist within the last 4 years or completion of a formal structured phlebotomy training program within the last 2 years with proof of a minimum of 100 successful venipunctures) and permission of Program Director.	L+L 1.0 1.0 1.0
PLB115	Developmental Skills for Law Enforcement Phlebotomy	Provides an update for specific law enforcement phlebotomy. Includes phlebotomy theory and practices including equipment, procedures, and special considerations of phlebotomy techniques.	Prerequisites: Permission of Program Director.	L+L 1.0 1.0 1.0

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PLB121	Practicum: Basic Specimen Processing	Application of specimen processing techniques in a clinical laboratory setting or health care environment.	Prerequisites: A grade of C or better in PLB109 and PLB110. Corequisites: PLB111 and PLB112 or permission of Program Director.	LAB 2.0 8.0 0.0
PLB122	Practicum: Phlebotomy and Specimen Processing	Application of phlebotomy and specimen processing techniques in a clinical laboratory setting or health care environment.	Prerequisites: A grade of C or better in PLB109 or permission of Program Director. Prerequisites: A grade of C or better in PLB111 or Corequisites: PLB111 or permission of Program Director.	LAB 3.0 12.0 0.0
PLB250	Phlebotomy Program Review	Provides review of phlebotomy theory fundamental knowledge, and advanced concepts required for phlebotomy national certification examinations. Topics include anatomy and physiology, specimen collection, specimen processing and handling, non-blood specimens, and laboratory operations related to phlebotomy.	Prerequisites: (A grade of C or better in PLB122 or current employment with a minimum of one (1) year experience as a phlebotomist) and permission of Program Director.	LEC 1.0 1.0 1.0
PLB280	Quality Assurance for Phlebotomy	Components, tests, and procedures for evaluation of phlebotomy to assure consistency in the collection, processing, and analysis process.	Prerequisites: Current employment in a law enforcement agency with a minimum of one (1) year of experience as a law enforcement phlebotomist or	LEC 3.0 3.0 3.0

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			permission of Instructor.	
PLC109	Phlebotomy Basic Skills	Theory and practice of basic phlebotomy including laboratory test codes, equipment, and procedures.	Prerequisites: Admission into the Phlebotomy program. Successful completion of RDG100 or higher or appropriate reading placement into CRE101.	90
PLC111	Specimen Processing and Advanced Techniques in Phlebotomy	Theory and practice of advanced techniques in phlebotomy and specimen processing including laboratory test codes, equipment, and procedures.	Prerequisites: PLC109 or with Program Manager approval.	90
PLC122	Phlebotomy Practicum	Application of phlebotomy and specimen processing techniques in a clinical laboratory setting or health care environment.	Prerequisites: 1. PLC111 or with Program Manager approval. 2. Background check requirements in compliance with the Maricopa County Community College District Supplemental Background Check policy. 3. Students also must provide a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students must maintain	160

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			current fingerprint clearance throughout the externship(s). 4. Complete and submit the Allied Health Student Health and Safety Documentation Checklist, with included documentation 5. Students are responsible to meet the requirements of the background check, fingerprint clearance card, and health and safety documentation.	
PLG124	Plumbing: Pipes and Fittings	This course introduces the various types of plumbing materials, pipe schedules and material properties, and applications of piping. Trainees will learn how to determine the appropriate types of fittings, valves, hangers, and supports needed for piping jobs. Trainees will learn to properly measure, cut, prep, and join piping.	Prerequisites: None.	81
PLG125	Plumbing: Fixtures	This course introduces commonly used fixtures in plumbing systems. Students will select and operate each type of fixture for a variety of installations. The course provides an overview of plumbing system installation, maintenance and water heating systems.	Prerequisites: None.	61

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PLG126	Plumbing: Drain, Waste, and Vent	This course addresses drainage, waste movement and ventilation for construction application. Course provides instruction in locating, installing, connecting, and testing a complete drain, waste, and vent (DWV) system.	Prerequisites: None.	81
PLG127	Plumbing: Water Distribution Systems	This course discusses the processes through which potable water is distributed. Students will learn to identify the components and functions of a water distribution system and explain the relationships among the components. The course also includes installation and testing of water distribution systems.	Prerequisites: None.	61
PLG224	Plumbing: Pipe Systems and Controls	This course covers applied calculations to determine size, types and service of pipe systems. Course also includes the application of drawings, codes, and specifications for assembly and installation of gas, air, and water systems.	Prerequisites: None.	81
PLG225	Plumbing: Water Disposal Systems	Course covers water disposal and drainage systems, to include the types, components, functions, codes, safety, design, installation and repair.	Prerequisites: None.	102
PLG226	Plumbing: Fixtures and Appliances	Course covers the safety, codes, installation, maintenance, and repair of appliances, fixtures, and gas piping.	Prerequisites: None.	81
PLG227	Plumbing: Water Resource Solutions	Course introduces water supply disinfection, filtration systems, and sustainable water practices.	Prerequisites: None.	40

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PME190	Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals	Designed to provide an overview of the anatomy and physiology of the cardiovascular system and electrophysiology of the cardiac conduction system for Emergency Medical Service (EMS) professionals. Basic electrocardiograph (ECG) multi-lead acquisition, analysis, and interpretation of various dysrhythmias and cardiovascular conditions.	Prerequisites: None.	LEC 3.0 3.0 3.0
PME191	Introduction to Pharmacology for EMS Professionals	Designed to provide an overview of the principles of pharmacology and pharmacologic agents utilized in patient management plans. Includes pharmacokinetics, pharmacodynamics, physiology of pharmacology, calculating drug dosages, and drug profiles.	Prerequisites: None.	LEC 3.0 3.0 3.0
PME201	Advanced Cardiac Life Support (ACLS) Initial Provider in Paramedicine	Designed to provide the knowledge and skills needed to recognize and manage cardiopulmonary arrest, acute dysrhythmia, stroke, and acute coronary syndromes according to current emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in advanced cardiac life support.	Prerequisites: Admission into the Paramedic Education Program.	L+L 1.0 2.0 2.0
PME202	Pediatric Advanced Life Support (PALS) Initial Provider in Paramedicine	Designed to provide the knowledge and skills needed to recognize and manage an infant, child or adolescent	Prerequisites: Admission into the	L+L 1.0 1.5 1.5

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		in respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current Pediatric Advanced Life Support (PALS) and emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in pediatric emergencies.	Paramedic Education Program.	
PME203	Pediatric Emergencies for Prehospital Professionals (PEPP) Initial Provider in Paramedicine	Designed to provide the knowledge and skills needed to recognize and manage an infant, child or adolescent in respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current Pediatric Emergencies for Prehospital Professionals (PEPP) and emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in pediatric emergencies.	Prerequisites: Admission into the Paramedic Education Program.	L+L 1.0 1.5 1.5
PME204	Neonatal Resuscitation Provider (NRP) in Paramedicine	Designed to provide the knowledge and skills needed to recognize and manage a neonate with respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current American Academy of Pediatrics (AAP) and emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic	Prerequisites: Admission into the Paramedic Education Program.	L+L 0.5 1.5 1.5

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		electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in neonatal resuscitation.		
PME205	Advanced Medical Life Support (AMLS) Initial Provider in Paramedicine	Designed to provide the knowledge and skills needed to recognize and manage various medical conditions according to the National Association of EMTs (NAEMT) Advanced Medical Life Support (AMLS) guidelines. Skills are sequenced and synthesized into simulations.	Prerequisites: Admission into the Paramedic Education Program.	L+L 1.0 1.5 1.5
PME206	International Trauma Life Support (ITLS) Provider/Pre-Hospital Trauma Life Support (PHTLS)	Designed to provide the knowledge and skills needed to recognize and manage various trauma conditions and environmental injuries according to the International Trauma Life Support (ITLS) or Provider/ Pre-Hospital Trauma Life Support (PHTLS) guidelines. Skills are sequenced and synthesized into simulations.	Prerequisites: Admission into the Paramedic Education Program.	L+L 1.0 1.5 1.5
PME211	Advanced Cardiac Life Support (ACLS) Refresher	Designed to meet Advanced Cardiac Life Support (ACLS) refresher requirements for the healthcare provider who initiates, directs, or participates in the management of cardiopulmonary arrest and other cardiovascular emergencies according to current cardiopulmonary resuscitation and emergency cardiovascular care guidelines. Provides the healthcare provider with the knowledge and skills needed to	Prerequisites: None.	L+L 0.5 1.0 1.0

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		recognize and manage cardiopulmonary arrest, acute dysrhythmia, stroke, and acute coronary syndromes according to current emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in advanced cardiac life support.		
PME212	Pediatric Advanced Life Support (PALS) Refresher	Designed to meet Pediatric Advanced Life Support (PALS) refresher requirements for the healthcare provider who initiates, directs, or participates in the management of an infant, child or adolescent in respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in pediatric emergencies.	Prerequisites: None.	L+L 0.5 1.0 1.0
PME213	Pediatric Emergencies for Prehospital Professionals (PEPP) Refresher	Designed to meet Pediatric Emergencies for Prehospital Professions (PEPP) refresher requirements for the healthcare provider who initiates, directs, or participates in the management of an infant, child or adolescent in	Prerequisites: None.	L+L 0.5 1.0 1.0

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		respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current PEPP and emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in pediatric emergencies.		
PME215	Advanced Medical Life Support (AMLS) Refresher	Designed to meet the National Association of EMTs (NAEMT) Advanced Medical Life Support (AMLS) refresher requirements for the healthcare provider who performs assessment and management of the most common medical crises in patients. Skills are sequenced and synthesized into simulations.	Prerequisites: None.	L+L 0.5 1.0 1.0
PME216	International Trauma Life Support (ITLS)/Pre-Hospital Trauma Life Support (PHTLS) Refresher	Designed to meet International Trauma Life Support (ITLS) or Pre-Hospital Trauma Life Support (PHTLS) refresher requirements for the healthcare provider who performs assessment and management of various trauma conditions and environmental injuries. Skills are sequenced and synthesized into simulations.	Prerequisites: None.	L+L 0.5 1.0 1.0
PME221	Basic Level and Advanced Level Skills Course for the EMS Instructor and Examiner	Designed to provide an overview of the roles and responsibilities of basic level and advanced level instructors and examiners. Includes instructional strategies and methodologies, methods	Prerequisites: None.	LEC 2.0 2.0 2.0

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		of evaluation, documentation of skill competency, and management strategies of emergency medical services (EMS) programmatic, state, and national scope of practice basic level and advanced level skills stations.		
PME222	Advanced Cardiac Life Support (ACLS) Instructor Preparation	Designed to prepare Advanced Cardiac Life Support (ACLS) instructor candidates to deliver American Heart Association (AHA) instructor-led and blended learning courses. Provides an overview of the roles and responsibilities of the ACLS instructor. Includes instructional considerations, methods of evaluation, documentation of ACLS student skill competency, and ACLS Course management according to AHA guidelines.	Prerequisites: None.	LEC 2.0 2.0 2.0
PME223	Pediatric Advanced Life Support (PALS) Instructor Preparation	Designed to prepare Pediatric Advanced Life Support (PALS) instructor candidates to deliver American Heart Association (AHA) instructor-led and blended learning courses. Provides an overview of the roles and responsibilities of the PALS instructor. Includes instructional considerations, methods of evaluation, documentation of PALS student skill competency, and PALS Course management according to AHA guidelines.	Prerequisites: None.	LEC 2.0 2.0 2.0

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PME240	Pharmacology in Paramedicine	Designed to provide an overview of the pathophysiologic principles of pharmacology, pharmacologic agents in the Paramedic scope of practice, and the practice of medication administration. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to integrate comprehensive knowledge of the pathophysiologic principles of pharmacology and pharmacologic agents to formulate a differential diagnosis and to implement a management plan for medical emergencies and trauma.	Prerequisites: Admission into the Paramedic Education Program.	L+L 3.0 5.0 5.0
PME245	Airway and Ventilatory Management in Paramedicine	Designed to prepare students to integrate knowledge of the respiratory system, comprehensive assessment practices, and pharmacologic agents to formulate a differential diagnosis and implement airway and ventilatory management plans for medical emergencies and trauma. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to perform comprehensive assessment and techniques in the paramedic scope of practice for assuring airway patency, adequate mechanical ventilation, and respiration for all age groups.	Prerequisites: Admission into the Paramedic Education Program.	L+L 3.0 4.0 4.0

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PME250	Comprehensive Patient Assessment in Paramedicine	Designed to provide an overview of comprehensive patient assessment. Develops psychomotor skills in the paramedic scope of practice. Integrates the pathophysiological significance of comprehensive assessment findings to formulate a differential diagnosis and implement a management plan for medical emergencies and trauma.	Prerequisites: Admission into the Paramedic Education Program.	L+L 1.0 3.0 3.0
PME251	Medical Emergencies in Paramedicine I	Designed to provide an overview of pathophysiologic principles, epidemiology, comprehensive assessment, differential diagnosis, and pharmacology for respiratory and cardiovascular emergencies. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to implement a management plan in the Paramedic scope of practice for respiratory and cardiovascular emergencies.	Prerequisites: Admission into the Paramedic Education Program.	L+L 4.0 8.0 8.0
PME252	Medical Emergencies in Paramedicine II	Designed to provide an overview of pathophysiologic principles, epidemiology, comprehensive assessment, differential diagnosis, and pharmacology for various medical emergencies. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to implement a management plan in the	Prerequisites: Admission into the Paramedic Education Program.	L+L 4.0 6.0 6.0

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		Paramedic scope of practice for various medical emergencies.		
PME253	Medical Emergencies in Paramedicine III	Designed to provide an overview of pathophysiologic principles, epidemiology, comprehensive assessment, differential diagnosis, and pharmacology for various medical conditions. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to implement a management plan in the Paramedic scope of practice for gynecologic, obstetric, pediatric, and geriatric emergencies, neonatal care, and patients with special challenges.	Prerequisites: Admission into the Paramedic Education Program.	L+L 4.0 4.0 4.0
PME254	Technical Operations in Paramedicine	Designed to provide an overview of transport operations, incident management, multi-casualty incidents, extrication, special rescue, hazardous materials incidents, terrorism incidents, and disaster response. Examines the Paramedic's operational roles and responsibilities.	Prerequisites: Admission into the Paramedic Education Program.	L+L 2.5 3.0 3.0
PME260	Trauma Patient Management in Paramedicine	Designed to provide an overview of pathophysiologic principles, epidemiology, comprehensive assessment, differential diagnosis, and pharmacology for various trauma conditions. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to	Prerequisites: Admission into the Paramedic Education Program.	L+L 2.0 2.0 2.0

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		implement a management plan in the Paramedic scope of practice for hemorrhage, soft tissue trauma, burns, face and neck trauma, head and spine trauma, chest trauma, abdominal and genitourinary trauma, orthopedic trauma, and environmental emergencies.		
PME270	Immersive Total Patient Management Experience (ITPME)	Designed to provide immersive-simulated live patient interactive out-of-hospital scenarios. This course creates an environment which facilitates incident stress inoculation and interdisciplinary collaboration.	Prerequisites: Admission into the Paramedic Education Program.	L+L 2.0 2.0 2.0
PME280	Preparation for Paramedicine Practicum	Designed to provide an overview of Emergency Medical Service (EMS) systems, safety and wellness, resiliency, health, medical/legal and ethical issues, EMS communications, documentation, and crime scene awareness. Examines the Paramedic's roles and responsibilities to assure personal, patient, and public health and safety in the provision of professional emergency care.	Prerequisites: Admission into the Paramedic Education Program.	LEC 1.0 1.0 1.0
PME281	Paramedicine Clinical Practicum: Comprehensive	Designed as the precepted Paramedicine clinical practicum in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-	Prerequisites: Admission into the Paramedic Education Program.	L+L 2.0 15.0 15.0

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		making, and patient management of medical emergencies and trauma in a clinical setting.		
PME281AA	Paramedicine Clinical Practicum: Phase I	Designed as the precepted Paramedicine clinical practicum in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical emergencies and trauma in a clinical setting.	Prerequisites: Admission into the Paramedic Education Program.	L+L 1.0 7.5 7.5
PME281AB	Paramedicine Clinical Practicum: Phase II	Designed as the precepted Paramedicine clinical practicum in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical emergencies and trauma in a clinical setting.	Prerequisites: Admission into the Paramedic Education Program.	L+L 1.0 7.5 7.5
PME288	Paramedicine Comprehensive Field Internship Practicum	Designed as the precepted Paramedicine field internship in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behavior, critical thinking, decision-	Prerequisites: Admission into the Paramedic Education Program.	L+L 5.0 34.0 34.0

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		making, and patient management of medical emergencies and trauma in the out-of-hospital setting.		
PME289	Preparation for Paramedic National Credentialing	Designed to provide preparation for the national cognitive and psychomotor examinations, and other credentials required for national and state Paramedic certification/licensure.	Prerequisites: Admission into the Paramedic Education Program.	L+L 2.0 3.0 3.0
PME290	Advanced Life Support (ALS) Refresher	Designed to provide a refresher of Advanced Life Support (ALS) to meet national and Arizona Department of Health Services Bureau of Emergency Services and Trauma System (AzDHS/BEMSTS) requirements for Paramedicine recertification.	Prerequisites: None.	L+L 1.0 1.0 1.0
PME291	Community Health Paramedicine	Designed as the capstone Community Health Paramedicine experience in which the student synthesizes standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence-based paramedicine in the community setting.	Prerequisites: None.	L+L 8.0 11.0 11.0
PME292	Critical Care Paramedicine	Designed as the capstone Critical Care Paramedicine experience in which the student synthesizes standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence based	Prerequisites: None.	L+L 8.0 11.0 11.0

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		paramedicine in the clinical, out-of-hospital, and inter-facility transport settings.		
PME293	Tactical Emergency Casualty Care (TECC)	Designed to provide strategies, skills, and simulations to decrease preventable death in the prehospital unstable environment according to National Association of EMTs (NAEMT) and Tactical Emergency Casualty Care (TECC) guidelines. Strategies include integration of rapid patient assessment with trauma patient management in tactical and hazardous environments. Promotes a common approach for the transition of rescue to patient care while limiting the risk of further casualties. Examines the impact of tactical and environmental factors on trauma patient management.	Prerequisites: None.	L+L 2.5 2.5 2.5
PME298AA	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.	LAB 1.0 1.0 0.0

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PME298AB	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.	LAB 2.0 2.0 0.0
PME298AC	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.	LAB 3.0 3.0 0.0
PMP120	Massage Therapy Basics	A massage basics course covering: sanitation, hygiene, safety, contraindications, ethics, healthy therapeutic relationships, professional communication, overview of the human body (integumentary, muscular, and skeletal systems), healthcare terminology, muscle	Prerequisites: Admission into the Massage Therapy program.	175

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		theory, client care, self-care, and Swedish massage.		
PMP121	Massage Therapy Advanced	Advanced anatomy and massage, focusing in greater detail on the skeletal and muscular components and manipulations of the body. Students are taught all the bones and muscles of the body and introduced to the kinesiology that develops from their interactions. Deep tissue, Thai massage, and reflexology are introduced. Recently learned skills will be practiced on the public during clinic with coaching.	Prerequisites: PMP120 or Program Manager's permission.	175
PMP220	Massage Therapy Mastery I	An advanced anatomy and massage course focusing in detail on the skeletal and muscular components and manipulations of the upper body. Students will review the bones and muscles of the upper body and the kinesiology that develops from their interactions. Corresponding deep-tissue massage for the upper body is taught in conjunction with the advanced anatomy to ensure its practical application. Integration of deep tissue, Thai massage, myofascial, and structural massage are emphasized. Subjective, objective, assessment, and plan (S.O.A.P.) notes are introduced. The course concludes with two weeks of supervised clinic with coaching.	Prerequisites: PMP121 or Program Manager's permission.	175

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PMP221	Massage Therapy Mastery II	<p>An advanced anatomy and massage course focusing in detail on the skeletal and muscular components and manipulations of the lower body. Students will review all of the bones and muscles of the lower body and the kinesiology that develops from their interactions. Corresponding deep-tissue massage for the lower body is taught in conjunction with the advanced anatomy to ensure its practical application. Students combine all of their program skills, integrating anatomy, kinesiology, concepts, theories, and techniques to properly assess clients and apply critical thinking in tailoring treatments to individuals with documentation. Clients with unique needs are covered such as athletes, expecting mothers, infants, older adults, obese individuals, people with disabilities, and end of life care. Persons with common injuries and conditions are also covered, teaching specific strategies and protocols to address them. Entrepreneurial skills conducive to the industry of massage therapy will continue to be reinforced while an exit plan is created for the student's entrance into the industry. The course concludes with two weeks of supervised clinic with coaching to</p>	Prerequisites: PMP220 or Program Manager's permission.	175
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		gain practical experience working on the general public and applying the assessment/treatment approaches focused on in the course.		
PNT101	Introduction to Painting-Decorating Trade	Orientation to the trade, apprentice responsibilities and professionalism, communication skills and workplace behavior. Tools and equipment used in the trade. Preparation and application procedures of various types of surfaces, utilizing various types of materials used in the trade.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 4.0 4.0 4.0
PNT102	Surface Preparation and Cleaning	Overview of surface preparation and cleaning, emphasis on materials, coating applications, various surface finishes, and safety procedures. Causes of paint failures and remedies. Also preparation procedures of plaster drywall, masonry and metal. Residential and commercial applications.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 4.0 4.0 4.0
PNT104	Wood and Decorative Finishes	Wood and decorative finishing techniques including glazing, antiquing, wood graining and marbelizing. Sanding techniques of hardwoods and softwoods including fillers, sealers, stains and finishes.	Prerequisites: Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
PNT105	Painting and Drywalling Orientation	Overview of the painting and drywalling labor history, workplace performance, green construction, work place issues and sexual harassment.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 1.0 1.0 1.0
PNT106	Health and Safety for Drywall Finishers	Purpose and limitation of Material Safety Data Sheet (MSDS).	Registered apprentice status or permission of	L+L 3.0 3.0 3.0

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		Occupational Safety and Health Administration (OSHA). Common safety and fall hazards. Requirements for erecting and dismantling scaffolds.	the Apprenticeship Coordinator.	
PNT107	Introduction to the Drywall Trade	Basic terminology and tools used in the drywall trade. Exhibiting professionalism in the trade in appearance, dealing with difficult customers, following workplace protocol and procedure.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
PNT108	Materials of the Drywall Trade	Characteristics of drywall panels, types of fillers and proper lighting requirements. Surface preparation, ventilation and materials handling.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
PNT109	Tools of the Drywall Trade	Selection, use, maintenance and safety procedures for common tools of the drywall trade.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
PNT118	OSHA Standards and Regulations	Provisions of and implementation of Occupational Safety and Health Administration (OSHA) Act in the work place. Rights and responsibilities under the OSHA Act. Appeals process, record keeping, and voluntary protection programs. OSHA's construction and general industry standards. Overview of the requirements of the more frequently referenced standards.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 1.5 1.5 1.5
PNT120	Basic Calculations for Construction	Addition, subtraction, multiplication and division of whole, decimal, fraction and metric numbers. Percentage and fraction conversions.	Prerequisites: None.	L+L 1.5 1.5 1.5

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		Metric units of length, weight, volume and temperature. Metric system as it relates to the construction trade. Basic algebra and geometry operations and equations. Area and volume calculations of shapes.		
PNT121	Introduction to Hand and Power Tools	Overview of the use, maintenance and safety procedures for common hand and power tools.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 1.0 1.0 1.0
PNT123	Introduction to Blueprints	Basic concepts of blueprints, including terms and symbols, grid line systems and blueprint production techniques. Dimensions and blueprint reading	Prerequisites: Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 1.0 1.0 1.0
PNT150	Construction Foreman	Examine the basic supervisory and leadership concepts and skills needed to manage a construction project. Includes basic theories of motivation, role of communications in construction project management, decision making process, planning and organizing, strategies, developing production schedules to control production, discussing accident prevention and loss control	Prerequisites: None.	LEC 2.0 2.0 2.0
PNT201	Coverings and Blasting	Application, installation, and estimating procedures for wallcoverings including abrasive and wet blasting guidelines and systems.	Prerequisites: Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
PNT202	Spray Painting	Operating and maintenance procedures for spray painting	Registered apprentice status or permission of	L+L 3.0 3.0 3.0

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		equipment and materials. Use of specialized painting systems and equipment. Application procedures for special coatings and parking lots.	the Apprenticeship Coordinator.	
PNT203	Non-Spray Application of Coatings	Best practices in the application of stain, clear coat, and wood finish application on wood substrates.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
PNT205	Paints, Coatings and Materials	Coating products and solvent type and compatibility following Product Data Sheet and Material Safety Data Sheet for products. Including common failures, causes and corrections, weatherization, properties and functions of paints or coatings.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
PNT208	Filling, Taping and Sanding Applications	Characteristics of fillers, filling compounds, drying times. Taping techniques including taping and wiping procedures, tools and equipment. Functions and operations of boxes and fasteners as well as sanding application and bead and trim installation.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 4.0 4.0 4.0
PNT209	Automatic Taping Tools of the Drywall Trade	Inspection and maintenance procedures for keeping automatic taping tools in proper working condition.	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0
PNT210	Advanced Drywall Applications and Systems	Methods for making repairs, mixing procedures, and recognizing common defects in drywall finishing and wallboards. General texture spraying techniques and basics of Exterior	Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 3.0 3.0

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		Insulated and Finish Systems (EIFS) and Expanded Polystyrene (EPS).		
PNT296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
PNT296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 2.0 10.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
PNT296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
PNT296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 4.0 20.0 0.0

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			instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
PNT298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
PNT298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
PNT298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
PON105	Surgical Technology for the Operating Room Nurse	Direct observation of principles and culture of operating room. Traffic patterns, aseptic techniques, roles, professional surgical team work, case management, perioperative record, instrument handling, safety precautions with regard to exposure, surgical attire, surgical regimen and chain of command.	Acceptance into the Surgical Technology for the Operating Room Nurse Program, or permission of Department or Division.	L+L 2.0 2.0 2.0
PON210	PeriOperative Principles I	Role and responsibilities of the professional nurse in the perioperative setting. Team concepts, patient care, nursing process and impact of quality assurance. Role of Association of Operating Room Nurse Standards of Practice.	Prerequisites: Acceptance into the Surgical Technology for the Operating Room Nurse program or permission of Department or Division. Corequisites: PON214.	LEC 3.0 3.0 3.0

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PON212	PeriOperative Principles II	Common pathogenic organisms and methods of sanitation/sterilization. Instruments, procedures intervention measures related to the operating room. State and Federal regulating agencies. Moral and ethical issues.	Prerequisites: A grade of C or better in PON210 or permission of Department or Division. Corequisites: PON214.	LEC 3.0 3.0 3.0
PON214	PeriOperative Laboratory	Practical application of perioperative nursing. Aseptic technique. Scrubbing, gowning, gloving, instrumentation, and maintenance of a sterile field. Accountability emphasized.	Prerequisites: Acceptance into the Surgical Technology for Operating Room Nurse Program. Corequisites: PON210 and PON212.	LAB 4.0 9.5 9.5
PON218	PeriOperative Clinical Practice I	Application of the nursing process in care of surgical patients during the perioperative period. Statements of competency established by the Association of Operating Room Nurses.	Prerequisites: A grade of C or better in PON214.	LAB 3.0 15.0 0.0
PON220	PeriOperative Clinical Practice II	Application of the nursing process in care of surgical patients during the perioperative period. Statements of competency established by the Association of Operating Room Nurses.	Prerequisites: A grade of C or better in PON214 or permission of Department or Division.	LAB 3.0 15.0 0.0
PON230	Surgical Technology Materials Update	Current surgical technology materials. Surgical specialty modifications, introductions, technology. Specific uses, handling, application to surgical procedures.	Prerequisites: Currently enrolled in Surgical Technology or Surgical Technology for the Operating Room Nurse program, or Certified Surgical Technologist, or permission of Program Director.	LEC 2.0 2.0 2.0 LAB 1.0 3.0 3.0

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PON296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
PON296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 2.0 10.0 0.0

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			interest or with permission of Instructor.	
PON296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
PON296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently	LAB 4.0 20.0 0.0

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			enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
PON298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
PON298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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PON298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
POR101	Elementary Portuguese I	Basic grammar, pronunciation, and vocabulary of the Portuguese language. Includes study of Lusophone culture. Practice in listening, speaking, reading, and writing skills	Prerequisites: None.	L+L 5.0 6.0 6.0
POR102	Elementary Portuguese II	Continued study of basic grammar, pronunciation, and vocabulary of the Portuguese language. Includes study of Lusophone cultures and practice in listening, speaking, reading and writing skills	Prerequisites: A grade of C or better in POR101 or permission of Department or Division. Completion of prerequisites within the last three years is required.	L+L 5.0 6.0 6.0
POR201	Intermediate Portuguese I	Review of essential grammar of the Portuguese language and study of the Portuguese cultures. A continued practice and development of reading, writing, and speaking skills. Emphasis	Prerequisites: A grade of C or better in POR102 or permission of the Department or Division. Completion of prerequisites within the	LEC 5.0 6.0 5.7

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		on both fluency and accuracy in the spoken language.	last three years is required.	
POR296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
POR296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 2.0 10.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
POR296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
POR296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 4.0 20.0 0.0

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			instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
POR298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
POR298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
POR298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
POS100	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.	LEC 3.0 3.0 3.0
POS101	Current Issues	Introduction to current issues in politics, economics, social relations, foreign affairs. Presentations by local, state and national civic and cultural leaders.	Prerequisites: None.	LEC 1.0 1.0 1.0
POS110	American National Government	Study of the historical backgrounds, governing principles, and institutions, of the national government of the United States	Prerequisites: None.	LEC 3.0 3.0 3.0
POS113	United States and Arizona Social Studies	Overview of government, history, and geography of the United States and Arizona. Includes the relationship of government to the United States	Prerequisites: None.	LEC 3.0 3.0 3.0

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		economic system as well as the influences and developments that have shaped U.S. and Arizona history. Also covers geographical systems, regions, and study techniques.		
POS114	World Social Studies	Introduction to the world from the integrated social science perspectives of history, geography, and government.	Prerequisites: None.	LEC 3.0 3.0 3.0
POS115	Issues in American Politics	Examination of major issues in current affairs in the fields of politics, economics, social relations, foreign affairs, aesthetics, and others through the reading and viewing of secondary information sources	Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.	LEC 3.0 3.0 3.0
POS120	World Politics	Introduction to the principles and issues relating to the study of international relations. Evaluation of the political, economic, national, and transnational rationale for international interactions	Prerequisites: None.	LEC 3.0 3.0 3.0
POS125	Issues in World Politics	Contemporary issues and factors in international relations. Stress conditions in civil order, trade, and international institutions.	Prerequisites: None.	LEC 3.0 3.0 3.0
POS130	State and Local Government	Survey of state and local government in the United States. Special attention on Arizona State government.	Prerequisites: None.	LEC 3.0 3.0 3.0
POS140	Comparative Government	Overview and evaluation of the sub-field of comparative politics. Covers various national governments from around the world: their structure, system, method of governance.	Prerequisites: None.	LEC 3.0 3.0 3.0

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		Examines methods of assessing these governments		
POS180	United Nations Studies	Historical origins, structural makeup, political and operational characteristics, and legal activities of the United Nations. Analysis of the overall institution's ongoing utility, productivity and creativity.	Prerequisites: None.	L+L 3.0 3.0 3.0
POS210	Political Ideologies	Leading political ideas and belief systems, e.g., Marxism, liberalism, conservatism, theories of democracy, and alternative futures.	Prerequisites: None.	LEC 3.0 3.0 3.0
POS220	U.S. and Arizona Constitution	Examination of the United States Constitution and the constitution and government of the State of Arizona	Prerequisites: None.	LEC 3.0 3.0 3.0
POS221	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.	LEC 1.0 1.0 1.0
POS222	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.	LEC 2.0 2.0 2.0
POS223	Civil Rights and Liberties	The historic background and current status of major civil rights and civil liberties issues in the United States.	Prerequisites: None.	LEC 3.0 3.0 3.0
POS281AB	Public Policy/Service Internship	Field experience in community service, public policy or public service.	Prerequisites: Minimum of 15 credit hours at college granting internship with minimum GPA of 3.0	LAB 3.0 3.0 0.0

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			and permission of Instructor.	
POS282AA	Volunteerism for Political Science: A Service Learning Experience	Service-learning field experience within government agencies, political organizations, citizen advocacy groups, and human service organizations/agency.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
POS282AB	Volunteerism for Political Science: A Service Learning Experience	Service-learning field experience within government agencies, political organizations, citizen advocacy groups, and human service organizations/agency.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
POS282AC	Volunteerism for Political Science: A Service Learning Experience	Service-learning field experience within government agencies, political organizations, citizen advocacy groups, and human service organizations/agency.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
POS285	Political Issues and Public Policy	Introduction to public policy, how policy is made, and how public policy decisions are affected.	Prerequisites: None.	L+L 3.0 3.0 3.0
POS296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 1.0 5.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
POS296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
POS296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 3.0 15.0 0.0

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			instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
POS296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
POS298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
POS298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
POS298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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PPT101	Hand and Power Tools	Identification and use of hand and hand-held power tools used in a power plant. Tool construction and purpose. Maintenance of hand and power tools	Prerequisites: None.	LEC 1.0 1.0 1.0
PPT103	Print Reading and Plant Drawings	Introduction to print reading and plant drawings. Flow diagrams and symbols on drawings. Dimension, tolerance and clearance on drawings. Amendments to drawings. Specific types of drawings. Proper procedures when using plant drawings	Prerequisites: None.	LEC 1.0 1.0 1.0
PPT107	Lubrication	Principles, properties, and safe handling requirements of lubricants. Lubrication of bearings, lubrication systems, and system components. Oil settling systems. Construction, operation, and maintenance of oil purifiers	Prerequisites: None.	LEC 1.0 1.0 1.0
PPT108	Turbines	Operations, steam properties, energy transfer, parts, and types of turbines. Components and function. Turbine maintenance for oil and hydraulic systems, inspection of casings, nozzles and rotors. Turbine alignment and the tightening of joints using appropriate tools and equipment	Prerequisites: None.	LEC 1.0 1.0 1.0
PPT112	Principles of Machining	Safety practices, machining methods, and principles of material removal. Types of cutting tools, lathe, milling, drill, and bandsaw components. Principles of operation of specific machines found in the machine shop	Prerequisites: None.	LEC 3.0 3.0 3.0

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		including turning, milling, drilling and cutting machines		
PPT114	Drive and Gear Components	Terminology, identification and inspection of the component parts of a drive and gear system. Operation, maintenance and inspection of couplings, clutches, brakes, belt drives, chain drives, shafts and gears. Operation and configurations of variable speed drives	Prerequisites: None.	LEC 1.0 1.0 1.0
PPT115	Hydraulics and Pneumatics	Hydraulic and pneumatic safety, physical concepts, and fluid laws. Hydraulic and pneumatic system components and operation. Troubleshooting procedures of hydraulic and pneumatic systems	Prerequisites: None.	LEC 2.0 2.0 2.0
PPT117	Forklift Operations	Safe and proper operation of forklift. Parts and function of forklift, principles of operation, and safety precautions. Inspection procedures, proper care, and industry standards. On-hands operation of a forklift	Prerequisites: None.	LEC 1.0 1.0 1.0
PPT118	Conduct of Maintenance	Safety and management expectations. Defense in Depth strategy and Conduct of Verifications. Maintenance procedures. Work control process. Performance of work standards and documentation including pre-job preparation, pre-job notification, job review, job verification and job close out specific to nuclear power plant operations	Prerequisites: None.	LEC 1.0 1.0 1.0

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PPT119	Instrument Air Compressor Maintenance	Purpose, function, and identification of system drawings. Identification of major components. Instrument air compressor components and function. Air flow operations. Free air unloader components and function. Fluids and flow paths. Compressor cooling water and lubricating oil. Inspection and repair of parts. Troubleshooting	Prerequisites: None.	LEC 2.0 2.0 2.0
PPT120	Energy Industry Fundamentals	Various types of energy and their conversion to useable energy such as electrical power. How generated electrical power is transmitted and distributed to the point of use.	Prerequisites: None.	LEC 3.0 3.0 3.0
PPT121	Power Plant Components	Theory, construction and application of basic power plant mechanical components. Basic concepts of electrical fundamentals and electronics discussed.	Prerequisites: None.	L+L 3.0 3.0 3.0
PPT124	Power Systems Components I	Principles, properties, and safe handling requirements of lubricants. Lubrication of bearings, lubrication systems, and system components. Oil settling systems. Construction, operation, and maintenance of oil purifiers. Terminology, identification and inspection of the component parts of a drive and gear system. Application, inspection, maintenance, and failure modes of plant bearings. Design and operation of sliding and anti-friction bearings and seals.	Prerequisites: None.	L+L 3.0 3.0 3.0

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PPT126	Power Systems Components II	Functional components of turbines, including parts, steam properties and maintenance of oil and hydraulic systems. Heat exchanger theory, including types, operations, and maintenance of heat transfer systems. Operational principles of pneumatic and hydraulic valve actuators, including modulation control terminology and inspection testing.	Prerequisites: None.	L+L 3.0 3.0 3.0
PPT128	Power Systems Components III	Hydraulic and pneumatic safety, physical concepts, and fluid laws. Hydraulic and pneumatic system components and operation. Troubleshooting procedures of hydraulic and pneumatic systems. Mechanical component types and characteristics, common failure mechanisms, and operating principles of plant components.	Prerequisites: None.	L+L 3.0 3.0 3.0
PPT170	Instrumentation and Process Control	Principles and practices of instrumentation and process control systems used in industry. Topics cover the proper installation, troubleshooting, repair, and maintenance of various industrial process instrumentation (temperature, pressure, level, flow, etc.) and control circuits.	Prerequisites: A grade of C or better in college-level math course, or appropriate District placement, or permission of Department/Division Chair.	LEC 3.0 3.0 3.0
PPT202	Power Plant Systems I	Components and function of reactor coolant, volume control, safety injection, and nuclear sampling systems. Function and operation of	Prerequisites: A grade of C or better in PPT120 and PPT121, or	LEC 3.0 3.0 3.0

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		main steam and turbine systems, main and auxiliary feedwater systems, pressurizer, control rod drive, and recirculation systems. Operation and function of steam and heater drain systems. Reactor plant safety concepts.	permission of Program Director.	
PPT203	Power Plant Systems II	Advanced plant systems. Water, electrical and cooling systems. Safe shutdown cooling water system. Waste drain system. Fuel handling and storage systems. Fuel pool cooling and cleanup. Purpose and operation of radioactive waste management. Service air and gas systems. Ventilation and fire protection systems. Containment, Containment Spray, Emergency Core Cooling, Emergency Power, Environmental Monitoring, Off-gas, Post-accident, Radiation Monitoring, Residual Heat Removal, and Suppression Pool systems.	Prerequisites: A grade of C or better in PPT120 and PPT121, or permission of Program Director.	LEC 3.0 3.0 3.0
PPT204	Measuring and Test Equipment	Administrative controls for precision measurement. Use of precision measuring equipment. Emphasis on proper use, accurate reading, and calculations using precision measuring devices	Prerequisites: None.	LEC 1.0 1.0 1.0
PPT205	Rigging	Safe and proper operation of lifting equipment. Weight calculations. Identification and proper location of rigging equipment. Hand signals and	Prerequisites: None.	LEC 2.0 2.0 2.0

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		industry standards. Safe rigging practices. Inspection and maintenance procedures. Operation of pendant cranes		
PPT206	Bearings	Application, inspection and maintenance of plant bearings. Design and operation of sliding and anti-friction bearings. Function, design and applications of bearing seals. Reasons for bearing failure and related preventative maintenance procedures	Prerequisites: None.	LEC 1.0 1.0 1.0
PPT207	Heat Exchangers	Heat exchanger theory including heat transfer and operating principles. Classification of heat exchangers including types, construction, and operation. Inspection of heat exchangers. Cleaning of exchanger tubes and shells. Cleaning of component parts. Troubleshooting tubes. Maintenance of exchangers	Prerequisites: None.	LEC 1.0 1.0 1.0
PPT209	Pipefitting Auxiliaries II	Purpose, terminology and system stress factors related to piping systems. Principles of fluid flow, and piping inspection procedures. Fabrication and installation of tubing materials, specific joints, and flanges. Basic piping system component maintenance, rework and installation procedures	Prerequisites: A grade of C or better in PPT109.	LEC 2.0 2.0 2.0
PPT210	Valve Maintenance II	Fundamentals of hand lapping. Dexter and Unislip resurfacing tools. Valve packing: purpose, components and specifications. Valve survey data	Prerequisites: None.	LEC 3.0 3.0 3.0

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		sheet. Procedure for field manufacture of die-formed packing rings. Function of the Optical Flat. Valve inspection. Gaskets and torquing techniques.		
PPT211	Couplings	Types, functions, and specific applications of couplings. Coupling removal and inspection procedures. Coupling rework and installation	Prerequisites: None.	LEC 0.5 0.5 0.5
PPT212	Control Valves and Actuators	Modulating control terminology. Disassembly, inspection and assembly processes. Construction and operation of specific actuators. Maintenance of pneumatic and hydraulic valve actuators. Principles of operation, inspection and testing of control valves. Bench testing	Prerequisites: None.	LEC 1.0 1.0 1.0
PPT213	Pumps II	Rotary, reciprocating and centrifugal pump operation. Positive displacement and metering pump operation. Diaphragm pulsafeeder operation. Disassembly, inspection and reassembly of radially and axially split centrifugal pumps. Troubleshooting and lab safety	Prerequisites: None.	LEC 3.0 3.0 3.0
PPT214	Machine Alignment	Calculations and practical lab exercises using alignment principles. Determination of indicator sag and thermal growth. Obtaining readings for alignment or misalignment. Rim-face method of alignment stressed and practiced	Prerequisites: None.	L+L 3.0 5.0 5.0
PPT215	Relief and Safety Valves	Concepts of pressure and pressure measurement. Components and	Prerequisites: None.	LEC 1.0 1.0 1.0

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		operation of rupture discs, relief valves, and safety valves. Maintenance procedures		
PPT218	Lathe Operations	Safe and proper operation of the lathe. Component and accessories and their functions. Cutting tools and methods. Processes of machining including mounting, aligning, knurling, grooving, turning, thread cutting, drilling, reaming boring, and tapping. Machining techniques using a chuck	Prerequisites: None.	L+L 2.0 4.0 4.0
PPT219	Milling Machine Operations	Components of horizontal and vertical milling machines. Common milling machine accessories and cutters. Cutting speeds, feeds and depths for materials and cutters. Machine set up and operations. Common cutter failure. Operation of horizontal and vertical milling machines. Milling safety	Prerequisites: None.	LEC 2.0 2.0 2.0
PPT220	Heat Transfer and Fluid Flow	Course covers topics in heat transfer, fluid flow and thermodynamics. Topics include the properties of fluids, modes of heat transfer, and the energy relationships in fluid systems.	Prerequisites: A grade of C or better in college-level math course, or appropriate District placement, or permission of Department/Division Chair.	LEC 3.0 3.0 3.0
PPT221	Reactor Theory	Basic nuclear reactor theory to include atomic and nuclear physics, thermodynamics, and heat transfer and fluid flow.	Prerequisites: A grade of C or better in PPT120 and GTC108, or permission of Program Director.	LEC 3.0 3.0 3.0

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PPT222	Reactor Plant Chemistry and Materials	Basic nuclear reactor theory to include reactor chemistry, water chemistry, radiation detection and protection principles, and reactor plant materials.	Prerequisites: A grade of C or better in PPT120 or permission of Program Director.	LEC 3.0 3.0 3.0
PPT224EI	Components for Maintenance Technicians	Electrical component types and characteristics, such as circuit breakers and fuses, instrumentation schematics, protective relaying, and inverters.	Prerequisites: A grade of C or better in PPT202 or PPT203, or permission of Program Director.	LEC 1 1 1
PPT224EM	Electrical Components for Maintenance Technicians	In-depth reading and troubleshooting of electrical engineering and vendor prints. Operation and control of emergency power systems. Diesel Generators will also be covered.	Prerequisites: A grade of C or better in PPT202 or PPT203, or permission of Program Director.	LEC 1 1 1
PPT224MM	Mechanical Components for Maintenance Technicians	Mechanical component types and characteristics, common failure mechanisms, and operating principles of plant components.	Prerequisites: A grade of C or better in PPT202 or PPT203.	LEC 1.0 1.0 1.0
PPT225	Industrial Plant Chemistry and Materials	Fundamentals of industrial chemistry and materials to include chemistry principles, water chemistry control, cooling water chemistry, chemical hazards, and material science.	Prerequisites: A grade of C or better in college-level math course, or appropriate District placement, or permission of Department/Division Chair.	LEC 3.0 3.0 3.0
PPT230	Nuclear Plant Systems	Operation, components, instrumentation and controls, automatic features, and precautions and limitations of nuclear plant systems.	Prerequisites: A grade of C or better in college-level math course, or appropriate District placement, or permission of	LEC 3.0 3.0 3.0

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			Department/Division Chair.	
PPT235	Nuclear Physics	Course provides a foundation for understanding atomic and nuclear physics, neutron characteristics, reactor theory, reactor operation, and radiation fundamentals.	Prerequisites: A grade of C or better in college-level math course, or appropriate District placement, or permission of Department/Division Chair.	LEC 3.0 3.0 3.0
PPT242	Components for Maintenance Technicians	Electrical component types and characteristics, such as circuit breakers and fuses, instrumentation schematics, protective relaying, and inverters. In-depth reading and troubleshooting of electrical engineering and vendor prints. Operation and control of emergency power systems. Diesel Generators will also be covered.	Prerequisites: A grade of C or better in (ELC119 and ELC120) or permission of Program Director.	L+L 2.0 2.0 2.0
PPT250	Power Plant Position Preparation	Prepares students for the Power Plant Maintenance Positions Selection System (MASS) examination. Reading comprehension, mechanical concepts, spatial ability, and mathematical usage.	Prerequisites: None.	LEC 2.0 2.0 2.0
PPT255	Fossil Systems	Upon completion, the student will be able to explain how fossil plant systems operate in accordance with reference materials.	Prerequisites: None.	L+L 3.0 3.0 3.0
PPT270AA	Power Systems Technology Internship	Work experience in power plant industry and / or related field. Five (5) hours of work weekly. Approval,	Prerequisites: Permission of Department or Division.	L+L 1.0 5.0 0.0

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		supervision and evaluation by an internship coordinator.		
PPT270AB	Power Systems Technology Internship	Work experience in power plant industry and / or related field. Ten (10) hours of work weekly. Approval, supervision and evaluation by an internship coordinator.	Prerequisites: Permission of Department or Division.	L+L 2.0 10.0 0.0
PPT270AC	Power Systems Technology Internship	Work experience in power plant industry and / or related field. Fifteen (15) hours of work weekly. Approval, supervision and evaluation by an internship coordinator.	Prerequisites: Permission of Department or Division.	L+L 3.0 15.0 0.0
PPT298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
PPT298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
PPT298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
PRM110	Legal Aspects for Property Management	Overview of property management legalities. Includes lease agreements, vendor contracts, law principles, and eviction notices. Also covers federal regulations and compliance guidelines relative to fair housing, employment law, and resident screening.	Prerequisites: None. Corequisites: PRM112, PRM114 and PRM116.	LEC 1.0 1.0 1.0
PRM112	Property Management Procedures	Procedures for property managers. Covers effective customer service and communication skills. Includes budgets, occupancy, and methods for collecting and adjusting rent rates. Also covers property maintenance, reports and records.	Prerequisites: None. Corequisites: PRM110, PRM114 and PRM116.	LEC 1.0 1.0 1.0

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PRM114	Property Risk Management	Overview of property risk management. Includes minimizing risks, property hazards, emergency plans, and Occupational Safety and Health Administration (OSHA) standards. Also covers loss prevention and control, financing the risk, and insurance liabilities.	Prerequisites: None. Corequisites: PRM110, PRM112 and PRM116.	LEC 1.0 1.0 1.0
PRM116	Property Valuation and Market Analysis	Overview of property valuation and property market analysis, as well as property marketing and advertising. Factors involved in investment decisions and advantages and disadvantages of property investment included. Also covers effects of demographics, property layout, features, and rent on apartment markets.	Prerequisites: None. Corequisites: PRM110, PRM112 and PRM114.	LEC 1.0 1.0 1.0
PRM120	Apartment Property Leasing	Apartment leasing principles, including responsibilities of a leasing professional. Includes initiating the leasing process, renting an apartment home, and moving in the new resident. Review product and market knowledge to better serve the community and legal aspects for leasing arrangements	Prerequisites: None.	LEC 2.0 2.0 2.0
PSG140	Respiratory Care Fundamentals and Physiology for Polysomnography	Introduction to the development and implementation of prescribed care plans for sleep-related breathing disorders. Administration of basic respiratory therapeutic modalities for sleep-related breathing disorders and	Prerequisites: Admission to the Polysomnographic Technology program.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0

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		non-invasive assisted breathing. Use and maintenance of all forms of positive airway pressure therapy with specific knowledge of how algorithms function when using advanced positive pressure therapies. Basic respiratory physiology as it relates to sleep-related breathing disorders.		
PSG150	Introduction to Sleep Medicine	Introduction to the fundamental concepts of polysomnography, sleep technology and sleep medicine. Emphasis on nomenclature, technical and medical roles, normal sleep, sleep disorders, and professional organizations and resources.	Prerequisites: Admission into the Polysomnographic Technology program. Corequisites: PSG150LL.	LEC 3.0 3.0 3.0
PSG150LL	Introduction to Sleep Medicine Laboratory	Introduction to the fundamental concepts of polysomnography, sleep technology and sleep medicine in the laboratory setting. Emphasis on nomenclature, technical and medical roles, normal sleep, sleep disorders, and professional organizations and resources.	Prerequisites: Admission to the Polysomnographic Technology program. Corequisites: PSG150.	LAB 1.0 3.0 3.0
PSG160	Polysomnographic Procedures	Practical application of clinical procedures germane to the performance of polysomnography. Emphasis on patient assessment and communications, pre-test preparations, patient hook-up, instrument calibration and operation, test termination, cleanup and troubleshooting.	Prerequisites: Admission into the Polysomnographic Technology program. Corequisites: PSG160LL.	LEC 2.0 2.0 2.0,
PSG160LL	Polysomnographic Procedures Laboratory	Practical application of clinical procedures germane to the	Prerequisites: Admission to the	LAB 1.0 3.0 3.0

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		performance of polysomnography. Emphasis on patient assessment and communications, pre-test preparations, patient hook-up, instrument calibration and operation, test termination, cleanup and troubleshooting.	Polysomnographic Technology program. Corequisites: PSG160.	
PSG165	Clinical Polysomnographic I	Introduction to a sleep disorders center, observation of a center conducting polysomnography, and participation in performance of associated procedures. Emphasis on patient preparation, testing protocol, instrument calibration and operation, documentation, and patient interactions	Admission into the Polysomnography Technology program.	LAB 3.0 15.0 0.0
PSG170	Sleep Therapeutics	Review of sleep therapies to include medical treatment of insomnia, hypersomnia, restless legs syndrome, periodic limb movement disorder, rapid eye movement sleep behavior disorder, parasomnias, and the use of positive airway pressure therapy and/or oxygen therapy to treat sleep-disordered breathing.	Prerequisites: Admission into the Polysomnographic Technology program. Corequisites: PSG170LL.	LEC 2.0 2.0 2.0,
PSG170LL	Sleep Therapeutics Laboratory	Perform sleep therapies to include medical treatment of insomnia, hypersomnia, restless legs syndrome, periodic limb movement disorder, rapid eye movement sleep behavior disorder, parasomnias, the use of positive airway pressure therapy and/or oxygen therapy to treat sleep-disordered breathing.	Prerequisites: Admission to the Polysomnographic Technology program. Corequisites: PSG170.	LAB 1.0 3.0 3.0

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PSG250	Record Scoring	Polysomnographic record scoring including visual, arousal, cardiac, movement, and respiratory scoring rules outlined by the American Academy of Sleep Medicine. Polysomnogram report generation and calculations, technical and digital specifications, multiple sleep latency test/maintenance of wakefulness test scoring and reporting, and archive and data storage, abnormal polysomnographic record events, and artifact recognition.	Prerequisites: Admission into the Polysomnographic Technology program. Corequisites: PSG250LL.	LEC 2.0 2.0 2.0,
PSG250LL	Record Scoring Laboratory	Polysomnographic record scoring including visual, arousal, cardiac, movement, and respiratory scoring rules outlined by the American Academy of Sleep Medicine (AASM). Polysomnogram report generation and calculations, technical and digital specifications, multiple sleep latency test/maintenance of wakefulness test scoring and reporting, and archive and data storage, abnormal polysomnographic record events, and artifact recognition.	Prerequisites: Admission to the Polysomnographic Technology program. Corequisites: PSG250.	LAB 1.0 3.0 3.0
PSG260	Special Topics in Polysomnography	Specialized techniques, equipment and procedures used in polysomnography. Emphasis on infant, pediatric and geriatric populations, disabled and emotionally/mentally challenged, Polysomnograms with legal	Admission into the Polysomnography Technology program.	LEC 2.0 2.0 2.0

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		implications, research, and less commonly performed procedures		
PSG265	Clinical Polysomnography II	Participation in clinical polysomnography testing. Emphasis on patient preparation, troubleshooting, therapeutics, proper documentation, record review, scoring and report generation	Admission into the Polysomnography Technology program.	LAB 2.0 10.0 0.0
PSG275	Clinical Polysomnography III	Clinical polysomnography testing. Emphasis on independent function and decision making, time management, record review, scoring and report preparation	Admission into the Polysomnography Technology program.	LAB 3.0 15.0 0.0
PSG282AA	Volunteerism for Polysomnographic Technology: Service Learning Experience	Service learning field experience within private/public agencies, educational institution, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 1.0
PSY101	Introduction to Psychology	Overview of the study and methods of psychological science. Includes an introduction to subfields such as biopsychology, learning, memory, development, social, and psychological disorders.	Prerequisites: None.	LEC 3.0 3.0 3.0
PSY102	Introduction to Psychology Lab	Optional laboratory designed to accompany PSY101. Application of psychological principles in areas such as learning, memory, emotion, motivation, cognition, language, development, personality, and intelligence.	Prerequisites: A grade of C or better in PSY101 or Corequisites: PSY101 or permission of Instructor.	LAB 1.0 1.0 1.0
PSY123	Psychology of Parenting	The demonstration and application of psychological principles to parenting	Prerequisites: None.	LEC 3.0 3.0 3.0

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		and the development and guidance of children and adolescents.		
PSY132	Psychology and Culture	Presents current knowledge about human diversity in behavior and culture using examples from a variety of contexts within western and global societies. Highlights topics in cross-cultural psychology, such as intergroup relations, diverse cognitive styles, ethnocentrism, gender, personality, emotion, language, communication, work and health. The role of enculturation throughout the lifespan will be explored to increase awareness of how behavioral and cognitive principles affect interactions in a multicultural world.	Prerequisites: None.	LEC 3.0 3.0 3.0
PSY143	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.	LEC 3.0 3.0 3.0
PSY156	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.	LEC 3.0 3.0 3.0

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PSY157	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.	LEC 3.0 3.0 3.0
PSY201AC	Selected Issues in Psychology	In-depth investigation of topical issues in Psychology. Promotes understanding of the psychological theory, application, and critical reasoning about the selected psychological issues and topics. Potential topics may include, but not limited to, parenting, gender, applied cognitive psychology, personality, perception, applied-experimental interventions, motivation, emotion, cultural psychology, methodology paradigms, history and systems, development, and intelligence.	Prerequisites: A grade of C or better in PSY101 or permission of Instructor.	LEC 3.0 3.0 3.0
PSY210	Educational Psychology	Scientific research and psychological principles as they apply to teaching	Prerequisites: A grade of C or better in	LEC 3.0 3.0 3.0

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		and learning. The role of psychology in educational settings, human diversity, theories of learning, intelligence, memory, creativity, assessment, and factors influencing effective instruction and learning.	PSY101 or permission of Instructor.	
PSY215	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: A grade of C or better in PSY101 or permission of Instructor.	LEC 3.0 3.0 3.0
PSY218	Health Psychology	Behavioral and mental foundations of health, wellness, illness, and disease, and psychological dimensions of medical intervention.	Prerequisites: A grade of C or better in PSY101 or permission of Instructor.	LEC 3.0 3.0 3.0
PSY225	Psychology of Religion	Provides an introduction to the history, varieties and theories of the psychology of religion from an empirical, research-based perspective. Specific areas of study include the role of gender, age, socioeconomic status, and personality on religious experience, the effects of religion and prayer on mental and physical health, the development of religious thought and behavior over the lifespan, and the social psychology of new religious movements. In addition, the role of	Prerequisites: A grade of C or better in PSY101 or Permission of Instructor.	LEC 3.0 3.0 3.0

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		cultural differences on religious attitudes both within the USA and around the world is also addressed.		
PSY230	Introduction to Statistics	An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation. Required of psychology majors.	Prerequisites: A grade of C or better in (PSY101 and eligibility for MAT14+ or higher as indicated by appropriate district mathematics placement) or permission of Instructor.	LEC 3.0 3.0 3.0
PSY231	Laboratory for Statistics	Applications of inferential and descriptive statistics to statistical software in the field of psychology.	Prerequisites: None. Corequisites: PSY230.	LAB 1.0 2.0 2.0
PSY235	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: A grade of C or better in PSY101 or permission of Instructor.	LEC 3.0 3.0 3.0
PSY240	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: A grade of C or better in PSY101 or permission of Instructor.	LEC 3.0 3.0 3.0
PSY241	Understanding and Changing Behavior	Theory and methods for observing, analyzing, and modifying behavior.	Prerequisites: A grade of C or better in PSY101 or permission of Instructor.	LEC 3.0 3.0 3.0

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PSY242	Understanding and Changing Behavior Lab	Advanced course designed to enable students to apply the principles of Applied Behavior Analysis (ABA) in a lab setting. Incorporates case studies and hands-on employment of best practices. Reviews current research in areas including, but not limited to, schedules of reinforcement, functional behavior assessment, stimulus discrimination and generalization.	Prerequisites: A grade of C or better in PSY241.	LAB 1.0 1.0 1.0
PSY243	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: A grade of C or better in PSY101.	LEC 3.0 3.0 3.0
PSY244	Internship in Psychology	Experience in working in a wide variety of settings including but not limited to schools, non-profit agencies, advocacy agencies and other governmental agencies. 80 hours of designated volunteer or paid work.	A grade of C or better required in all prerequisites. Prerequisites or Corequisites: Any two (2) 200-level PSY courses and permission of Instructor.	L+L 1.0 1.0 0.0
PSY248	Psychology of Adolescent Development	Explores the highly specialized developmental stage of adolescence. Includes biological, cognitive, psychosexual, and sociocultural	Prerequisites: A grade of C or better in PSY101 or permission of Instructor.	LEC 3.0 3.0 3.0

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		factors as well as current theories and research.		
PSY250	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: A grade of C or better in PSY101 or permission of Instructor.	LEC 3.0 3.0 3.0
PSY260	Psychology of Personality	Introduction to theories of personality with emphasis upon application of specific theories towards the understanding of individuals.	Prerequisites: A grade of C or better in PSY101 or permission of Instructor.	LEC 3.0 3.0 3.0
PSY262	Positive Psychology: The Science of Well-Being	Overview and application of psychological principles based on strengths and resilience of human beings as opposed to dysfunction and symptoms of mental disorders. Topics include happiness, relationships, resilience, optimism, well-being, and brain research explaining positive emotions.	Prerequisites: None.	LEC 3.0 3.0 3.0
PSY266	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: A grade of C or better in PSY101 or permission of Instructor.	LEC 3.0 3.0 3.0

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PSY267	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: A grade of C or better in PSY101.	LEC 3.0 3.0 3.0
PSY270	Personal and Social Adjustment	Surveys the basic mental health principles as they relate to coping with stress, interpersonal relationships, sex, marriage, and working. Emphasis on learning to become a more competent and effective person.	Prerequisites: A grade of C or better in PSY101 or permission of Instructor.	LEC 3.0 3.0 3.0
PSY275	Biopsychology	Biological foundations of sensation, perception, motivation, emotion, cognition and psychopathology. Designed for students in the life sciences.	Prerequisites: A grade of C or better in PSY101 or permission of Instructor.	L+L 4.0 5.0 5.0
PSY277	Psychology of Human Sexuality	Survey of psychological and physiological aspects of human sexual behavior. Emphasis placed on the integration of the cognitive, emotional, and behavioral factors in sexual functioning.	Prerequisites: A grade of C or better in PSY101.	LEC 3 3 3
PSY280	Industrial/Organizational Psychology	The application of psychological principles to business and industry practices including organizational structure, leadership, personnel,	Prerequisites: A grade of C or better in PSY101 with a grade of C or better, or	LEC 3 3 3

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		employee stress and conflict, workplace conditions and job performance.	permission of Instructor.	
PSY282AA	Volunteerism Service Learning Experience in Psychology	Service learning field experience within private/public agencies, and citizen volunteer groups.	Prerequisites: A grade of C or better in PSY101 and permission of Instructor.	LAB 1.0 1.0 0.0
PSY282AB	Volunteerism Service Learning Experience in Psychology	Service learning field experience within private/public agencies, and citizen volunteer groups.	Prerequisites: A grade of C or better in PSY101 and permission of Instructor.	LAB 2.0 2.0 0.0
PSY282AC	Volunteerism Service Learning Experience in Psychology	Service learning field experience within private/public agencies, and citizen volunteer groups.	Prerequisites: A grade of C or better in PSY101 and permission of Instructor.	LAB 3.0 3.0 0.0
PSY290AB	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: A grade of C or better in ENG101 or ENG107. Prerequisites or Corequisites: PSY230 or permission of instructor.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0
PSY290AC	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: A grade of C or better in ENG101 or ENG107 or Corequisites: PSY230 or permission of instructor.	LEC 3.0 3.0 3.0 LAB 1.0 2.0 2.0
PSY292	Psychology of Altered States of Consciousness	Examines phenomena and history of altered states of consciousness.	Prerequisites: A grade of C or better in	LEC 3.0 3.0 3.0

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		Surveys scientific principles, methods and applications in altered states research. Reviews current psychological research in topics related to sensory deprivation, daydreaming, meditation, hypnosis, sleep and dreams, and the effects of drugs.	PSY101 or permission of Instructor.	
PSY294AA	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: A grade of C or better in PSY243 or Corequisites: PSY243.	LEC 2.0 2.0 2.0
PSY295AA	Independent Research in Psychology	Original scientific investigation of psychology-related phenomenon.	Prerequisites: A grade of C or better in PSY290++ or Corequisites: PSY290++ or permission of Instructor.	LAB 1.0 1.0 0.0
PSY296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify	LAB 1.0 5.0 0.0

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			or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
PSY296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
PSY296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to	LAB 3.0 15.0 0.0

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			students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
PSY296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
PSY298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		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. COMMON COMPETENCY COURSE		
PSY298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
PSY298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
PTA101	Survey of Physical Therapy	History of Physical Therapy. Purpose, benefits, and goals of the Arizona and American Physical Therapy Associations (APTA). Roles and responsibilities of physical therapists (PT) and physical therapist assistants (PTA). Patient care, legal issues, principles of physical therapy treatment, education requirements, and functions of the American Physical Therapy Association. Clinical practice settings used in the provision of physical therapy services. Common medical conditions and injuries treated by PT's and PTA's. Emerging opportunities in the practice of physical therapy.	Prerequisites: Admission to the Physical Therapist Assisting program or permission of the Program Director.	LEC 1.5 1.5 1.5
PTA102	Structured Physical Therapist Assisting Review	Structured physical therapist assisting tutorial assistance and physical therapist assisting study skills related to physical therapist assisting courses. Physical therapist assisting process and critical thinking application skills emphasized.	Prerequisites: None. Corequisites: Enrollment in the Physical Therapist Assisting program or permission of Department Chair.	LEC 1.0 1.0 1.0
PTA103	Kinesiology	Physical principles of human motion. Emphasis on structure, movement, and stability of specific joints. Normal and abnormal human locomotion. Stabilizing and motion producing forces upon extremities and the spine	Prerequisites: Admission to the Physical Therapist Assisting program or permission of the Program Director.	LEC 3.0 3.0 3.0

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		including muscles, ligaments, and cartilage. Discussion of common joint deformities. Kinesiological analysis of functional movement of the human body.		
PTA104	Musculo-Skeletal Assessment Techniques	Theory and principles of goniometry and manual muscle testing. Measure range of motion of joints and strength of muscles of the head, face, neck, trunk and extremities. Normal range of motion of the spine and extremities. Assess posture and common postural deviations. Palpate and identify pertinent bony and soft tissue structures. Document results of goniometric measurement, muscle testing, palpation and posture assessment. Perform data collection in a time efficient manner following the plan of care established by the supervising physical therapist. Communicate effectively with patients and the supervising physical therapist.	Prerequisites: Admission to the Physical Therapist Assisting program or permission of the Program Director.	LAB 1.5 4.5 4.5
PTA152	Musculoskeletal Kinesiology and Assessment Techniques in Sonographic Imaging	Joint movements and planes of motion. Normal anatomy of the extremities. Tissue physiology. Pathological structures and their relationships. External palpation and relation to imaging.	Prerequisites: Admission to Diagnostic Medical Sonography program or permission of the Program Director.	L+L 4.0 6.0 6.0
PTA200	Patient Mobility Techniques	Theory, principles and practice of proper body mechanics. Principles and techniques of gait training, bed mobility and transfers, wheelchair	Prerequisites: A grade of C or better in (PTA101, PTA103, and PTA104) or permission	LEC 4.0 2.0 2.0 LAB 0.0 6.0 6.0

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		<p>mobility. Theory, principles, and techniques of therapeutic exercise. Patient instruction, data collection, assistive devices and equipment used by the physical therapist assistants and their patients. Safety and first aid in physical therapy practice settings including contraindications for therapeutic interventions. Document physical therapy interventions. Perform physical therapy interventions in a time efficient manner following the plan of care established by the supervising physical therapist. Communicate effectively with patients and the supervising physical therapist.</p>	<p>of the Program Director.</p>	
PTA202	Therapeutic Modalities	<p>Stages of inflammation responses and tissue repair. Theories on pain. Guidelines for patient positioning and safety. Physiological effects of therapeutic modalities. Principles and application of thermal agents. Apply superficial and deep thermal agents, cryotherapy, ultrasound, electromagnetic radiation, massage, hydrotherapy, light, intermittent venous compression therapies, and traction. Indications and contraindications for treatment methods. Concepts in research in physical therapy. Document physical therapy interventions. Perform physical therapy interventions</p>	<p>Prerequisites: A grade of C or better in (PTA101, PTA103, and PTA104) or permission of the Program Director.</p>	<p>LEC 5.0 3.0 3.0 LAB 0.0 6.0 6.0</p>

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		including relevant data collection in a time efficient manner following the plan of care established by the supervising physical therapist. Communicate effectively with patients and the supervising physical therapist.		
PTA203	Clinical Pathology	Terminology and definitions used in discussion of human pathology. Disease processes frequently encountered in physical therapy practice. Functional anatomy, select medical tests for diagnoses, and medication and effects in providing physical therapy. Principles of disease prevention.	Prerequisites: Admission to the Physical Therapist Assisting program or permission of the Program Director.	LEC 3.0 3.0 3.0
PTA205	Communication in Physical Therapy	Communication skills in the Physical Therapy setting. Self-image in communication. Active listening, responding to problems, body language, patient interview skills. Communicating with chronically ill and dying patients and their families. Communicating with persons with disabilities. Cultural differences in communication and views of Health Care.	Admission to the Physical Therapist Assisting program or permission of Department or Division.	LEC 1.5 1.5 1.5
PTA206	Clinical Practicum I	Clinical experience with advanced beginner or higher level of performance for physical therapist assisting students. Application of physical therapy skills and techniques in specific clinical settings including	Prerequisites: A grade of C or better in (PTA200, PTA202, PTA203, and PTA205), or permission of the Program Director. Corequisites: PTA207.	LAB 3.0 15.0 0.0

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		outpatient, hospital, rehabilitation and skilled nursing care.		
PTA207	Clinical Practicum Seminar I	Integration of non-clinical aspects of clinical practicums with clinical performance in Clinical Practicum I. Emphasis on clinical journaling, in-service and case presentations, and documentation of patient care interventions.	Prerequisites: Admission to the Physical Therapist Assisting program or permission of the Program Director. Corequisites: PTA206.	LEC 1.0 1.0 1.0
PTA208	Rehabilitation of Special Populations	Rehabilitation strategies for brain injured patients. Neurodevelopmental treatment emphasized. Theories and alternative physical therapy treatment for neurologically impaired patients. Clinical applications and treatment of patients. Proprioceptive neuromuscular facilitation (PNF), cardiopulmonary rehabilitation, spinal cord injury and amputee management, and prosthetics/orthotics. Motor development and changes across the lifespan including developmental motor milestones and normal reflexes and reactions. Emphasis on proficiency in hands-on techniques.	Prerequisites: A grade of C or better in (PTA200, PTA202, PTA203, and PTA205), or permission of the Program Director.	LEC 5.0 3.0 3.0 LAB 0.0 6.0 6.0
PTA210	Orthopedic Physical Therapy	Response of human bone and soft-tissue to injury. Orthopedic and medical management and physical therapy interventions for common injuries of the extremities and spine. Common orthopedic surgeries. Joint mobilization techniques. Body mechanics and therapeutic exercise	Prerequisites: A grade of C or better in (PTA206 and PTA207) or permission of the Program Director.	LEC 4.0 3.0 3.0 LAB 0.0 3.0 3.0

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		<p>programs. Documentation procedures. Perform physical therapy interventions including relevant data collection in a time efficient manner following the plan of care established by the supervising physical therapist. Communicate effectively with patients and the supervising physical therapist.</p>		
PTA214	Electromodalities	<p>Electrical currents for physical therapy. Types of human muscular contractions. Safety stressed. Application of electrical currents for physical therapy. Uses and implications of electrical nerve tests. Biophysical effects of transcutaneous electrical nerve stimulation. Use of low volt, high volt, and interferential electrical stimulation devices. Neuromuscular electrical stimulation (NMES). Use of biofeedback in physical therapy. Perform physical therapy interventions using including relevant data collection in a time efficient manner following the plan of care established by the supervising physical therapist. Communicate effectively with patients and the supervising physical therapist.</p>	<p>Prerequisites: A grade of C or better (PTA206 and PTA207) or permission of the Program Director.</p>	<p>LEC 2.5 1.5 1.5 LAB 0.0 3.0 3.0</p>
PTA215	Wound Care for the Physical Therapist Assistant	<p>Introduction to current concepts in wound care management techniques for the physical therapist assistant including skin anatomy and physiology, principles of healing,</p>	<p>Admission to the Physical Therapist Assisting program or permission of Department or Division.</p>	<p>LEC 1.0 1.0 1.0</p>

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		types of wounds, and therapeutic interventions.		
PTA217	Clinical Neurology	Anatomy and function of the brain, spinal cord and peripheral nervous system. Review of motor and sensory innervation and spinal tracts. Specific diseases of the central and peripheral nervous systems related to the physical therapy plan of care. Emphasis on clinical signs and symptoms of neurological disorders.	Prerequisites: A grade of C or better in (PTA101, PTA103, PTA104, PTA200, PTA203, and PTA206) or permission of the Program Director.	LEC 2.0 2.0 2.0
PTA230	Physical Therapy Seminar	Current practices and issues in physical therapy. Clinical problem solving, ethics, legal aspects, reimbursement, management, research. Resume preparation and job interviewing skills. Stress management techniques. Total quality management principles. Employment issues. Prevention of fraud and abuse. Career and professional development. Job descriptions, performance assessments, and wage and salary administration.	Prerequisites: Admission to the Physical Therapist Assisting program or permission of the Program Director.	LEC 2.0 2.0 2.0
PTA240	Peripheral Joint Mobilization Techniques for the Physical Therapist Assistant	Peripheral joint mobilization techniques for the upper and lower extremity joints. Concepts, indications, and contraindications. Documentation. Statutes and policies regarding joint mobilizations.	Certification or licensure as a Physical Therapist Assistant and six months clinical practice.	L+L 1.0 1.0 1.0
PTA280	Clinical Practicum II	Clinical experience requiring an intermediate or higher level of clinical performance by the physical therapist	Prerequisites: A grade of C or better in (PTA208, PTA210,	LAB 3.0 15.0 0.0

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		assisting students. Application of physical therapy skills and techniques in various clinical settings including outpatient, hospital, rehabilitation and skilled nursing.	PTA214, and PTA217), or permission of Program Director. Corequisites: PTA281.	
PTA281	Clinical Practicum Seminar II	Integration of non-clinical aspects of clinical practicums with clinical performance in Clinical Practicum II. Emphasis on clinical journaling, in-service and case presentations, and documentation of patient care interventions.	Prerequisites: Admission to the Physical Therapist Assisting program, or permission of Department or Division. Corequisites: PTA280.	LEC 1.0 1.0 1.0
PTA290	Clinical Practicum III	Clinical experience with entry-level performance for physical therapist assisting students. Application of physical therapy skills and techniques in specific clinical settings including outpatient, hospital, rehabilitation and skilled nursing.	Prerequisites: A grade of C or better in: PTA208, PTA210, PTA214, and PTA217 or permission of Department or Division. Corequisites: PTA292.	LAB 3.0 15.0 0.0
PTA292	Clinical Practicum Seminar III	Integration of non-clinical aspects of clinical practicums with clinical performance in Clinical Practicum III. Emphasis on clinical journaling, in-service and case presentations, and documentation of patient care interventions.	Prerequisites: Admission to the Physical Therapist Assisting program or permission of the Department or Division. Corequisites: PTA290.	LEC 1.0 1.0 1.0
PTA295	Physical Therapist Assistant Examination Review	Preparation for the physical therapist assistant examination administered by the Federation of State Boards of Physical Therapy. Topics include physical therapy management of patients with musculoskeletal, neurological, integumentary and	Prerequisites: Admission to the Physical Therapist Assisting program or permission of the Program Director.	LEC 2.0 2.0 2.0

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		cardiopulmonary system diseases and complications. Therapeutic modalities, therapeutic exercise, functional mobility activities, and data collection techniques. Documentation and ethical/legal considerations in practice of physical therapy.		
QCT296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
QCT296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students	LAB 2.0 10.0 0.0

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			present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
QCT296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
QCT296WD	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a	LAB 4.0 20.0 0.0

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		students. COMMON COMPETENCY COURSE	position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
QCT298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
QCT298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
QCT298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
RAD100	Introduction to Radiologic Science and Health Care	Provides an overview of the foundations of radiography and the practitioner's role in health care delivery. Principles, practices and policies of health care organizations will be examined and discussed in addition to the professional responsibilities of the radiographer.	Prerequisites: Admission to the Medical Radiography Program.	LEC 3.0 3.0 3.0
RAD101	Ethics and Law in the Radiologic Sciences	Foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts and principles will be presented.	Prerequisites: Admission to the Medical Radiography Program.	LEC 1.0 1.0 1.0
RAD102	Structured Diagnostic Medical Imaging Skills Enhancement I	Structured medical imaging cognitive and non-cognitive learning, study	Prerequisites: Admission to the	LEC 1.0 1.0 1.0

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		skills, and strategies to help students achieve success in their respective imaging courses. Medical imaging learning process and critical thinking application skills are emphasized.	Medical Radiography Program.	
RAD103	Radiation Protection in Radiologic Technology	Content presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated.	Prerequisites: Admission to the Medical Radiography Program.	LEC 2.0 2.0 2.0
RAD104	Imaging Equipment	Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. Content also provides a basic knowledge of quality control.	Prerequisites: Admission to the Medical Radiography Program.	LEC 2.0 2.0 2.0
RAD105	Radiation Production and Principles of Exposure	Content establishes a basic knowledge of atomic structure and terminology and a base in technical factors that govern the image production process. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter.	Prerequisites: Admission to the Medical Radiography Program.	LEC 2.5 2.0 2.0 LAB 0.0 1.5 1.5
RAD106	Patient Care in Radiologic Sciences I	Content provides the foundational concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are	Prerequisites: Admission to the Medical Radiography Program.	LEC 2.5 2.0 2.0 LAB 0.0 1.5 1.5

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		described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.		
RAD107	Radiographic Procedures I	Content provides the knowledge base necessary to perform standard imaging procedures. Focus is on upper extremities, lower extremities, shoulder, and thorax. Consideration is given to the evaluation of optimal diagnostic images.	Prerequisites: Admission to the Medical Radiography Program.	LEC 3.0 3.0 3.0 LAB 0.0 3.0 3.0
RAD109	Radiography Practicum I	Clinical practice experience to develop and apply concepts and theories in the performance of radiologic procedures. Concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined and evaluated. Focus is on patient care and assessment and competent performance of radiologic imaging. Imaging procedures are performed under the appropriate supervision of a qualified radiographer.	Prerequisites: Admission to the Medical Radiography Program.	LAB 3.5 19.0 0.0
RAD112	Structured Diagnostic Medical Imaging Skills Enhancement II	Focus is on the application of structured medical imaging cognitive and non-cognitive learning, study skills, and strategies to help students achieve success in their respective imaging courses and their first clinical experience. Medical imaging learning process and critical thinking application skills introduced in the	Prerequisites: Admission to the Medical Radiography Program.	LEC 1.0 1.0 1.0

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		Structured Diagnostic Medical Imaging Skills Enhancement I course are reinforced; and advanced concepts are introduced.		
RAD114	Digital Image Acquisition and Display I	Imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed.	Prerequisites: Admission to the Medical Radiography Program.	LEC 2.0 2.0 2.0
RAD116	Patient Care in Radiologic Sciences II	Content provides advanced concepts of optimal patient care, including consideration for assessment of vital signs. Trauma and emergency patient care procedures are described, as well as surgical asepsis concepts. The role of the radiographer in surgical settings is also discussed.	Prerequisites: Admission to the Medical Radiography Program.	LEC 2.5 2.0 2.0 LAB 0.0 1.5 1.5
RAD117	Radiographic Procedures II	Content provides the knowledge base necessary to perform standard imaging procedures. Focus is on abdomen, pelvic girdle, vertebral column, and cranium. Contrast studies specific to the gastrointestinal system are also addressed. Consideration is given to the evaluation of optimal diagnostic images.	Prerequisites: Admission to the Medical Radiography Program.	LEC 3.0 3.0 3.0 LAB 0.0 3.0 3.0
RAD119	Radiography Practicum II	Clinical practice experience to develop, apply, reinforce, and integrate concepts and theories in the performance of radiologic procedures. Concepts of team practice, patient-centered clinical practice, and	Prerequisites: Admission to the Medical Radiography Program.	LAB 6.0 36.0 0.0

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		professional development are practiced, examined, and evaluated. Focus is on patient care and assessment and competent performance of radiologic imaging. Imaging procedures are performed under the appropriate supervision of a qualified radiographer.		
RAD203	Radiation Biology	Provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.	Prerequisites: Admission to the Medical Radiography Program.	LEC 2.0 2.0 2.0
RAD206	Pharmacology and Venipuncture	Content provides basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medications. The appropriate delivery of patient care during these procedures is emphasized.	Prerequisites: Admission to the Medical Radiography Program.	LEC 1.0 1.0 1.0 LAB 0.0 1.0 1.0
RAD207	Radiographic Procedures III	Content provides the knowledge base necessary to perform advanced imaging procedures. Focus is on special studies, trauma, and surgical procedures. Contrast studies specific to the urinary system are also addressed. Consideration is given to the evaluation of optimal diagnostic images.	Prerequisites: Admission to the Medical Radiography Program.	LEC 3.0 3.0 3.0 LAB 0.0 1.5 1.5

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RAD208	Image Analysis I	Provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, the use of problem-solving techniques for image evaluation, and the factors that can affect image quality. Focus on the analysis of images for the upper extremity, shoulder, lower extremity, bony thorax, upper airway, and chest.	Prerequisites: Admission to the Medical Radiography Program.	LEC 1.0 1.0 1.0
RAD209	Radiography Practicum III	Continued clinical practice experience to further develop, apply, reinforce, and integrate concepts and theories in the performance of radiologic procedures. Concepts of team practice, patient-centered clinical practice, and professional development are practiced, examined, and evaluated. Focus remains on patient care and assessment and competent performance of radiologic imaging. New experiences in special procedural environments. Imaging procedures are performed under the appropriate supervision of a qualified radiographer.	Prerequisites: Admission to the Medical Radiography Program.	LAB 5.0 29.0 0.0
RAD212	Structured Diagnostic Medical Imaging Skills Enhancement III	Use of skills and resources for preparing for the American Registry of Radiologic Technologists (ARRT) exam. Utilization of career and educational planning resources is emphasized.	Prerequisites: Admission to the Medical Radiography Program.	LEC 1.0 1.0 1.0

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RAD214	Digital Image Acquisition and Display II	Imparts an understanding of the image acquisition errors related to components, principles and operation of digital imaging systems found in diagnostic radiology. Principles of digital system quality assurance and maintenance are presented. The concept of "as low as reasonably achievable" (ALARA) as it relates to digital imaging systems is also covered.	Prerequisites: Admission to the Medical Radiography Program.	LEC 2.0 2.0 2.0 LAB 0.0 1.5 1.5
RAD217	Radiographic Pathology and Additional Modalities	Introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease. Additional modalities are also discussed.	Prerequisites: Admission to the Medical Radiography Program.	LEC 2.0 2.0 2.0
RAD218	Image Analysis II	Provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, the use of problem-solving techniques for image evaluation, and the factors that can affect image quality. Focus on analysis of images for the abdomen, pelvic girdle, vertebral column, cranium, and special studies.	Prerequisites: Admission to the Medical Radiography Program.	LEC 1.0 1.0 1.0
RAD219	Radiography Practicum IV	Continued clinical practice experience to further develop, apply, reinforce, and integrate concepts and theories in the performance of radiologic procedures. Concepts of team practice, patient-centered clinical practice, and professional development are	Prerequisites: Admission to the Medical Radiography Program.	LAB 5.0 29.0 0.0

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		practiced, examined, and evaluated. Focus remains on patient care and assessment and competent performance of radiologic imaging. Continued experiences in special procedural environments. Imaging procedures are performed under the appropriate supervision of a qualified radiographer.		
RBT296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
RBT296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to	LAB 2.0 10.0 0.0

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			students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
RBT296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
RBT296WD	Cooperative Education	Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome	Completion of at least twelve (12) college credits minimum 2.6	LAB 4.0 20.0 0.0

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		related to the career objectives of the students. COMMON COMPETENCY COURSE	grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
RBT298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
RBT298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
RBT298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
RDG008	Phonics	Designed for students who are learning English as a second language. Includes the study of the speech sounds used in English as represented by the written symbols of the alphabet; recognition of spelling patterns and resulting pronunciation; and diacritical markings	Reading placement score (CELSA).	LEC 3.0 3.0 3.0
RDG013	Spelling Development for ESL Speakers (Non-native Speakers)	Study of basic English spelling principles with emphasis on common spelling errors due to mispronunciation. Examination of	Prerequisites: A grade of C or better in RDG010 with grade of C or better or	LEC 3.0 3.0 3.0

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		homonyms, homophones, homographs, and contractions. Creating personalized mnemonic techniques to spell problem words	permission of Instructor.	
RDG016	Reading English as a Second Language I	Designed for students who are learning English as a second language. Skills needed to become proficient readers in English. Sound symbol relationships of the English alphabet. Essential vocabulary for daily communication both in isolation and context. Development of reading comprehension skills.	Appropriate ESL placement test score.	LEC 3.0 3.0 3.0
RDG026	Reading English as a Second Language II	Designed for students who are learning English as a second language. Continued development of vocabulary and reading comprehension skills.	Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL/RDG016, or permission of Instructor.	LEC 3.0 3.0 3.0
RDG031	Advanced Vocabulary for ESL Speakers (Non-native Speakers)	Designed to expand and improve reading vocabulary skills. Emphasis on understanding advanced vocabulary in both context and isolation through practice and review. Vocabulary building strategies which will aid in on-going study of words. Emphasis on both learning and using more advanced vocabulary effectively.	Prerequisites: A grade of C or better in RDG020 or permission of Instructor.	LEC 3.0 3.0 3.0
RDG036	Reading English as a Second Language III	Designed for students who are learning English as a second language. Instruction for more advanced	Prerequisites: Appropriate ESL placement test score, or grade of C or better in	LEC 3.0 3.0 3.0

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		vocabulary and reading comprehension skills.	ESL/RDG026, or permission of Instructor.	
RDG046	Reading English as a Second Language IV	Developed for students of English as a second language. Development of advanced vocabulary, comprehension skills, and culture awareness.	Prerequisites: Appropriate ESL placement test score, or grade of C or better in ESL/RDG036, or permission of Instructor.	LEC 3.0 3.0 3.0
RDG071	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 a grade of C or better in ESL/RDG046 or permission of Instructor.	LEC 3.0 3.0 3.0
RDG079	Vocabulary Improvement	Systematic methods of increasing vocabulary by emphasizing the most important affixes, Latin, and Greek roots. Content analysis techniques. Common foreign words and phrases used in English. Specialized vocabularies of areas of study and interest. Interpretation of information in dictionary entries. Examination of words frequently confused and misused. College preparatory level	Prerequisites: None.	LEC 2.0 2.0 2.0

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RDG081	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 a grade of C or better in RDG071 or permission of Instructor.	LEC 3.0 3.0 3.0
RDG081AC	Reading Fundamentals Applications	Continues students' expansion of vocabulary through the use of additional vocabulary improvement. Expands identification of main ideas and related details to longer reading selections. Reviews the following or written directions and the understanding of graphic materials.	Prerequisites: Placement test scores or permission of Instructor.	LEC 1.0 1.0 1.0
RDG085	Adult Reading Skills for the Workplace	Small cooperative group settings used to discuss readings to enhance comprehension, oral communication, and problem solving skills. Emphasis on reading and thinking skills as applied to overall job performance. Using context clues, constructing graphs, following written directions, using diagrams and flow charts, locating main ideas, recognizing cause and effect, and identifying logical order in written text	Appropriate score on placement test.	LEC 1.0 1.0 1.0
RDG086	Problem Solving and Reading in the Workplace	Small cooperative group setting used to discuss readings to enhance comprehension, oral communication, and problem solving skills. Emphasis on evaluative reading and thinking	Prerequisites: Appropriate score on placement test or a grade of C or better in RDG085.	LEC 1.0 1.0 1.0

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		skills as applied to overall job performance. Previewing; determining main points and purpose of general and work-related materials; interpreting charts and graphs.		
RDG095	Intensive Foundations for College Reading	Accelerated format to improve basic reading skills, study skills, and information literacy skills including vocabulary development, main idea identification, patterns of organization recognition, and comprehension improvement.	Prerequisites: Appropriate reading placement test score or a grade of B or better in RDG071 or permission of Instructor.	LEC 6.0 6.0 6.0
RDG100	Successful College Reading	Emphasis on reading study strategies for any introductory class in any subject area. Introduction to Learning Management System (LMS), how to successfully read course textbooks and assessments, how to navigate information technology and development of academic vocabulary.	Prerequisites: A grade of C or better in ALT100 or RDG081 or appropriate reading placement or permission of Instructor. Corequisites: Any 100-level course in another content area or permission of Instructor.	LEC 3.0 3.0 3.0
RDG100AA	Successful College Reading - Organizing for Success	Includes goal setting, time management, college orientation, reading content materials. Emphasis on organizational skills and strategies for any introductory class in any subject area. Introduction to Learning Management System (LMS), how to organize and manage college reading assignments, and how to navigate	Prerequisites: A grade of C or better in RDG081 or appropriate reading placement score or permission of Instructor. Corequisites: Any 100-level course in another content area or permission of Instructor.	LEC 1.0 1.0 1.0

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		information literacy using campus resources.		
RDG100AB	Successful College Reading - Notetaking and Studying for Success	Emphasis on reading study and notetaking techniques applicable to any introductory class in any subject area. Includes effective use of textbooks, notetaking, and development of academic vocabulary.	Prerequisites: A grade of C or better in RDG081 or appropriate reading placement score or permission of Instructor. Corequisites: Any 100-level course in another content area or permission of Instructor.	LEC 1.0 1.0 1.0
RDG100AC	Successful College Reading - Taking College Exams with Success	Emphasis on successful lecture notetaking and synthesis of information, studying skills and strategies, types of exams, and exam taking strategies for success in any college introductory class.	Prerequisites: A grade of C or better in RDG081 or appropriate reading placement score or permission of Instructor. Corequisites: Any 100-level course in another content area or permission of Instructor.	LEC 1.0 1.0 1.0
RDG100LL	Disciplinary Literacy Lab	Supplemental instruction for college-level discipline courses. Focus on developing effective reading processes to address a range of literacy needs including reading, writing, digital, numerical, financial and informational literacies.	Prerequisites: None. Corequisites: Any 100-level course in another content area or permission of Instructor.	LAB 1.0 3.0 3.0
RDG111	Successful College Reading for Cultural or Social Sciences	Emphasis on reading study strategies for an introductory class in the Cultural and Social Sciences. Introduction to Learning Management	Prerequisites: A grade of C or better in ALT100 or RDG081 or appropriate reading	LEC 3.0 3.0 3.0

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		System (LMS), how to successfully read course textbook and assessments and development of academic vocabulary.	placement score or permission of Instructor. Corequisites: Any 100-level course in Cultural Science or Social Science area or permission of Instructor.	
RDG112	Successful College Reading for Life Sciences, Mathematics, Physical Sciences or Technology	Emphasis on reading study strategies for an introductory class in the Life Science, Mathematics, Physical Sciences, or Technology. Introduction to Learning Management System (LMS), how to successfully read course textbook and assessments and development of academic vocabulary.	Prerequisites: A grade of C or better in ALT100 or RDG081 or appropriate reading placement or permission of Instructor. Corequisites: Any 100-level class in the Life Sciences or Mathematics or Physical Sciences or Technology or permission of Instructor.	LEC 3.0 3.0 3.0
RDG113	Successful College Reading for Communication, Humanities or Behavioral Science	Emphasis on reading study strategies for an introductory class in the Communication, Humanities, or Behavioral Science. Introduction to Learning Management System (LMS), how to successfully read course textbook and assessments and development of academic vocabulary.	Prerequisites: A grade of C or better in ALT100 or RDG081 or appropriate reading placement or permission of Instructor. Corequisites: Any 100-level course in Communication or Humanities or Behavioral Sciences or	LEC 3.0 3.0 3.0

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			permission of Instructor.	
RDG282AA	Service-Learning Experience in Reading	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
RDG282AB	Service-Learning Experience in Reading	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
RDG282AC	Service-Learning Experience in Reading	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
RDG296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
RDG296WB	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and	LAB 2.0 10.0 0.0

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		students. COMMON COMPETENCY COURSE	be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
RDG296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0

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RDG296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
RDG298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
RDG298AB	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
RDG298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
REA150	Supervisory Appraiser/Appraiser Trainee	Examine the national minimum requirements, responsibilities, and expectations for Trainee Appraisers and Supervisory Appraisers that are included in the Appraiser Qualifications Board (AQB) Criteria.	Prerequisites: None.	LEC 1.0 1.0 1.0
REA179	Real Estate Principles I	Basics of real estate principles including introduction to the profession and license law, definition	Prerequisites: None.	LEC 3.0 3.0 3.0

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		of real property, legal descriptions, rights and interests in property, ownership, contracts, title transfer and escrow procedures. Also covers an introduction to water rights and environmental hazards as well as procedures for various real estate calculations.		
REA180	Real Estate Principles II	Advanced work in real estate including governmental restrictions and limitations, property management, insurance and warranties, appraisal procedures, financing and loan security instruments. Also covers Deed of Trust foreclosure options and consumer protection provisions.	Prerequisites: None.	LEC 3.0 3.0 3.0
REA201	Real Estate Principles I and II	Comprehensive survey of real estate principles to include careers in real estate, nature and description of real estate, rights and interests in land, forms of real property ownership, forms of business organization, methods of title transfer, title search and insurance, contract law, real estate sales contracts, mortgage and notes payable, deeds of trust, lending practices, loans and consumer rights, sources of financing real estate loans, types of financing instruments, real property taxes and assessments, title closing, escrow and settlement procedures, property management and real estate leases, real estate appraisal,	Prerequisites: None.	LEC 6.0 6.0 6.0

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		state licensing laws and professional affiliations, real estate brokerage, real estate agency, fair housing and equal credit laws, types of residential real estate, real property insurance, land use control, economics of real estate, and investment considerations.		
REA270	Basic Appraisal Principles	Overview of real property concepts and characteristics, legal considerations, value influences, real estate finance, types of value, economic principles, real estate markets and analysis, and ethics in appraisal practice	Prerequisites: None.	LEC 2.0 2.0 2.0
REA271	Basic Appraisal Procedures	Overview of real estate appraisal approaches to valuation procedures, value, property description, residential applications, commercial applications, improvement construction, home inspection, and appraisal math. Practical application of appraisal procedures including case studies, and examples	Prerequisites: A grade of C or better in REA270 or permission of Instructor.	LEC 2.0 2.0 2.0
REA272	Uniform Standards of Professional Appraisal Practice (USPAP)	Basic rules for ethical behavior and competent performance. USPAP requirements for state certified appraisers. Highlights role of the appraiser and implied impartiality of this role. Requirements of the Uniform Standards of Professional Appraisal Practice (USPAP) affect appraisal businesses.	Prerequisites: None.	LEC 1.0 2.0 1.7

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REA273	Residential Market Analysis Highest and Best Use	Recognize and evaluate market conditions affecting the buyers' and sellers' activities in understanding and reporting values. Gather and evaluate market data. Markets, sub-markets, market segmentation, supply side analysis, demand analysis and the importance of market examination to the appraisal process	Prerequisites: None.	LEC 1.0 1.0 1.0
REA274	Residential Appraiser Site Valuation and Cost Approach	Learn theories and methodologies for arriving at residential site values and applying the Cost Approach for new and reproduction factors. The advantages and disadvantages of using the cost methods for estimating accrued depreciation. Reading of residential building plans and specifications	Prerequisites: None.	LEC 1.0 1.0 1.0
REA275	Residential Sales Comparison and Income Approaches	Basic understanding and knowledge of the residential sales comparison and income approaches to appraisal including valuation principles and procedures applicable to these approaches. Development of market analysis, including the application and use of matched pairs and capitalization rates, and gross rent multipliers. Includes organizing market data and reconciling value indications.	Prerequisites: None.	LEC 2.0 2.0 2.0
REA276AA	Residential Report Writing and Case Studies I	Exposes appraiser to realistic writing skills essential to producing realistic appraisal reports in their practice. Includes study of writing techniques,	Prerequisites: None.	LEC 1.0 1.0 1.0

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		grammar, punctuation, and analytical techniques. Actual report writing and case studies are applied		
REA281	Principles of Real Estate Law	Incidents of ownership and use of real estate, legal principles, procedures, and methods of acquisition and disposition of real estate	Prerequisites: A grade of C or better in REA179 or permission of Department or Division.	LEC 3.0 3.0 3.0
REA282	Real Estate Finance	Study of lending institutions, including banks, savings and loans, conventional loans, Federal Housing Administration (FHA), Veterans Administration (VA) for residential, commercial and industrial property	Prerequisites: A grade of C or better in REA179 or permission of Instructor.	LEC 3.0 3.0 3.0
REA283	Property Management	Emphasizes realty laws, survey of rentals, housing needs, and rents in Phoenix metropolitan area	Prerequisites: A grade of C or better in REA179 or permission of Instructor.	LEC 3.0 3.0 3.0
REA290AH	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.	LEC 0.5 0.5 0.5
REC120	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.	LEC 3.0 3.0 3.0

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REC132	Landscape Management	Identification of plants commonly used in Arizona landscaping. Includes trees, shrubs, vines, flowers, and ground covers. Techniques for planting, watering, and fertilizing recreational grounds. Pest control planning	Prerequisites: None.	L+L 2.0 3.0 3.0
REC150AA	Outdoor Adventure Skills Field Experience	Practical application of camping and outdoor skills including camping, equipment selection and use, cooking, fire building, camp programs, backpacking, and safety.	Prerequisites: None.	LAB 1.0 2.0 2.0
REC150AB	Outdoor Adventure Skills	Camping and outdoor skills including types of camping, equipment selection and use, cooking and fire building, camp programs, backpacking, and safety	Prerequisites: None.	LEC 3.0 3.0 3.0
REC155AA	Canyoneering	Basic canyoneering skills. Includes hydrology, navigation, safety systems, climbing and hiking skills, wading/swimming techniques and flood/weather identification	Prerequisites: None.	L+L 1.0 2.0 2.0
REC155AB	Caving	Basic caving skills. Includes cave ecology, navigation, safety systems, lighting systems and equipment selection	Prerequisites: None.	L+L 1.0 2.0 2.0
REC155AC	Outdoor Rock Climbing	Basic outdoor rock climbing skills. Includes belaying, climbing techniques, rope systems and anchor systems	Prerequisites: None.	L+L 1.0 2.0 2.0
REC155AD	Rowing	Basic rowing skills for a four or eight person shell. Includes physical conditioning, rowing etiquette and	Prerequisites: None.	L+L 1.0 2.0 2.0

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		safety, boat handling, proper rowing techniques, and teamwork		
REC155AE	Indoor Rock Climbing	Basic indoor rock climbing skills. Includes belaying, climbing techniques, rope systems, anchor systems and safety	Prerequisites: None.	L+L 1.0 2.0 2.0
REC155AF	Backpacking	Covers basic skills and techniques of backpacking and the application of these to wilderness travel	Prerequisites: None.	L+L 1.0 2.0 2.0
REC155AG	Hiking	Development of safe and enjoyable hiking skills. Essentials and requirements for safe hiking	Prerequisites: None.	L+L 1.0 2.0 2.0
REC155AJ	Outdoor Survival	Introduction to and practice of essential skills needed for procuring shelter, water and fire in a wilderness environment.	Prerequisites: None.	L+L 1.0 2.0 2.0
REC155AK	Leave No Trace Trainer Certification	Emphasis on seven (7) Leave No Trace principles. Skills needed to effectively teach and demonstrate minimum impact techniques and outdoor ethics.	Prerequisites: Permission of Instructor.	L+L 1.0 2.0 2.0
REC210	Leisure Delivery Systems	Systematic study of Delivery of Leisure Services in public, commercial, and independent sectors; particular emphasis placed on the urban setting	Prerequisites: None.	LEC 3.0 3.0 3.0
REC230	Programming of Recreation Services	Foundations for designing, planning, delivering and managing recreational and leisure events. Emphasis on application of recreation programming concepts and practices in a variety of settings and situations for a diversity of participants.	Prerequisites: None.	LEC 3.0 3.0 3.0

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REC240	Wilderness First Responder	Introduces and provides practical training in the essentials of medical assistance in backcountry emergencies. Includes patient assessment, first aid for trauma victims, and treatment of other medical emergencies	Prerequisites: None.	L+L 3.0 6.0 6.0
REC250	Recreation Leadership	An examination of roles and methods of leadership in leisure services settings. Overview of theories and models of leadership, group dynamics, participant motivation, communication, and face-to-face leadership. Exploration of leadership contexts, including coaching and officiating sports, leading community groups and volunteers, working with persons in various life stages and with varying abilities, and leading different recreation activity areas	Prerequisites: None.	LEC 3.0 3.0 3.0
REC271AC	Recreational Resources and Facilities Management Internship	Work experience in a recreational resources and facilities setting. Fifteen (15) hours of work weekly. Supervision and evaluation by internship coordinator.	Prerequisites: Permission of Department or Division.	LAB 3.0 15.0 0.0
REC282AA	Volunteerism for Recreation: A Service Learning Experience	Service learning field experience within private/public agencies, educational institution, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
REC282AB	Volunteerism for Recreation: A Service Learning Experience	Service learning field experience within private/public agencies, educational institution, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0

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REC282AC	Volunteerism for Recreation: A Service Learning Experience	Service learning field experience within private/public agencies, educational institution, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
REC296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
REC296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites:	LAB 2.0 10.0 0.0

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			Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
REC296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
REC296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students	LAB 4.0 20.0 0.0

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			present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
REC298AA	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.	LAB 1.0 1.0 0.0
REC298AB	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	Prerequisites: Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		combined to maximize student development.		
REC298AC	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.	LAB 3.0 3.0 0.0
REL100	World Religions	The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions.	Prerequisites: None.	LEC 3.0 3.0 3.0
REL101	Introduction to Religion	Various religious expressions of humankind. Focuses on basic religious themes common to religions, such as encounter with the Holy, search for self and community, mystical illumination, spiritual discipline	Prerequisites: None.	LEC 3.0 3.0 3.0
REL151	Religion in the Hispanic World	Survey of various religious traditions within Spain and the Spanish-settled world. Considers the impact of and impact on both major world religions and indigenous traditions.	Prerequisites: None.	LEC 3.0 3.0 3.0
REL200	Religion and Film	A course examining the relationships between religion and film, with	Prerequisites: None.	LEC 3.0 3.0 3.0

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		particular attention to representations of religious beliefs, institutions, and practices in film and their reception by various audiences.		
REL201	Classics of Western Religions	Academic study of the scriptures of Judaism, Christianity and Islam, and works from later phases of these religious traditions.	Prerequisites: None.	LEC 3.0 3.0 3.0
REL202	Classics of Asian Religions	Academic study of selected works from Hindu, Buddhist, Taoist and Confucian traditions. Study of cultural and concepts of the world, history, culture, and human nature as represented in these works.	Prerequisites: None.	LEC 3.0 3.0 3.0
REL203	American Indian Religions	An examination of the historical and cultural background of diverse lifeways and worldviews belonging to the peoples indigenous to the North American continent over time, including a study of modern day American Indian beliefs and practices.	Prerequisites: A grade of C or better in ENG101, or ENG107, or equivalent.	LEC 3.0 3.0 3.0
REL205	Religion and the Modern World	Introduction to the nature and role of religious beliefs and practices in shaping the lives of individuals and societies, with particular attention to the modern world	Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.	LEC 3.0 3.0 3.0
REL206	Religion in America	Introduction of the rich tapestry of religious traditions and movements that have helped to shape the United States of America. Investigate how religion has impacted American culture and institutions, and how the	Prerequisites: None.	LEC 3.0 3.0 3.0

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		United States has in turn transformed long-standing religious traditions.		
REL207	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: A grade of C or better in ENG101 or ENG107 or permission of Department or Division.	LEC 3.0 3.0 3.0
REL210	Introduction to Judaism	Introduction to the history, scriptures, practices and impact of Judaism.	Prerequisites: A grade of C or better in ENG101 or ENG107 or permission of Department or Division.	LEC 3.0 3.0 3.0
REL211	Introduction to the Old Testament (Hebrew Bible)	The historical context, development, canonization, historical transmission, translation and interpretation of the Hebrew Bible.	Prerequisites: None.	LEC 3.0 3.0 3.0
REL212	Introduction to Islam	Introduction to History, scriptures, practices and impact of Islam.	Prerequisites: None.	LEC 3.0 3.0 3.0
REL213	Introduction to the Qur'an	Historical context, development, canonization, historical transmission, translation and Interpretation of the Qur'an.	Prerequisites: None.	LEC 3.0 3.0 3.0
REL214	Introduction to Mormonism (The Church of Jesus Christ of Latter-day Saints)	History, scriptures, doctrines, and organization of the Church of Jesus Christ of Latter-day Saints as a modern American religious movement	Prerequisites: None.	LEC 3.0 3.0 3.0
REL218	Religion and Culture	Examination of the relationship between religion and culture, with a particular emphasis on how culture influences religion and how religion	Prerequisites: None.	LEC 3.0 3.0 3.0

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		influences culture historically and in modern settings		
REL223	Spiritual But Not Religious	Explore the historical, social, and cultural context for the emergence of spiritual but not religious segment, and examine who identifies with this movement and why. Identify what variety of attitudes and beliefs this group holds, and explore the varieties of private and public spiritual practices and civic engagement this group participates in	Prerequisites: None.	LEC 3.0 3.0 3.0
REL225	African-American Religions	Leaders, movements, traditions, and controversies in the religious history of African-Americans	Prerequisites: None.	LEC 3.0 3.0 3.0
REL230	Religions Of Indigenous Peoples	Sacred story as experienced in ritual and daily practice of various contemporary groups, such as African, Native American, Native Australian, Native South American, Icelandic and Japanese. Power of sacred story to create and re-create religious and social perspectives	Prerequisites: None.	LEC 3.0 3.0 3.0
REL240	Religion and Science	Consideration of the relationship of religion and science from the beginnings of the historical period to the present. Includes consideration of various contemporary religious perspectives on current scientific issues	Prerequisites: None.	LEC 3.0 3.0 3.0
REL244	Philosophy of Religion	Religious language, the existence of God, miracles, and human destiny	Prerequisites: None.	LEC 3.0 3.0 3.0

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REL245	Eco Religion	Consideration of the perspectives of various religious traditions toward the origins, destiny and value of the earth and its non-human life. Includes exploration of contemporary issues in the interaction of humans with the environment	Prerequisites: None.	LEC 3.0 3.0 3.0
REL248	Religion, Peace and Violence	Exploration of the understandings and attitudes toward peace, war and violence in religious traditions from the pre-historical to the present. Includes consideration of a variety of religious scripture traditions, theological and philosophical reflections, and religious symbolism.	Prerequisites: A grade of C or better in ENG101, or ENG107, or permission of Instructor.	LEC 3.0 3.0 3.0
REL250	Religion in Ireland: Neolithic to Early Medieval	Survey of the Ancient religious traditions of Ireland. Students investigate the beliefs and practices of Irish Religions in the context of their social, economical and political systems from the late Neolithic to the early Medieval periods (4000 BCE-700 CE).	Prerequisites: None.	LEC 3.0 3.0 3.0
REL251	History of Religion in Ireland: Medieval to Modern	Development of Christianity in Ireland from 400 AD to present, focusing on political, economic, social, and cultural factors.	Prerequisites: None.	LEC 3.0 3.0 3.0
REL270	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	Prerequisites: None.	LEC 3.0 3.0 3.0

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		practices, and survey of denominations.		
REL271	Introduction to the New Testament	Focuses on the origins, development, and selection of the New Testament (NT) books in the Christian religion. Includes authorship, historical reliability, translation and transmission over the centuries, and investigative techniques used by modern scholars. Also considers the varieties of literature contained in the NT, its portrayal of the status of women, and the influence of first-century religious and cultural worldviews on its development.	Prerequisites: None.	LEC 3.0 3.0 3.0
REL277	Mysticism East and West	Mystical traditions of Eastern and Western religions, including Hinduism, Buddhism, Judaism, Christianity, and Islam, as well as shamanism of oral traditions	Prerequisites: None.	LEC 3.0 3.0 3.0
REL282AA	Service Learning Experience in Religious Studies	Service learning field experience within private/public agencies, and citizen volunteer groups.	Prerequisites: A grade of C or better in REL100 or permission of Instructor.	LAB 1.0 1.0 0.0
REL282AB	Service Learning Experience in Religious Studies	Service learning field experience within private/public agencies, and citizen volunteer groups.	Prerequisites: A grade of C or better in REL100 or permission of Instructor.	LAB 2.0 2.0 0.0
REL282AC	Service Learning Experience in Religious Studies	Service learning field experience within private/public agencies, and citizen volunteer groups.	Prerequisites: A grade of C or better in REL100 or permission of Instructor.	LAB 3.0 3.0 0.0

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REL290	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.	LEC 3.0 3.0 3.0
REL291	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: None.	LEC 3.0 3.0 3.0
REL292	Goddess Religions	Introduction to Goddess religions from pre-historic to modern times. Focuses on ancient origins, myths and practices of religions with female deities, their historical replacement by male religious deities, and their modern re-emergence in neo-Goddess movements.	Prerequisites: None.	LEC 3.0 3.0 3.0
REL294	Religion in Community Service	Consideration of the history and nature of the involvement of religious tradition in transformative social action. Incorporates student involvement in some dimension of community service with subsequent integrative classroom activities.	Prerequisites: None.	LEC 3.0 3.0 3.0
REL295	Capstone: The Story of Belief	Analysis of both the process and results of human belief, in various stages of the human experience. Incorporates materials from multiple disciplines to form an overarching	A grade of C or better in any four (4) REL courses.	LEC 3.0 3.0 3.0

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		narrative that integrates the variations of human belief		
REL296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
REL296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 2.0 10.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
REL296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
REL296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 4.0 20.0 0.0

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			instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
REL298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
REL298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
REL298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
RES109	CPR for Health Care Provider	Current American Heart Association standards for one and two rescuer cardiopulmonary resuscitation (CPR) and obstructed airway procedures on the adult, infant, and pediatric victim. Use of automatic, external defibrillation and resuscitation equipment	Prerequisites: None.	LEC 0.5 0.5 0.5
RES118	Vascular Access for Clinical Practice	Scope of practice and regulations governing vascular access. Anatomy and physiology of the vascular system. Occupational Safety and Health Administration (OSHA) guidelines. Theory and practice of vascular access as designated by Infusion Nursing Standards (INS).	Prerequisites: None. Corequisites: RES130 or permission of the Program Director.	L+L 1.0 1.5 1.5
RES130	Respiratory Care Fundamentals I	Review of existing clinical data and recommendations. Data required to	Prerequisites: Admission into the	LEC 4.5 3.0 3.0 LAB 0.0 5.0 5.0

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		determine appropriateness of prescribed respiratory care plan. Administration of basic respiratory care therapeutics to include medical gas administration, oxygen therapy administration, and humidity/aerosol therapy administration. Use and maintenance of select respiratory equipment. Use of communication skills during interactions with members of the health care team and patients. Ethical, legal and professional work behaviors.	Respiratory Care program.	
RES131	Infection Control for Respiratory Care	Techniques and procedures used by Respiratory Therapist to clean and sterilize equipment and environments, and prevent the transmission of nosocomial and other healthcare related infections.	Prerequisites: Admission into the Respiratory Care program or admission into the Polysomnographic Technology program.	LEC 1.0 1.0 1.0
RES133	Respiratory Care Clinical Seminar	Clinical application of concurrent respiratory care course work with emphasis on professionalism, medical record evaluation, communication, universal precaution, infection control, patient safety, patient assessment, age related care, cultural competence, routine hospital regulations, patient education and introduction to respiratory disease and treatment	Prerequisites: Admission into the Respiratory Care program.	LEC 2.0 2.0 2.0
RES134	Respiratory Care Pharmacology I	Pharmacologic principles related to the treatment of acute and chronic pulmonary diseases. Information on	Prerequisites: Admission into the Respiratory Care	LEC 2.0 2.0 2.0

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		mucokinetics, anti-inflammatory, antiasthmatic and anti-infective agents to include mechanism of action, general drug information, side effects, and respiratory care considerations.	program or permission of the Program Director.	
RES136	Applied Biophysics for Respiratory Care	Physical principles specific to ventilation. Laws of physics and their relationship to the respiratory system and the application of respiratory care equipment. Role of respiratory care during specific diagnostic procedures. Use of mathematical formulae	Admission into the Respiratory Care program.	LEC 3.0 3.0 3.0
RES140	Respiratory Care Fundamentals II	Continuation of basic respiratory care procedures to include patient assessment and monitoring, chest physiotherapy techniques and pulmonary rehabilitation. Hyperinflation therapy, airway management and introduction to mechanical ventilation. Equipment operation, quality assurance and maintenance. Use of communications skills during interactions with health care team members and patients. Ethical, legal and professional work behaviors.	Prerequisites: Admission into the Respiratory Care program.	LEC 5.0 3.0 3.0 LAB 0.0 6.0 6.0
RES142	Respiratory Care Clinical I	Clinical application of concurrent respiratory care course work with emphasis on professionalism, medical record evaluation and performance of oxygen therapy, aerosol therapy, chest physiotherapy techniques, hyperinflation therapy, airway	Prerequisites: Admission into the Respiratory Care program.	LAB 4.0 27.0 0.0

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		management devices and techniques, and observation of mechanical ventilation.		
RES144	Introduction to Mechanical Ventilation	Introduction to mechanical ventilation including, technology, impact of the use of technology on patient physiology, and how it affects the oxygenation and ventilation ability of the patient.	Prerequisites: Admission into the Respiratory Care program.	LEC 1.0 1.0 1.0
RES220	Respiratory Care Fundamentals III	Advanced respiratory care therapy and assessment techniques to include ventilator setup and management. Diagnostic testing specific to assessment of oxygenation and ventilation and specific respiratory care procedures utilized in critical care.	Prerequisites: Admission into the Respiratory Care program.	LEC 4.5 3.0 3.0 LAB 0.0 5.0 5.0
RES222	Cardiopulmonary Resuscitation Instructor	Standards of the American Heart Association for Basic Life Support. Procedures and skills for teaching cardiopulmonary resuscitation	Health care provider CPR card.	L+L 1.0 1.0 1.0
RES224	Pathophysiology for Respiratory Care	Causes of disease and their impact on the human body. Common physiologic effects of disease on body systems. Role of the respiratory therapist and the members of a multidisciplinary health care team in the diagnosis and treatment of disease. Cultural implications in prevention and treatment of disease.	Prerequisites: Admission into the Respiratory Care program.	LEC 2.0 2.0 2.0
RES226	Respiratory Care Clinical II	Clinical application of all prerequisite respiratory care course work with emphasis on adult critical care and	Prerequisites: Admission into the	LAB 4.0 27.0 0.0

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		neonatal/pediatric care. Basic and critical care therapeutics, advanced patient assessment and monitoring. Assisting physician during special procedures. Increased responsibility for total patient care, work organization and time management.	Respiratory Care program.	
RES230	Respiratory Care Fundamentals IV	Advanced respiratory care therapy and assessment techniques to include advanced modes of ventilation, hemodynamic monitoring, performance and interpretation of pulmonary function testing. Assisting physicians during special procedures. Development of advanced respiratory care plans and clinical research techniques. Equipment operation, quality assurance, and maintenance. Use of effective communication skills with members of the health care team and patients.	Prerequisites: Admission into the Respiratory Care program.	LEC 4.5 3.0 3.0 LAB 0.0 5.0 5.0
RES232	Respiratory Care Clinical III	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.	LEC 3.0 3.0 3.0
RES235	Respiratory Care Pharmacology II	Pharmacologic principles specific to the care of the respiratory patient in the acute care environment to include the following agents: cardiac, renal,	Prerequisites: Admission into the Respiratory Care program or permission	LEC 2.0 2.0 2.0

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		blood pressure, antithrombotic, neuromuscular, anesthetic, sedative, and analgesics. Utilization of evidence-based practice in the treatment and care of patients.	of the Program Director.	
RES240	Respiratory Physiology	Physiology of the respiratory, cardiovascular and renal systems as related to oxygenation and ventilation of the human body. Physiologic mechanisms of breathing. Role of capillary circulation in fluid regulation. Impact of respiratory care procedures on the organ systems.	Prerequisites: Admission into the Respiratory Care program.	LEC 3.0 3.0 3.0
RES270	Neonatal and Pediatric Respiratory Care	Neonatal and pediatric respiratory care to include development, anatomical and physiological differences, assessment, basic respiratory care procedures, mechanical ventilation and common disorders and conditions. Specific communication skills.	Prerequisites: Admission into the Respiratory Care program or permission of the Program Director.	LEC 2.0 2.0 2.0
RES278	Vascular Access Review	Scope of practice and regulations governing venipuncture and maintenance of vascular devices specific to the vascular access board certification credentialing examination. Anatomy and physiology of the vascular system. Administration and discontinuation of vascular devices based on best practice guidelines. The use of communication skills for different patient populations and among other healthcare providers.	Prerequisites: Current license in a medical profession or permission of the Program Director.	LEC 2.0 2.0 2.0

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		Ethical, legal and professional work behaviors.		
RES280	Respiratory Care Review	Data interpretation, equipment operation and therapeutic procedures specified for the National Board for Respiratory Care (NBRC) Registered Respiratory Therapist (RRT) examination. Quality control and therapeutic procedures. Pharmacologic agents and treatment of cardiopulmonary collapse. Pulmonary rehabilitation and home care.	Prerequisites: Admission into the Respiratory Care program or permission of the Program Director.	LEC 2.0 2.0 2.0
RES291	Respiratory Care Advanced Life Support	Airway management for the adult, patient. Endotracheal and suctioning procedures. Usage of specific medications for cardiovascular emergencies. Interpretation of electrocardiogram (ECG) dysrhythmias. Performance of defibrillation and synchronized cardioversion in simulated situations. Procedure to be followed during cardiovascular collapse. Special resuscitation techniques for adult, patients. Current American Heart Association validation in Advanced Cardiac Life Support (ACLS).	Prerequisites: Admission into the Respiratory Care program or permission of the Program Director.	LEC 1.0 1.0 1.0
RES292	Respiratory Care Pediatric Advanced Life Support	Airway management for the pediatric patient. Endotracheal and suctioning procedures. Usage of specific medications for cardiovascular emergencies. Interpretation of electrocardiograms (ECG)	Prerequisites: Admission into the Respiratory Care program or permission from the Program Director.	LEC 1.0 1.0 1.0

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		dysrhythmias. Performance of defibrillation and synchronized cardioversion in simulated situations. Procedure followed during cardiovascular collapse in the pediatric patient. Special resuscitation techniques for pediatric patients. Current American Heart Association validation in pediatric advanced life support (PALS).		
RES297	Respiratory Care Seminar	Presentation of case scenarios of various patient type and disease processes. Application of general principles of respiratory care to arrive at clinical solutions.	Prerequisites: Admission into the Respiratory Care program or permission of the Program Director.	LEC 2.0 2.0 2.0
RES298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
RES298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
RES298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
ROF101	Built-Up Roofing I	Roofing including roofing terminology and historical background. Safe use of roofing tools, equipment and materials. Emphasis on built-up roofing procedures and applications	Registered apprentice status or permission of apprenticeship coordinator.	LEC 5.0 5.0 5.0
ROF102	Built-Up Roofing II	Emphasis on advanced skills in built-up roofing (BUR) installation. BUR products, their manufacturing processes in relationship to installation and handling requirements	Prerequisites: A grade of C or better in ROF101 or permission of apprenticeship coordinator.	LEC 5.0 5.0 5.0

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ROF103	Elasto-Plastic Roof Systems	Elasto-plastic roof systems (EPRS). Methods of application and attachment as roofing membranes	Prerequisites: A grade of C or better in ROF102.	LEC 5.0 5.0 5.0
ROF104	Steep Roofing	Steep roofing practices and procedures. Includes asphalt roll material and shingles, wood and asbestos shingles, slate and tile	Prerequisites: A grade of C or better in ROF103.	LEC 5.0 5.0 5.0
ROF105	Single-Ply Roofing	Qualities, advantages, disadvantages, materials and manufactured products for single-ply roofing. Safe work practices. Types of single-ply systems. Installation of single-ply roofing systems. Installation of ethylene propylene diene monomer (EPDM), hot-air weld and modified bitumen roof systems. Detailing. Lining and waterproofing. Maintenance and repair of roof systems	Prerequisites: A grade of C or better in ROF104.	LEC 5.0 5.0 5.0
ROF298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
ROF298AB	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
ROF298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
RPT103	Radiation Fundamentals	Overview of physics and chemistry of radiation and radioactive materials. Basic understanding of radiation and its uses and interactions.	Prerequisites: A grade of C or better in college-level math course, or appropriate District placement, or permission of Department/Division Chair.	LEC 3.0 3.0 3.0

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RUS095	Speak Russian I	Limited vocabulary and grammar to help develop fluency in Russian. Emphasis on speaking skills	Prerequisites: None.	LEC 1.0 1.0 1.0
RUS101	Elementary Russian I	Basic grammar, pronunciation, and vocabulary of the Russian language. Practice of listening, speaking, reading, and writing skills	Prerequisites: None.	LEC 4.0 4.0 4.0
RUS102	Elementary Russian II	Continued study of grammar and vocabulary, with emphasis on speaking, reading, and writing skills.	Prerequisites: A grade of C or better in RUS101 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
RUS115	Beginning Russian Conversation I	Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Russian	Prerequisites: None.	LEC 3.0 3.0 3.0
RUS201	Intermediate Russian	A continuation of RUS102. Review of essential grammar and continued practice and development of reading, writing, and speaking skills.	Prerequisites: A grade of C or better in RUS102 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
RUS202	Intermediate Russian	Continued development of Russian language skills.	Prerequisites: A grade of C or better in RUS201 or permission of Department or Division. Completion of prerequisites within the	LEC 4.0 4.0 4.0

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			last three years is required.	
RUS296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
RUS296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 2.0 10.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
RUS296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
RUS296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 4.0 20.0 0.0

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			instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
RUS298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
RUS298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
RUS298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
SBS200	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.	LEC 2.0 2.0 2.0
SBS202	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.	Prerequisites: None.	LEC 1.0 1.0 1.0

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		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		
SBS203	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.	LEC 1.0 1.0 1.0
SBS204	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.	LEC 2.0 2.0 2.0
SBS213	Hiring and Managing Employees	Methods and techniques for managing employees in a small business. Includes supervisor's role, leadership	Prerequisites: None.	LEC 1.0 1.0 1.0

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		<p>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</p>		
SBS214	Small Business Customer Relations	<p>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</p>	Prerequisites: None.	LEC 1.0 1.0 1.0
SBS216	Planning for a Small Business	<p>Relates business management issues to a specific small business through development of an individual study plan. Provides on-site review of business operation by trained instructor.</p>	Prerequisites: A grade of C or better in (SBS200 and SBS204) or SBS220 or permission of Instructor.	LEC 2.0 2.0 2.0
SBS217	Starting/Managing a Home Business	<p>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</p>	Prerequisites: None.	LEC 1.0 1.0 1.0

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		"store-front" business. Review of current trends in home business opportunities and franchises. Descriptions of home businesses that have succeeded in local, national, and international markets		
SBS220	Internet Marketing for Small Business	Focuses on "e-Commerce"-doing business on the Internet and planning a web site. 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.	LEC 2.0 2.0 2.0
SBS221	Social Media Marketing for Small Business	Focuses on use of Social Media for Small Businesses and Entrepreneurs. Topics include: Use of Social Media, types of Social Media, how Social Media can help growth and success of business; examples of successful Social Media marketing, setting up and deploying various types of Social Media. Options for hardware and software for Social Media, determining products/services appropriate for Social Media, Monetization of Social Media. Budget constraints and on-going monitoring	Prerequisites: None.	LEC 2.0 2.0 2.0

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		and content management of Social Media.		
SBS230	Financial and Tax Management for Small Business	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.	LEC 2.0 2.0 2.0
SBS290AA	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.	LEC 0.5 0.5 0.5
SBS298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
SBS298AB	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-	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
SBS298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
SBU200	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.	LEC 3.0 3.0 3.0
SCT100	Introduction to Sustainable Built Environments	Study of the built environment and implications on human health, the natural environment, and society. Understanding of strategies that achieve sustainable design.	Prerequisites: None.	LEC 3.0 3.0 3.0

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		Exploration of positive and negative sustainable product attributes. Emphasis on Leadership in Energy and Environmental Design (LEED).		
SEM104AA	Secondary Basic Emergency Medical Technology: Patient Assessment	Techniques of emergency medical care in accordance with national and state curriculum. Study of patient assessment.	Prerequisites: Current enrollment in the Phoenix Union High School District Current CPR (Cardiopulmonary Resuscitation) certification from the American Heart Association American Red Cross or other equivalent organization at the Healthcare Provider level meeting the American Heart Association Guidelines 2002 Proof of TB testing or chest x-ray with a negative result within 6 months prior to enrollment.	L+L 0.5 0.75 0.75
SEM104AB	Secondary Basic Emergency Medical Technology: Basic Life Support and Airway Management	Techniques of emergency medical care in accordance with national and state curriculum. Study of the use of mechanical aids for breathing and circulation, administration of oxygen, and techniques of basic life support (BLS)	Prerequisites: Current enrollment in the Phoenix Union High School District and SEM104AA with a grade of C or better.	L+L 0.5 0.75 0.75

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SEM104AC	Secondary Basic Emergency Medical Technology: Soft Tissue and Environmental Emergencies	Techniques of emergency medical care in accordance with national and state curriculum. Study of soft tissue and environmental injuries	Prerequisites: Current enrollment in the Phoenix Union High School District and SEM104AB with a grade of C or better.	LEC 0.5 0.5 0.5
SEM104AD	Secondary Basic Emergency Medical Technology: Head, Brain, Neck, and Spine	Techniques of emergency medical care in accordance with national and state curriculum. Study of injuries to the head, brain, neck, and spine.	Prerequisites: Current enrollment in the Phoenix Union High School District and SEM104AC with a grade of C or better.	L+L 0.5 0.75 0.75
SEM104AE	Secondary Basic Emergency Medical Technology: Shock	Techniques of emergency medical care in accordance with national and state curriculum. Study of shock, hypotension, and hypoperfusion	Prerequisites: Current enrollment in the Phoenix Union High School District and SEM104AD with a grade of C or better.	LEC 0.5 0.5 0.5
SEM104AF	Secondary Basic Emergency Medical Technology: Head ,Chest, and Abdomen	Techniques of emergency medical care in accordance with national and state curriculum. Study of injuries to head, chest, abdomen, genitalia, and acute abdominal disorders	Prerequisites: Current enrollment in the Phoenix Union High School District and SEM104AE with a grade of C or better.	LEC 0.5 0.5 0.5
SEM104AG	Secondary Basic Emergency Medical Technology: Medical-Legal	Techniques of emergency medical care in accordance with national and state curriculum. Includes the role and scope of the duties and practice of the Basic Emergency Medical Technician. Includes standard of care, consents, and associated statutes, rules, and regulations	Prerequisites: Current enrollment in the Phoenix Union High School District and SEM104AF with a grade of C or better.	LEC 0.5 0.5 0.5

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SEM104AH	Secondary Basic Emergency Medical Technology: Pediatrics	Techniques of emergency medical care in accordance with national and state curriculum. Study of the human body from birth to 12 years of age. Includes pediatric patient assessment, treatment of medically or traumatically compromised patients, special hazards and abusive situations, and Sudden Infant Death Syndrome (SIDS)	Prerequisites: Current enrollment in the Phoenix Union High School District and SEM104AG with a grade of C or better.	L+L 0.5 1.0 1.0
SEM104AI	Secondary Basic Emergency Medical Technology: Respiratory, Behavioral, Environmental	Techniques of emergency medical care in accordance with national and state curriculum. Study of acute and chronic respiratory emergencies, behavioral and environmental emergencies, and diabetic states	Prerequisites: Current enrollment in the Phoenix Union High School District and SEM104AH with a grade of C or better.	L+L 0.5 1.0 1.0
SEM104AJ	Secondary Basic Emergency Medical Technology: Gynecologic or Obstetrical Emergencies	Techniques of emergency medical care in accordance with national and state curriculum. Study of gynecologic and obstetrical emergencies	Prerequisites: Currently enrolled in the Phoenix Union High School District and SEM104AI with a grade of C or better.	L+L 0.5 1.0 1.0
SEM104AK	Secondary Basic Emergency Medical Technology: Musculoskeletal Extremity Injuries	Techniques of emergency medical care in accordance with national and state curriculum. Study of techniques for stabilization and splinting of musculoskeletal injuries in extremities, including participation in two eight-hour clinical rotations through a local emergency department or an ambulance agency scheduled during the semester outside normal class hours	Prerequisites: Current enrollment in the Phoenix Union High School District and SEM104AJ with a grade of C or better.	L+L 0.5 1.0 1.0

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SEM104AL	Secondary Basic Emergency Medical Technology: Patient Movement and Ambulance Equipment	Techniques of emergency medical care in accordance with national and state curriculum. Study of techniques for lifting, moving, or positioning a patient, and use of ambulance/rescue vehicle equipment	Prerequisites: Current enrollment in the Phoenix Union High School District and SEM104AK with a grade of C or better.	L+L 0.5 1.0 1.0
SEM104AM	Secondary Basic Emergency Medical Technology: Triage Management	Techniques of emergency medical care in accordance with national and state curriculum. Study of techniques for triage and disaster management in simulated situations	Prerequisites: Current enrollment in the Phoenix Union High School District and SEM104AL with a grade of C or better.	L+L 0.5 0.75 0.75
SEM104AN	Secondary Basic Emergency Medical Technology: Intravenous Fluids	Techniques of emergency medical care in accordance with national and state curriculum. Study of techniques for assessing a patient with intravenous (IV) fluids	Prerequisites: Current enrollment in the Phoenix Union High School District and SEM104AM with a grade of C or better.	L+L 0.25 0.5 0.5
SEM104AO	Secondary Basic Emergency Medical Technology: Evaluations	Techniques of emergency medical care in accordance with national and state curriculum. Includes final written and practical evaluations according to the National Registry of EMTs (NREMT) and Arizona Rules and Regulations	Prerequisites: Current enrollment in the Phoenix Union High School District and SEM104AN with a grade of C or better.	L+L 0.5 1.0 1.0
SEM106	Secondary Vehicular Extrication and Patient Stabilization	Participative course designed to enhance the knowledge base of the Emergency Medical Technician (EMT) and to incorporate new knowledge and skills necessary to access, extricate, and care for victims of crash incidents. Provides exposure to scene management skills, including	Prerequisites: Current enrollment in the Phoenix Union High School District and (a grade of C or better in SEM104AO or permission of instructor).	L+L 1.0 2.5 2.5

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		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 for selected victim scenarios.		
SEM108	Secondary Trauma Patient Management	Provides exposure to victim assessment, initial treatment, resuscitative techniques, victim stabilization, victim transportation to an emergency care facility, and documentation	Prerequisites: Current enrollment in the Phoenix Union High School District and SEM104AO with a grade of C or better.	L+L 0.5 2.0 2.0
SFS101AA	Secondary Introduction to Fire Service Selection: Application Process	Overview of the application and selection processes used by various fire departments and fire service organizations. Identification of the job qualifications and requirements used by various fire departments and fire service organizations	Current enrollment in the Phoenix Union High School District.	LEC 0.5 0.5 0.5
SFS101AB	Secondary Introduction to Fire Service Selection: Selection Process and Resumes	Major components of written application processes, requirements, preparation of resumes, and their effect on employment prospects	Prerequisites: Current enrollment in the Phoenix Union High School District and SFS101AA with a grade of C or better.	LEC 1.0 1.0 1.0
SFS101AC	Secondary Introduction to Fire Service Selection: Interview Process	Preparation for the interview to include communications skills, mental preparation techniques, behaviors, and the importance of the interview in the pre-employment process. Role of the	Prerequisites: Current enrollment in the Phoenix Union High School District and	LEC 1.0 1.0 1.0

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		applicant and interviewer in the interview process	SFS101AB with a grade of C or better.	
SFS101AD	Secondary Introduction to Fire Service Selection: Fire Station Culture/Observation	Elements of fire service culture and their effects on personal growth and interpersonal relationships. Preparation for on-site experiences at a fire station	Prerequisites: Current enrollment in the Phoenix Union High School District and SFS101AC with a grade of C or better.	L+L 0.5 1.0 1.0
SFS101AE	Secondary Introduction to Fire Service Selection: Lifelong Learning	General components of the selection process, the importance of general education, and components of lifelong learning in career choices	Prerequisites: Current enrollment in the Phoenix Union High School District and SFS101AD with a grade of C or better.	LEC 0.5 0.5 0.5
SFS102AA	Secondary Fire Department Operations: Organization and Dispatch	Introductory fire science course designed primarily for the potential fire department recruit. Includes fire department organization and dispatch	Currently enrolled in the Phoenix Union High School District.	LEC 0.25 0.25 0.25
SFS102AB	Secondary Fire Department Operations: Fire Behavior and Classes	Introductory fire science course designed primarily for the potential fire department recruit. Includes fire behavior, phases of fire, classes of fire, and fire control methods	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AA with a grade of C or better.	LEC 0.5 0.5 0.5
SFS102AC	Secondary Fire Department Operations: Fireground and Station Safety	Introductory fire science course designed primarily for the potential fire department recruit. Includes firefighter safety on the fireground and in the fire station	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AB with a grade of C or better.	L+L 0.25 0.5 0.5
SFS102AD	Secondary Fire Department Operations: Self-Contained Breathing Apparatus	Introductory fire science course designed primarily for the potential	Prerequisites: Currently enrolled in the Phoenix Union High School	L+L 0.25 0.5 0.5

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		fire department recruit. Includes self-contained breathing apparatus (SCBA)	District and SFS102AC with a grade of C or better.	
SFS102AE	Secondary Fire Department Operations: Ropes, Knots, and Hitches	Introductory fire science course designed primarily for the potential fire department recruit. Includes ropes, knots, and hitches.	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AD with a grade of C or better.	L+L 0.25 0.5 0.5
SFS102AF	Secondary Fire Department Operations: Water Supply and Foam	Introductory fire science course designed primarily for the potential fire department recruit. Includes water supply and use of foam	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AE with a grade of C or better.	L+L 0.25 0.5 0.5
SFS102AG	Secondary Fire Department Operations: Fire Apparatus	Introductory fire science course designed primarily for the potential fire department recruit. Includes fire apparatus	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AF with a grade of C or better.	L+L 0.25 0.5 0.5
SFS102AH	Secondary Fire Department Operations: Hoses	Introductory fire science course designed primarily for the potential fire department recruit. Includes standard hose rolls, carries, and evolutions	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AG with a grade of C or better.	L+L 0.5 2.0 2.0
SFS102AI	Secondary Fire Department Operations: Hand Ladders	Introductory fire science course designed primarily for the potential fire department recruit. Includes standard hand ladder evolutions	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AH with a grade of C or better.	L+L 0.25 0.5 0.5

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SFS102AJ	Secondary Fire Department Operations: Power Tools	Introductory fire science course designed primarily for the potential fire department recruit. Includes power tools.	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AI with a grade of C or better.	L+L 0.5 0.75 0.75
SFS102AK	Secondary Fire Department Operations: Building Construction	Introductory fire science course designed primarily for the potential fire department recruit. Includes building construction.	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AJ with a grade of C or better.	L+L 0.25 0.5 0.5
SFS102AL	Secondary Fire Department Operations: Forcible Entry	Introductory fire science course designed primarily for the potential fire department recruit. Includes forcible entry	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AK with a grade of C or better.	L+L 0.5 1.0 1.0
SFS102AM	Secondary Fire Department Operations: Search and Rescue	Introductory fire science course designed primarily for the potential fire department recruit. Includes search and rescue techniques	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AL with a grade of C or better.	L+L 0.5 1.0 1.0
SFS102AN	Secondary Fire Department Operations: Ventilation	Introductory fire science course designed primarily for the potential fire department recruit. Includes structure ventilation	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AM with a grade of C or better.	L+L 0.5 1.0 1.0
SFS102AO	Secondary Fire Department Operations: Salvage and Overhaul	Introductory fire science course designed primarily for the potential	Prerequisites: Currently enrolled in the Phoenix Union High School	L+L 0.25 1.0 1.0

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		fire department recruit. Includes salvage and overhaul.	District and SFS102AN with a grade of C or better.	
SFS102AP	Secondary Fire Department Operations: Electrical Hazards	Introductory fire science course designed primarily for the potential fire department recruit. Includes electrical hazards.	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AO with a grade of C or better.	L+L 0.25 0.5 0.5
SFS102AQ	Secondary Fire Department Operations: Radiological Hazards	Introductory fire science course designed primarily for the potential fire department recruit. Includes radiological hazards	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AP with a grade of C or better.	L+L 0.25 0.5 0.5
SFS102AR	Secondary Fire Department Operations: Special Emergencies	Introductory fire science course designed primarily for the potential fire department recruit. Includes special emergencies	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AQ with a grade of C or better.	L+L 0.5 1.0 1.0
SFS102AS	Secondary Fire Department Operations: Physical and Mental Fitness	Introductory fire science course designed primarily for the potential fire department recruit. Includes physical and mental fitness	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AR with a grade of C or better.	LEC 0.5 0.5 0.5
SFS102AT	Secondary Fire Department Operations: Prevention and Investigation	Introductory fire science course designed primarily for the potential fire department recruit. Includes prevention and investigation.	Prerequisites: Currently enrolled in the Phoenix Union High School District and a grade of C or better in SFS102AS.	LEC 0.5 0.5 0.5

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SFS102AU	Secondary Fire Department Operations: Code Violation	Introductory fire science course designed primarily for the potential fire department recruit. Includes code violation	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AT with a grade of C or better.	LEC 0.25 0.25 0.25
SFS102AV	Secondary Fire Department Operations: Incident Organization and Communication	Introductory fire science course designed primarily for the potential fire department recruit. Includes incident organization and communication	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AU with a grade of C or better.	LEC 0.5 0.5 0.5
SFS102AW	Secondary Fire Department Operations: Tactical Priorities	Introductory fire science course designed primarily for the potential fire department recruit. Includes tactical priorities	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AV with a grade of C or better.	LEC 1.0 1.0 1.0
SFS102AX	Secondary Fire Department Operations: Structural Fires	Introductory fire science course designed primarily for the potential fire department recruit. Includes operations applied to structural fires	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AW with a grade of C or better.	L+L 0.5 1.0 1.0
SFS102AY	Secondary Fire Department Operations: Evaluations	Introductory fire science course designed primarily for the potential fire department recruit. Includes final written evaluation and International Fire Service Accreditation Congress Practical Skills Validation.	Prerequisites: Currently enrolled in the Phoenix Union High School District and SFS102AX with a grade of C or better.	L+L 0.25 1.0 1.0
SFS134AA	Secondary Fitness and Conditioning for Firefighters: Physical Requirements	Overview of firefighters' physical fitness, nutrition, and protective clothing	Current enrollment in the Phoenix Union High School District.	LEC 0.5 0.5 0.5

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SGT100	Fundamentals of Surgical Services	Preparation for the Certified Registered Central Service Technician (CRCST) role. Central Service work flow, job responsibilities, growth and development in the field, anatomy and physiology, microbiology for central service regulations and standards, infection prevention and control, tools for cleaning, decontamination, cleaning and decontamination, disinfection, sterile packaging and storage, processing, sterilization, management of patient care equipment, tracking systems, quality assurance, safety, communication, sterile processing for ambulatory surgery and clinics.	Prerequisites: None. Corequisites: HCS/SGT102 or permission of Program Director.	LEC 5.0 3.0 3.0 LAB 0.0 6.0 6.0
SGT101	Medical Terminology for Surgical Services	Medical Terminology for patient care in surgery related areas. Use of word parts, term spelling, pronunciation and abbreviations related to all surgical specialties.	Prerequisites: None. Corequisites: HCS/SGT100.	LEC 1.0 1.0 1.0
SGT102	Basic Surgical Instrumentation for Surgical Services	History, construction and assembly of surgical instrumentation, categories, instrument set assembly, soft tissue foundation sets, general surgery instrumentation sets.	Prerequisites: None. Corequisites: HCS/SGT100.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
SGT105	Surgical Technology Pre-Clinical	Direct observation of principles and culture of operating room. Traffic patterns, aseptic techniques, roles, professional surgical team work, instrument handling, safety precautions with regard to exposure,	Prerequisites: A grade of C or better in (BIO162 or BIO205) and PHY101.	LEC 1.0 0.5 0.5 LAB 0.0 1.5 1.5

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		surgical attire, surgical regimen and chain of command.		
SGT107	Equipment and Supplies for Surgical Services	Introduction to the surgical equipment and supplies used in surgical services areas.	Prerequisites: Admission into the Surgical Technology program or permission of the Program Director.	L+L 1.0 1.0 1.0
SGT135	Instrument Handling I	Classification of surgical instruments for general surgery including basic laparoscopy, appendectomy, breast procedures, cholecystectomy, colon resection, gastrectomy, hemorrhoidectomy, herniorraphy, laparoscopic Nissen Fundoplication, liver resection, splenectomy, thyroidectomy, Whipple Procedure. Common and proper names for instruments in general surgery. Specific uses, handling, and care for surgical instruments in general surgery.	Prerequisites: None. Corequisites: HCS/SGT102 or permission of Program Director.	L+L 1.0 2.0 2.0
SGT152	Advanced Surgical Instruments for Surgical Services	Surgical specialty instrumentation care and assembly of instruments to include plastic, gynecologic, urologic, basic bone and joint, head and neck, neurosurgery, cardiovascular and thoracic, microscopic, endoscopes, stapling guns, and robotics procedures.	Prerequisites: A grade of C or better in HCS/SGT102.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0
SGT155	Instrument Handling II	Classification of specialized surgical instruments for surgical specialties including obstetric and gynecological procedures, genitourinary,	Prerequisites: A grade of C or better in SGT135.	L+L 1.0 2.0 2.0

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		otorhinolaryngology, orthopedic, oral and maxillofacial, plastic and reconstructive, ophthalmic, cardiothoracic, peripheral vascular, and neurosurgery. Common and proper names for instruments in the surgical specialties. Specific uses, handling, and care for surgical instruments in the surgical specialties.		
SGT156	Hospital Central Service Practicum for Surgical Technology	Short-term supervised student observation and application for 40 hours of central service theory and laboratory skills. Exposure to limited compilation of case carts, building of instrument trays, distribution of supplies, sterilization and inventory.	Prerequisites: A grade of C or better in HCS/SGT102 or permission of Program Director. Corequisites: HCS/SGT152 or permission of Instructor.	LAB 0.5 1.5 0.0
SGT165	Surgical Procedures I	General Surgery arena procedures. Pre-operative procedures to include patient`s charts and consent forms. Common diagnostic procedures prior to surgery. Operating room admission procedures and interview, charting, and checklist. Purpose of the post anesthesia care unit (PACU). Impact of specific chronic illnesses on body functions. Issues pertaining to death and dying. Special considerations for the pediatric and geriatric patient.	Prerequisites: A grade of C or better in SGT135.	LEC 4.0 2.0 2.0 LAB 0.0 6.0 6.0
SGT180	Pharmacology for Surgical Technology I	Role of surgical technologist in safe handling of drugs according to operating room policies and procedures. Uses and classification of	Prerequisites: A grade of C or better in SGT135.	L+L 1.0 3.0 3.0

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		drugs. Federal and state pharmacy regulations applicable to the surgical patient. Complications and safety issues during topical, local anesthesia, antibiotic, diagnostic agent and hemostatic agent administration.		
SGT200	Operating Room Practicum I	Roles and responsibilities of operating room personnel focusing on the surgical technician under the direction of the clinical facility preceptor demonstrating the role of the surgical technologist and scope of practice and standard of recommendations.	Prerequisites: A grade of C or better in SGT165.	LAB 1.0 6.0 0.0
SGT205	Operating Room Practicum II	Reinforcement and broadening of knowledge and skills of the surgical technologist required for pre-operative, intra-operative and post-operative care of the patient undergoing general surgery and specialties.	Prerequisites: A grade of C or better in SGT200.	LAB 2.0 12.0 0.0
SGT208	Perioperative Case Management	Pre-operative procedures to include patient's charts and consent forms. Common diagnostic procedures prior to surgery. Operating room admission procedures and interview, charting, and checklist. Purpose of the post anesthesia care unit (PACU). Impact of specific chronic illnesses on body functions. Issues pertaining to death and dying. Special considerations for the pediatric and geriatric patient. Includes a clinical observation experience.	Prerequisites: A grade of C or better in SGT105.	LEC 1.0 0.5 0.5 LAB 0.0 1.5 1.5

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SGT210	Surgical Procedures II	General surgical procedures to include ophthalmic, plastic surgery, reconstruction with grafting, obstetric, gynecological, genitourinary, otorhinolaryngology, oral and maxilla facial surgery with lasers and scopes. Surgical techniques as applied to major body systems, anatomical structures. Related abbreviations and usage in the pre-operative, intra-operative and post-operative areas of surgical technology. Surgical care provided by the surgical technologist in the perioperative arena.	Prerequisites: A grade of C or better in SGT165.	LEC 4.0 2.0 2.0 LAB 0.0 6.0 6.0
SGT215	Pharmacology for Surgical Technology II	Role of surgical technologist in safe handling of drugs according to operating room policies and procedures. Uses and classification of drugs. Federal and state pharmacy regulations applicable to the surgical patient. Complications and safety issues during regional and general anesthesia administration, and surgical specialties of obstetrics, peripheral vascular, orthopedics and oncology.	Prerequisites: A grade of C or better in SGT180.	L+L 1.0 3.0 3.0
SGT220	Operating Room Practicum III	Intermediate level reinforcement and broadening of knowledge and skills of the surgical technologist required for pre-operative, intra-operative and post-operative care of the patient undergoing general surgery and specialties.	Prerequisites: A grade of C or better in SGT205.	LAB 3.0 15.0 0.0

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SGT225	Operating Room Practicum IV	Advanced level reinforcement and broadening of knowledge and skills of the surgical technologist required for pre-operative, intra-operative and post-operative care of the patient undergoing general surgery and specialties.	Prerequisites: A grade of C or better in SGT220.	LAB 3.0 15.0 0.0
SGT227	Operating Room Practicum V	Continued advanced level reinforcement and broadening of knowledge and skills of the surgical technologist required for pre-operative, intra-operative and post-operative care of the patient undergoing general surgery and specialties.	Prerequisites: A grade of C or better in SGT225.	LAB 3.0 15.0 0.0
SGT230	Surgical Technology Materials Update	Current surgical technology materials. Surgical specialty modifications, introductions, technology. Specific uses, handling, application to surgical procedures.	Prerequisites: Currently enrolled in Surgical Technology or Surgical Technology for the Operating Room Nurse program, or Certified Surgical Technologist, or permission of Program Director.	LEC 2.0 2.0 2.0 LAB 1.0 3.0 3.0
SGT260	Surgical Procedures III	Specialized surgical procedures of orthopedic, peripheral vascular, cardiovascular, thoracic and neurosurgery to include applications with lasers and scopes. Surgical techniques as applied to major body systems, anatomical structures. Related abbreviations and usage in the pre-operative, intra-operative and	Prerequisites: A grade of C or better in SGT210.	LEC 2.0 1.0 1.0 LAB 0.0 3.0 3.0

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		post-operative surgical arenas. Care provided by the surgical technologist in each phase of surgery.		
SGT275	Certification Examinations Preparation	Preparation for the National Surgical Technology Certification Examination. Review of the content specifications, techniques for preparation and review of current literature determined by the Liaison Council on Certification for Surgical Technologists. Exploration of career possibilities.	Prerequisites: A grade of C or better in SGT210 and SGT215 or permission of the Program Director.	L+L 2.0 3.0 3.0
SGT298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
SGT298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
SGT298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
SLC201	Introduction to Linguistics	Introduction to the study of language. Study of the nature and diversity of world languages, linguistic structures and functions of language, language variation, pragmatics and the learning/acquisition of first and second languages.	Prerequisites: None.	LEC 3.0 3.0 3.0
SLC202	Introduction to Literary and Cultural Theory	Introduction to the study of literary and cultural theory. Interdisciplinary approaches to analyzing literary texts for context, meaning and form. Assessment of various literary genres which may include fiction, film, visual arts and performance.	Prerequisites: A grade of C or better in ENG101 or ENG107. Corequisites: ENG102 or ENG108.	LEC 3.0 3.0 3.0

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SLP104	Speech, Language, and Hearing Development	Provides an overview of the normal development of human communication. Emphasis on normative processes involved in speech, language, and hearing development. Examines the impact of multicultural, multi-linguistic environments on speech and language development.	Prerequisites: None.	LEC 3.0 3.0 3.0
SLP205	Introduction to Communication Disorders	Explore a variety of communication disorders in children and adults that speech-language pathologists diagnose and treat. Provides an introduction to typical versus disordered communication, the causes, characteristics of a variety of speech, language, hearing, and swallowing disorders, and the effects that they can have on those afflicted with them.	Prerequisites: None.	LEC 3.0 3.0 3.0
SLP210	Speech and Hearing Anatomy and Physiology	Provides a review of the anatomical systems of respiration, phonation, articulation and resonance and hearing and their relationship to pathologies of speech, language and hearing. Includes basic physiology of systems and the neuroanatomy and neurophysiology related to speech and hearing production mechanisms. Examines the physical characteristics of sound and the structure and function of the human auditory system.	Prerequisites: None.	LEC 3.0 3.0 3.0

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SLP212	Language Disorders and Rehabilitation	Examines the nature, causes and treatment of language disorders across the lifespan. Focuses on developmental and acquired language disorders in childhood through adulthood. Includes multicultural/multilingual issues and therapy observations.	Prerequisites: None.	LEC 3.0 3.0 3.0
SLP214	Speech Sound Disorders and Phonetics	Provides an overview of English phonetics and phonetic transcription including practice with transcription of normal and disordered speech at the entry-level using the International Phonetic Alphabet (IPA). Examines the nature, causes, characteristics and treatment of a variety of speech sound disorders across the lifespan including phonological processes/disorders, articulation, dysarthria, apraxia, and other organic disorders. Includes multicultural/multilingual issues and therapy observations.	Prerequisites: None.	LEC 3.0 3.0 3.0
SLP215	Speech, Language, Hearing Disorders and Rehabilitation	Examines the nature, causes, and treatment of a variety of speech, language, hearing disorders. Focuses on fluency, voice, hearing, and swallowing/feeding disorders. Expands on language disorders in adolescents and young adults including metacognition and cognitive strategies. Includes therapy observations.	Prerequisites: None.	LEC 3.0 3.0 3.0

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SLP217	Clinical Ethics and Documentation	Examines issues associated with professional and ethical behaviors, including the Speech Language Pathology Assistant (SLPA) scope of practice as specified by state and national governing bodies for the profession. Focuses on indirect activities related to client treatment including creation of lessons, implementation of treatment, and documentation. Includes an overview of universal safety precautions, confidentiality, compliance with laws/regulations, and service delivery options in both the educational and health care systems.	Prerequisites: None.	LEC 3.0 3.0 3.0
SLP218	Behavior Management	Examines a variety of behavior principles, strategies and techniques used with individuals with communication disorders. Focuses on setting up a positive learning environment, increasing motivation and attention, and using Positive Behavioral Interventions and Supports (PBIS) with clients.	Prerequisites: None.	LEC 3.0 3.0 3.0
SLP235AA	Speech-Language Pathology Practicum	Practical experience in completing clinical fieldwork as a Speech Language Pathology Assistant (SLPA). Provides opportunity to create lesson plans, implement therapy, record client performance and maintain appropriate documentation for a variety of speech-language	Prerequisites: None.	L+L 1.0 1.0 1.0

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		disorders in a therapeutic environment. A minimum of 50 hours for the clinical interaction experience in this course is required.		
SLP235AB	Speech-Language Pathology Practicum	Practical experience in completing clinical fieldwork as a Speech Language Pathology Assistant (SLPA). Provides opportunity to create lesson plans, implement therapy, record client performance and maintain appropriate documentation for a variety of speech-language disorders in a therapeutic environment. A minimum of 100 hours for the clinical interaction experience in this course is required.	Prerequisites: None.	L+L 2.0 2.0 2.0
SLP240	Assistive Technology and Augmentative Communication	Examines the use of Assistive Technology (AT) and Augmentative Alternative Communication (AAC) systems within various environments to support functional interaction with individuals with disabilities. Focuses on a variety of guiding principles, strategies, accommodations, modifications, computer hardware and software as well as low-tech and high-tech AT and AAC systems. Provides guidelines for need identification and implementation of AT and AAC systems within therapeutic and natural environments.	Prerequisites: None.	LEC 3.0 3.0 3.0
SLP242	Low Incidence Disabilities	Examines disabilities with a focus on treatment techniques for low incidence	Prerequisites: None.	LEC 3.0 3.0 3.0

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		disabilities. Focuses on blindness, deafness, moderate to severe intellectual disability, complex health issues, serious motor and physical impairment, multiple disabilities, genetic syndromes, moderate to severe autism, and social emotional disabilities. Includes therapy observations.		
SLP296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
SLP296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to	LAB 2.0 10.0 0.0

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			students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
SLP296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
SLP296WD	Cooperative Education	Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome	Completion of at least twelve (12) college credits minimum 2.6	LAB 4.0 20.0 0.0

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		related to the career objectives of the students. COMMON COMPETENCY COURSE	grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
SLP298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
SLP298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
SLP298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
SML111	Sheet Metal I	History and background of the sheet metal apprentice. Basics of drafting, layout and pattern development used in the sheet metal trade	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
SML112	Sheet Metal II	Layout and pattern development. Importance of time management. Use of power equipment and common sheet metal materials, trade mathematics and air flow movement	Prerequisites: A grade of C or better in SML111.	LEC 5.0 5.0 5.0
SML113	Sheet Metal III	Safe use of hand tools. Seams, locks and types of materials common to the sheet metal industry. Basic	Prerequisites: A grade of C or better in SML112.	LEC 5.0 5.0 5.0

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		mathematics and introduction to service work. Field installation included		
SML114	Sheet Metal IV	Field installations emphasizing duct and gutter hanging, inserts, equipment and housings. Includes roofs and roof pitch, blueprint reading and sheet metal drafting. Residential heating and air conditioning using ducting and blowpipe. Codes and materials for food service equipment	Prerequisites: A grade of C or better in SML113.	LEC 5.0 5.0 5.0
SML115	Basic Refrigeration	Environmental service industry. Refrigeration tools instruments and gauges. Tubing and pipe. Tubing fabrication procedures utilizing torches, soldering and brazing. Refrigeration principles including pressure and pressure measurements, temperature and characteristics of heat. Refrigeration system components, terminology and operation. Compressors, metering devices and refrigerant. Preparing and charging systems	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
SML116	Refrigeration Systems I	Servicing small hermetic refrigeration units. Leak testing, charging and adding oil to a hermetic system. Diagnosing internal faults in a hermetic system. Checking refrigerant levels and charging a commercial refrigeration system. Removing refrigerant and adding oil to a commercial system. Determining	Prerequisites: (Registered apprentice status and a grade of C or better in SML115) or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0

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		system balance for a commercial refrigeration system. Environmental Protection Agency (EPA) requirements for the recovery, recycling and reuse of chlorofluorocarbon refrigerants (CFCs). Equipment used in recovery, recycling and reclaiming procedures.		
SML117	Refrigeration Systems II	Basic concepts of electricity, alternating current and electrical schematics and diagrams. Control circuits, layouts and troubleshooting. Ohms law and circuit operating characteristics. Capacitors and capacitor testing, power factors, single phase and three phase transformers.	Prerequisites: (Registered apprentice status and a grade of C or better in SML115 and SML116) or permission of the Apprenticeship Coordinator.	LEC 5.0 5.0 5.0
SML118	Refrigeration Systems III	Single phase induction motors, three phase induction motors and special motors. Electric motor protection. Servicing electric motors, hermetic compressor motor protection and servicing hermetic motors. Includes introduction to electronic devices, testing electronic devices, circuits and electronic device applications.	Prerequisites: (Registered apprentice status and a grade of C or better in SML117) or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
SML119	Refrigeration Systems IV	Specific heating ventilation, air conditioning (HVAC) principles. Properties of air and air flow through ducts. Methods to balance air and water flow. Heating, ventilation air conditioning parts and equipment. Layout, operation, start up procedures,	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0

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		and service of specific systems and devices. Alternative heating methods		
SML120	Refrigeration Systems V	Heating and cooling systems start-up, operation and service. Water cooled and heated systems. Central air conditioning. Head pumps. Condensers and compressors	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
SML121	Refrigeration Systems VI	Specific commercial system applications. Basic concepts of heat recovery. Installation and capacities of commercial evaporators. Features of commercial defrost systems. Installation and application of commercial system components. Procedures for checking and testing commercial systems. Servicing commercial systems and components. Leak testing and evacuation. Servicing refrigerant components. Factors related to heat loads. Constant volume/variable temperature. Operation of multizone units. Safety practices	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
SML122	Refrigeration Systems VII	Control system fundamental concepts. Pneumatic control systems. Pneumatic thermostats and auxiliary devices. Pneumatic damper and valve control. Calibration, troubleshooting and maintenance procedures. Electric and electronic control systems. Computerized building management. Zone control systems, operation and service. Variable air volume system	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0

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		and terminal control. Direct Digital Control (DDC) systems and devices. Timers, thermostats and load controllers. Energy management and safety		
SML130	Insulation, Air, Layout and Fabrication	Purpose and installation of air distribution accessories. Thermal and acoustic insulation, fibrous glass duct liner and fiberglass blanket and fiberglass pipe and flexible foam insulation. Sheet metal layout and processes, terminology, tools, and safety. Parallel and radial line development and triangulation. Layout and fabrication of ductrun fittings.	Registered apprentice status or permission of Apprenticeship Coordinator.	LEC 5.0 5.0 5.0
SML201	HVAC V: Maintenance and Troubleshooting	Tools, instruments, equipment, components, procedures, materials, and tasks for preventative maintenance and troubleshooting of heating, ventilating and air conditioning (HVAC) systems. Microprocessor, gas, electric, and oil heating systems. Furnaces, electric heater packages for cooling, and heat pumps.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 5.0 5.0 5.0
SML203	HVAC VI: Troubleshooting Heating and Cooling Systems	Cooling and heating systems; heat pumps, Heating, Ventilation and Air Conditioning (HVAC) systems and accessories. Commercial heating and cooling systems. Air and water balancing systems. Steam systems. Customer relations.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 5.0 5.0 5.0
SML206	HVAC VII: Air Quality and Energy Conservation	Advanced blueprint reading. Architectural, plumbing, mechanical,	Registered apprentice status or permission of	LEC 5.0 5.0 5.0

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		and electrical drawings. Submittal, transfer and design. Indoor air quality. Heating, Ventilating and Air Conditioning (HVAC) equipment, components, accessories and systems. Introduction to computers and computer networks. Energy conservation and management.	the Apprenticeship Coordinator.	
SML211	Sheet Metal V	Intermediate drafting skills for advanced layout and pattern development. Operation and safety methods for hand operated shop machines. Use of special materials and introduction to the use of formulas. Time management techniques	Prerequisites: A grade of C or better in SML114.	LEC 5.0 5.0 5.0
SML212	Sheet Metal VI	Advanced layout, pattern development and use of special sheet metal power equipment. Includes trigonometric functions as applicable to the sheet metal trade Basic principles of refrigeration and air conditioning and field installation procedures	Prerequisites: A grade of C or better in SML211.	LEC 5.0 5.0 5.0
SML213	Sheet Metal VII	Moving heavy equipment and planning a duct job in the field. Requirements, types, seams and locks for furnace ducts, architectural sheet metal, and residential heating and air conditioning ducts. Also, blueprint reading, fire prevention and blowpipe systems	Prerequisites: A grade of C or better in SML212.	LEC 5.0 5.0 5.0
SML214	Sheet Metal VIII	Advanced blueprint and detailing for the sheet metal trade. Materials estimating. Solar heating principles	Prerequisites: A grade of C or better in SML213.	LEC 5.0 5.0 5.0

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		and installation procedures. Includes, installation of food service equipment, sign building, use of ductboard, and testing and balancing air conditioning systems		
SML215	Ducts, Drainage and Ventilation	Process of soldering common and special materials. Methods for supporting ducts including taping of hangers and fasteners. Calculations for roof drainage systems. Principles of ventilation. Safety procedures stressed.	Prerequisites: (Registered apprentice status and a grade of C or better in SML213 and SML214) or permission of the Apprenticeship Coordinator.	LEC 5.0 5.0 5.0
SML216	Duct Systems and Methods of Welding	Principles of air-flow within duct systems. Includes duct system components, types of duct materials and methods of duct construction. Introduction to welding plastics and metals. Safety stressed.	Prerequisites: (Registered apprentice status and a grade of C or better in SML213 and SML214) or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
SML217	Blueprint Reading and Principles of Air Conditioning	Components of blueprint plans to coordinate sheet metal work with other trades. Reading and interpreting of specifications, mechanical plans, electrical plans, industrial plans and specialty plans. Basic principles of air-conditioning. Emphasizes air distribution, outlets, applied load estimating, commercial and residential load estimating, residential and commercial controls, and the metric system.	Prerequisites: (Registered apprentice status and a grade of C or better in SML213 and SML214) or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0

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SML220	Environmental Systems I	General care and use of instruments. Fluid and air flow in heating, ventilating, and air conditioning (HVAC) systems. Principles of heat flow, heat transfer and the refrigeration cycle. Fundamentals of electricity. Automatic control systems. Test measurements using volt-ammeters, tachometers and thermometers. Air pressure and air flow measurements. Basic operating principles of HVAC systems and duct systems. Fans, cautions, construction and fan laws. Testing, adjusting and balancing (TAB) forms	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 5.0 5.0 5.0
SML224	HVAC VIII: Water Treatment and HVAC Design	Water problems, remedies, maintenance, and treatment. Commercial water and steam systems. Inspection and evaluation. System start up and shutdown. Cooling towers; evaporative condensers, boilers, chillers, air handlers and forced air systems. Components, accessories and design factors. Refrigerants and oils. Load calculations. Commercial and industrial refrigeration.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 5.0 5.0 5.0
SML226	Construction Sheet Metal and Mechanical Systems I	Field measuring and fitting. Air and duct systems and air source equipment. Welding practices, and arc-welding procedures. Brazing and flame cutting. Mechanical	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 5.0 5.0 5.0

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		refrigeration fundamentals, mechanical systems, and heat pumps.		
SML228	Construction Sheet Metal and Mechanical Systems II	Principals of airflow. Comprehensive blueprint and specification reading. Fabrication and triangulation. Roofing materials, gutters, downspouts, and chimneys. Installation techniques of elbows, outlet tubes, gutters and gutter outlets, and roof, chimney, and wall flashing.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 5.0 5.0 5.0
SML230	Construction Sheet Metal and Mechanical Systems III	Estimating labor, materials, equipment, and delivery. Staff organization and staff relations. Shop production. Coordination with other trades. Air balance principle and systems. Layout and fabrication methods.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 5.0 5.0 5.0
SML240	Construction Sheet Metal and Mechanical Systems IV	Layout and fabrication of louvers, dampers and access doors. Room and building ventilation. Moisture, humidity, temperature, energy and air flow. Fume and exhaust systems and components. Crew Leader skills.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 5.0 5.0 5.0
SML296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 1.0 5.0 0.0

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SML296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
SML296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or	LAB 3.0 15.0 0.0

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			career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
SML296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
SML298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		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. COMMON COMPETENCY COURSE		
SML298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
SML298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		development. COMMON COMPETENCY COURSE		
SOC101	Introduction to Sociology	The systematic study of social behavior and human groups, particularly the influence of culture, socialization, social structure, stratification, social institutions, differentiation by region, race, ethnicity, sex/gender, age, class, and socio/cultural change upon people's attitudes and behaviors.	Prerequisites: None.	LEC 3.0 3.0 3.0
SOC105	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.	LEC 3.0 3.0 3.0
SOC110	Drugs and Society	Provides a sociological understanding of drug use and policy. Examines social-cultural factors contributing to use and abuse and effects of commonly used drugs on the individual and society. Reviews current theories and research relating to drug use. Introduces extensive coverage of various methods and statistics for measuring drug use. Explores prevention, intervention, and treatment. Examines public policies concerning drug related issues.	Prerequisites: None.	LEC 3.0 3.0 3.0
SOC112	American Indian Policy	Reviews United States government policies and their impact on American	Prerequisites: None.	LEC 3.0 3.0 3.0

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		Indian sovereignty. Examines historic, legal, economic, and social issues regarding Indian policies and how they impact Indian Nations and individual Indians. Studies historical as well as contemporary policies created by the Federal Government that define the trust relationship between the United States government and Indian Nations		
SOC130	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 sexuality in contemporary society. This course contains mature adult content.	Prerequisites: None.	LEC 3.0 3.0 3.0
SOC141	Sovereign Indian Nations	Explores the sovereign status of American Indians as it relates to social relationships, traditions, and culture of American Indians. Reviews historic relations with non-Indian societies, the development of federal Indian law, tribal governments and their functions. Examines treaty rights, environmental issues, public policy, economic development, other current issues, and contemporary social problems	Prerequisites: None.	LEC 3.0 3.0 3.0
SOC143	Sociology of African American Problems	Social, economic, political and domestic problems encountered by	Prerequisites: None.	LEC 3.0 3.0 3.0

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		African Americans in typical urban environments. Emphasis on the specific dynamics of adjustment, survival and empowerment of urban African Americans		
SOC157	Sociology of Families and Relationships	Systemic analysis of socio-cultural and historical origins of modern families in the U.S. and their importance, major challenges and changing trends. Explores being single, dating and attraction, love, cohabitation and marriage, family planning and parenthood, conflict and crisis within the family, and divorce.	Prerequisites: None.	LEC 3.0 3.0 3.0
SOC160	American Indian Law	Analyzes the legal system of the United States Government as it applies to American Indian Nations. Examines how United States legal institutions have impacted Indian sovereignty. Units of analysis include the development of Indian law, United States Supreme Court decisions, Congressional Acts, treaty rights and the development of tribal governments. Focuses on legal institutions that have abridged the property rights of Indian Nations.	Prerequisites: None.	LEC 3.0 3.0 3.0
SOC180	Social Implications of Technology	Effects of development and implementation of technology on society. Historical and multi-cultural comparisons of this process, current concerns addressed, and prospects for the future analyzed.	Prerequisites: None.	LEC 3.0 3.0 3.0

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SOC212	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.	LEC 3.0 3.0 3.0
SOC220	Sport and Society	Applies the sociological perspective to the study of sport. Emphasizes how hierarchies of race, class, and gender in the United States impact the sport experience of fans, athletes, and athletic administrators, as well as how professional, collegiate, and amateur sports have at times played a transformative role in society.	Prerequisites: None.	LEC 3.0 3.0 3.0
SOC241	Race and Ethnic Relations	Examines how the social construction of race shapes social interaction and social institutions. Explores the consequences of power, privilege and oppression among major ethnic and racial groups in the United States.	Prerequisites: None.	LEC 3.0 3.0 3.0
SOC245	Social Deviance	A sociological analysis of social deviance including a review of theories, individual and social implications of deviant labeling, and relevant aspects of social control.	Prerequisites: None.	LEC 3.0 3.0 3.0
SOC251	Social Problems	A systematic and in-depth survey of selected social problems and inequalities from a sociological perspective, including what is known about the problem, recent trends, their	Prerequisites: None.	LEC 3.0 3.0 3.0

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		causes and consequences, individual and societal responses to them, and possible remedies or policies that could address these issues. Issues to be examined may include issues in health care, dependencies, crime/violence, inequalities in race/class/gender/region/age, family, education, work, the economy, population migration/immigration, the environment, war and global insecurity.		
SOC253	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.	LEC 3.0 3.0 3.0
SOC265	Sociology of Aging	Examination of the aging process from post adolescence through old age from interdisciplinary and multicultural perspectives. Emphasis on positive participation in major social institutions and the amelioration of age-related problems	Prerequisites: None.	LEC 3.0 3.0 3.0
SOC266	Sociology Through Film	Examines movie-going and the experience of spectatorship. Studies how motion pictures reflect, influence, and are influenced by American culture and societal institutions. Explores the role of the movie industry as a vehicle for social commentary, analysis, and criticism.	Prerequisites: None.	LEC 3.0 3.0 3.0

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SOC270	The Sociology of Health and Illness	Roles of health care providers and patients, various modalities of treatment and prevention, and the history, current status, and future trends in medicine and medical technology, and complementary health approaches from a cross-cultural and global sociological perspective.	Prerequisites: None.	LEC 3.0 3.0 3.0
SOC282AA	Service-Learning Experience in Sociology	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: A grade of C or better in SOC101 and permission of Instructor.	LAB 1.0 1.0 0.0
SOC282AB	Service-Learning Experience in Sociology	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: A grade of C or better in SOC101 and permission of Instructor.	LAB 2.0 2.0 0.0
SOC282AC	Service-Learning Experience in Sociology	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: A grade of C or better in SOC101 and permission of Instructor.	LAB 3.0 3.0 0.0
SOC296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 1.0 5.0 0.0

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SOC296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
SOC296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or	LAB 3.0 15.0 0.0

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			career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
SOC296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
SOC298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		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. COMMON COMPETENCY COURSE		
SOC298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
SOC298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		development. COMMON COMPETENCY COURSE		
SPA055	Fundamentals of Spanish Grammar	Introduces basic concepts of Spanish pronunciation and grammar for successful study of the language. Emphasis on grammar, sentence structure, and practice of simple dialogues	Prerequisites: None.	LEC 1.0 1.0 1.0
SPA085AA	Speedy Spanish I	Basic vocabulary and grammar to develop conversational skills in Spanish. Emphasis on speaking skills	Prerequisites: None.	LEC 1.0 1.0 1.0
SPA085AB	Speedy Spanish II	Intermediate development of vocabulary and grammar to develop conversational skills in Spanish. Emphasis on speaking skills.	Prerequisites: A grade of C or better in SPA085AA. Completion of prerequisites within the last three years is required.	LEC 1.0 1.0 1.0
SPA085AC	Speedy Spanish III	Advanced development of vocabulary and grammar to develop conversational skills in Spanish. Emphasis on speaking skills.	Prerequisites: A grade of C or better in SPA085AB. Completion of prerequisites within the last three years is required.	LEC 1.0 1.0 1.0
SPA095	Speak Spanish I	Limited vocabulary and grammar to help develop fluency in Spanish. Emphasis on speaking skills	Prerequisites: None.	LEC 1.0 1.0 1.0
SPA096	Speak Spanish II	Limited vocabulary and grammar to help develop fluency in Spanish. Emphasis on speaking skills.	Prerequisites: A grade of C or better in SPA095. Completion of prerequisites within the	LEC 1.0 1.0 1.0

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			last three years is required.	
SPA097	Speak Spanish III	Limited vocabulary and grammar to help develop fluency in spoken Spanish. Emphasis on speaking skills; some written work required.	Prerequisites: A grade of C or better in SPA096. Completion of prerequisites within the last three years is required.	LEC 1.0 1.0 1.0
SPA101	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.	LEC 4.0 4.0 4.0
SPA101AA	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.	L+L 4.0 5.0 5.0
SPA102	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.	(A grade of C or better in SPA101 or SPA101AA), or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
SPA102AA	Elementary Spanish II	Continued study of grammar and vocabulary of the Spanish language and study of the Spanish-speaking	(A grade of C or better in SPA101 or SPA101AA), or permission of	L+L 4.0 5.0 5.0

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		cultures. Emphasis on speaking, reading, and writing skills.	Department or Division. Completion of prerequisites within the last three years is required.	
SPA103	Elementary Spanish for Spanish Speakers I	Review of basic Spanish grammar and pronunciation. Emphasis on reading and writing skills in Spanish. For native speakers needing review of essential language skills	Spanish-speaking or permission of Department or Division.	LEC 4.0 4.0 4.0
SPA104	Elementary Spanish for Spanish Speakers II	Continued review of grammatical problems in speaking and writing and reading in Spanish.	Prerequisites: A grade of C or better in SPA103 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
SPA109	Law Enforcement Spanish I	Conversational and written Spanish for law enforcement personnel. Emphasis on basic sentence structure, pronunciation and vocabulary used in common job-related situations.	Prerequisites: None.	LEC 3.0 3.0 3.0
SPA111	Fundamentals of Spanish	Accelerated study of elementary Spanish for students with previous Spanish coursework. Includes basic Spanish grammar, pronunciation, vocabulary and the study of the Spanish- speaking cultures. Emphasis on speaking, listening, reading, and writing skills.	Prerequisites: A grade of C or better in SPA101 or SPA101AA or SPA115 or SPA115AA or two years of high school Spanish or permission of Department or Division. Completion of prerequisites within the	LEC 4.0 4.0 4.0

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			last three years is required.	
SPA115	Beginning Spanish Conversation I	Basic pronunciation, vocabulary, sentence structures, and cultural awareness, necessary to develop speaking and listening skills in Spanish	Prerequisites: None.	LEC 3.0 3.0 3.0
SPA115AA	Beginning Spanish Conversation I	Conversational Spanish. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Spanish. Designed for students seeking speaking and listening abilities with little emphasis on grammar	Prerequisites: None.	L+L 3.0 4.0 4.0
SPA116	Beginning Spanish Conversation II	Continued study of basic pronunciation, vocabulary, sentence structures, and a cultural awareness necessary to develop speaking and listening skills in Spanish.	Prerequisites: A grade of C or better in SPA115 or SPA115AA or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
SPA116AA	Beginning Spanish Conversation II	Continued development of speaking and listening skills for effective communication in Spanish.	Prerequisites: A grade of C or better in SPA115 or SPA115AA or permission of Department or Division. Completion of prerequisites within the last three years is required.	L+L 3.0 4.0 4.0

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SPA117	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.	LEC 3.0 3.0 3.0
SPA117AA	Health Care Spanish I: Introduction	Part one of basic medical terminology in Spanish for health care personnel or students. Emphasis on pronunciation and vocabulary needed in health care setting, including coverage of routine information gathered	Prerequisites: None.	LEC 1.0 1.0 1.0
SPA117AB	Health Care Spanish I: Intermediate	Part two of basic Spanish communication for health care personnel or students. Emphasis on pronunciation and vocabulary needed in health care settings, including medications and their use.	Prerequisites: A grade of C or better in SPA117AA or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 1.0 1.0 1.0
SPA118	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: A grade of C or better in SPA117 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
SPA119	Spanish for Educational Settings I	Basic conversational Spanish for teachers, counselors, administrators and other school personnel. Emphasis on basic sentence structure,	Prerequisites: None.	LEC 3.0 3.0 3.0

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		pronunciation and vocabulary used in educational settings		
SPA120	Spanish for Educational Settings II	Basic conversational Spanish for teachers, counselors, administrators and other school personnel. Continuation of SPA119, expanding into secondary and post- secondary educational settings. Emphasis on basic sentence structure, pronunciation and vocabulary.	Prerequisites: A grade of C or better in SPA119 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
SPA201	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: A grade of C or better in SPA102, or SPA102AA, or SPA111, or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
SPA202	Intermediate Spanish II	Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures.	A grade of C or better in SPA201, or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
SPA203	Spanish for Spanish-Speaking Students I	Designed for Spanish-speaking students. Emphasis on written composition, grammar review, punctuation and spelling, literature	Permission of instructor or Department Chair.	LEC 4.0 4.0 4.0

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		and conversation. May be taken in lieu of SPA201		
SPA204	Spanish for Spanish-Speaking Students II	Designed for Spanish-speaking students. Advanced study of Spanish grammar, composition, literature, and conversation.	Prerequisites: A grade of C or better in SPA203 or SPA201 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 4.0 4.0 4.0
SPA205	Spanish for Medical Interpretation I	Introduction to Spanish interpretation for medical interpreters. Covers code of ethics, national standards and medical interpreter's responsibilities as well as cultural awareness and legal issues. Interpretation for first responders included.	Prerequisites: A grade of B or better in SPA202 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
SPA206	Spanish for Medical Interpretation II	Continuation of Spanish interpretation for medical interpreters. Medical vocabulary and translation relating to human anatomy and physiology emphasized.	Prerequisites: A grade of B or better in SPA205 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
SPA217	Spanish for Business Communication	Continued development of Spanish language skills with emphasis on topics related to conducting business in Spanish-speaking cultures.	Prerequisites: A grade of C or better in GBS151 and (SPA201 or permission of Department or Division). Completion	LEC 4.0 4.0 4.0

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			of prerequisites within the last three years is required.	
SPA225	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: A grade of C or better in SPA102 or SPA102AA or SPA116 or SPA116AA or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
SPA226	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: A grade of C or better in SPA201 or SPA225 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
SPA235	Advanced Spanish Conversation I	Continued development of skills in conversational fluency. Class conducted completely in Spanish.	Prerequisites: A grade of C or better in SPA226 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
SPA236	Advanced Spanish Conversation II	Further development of skills in conversational fluency. Grammar	Prerequisites: A grade of C or better in	LEC 3.0 3.0 3.0

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		presented only to clarify student errors.	SPA235 or permission of Department or Division. Completion of prerequisites within the last three years is required.	
SPA241	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: A grade of C or better in SPA202 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
SPA242	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: A grade of C or better in SPA241 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
SPA251	Spanish Civilization	An introduction to Spanish civilization with a focus on the culture of Spain. History of Spain and each period's cultural manifestations, including economic, sociological, and political factors as well as cultural artifacts such as architecture, literature, visual arts, music, and gastronomy.	Prerequisites: Four years of high school Spanish or a grade of C or better in SPA202 or permission of Department or Division. Completion of prerequisites within the	LEC 3.0 3.0 3.0

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			last three years is required.	
SPA265	Advanced Spanish I	Introduction and study of Spanish and Spanish-American literature. Selected readings from most Spanish-speaking countries. All discussions, oral reports, and written assignments are in Spanish.	Prerequisites: A grade of C or better in SPA202 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
SPA266	Advanced Spanish II	Further study of Spanish and Spanish-American literature. Reading selections from most Spanish-speaking countries. All oral reports, discussions, and written reports in Spanish. Graduated level of difficulty from the literature studied in SPA265.	Prerequisites: A grade of C or better in SPA265 or permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
SPA282AA	Service-Learning Experience in Spanish	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
SPA282AC	Service-Learning Experience in Spanish	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
SPA296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify	LAB 1.0 5.0 0.0

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			or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
SPA296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
SPA296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to	LAB 3.0 15.0 0.0

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			students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
SPA296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
SPA298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		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. COMMON COMPETENCY COURSE		
SPA298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
SPA298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
SPH241	Spanish and Latin American Film in Translation	A survey of Spanish and Spanish-American film as art form and as social commentary. Includes documentary, biography, and films based on works of literature. Coursework, class participation, and oral and written reports conducted in English.	Prerequisites: None.	LEC 3.0 3.0 3.0
SPH245	Hispanic Heritage in the Southwest	A survey of Hispanic heritage in the Southwest. Cultural and social institutions and their contribution to the development of the region and its heritage	Prerequisites: None.	LEC 3.0 3.0 3.0
SPH296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with	LAB 1.0 5.0 0.0

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			permission of Instructor.	
SPH296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
SPH296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 3.0 15.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
SPH296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
SPH298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
SPH298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
SPH298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
SSH111	Sustainable Cities	Introduction to the field of sustainability and exploration of the practices leading to the development of sustainable cities. Explores the	Prerequisites: None.	LEC 3.0 3.0 3.0

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		concept of sustainable development of cities within local, regional, and global contexts.		
SSH298AA	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.	LAB 1.0 1.0 0.0
SSH298AB	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.	LAB 2.0 2.0 0.0
SSH298AC	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-	Prerequisites: Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		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.		
STO100	Introduction to Storytelling	Introduction to the art of storytelling. Finding, crafting and telling traditional, fact-based, and personal stories in and out of class	Prerequisites: None.	LEC 3.0 3.0 3.0
STO100AA	How to Tell Traditional Stories	Introduction to the art of storytelling. Finding, crafting and telling a traditional story in and out of class	Prerequisites: None.	LEC 1.0 1.0 1.0
STO100AB	How to Tell Fact-Based Stories	Introduction to the art of storytelling. Finding, crafting and telling fact-based stories in and out of class	Prerequisites: None.	LEC 1.0 1.0 1.0
STO100AC	How to Tell Personal Stories	Introduction to the art of storytelling. Finding, crafting and telling personal stories in and out of class	Prerequisites: None.	LEC 1.0 1.0 1.0
STO101	Storytelling for Literacy	Introduction to the natural process from oral to written language and the role of storytelling in both. Focus will be on the development and sharing of oral and written stories	Prerequisites: None.	LEC 1.0 1.0 1.0
STO145	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.	L+L 1.0 2.0 2.0
STO150	Digital Storytelling	Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create,	Prerequisites: None.	L+L 3.0 6.0 6.0

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		edit, produce and archive a digital story		
STO200AA	Biographical Storytelling	Exploration of the art and craft of finding, developing and telling biographical stories	Prerequisites: None.	LEC 1.0 1.0 1.0
STO202	Bilingual Storytelling	Introduction to bilingual storytelling as a genre. Research, develop, and craft bilingual stories. Find appropriate contexts and venues for telling. Assist in the integration and application of bilingual storytelling to the learning environment in the classroom.	Prerequisites: None.	LEC 3.0 3.0 3.0
STO205	Establishing a Family Storytelling Tradition	Developing a family storytelling tradition. Finding, crafting, telling and preserving the stories of family members past and present, including the traditional stories associated with the family's cultural heritages. Sharing stories in family and community contexts.	Prerequisites: None.	LEC 3.0 3.0 3.0
STO250AA	Benefiting from the Storytelling Festival Experience	Observation of master storytellers in performance. Structured observation, inquiry, and reflection in the context of a major national storytelling festival.	Prerequisites: None.	LEC 1.0 1.0 1.0
STO273	The Biblical Storytelling Tradition	Introduction to the history and practice of biblical storytelling. Overview of the oral foundation of biblical texts and teachings. Utilization of exegesis to develop and adapt stories for modern audiences. Researching, developing, and crafting Bible stories	Prerequisites: None.	LEC 3.0 3.0 3.0

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		for telling. Telling biblical stories in family, community, and spiritual settings.		
STO279	Creating and Telling Fact-Based Historical Stories	Creating and telling fact-based stories and stories from history.	Prerequisites: A grade of C or better in EDU/HUM/STO292.	LEC 3.0 3.0 3.0
STO282AA	Service-Learning Experience in Storytelling	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
STO282AB	Service-Learning Experience in Storytelling	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
STO282AC	Service-Learning Experience in Storytelling	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
STO283	The African Storytelling Tradition	Introduction to the history and practice of storytelling in Africa. Overview of African myths, legends, folktales, parables, and fables. Great story tellers and story collectors of the past and present. Researching, developing, and crafting African stories for telling	Prerequisites: None.	LEC 3.0 3.0 3.0
STO284	Storytelling and Music	Introduction to the role and importance of music in storytelling. Research, craft, and tell stories that include percussion, vocal, or instrumental elements.	Prerequisites: None.	LEC 3.0 3.0 3.0
STO285	Creating/Performing Solo/Collaborative Works	Developing, rehearsing, and performing solo and collaborative works for fringe festivals and other storytelling and theatre venues.	Prerequisites: None.	LEC 3.0 3.0 3.0
STO286	Using Storytelling in a Variety of Settings	The application of storytelling and storytelling activities in the world of	Prerequisites: None.	LEC 3.0 3.0 3.0

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		health care, business, parks, museums, hospitals, and education		
STO287	Norse and Scandinavian Storytelling Tradition	Overview of Norse and Scandinavian myths, legends, folktales. Impact of Norse and Scandinavian myth on popular culture. Researching, developing, and crafting Norse and Scandinavian stories for telling, game development, structuring graphic novels and other applications.	Prerequisites: None.	LEC 3.0 3.0 3.0
STO288	Telling Sacred Stories from Around the World	Introduction to sacred stories as a genre. Researching, developing, and crafting traditional and personal sacred stories. Finding appropriate applications and venues for telling.	Prerequisites: None.	LEC 3.0 3.0 3.0
STO289AA	Using Storytelling in Educational Settings	The application of storytelling and storytelling activities in educational settings	Prerequisites: None.	LEC 1.0 1.0 1.0
STO289AB	Using Storytelling in Business Settings	The application of storytelling and storytelling activities in business settings	Prerequisites: None.	LEC 1.0 1.0 1.0
STO289AC	Using Storytelling in Healing Settings	The application of storytelling and storytelling activities in healing settings	Prerequisites: None.	LEC 1.0 1.0 1.0
STO289AD	Using Storytelling in Interpretive Settings	The application of storytelling and storytelling activities in interpretive settings including museums, gardens, parks, and zoos	Prerequisites: None.	LEC 1.0 1.0 1.0
STO289AE	Using Storytelling in Toastmasters	The application of storytelling and storytelling activities in speaking and leadership groups such as Toastmasters.	Prerequisites: None.	LEC 1.0 1.0 1.0

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STO289AF	Using Storytelling in Family Settings	The application of storytelling and storytelling activities in family settings, such as family story nights, holidays, and reunions. Emphasis on finding and sharing family stories.	Prerequisites: None.	LEC 1.0 1.0 1.0
STO289AG	Using Storytelling in Advocacy Settings	The application of storytelling and storytelling activities in contexts of advocacy and civic engagement. Focus on stories that reflect the goals and aims of a civic organization.	Prerequisites: None.	LEC 1.0 1.0 1.0
STO290	The Irish Storytelling Tradition	Introduction to the history and practice of storytelling in Ireland. Overview of Irish myths, legends, folktales, and humorous tales. Great story tellers and story collectors of the past and present. Researching, developing, and crafting Irish stories for telling	Prerequisites: None.	LEC 3.0 3.0 3.0
STO291AA	Storytelling Circle	Designed to provide opportunities for students to practice and develop critical listening and storytelling skills.	Prerequisites: A grade of C or better in EDU/HUM/STO292 or permission of Instructor.	L+L 1.0 1.5 1.5
STO292	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.	LEC 3.0 3.0 3.0
STO293	The Art of Storytelling II	Further exploration of the art of storytelling. Provide opportunities for the expansion of storytelling skills and	Prerequisites: A grade of C or better in EDU292 or HUM292 or STO292.	LEC 3.0 3.0 3.0

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		a deeper appreciation of storytelling and its applications		
STO294	Multicultural Folktales	Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications	Prerequisites: None.	LEC 3.0 3.0 3.0
STO295	Traditional Storytelling Around the World	Introduction to traditional storytelling practices around the world. Understanding the roles and techniques of traditional storytellers. Telling traditional stories ethically.	Prerequisites: None.	LEC 3.0 3.0 3.0
STO297	Creating and Telling Personal Stories	Exploration of the art and craft of finding, developing and telling personal stories.	Prerequisites: A grade of C or better in EDU292 or HUM292 or STO292.	LEC 3.0 3.0 3.0
STO298AA	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 m COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
STO298AB	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-	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to m COMMON COMPETENCY COURSE		
STO298AC	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 m COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
SUN101	Basic Math for Carpenters	Mathematical concepts and operations for the carpentry trade. Addition, subtraction, multiplication and division of whole, decimal, fractional and metric numbers. Linear, angular, circular, surface and volume measurements. Basic geometry	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
SUN104	Site Preparation I	Trade terms, local zoning and building ordinances, and plot plan layout. Installation of batter boards and establishing building lines. Set up and use of a builder's level.	Prerequisites: (Registered apprentice status and a grade of C or better in SUN101) or permission of the apprenticeship coordinator.	LEC 1.0 1.0 1.0

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SUN105	Reading Plans and Elevations	Construction drawings, lines, symbols, dimensions and abbreviations. Specifications and site and plot plan development. Includes plan and elevation reading exercises.	Prerequisites: (Registered apprentice status and a grade of C or better in ABC123) or permission of the Apprenticeship Coordinator.	LEC 2.0 2.0 2.0
SUN108	Wall Systems, Tilt-Up	History and evolution of tilt-up construction processes. Tilt- up versus concrete block or poured in place concrete walls. Testing of concrete and preparation of the slab for tilt-up. Grading and finishing concrete slabs and forming tilt-up panels. Lifting and bracing panels.	Prerequisites: (Registered apprentice status and a grade of C or better in SUN103) or permission of the apprenticeship coordinator.	LEC 1.5 1.5 1.5
SUN109	Site Preparation II	Basic field engineering including terminology, methods of land description and the use of tools and instruments. Government land survey system procedures and specific procedures for field surveying.	Prerequisites: Registered apprentice status and a grade of C or better in SUN101 and SUN104 or permission of the Apprenticeship Coordinator.	LEC 2.0 2.0 2.0
SUN110	Forming	Concrete formwork including terminology, layout, materials and tolerances. Construction forms for columns, footings, walls, beams and stairs.	Prerequisites: (Registered apprentice status and a grade of C or better in SUN101) or permission of the apprenticeship coordinator.	LEC 1.5 1.5 1.5
SUN110AA	Forming (Loose) Fundamentals	Cushion cone and cam-lock forming system. Various form and scaffold bracket systems. Forming teams, snap	Registered apprentice status or permission of	LEC 1.0 1.0 1.0

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		ties, aluma gang forms. Lumber versus Laminated Veneer Lumber (LVL) strongbacks.	the Apprenticeship Coordinator.	
SUN111	Introduction to Light Equipment	Use, operation and maintenance of light equipment used in the construction trades. Types, assemblies, operator qualifications, controls, safety precautions, operating procedures, and maintenance of aerial lifts, skid steer loaders, trenchers, generators, compressors, compactors and forklifts	Prerequisites: None.	LEC 1.0 1.0 1.0
SUN112	Framing Fundamentals	Wall and ceiling layout procedures. Assembly and erection of exterior walls using common materials and methods. Masonry construction wall framing techniques and use of metal studs.	Registered apprentice status or permission of the Apprenticeship Coordinator.	LEC 1.0 1.0 1.0
SUN201	Reinforcing Concrete	Use of reinforced concrete and reinforcing steel. Reinforced concrete in specific settings. Reinforcing steel; bar supports, bar lists, fabrication options, cutting and bending, tying, splicing and placing bars	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 1.5 1.5 1.5
SUN202	Horizontal and Vertical Formwork	Concrete forming and shoring systems and accessories, panel and gang wall patented wall forming systems. Column patented forms, flying form systems and culvert and roof support systems. Slipforming, paving and architectural forms. Application and construction methods for various types of forming and form hardware systems	Prerequisites: (Registered apprentice status and a grade of C or better in SUN201) or permission of the Apprenticeship Coordinator.	LEC 2.0 2.0 2.0

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		for walls, columns, and stairs as well as slip forms, climbing forms, and shaft forms. Overview of assembly, erection and stripping of gang forms.		
SUN207	Metal Studs and Drywall	Installation of metal framing members and gypsum dry wall. Gypsum ceiling products and installation procedures	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 1.5 1.5 1.5
SUN208	Construction Plans and Elevations	Construction drawings, plans and elevations. Lines, symbols, dimensions and abbreviations. Specifications and site and plot plan development. Includes plan and elevation reading exercises.	Prerequisites: (Registered apprentice status and a grade of C or better in SUN105) or permission of the apprenticeship coordinator.	LEC 1.5 1.5 1.5
SUN298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
SUN298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		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. COMMON COMPETENCY COURSE		
SUN298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
SUS100	Introduction to Sustainability	Introduction to the basic concepts of sustainability. Includes challenges of land, ocean, and resource management as well as the built environment. Also covers connections between global, local and personal sustainability challenges and responses at each level.	Prerequisites: None.	LEC 3.0 3.0 3.0
SUS110	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	Prerequisites: None.	LEC 3.0 3.0 3.0

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		challenges such as land use change, competition for water and other natural resources, and renewable energy concerns and crises.		
SUS230	Practical Skills for Sustainability Problem Solving	Introduction to professional skills in sustainability problem solving. Emphasis on four skill areas: teamwork basics, project management tools and professional behaviors, self-directed learning techniques, and stakeholder engagement. Also covers techniques for identification of challenges and conflict resolution within a sustainability project.	Prerequisites: None.	LEC 1.0 1.0 1.0
SUS231	Careers in Sustainability	Introduction to career pathways in sustainability. Exploration of career paths, development of interview skills, and resume creation covered in addition to articulation of personal interests and values related to careers in sustainability. Also includes an introduction to networking skills and job search assistance.	Prerequisites: None.	LEC 1.0 1.0 1.0
SUS232	Professional Skills in Sustainability Practice	Introduction to professional skills in sustainability through interpersonal competence. Emphasis on teamwork, project management, stakeholder engagement, communication, and continuous learning.	Prerequisites: A grade of C or better in SUS110 and SSH111 and (ENG101 or ENG107).	LEC 3.0 3.0 3.0
SWU101AA	Self-Awareness for Paraprofessional Helpers	Explores the paraprofessional helper's feelings and values, and encourages examination of one's own strengths,	Prerequisites: None.	LEC 1.0 1.0 1.0

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		weaknesses and coping skills within the context of the helping relationship		
SWU101AB	Awareness of Others for Paraprofessional Helpers	Applies the paraprofessional helper's insights about themselves within the context of knowledge about client populations, diversity, ethics, and beginning stages of assessment	Prerequisites: A grade of C or better in SWU101AA.	LEC 1.0 1.0 1.0
SWU101AC	Intervention Assessment for Paraprofessional Helpers	Introduction for the paraprofessional helper to intervention techniques, beginning communication skills, community resources, and development of action plans	Prerequisites: A grade of C or better in SWU101AB.	LEC 1.0 1.0 1.0
SWU130	Addictions and Substance Use Disorders	Sociological, psychological and physiological aspects of addictive behaviors and chemical abuse. Consideration of a variety of treatment programs offered in community agencies.	Prerequisites: None.	LEC 3.0 3.0 3.0
SWU171	Introduction to Social Work	Analysis of contemporary social welfare services and professional social work.	Prerequisites: None.	LEC 3.0 3.0 3.0
SWU181	Economics: A Social Issues Perspective	Introduction to economic principles through the lens of contemporary social issues for social work and related fields.	Prerequisites: None.	LEC 3.0 3.0 3.0
SWU182	A Social Services Perspective of Government	Government and the role of policy practice in advancing social and economic justice and effective social services within the southwest.	Prerequisites: None.	LEC 3.0 3.0 3.0
SWU183	Introductory Ethics: A Social Service Perspective	Introductory exploration of ethics from a historical and multicultural perspective viewed through the lens of contemporary social issues.	Prerequisites: None.	LEC 3.0 3.0 3.0

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SWU225	Statistics for Social Research/Justice and Government	Introductory course in descriptive and inferential statistics for social research. Designed to serve as preparation for interpreting and understanding research related to Justice and Government related agencies	Prerequisites: A grade of C or better in MAT092 or completion of higher level mathematics course.	LEC 3.0 3.0 3.0
SWU250	Mindfulness for Stress Management	Introduction to the theory, research and practice behind mindfulness and stress management as it relates to quality of life issues and professional self-care. Focus on maintaining a healthy lifestyle and managing personal/professional stress by incorporating evidence based research on nutrition, mindfulness, communication, positive psychology, exercise, environmental factors contributing to wellness and disease; immune system support, activity management and developing practices that facilitate maintaining living in balance.	Prerequisites: None.	LEC 3.0 3.0 3.0
SWU258	Victimology and Crisis Management	Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate community resources and the responsiveness of the justice system.	Prerequisites: None.	LEC 3.0 3.0 3.0

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SWU275AA	Case Report Writing I	Documentation skills for human service helpers. Includes privacy and legal issues	Prerequisites: None.	LEC 1.0 1.0 1.0
SWU282AA	Volunteerism for Social Work: A ServiceLearning Experience	Service-learning field experience within private/public agencies, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
SWU282AB	Volunteerism for Social Work: A ServiceLearning Experience	Service-learning field experience within private/public agencies, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
SWU282AC	Volunteerism for Social Work: A ServiceLearning Experience	Service-learning field experience within private/public agencies, and citizen volunteer groups.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
SWU285	Social Services Seminar	Special topics in social services with an emphasis on current issues not covered in other Social Work courses.	Prerequisites: None.	LEC 1.0 1.0 1.0
SWU291	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: A grade of C or better in SWU171, or permission of Department or Division or Corequisites: SWU171.	LEC 3.0 3.0 3.0
SWU295	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: None. SWU171 suggested but not required.	LEC 3.0 3.0 3.0
SWU296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students	LAB 1.0 5.0 0.0

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			present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
SWU296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
SWU296WC	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a	LAB 3.0 15.0 0.0

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		students. COMMON COMPETENCY COURSE	position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
SWU296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
SWU298AA	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		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. COMMON COMPETENCY COURSE		
SWU298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
SWU298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
TCJ101	Overview of Indian Law I	Legal problems specific to American Indians and tribes, including the nature and scope of Indian law, federal Indian law and policy, the special federal-tribal relationship, Indian tribal governments, Indian tribal sovereignty, and the jurisdictional framework in Indian country.	Prerequisites: None.	LEC 3.0 3.0 3.0
TCJ102	Overview of Indian Law II	Legal problems special to American Indians and tribes. Includes criminal, civil, tax, and regulatory jurisdiction in Indian country. Rights of individual Indians, tribal economic development and Indian water, fishing, and hunting rights.	Prerequisites: A grade of C or better in TCJ101, or permission of Department or Division.	LEC 3.0 3.0 3.0
TCJ103	Tribal Court Jurisdiction	Federal judicial system, relationship of federal and tribal law, jurisdiction of federal courts and their relation to tribal courts, tribal judicial system.	Prerequisites: A grade of C or better in TCJ102, or permission of Department or Division.	LEC 3.0 3.0 3.0
TCJ104AA	Practice Court: Civil	Conduct a mock civil case, focus on all stages of trial from commencement of the action to final judgment.	Prerequisites: A grade of C or better in TCJ102, or permission of Department or Division.	LEC 3.0 3.0 3.0
TCJ104AB	Practice Court: Criminal	Conduct a criminal case, focus on all stages of trial from commencement of the action to final judgment.	Prerequisites: A grade of C or better in TCJ102, or permission	LEC 3.0 3.0 3.0

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			of Department or Division.	
TCJ203	Ethics for Tribal Courts	Rules of professional responsibility and ethical considerations pertinent to tribal courts.	Prerequisites: A grade of C or better in TCJ101.	LEC 1.0 1.0 1.0
TCJ211	Introduction to Tribal Cases and Codes	Introduction to the process of legal research. Reading and briefing cases using the Issue, Rule, Analysis, Conclusion (IRAC) approach, legal analysis of cases and codes, elements of a legal memorandum with emphasis on legal writing skills.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: (ENG101 and TCJ101) or permission of Department Chairperson or Program Director.	LEC 3.0 3.0 3.0
TCJ215	Evidence for Tribal Courts	Examination of the most commonly encountered evidentiary issues encountered in the tribal courts. Evidentiary foundations, exclusion of witnesses, recognition of hearsay, admissibility of character and prior acts evidence, privileged communications; authentication.	Prerequisites: A grade of C or better in TCJ101.	LEC 3.0 3.0 3.0
TCJ225	Legal Writing and Analysis for Tribal Courts	Development of practical and analytical skills used in basic legal research. Culminates in writing a legal memorandum.	Prerequisites: A grade of C or better in ENG101, or permission of Department Chairperson or Program Director.	LEC 3.0 3.0 3.0
TCJ298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research	Prerequisites: Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		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.		
TCJ298AB	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.	LAB 2.0 2.0 0.0
TCJ298AC	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.	LAB 3.0 3.0 0.0

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TDR102	Construction Soft Skills I: Workplace Skills	First impressions, relationship building, and team work. Diversity in the work place. Individual and group activities	Registered apprentice status or permission of apprenticeship coordinator.	LEC 1.0 1.0 1.0
TDR104	Construction Soft Skills II: Listening and Speaking	Effective listening, speaking, reading and writing skills for the construction industry. Communication process: channel, receiver and feedback. Communication issues, problems, and noise. Business and form writing for the construction industry. On-the-job site factors. Individual and group activities	Prerequisites: A grade of C or better in TDR102.	LEC 1.0 1.0 1.0
TDR106	Construction Soft Skills III: Resolving Workplace Issues	Stress recognition and management. Time management. Critical thinking and problem solving. Conflict prevention and resolution. Annoying behavior. Coping skills. Criticism. Sexual harassment. drug, alcohol, and substance abuse. Individual and group activities	Prerequisites: A grade of C or better in TDR104.	LEC 1.0 1.0 1.0
TDR122	Basic Electrical Theory	Introduction to electrical theory, direct current (DC) circuits, series, parallel, and series-parallel circuits, DC power sources, DC motors, DC generators	Prerequisites: Permission of Instructor.	LEC 5.0 5.0 5.0
TDR296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students	LAB 1.0 5.0 0.0

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			present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
TDR296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
TDR296WC	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a	LAB 3.0 15.0 0.0

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		students. COMMON COMPETENCY COURSE	position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
TDR296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
TDR298AA	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		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. COMMON COMPETENCY COURSE		
TDR298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
TDR298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
TEC103	Developing Your Fashion Business	Creating and understanding a financial plan, developing operating and control systems, planning growth strategies and a business plan for the Fashion Entrepreneur. Emphasis on fashion merchandise and successful fashion business development	Prerequisites: None.	LEC 2.0 2.0 2.0
TEC105	Cultural Aspects of Clothing	Psychological, aesthetic, and economic factors applied to the systematic study of dress and adornment in relationship to world cultures and the global fashion industry.	Prerequisites: None.	LEC 3.0 3.0 3.0
TEC106	History of Fashion	Consideration of historic factors influencing fashion and fashion change with special emphasis on historic costume.	Prerequisites: None.	LEC 3.0 3.0 3.0
TEC108	Basic Pattern Design	Beginning flat-pattern design techniques. Use of standard pattern styles to introduce basic patternmaking and designs.	Prerequisites: A grade of C or better in TEC110 or TEC111 or permission of Instructor.	L+L 2.0 3.0 3.0
TEC109	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.	LEC 3 3 3

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TEC110	Beginning Apparel Construction	Basic apparel construction techniques. Use of commercial patterns and sewing machine in the construction of basic garments.	Prerequisites: None.	L+L 3.0 5.0 5.0
TEC111	Intermediate Apparel Construction	Intermediate clothing construction techniques. Emphasis on fit and construction details of commercial patterns.	Prerequisites: A grade of C or better in TEC110 or permission of Instructor.	L+L 3.0 5.0 5.0
TEC112AQ	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.	Prerequisites: A grade of C or better in TEC111 or permission of Instructor.	L+L 2.0 3.0 3.0
TEC112AU	Sewing Clothing Accessories	Construction of clothing accessories for personal or professional use. Includes overview of accessories, principles of design, selection of fabrics and trims, use of commercial patterns, creation of custom patterns, construction techniques, and evaluation of accessories.	Prerequisites: A grade of C or better in TEC111 or permission of Instructor.	L+L 3.0 5.0 5.0
TEC113	Textiles: Dyeing	Demonstrations and projects emphasizing skills and techniques in creating textile designs on fabric for fashion and interior design applications. Fabric dyeing techniques through hands-on practices such as tie dyeing, shibori dyeing and batik dyeing.	Prerequisites: None.	L+L 1.0 1.5 1.5
TEC114	Textiles: Block Printing/Silk Screening	Block printing and silk screening techniques used to create designs on fabric for apparel and interiors.	Prerequisites: None.	L+L 1.0 2.0 2.0

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TEC115	Textiles: Hand Painting	Techniques used to hand paint designs on textiles for fashion and interior design. Techniques include water color and ombre, marbledizing, stenciling, stamping and various resist methods such as gutta and taping. Includes color theory and design development.	Prerequisites: None.	L+L 1.0 1.5 1.5
TEC116	Textiles: Stitchery and Embellishment	Materials and techniques used for stitchery and embellishment on textiles. Includes color schemes and design development.	Prerequisites: None.	L+L 1.0 1.5 1.5
TEC120	Specialty Apparel Construction	Application of specialty fabrics in clothing construction. Emphasis on improved construction quality and garment fit.	Prerequisites: A grade of C or better in TEC111, or THP206, or permission of Instructor.	L+L 3.0 5.0 5.0
TEC121	Creative Sewing Machine Use	Use of the sewing machine for other than construction of garments or household items. Emphasis on decorative uses of the sewing machine on items made or purchased by the user	Prerequisites: None.	LEC 3.0 3.0 3.0
TEC122	Sewing with Knits	Skills and techniques used in the construction of garments made from knit fabrics.	Prerequisites: A grade of C or better in TEC111, or THP206, or permission of Instructor.	L+L 3.0 5.0 5.0
TEC124	Advanced Apparel Construction	Advanced garment construction techniques. Emphasis on lined jacket construction and working with patterned and specialty fabrics.	Prerequisites: A grade of C or better in TEC111, or THP206, or permission of Instructor.	L+L 3.0 5.0 5.0

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TEC125	Fashion Design	Overview of the fashion design industry. Includes terminology, fashion trends, elements and principles of design, sources of inspiration, fabric selection, sketching and costing a collection, an introduction to pattern making techniques, and global fashion centers' design and manufacturing specialties.	Prerequisites: None.	LEC 3.0 3.0 3.0
TEC126	Sewing for the Home	Provides students systemic skills and knowledge to plan and construct draperies, shades, pillows, bedding and other home furnishings through instructional projects. Emphasizes techniques used in producing textile goods for the home.	Prerequisites: None.	LEC 3.0 3.0 3.0
TEC128	Home Upholstery	Demonstration and application of knowledge and skills involved in upholstering stools, chairs, headboards, and other home furnishings. Includes measuring and cutting upholstery fabric and sewing outdoor/indoor cushions.	Prerequisites: None.	L+L 3.0 5.0 5.0
TEC129	Sewing with a Serger	Operation of a home serger. Use in constructing, finishing, and decorating garments and home decorations. Home serger required.	Prerequisites: A grade of C or better in TEC110 or permission of Instructor.	L+L 3.0 5.0 5.0
TEC130	Alteration of Ready Made Garments	Knowledge, skills, and techniques of altering ready-made garments for personal or professional use. Experience using a sewing machine and constructing garments assumed.	Prerequisites: A grade of C or better in TEC111 or permission of Instructor.	L+L 3.0 4.0 4.0

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TEC133	Fashion Illustration: Croquis	Techniques for working with female and male croquis. Applications for illustrating clothing on croquis and preparing a fashion layout.	Prerequisites: None.	L+L 2.0 4.0 4.0
TEC134	Fashion Illustration I	Proportions and techniques used in drawing fashion figures and clothing. Introduction of media and illustrative styles for portfolio design, trade sketches, and fashion advertisements.	Prerequisites: None.	L+L 3.0 5.0 5.0
TEC135	Fashion Illustration II	Intermediate-level study of proportion and techniques used in drawing fashion figures, clothing, and flats. Continued study of garments, fabric textures and patterns. Development of skills in presentation drawing and commencing fashion design portfolio illustrations.	Prerequisites: A grade of C or better in TEC134 or permission of Instructor.	L+L 3.0 5.0 5.0
TEC136	Fashion Illustration III	Advanced-level study of proportions and techniques used in drawing fashion figures, clothing, and flats. Continued study of illustrative styles for garments, fabric textures and patterns. Further development of skills in portfolio presentation.	Prerequisites: A grade of C or better in TEC135 or permission of Instructor.	L+L 3.0 5.0 5.0
TEC138	Fashion Illustration: Menswear	Study of proportions and techniques used in drawing menswear fashion figures, clothing, accessories, and flats. Focus on the male physique and specific fitting variations of clothing. Introduction of traditional menswear fabrications and poses for tailored clothing and sportswear.	Prerequisites: A grade of C or better in TEC134 or permission of Instructor.	L+L 3.0 5.0 5.0

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TEC139	Fashion Illustration: Children's Wear	Study of proportions and techniques used in drawing children's wear fashion figures, clothing, and flats from infants through teenagers. Introduction of body and feature characteristics unique to the various ages of growth for children. Includes emphasis on common clothing styles, fabrics, effects, and details.	Prerequisites: A grade of C or better in TEC134 or permission of Instructor.	L+L 3.0 5.0 5.0
TEC141	Fashion Design: CAD	Use of computer-assisted design (CAD) in the fashion design industry. Create and illustrate fashion designs using these applications. Color and design principles applied in creating an apparel line and developing a portfolio	Prerequisites: None.	L+L 2.0 2.0 2.0
TEC143	Industrial Sewing I	Introduction to industrial sewing machine usage for straight-stitch, zigzag, over-lock, cover stitch and blind-hem machines. Use in constructing, finishing, and decorating apparel and home decor.	Prerequisites: A grade of C or better in TEC111 or permission of Instructor.	L+L 2.0 3.0 3.0
TEC144	Industrial Sewing II	Advanced use of industrial sewing machines for straight-stitch, zigzag, over-lock, cover stitch and blind-hem machines. Advanced use and methods in constructing, finishing, and decorating apparel and home decor.	Prerequisites: A grade of C or better in TEC143 or permission of Instructor.	L+L 2.0 3.0 3.0
TEC146	Manufacturing Sewing Methods I	Introduction to skills and techniques of sewing for apparel manufacturing ready-made-garments. Focus on applying correct clothing construction methods required to achieve the right quality level for the apparel customer	Prerequisites: A grade of C or better in TEC144 or permission of Instructor.	L+L 2.0 3.0 3.0

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		using the proper commercial design and materials.		
TEC147	Manufacturing Sewing Methods II	Advanced skills and techniques of sewing for apparel manufacturing ready-made-garments. Advanced application of correct clothing construction methods required to achieve the right quality level for the apparel customer using the proper commercial design and materials.	Prerequisites: A grade of C or better in TEC146 or permission of Instructor.	L+L 2.0 3.0 3.0
TEC150	Fashion Show Production	Students will learn and experience real-time production techniques and skills of a fashion show. Includes but not limited to, budget planning, project management, marketing, staffing, décor, staging, and production.	Prerequisites: None.	L+L 3.0 4.0 4.0
TEC151	Display and Visual Merchandising	An examination of the principles of design including line, color, balance, and texture as they relate to the display of merchandise. Participation in displays, field trips, and individual projects	Prerequisites: None.	L+L 3.0 4.0 4.0
TEC161	Digital Machine Embroidery Laboratory	Use of the sewing machine and computer for development of decorative designs for garment and fabric design	Prerequisites: None.	LAB 1.0 2.0 2.0
TEC162	Product Development Laboratory	Focus on current trends in fashion product development; methods and techniques to translate design ideas into a realistic production product	Prerequisites: A grade of C or better in TEC125 or permission of Instructor.	LAB 1.0 1.0 1.0

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TEC200	Retail Buying	Examines management/buyer role in investment, pricing, planning, controlling sales and inventories Any BPC/CIS spreadsheet course recommended	None Any BPC/CIs spreadsheet course recommended.	LEC 3.0 3.0 3.0
TEC221	Computer-Assisted Fashion Design	The use of computer hardware and software in the fashion design industry. Create and illustrate fashion designs using computer hardware and software. Color and design principles applied in creating an apparel line and developing a portfolio.	Prerequisites: A grade of C or better in (TEC125 and TEC134) or permission of Instructor.	L+L 3.0 5.0 5.0
TEC222	Textiles	Study of textile fibers, yarns, fabrication, color and finishes and their impact on product performance. Includes labeling laws, fiber manufacturing processes, technical textiles, fiber properties, care, end use, and global sustainability efforts.	Prerequisites: None.	L+L 3.0 4.0 4.0
TEC223	Tailoring	Principles of tailoring as applied in the construction of a coat or suit. Alteration of patterns and fitting techniques.	Prerequisites: A grade of C or better in TEC124 or permission of Instructor.	L+L 3.0 6.0 6.0
TEC224	Pattern Drafting	Draft patterns from measurements of dress forms and human figures. Development of slopers and garment patterns. Design and produce an original garment using pattern drafting techniques.	Prerequisites: A grade of C or better in TEC111 or permission of Instructor.	L+L 2.0 3.0 3.0
TEC225	Pattern Design I	Creation of pattern designs by flat pattern methods. Produce a variety of styles. Production of an original pattern design and garment.	Prerequisites: A grade of C or better in TEC111, or THP206, or	L+L 3.0 5.0 5.0

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			permission of Instructor.	
TEC226	Draping for Fashion Design	Manipulation of fabrics on a dress form and/or live figure to create designs and patterns. Use of woven fabrics to create basic and intermediate designs. Introduction of knitwear draping. Drape and construct an original design.	Prerequisites: A grade of C or better in TEC111, or THP206, or permission of Instructor.	L+L 3.0 5.0 5.0
TEC227	Couture Sewing	Construction techniques used in couture sewing. Includes fabric selection, fabric preparation, hand sewing, garment shaping, edge finishes, embellishments, and closures. Emphasis on fitting and couture construction techniques used to construct skirts, pants, blouses, dresses, sleeves, pockets, jackets, coats, and evening wear.	Prerequisites: A grade of C or better in TEC111, or THP206, or permission of Instructor.	L+L 3.0 5.0 5.0
TEC228	Advanced Draping for Fashion Design	Advanced draping techniques for fashion design. Includes draping jackets/coats, shorts/pants, dresses/gowns and other woven fabrics. Also includes draping swimwear/leotards and other garments in knit fabrics. Drape and construct an original design.	Prerequisites: A grade of C or better in TEC226 or permission of Instructor.	L+L 3.0 5.0 5.0
TEC229	Advanced Serging	Operation of a home serger in advanced application of construction and embellishment for garments and home decoration projects. Home serger required.	Prerequisites: A grade of C or better in TEC129 or permission of Instructor.	L+L 3.0 5.0 5.0

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TEC230	Pattern Design II	Practical application in designing clothing/patterns using flat pattern method. Principles of flat pattern and use of sloper reviewed. Includes creation of woven and knit original designs.	Prerequisites: A grade of C or better in TEC225 or permission of Instructor.	L+L 3.0 5.0 5.0
TEC231	Pattern Grading	Grading patterns to change sizes. Includes grading terminology, grading methods, figure types, grading charts, types of grade, even and uneven grades, and grading basic and intermediate designs.	Prerequisites: A grade of C or better in TEC111 or permission of Instructor.	L+L 3.0 5.0 5.0
TEC232	Costume Construction	Costume construction techniques applied to period reproduction, vintage, fantasy and anime; stage and dance costumes. Includes alteration of commercial patterns, drafting of original patterns, and fitting techniques.	Prerequisites: A grade of C or better in TEC111 and (TEC224 or TEC225 or TEC226 or permission of Instructor).	L+L 3.0 5.0 5.0
TEC233	Computer-Assisted Pattern Making	Pattern making using the computer and various software programs. Includes measuring, block patterns, pattern development, production patterns, modifications for size and fit, and markers	Prerequisites: A grade of C or better in TEC225 or permission of Instructor.	L+L 3.0 5.0 5.0
TEC234	Vintage Fashion Design	Research of 20th-century fashions from the 1920s through the 1990s influencing vintage garment styles. Analysis of vintage era and revival trends. Development and construction of an original vintage garment/ensemble including design, fabric selection, and commercial	Prerequisites: A grade of C or better in (TEC225 or TEC226) or permission of Instructor.	L+L 3.0 5.0 5.0

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		pattern use with flat-patternmaking and/or draping variations.		
TEC235	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: A grade of C or better in TEC111 or equivalent.	L+L 2.0 3.0 3.0
TEC236	Portfolio Development	This course is designed to assist students in the preparation and presentation of an original professional portfolio. Students will design, produce, and present artistic sketches and illustrations of fashion figures wearing designs, flats for garment designs, and fabric swatches/samples selected for designs. Including but not limited to using computer-assisted design software, presentation boards, and other required components in the field of portfolio development.	Prerequisites: A grade of C or better in TEC134 and permission of Department or Division. TEC221 is recommended.	LAB 1.0 3.0 0.0
TEC237	Intermediate Computer-Assisted Fashion Design	Intermediate-level study in the use of computer hardware and software in the fashion design industry. Draw fashion figures, create textile designs, develop and illustrate an original portfolio collection.	Prerequisites: A grade of C or better in (TEC134 and TEC221) or permission of Instructor.	L+L 3.0 5.0 5.0
TEC238	Industry Patternmaking Standards	Study of patternmaking techniques for industry. Specifications for production patterns, labeling methods, and direction cards.	Prerequisites: A grade of C or better in TEC225 or permission of Instructor.	L+L 1.0 2.0 2.0

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TEC240	Apparel Production Management	Overview of apparel production management for the global marketplace examining component details of the technical package, tech-pack, which include specifications and costing in the most time-efficient manner.	Prerequisites: None.	L+L 2.0 3.0 3.0
TEC241	Advanced Computer-Assisted Fashion Design	Advanced techniques and use of computer hardware and software in the fashion design industry. Create and illustrate fashion designs using multiple computer applications. Create advanced textile surface pattern design using color and design principles on the computer. Manipulate CAD pattern design for original patterns, grading, and markers. Create storyboards for product development and personal portfolio.	Prerequisites: A grade of C or better in TEC124 and TEC237.	L+L 3.0 5.0 5.0
TEC244	Industrial Sewing III	Mastery study of industrial sewing machine usage for straight-stitch, zigzag, over-lock, cover stitch and blind-hem machines. Use in detailed or complex constructing, finishing, and decorating apparel and home decor.	Prerequisites: A grade of C or better in TEC144 or permission of Instructor.	L+L 2.0 3.0 3.0
TEC245	Wardrobe Strategies	Methods of clothing selection, coordination, evaluation, and planning to meet men's and women's wardrobe needs.	Prerequisites: None.	LEC 3.0 3.0 3.0
TEC247	Manufacturing Sewing Methods III	Mastery knowledge, skills, and techniques of sewing for apparel manufacturing ready-made-garments.	Prerequisites: A grade of C or better in	L+L 2.0 3.0 3.0

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		Mastery level application of correct clothing construction methods required to achieve the right quality level for the apparel customer using the proper commercial design and materials.	TEC147 or permission of Instructor.	
TEC250	Apparel Quality Analysis	Quality analysis of construction components that affect the appearance, function, and cost of ready-to-wear apparel	Prerequisites: None.	LEC 3.0 3.0 3.0
TEC255	Fashion Retail Merchandising	Surveys the structure and operation of fashion retail organizations. Emphasizes the global nature of fashion merchandising and techniques of merchandising for the fashion merchandising major.	Prerequisites: A grade of C or better in MKT/TEC109.	LEC 3.0 3.0 3.0
TEC260	Fashion Sales Management	Emphasizes the fashion aspects of sales, and the application and management of a sales force for the fashion industry.	Prerequisites: A grade of C or better in MKT/TEC109.	LEC 3.0 3.0 3.0
TEC270	Design Studio	Design and production of original garments for a line/collection. Includes design inspirations, sketches/illustrations, fabric/materials selection, pattern development, construction and fit.	Prerequisites: A grade of C or better in (TEC225 or TEC226) or permission of Instructor.	LAB 3.0 4.0 4.0
TEC271AA	Fashion Design Internship	Work experience in fashion design business or industry. Work hours are coordinated for a minimum of 80 hours per semester. Supervision and evaluation by internship coordinator.	Prerequisites: Permission of Department or Division.	LAB 1.0 5.0 0.0

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TEC271AC	Fashion Design Internship	Work experience in fashion design business or industry. Fifteen hours of work weekly. Supervision and evaluation by an internship coordinator	Prerequisites: Permission of Department or Division.	LAB 3.0 15.0 0.0
TEC272AA	Retail Merchandising Internship	Retail Merchandising work experience in a Fashion Retail business or industry. Supervision and evaluation by an internship coordinator. Eighty hours of designated work, per credit per semester.	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.	LAB 1.0 1.0 0.0
TEC272AC	Retail Merchandising Internship	Retail Merchandising work experience in a Fashion Retail business or industry. Supervision and evaluation by an internship coordinator. Eighty hours of designated work, per credit per semester.	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.	LAB 3.0 3.0 0.0
TEC274AA	Fashion Merchandising Study Tour	A tour of the fashion merchandising industry outside the metropolitan Phoenix area. Includes a variety of	Prerequisites: Permission of Department or Division.	LAB 1.0 5.0 1.0

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		experiences and activities to enhance awareness of this multifaceted career		
TEC274AB	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: Permission of Department or Division.	LAB 2.0 10.0 2.0
TEC274AC	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: Permission of Department or Division.	LAB 3.0 15.0 3.0
TEC275AA	Image Consultant Internship	Image Consultant work experience in a Fashion Retail business or industry. Supervision and evaluation by an internship coordinator. Eighty hours of designated work, per credit per semester.	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.	LAB 1.0 1.0 0.0
TEC275AC	Image Consultant Internship	Image Consultant work experience in a Fashion Retail business or industry. Supervision and evaluation by an internship coordinator. Eighty hours of designated work, per credit per semester.	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	LAB 3.0 3.0 0.0

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			present job may qualify); or permission of Instructor.	
TEC277AA	Alteration Internship	Alteration work experience in a business or industry. Supervision and evaluation by an internship coordinator. Eighty hours of designated work, per credit per semester.	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.	LAB 1.0 1.0 0.0
TEC277AC	Alteration Internship	Alteration work experience in a business or industry. Supervision and evaluation by an internship coordinator. Eighty hours of designated work, per credit per semester.	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.	LAB 3.0 3.0 0.0
TEC278AA	Costume Design and Production Internship	Costume Design and Production work experience in a business or industry. Supervision and evaluation by an internship coordinator. Eighty hours of designated work, per credit per semester.	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to	LAB 1.0 1.0 0.0

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			students academic or career goals (students present job may qualify) or permission of Instructor	
TEC278AC	Costume Design and Production Internship	Costume Design and Production work experience in a business or industry. Supervision and evaluation by an internship coordinator. Eighty hours of designated work, per credit per semester.	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.	LAB 3.0 3.0 0.0
TEC282AA	Service-Learning in Fashion Merchandising and Design	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
TEC282AB	Service-Learning Experience in Fashion Merchandising and Design	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
TEC282AC	Service-Learning Experience in Fashion Merchandising and Design	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
TEC296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or	LAB 1.0 5.0 0.0

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			career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
TEC296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
TEC296WC	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	Completion of at least twelve (12) college credits minimum 2.6 grade point average and	LAB 3.0 15.0 0.0

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		students. COMMON COMPETENCY COURSE	be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
TEC296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0

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TEC298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
TEC298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
TEC298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE		
THE111	Introduction to Theatre	A survey of theatre, including basic elements and principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism	Prerequisites: None.	LEC 3.0 3.0 3.0
THE118	Playwriting	Practice and study of theories and techniques of writing for the stage; creating characters, dialogue, and plot for monodramas, scenes, and plays	Prerequisites: None.	L+L 3.0 3.0 3.0
THE220	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: A grade of C or better in ENG101 or ENG107 or equivalent.	LEC 3.0 3.0 3.0
THE260	Film Analysis	Understanding and enjoyment of film and its correlation to literature, art, music, and other disciplines	Prerequisites: None.	LEC 3.0 3.0 3.0
THE274AA	Theatre Study Tour	A tour that focuses on theatre production outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance knowledge about theatre production	Prerequisites: Permission of Department or Division.	LAB 1.0 5.0 1.0
THE274AB	Theatre Study Tour	A tour that focuses on theatre production outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance knowledge about theatre production	Prerequisites: Permission of Department or Division.	LAB 2.0 10.0 2.0

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THE274AC	Theatre Study Tour	A tour that focuses on theatre production outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance knowledge about theatre production	Prerequisites: Permission of Department or Division.	LAB 3.0 15.0 3.0
THE282AA	Service-Learning Experience in Theatre	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
THE282AB	Service-Learning Experience in Theatre	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
THE282AC	Service-Learning Experience in Theatre	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
THE296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0

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THE296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 2.0 10.0 0.0
THE296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 3.0 15.0 0.0

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			interest or with permission of Instructor.	
THE296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 4.0 20.0 0.0
THE298AA	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	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		development. COMMON COMPETENCY COURSE		
THE298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
THE298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
THF115	Makeup for Stage and Screen	Purposes, materials, and techniques of makeup for stage and screen.	Prerequisites: None.	L+L 3.0 4.0 4.0
THF120AA	Audition Techniques for Stage and Screen: Prepared Monologue	Practice in the techniques of auditioning for stage and screen.	Prerequisites: None.	L+L 1.0 2.0 2.0

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		Identifies and illustrates techniques of the prepared monologue audition.		
THF120AB	Audition Techniques for Stage and Screen: Cold Readings	Practice in the techniques of auditioning for stage and screen. Identifies and illustrates techniques of the cold reading audition.	Prerequisites: None.	L+L 1.0 2.0 2.0
THF130	Combat for Stage and Screen	Fundamental techniques and terminology of staged combat with and without weapons. Analysis and performance of safely choreographed violence that tells a story for stage and screen.	Prerequisites: None.	L+L 3.0 4.0 4.0
THF130AA	Specialized Stage Combat: Unarmed	Teaches fundamental techniques and terminology of unarmed staged combat as required for professional certification by the Society of American Fight Directors (SAFD). Includes the analysis and performance of safely choreographed violence that tells a story for stage and screen. Prepares students for the SAFD skills proficiency test in unarmed stage combat.	Prerequisites: None.	L+L 1.5 2.0 2.0
THF130AB	Specialized Stage Combat: Broadsword	Teaches fundamental techniques and terminology of staged combat utilizing the broadsword as required for professional certification by the Society of American Fight Directors (SAFD). Includes the analysis and performance of safely choreographed violence that tells a story for stage and screen. Prepares students for the	Prerequisites: None.	L+L 1.5 2.0 2.0

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		SAFD skills proficiency test in the use of the broadsword in stage combat.		
THF130AC	Specialized Stage Combat: Rapier and Dagger	Teaches fundamental techniques and terminology of staged combat utilizing the rapier and dagger as required for professional certification by the Society of American Fight Directors (SAFD). Includes the analysis and performance of safely choreographed violence that tells a story for stage and screen. Prepares students for the SAFD skills proficiency test in the use of the rapier and dagger in stage combat.	Prerequisites: None.	L+L 1.5 2.0 2.0
THF130AD	Specialized Stage Combat: Single Sword	Teaches fundamental techniques and terminology of staged combat utilizing the single sword as required for professional certification by the Society of American Fight Directors (SAFD). Includes the analysis and performance of safely choreographed violence that tells a story for stage and screen. Prepares students for the SAFD skills proficiency test in the use of the single sword in stage combat.	Prerequisites: None.	L+L 1.5 2.0 2.0
THF130AE	Specialized Stage Combat: Small Sword	Teaches fundamental techniques and terminology of staged combat utilizing the small sword as required for professional certification by the Society of American Fight Directors (SAFD). Includes the analysis and performance of safely choreographed violence that tells a story for stage and	Prerequisites: None.	L+L 1.5 2.0 2.0

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		screen. Prepares students for the SAFD skills proficiency test in the use of the small sword in stage combat.		
THF130AF	Specialized Stage Combat: Sword and Shield/Buckler	Teaches fundamental techniques and terminology of staged combat utilizing the sword and shield/buckler as required for professional certification by the Society of American Fight Directors (SAFD). Includes the analysis and performance of safely choreographed violence that tells a story for stage and screen. Prepares students for the SAFD skills proficiency test in the use of the sword and shield/buckler in stage combat.	Prerequisites: None.	L+L 1.5 2.0 2.0
THF130AG	Specialized Stage Combat: Quarterstaff	Teaches fundamental techniques and terminology of staged combat utilizing the quarterstaff as required for professional certification by the Society of American Fight Directors (SAFD). Includes the analysis and performance of safely choreographed violence that tells a story for stage and screen. Prepares students for the SAFD skills proficiency test in the use of the quarterstaff in stage combat.	Prerequisites: None.	L+L 1.5 2.0 2.0
THF130AH	Specialized Stage Combat: Knife	Teaches fundamental techniques and terminology of staged combat utilizing the knife as required for professional certification by the Society of American Fight Directors (SAFD). Includes the analysis and performance of safely choreographed violence that	Prerequisites: None.	L+L 1.5 2.0 2.0

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		tells a story for stage and screen. Prepares students for the SAFD skills proficiency test in the use of the knife in stage combat.		
THF135AA	Stage Combat Recertification: Unarmed	Course to provide Society of American Fight Directors (SAFD) recertification in unarmed stage combat. Course taught by SAFD certified teacher, Fight Director, or Fight Master.	Prerequisites: Certification in specified weapon by SAFD or permission of Program Director.	L+L 0.5 1.0 1.0
THF135AB	Stage Combat Recertification: Broadsword	Course to provide Society of American Fight Directors (SAFD) recertification in using the broadsword in stage combat. Course taught by SAFD certified teacher, Fight Director, or Fight Master.	Prerequisites: Certification in specified weapon by SAFD or permission of Program Director.	L+L 0.5 1.0 1.0
THF135AC	Stage Combat Recertification: Rapier and Dagger	Course to provide Society of American Fight Directors (SAFD) recertification in using the rapier and dagger in stage combat. Course taught by SAFD certified teacher, Fight Director, or Fight Master.	Prerequisites: Certification in specified weapon by SAFD or permission of Program Director.	L+L 0.5 1.0 1.0
THF135AD	Stage Combat Recertification: Single Sword	Course to provide Society of American Fight Directors (SAFD) recertification in using the single sword in stage combat. Course taught by SAFD certified teacher, Fight Director, or Fight Master.	Prerequisites: Certification in specified weapon by SAFD or permission of Program Director.	L+L 0.5 1.0 1.0
THF135AE	Stage Combat Recertification: Small Sword	Course to provide Society of American Fight Directors (SAFD) recertification in using the small sword in stage combat. Course taught	Prerequisites: Certification in specified weapon by SAFD or permission of Program Director.	L+L 0.5 1.0 1.0

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		by SAFD certified teacher, Fight Director, or Fight Master.		
THF135AF	Stage Combat Recertification: Sword and Shield/Buckler	Course to provide Society of American Fight Directors (SAFD) recertification in using the sword and shield/buckler in stage combat. Course taught by SAFD certified teacher, Fight Director, or Fight Master.	Prerequisites: Certification in specified weapon by SAFD or permission of Program Director.	L+L 0.5 1.0 1.0
THF135AG	Stage Combat Recertification: Quarterstaff	Course to provide Society of American Fight Directors (SAFD) recertification in using the quarterstaff in stage combat. Course taught by SAFD certified teacher, Fight Director, or Fight Master.	Prerequisites: Certification in specified weapon by SAFD or permission of Program Director.	L+L 0.5 1.0 1.0
THF135AH	Stage Combat Recertification: Knife	Course to provide Society of American Fight Directors (SAFD) recertification in using the knife in stage combat. Course taught by SAFD certified teacher, Fight Director, or Fight Master.	Prerequisites: Certification in specified weapon by SAFD or permission of Program Director.	L+L 0.5 1.0 1.0
THF205	Introduction to Cinema	Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements.	Prerequisites: None.	LEC 3.0 3.0 3.0
THF206	Introduction to Television Arts	History and development of electronic media and its impact on popular arts.	Prerequisites: None.	LEC 3.0 3.0 3.0
THF209	Acting for the Camera	Special technical aspects of acting before a camera.	Prerequisites: A grade of C or better in THP112 or permission of Instructor.	L+L 3.0 4.0 4.0
THF210	Contemporary Cinema	A study of contemporary films, directors and critics with emphasis on evaluating film as an art form.	Prerequisites: None.	LEC 3.0 3.0 3.0

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THF215	Advanced Makeup Techniques for Stage and Screen	Advanced character analysis and makeup design for stage and screen. Technical application of makeup for stage and screen.	Prerequisites: A grade of C or better in THF115.	L+L 3.0 4.0 4.0
THF216	Wig and Hair Production for Theatre and Film	Introduction to wig technology, including the use of tools and techniques for making, ventilating, measuring, and styling period wigs.	Prerequisites: None.	L+L 3.0 4.0 4.0
THF219	Advanced Acting for the Camera	Focuses on special technical aspects of advanced acting before a camera.	Prerequisites: A grade of C or better in THF209 or permission of Instructor.	L+L 3.0 4.0 4.0
THF235	Principles of Stage Combat Safety/Fight Captain	Evaluate stage combat performances for safety in order to identify issues that might require intervention, communication, and revision. Course to prepare students for work as a fight captain in a stage or film environment. Provides opportunity to practice weapon maintenance and instruction; safe choreography; analysis of how choreography design elements affect safety; written and recorded choreography notation; and the implementation and communication of choreography and intervention strategies. Includes practical experience as a teaching assistant for other stage combat courses or as an assistant fight captain on dramatic productions.	Prerequisites: A grade of C or better in at least four (4) stage combat courses (THF130AA, THF130AB, THF130AC, THF130AD, THF130AE, THF130AF, THF130AG, or THF130AH) or permission of Program Director.	L+L 4.0 5.0 5.0
THF260	Theatrical Design: Rendering	Provides experience and explores multiple illustration techniques used to	Prerequisites: None.	L+L 2.0 4.0 4.0

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		communicate ideas in entertainment production. Provides basic skills including pictorial drawing and sketching.		
THP102	Theatre Service Practicum	Use and develop theatrical skills for service to the community through practical experience.	Prerequisites: Permission of Department or Division.	LAB 1.0 2.0 2.0
THP112	Acting I	Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization.	Prerequisites: None.	L+L 3.0 4.0 4.0
THP131	Stage Movement	Movement skills for the actor to develop a flexible, expressive physical instrument. Includes pantomime, physical isolation, and awareness exercises	Prerequisites: None.	L+L 3.0 4.0 4.0
THP151	Theatre for Youth	Principles and techniques of selecting plays, adapting stories, playwriting, directing, designing, producing, and acting in theatre for youth. The course will provide the opportunity to analyze and experience the production process from creating a script to performing a theatre production for a youth audience.	Prerequisites: None.	L+L 3.0 4.0 4.0
THP201AA	Theatre Production I	Designed to give college credit to the cast and technical production crews of college theatre productions.	Prerequisites: None.	LAB 1.0 2.0 2.0
THP201AB	Theatre Production II	Designed to give college credit to the cast and technical production crews of college theatre productions.	Prerequisites: None.	LAB 2.0 4.0 4.0

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THP202	Theatre Production Projects	The objective of this course is to provide hands-on experience in the creation of a theatrical production. This course is tailored around the work done on a production. Structured to provide the student with an atmosphere of professional expertise and guidance. Professional-type facilities and equipment are made available for student use.	Prerequisites: None.	LAB 1.0 2.0 0.0
THP202AA	Theatre Production I Scene Shop	The objective of this course is to provide hands-on experience in the creation of a theatrical production. This course is tailored around the work done in a Theatre Scenic Shop. Structured to provide the student with an atmosphere of professional expertise and guidance. Professional-type facilities and equipment are made available for student use.	Prerequisites: None.	LAB 1.0 2.0 0.0
THP202AB	Theatre Production I Electrics	The objective of this course is to provide hands-on experience in the creation of a theatrical production. This course is tailored around the work done in a Theatre Electric Shop. Structured to provide the student with an atmosphere of professional expertise and guidance. Professional-type facilities and equipment are made available for student use.	Prerequisites: None.	LAB 1.0 2.0 0.0
THP202AC	Theatre Production I Costume Shop	The objective of this course is to provide hands-on experience in the creation of a theatrical production.	Prerequisites: None.	LAB 1.0 2.0 0.0

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		This course is tailored around the work done in a Theatre Costume Shop. Structured to provide the student with an atmosphere of professional expertise and guidance. Professional-type facilities and equipment are made available for student use.		
THP202AD	Theatre Production Advanced Projects	The objective of this course is to provide hands-on experience in the creation of a theatrical production. This course is tailored around the work done in a leadership role on a theatrical production. Structured to provide the student with an atmosphere of professional expertise and guidance. Professional-type facilities and equipment are made available for student use.	Prerequisites: None.	LAB 1.0 2.0 0.0
THP203	Technical Theatre Production	Designed to give college credit to the technical production crews of college theatre productions.	Prerequisites: None.	LAB 3.0 6.0 6.0
THP206	Introduction to Costume Construction for Theatre	Introduction to basic principles used in costuming for theatre including the use of tools and techniques for costume construction, understanding of fabrics and materials, and a selected survey of historical fashion.	Prerequisites: None.	LEC 4.0 4.0 4.0 LAB 0.0 2.0 2.0
THP208	Costume Play Solo Performance Practicum	Introduction to Costume Play (Cosplay) skills for the creation of a solo based performance through practical experience. Focus on the origins of Cosplay and use of tools for	Prerequisites: None.	L+L 3.0 4.0 4.0

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		prop and costume development, design and application of make-up, safety practices, character development and performance, and growing a social presence for promotion.		
THP209	Costume Play Group Performance Practicum	Introduction to Costume Play (Cosplay) skills for the creation of a group based performance through practical experience. Focus on the development and collaborative performance of Cosplay characters within a canon/shared world. Use of tools for prop and costume development, design and application of make-up, safety practices, and growing a social presence for promotion.	Prerequisites: None.	L+L 3.0 4.0 4.0
THP211	Creative Drama	Theory and practice of creative drama, including improvisation, storytelling, puppetry, and script and program development in drama, and their application to elementary and secondary school levels	Prerequisites: None.	LEC 3.0 3.0 3.0
THP211AA	Creative Drama: Improvisation	Theory and practice of creative drama, including improvisation. Covers improvisation theatre-based activities. Emphasis on application in elementary and secondary school levels	Prerequisites: None.	LEC 1.0 1.0 1.0
THP211AB	Creative Drama: Storytelling/ Puppets	Theory and practice of creative drama in storytelling and puppetry. Covers use of puppets to enhance storytelling skills. Emphasis on application in	Prerequisites: None.	LEC 1.0 1.0 1.0

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		elementary and secondary school levels		
THP211AC	Creative Drama: Script Development	Theory and practice of creative drama in script development. Covers creation and adaptation of dramatic materials from a variety of sources. Emphasis on application in elementary and secondary school levels	Prerequisites: None.	LEC 1.0 1.0 1.0
THP212	Acting II	Fundamental techniques of acting through script analysis, rehearsal, and performance	Prerequisites: A grade of C or better in THP112 or permission of Department or Division.	L+L 3.0 4.0 4.0
THP213	Introduction to Technical Theatre	Procedures of technical theatre production and demonstration. Topics include design and construction of scenery, lighting, and properties.	Prerequisites: None.	LEC 4.0 4.0 4.0 LAB 0.0 2.0 2.0
THP214	Directing Techniques	Contemporary theory and practice in directing, the evolution of present-day directing procedures, and a sampling of scripts for directing practice. Principles of script analysis, blocking, casting, rehearsing, and performing.	Prerequisites: A grade of C or better in THP112 or THE220, or permission of Instructor.	L+L 3.0 4.0 4.0
THP216	Beginning Stage Lighting	Basic theories and methods of stage lighting for all production types. Emphasis on technical/theoretical facts, artistic/design concept development, and "teamwork" structure of theatre. Examines stage lighting optics, instrument selection and application, color theory, circuiting and control systems, and basic design	Prerequisites: A grade of C or better in THP213 or permission of Instructor.	L+L 3.0 4.0 4.0

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THP217	Introduction to Design Scenography	The role of the theatre designer in creating scenic, lighting, costume, sound, and multimedia effects for stage productions. Elements of the design process and communication of dramatic themes and visions to the audience.	Prerequisites: None.	L+L 3 4.0 4.0
THP219	Introduction to Puppetry	Use of different types of puppets in a variety of performance settings. Practical experience with diverse audiences	Prerequisites: None.	L+L 3.0 4.0 4.0
THP225	Visual Script Analysis	Theory and practice in analysis of dramatic literature for the technician and designer. Emphasis on techniques of script analysis for visual information.	Prerequisites: None.	LEC 2.0 2.0 2.0
THP226	Theatrical Design: Costuming	Basic techniques involved in researching and designing costumes for the stage.	Prerequisites: None.	L+L 3.0 4.0 4.0
THP241	Oral Interpretation of Literature	The study, analysis, and preparation for performance of prose, poetry, and dramatic literature. Preparation of material for public audiences.	Prerequisites: A grade of C or better in ENG101 or ENG107.	LEC 3.0 3.0 3.0
THP246	Digital Fabrication	Introduction to concepts and application of computer visualization, modeling, and rapid prototyping for interdisciplinary arts. Students will design sculptures applying 3D computer modeling techniques, rapid prototyping, and other available digital output devices to produce solid models.	Prerequisites: None.	L+L 3.0 6.0 6.0

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THP250	Stage Properties	Introduction to stage properties including design, construction and maintenance features. Provides skills in property design and construction using an assortment of standard materials.	Prerequisites: None.	L+L 3.0 4.0 4.0
THP251	Safety Practices in Theatre and Film Production	Safety practices in theatre and film production. Includes Focus on national safety organizations and production practices of theatre stages and soundstages, theatrical rigging, electrical, scenic construction, paint and chemical handling, automation, special effects, welding, and personal safety practices.	Prerequisites: None	L+L 1.0 2.0 2.0
THP261	Previsualization Modeling	Provides experience and explores basic previsualization methods used to communicate ideas in entertainment preproduction. Provides basic models skills.	Prerequisites: None.	L+L 2.0 4.0 4.0
THP262	Entertainment Industry Design Drafting	The fundamentals of drafting for the Entertainment Industry. Includes drafting equipment, geometry, lettering, symbols, drawings (orthographic, isometric, oblique, sectional) and standard drawings used in the entertainment industry including floor plans, sections, elevations, working drawings, and perspective.	Prerequisites: None.	L+L 3.0 6.0 6.0
THP263	Entertainment Industry Drafting I: 2D CAD	Introduction to Computer Aided Drafting (CAD) for the Entertainment industry, including stage, screen and television venues, using CAD	Prerequisites: None.	L+L 3.0 6.0 6.0

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		software. Includes basic set-ups, formats, two-dimensional drawing and editing commands, dimensions, text, and plotting typical to entertainment industries.		
THP265	Introduction to Stage Management	The focus of this course is the role of the stage manager. Topics include all aspects of preparation and implementation of rehearsals and performances for the stage manager position.	Prerequisites: None.	L+L 3.0 6.0 6.0
THP266	Production Careers in Technical Theatre	Provides the continuing design, stage management and technical student with opportunities to explore the versatility of the job opportunities within the Tech Theatre industry. Emphasis on presenting the work and talent both in person and on paper. Development of a professional resume and vita.	Prerequisites: None.	L+L 1.0 2.0 2.0
THP267	Painting Techniques for Film, TV and Theatre	Theory and skills in scenic artistry. Techniques of painting two-dimensional and three-dimensional scenery, tools, and the use of color	Prerequisites: A grade of C or better in THP213.	L+L 3.0 4.0 4.0
THP268	Opportunities in Production	Provides the continuing design student, dramaturge, stage management, technical director, and directing students with opportunities to expand the versatility of professional skills. Emphasis on relating their work to the total production process. Linking design ideas to production concept. Maintain	Prerequisites: Permission of Department or Division.	L+L 3.0 6.0 6.0

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		dramaturge, stage manager, director documentation. Practical application of student work for portfolio development.		
THP269	Technical Theatre Portfolio Development	The analysis and preparation of all elements of a Technical Theatre/Design Portfolio including the use of digital portfolios and application to specific disciplines. Practice with portfolio presentation and maintaining and updating portfolio materials.	Prerequisites: None.	L+L 1.0 1.0 1.0
THP270	Musical Theatre Workshop	Workshop in the study and performance of Musical Theatre repertoire. Includes audition techniques, stage directions, character role development, rehearsal techniques, vocal acting styles and vocal technique, stage movement, crew roles, and performance.	Prerequisites: None.	L+L 2.0 5.0 5.0
THP270AA	Musical Theatre Workshop	Workshop in the study and performance of musical theatre repertoire. Includes audition techniques, stage directions, character role development, rehearsal techniques, vocal acting styles and vocal technique, stage movement, crew roles, and performance.	Prerequisites: None.	LAB 1.0 3.0 3.0
THP271	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.	LEC 3.0 3.0 3.0

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THP273	Musical Theatre Production	Principles and techniques for musical theatre production performance. Includes audition techniques, stage directions, character role development, rehearsal techniques, vocal acting styles and vocal technique, stage movement, crew roles, and performance.	Prerequisites: By audition.	LAB 1.0 5.0 5.0
THP281	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: Permission of Department or Division.	L+L 3.0 4.0 4.0
THP282	Production and Acting II	Provides the continuing acting student with opportunities to expand the versatility of characterization skills. Emphasis on relating the actor's work to the total production process. Performance of monologues, scenes, and one-act plays	Prerequisites: A grade of C or better in THP281 or permission of Department or Division.	L+L 3.0 4.0 4.0
THP285	Creating/Performing Solo/Collaborative Works	Developing, rehearsing, and performing solo and collaborative works for fringe festivals and other storytelling and theatre venues.	Prerequisites: None.	LEC 3.0 3.0 3.0
THP291AA	Summer Conservatory: Stage Movement	Techniques of body centering, coordination, relaxation, energization, and physical expression for the actor.	By audition and interview only.	L+L 1.0 2.0 2.0
THP291AB	Summer Conservatory: Voice and Diction	Basic principles and techniques of voice production and stage speech for the actor.	Prerequisites: By audition and interview only.	L+L 1.0 2.0 2.0

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THP291AC	Summer Conservatory: Script Analysis (ACT)	Theory and practice in analysis of dramatic literature for the actor. Emphasis on techniques of character analysis for interpretation.	By audition and interview only.	LEC 1.0 1.0 1.0
THP291AD	Summer Conservatory: Improvisation	Techniques of improvisation to develop the actor's creativity. Emphasis on inner resources, sensory memory, and emotional memory.	By audition and interview only.	L+L 1.0 2.0 2.0
THP291AE	Summer Conservatory: Scene Study	Basic methodology and process of rehearsing and creating a character through prepared scenes for faculty critique and analysis.	Prerequisites: By audition and interview only.	L+L 3.0 4.0 4.0
THP291AG	Summer Conservatory: Production (ACT)	Practicum in rehearsal and stage performance through public productions.	Prerequisites: By audition and interview only.	L+L 4.0 5.0 5.0
THP292AA	Summer Conservatory: Theatre Technology	Theory and practice of technical phases of play production. Includes applications in scenery, properties, and lighting.	Prerequisites: By interview only.	L+L 3.0 4.0 4.0
THP292AB	Summer Conservatory: Projects	Independent supervised studies in technical theatre applications. Emphasis on topic selection addressing individual student interests and abilities.	Prerequisites: By interview only.	L+L 3.0 4.0 4.0
THP292AC	Summer Conservatory: Script Analysis (TECH)	Theory and practice in analysis of dramatic literature as preparation for technical production applications.	Prerequisites: By interview only.	LEC 1.0 1.0 1.0
THP292AD	Summer Conservatory: Career Development (TECH)	Techniques of preparation and presentation of professional materials for the theatre technician and designer.	Prerequisites: By interview only.	L+L 1.0 2.0 2.0
THP292AE	Summer Conservatory: Production (TECH)	Practicum in various aspects of technical theatre production for public performance.	Prerequisites: By interview only.	L+L 4.0 5.0 5.0

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THP296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
THP296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career	LAB 1.0 5.0 0.0

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			interest or with permission of Instructor.	
THP296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
THP296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently	LAB 4.0 20.0 0.0

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			enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
THP298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
THP298AB	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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THP298AC	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
TLT100	Telecommunications Math	Application of the scientific calculator to solve mathematical problems in telecommunications electronics. Scientific notation, engineering notation, metric conversion, algebraic equations, linear equations, graph interpretation, exponents, logarithmic expressions and, binary/hexadecimal concepts related to subnetting.	Prerequisites: A grade of C or better in college-level math course, or appropriate District placement, or permission of Department/Division Chair.	LEC 2.0 2.0 2.0
TLT141	Telecommunications Computer Operations	Telecommunications computer operation principles. Covers online training resource utilization, computer log-on procedures, and computer shortcut creation. Also includes specific computer software performance information	Prerequisites: None.	LEC 1.0 1.0 1.0
TLT142	Drop Connections	Technical concepts for drop connections. Includes passive and active devices as well as use of traps and filters. Also covers electronics	Prerequisites: None.	LEC 1.0 1.0 1.0

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		hook up and troubleshooting procedures		
TLT143	Digital Video Systems	Customer cable digital video signal reception establishment procedures. Covers system feature information, signal fault identification, and system and end-use equipment troubleshooting procedures. Also includes customer education information	Prerequisites: None.	L+L 2.0 3.0 3.0
TLT144	Drop Planning and Maintenance	Procedures for the planning and installation of Community Antenna Television (CATV) service to a customer address. Emphasis on drop connection location, configuration, and hardware component selection. Covers internal cable routing considerations and grounding, splitting, and directional tap/coupler component information. Also includes basic CATV system operation information and electronic hook-up procedures	Prerequisites: None.	L+L 2.0 3.0 3.0
TLT149	Digital Phone Network Installation	Telephone network installation procedures. Emphasis on multi dwelling unit, multiple broadband applications, and residential telephone networks. Covers component connection	Prerequisites: None.	L+L 2.0 3.0 3.0
TLT152	Telecommunications Product Knowledge	Telecommunications industry product and service information. Emphasis on video, Internet connection, and telephone services. Covers the	Prerequisites: None.	LEC 2.0 2.0 2.0

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		advantages and disadvantages of telecommunications product types and the various features associated with each service.		
TLT154	Technical Support Representative Foundations	Foundations of services, products, and regulations in the communications industry. Includes customer database research techniques as well as troubleshooting and billing procedures.	Prerequisites: None.	LEC 2.0 2.0 2.0
TLT155	Technical Support Representative Telephony	Practical application of digital telephony account services. Includes account research and creation of work orders in addition to access and navigation of troubleshooting databases. Also covers procedures for managing billing accounts and services.	Prerequisites: None.	L+L 2.0 3.0 3.0
TLT160	Video Technical Training	Analog and digital video technical training procedures. Includes cabling options and types of digital video equipment, as well as products and services. Also covers procedures for completing customer video orders in the Integrated Communications Operations Management System (ICOMS). Troubleshooting procedures, tools, and video flows also included.	Prerequisites: None.	L+L 2.0 3.0 3.0
TLT161	Video Technical Training Lab	Practical application of analog and digital video technical training procedures. Covers procedures for completing customer video orders in	Prerequisites: None.	LAB 1.0 2.0 2.0

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		the Integrated Communications Operations Management System (ICOMS)		
TLT162	High Speed Internet/Networking	High speed internet installation and networking. Includes features and services of high speed internet as well as procedures for installation. Also covers home network installation and configuration	Prerequisites: None.	L+L 3.0 4.0 4.0
TLT163	High Speed Internet Technical Training	Procedures for presenting high speed internet products and services. Includes service tiers as well as network facilities and responsibilities. Also covers navigation of operating systems and troubleshooting common problems and procedures.	Prerequisites: None.	L+L 2.0 4.0 4.0
TLT164	High Speed Internet Technical Training Lab	Practical application of high speed internet technical training procedures. Covers procedures for completing customer orders in the Integrated Communications Operations Management System (ICOMS) and various industry databases	Prerequisites: None.	LAB 1.0 2.0 2.0
TLT165	Technical Support Representative Telephony Lab	Digital telephony account services. Includes use of the Integrated Communications Operations Management System (ICOMS) and industry databases to complete account services	Prerequisites: None.	LAB 1.0 2.0 2.0
TLT298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		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. COMMON COMPETENCY COURSE		
TLT298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
TLT298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		development. COMMON COMPETENCY COURSE		
TQM101	Quality Customer Service	Examines the nature of quality customer service and the attitudes, knowledge, and skill needed to work effectively in a quality customer service environment. Foundation skills for quality customer services are taught, applied, and practiced	Prerequisites: None.	LEC 3.0 3.0 3.0
TQM220	Leadership and Empowerment Strategies	Methods for facilitating teams and empowering employees which effectively enable all employees to act upon a shared vision.	Prerequisites: None.	LEC 2.0 2.0 2.0
TQM230	Teamwork Dynamics	Theory and practice of how team members and team leaders use listening, negotiating and interpersonal skills for the enhancement of team process. Included are concepts of team development and team problem-solving techniques.	Prerequisites: None.	LEC 2.0 2.0 2.0
TQM235	Motivation, Evaluation, and Recognition Systems	Presents methods for benchmarking, assessing team performance, linking recognition to team performance, and valuing victories and mistakes with all personnel.	Prerequisites: None.	LEC 2.0 2.0 2.0
TQM240	Project Management in Quality Organizations	Presents methods for quality organizations in how to plan and schedule a project in use of Critical Path Method (CPM) and Program Evaluation and Review Technique (PERT) techniques and software to monitor and control projects	Prerequisites: None.	LEC 3.0 3.0 3.0

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TRS100	Survey of Translation and Interpretation	Professional, sociolinguistic, and cognitive aspects of translation and interpretation. Includes social justice goals and language policy for interpretation and translation, role of translators and interpreters, consecutive interpretation, role of norms in legal translation, conservation of meaning, register, and style, meaning of translation, health care interpretation and translation, business and technical translation	Prerequisites: None.	LEC 4.0 4.0 4.0
TRS102	Translation of English to Spanish	Analysis of the Spanish language with an emphasis on cross-language similarities and differences. Includes the structure of Spanish, cultural and stylistic components, semantics, dialectal differences and lexical obstacles. Widening of lexicon across specific lexical fields and wider shared underpinnings of Greco-Latin etymologies. Brief introduction to historical development of the Spanish language with specific focus on cognates and false cognates.	Prerequisites: A grade of C or better in (SPA202 or SPA204) and permission of Department or Division. Completion of prerequisites within the last three years is required.	LEC 3.0 3.0 3.0
TRS103	Translation of Spanish to English	Analysis of the English language with an emphasis on cross-language similarities and differences. Course includes the structure of English, cultural and stylistic components, semantics, Standard English conventions, and metaphorical and idiomatic English. Introduction to	Prerequisites: A grade of C or better in (ENG102 or ENG108) and (SPA202 or SPA204) and permission of Department or Division. Completion of	LEC 3.0 3.0 3.0

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		translation of basic documents from Spanish to English.	prerequisites within the last three years is required.	
TTD101	Truck Trailer Driving I	General program overview. Orientation to trucking profession, including history, governing agencies, and regulations. Professionalism and the role of commercial driver. Introduction to tractor-trailers, including identification and operation of various parts and controls. Introduction to hours-of-service regulations. Discussion of truck stops/fueling stations. Analysis of the Federal Motor Carrier Safety Regulations. Introduction to procedures for coupling, uncoupling, and fifth wheel and trailer tandem slides. Preparation for the Arizona State License and Department of Transportation's certification examinations.	Must meet pre-qualifying requirements of the industry by providing a social security card, valid AZ driver's license, 5-yr motor vehicle report devoid of excessive infractions and passing Department of Transporting physical exam and drug screen.	LEC 3.0 3.0 3.0
TTD102	Truck Trailer Driving II	Continued study of activities performed by professional drivers, with an emphasis on the safety of the driver, vehicle, cargo, and other road users. Training and certification in first aid and CPR skills. In-depth preparation for hazardous materials, doubles/triples, and tanker endorsements. Introduction to the pre-trip inspection. Discussion of tire chain use and demonstrated	Prerequisites: A grade of C or better in TTD101.	LEC 3.0 3.0 3.0

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		installation. Development of knowledge and skills in the areas of cargo documentation and trip planning. Discussion of issues pertaining to life on the road, communications, and personal resources. Includes information gathering and guidance for the job search.		
TTD103	Truck Trailer Driving III	Study and application of practical skills and knowledge necessary for safe, efficient operation. Vehicle handling skills and fuel-efficient operating practices, including backing procedures, coupling and uncoupling, visual search, communications, speed, and space management. Techniques for operation in mountain driving conditions. Includes hazard recognition, emergency maneuvers, and control and recovery. Includes function and operation of all key vehicle systems, diagnosing and reporting of malfunctions to service personnel.	Prerequisites: A grade of C or better in TTD102.	L+L 4.0 6.0 6.0
UAS100	sUAS Batteries and Electronics	Small Unmanned Aircraft Systems (sUAS) basic electronics and circuits, communications, information display systems, transmitter and receiver fundamentals, flight controller installation and tuning, lithium polymer battery basics, radio	Prerequisites: Appropriate placement test score in Reading, Writing and Math, or [eligibility in ENG101, (RDG100 or RDG100LL), MAT120,	LEC 5.0 5.0 5.0

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		telemetry, basic electrical troubleshooting and repair techniques.	MAT121 and MAT122].	
UAS101	Introduction to Unmanned Aircraft Systems Operation	Introduction to Unmanned Aircraft Systems (UAS) history, flight, avionics, sensors, communication systems, and an introduction to data analysis and applications, such as first responders, Geographic Information Systems, and Precision Agriculture.	Prerequisites: None.	LEC 3.0 3.0 3.0
UAS107	Unmanned Aircraft Systems Operator Certification	Develop knowledge and skills needed to manage and operate small Unmanned Aircraft Systems (sUAS). Includes Federal Aviation Regulations, radio communications, weather, airspace and airport authorization criteria, loading and performance, aeronautical decision making, sUAS flight operations, and maintenance. Operational skills acquired through both classroom and hands-on flight activities.	Prerequisites: None.	LEC 3.0 3.0 3.0
UAS205	sUAS Instruments and Autopilot Programming and Uses	Small unmanned aircraft systems (sUAS) proper operation of ground control stations with remote aircraft, troubleshooting radio link issues, changing parameters, setting up waypoints, flying on autopilot only.	Prerequisites: A grade of C or better in UAS101 and UAS107. Corequisites: UAS206,	LEC 3.0 3.0 3.0
UAS206	sUAS Instrument and Autopilot Flight Lab	Students will use their advanced skills to manipulate a ground control station in the practical operation of Small Unmanned Aircraft Systems (sUAS) in a controlled, but realistic environment.	Prerequisites: A grade of C or better in UAS101 and UAS107. Corequisites: UAS205.	LAB 2.0 2.0 2.0

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UAS207	sUAS Dynamics and Design	Design, configuration, and concepts of Small Unmanned Aircraft Systems (sUAS). Platform types including multi-rotors, single rotor, and fixed wing aircraft.	Prerequisites: A grade of C or better in UAS205 and UAS206. Corequisites: UAS208.	LEC 5.0 5.0 5.0
UAS208	sUAS Dynamics and Design Lab	Students will assemble, program, preflight, and fly a Small Unmanned Aircraft System (sUAS) manufacturing equipment.	Prerequisites: A grade of C or better in UAS205 and UAS206. Corequisites: UAS207.	LAB 2.0 2.0 2.0
UAS211	sUAS Ground Control Stations, Telemetry, and Communications	Small Unmanned Aircraft Systems (sUAS) proper set-up, operation, and basic troubleshooting of many different Ground Control Stations used in the industry. Set-up, use, and configuration of different radio telemetry units. Proper use and procedures of communications with Air Traffic Control. Proper use of applications for use in Air Traffic Management.	Prerequisites: A grade of C or better in UAS207 and UAS208.	L+L 3.0 4.0 4.0
UAS212	sUAS Maintenance Lab	Proper inspection, troubleshooting, and repair techniques for Small Unmanned Aircraft Systems (sUAS).	Prerequisites: A grade of C or better in UAS207 and UAS208.	LAB 2.0 2.0 2.0
UAS215	sUAS Commercial Flight Training	Proper pre-flight and operation techniques used in a Small Unmanned Aircraft (sUAS) Commercial Environment. Gathering digital information from an inspection or surveillance flight, then demonstrate post-production skills and techniques for a useable customer product.	Prerequisites: A grade of C or better in UAS207 and UAS208.	L+L 3.0 6.0 6.0
UCS101	Introduction to Billing	An introduction to basic billing procedures in the public utility	Prerequisites: None.	LEC 3.0 3.0 3.0

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		industry. Includes computer familiarization, coordinates system, billing cycle, payment plans, and components of the bill		
UCS105	Introduction to Public Utility	Introduction to public utility customer service operations. Emphasis on public utility workstation components and usage procedures. Covers customer service, documentation, and confidentiality policies, as well as service area geography.	Prerequisites: None.	LEC 2.0 2.0 2.0
UCS108	Account Services for Public Utilities	Overview of procedures for accessing and maintaining customer accounts. Includes the billing cycle, rates and payment options as well as various types of service orders	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0
UCS110	Meter and Trouble Orders	Fundamentals of meters and their functions. Instruction on providing meterchecks, handling trouble calls and determining and processing corrective action.	Prerequisites: None.	LEC 2.0 2.0 2.0
UCS115	Introduction to Water Customer Services	Introduction to water customer account services. Includes the irrigation process, accounts, and schedules. Also covers delivery systems, controls, and use of a mapping system in addition to water rights and typical irrigation problems.	Prerequisites: None.	LEC 2.0 2.0 2.0
UCS116	Water Services Accounts I	Water services procedures and restrictions for opening, combining, and updating accounts as well as responding to billing and payment inquiries and opening accounts. Also	Prerequisites: A grade of C or better in UCS115.	LEC 2.0 2.0 2.0

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		covers Supplemental Supply Program (SSP) water and various user accounts in addition to company role and responsibilities.		
UCS117	Water Services Accounts II	Water services rules and restrictions for handling property sales, special requests, and order revisions in addition to typical irrigation problems. Also covers procedures for handling private system controls, flood calls, and water theft issues as well as facility notices.	Prerequisites: A grade of C or better in UCS116.	LEC 2.0 2.0 2.0
UCS118	Water Customer Services Procedures I	Practical application of water customer account services. Includes procedures for creating, accessing, and updating accounts as well as completing and documenting water orders. Also covers use of the mapping system and procedures for handling typical irrigation calls.	Prerequisites: A grade of C or better in UCS115.	L+L 2.0 4.0 4.0
UCS119	Water Customer Services Procedures II	Procedures for completing billing and payment account procedures. Covers refunds, overdraft accounts, and procedures for handling water theft. Also covers special requests, flood calls, and townsite issues in addition to Supplemental Supply Program (SSP) requests.	Prerequisites: A grade of C or better in UCS118.	L+L 2.0 4.0 4.0
UCS120	Payments, Credits and Rates	Examination of procedures to perform payment, deposit and credit operations. Includes various connect orders and rate calculations.	Prerequisites: None.	LEC 3.0 3.0 3.0

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UCS122	Public Utility Orders I	Procedures for processing public utility customer requests. Emphasis on determining billing options, service plans, and payment procedures. Covers new account establishment and field activity order processing. Also includes meter processes and rate change procedures.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: UCS105.	LEC 3.0 3.0 3.0
UCS124	Public Utility Orders II	Practical application in processing public utility customer orders. Emphasis on using workstation and software applications. Covers shut-off, as well as the creation of new accounts. Also covers order modification, payment options, service plan, and deposit requirements.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: UCS122.	L+L 3.0 4.0 4.0
UCS126	Public Utility Service Practices	Application of public utility customer service practices. Covers account and service plan enrollment, modifications, and cancellations. Includes account handling exceptions and service area geography. Computer usage emphasized.	Prerequisites: A grade of C or better in UCS124 or Corequisites: UCS124.	L+L 2.0 3.0 3.0
UCS128	Public Utility Processing	Public utility service processes. Includes procedures for processing multiple service orders, turn-on orders, trouble and outages, and electrical safety hazard orders. Customer service and professional interpersonal communications emphasized.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: UCS126.	LEC 3.0 3.0 3.0
UCS130	Service Orders I	Fundamentals of processing service orders. Emphasis on customer service, making determinations of services	Prerequisites: None.	LEC 3.0 3.0 3.0

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		required and placing appropriate orders		
UCS134	Advanced Public Utility Processing	Procedures for practical application in processing public utility customer requests. Includes advanced billing inquires, collection, and documentation procedures, as well as energy usage analysis and consumption rates. Meter reads and billing adjustments also covered.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: UCS128.	L+L 3.0 4.0 4.0
UCS135	Service Orders II	Further examination of the processing of service orders. Emphasis on customer account data, account status, third party billings and placing appropriate orders	Prerequisites: A grade of C or better in UCS130.	LEC 2.0 2.0 2.0
UCS140	Service Order Procedures	Practical application of service order processing. Includes meter and trouble orders, requests for service, billings and rates, as well as account turn-offs and reconnects.	Prerequisites: A grade of C or better in UCS135.	L+L 2.0 4.0 4.0
UTP110	Hand and Power Tools for Linemen	Use, maintenance, and safety procedures for common hand and power tools used in the electric power industry.	Prerequisites: None.	LEC 1.0 1.0 1.0
UTP111	Line Work Equipment and Safety	Overview of the line work industry including its history, technological developments, and current practices. Covers an introduction to industry equipment and tools with a focus on safety practices and procedures. Inspection and maintenance of equipment and tools used in pole	Prerequisites: None.	LEC 4.0 4.0 4.0

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		climbing and cover-up procedures. Emphasis on safety operations.		
UTP112	Line Construction	Introduction to line construction equipment and procedures. Includes personal protective equipment, climbing equipment, and basic line materials. Also covers procedures for handling wood poles, de-energized lines, and one-man pole-top rescues, in addition to equipment and procedures for grounding and creating a safe zone.	Prerequisites: None.	LEC 3.0 3.0 3.0
UTP113	Rigging Fundamentals	Fundamentals of rigging for linemen. Includes safe use of rigging components including ropes, knots, handlines, and block and tackle. Covers rigging calculations and approaches to basic rigging tasks, in addition to hazards.	Prerequisites: None.	LEC 3.0 3.0 3.0
UTP114	Line Construction Procedures	Line construction procedures including pole change out, horizontal line construction, and taking lines out of service. Covers distribution line symbols, compatible units, and second point of contact, in addition to calculating pulling tension and procedures for stringing overhead service and approaching hot circuits.	Prerequisites: A grade of C or better in UTP112.	LEC 3.0 3.0 3.0
UTP115	Underground Line Construction	Introduction to underground line construction. Includes a comparison of duct and vault underground systems. Also covers Blue Stake laws and markings, procedures for pulling and	Prerequisites: None.	LEC 2.0 2.0 2.0

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		maintaining underground cable, and safety considerations for trenching and excavating.		
UTP150	Introduction to Transformer Theory	Introduction to transformers and transformer theory. Covers the basic structure, components and applications of single-phase and three phase transformers. Includes interpretation of transformer nameplates, in addition to characteristics and functions of distribution transformers.	Prerequisites: None.	LEC 3.0 3.0 3.0
UTP151	Transformer Theory Design and Function	Comparison of function of various types of transformers. Includes design of single-phase and three-phase transformers, as well as safety procedures and precautions for energizing transformers. Also covers wiring transformers in parallel and three-phase connection diagrams.	Prerequisites: None.	LEC 3.0 3.0 3.0
UTP152	Transformer Diagramming and Calculations	Diagramming and calculations in transformer theory. Includes use of the Pythagorean Theorem and sine and cosine waves and functions to complete calculations. Also covers secondary and primary voltage, voltage ratio and loss calculations, in addition to blueprint reading.	Prerequisites: None.	LEC 3.0 3.0 3.0
UTP155	Introduction to Hot Stick	Introduction to hot stick terminology, tools, and procedures. Includes procedures for cleaning, storage, and handling in addition to inspection and testing. Also covers tie-wires, preform	Prerequisites: None.	LEC 3.0 3.0 3.0

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		ties, hold tags, and live line tailboard development.		
UTP156	Hot Stick Theory and Calculations	Rigging theory and calculations for hot stick application, including Working Load Limit (WLL). Also covers slings, personal protective grounding, and protective cover, in addition to energized conductors and lines.	Prerequisites: None.	LEC 3.0 3.0 3.0
UTP157	Hot Stick Work Site and Equipment	Hot stick work site, materials, and equipment procedures. Covers fault location, meter load, tower erection, and phasing sequences in addition to procedures for managing safety in confined spaces. Also includes cable preparation and pulling procedures as well as equipment and site operations and safety.	Prerequisites: None.	LEC 3.0 3.0 3.0
UTP210	Personal Protective Grounding	Considerations and procedures for personal protective grounding with a review of basic electrical circuits. Covers function, sizing, and installation of protective grounding sets on trucks, underground distribution systems, and construction projects. Also covers resistance testing, equipotential zones, lightning protection, and live line tools.	Prerequisites: None.	LEC 2.0 2.0 2.0
UTP211	Overhead Distribution Line Design	Introduction to overhead distribution line construction design. Includes overhead construction standards, distribution pole standards, and primary construction units as well as	Prerequisites: None.	LEC 3.0 3.0 3.0

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		controls and installation standards for various types of capacitors. Also covers clearances, calculations, drawings, and design criteria for overhead distribution line design.		
UTP212	Underground Distribution Line Design	Introduction to underground distribution line construction design. Includes construction assembly units, capacitor banks, switching, and fusing as well as applications for conduit and feeder riser compatible units. Also covers clearances, calculations, drawings, and design criteria for underground distribution line design.	Prerequisites: None.	LEC 3.0 3.0 3.0
UTP215	Emerging Technologies	Overview of emerging technologies in electrical energy production. Includes applications, limitations, and advantages of various types of alternative energy. Also covers characteristics of and advantages to the use of fiber optics. Design and function of Extra High Voltage (EHV) lines also examined.	Prerequisites: None.	LEC 2.0 2.0 2.0
UTP216	Transformer Operations and Troubleshooting	Advanced transformer operation and troubleshooting procedures. Includes characteristics of three-phase systems, distribution capacitors, and fusing. Covers transformer calculation including voltage regulation, fault current, and load. Procedures for isolating and testing transformers and system change-out also covered.	Prerequisites: None.	LEC 3.0 3.0 3.0

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UTP217	Electrical Substations	A comparison of operation and design of various types of substations. Includes construction planning, design, diagrams, and blueprints, in addition to hazards and safety issues. Also covers substation stresses, superstructures, and equipment function and maintenance.	Prerequisites: None.	LEC 3.0 3.0 3.0
UTP250	Maps and Schematics for Linemen	Components, coordinates, and symbols for maps and schematics used by linemen. Also includes procedures for access and navigation of mobile Geographic Information Systems (GIS).	Prerequisites: None.	LEC 1.0 1.0 1.0
UTP251	Metering Theory for Linemen	Concepts of energy measurement and metering theory for linemen. Includes the power triangle and various metering types, ratings, and strategies for troubleshooting metering problems.	Prerequisites: None.	LEC 2.0 2.0 2.0
UTP255	Power Distribution Operations	Transmission and Generation Operations (TGO), Distribution Operations Center (DOC), and Power Distribution Operations (PDO) organization and responsibilities.	Prerequisites: None.	LEC 2.0 2.0 2.0
UTP258	Applied Line Topics	Applied line topics for linemen. Includes rigging calculations and derating factors as well as diagramming of three-phase vectors and wiring. Also covers procedures, documentation, and restrictions for receiving, modifying, and releasing clearances.	Prerequisites: None.	L+L 3.0 4.0 4.0

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VET101	Introduction to Veterinary Technology	Introduces the role of the veterinary paraprofessional to the veterinary science industry. Addresses professional development, including ethics, professionalism, and legal implications of veterinary practice. Students will be introduced to animal husbandry and nutrition, animal behavior, species and breed identification, the human-animal bond, biosecurity, equine medicine, livestock medicine, companion animal medicine, and lab animal medicine.	Prerequisites: None. Corequisites: VET101LL.	LEC 3.0 3.0 3.0
VET101LL	Animal Care Skills I Laboratory	Principles of daily animal husbandry, socialization, enrichment, and clinical care of animals housed in campus facilities. Introductory veterinary technology students work on building teamwork, communication and veterinary technical skills encountered in the daily operations of a multi-species veterinary facility.	Prerequisites: None. Corequisites: VET101.	LAB 2.0 2.0 0.0
VET103	Veterinary Assistant I	This is a lecture/laboratory course where students will learn hands-on skills needed to perform the duties of a veterinary assistant. The course will introduce the basic veterinary assistant skills needed to assist veterinary professionals in the quality care of animals. Includes basic introduction to anatomy and physiology of domestic animals, front office skills, communication and client relations,	Prerequisites: A grade of C or better in VET101. High school biology strongly recommended.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0

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		animal restraint, nursing, vaccinations and other basic assisting skills.		
VET104	Veterinary Assistant II	This is a lecture/laboratory course where students will learn hands on skills needed to perform the duties of a veterinary assistant. The course will build foundation skills for veterinary clinical care for the veterinary assistant. This course includes foundations in pharmacy and pharmacology, surgical preparation and assisting, the veterinary assistant's role in collection of laboratory samples, and diagnostic imaging.	Prerequisites: A grade of C or better in VET101 and VET103. High school biology strongly recommended.	LEC 3.0 2.0 2.0 LAB 0.0 3.0 3.0
VET109	Veterinary Assistant Internship	This course provides Veterinary Assistant program students with off-campus clinical experience in a small animal general veterinary practice. There is opportunity for practical application and development of knowledge, skills, and abilities acquired in program coursework at a veterinary assistant level. Students have exposure to practice philosophies, methodologies, and real-life situations requiring critical thinking and decision-making abilities. The internship includes instruction and evaluation by veterinarians or veterinary technicians guided by the National Association of Veterinary Technicians in America	Prerequisites: A grade of C or better in VET101, VET103, and VET104.	LAB 1.0 1.0 0.0

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		Veterinary Assistant Student Essential and Recommended Skills list.		
VET112	Animal Nursing I	Training in and supervised performance of skills necessary in the husbandry and clinical care and treatment of animals. Occupational hazards and safety in livestock, companion animal, and laboratory animal facilities. Introduction to medical terminology. Restraint and handling, feeding, and housing of a variety of animal species. Physical examination of various species of animals. Principles of sanitation, disinfection, sterilization, and aseptic technique. Principles and techniques of medication administration, fluid therapy, and vaccination. Familiarization with operation of various types of animal care equipment. Introduction to laboratory techniques. Professional ethics and the human-animal bond.	Prerequisites: A grade of C or better in VET101 and admission to the Veterinary Technology/Animal Health program or permission of Instructor.	LEC 2.0 2.0 2.0 LAB 0.0 3.0 3.0
VET132	Veterinary Office Management and Client Communication	Principles and practice of veterinary office management for veterinary technology students. Client relations, receptionist skills, telephone techniques, interpersonal skills, and personnel management. Generation and maintenance of correspondence, medical records, legal forms, and hospital logs. Basic bookkeeping, accounting, and financial management	Prerequisites: A grade of C or better in VET101 or permission of Instructor.	LEC 3.0 3.0 3.0

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		principles. Marketing and public relations. Professional ethics and professionalism. Use of computers for data entry, patient record management and inventory control.		
VET140	Animal Care Skills II	Practical application of animal care skills and principles of animal care and management using techniques and knowledge learned in the veterinary technology classes. Students expand their animal care knowledge, skills and abilities to include skills needed to be successful in clinical internships.	Prerequisites: None. Corequisites: VET150 or VET151 and admission to the Veterinary Technology program.	LAB 2.0 2.0 0.0
VET150	Veterinary Anatomy and Physiology I	Comparative evaluation of the anatomy and physiological functions of various body systems of livestock, companion animals, and laboratory animals.	Prerequisites: A grade of C or better in (BIO181, CHM130, CHM130LL, CRE101, ENG102, MAT120, and VET101) and admission to the Veterinary Technology/Animal Health Program.	LEC 3.0 3.0 3.0
VET150LL	Veterinary Anatomy and Physiology Laboratory I	Laboratory experience in support of VET150. Includes dissection of preserved animal specimens.	Prerequisites: None. Corequisites: VET150.	LAB 1.0 3.0 3.0
VET151	Veterinary Anatomy and Physiology II	Focuses on unique anatomic structures and physiological processes which are clinically important in veterinary medicine. Anatomical and physiological bases of clinic procedures, animal disease processes, and veterinary treatments.	Prerequisites: A grade of C or better in VET150 or permission of Instructor.	LEC 3.0 3.0 3.0 LAB 0 3.0 3.0

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VET200	Veterinary Clinical Pathology Methods	Fundamental studies of laboratory techniques and procedures involved in evaluating veterinary clinical samples. Includes hematology, urinalysis, hemostasis, blood biochemistry and enzymology, serology, cytology, and parasitology. The veterinary technician's role in sample collection, sample storage and handling, and performance of analytic procedures. Use of laboratory equipment, laboratory safety and management, and quality control.	Prerequisites: A grade of C or better in BIO205 or permission of Instructor. Corequisites: VET223.	LEC 3.0 3.0 3.0 LAB 0.0 3.0 3.0
VET201	Animal Care Skills III	Practical application of animal care skills and principles of animal care and management using techniques and knowledge learned in the veterinary technology classes. Students expand their animal care knowledge, skills and abilities to include skills needed to be successful in clinical internships.	Prerequisites: None. Corequisites: VET210 and VET240 and admission to the Veterinary Technology program.	LAB 2.0 2.0 0.0
VET210	Animal Nursing II	Instruction in and hands-on application of techniques of veterinary nursing care, patient assessment, equipment operation, diagnostic sample collection, and medical treatment. Physical examination, clinical nutrition, and reproductive management of the dog and cat. Operation of E.C.G. and anesthetic machine. Fluid therapy, wound therapy, and bandaging. Surgical instruments and packs. Common	Prerequisites: A grade of C or better in (VET112 and VET151) or permission of Instructor.	LEC 2.0 2.0 2.0 LAB 0.0 3.0 3.0

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		diagnostic and therapeutic procedures on animals.		
VET220	Veterinary Pharmacology for the Veterinary Technician	Actions and uses of pharmacological agents used in veterinary medicine; drug classifications, modes of action, indications and contraindications, routes of administration, and mechanisms of elimination. Dispensing and pharmacy management, and laws regulating controlled substances. Solving medical math problems and calculating drug doses.	Prerequisites: A grade of C or better in VET101 and VET151. Corequisites: VET223.	LEC 3.0 3.0 3.0
VET223	Animal Diseases	Study of common infectious, parasitic, metabolic, immunologic, and degenerative diseases of domestic animals. Infectious disease transmission, mechanisms of disease, the host-parasite relationship, and host responses to disease agents. Clinical signs and management of common diseases. Life cycles of common parasites. Principles of disease prevention, environmental management, vaccination, and zoonosis. Diagnostic techniques including gross and microscopic identification of common animal pathogens.	Prerequisites: A grade of C or better in VET151. BIO205 recommended.	LEC 3.0 3.0 3.0
VET230	Veterinary Radiology and Imaging for the Veterinary Technician	Veterinary and radiographic terminology, radiation and electrical protection, technical principles, radiographic equipment operation -	Prerequisites: A grade of C or better in (VET150 and VET150LL) or	LEC 3.0 3.0 3.0 LAB 0.0 3.0 3.0

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		<p>manual and digital, and radiographic duties of the Veterinary Technician. Introduction to ultrasound, MRI, CAT scans, and other non-traditional imaging uses and techniques. Lab allows for practical application of theories and radiographic positioning as taught in lecture.</p>	<p>permission of Instructor.</p>	
VET235	Veterinary Technician Proficiency	<p>Review of pertinent subject matter in preparation for the Arizona State Veterinary Technician Examination and the Veterinary Technician National Examination. Guided review and discussion of exam application process. Review of student's Veterinary Technology Student Essential and Recommended Skills to ensure completion for graduation as required by the American Veterinary Medical Association. May included field trips or guest lecturers.</p>	<p>Prerequisites: A grade of C or better in VET210, VET220, and VET223. Corequisites: VET240.</p>	L+L 2.0 2.0 2.0
VET240	Veterinary Anesthesia, Surgery, and Emergency Nursing	<p>Veterinary surgical nursing skills associated with aseptic technique and proper protocol in the surgery suite. Pre and post-op monitoring, record keeping, and client education skills. Procedures and techniques with intravenous and inhalation anesthetics, surgical asepsis, skin preparation, instrument sterilization techniques and monitoring veterinary patients for vital signs.</p>	<p>Prerequisites: A grade of C or better in VET210 and VET220.</p>	<p>LEC 3.0 3.0 3.0 LAB 0.0 4.0 4.0</p>

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VET250AA	Veterinary Technician Internship	<p>Provides Veterinary Technology program students with off-campus clinical experience in a small animal general veterinary practice. Opportunity for practical application and development of knowledge, skills, and abilities acquired in program coursework. Exposure to practice philosophies, methodologies, and real-life situations requiring critical thinking and decision-making abilities. Includes instruction and evaluation by veterinarians or veterinary technicians guided by the American Veterinary Medical Association's Veterinary Technology Student Essential and Recommended Skills list.</p>	<p>Prerequisites: A grade of C or better in VET112, VET132, and VET151.</p>	LAB 0.5 0.5 0.0
VET250AB	Veterinary Technician Internship	<p>Provides Veterinary Technology program students with off-campus clinical experience in a large animal general veterinary practice. Opportunity for practical application and development of knowledge, skills, and abilities acquired in program coursework. Exposure to practice philosophies, methodologies, and real-life situations requiring critical thinking and decision-making abilities. Includes instruction and evaluation by veterinarians or veterinary technicians guided by the American Veterinary Medical</p>	<p>Prerequisites: A grade of C or better in VET250AA.</p>	LAB 0.5 0.5 0.0

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		Association's Veterinary Technology Student Essential and Recommended Skills list.		
VET250AC	Veterinary Technician Internship	Provides Veterinary Technology program students with off-campus clinical experience in an emergency veterinary clinic and in a veterinary specialty practice. The internship hours will be split equally between the emergency clinic and the specialty practice. Specialty practices may include surgery, ophthalmology, internal medicine, dentistry, dermatology, radiology, exotics, zoo, research, and others. Opportunity for practical application and development of knowledge, skills, and abilities acquired in program coursework. Exposure to practice philosophies, methodologies, and real-life situations requiring critical thinking and decision-making abilities. Includes instruction and evaluation by veterinarians or veterinary technicians guided by the American Veterinary Medical Association's Veterinary Technology Student Essential and Recommended Skills list.	Prerequisites: A grade of C or better in VET250AB or permission of Instructor.	LAB 0.5 0.5 0.0
VET250AD	Veterinary Technician Internship	Continuing practical application and mastery of knowledge, skills, and abilities in the selected clinical setting. Exposure to practice philosophies, methodologies, and real-life situations	Prerequisites: A grade of C or better in VET250AC or permission of Instructor.	LAB 0.5 0.5 0.0

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		requiring critical thinking and decision-making abilities. Includes instruction and evaluation by veterinarians or veterinary technicians guided by the American Veterinary Medical Association's Veterinary Technology Student Essential and Recommended Skills list.		
WAC101	Writing Across the Curriculum	Expressive, expository, and academic writing experiences to develop students' rhetoric and composition foundation. Experience planning and drafting multi-paragraph essays through a writing process with emphasis on essay and paragraph structure and the elements of sentence structure. Participation in writing workshop, group work, reading to support writing tasks, and writing from sources. A minimum of three multi-paragraph essays and a final reflection paper.	Prerequisites: None.	LEC 3.0 3.0 3.0
WED105	Minimizing Workplace Stress	Introduction of the application of Practical Relaxation Techniques for reducing workplace stress. Defines the characteristics, process and signs of workplace stress. Includes discussions of the physiology of stress and how these responses impact daily living. Use of the biofeedback instruments to monitor the relaxation techniques such as self-hypnosis, visualization, guided imagery, and meditation	Prerequisites: None.	LEC 0.5 0.5 0.5

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WED110	Principles of Physical Fitness and Wellness	Stress basic, lifetime health and skill-related components of fitness to achieve total wellness. Topics include nutrition, weight control, exercise and aging, cardiovascular and cancer risk reduction, stress management, prevention of sexually transmitted diseases, substance abuse control, and overall management of personal health and lifestyle habits to achieve the highest potential for well-being	Prerequisites: None.	LEC 3.0 3.0 3.0
WED120	Massage Therapy: Anatomy Refresher - Upper Body	This course is designed for individuals in the field of massage therapy and provides a review of upper body musculature affecting the neck, shoulder, spine, elbow and wrist joints. Origins and insertions and resistive stretches included.	Prerequisites: None.	L+L 1.0 1.0 1.0
WED124	Environmental Wellness	Overview of critical global environmental challenges and the impacts of these issues to human health. Topics to be covered include issues such as transportation options, alternative energy, food production, and air and water issues. Acquire skills, knowledge and wisdom specific to sustainability which may be applied in many professions, occupations, social institutions, or organizations. At an individual level, learn specific ways to conserve energy, protect your health, and help create sustainable living practices	Prerequisites: None.	LEC 3.0 3.0 3.0

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WED125	Reiki: Healing and Symbols	Introduction to Reiki as a Japanese technique for stress reduction and relaxation that also promotes healing. Instruction in the Usui method of Reiki and its symbols and applications to personal health and everyday life.	Prerequisites: None.	L+L 2.0 2.0 2.0
WED126	Cupping Therapy	Introduction to cupping therapy for individuals in the field of massage therapy. In addition but not limited to the history, techniques and application in various therapeutic settings.	Prerequisites: None.	L+L 1.0 1.0 1.0
WED135	Gentle Touch for Individuals Living with Cancer	Introduction to the various types of gentle touch techniques used with individuals who are living with cancer and their caregivers. Overview of the history of gentle touch techniques, types of cancer and current treatments. Application of techniques with children and adults includes information on positioning, indications and contraindications, and additional special techniques.	Prerequisites: None.	L+L 2.0 2.0 2.0
WED144	Strategies in Diabetes Management	Introduction to strategies in diabetes mellitus management and prevention for individuals diagnosed with diabetes and their caretakers. Includes a physical activity component	Prerequisites: None.	L+L 3.0 5.0 5.0
WED145	Hand and Foot Massage	History and application of specific pressure points on the hands and feet that have correlation to different body organs and systems. Practice of micromovement techniques with the	Prerequisites: None.	L+L 1.0 1.0 1.0

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		goal of creating a response throughout the body.		
WED151	Introduction to Alternative Medicine	Definition of health; exploration of mind-body-spirit connection in health; various therapeutic modalities; identification of strengths and limitations of alternative therapies. Also includes development of ability to critically review written material in the alternative therapy area	Prerequisites: None.	LEC 3.0 3.0 3.0
WED152	Comparative Healing Techniques	Comparative approaches to healing, including allopathy, homeopathy, chiropractic, osteopathy, Chinese medicine, Ayurveda, Shamanism, and therapeutic touch. Contrast explanations for causation of disease, diagnostic procedures and healing methodology	Prerequisites: None.	LEC 3.0 3.0 3.0
WED155	Introduction to Chinese Medicine	Basic theories, principles and methods that constitute the backbone of Chinese Medicine. Explores concepts of Yin, Yang, the Five Elements (Wood, Fire, Earth, Metal, and Water), and the Five Vital substances (Qi, Blood, Body Fluids, Jing, and Shen). Overview of the physiology of the major internal organs (Five Zang and Six Fu) with a focus on their various interrelationships	Prerequisites: None.	LEC 3.0 3.0 3.0
WED162	Meditation and Wellness	Physiology of meditation and its effects on physical and mental health; scholastic abilities and interpersonal relationships; differentiation between	Prerequisites: None.	LEC 1.0 1.0 1.0

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		meditation and other relaxation techniques		
WED165	Overview of Massage Therapy	History of massage; overview of bodywork systems; benefits and indications of massage; legal requirements for practice in Arizona	Prerequisites: None.	LEC 2.0 2.0 2.0
WED166	Overview of FELDENKRAIS(R) Awareness Through Movement(R)	Movement activity lessons which are verbally directed, exploratory in nature, designed to clarify the full range of possibility for human movement and action. Self paced lessons in a noncompetitive environment	Prerequisites: None.	LEC 1.0 1.0 1.0
WED170	Principles of Homeopathy	Origins of homeopathy; key concepts; perceptions of disease; schools of homeopathy; scientific studies; preparation of remedies; case taking	Prerequisites: None.	LEC 1.0 1.0 1.0
WED172	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.	LEC 1.0 1.0 1.0
WED176	Flower Essences	Healing properties of Bach flower remedies; Bach's development of remedies and his philosophy of healing; use and preparation of a variety of flower essences	Prerequisites: None.	LEC 1.0 1.0 1.0
WED181	Essential Oil Properties and Formulations	Focuses on the benefits of individual plant oils, profiling past to present day uses and documented properties; experiential evaluation of the oils; how to formulate topical blends; oil	Prerequisites: None.	L+L 1.0 1.0 1.0

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		substitution using less expensive oils; hands-on learning.		
WED182	Health Conditions and Popular Herbs	In-depth look at some of today's most popular herbs and their relationship to specific health conditions. Emphasis on research skills in relation to popular herbs. Includes the effects, uses, and application strategies of herbs.	Prerequisites: None. WED172 suggested but not required.	LEC 2.0 2.0 2.0
WED183	Introduction to Ayurvedic Principles	Introduction to Ayurveda: "the science of life"; a complete system of balancing the body, mind and spirit, originating from ancient India. Introduction to foundational Ayurvedic principles, health philosophy and self assessment of basic constitution. Application of basic health and self care practices such as food selection and preparation, exercise and movement, renewal and restoration activities, environmental influences to promote health and well-being.	Prerequisites: None.	L+L 2.0 2.0 2.0
WED185	Overview of Movement Therapy Systems	Definition of health, exploration of mind-body-spirit connection in health, various therapeutic modalities, identification of strengths and limitation of movement based therapies. Also includes development of ability to critically review written material in the physical or movement therapy area.	Prerequisites: None.	LEC 2.0 2.0 2.0
WED195	Special Topic in Wellness Education	Introduction to current topics and contemporary issues related to	Prerequisites: None.	LEC 0.5 0.5 0.5

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		developing and maintaining a healthy lifestyle.		
WED195AA	Special Topics in Wellness Education A	Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle.	Prerequisites: None.	L+L 0.5 1.0 1.0
WED195AB	Special Topics in Wellness Education A	Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle. Focuses on a variety of techniques and strategies to promote wellness.	Prerequisites: None.	L+L 1.0 1.0 1.0
WED195AC	Special Topics in Wellness Education A	Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle. Focuses on a variety of techniques and strategies to promote wellness.	Prerequisites: None.	L+L 2.0 2.0 2.0
WED195AD	Special Topics in Wellness Education A	Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle. Focuses on a variety of techniques and strategies to promote wellness.	Prerequisites: None.	L+L 3.0 3.0 3.0
WED195BA	Special Topics in Wellness Education B	Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle.	Prerequisites: None.	L+L 0.5 1.0 1.0
WED195BB	Special Topics in Wellness Education B	Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle.	Prerequisites: None.	L+L 1.0 1.0 1.0

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WED195BC	Special Topics in Wellness Education B	Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle.	Prerequisites: None.	L+L 2.0 2.0 2.0
WED195BD	Special Topics in Wellness Education B	Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle.	Prerequisites: None.	L+L 3.0 3.0 3.0
WED195CA	Special Topics in Wellness Education C	Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle.	Prerequisites: None.	L+L 0.5 1.0 1.0
WED195CB	Special Topics in Wellness Education C	Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle.	Prerequisites: None.	L+L 1.0 1.0 1.0
WED195CC	Special Topics in Wellness Education C	Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle.	Prerequisites: None.	L+L 2.0 2.0 2.0
WED195CD	Special Topics in Wellness Education C	Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle.	Prerequisites: None.	L+L 3.0 3.0 3.0
WED204	Establishing a Massage Practice	Explore career options in therapeutic massage, including state licensing requirements, and determine how to lay the groundwork for a successful massage practice	Prerequisites: None.	LEC 3.0 3.0 3.0
WED210	Sports Massage	Purpose, benefits, and contraindications of sports massage; principles of sports physiology;	Prerequisites: A grade of C or better in WED165 and WED230	L+L 2.0 3.0 3.0

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		massage techniques, applications, and procedures; treatment of injuries.	or permission of Program Director.	
WED215	Self-Care for Health Care Providers	Emphasis on mind-body methods for personal wellness through integration of physical, emotional, social, and spiritual dimensions of being. Development of a personal practice to achieve and sustain a balanced program to support personal health and well being	Prerequisites: None.	L+L 2.0 5.0 5.0
WED218	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.	LEC 1.0 1.0 1.0
WED225	Reiki: Master Level and Teacher Training	Advanced Usui method of Reiki, including but not limited to the preparation for placement of symbols, hand movements and attunements. Exploration of the four pillars of Reiki and 4th Reiki symbol and strategies for instruction, relationships and classroom management.	Prerequisites: A grade of C or better in WED125 or permission of Department or Division.	LEC 2.0 2.0 2.0
WED230	Therapeutic Massage Practices I	Principles of professionalism, ethics, and legalities. Includes use of terminology related to massage therapy. Applications, indications, and contraindications of the nine strokes of Swedish massage. Study of the human osseous and muscular structure. Emphasis on normal movement patterns, origins, insertions, and functions of the muscular system	Acceptance into the Therapeutic Massage program or permission of Program Director.	L+L 6.0 9.0 9.0

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WED231	Therapeutic Massage Practices II	Refined application of the nine strokes of Swedish massage and contraindications to avoid. Application of advanced principles and techniques of trigger point therapy, muscle energy technique, stretching, hydrotherapy protocols, hot and cold applications, reflexology, and corporate massage. Study of the human osseous and muscular structure. Emphasis on normal movement patterns and the origin, insertion, and function of the muscular system	Prerequisites: A grade of C or better in WED230.	L+L 6.0 9.0 9.0
WED232	Therapeutic Massage Practices III	Refinement and integration of technical skills, psychosocial competencies, and role identity. Exploration of techniques to assess and facilitate range of motion and function; purpose, benefits, indications, and contraindications of therapeutic massage for specific neuro-musculoskeletal disorders/injury and special populations. Application of massage techniques with therapists pre- and post-client evaluations of the client. Adaptation of massage techniques for special populations.	Prerequisites: A grade of C or better in WED231. Corequisites: WED250 or permission of Program Director.	L+L 6.0 10.0 10.0
WED250	Clinical Practicum	Application of fundamental massage techniques.	Prerequisites: A grade of C or better in WED231. Corequisites: WED232 and	LAB 3.0 6.0 0.0

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			permission of Program Director.	
WED250AA	Clinical Practicum: Part I	Application of fundamental massage techniques.	Prerequisites: A grade of C or better in WED231. Corequisites: WED232 and permission of Program Director.	LAB 1.5 3.0 0.0
WED250AB	Clinical Practicum: Part II	Continued application of fundamental massage techniques.	Prerequisites: A grade of C or better in WED250AA.	LAB 1.5 3.0 0.0
WED257	Kinetic Meditation	Focuses on posture, body movement, and energy centered meditations. In depth discussion of Chinese Chi Kung exercises and Chi Meditation. Reviews influence of Taoist and Buddhist philosophies on Chi Kung practice and stress management. Explores Kinetic Meditations, and scientific research into health benefits of Chi Kung practice.	Prerequisites: A grade of C or better in WED151, WED162, PED101DD and (PED101VR or PED101YJ) or permission of Department or Division.	L+L 2.0 2.0 2.0
WED258	Auditory Meditation	Focuses on the East Indian Yogic (Siddha) and Ayurvedic (Transcendental) meditation traditions and use of mantras, sounds and music in meditation. Discussion of the Vedanta System of Philosophy and the Bhagavad Gita. Explores the history and popularity of auditory meditations, and scientific research into the health benefits of Transcendental Meditation (TM) and other auditory meditations.	Prerequisites: A grade of C or better in WED257 or Corequisites: WED257 or permission of Department or Division.	L+L 2.0 2.0 2.0

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WED259	Visual Meditation	Focuses on the use of physical objects and mental images as the focal point for meditation. Focuses on the standing and sitting meditation of the Egyptian and West African traditions and the pantheon of images used to represent life's day-to-day processes. Includes discussion of Egyptian and Yoruba philosophy and the use of natural and artistic items, special words or symbols, religious allegories, and graphic images as focal points for meditation.	Prerequisites: A grade of C or better in WED257 and WED258 or Corequisites: WED257 and WED258 or permission of Department or Division.	L+L 2.0 2.0 2.0
WED275	Practicum: Teaching Healing, Meditation and Stress Management	Application, teaching, and training of fundamental healing meditation and stress management techniques.	Prerequisites: A grade of C or better in WED259 and permission of Instructor.	LAB 3.0 15.0 0.0
WED282AA	Service-Learning Experience in Wellness Education	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 1.0 1.0 0.0
WED282AB	Service-Learning Experience in Wellness Education	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 2.0 2.0 0.0
WED282AC	Service-Learning Experience in Wellness Education	Unpaid Service-Learning (SL) experience, completed with approved community partner.	Prerequisites: Permission of Instructor.	LAB 3.0 3.0 0.0
WED297AA	Special Topics: Therapeutic Massage	Explores a special topic related to therapeutic massage. Topics vary and include concepts relevant to those pursuing careers in therapeutic massage	Prerequisites: None.	L+L 1.0 1.0 1.0

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WED297AB	Special Topics: Therapeutic Massage	Explores a special topic related to therapeutic massage. Topics vary and include concepts relevant to those pursuing careers in therapeutic massage	Prerequisites: None.	L+L 2.0 2.0 2.0
WED297AC	Special Topics: Therapeutic Massage	Explores a special topic related to therapeutic massage. Topics vary and include concepts relevant to those pursuing careers in therapeutic massage	Prerequisites: None.	L+L 3.0 3.0 3.0
WED298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
WED298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		combined to maximize student development. COMMON COMPETENCY COURSE		
WED298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
WFR110	Re-Entry Skills: Personal Skill Development	Personal skill development necessary for transition from incarceration to community. Includes development of a personal value system and decision-making strategies as well as conflict management. Also covers time and money management, goal setting, and the basics for everyday life	Prerequisites: Permission of Department or Division.	LEC 3.0 3.0 3.0
WFR112	Re-Entry Skills: Family Reunification	Reunification procedures for the incarcerated person's effective transition. Includes building and maintaining self- esteem and effective communication for healthy families or support systems. Also covers family and networking culture, discipline, and expectations for release	Prerequisites: Permission of Department or Division.	LEC 3.0 3.0 3.0

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WFR114	Re-entry Skills: Social Skill Development	Social skill development for the incarcerated person preparing to re-enter society. Includes identifying and establishing boundaries as well as modeling these behaviors. Also covers identification of core emotions and development of positive character traits	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0
WFR116	Re-Entry Skills: Substance Abuse Education	Substance abuse education for incarcerated persons. Includes warning signs and the "chain of events" to addiction. Also covers decision making skills as well as strategies and resources available for prevention	Prerequisites: Permission of Department or Division.	LEC 1.0 1.0 1.0
WFR118	Re-Entry Skills: Job Readiness	Preparing the incarcerated person for release into the working world. Includes education, skills assessment, and work experience. Also covers job search skills such as resume writing, applications, and interviewing	Prerequisites: Permission of Department or Division.	LEC 3.0 3.0 3.0
WFR120	Re-Entry Skills: Job Retention	Job retention procedures and techniques for incarcerated persons in transition. Includes workplace protocol, job performance, and employer-employee interaction. Also covers stress management and communication skills as well as interpersonal relationships in the workplace	Prerequisites: Permission of Department or Division.	LEC 2.0 2.0 2.0
WKO298AA	Special Projects	Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0

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		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. COMMON COMPETENCY COURSE		
WKO298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
WKO298AC	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	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

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		development. COMMON COMPETENCY COURSE		
WLD100	Basic Welding	Shop procedures, safety and personal protection. Grinders, drill presses, and saws. Resistance and oxyacetylene welders. Arc welders: alternating current (AC) and direct current (DC) modes, electrodes, positioning and securing	Registered apprentice status or permission of the apprenticeship coordinator.	LEC 2.0 2.0 2.0
WLD101	Introduction to Welding	Introduction to safe operation of shop equipment and common joining and thermal cutting processes used in the welding industry. It is designed to provide a brief exposure to the SMAW, GMAW, FCAW, GTAW, OFW, OFC, PAC processes while developing incremental hands-on skills through sequenced lab experiences.	Prerequisites: None.	L+L 3.0 6.0 6.0
WLD102	Basic Welding Metal Sculpture	Practical training for welders in artistic welding and metal sculpter with emphasis on oxy-ace welding, arc welding, and metal inert gas (MIG) welding.	Prerequisites: None.	L+L 3.0 6.0 6.0
WLD103	Basic Blacksmithing and Metal Shaping	Selection and safe use of blacksmithing and metal shaping tools and equipment. Material selection and conditioning, practical forging techniques, metal shaping experience, and finishing processes.	Prerequisites: None.	L+L 3.0 8.0 8.0
WLD106	Arc Welding	Electric welding with emphasis on metallic arc welding in out-of-position practice and procedures	Prerequisites: None.	L+L 5.0 8.0 8.0

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WLD106AA	Introduction to SMAW	Introduction to arc welding with emphasis in Shielded Metal Arc Welding (SMAW). Designed to provide the knowledge and skills needed to cut and prepare weld joints utilizing current technology. Develops hands-on skills through sequenced lab experiences.	Prerequisites: None.	L+L 5.0 8.0 8.0
WLD106AB	SMAW 6010 Plate	Continued training in shielded metal arc welding (SMAW) with emphasis on using E6010 (fast-freeze) electrodes in all joint positions. Focus is on fillet welds for structural steel and open root groove weld joints.	Prerequisites: A grade of C or better in WLD106AA or permission of Instructor.	L+L 5.0 8.0 8.0
WLD106AC	SMAW 7018 Plate	Continued training in shielded metal arc welding (SMAW) with emphasis on using E7018 (low hydrogen) electrodes in all joint positions. Focus is on fillet welds and groove weld joints with backing to prepare students for welding code certification testing.	Prerequisites: A grade of C or better in WLD106AA or permission of Instructor.	L+L 5.0 8.0 8.0
WLD106AD	SMAW Introduction to Pipe	Advanced training in shielded metal arc welding (SMAW) with emphasis on pipe welding using E6010 and E7018 electrodes in various pipe joint positions (1G, 2G, 5G, 6G). Focus is on the open root groove pipe weld joints to prepare students for industry code certification.	Prerequisites: A grade of C or better in WLD106AA or permission of Instructor.	L+L 5.0 8.0 8.0
WLD131	Ferrous Metals	Use of ferrous metals, specification of ferrous metals, use of identification and study of welding industry standards	Prerequisites: None.	LEC 3.0 3.0 3.0

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WLD150	Welding Blueprint Reading	Analysis and interpretation of technical drawings common to the metal fabrication and construction trades. Welding blueprint symbols.	Prerequisites: None.	LEC 3.0 3.0 3.0
WLD201	Advanced Welding Concepts	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: A grade of C or better in WLD101.	L+L 3.0 6.0 6.0
WLD202	Construction Welding III	Metal arc welding processes, blueprint and weld symbol reading, joint layout preparation and welding procedures, gas-tungsten arc welding with related instruction in practice on ferrous and nonferrous metals	Prerequisites: Permission of Instructor.	L+L 3.0 5.0 5.0
WLD203	Welding Certification Preparation	Emphasis on the weld certification process including the Welding Procedure Qualification Record (WPQR), Welder Performance Qualification Test Record (WPQTR), and the Weld Procedure Specification (WPS) in Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW), or Gas Metal Arc Welding (GMAW) welding processes.	Prerequisites: Registered apprentice status or permission of the Apprenticeship Coordinator.	L+L 6.0 6.0 6.0
WLD206	Advanced Welding - Heliarc and Wire Feed	Instruction in theory and practice on tungsten inert gas and wire feed welding. Welding procedures on ferrous and nonferrous metals. Set up and operation of all types of machines used in tig and mig welding	Prerequisites: A grade of C or better in WLD106 or permission of Department or Division.	L+L 5.0 8.0 8.0
WLD206AA	Introduction to GMAW/FCAW and GTAW	Instruction in theory and practice of gas metal arc welding (GMAW,	Prerequisites: A grade of C or better required	L+L 5.0 8.0 8.0

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		commonly referred to as MIG), flux cored arc welding (FCAW), and gas tungsten arc welding (GTAW, commonly referred to as TIG). Basic welding procedures on ferrous and nonferrous metals. Setup and operation of welding process equipment. Covers selection of proper filler materials and shielding gas options.	in WLD106AA or permission of Instructor or Corequisites: WLD106AA.	
WLD206AB	Advanced GMAW and FCAW	Instruction and practice of gas metal arc welding (GMAW) and flux cored arc welding (FCAW) in the horizontal, vertical, and overhead positions. Prepare for industry code performance qualification plate tests with both welding processes.	Prerequisites: A grade of C or better in WLD206AA or permission of Instructor.	L+L 5.0 8.0 8.0
WLD206AC	Advanced GTAW Non-Ferrous	Instruction and practice of gas tungsten arc welding (GTAW) aluminum sheet in the flat, horizontal, and vertical positions. Prepare for industry code performance qualification tests in any welding position.	Prerequisites: A grade of C or better in WLD206AA or permission of Instructor.	L+L 5.0 8.0 8.0
WLD206AD	Advanced GTAW Ferrous	Instruction and practice of gas tungsten arc welding (GTAW) carbon and stainless-steel in any position. Prepare for industry code performance qualification tests in any welding position.	Prerequisites: A grade of C or better in WLD206AA or permission of Instructor.	L+L 5.0 8.0 8.0
WLD208	Advanced Arc Welding - Certification	Advanced metallic arc welding emphasizing out-of-position welding in preparation for certification.	Prerequisites: A grade of C or better in	L+L 5.0 8.0 8.0

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		Includes various test methods. Provides training on machine flame cutting and gouging and arc air cutting and gouging	WLD106 or permission of Instructor.	
WLD208AA	SMAW Code Welding	Advanced training in shielded metal arc welding (SMAW) to achieve successful welder performance qualification testing in any position. Focus is on single v-groove weld joints per industry codes and specification requirements.	Prerequisites: A grade of C or better in WLD106AA or permission of Instructor.	L+L 5.0 8.0 8.0
WLD208AB	GMAW Code Welding	Advanced training in gas metal arc welding (GMAW) with emphasis on achieving successful welder performance qualification testing in any position. Focus is on groove weld joints per industry codes.	Prerequisites: A grade of C or better in WLD206AA or permission of Instructor.	L+L 5.0 8.0 8.0
WLD208AC	FCAW Code Welding	Advanced training in flux cored arc welding (FCAW) with emphasis on achieving successful welder performance qualification testing in any position. Focus is on groove weld joints per industry codes.	Prerequisites: A grade of C or better in WLD206AA or permission of Instructor.	L+L 5.0 8.0 8.0
WLD208AD	SMAW Code Welding Pipe	Advanced training in pipe welding using either shielded metal arc welding (SMAW), gas metal arc welding (GMAW), or flux cored arc welding (FCAW) with emphasis on achieving successful welder performance qualification testing in any position. Focus is on groove weld joints per industry codes.	Prerequisites: A grade of C or better in WLD106AD or WLD208AA, or permission of Instructor.	L+L 5.0 8.0 8.0

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WLD214	American Welding Society Certification Preparation	Principles and techniques of electric arc welding and American Welding Society (AWS) certification requirements, certification pretest and preparation. Technical theory and skill training in all position welding processes.	Prerequisites: A grade of C or better in (WLD101 and registered apprenticeship status) or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
WLD215	Welding Fabrication	Introduction to layout, basic welding, and fabrication. Introduction to the basic skills of measuring, equipment setup and cutting, shaping, grinding, welding, filing, and heating and bending of metal parts.	Prerequisites: Apprentice status or permission of the Apprenticeship Coordinator.	L+L 3.0 6.0 6.0
WLD215AA	Weld Fabrication I for Millwrighting	Layout, fabrication and basic skills of measuring, cutting, shaping, grinding, drilling and tapping, welding, filing, shimming, heating and bending of metal parts. Safe and proper use of all necessary hand and power tools.	Prerequisites: Permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
WLD215AB	Weld Fabrication II for Millwrighting	Welding layout and fabrication. Advanced skills in measuring, cutting, shaping, grinding, drilling and tapping, welding, filing, shimming, heating and bending of metal parts. Safe and proper use of all necessary hand and power tools.	Prerequisites: A grade of C or better in (WLD215AA and registered apprenticeship status) or permission of the Apprenticeship Coordinator.	L+L 2.0 2.0 2.0
WLD225	Welding Inspection and Quality Control	Welding inspection and quality control standards and practices in the construction and fabrication industries. Welding inspector certification	Prerequisites: A grade of C or better in WLD106++ or permission of Instructor.	LEC 3.0 3.0 3.0

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		requirements and functions performed in industry.		
WLD296WA	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 1.0 5.0 0.0
WLD296WB	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one	LAB 2.0 10.0 0.0

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			class which is related to students major or career interest or with permission of Instructor.	
WLD296WC	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	LAB 3.0 15.0 0.0
WLD296WD	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. COMMON COMPETENCY COURSE	Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to students academic or career goals (students present job may qualify or permission of	LAB 4.0 20.0 0.0

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			instructor Corequisites: Must be concurrently enrolled in at least one class which is related to students major or career interest or with permission of Instructor.	
WLD298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
WLD298AB	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	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

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		development. COMMON COMPETENCY COURSE		
WLD298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
WRT100	Introduction to Water Resources	Fundamental principles of water resources. Basic concepts and strategies in the study of water, the current focus on water pollution and water purification. Topics include ground water, surface water, water quality, water purification, and water pollution. Presentation of ongoing studies related to work of earth scientists.	Prerequisites: Admission to the Water Resources Technology program and placement into MAT120, MAT121, MAT122, MAT150, MAT151, MAT152, or higher-level mathematics course for which College Algebra is a prerequisite or permission of the Program Director.	LEC 3.0 3.0 3.0
WRT102	Water Resources Computations and Data Analysis	Fundamentals of water resources technology formulas for real-world problems. Discussion of best practices	Prerequisites: Math assessment score on District placement exam placing students into	LEC 3.0 3.0 3.0

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		in water resources given the results of the calculations.	MAT090 or MAT091 or MAT092 or higher level mathematics course.	
WRT108	Fundamentals of Environmental Science Technology	This course provides fundamental concepts and problem-solving methods that address environmental conditions, pollution monitoring and prevention, and approaches for protecting air, land and water using technology.	Prerequisites: Admission into the Water Resources Technology program. Corequisites: WRT100 or permission of Program Director.	LEC 3.0 3.0 3.0
WRT110	Principles of Water Treatment Plant Operations	Principles in the safe and effective operation and maintenance of drinking water treatment plants, reservoir management and intake structuring. The source of water, basic water laboratory test procedures and calculations also covered.	A grade of C or better required in all Prerequisites. Prerequisites: Admission to the Water Resources Technology program. Prerequisites or Corequisites: WRT100 or permission of Program Director.	LEC 3.0 3.0 3.0
WRT115	Water Technology Calculations	Application of water technology formulas for operation and maintenance of water/wastewater plants and distribution and collections systems. Includes operator examination preparation and discussion of best practices in water technologies given the results of the calculations.	A grade of C or better required in all Prerequisites. Prerequisites: Admission to the Water Resources Technology program. Prerequisites or Corequisites: WRT100 or permission of Program Director.	LEC 3.0 3.0 3.0
WRT117	Geographic Information Systems (GIS)	Purpose and applications of desktop Geographic Information Systems	Prerequisites: Admission into the	LEC 3.0 3.0 3.0

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		(GIS) technology applied to water resources and planning. ArcView software program applications and data management. Includes data query and spatial data functions. Analysis of spatial relationships and presentation of spatial information.	Water Resources Technology program and (a grade of C or better in BPC110, or CIS105, or permission of Program Director).	
WRT121	Operation of Wastewater Treatment Plants	Safe and effective operation and maintenance of wastewater treatment plants. Overview of treatment processes and laboratory testing used in wastewater treatment plants. Principles and processes involved in waste treatment ponds, disinfection and chlorination process.	A grade of C or better required in all Prerequisites. Prerequisites: Admission to the Water Resources Technology program. Prerequisites or Corequisites: WRT100 or permission of Program Director.	LEC 3.0 3.0 3.0
WRT125	Surveying for Water Resources	Fundamental surveying principles utilized in water field studies. Level and transit, horizontal measurement by tape or stadia. Benchmark and profile leveling traverse surveys and computations and establishment of line and grade.	Prerequisites: Admission into the Water Resources Technology program and (a grade of C or better in WRT100 or permission of Program Director).	LEC 2.0 2.0 2.0
WRT130	Groundwater Hydrology	Fundamentals of groundwater resources. Includes basic flow equations, well hydraulics, groundwater fluctuations, artificial recharge and basic-data collection techniques. Emphasis on the use of data in analysis of local and regional flow systems.	Prerequisites: Admission into the Water Resources Technology program and (a grade of C or better in WRT100 or permission of Program Director).	LEC 3.0 3.0 3.0

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WRT130LL	Groundwater Field Techniques	Field exercises to acquire groundwater data and service data-gathering equipment. Safety procedures stressed.	Prerequisites: A grade of C or better in WRT130 or Corequisites: WRT130 or permission of Department or Division.	LAB 1.0 3.0 3.0
WRT131	Wastewater Collection Systems Operation and Maintenance	Overview of wastewater collection systems with an emphasis on inspection and cleaning of sewer systems. Safety considerations, maintenance and underground repair procedures also covered.	Prerequisites: Admission into the Water Resources Technology program and (a grade of C or better in WRT100 and WRT115, or permission of Program Director).	LEC 3.0 3.0 3.0
WRT134	Water Distribution System Operation and Maintenance	Safe and effective operation and maintenance of water distribution systems. Water contaminants, disinfection and chlorination in addition to development of a plant safety plan.	Prerequisites: Admission into the Water Resources Technology program and (a grade of C or better in WRT100 and WRT115, or permission of Program Director).	LEC 3.0 3.0 3.0
WRT140	Water Quality for Treatment Industry	Introduction to water quality including common parameters in the treatment industry, regulations, and types and methods of monitoring. Laboratory safety, sampling and reporting, wet analytical methods, sample analyses, and process chemistry.	Prerequisites: Admission to the Water Resources Technology program. Prerequisites: A grade of C or better in WRT100 or Corequisites: WRT100 or permission of the Program Director.	LEC 5.0 3.0 3.0 LAB 0.0 6.0 6.0

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WRT140LL	Water Quality for Treatment Industry Laboratory	Laboratory safety, sampling and reporting; wet analytical methods; sample analyses; process chemistry.	Prerequisites: A grade of C or better in WRT140 or Corequisites: WRT140 or permission of Department or Division.	LAB 1.0 3.0 3.0
WRT150	Introduction to Surface Water Data Collection	Fundamentals of surface water data collection while stressing safe practices. Map reading and navigation, field inspections, accessing, collecting, recording and retrieving surface water data.	Prerequisites: Admission into the Water Resources Technology program and (a grade of C or better in WRT100 or permission of Program Director).	LEC 3.0 3.0 3.0
WRT150LL	Introduction to Surface Water Data Collection Field Techniques	Hands-on experience in surface water data collection while stressing safe practices. Map reading and navigation, field inspections, accessing, collecting, and recording surface water data.	Prerequisites: A grade of C or better in WRT150 or Corequisites: WRT150 or permission of Department or Division.	L+L 2.0 3.0 3.0
WRT152	Water Resources Field Investigations I: Groundwater and Surface Water	Hands-on experience and field exercises to acquire surface water and groundwater data and service data-gathering equipment. Hands-on experience in surface water data collection while stressing safe practices. Map reading and navigation, field inspections, accessing, collecting, and recording surface water and groundwater data. Safety procedures stressed.	A grade of C or better required in all Prerequisites. Prerequisites: Admission to the Water Resources Technology program. Prerequisites or Corequisites: WRT130 and WRT150, or permission of Program Director.	L+L 3.0 6.0 6.0
WRT153	Environmental Law and Regulations	Introduction to various environmental laws and fundamentals of	Prerequisites: Admission into the	LEC 3.0 3.0 3.0

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		environmental laws relating to federal, state, and local levels. Overview and application of the permitting processes related to drinking and wastewater designed to provide a better sense of real-world issues from a regulator and regulated standpoint.	Water Resources Technology program and (a grade of C or better in WRT108 or permission of Program Director).	
WRT180	Environmental Sampling and Analysis	Introduction to the theory and methodology of sampling and analysis of environmentally significant parameters in water, wastewater, hazardous waste, soil, sediment, and air.	Prerequisites: Admission into the Water Resources Technology program and (a grade of C or better in WRT100 and WRT108, or permission of Program Director).	LEC 5.0 3.0 3.0 LAB 0.0 6.0 6.0
WRT190AA	Water Resources Technologies Seminar	Interaction with other students and professionals in the water resources technologies industry. Stress placed on sharing knowledge and demonstrating understanding through discussion of current issues in the industry, operational tasks, and emerging issues.	Prerequisites: None.	LEC 1.0 1.0 1.0
WRT200	Industrial Pretreatment	Principles of industrial pretreatment programs. Overview of industrial facilities inspections and pollution prevention strategies. Sampling techniques of industrial wastewaters. Field exercises to acquire industrial wastewater quality data and industrial discharge flow measurements. Quality Assurance/Quality Control (QA/QC), and data processing techniques included. Safety procedures stressed.	A grade of C or better required in all Prerequisites. Prerequisites: Admission to the Water Resources Technology program. Prerequisites or Corequisites: WRT100 or permission of Program Director.	LEC 3.0 3.0 3.0

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WRT204	Water/Wastewater Mechanical Systems, Power, and Instrumentation	Maintenance of facilities and equipment in both water and wastewater systems. Principles of basic electricity, electrical circuits, motors, transformers, and process control instrumentation.	Prerequisites: Admission to the Water Resources Technology program and permission of the Program Director.	LEC 3.0 3.0 3.0
WRT205	Power and Instrumentation	Principles of basic electricity, electrical circuits, motors, transformers, and process control instrumentation.	Prerequisites: A grade of C or better in WRT110 or WRT121 or WRT131 or WRT134.	LEC 3.0 3.0 3.0
WRT207	Groundwater Production and Management	Basic hydrology and hydrogeology; construction of water wells from site selection and specifications through drilling, design, development, testing, and equipping; rehabilitation of existing wells, Arizona Groundwater Management Law of 1980; water quality; common operational problems of well fields; types and purposes of monitoring wells.	Prerequisites: A grade of C or better in WRT100 or permission of Program Director.	LEC 3.0 3.0 3.0
WRT221	Water and Wastewater Treatment Plants Administration	Administration safety and maintenance of a water and wastewater treatment plants. Handling and disposal of process wastes and instrumentation use. Emphasis on reporting data in reports, graphs, and record keeping.	A grade of C or better required in all Prerequisites. Prerequisites: Admission to the Water Resources Technology program. Prerequisites or Corequisites: WRT110 or WRT121 or permission of Program Director.	LEC 3.0 3.0 3.0

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WRT240	Water Quality	Fundamental chemical and physical factors involved in evaluating water quality. Water quality deterioration from land fills, underground storage tanks, and hazardous waste. Sampling techniques of groundwater, soil, and surface water. Quality assurance, quality control, and data processing techniques included.	Prerequisites: A grade of C or better in WRT140, or permission of Department or Division.	LEC 3.0 3.0 3.0
WRT240LL	Water Quality Field Techniques	Field exercises to acquire water quality data and service data gathering equipment. Safety procedures stressed.	Prerequisites: A grade of C or better in WRT240 or Corequisites: WRT240 or permission of Department or Division.	LAB 1.0 3.0 3.0
WRT252	Water Resources Field Investigations II: Surveying and Surface Water	Field reconnaissance of water resources. Lab experiences in surveying techniques and procedures. Field exercises to acquire surface water data and develop hydrologic models. Safety procedures stressed.	Prerequisites: Admission into the Water Resources Technology program and (a grade of C or better in WRT152 or permission of Program Director).	L+L 3.0 6.0 6.0
WRT270AA	Water Resources Internship	Water resources work experience in business, industry, or government. Eighty (80) hours of designated work per credit.	Prerequisites: Permission of Department or Division.	LAB 1.0 6.0 0.0
WRT270AB	Water Resources Internship	Water resources work experience in business, industry, or government. Eighty (80) hours of designated work per credit [total of one hundred sixty (160) hours].	Prerequisites: Permission of Department or Division.	LAB 2.0 12.0 0.0

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WRT270AC	Water Resources Internship	Water resources work experience in business, industry, or government. Eighty (80) hours of designated work per credit [total of two hundred forty (240) hours].	Prerequisites: Permission of Department or Division.	LAB 3.0 18.0 0.0
WRT298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
WRT298AB	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0
WRT298AC	Special Projects	Organized and tailored around the interests and needs of the individual	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0

**2021-2022 Maricopa County Community College District – Active Course Listings Addendum**

		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. COMMON COMPETENCY COURSE		
WST100	Introduction to Women's and Gender Studies	Introduction to critical issues in women's studies.	Prerequisites: None.	LEC 3.0 3.0 3.0
WST120	Gender, Class and Race	A feminist discussion of gender, class and race as basic and central social categories that determine how we see ourselves and others and how they circumscribe our opportunities and privileges in American society.	Prerequisites: None.	LEC 3.0 3.0 3.0
WST128	Law and Violence Against Women	Covers cases and materials on systems of oppression particularly as related to women in our society. Areas covered include battering, sexual harassment, sexual assault, prostitution, and pornography as exemplified in present-day society. Designed to give students the ability to identify problems of violence against women and participate in current societal discourse on various ways to resolve them	Prerequisites: None.	LEC 3.0 3.0 3.0
WST160	Women and the Early American Experience	Introduction to American women's history, from the colonial period to	Prerequisites: None.	LEC 3.0 3.0 3.0

**2021-2022 Maricopa County Community College District – Active Course Listings Addendum**

		suffrage in 1920, based on a feminist perspective.		
WST161	American Women Since 1920	Continuation of the history of women in America from 1920 to the present, based on a feminist perspective. Includes discussion of the roles and status of immigrant and ethnic minority women	Prerequisites: None.	LEC 3.0 3.0 3.0
WST200	Essential Feminist Writing	Literary tracing of feminism from 18th century to present. Explores major issues related to women in the 20th century	Prerequisites: A grade of C or better in ENG101 or permission of Instructor.	LEC 3.0 3.0 3.0
WST206	La Mujer	Analysis and discussion of critical issues for Latinas in America today	Prerequisites: None.	LEC 3.0 3.0 3.0
WST207	Black Women	Analysis and discussion of critical issues for Black women in America today	Prerequisites: None.	LEC 3.0 3.0 3.0
WST209	Women and Films	Analysis of images of women in films from both historical and contemporary perspectives	Prerequisites: None.	LEC 3.0 3.0 3.0
WST244	Women in Muslim Societies	Overview of Muslim women's religious and secular roles and rights. Relationship of the Qur'an and Hadiths' teachings on women to the interpretations of those teachings within the variegated cultural contexts of Islam	Prerequisites: None.	LEC 3.0 3.0 3.0
WST282AA	Volunteerism for Women's Studies: A Service Learning Experience	Service learning field experience within private/public agencies and citizen volunteer groups. Students will develop writing skills, analysis, and synthesis in an on-site volunteer experience.	Prerequisites: A grade of C or better in WST100 and permission of Instructor.	LAB 1.0 1.0 0.0

**2021-2022 Maricopa County Community College District – Active Course Listings Addendum**

WST282AB	Volunteerism for Women's Studies: A Service Learning Experience	Service learning field experience within private/public agencies and citizen volunteer groups. Students will develop writing skills, analysis, and synthesis in an on-site volunteer experience.	Prerequisites: A grade of C or better in WST100 and permission of Instructor.	LAB 2.0 2.0 0.0
WST282AC	Volunteerism for Women's Studies: A Service Learning Experience	Service learning field experience within private/public agencies and citizen volunteer groups. Students will develop writing skills, analysis, and synthesis in an on-site volunteer experience.	Prerequisites: A grade of C or better in WST100 and permission of Instructor.	LAB 3.0 3.0 0.0
WST284	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.	LEC 3.0 3.0 3.0
WST285	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.	LEC 3.0 3.0 3.0
WST286	Women and Health: Body/Mind/Spirit/Connection	Economic, sociopolitical, and demographic factors affecting women's health. Methods for optimizing physical, emotional, and spiritual health. Specific health concerns of women throughout the lifespan. Activism for health promotion	Prerequisites: None.	LEC 3.0 3.0 3.0

**2021-2022 Maricopa County Community College District – Active Course Listings Addendum**

WST290	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.	LEC 3.0 3.0 3.0
WST292	Goddess Religions	Introduction to Goddess religions from pre-historic to modern times. Focuses on ancient origins, myths and practices of religions with female deities, their historical replacement by male religious deities, and their modern re-emergence in neo-Goddess movements.	Prerequisites: None.	LEC 3.0 3.0 3.0
WST298AA	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 1.0 1.0 0.0
WST298AB	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-	Permission of Program Director or Instructor.	LAB 2.0 2.0 0.0

**2021-2022 Maricopa County Community College District – Active Course Listings Addendum**

		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. COMMON COMPETENCY COURSE		
WST298AC	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. COMMON COMPETENCY COURSE	Permission of Program Director or Instructor.	LAB 3.0 3.0 0.0
WTO106AA	Introduction to SMAW	Introduction to arc welding with emphasis in Shielded Metal Arc Welding (SMAW). Designed to provide the knowledge and skills needed to cut and prepare weld joints utilizing current technology. Develops hands-on skills through sequenced lab experiences.	Prerequisites: None.	141
WTO106AB	SMAW 6010 Plate	Continued training in shielded metal arc welding with emphasis on using E6010 (fast-freeze) electrodes in all joint positions. Focus is on fillet welds	Prerequisites: A grade of C or better in WTO106AA or permission of Instructor.	141

**2021-2022 Maricopa County Community College District – Active Course Listings Addendum**

		for structural steel and open root groove weld joints.		
WTO106AC	SMAW 7018 Plate	Continued training in shielded metal arc welding with emphasis on using E7018 (low hydrogen) electrodes in all joint positions. Focus is on fillet welds and groove weld joints with backing to prepare students for welding code certification testing.	Prerequisites: A grade of C or better in WTO106AA or permission of Instructor.	141
WTO106AD	SMAW Introduction to Pipe	Advanced training in shielded metal arc welding with emphasis on pipe welding using E6010 and E7018 electrodes in various pipe joint positions (1G, 2G, 5G, 6G). Focus is on the open root groove pipe weld joints to prepare students for industry code certification.	Prerequisites: A grade of C or better in WTO106AA or permission of Instructor.	141
WTO111	Introduction to Welding	Learn basic safety procedures and equipment, while using fuel and electric cutting processes for the preparation of base materials for welding operations.	Prerequisites: None.	60
WTO112	Basic Welding (SMAW)	Examines codes used in welding and testing procedures, welding equipment setup, preparation, and striking an arc in the shielded metal arc welding (SMAW) process, while also learning the different types of filler materials and their proper storage.	Prerequisites: None.	120
WTO113	Welding Techniques (SMAW)	Explore the importance of devices used to align, fit-up and prepare joints for welding, while introducing open-groove weld techniques for in-position	Prerequisites: None.	94

**2021-2022 Maricopa County Community College District – Active Course Listings Addendum**

		and out-of-position applications using the shielded metal arc welding (SMAW) process.		
WTO114	Qualification Welds (SMAW)	Learn a procedure or specification to perform out-of-position welds to meet and qualify to a code or standard with focus on vertical and overhead welding using the shielded metal arc welding (SMAW) process.	Prerequisites: None.	124
WTO121	Welding (GMAW)	Identify and learn how to read welding detail drawings with welding symbols, using notes and bill of materials. Train in safety procedures, general equipment, filler materials and shielding gases used and how to make fillet and groove welds in various positions for gas metal arc welding (GMAW).	Prerequisites: None.	140
WTO122	Welding (FCAW)	Explore characteristics, properties, composition and classification of common ferrous and nonferrous metals along with preheating and post-heating procedures used for weld quality. Train in safety procedures, general equipment, filler materials and shielding gases used and how to make fillet and groove welds in various positions for flux-cored arc welding (FCAW).	Prerequisites: None.	116
WTO123	Welding (GTAW) Carbon Steel	Learn welding equipment setup, safety and the different use of filler materials and shielding gases. Perform demonstrated welding techniques with	Prerequisites: None.	70

**2021-2022 Maricopa County Community College District – Active Course Listings Addendum**

		fillet and groove welds in various positions on carbon steel, using gas tungsten arc welding (GTAW).		
WTO131	Weld Techniques Pipe (SMAW)	Learn welding equipment setup and safety practices for welding pipe with an electric arc welding process, using open-root groove welds. Gain knowledge on procedures for the preparation of open-root V-groove welds in various positions on carbon steel pipe using the shielded metal arc welding (SMAW) process.	Prerequisites: None.	150
WTO133	Weld Techniques Pipe (GTAW)	Learn welding equipment setup and safety for welding pipe with a gas tungsten arc welding process, using open-root groove welds. Gain knowledge on procedures for the preparation of open-root V-groove welds in various positions on carbon steel pipe using the gas tungsten arc welding (GTAW) process.	Prerequisites: None.	176
WTO145	Carbon Steel (GTAW)	Learn welding equipment setup, safety, and the different uses of filler materials and shielding gases in the gas tungsten arc welding (GTAW) process. Perform advanced welding techniques with fillet and groove welds in various positions on carbon steel.	Prerequisites: None.	224
WTO146	Aluminum (GTAW)	Learn safety procedures, general equipment setup, filler materials and shielding gases used and how to make fillet and groove welds in various	Prerequisites: None.	200

**2021-2022 Maricopa County Community College District – Active Course Listings Addendum**

		positions for the gas tungsten arc welding (GTAW) of aluminum. Gain an understanding of the properties and characteristics of aluminum and how to clean and prepare plate coupons for welding qualifications.		
WTO147	Stainless Steel (GTAW)	Learn safety procedures, general equipment setup, filler materials and shielding gases used, and how to make fillet and groove welds in various positions for gas tungsten arc welding (GTAW) of stainless steel. Gain an understanding of the properties and characteristics of stainless steel and preparation of plate coupons for the qualification of welds.	Prerequisites: None.	200
WTO206AA	Introduction to GMAW/FCAW and GTAW	Instruction in theory and practice of gas metal arc welding (GMAW) and gas tungsten arc welding (GTAW), commonly referred to as MIG and TIG. Basic welding procedures on ferrous and nonferrous metals. Setup and operation of welding process equipment. Covers selection of proper filler materials and shielding gas options.	A grade of C or better required in all Prerequisites. Prerequisites or Corequisites: WTO106AA or permission of Instructor.	141
WTO206AB	Advanced GMAW and FCAW	Instruction and practice of gas metal arc welding (GMAW) and flux cored arc welding (FCAW) in the horizontal, vertical, and overhead positions. Prepare for industry code performance qualification plate tests with both welding processes.	Prerequisites: A grade of C or better in WTO206AA or permission of Instructor.	141

**2021-2022 Maricopa County Community College District – Active Course Listings Addendum**

WTO206AC	Advanced GTAW Non-Ferrous	Instruction and practice of gas tungsten arc welding (GTAW) aluminum sheet in the flat, horizontal, and vertical positions. Prepare for industry code performance qualification tests in any welding position.	Prerequisites: A grade of C or better in WTO206AA or permission of Instructor.	141
WTO206AD	Advanced GTAW Ferrous	Instruction and practice of gas tungsten arc welding (GTAW) carbon and stainless-steel in any position. Prepare for industry code performance qualification tests in any welding position.	Prerequisites: A grade of C or better in WTO206AA or permission of Instructor.	141
WTO208AA	SMAW Code Welding	Advanced training in shielded metal arc welding (SMAW) to achieve successful welder performance qualification testing in any position. Focus is on single v-groove weld joints per industry codes and specification requirements.	Prerequisites: A grade of C or better in WTO106AA or permission of Instructor.	141
WTO208AB	GMAW Code Welding	Advanced training in gas metal arc welding (GMAW) with emphasis on achieving successful welder performance qualification testing in any position. Focus is on groove weld joints per industry codes.	Prerequisites: A grade of C or better in WTO206AA or permission of Instructor.	141
WTO208AC	FCAW Code Welding	Advanced training in flux cored arc welding (FCAW) with emphasis on achieving successful welder performance qualification testing in any position. Focus is on groove weld joints per industry codes.	Prerequisites: A grade of C or better in WTO206AA or permission of Instructor.	141

**2021-2022 Maricopa County Community College District – Active Course Listings Addendum**

WTO208AD	SMAW Code Welding Pipe	Advanced training in pipe welding using either shielded metal arc welding (SMAW), gas metal arc welding (GMAW), or flux cored arc welding (FCAW) with emphasis on achieving successful welder performance qualification testing in any position. Focus is on groove weld joints per industry codes.	Prerequisites: A grade of C or better in WTO106AD or WTO208AA or permission of Instructor.	141
WTO208AE	GTAW Code Welding	Advanced training in welding using gas tungsten arc welding (GTAW) with emphasis on achieving successful welder performance qualification testing in any position. Focus is on groove weld joints per industry codes.	Prerequisites: None.	141
YAQ100	Yaqui Indian History and Culture	Surveys Yaqui Indian history and culture from pre-contact to the present. Explores themes of resistance, dispersion, survival, tradition, family, community, belief systems, and identity. Places Yaqui history within the context of Arizona, American Indian, Mexican, and Mexican-American History. Examines historical writing and analysis, life histories, poetry, language, and emphasis on Yaqui experiences in 20th century Arizona.	Prerequisites: None.	LEC 3.0 3.0 3.0
YAQ110	Yaqui Language and Culture	Introduction to the Yaqui language and overview of the traditional culture as a background for language use. Instruction in the grammar and writing	Prerequisites: None.	LEC 3.0 3.0 3.0

**2021-2022 Maricopa County Community College District – Active Course Listings Addendum**

		system to assist student in speaking, reading, and writing Yaqui		
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# Glossary of College Terminology

## **Academic Catalog**

An annual publication explaining graduation policies, procedures, programs, and courses.

## **Advisor**

A resource person able to help you plan your course of study and select appropriate courses. Also called Academic Advisor or Department Advisor or Program Advisor.

## **Arizona General Education Curriculum Certificate (AGEC)**

AGEC is a 35 semester credit block of lower division general education courses which transfer to any Arizona public university without loss of credit and fulfills 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 in General Studies (AGS) allows more flexibility in course selection, and the Associate in Applied Science (AAS) emphasizes a particular occupational field.

## **Audit**

Taking a class for no credit. Please see the Tuition and Fee chart in the common pages addendum for the additional charges for auditing.

## **Bachelor's Degree**

A degree awarded for the completion of approximately 120 credits selected to meet specific requirements. The Bachelor's in Arts (BA) or the Bachelor's in Science (BS) generally are awarded by a four-year school.

## **Counselor**

A faculty member available to help students and community members 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 coursework from the Arizona public institutions.

## **Credit Hour**

A 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)**

A measure of student academic proficiency which is calculated by multiplying each course credit hour by the points awarded for the grade earned. The sum then is divided by the total number of credit hours completed with A, B, C, D, F, or Y grades. Please see the grade key in the common pages addendum for point information.

# Glossary of College Terminology

## **Elective**

A course a student selects 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.

## **Field of Interest**

Helps students clarify which career path they are interested in pursuing.

## **Grant**

Student financial aid based on need.

## **Lower Division Course**

Freshman and Sophomore courses (100-level and 200-level) usually completed in the first two years of college.

## **Prerequisite**

Specified condition, requirement, or course which 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 classes without penalty. This 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). Fall semester begins in August and Spring semester begins in January.

## **Student Handbook**

An annual online publication explaining college policies, procedures, and student rights and responsibilities.

## **Syllabus**

A course outline and information on classroom policies, test, dates and materials to be used in a class. The instructor usually gives it to students at the first class meeting.

## **Transcript**

An official record of the classes a student has enrolled in and grades earned.

# Glossary of College Terminology

## **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**

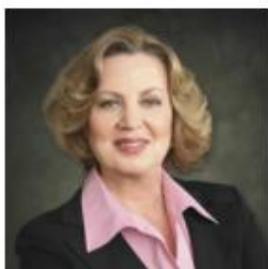
Junior and Senior courses (300-level and 400-level) usually completed in the last two years of college.

## 2021-2022 MCCCDC Governing Board Members

# Governing Board

The Maricopa County Community College District's Governing Board has seven seats, including five elected positions from geographical districts within Maricopa County and two at-large positions representing the entire county. Board members serve staggered four-year terms.

## Board Members



**Susan  
Bitter Smith**

Member  
District 2



**Jean  
McGrath**

Member  
District 4



**Tom  
Nerini, Ed.D.**

**Secretary**  
District 5



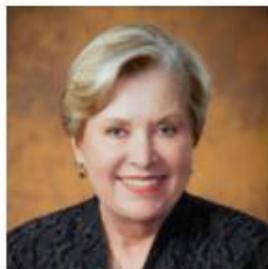
**Jacqueline  
Smith, J.D.**

Member  
District 1



**Marie  
Sullivan**

**President**  
District 3



**Linda  
Thor, Ed.D.**

Member  
At-large



**Kathleen  
Winn**

Member  
At-large



**Julissa  
Munoz**

Student Member

## 2021-2022 Glendale Community College Administration

Dr. Teresa Leyba-Ruiz ..... GCC President  
Lorelei Carvajal ..... Senior Associate Vice President, North Campus  
Monica Castaneda ..... Vice President, Student Affairs  
Augustine Erpelding ..... Vice President, Administrative Services  
Scott Schulz ..... Vice President, Academic Affairs  
Dr. Fernando Camou ..... Dean of Instruction, Arts, Science and General Education  
Chuck Jeffery ..... Dean of Instruction, Academic Affairs  
Dr. Susan Campbell ..... Dean of Instruction, Career and Technical Education  
Dr. Genesis Toole ..... Dean of Student Life

## 2021-2022 Glendale Community College Faculty

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**Abraham, James T., Ph.D.**, Communication and World Languages, Spanish

**Aguiñaga, José, Ed.D.**, Library

**Alexander-Arntson, Roxana, M.A.**, Communication and World Languages

**Allen, Donna J., M.A.**, Social Science, History

**Alvarez, Lucrecia, Ph.D.**, Biology

**Aubrey, Thomas, E. Rojo, D.B.H.**, Counseling.

**Ayala, Derek, M.A.**, Philosophy, Religious Studies

**Baca, Tenisha, M.A.**, Communication and World Languages

**Baesler, Raymond M.S.**, Communication and World Languages, American Sign Language

**Baker, Jeffrey, M.F.A.**, English/Reading/Journalism

**Baker, Nicholas, M.S.** Biology

**Barajas, Aracely, M.C.**, Counseling.

**Basham, Judy, M.Ed.**, Technology and Consumer Sciences, Early Childhood

**Beattie, Mary Beth, M.A.**, English/Reading/Journalism, English

**Bencic, Martin, M.A.Ed.**, Business and Information Technology

**Berry, Beth, M.B.A.**, Business and Information Technology, Accounting, CIS

**Bird, Brian, M.A.**, Mathematics

**Bird, Caryn, M.A.**, English/Reading/Journalism

**Blake, Robert E., Ph.D.**, Chemistry

**Blomberg, Michelle, M.Ed.**, Art and Humanities, Digital Media Arts

**Boninger, David, Ph.D.**, Psychology

**Borrás, Guiomar A., Ph.D.**, Communication and World Languages, Spanish

**Bright, Jason, M.S.**, Mathematics

**Briscoe, Shawn**, Communication and World Languages, Communication

**Brooks, Janet, M.L.S.**, Business and Information Technology

**Brown, Lisa, M.Ed.**, Mathematics

**Brown, Paul, M.Ed.**, Public Safety Sciences, Administration of Justice Studies

**Brysacz, Lynn Mizzi., Ed.D., M.C.**, Counseling

**Burch, Kristina, M.A.**, Mathematics

**Burns, Justin, M.A.**, English/Reading/Journalism,

**Calderone, Gary J., Ph.D.**, Physical Sciences, Geology

**Campbell, Susan, Ph.D.**, Technology and Consumer Sciences, CAD Technology

**Cantini, George, M.S.**, Public Safety Sciences, EMT

**Carleton, Janet, Ph.D.**, Philosophy and Religious Studies.

**Chagolla, Glenda, B.S.**, Technology and Consumer Sciences

**Chatfield, Angela, MACC-T**, Business and Information Technology

## 2021-2022 Glendale Community College Faculty

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**Chau, Phong, Ph.D.**, Mathematics

**Clark, Christina, M.A.**, Chemistry

**Clark, K. Lyle, A.A.S.**, Public Safety Sciences, Automotive Technology

**Clark, Laura, MBA**, Business and Information Technology

**Clayden, Steve, Ph.D.**, Business and Information Technology

**Cleworth, Brandon, Ph.D.**, Art and Humanities

**Coignet (Michaelson), Matthew**, Mathematics

**Cojanu, Gabriela, Ed.D.**, Business and Information Technology, Management

**Conzelman, Karen, Ph.D.**, Chair, Biology

**Cook, Jayme, M.A.**, English/Reading/Journalism.

**Coughlin, Chris E., Ph.D.**, Chair, Public Safety Sciences, EMT

**Coughlin, John, M.A.**, Social Sciences, History

**Covey, Jay A., M.A.**, Automotive Technology

**da Costa Mello, Stephanie, M.A.T.E.S.L.**, English/Reading/Journalism, ESL

**Dallas, Bradford, M.S., M.Ed.**, Mathematics

**Dash, Sagarika, Ph.D.**, Biology

**Davis, Don**, Automotive Technology

**DeCristofaro, Lawrence, M.B.A.**, Business and Information Technology

**Deiss, Douglas, Ph.D.**, Chair, Communication and World Languages, Communication

**DeLaney, Esmeralda, M.F.A.**, Art and Humanities, 3D Art

**Dellai, Cheryl K., M.S.**, Physical Sciences, Physics

**Desai, Jignasa, M.A.**, English/Reading/Journalism, Reading

**Desai, Therese, J.D.**, Social Sciences, Political Science

**Devenney, Kelly, M.E.**, Mathematics

**Dewey, Roxanna, M.Ed.**, English/Reading/Journalism, English

**Diebolt, Lisa A., Ph.D.**, Chemistry

**Dodrill, Laura, M.Ed.**, Counseling

**Dollar, Todd, Ph.D.**, Psychology

**Dragiewicz, Greg, B.S.**, Public Safety Sciences, Automotive Technology

**Drumtra, Derek, M.S.**, Fitness and Wellness, Exercise Science, Physical Education

**Duggan, Mary Anne, Ph.D.**, Psychology

**Duncan, Jennifer, M.F.A.**, English/Reading/Journalism, Journalism

**Eide, Christina, D.M.A.**, Performing Arts, Piano, Music Humanities

**Elrobeh, Dorothy D., M.L.S.**, Library Media Center

**Esler, Robert, D.M.A.**, Performing Arts, Electronic Music, Sound

**Eustice, Sheri, M.S.N.-Ed.**, Nursing

## 2021-2022 Glendale Community College Faculty

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**Eyres, Beth, M.A.**, English/Reading/Journalism

**Farina, Casey, D.M.A.**, Art and Humanities, Digital Media Arts

**Feld, Kimberly, M.Ed.** Communication and World Languages, Communication

**Fernandez, Philip J., Ph.D.**, Biology

**Fitzgerald, Kevin L., M.Ed.**, Mathematics

**Frank, Timothy, Ph.D.**, Technology and Consumer Sciences

**Fried, Aaron, M.S.**, Fitness and Wellness

**Gano, Jessica, D.D.S.**, Biology

**Garcia, Fernando F., M.B.A.**, Technology and Consumer Sciences, Technology Systems

**Gardner, Stefanie, Ph.D.**, Performing Arts

**Garguilo, Nina, Ph.D.**, Performing Arts

**Gautier, Pamela, M.L.I.S.**, Library Media Center

**Gergus, Erik W. A., Ph.D.**, Biology

**Ghaith, Salman, Ph.D.**, Mathematics, Computer Science

**Gheorghita, Amalia, M.A.**, English/Reading/Journalism,

**Gibson, John J., M.S.**, Business and Information Technology

**Gleim, Brian, M.S.**, Physical Sciences, Astronomy

**Gordon, Bruce, Ph.D.**, Physics and Physical Science

**Gray, Julie, M.A., M.S.**, English/Reading/Journalism, English

**Grayberg, Karen, MSN**, Nursing

**Gregg, George, M.A.**, Chemistry

**Grima, John, M.S.**, Mathematics

**Gustafson, Jennifer, M.S.**, Chemistry

**Gwinn, Emily, M.A.**, English/Reading/Journalism, English

**Hall, Pamela R., Ph.D.**, Art and Humanities, Art History

**Hall, Rachele, M.P.A.**, Chair, Business and Information Technology

**Hayashi, Tomomi, M.A.**, English/Reading/Journalism, ESL

**Hernandez, Mia, M.A.**, Counseling

**Hill, Larissa, M.A.**, English/Reading/Journalism, English

**Hopson, Erika, M.S., M.Ed.**, Fitness and Wellness, Exercise Science, Physical Education, Health Science

**Hornstein, Shana, Ph.D.**, Psychology

**Hulihan, Charles J., M.M.**, Performing Arts, Music

**Humbert, William K., M.M.**, Performing Arts, Music

**Hynes, Jeffeory, Ed.D.**, Public Safety Sciences, Administration of Justice

**Jackson, Michelle, M.A.**, Communication and World Languages, Communication

**Jacobus, Holly, M.A.**, English/Reading/Journalism, English

## 2021-2022 Glendale Community College Faculty

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**Johnson, Charles, B.S.**, Public Safety Science, Emergency Medical Technician (EMT)

**Jones, Christine, M.A.**, English

**Joraanstad, Pamela J., Ph.D.**, Communication and World Languages, Communication

**Jordan, M. Angela, B.S.**, Chair, Technology and Consumer Sciences

**Kadel, Steven D., M.S.**, Physical Sciences, Geology, Astronomy

**Karasek, Brian, M.Ed.**, Mathematics

**Kehowski, Walter A., Ph.D.**, Mathematics

**Kimani, Patrick M., Ph.D.**, Mathematics

**Kimball, William A., Ph.D.**, Mathematics

**Kleinman, Brent, J.D.**, Business and Information Technology

**Kostick, Randy, M.A.**, Mathematics

**Kriegel, Kevin, D.M.A.**, Performing Arts, Music

**Krout, Karl E., Ph.D.**, Biology

**Kruse, Jeffrey J., M.S.E.**, Mathematics

**Kujawa, Kara, M.Ed.**, Business and Information Technology

**Kurtz, Nathan K., M.S.**, Mathematics

**Landavaso, Joseph, A.A.S.**, Automotive Technology

**Lane, Jennifer, Ph.D.**, Chair, English/Reading/Journalism, English

**Lavigne, Trisha J., Psy.D.**, Psychology

**Leamaster, Reid, Ph.D.**, Chair, Social Sciences

**LeBaron, Tina, M.S.**, Technology and Consumer Sciences

**Lee, Wei-Jen, M.S.**, Chemistry

**Leedy, Debra, Ph.D.**, Chair, Chemistry

**Lein, Kenneth, M.B.A.**, Business and Information Technology

**Lewis, Ladonna, Ph.D.**, Psychology

**Lewis, Lisa A., Ph.D.**, Chair, Fitness and Wellness

**Lira, Ramon, M.Ed.**, English/Reading/Journalism, English

**Lowrenken, Matthew, B.S.**, Business and Information Technology

**Lucas, Stephanie, M.A.**, Art and Humanities, Digital Cinema Arts

**Lupu, Peter, M.A.**, Chair, Philosophy

**Luu, Ui, M.S.E.E.**, Technology and Consumer Sciences, Technology Systems

**Malamuth, Tamara, Ph.D.**, Psychology

**Mantle, Mitch, M.F.A.**, Art and Humanitie

**Marley, Kurt, M.Ed.**, Mathematics

**Marrer, Gary D., M.B.A.**, Business and Information Technology

**Maton, Marjane, M.Ed.** Counseling

## 2021-2022 Glendale Community College Faculty

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**Mays, Helena “Rosie”, M.S.**, Communication and World Languages, Communication

**McKelvey, Autumn Bolin, M.A., English/Reading/Journalism**, English

**McKennon, Edward, M.A.**, Library Media Center

**Menon, Rashmi M., M.A.**, English/Reading/Journalism, English

**Merrill, Heather H., M.Ed.**, Social Sciences, Education

**Merrill, Richard, M.A.**, Art and Humanities

**Michaelson, Matthew, M.S., M.Ed.**, Mathematics, Computer Science

**Mick, Angela K., D.C.**, Biology.

**Miller, Christian R., Ph.D.**, Chair, Mathematics

**Miller, David, M.A.**, English/Reading/Journalism, Humanities-CWL

**Mitio, Betsy, M.A.**, Mathematics, Computer Science

**Moore, Lisa, M.A.**, English/Reading/Journalism

**Morrison, Julie Bauer, Ph.D.**, Chair, Psychology

**Moshrefzadeh, Shohreh, M.S.**, Technology and Consumer Sciences, Nutrition

**Muniz, Raul, J.D.**, Public Safety Sciences, Fire Science

**Murphy, Amanda, M.A.**, English/Reading/Journalism, ESL

**Neibarger, Lea M., M.Ed.**, Mathematics, Computer Science

**Nelson, David, M.F.A.**, English/Reading/Journalism, English

**Nelson, Pamela J., M.S.**, Physical Sciences, Geology

**Newman, Lynn, M.A.**, Physical Sciences, Geography

**Nichols, David**, Performing Arts, Music, Audio Production Technology

**Nicoloff, Ashley, M.S.**, Mathematics

**Nielson, Christopher D., M.A.**, English/Reading/Journalism, English

**Northcutt, Patricia, R.N., M.S.N.**, Nursing

**Nottingham, Douglas, D.M.A.**, Performing Arts, Music

**Nunn, Mary, M.S.Ed.**, English/Reading/Journalism, English, Reading

**O'Brien, Safiya, M.A.**, English/Reading/Journalism, English

**O'Brien, Sean, M.L.I.S.**, Library Media Center

**Ocano, Jillane, R.N., D.N.P., F.N.P-B.C.**, Nursing

**Pack, Miriam, M.A.**, Mathematics

**Padelford, Sarah, M.A.**, Counseling

**Pampel, Krysten, Ph.D.**, Mathematics

**Parker, Michele, M.A.**, Technology and Consumer Sciences, Child and Family Studies

**Parrish, Kimberly, Ph.D.**, Biology

**Patrick, L Alexander, Ph.D.**, Social Sciences

**Paul, Grace, M.S.N**, Chair, Nursing

## 2021-2022 Glendale Community College Faculty

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**Prenovost, LeAnne Sue**, Nursing  
**Perez, Rainier, B.A.**, Public Safety Sciences, Fire Science  
**Perrigo, Donna, M.Ed.**, English/Reading/Journalism, English  
**Petrenco, Felicia, M.A.**, Mathematics  
**Petry, Michelle, M.L.I.S.**, Library Media Center  
**Pierre, Lisa, M.S.N.**, Nursing  
**Polansky, Todd, B.A.**, Public Safety Sciences, EMT  
**Pool, Deborah J., M.S.**, Nursing  
**Prenovost, LeAnne, D.N.P.**, Nursing  
**Quirós-Winemiller, Bélgica, Ph.D.**, Communication and World Languages, Spanish  
**Radisich, Sasha, Ph.D.**, Social Sciences, Economics  
**Raffaella, David P., Ph.D.**, Chair, Physical Sciences  
**Reed, Karen, M.A.**, Library  
**Regan, Brendan, M.F.A.**, Chair, Art and Humanities, Photography  
**Resler, Mary, R.N., M.S.N.Ed.**, Nursing  
**Rivas, Sergio, M.S.**, Mathematics  
**Rivera, Frank A., M.S.**, Mathematics  
**Roam, Sharenda, M.A.**, Philosophy and Religious Studies  
**Roderick, Phillip, M.A.**, English/Reading/Journalism, English  
**Romero, L. Fernando, Ph.D.**, Psychology  
**Romo, Paul J., M.Ed.**, Chair, Counseling.  
**Saint-Amour, Jeanne, Ph.D.**, Philosophy and Religious Studies  
**Saliba, Elizabeth, M.Ed.**, Chair, Library  
**Sanborn, Diane, M.F.A.**, Art and Humanities, 2D Art  
**Sanders, James E., Ph.D.**, English/Reading/Journalism, English  
**Sanger, Jeffrey, M.F.A.**, English/Reading/Journalism, Creative Writing  
**Sawyer, Stephanie, M.S.**, Fitness and Wellness  
**Schauer, Andrea, B.S.**, Performing Arts, Music, Jazz  
**Schmidt, David, M.M.**, Performing Arts, Music, Jazz  
**Schwarzwalter, Loren, Ph.D.**, Communication and World Languages, Communication  
**Schwendiman, Angela L., Ph.D.**, Biology  
**Seitz, David A., M.F.A.**, Performing Arts, Theatre  
**Shaffer, John, Ph.D.**, Social Sciences  
**Shiple, Clark, M.B.A., J.D.**, Business and Information Technology  
**Shortridge, Richard D., J.D.**, Business and Information Technology  
**Simkins, Ingrid, M.S.N.**, Nursing

## 2021-2022 Glendale Community College Faculty

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**Sindel, Kelly, M.A.**, Communication and World Languages, Communication

**Slater, Florence, Ph.D.**, Biology

**Smith, Aubrei D., M.A.**, Social Sciences, History

**Smith, Donald S., D.M.A.**, Chair, Performing Arts, Music

**Smith, Kimberly, Ph.D.**, Chemistry

**Smith, Renee, M.S.**, Library Media Center

**Smith, Shannon, Ph.D.**, Technology and Consumer Science, Food and Nutrition

**Smith, Waye, M.S.**, Technology and Consumer Science

**So, Louise, M.A.**, Fitness and Wellness

**Sokol-Tinsley, Karina, Ph.D.**, Psychology

**Spencer, Lillian, Ph.D.**, Social Sciences, Anthropology

**Springer, Joseph W., Ph.D.**, Chemistry

**Stalzer, Mark A., M.S.N.**, Nursing

**Stephens, Brian, M.Ed.**, Mathematics

**Stephens, JoLee**, Art and Humanities

**Steward, Jason, Ph.D.**, Chemistry

**Stewart, Gaylen, M.F.A.**, Art and Humanities, 2D Art

**Stewart, William, B.S.**, Business and Information Technology

**Strait, Jonathan, A.A. S.** Chair, Automotive Technology

**Stroher, Scott, M.B.A.**, Business and Information Technology, General Business Studies

**Strong, Michael, Ph.D.**, Social Sciences, Geography

**Stumbaugh, Sean, M.S.** Public Safety Science

**Sullivan, Christopher, M.A.**, Communication and World Languages, Communication

**Swensen, Kendra, M.B.A., M.Ed.**, Business and Information Technology, Marketing, Management

**Tiwald, Catherine, M.S.N.**, Nursing

**Torgerson, Amy, M.S.**, Counseling

**Townsend, Susan, Ph.D.**, Nursing

**Tuohy, James, Ph.D.**, Biology

**Updike, Eric, Ph.D.**, Philosophy and Religious Studies

**Vawter, Charles, III, M.B.A.**, Business and Information Technology

**Walk, Lori, M.Ed.**, Education/Reading/Journalism, Reading

**Walls, Celeste, Ph.D.**, Communication and World Languages Communication

**Walton, Sara, M.A., M.S., M.A.**, English/Reading/Journalism, Reading

**Wangen, Sherry, M.Ed.**, English/Reading/Journalism, Reading

**Waskow, Julie A., Ph.D.**, Philosophy and Religious Studies

**Watkins, Laura, Ph.D.**, Mathematics

## **2021-2022 Glendale Community College Faculty**

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**Watt, Keith, M.A., M.S.**, Physical Sciences, Astronomy

**Watt, Sara, M.S.**, Physical Sciences, Astronomy

**Weatherly, Gina, B.S., B.A.**, Technology and Consumer Sciences, Child and Family Studies, Early Education

**Wheeler, Dean, III, Ph.D.**, Social Sciences, Anthropology

**Willeman, Mari, Ph.D.**, Psychology

**Williams, Kimberly, M.A., M.F.A.**, English/Reading/Journalism, Creative Writing.

**Williams, Melissa, M.S.N.Ed.**, Nursing, Pediatrics, Health Care Ethics

**Witzke, Jackie, M.Ed.**, English/Reading/Journalism, English

**Wood, Karrie, M.S.**, Physical Sciences, Geology

**Woodcock, Jennifer, M.B.A.**, Nursing

**Worthy, Lisa, Ph.D. C.R.C.**, Psychology

**Yamak, Didem, Ph.D.**, Technology and Consumer Sciences, Engineering Science

**Yee, Sharon, Ph.D.**, Social Sciences, Sociology

**York, Justin J., Ph.D.**, Biology

**Zhosan, Dmytro, Ph.D.**, Social Sciences, Macroeconomics

## 2021-2022 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/Mathematics Faculty, Department Chair.
- Antilla, Freddie L.** (1983-2004) English Faculty.
- Arnoldt, Carmela B.** (1992-2013) English Faculty, Department Chair.
- Austin, Mariam J.** (1965-1986) Physical Education Faculty, Department Chair.
- Barstack, Renee** (1981-2017) English Faculty.
- Baxter, Leroy E.** (1966-1988) Music/Humanities Faculty, Department Chair.
- Beene, D. Leon** (1976-1999) History Faculty.
- Beene, Holly McKinzie** (1975-2009) Communication Faculty.
- Bietto, Frank** (1966-1987) Political Science/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.
- Bowker, Robert** (1986-2017) Biology Faculty.
- 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.
- Brooker, Rodney** (1987-2014) Business and Information Technology, Accounting Faculty.
- Callahan, Ruth** (1992-2014) English/Reading/Journalism 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.
- Charvonja, 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.
- Daugherty, James R.** (1988-2015) Biology Faculty.

## 2021-2022 Glendale Community College Faculty Emeritus

**DeMarco, Lenna** (1989-2009) Dance Faculty.

**DePippo, Paul D.** (1976-2004) Social Sciences Faculty, Department Chair.

**DeSoto, Marla** (1992-2014) English/Reading/Journalism Faculty.

**Dias, Diana** (1998-2006) Business and Information Technology Faculty.

**Dotterer, William** (1966-2001) Business Faculty.

**Dudley, Anne** (1990-2015) Mathematics Faculty.

**Dutton, Mary Ann** (1960-1986) Choral Music Faculty.

**Dwyer, Diana** (1982-2009) Library Faculty, Department Chair.

**Eastin, Gene N.** (1963-1989) French/English Faculty, Department Chair.

**Ellis, Albert T.** (1964-1988) Biology/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.

**Foley, Thomas A.** (1995-2017) Mathematics Faculty

**Forney, Merrill** (23 years service) Physical Sciences Faculty.

**Fuenning, Richard M.** (23 years service) Physical Education Faculty.

**Galletti, Marie** (1975-1998) English/ESL Faculty.

**Gardner, Moffat** (1965-1985) Social Sciences Faculty.

**Gareshé, Gay** (1987-2014) 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/Communications Faculty, Department Chair.

**Gurule, Juan** (1989-2009) Counseling Faculty.

**Gyman, 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.

## 2021-2022 Glendale Community College Faculty Emeritus

**Hoff, Edward B.** (1963-1989) Mathematics Faculty, Department Chair.

**Hoffs, Marilyn J.** (1972-1996) Speech Communication/ Theatre Faculty, Department Chair.

**Holtfrech, Michael** (1988-2017) Mathematics 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.

**Jacobs, Elizabeth "BJ"** (1990-2014) Psychology Faculty.

**James, Gerald H.** (1967-1993) Mathematics Faculty.

**Jenkins, Carol** (1992-2017) Sociology Faculty

**Johanson, Leonard C.** (1965-1988) Art Faculty.

**Johnson, Frederica** (1988-2009) Reading Faculty.

**Johnston, Eileen** (2001-2014) Social Sciences Faculty, Department Chair.

**Jones, M. Louise** (1981-2010) Counseling Faculty.

**Kersting, Joseph M.** (1991-2017) Fitness and Wellness 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.

**McCarthy, Rita** (1988-2015) English/Reading/Journalism Faculty.

**McCoy, Leslie E.** (1967-1989) Electronics Faculty, Department Chair.

**McKinley, Michael** (1991) Biology Faculty.

**McWilliams, Mary Lou** (1968-1988) Counseling Faculty.

**Meeker, Joseph A.** (1985-2009) CAD/Drafting Faculty.

## 2021-2022 Glendale Community College Faculty Emeritus

**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/Mathematics Faculty, Department Chair.

**Montanus, Mark** (1965-1985) Business Faculty.

**Murray, Marilee** (1974-2000) Chemistry Faculty, Department Chair.

**Murry, Suzanne** (1982-2011) Business Faculty.

**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/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 Safety Sciences Faculty.

**Schiedat, Marilyn** (1976-2008) English Faculty.

**Schwalm, Karen T.** (1988-2008) English Faculty.

**Siefer, Nancy** (1987-2007) English Faculty.

**Shiple, Alvin D.** (1966-2001) Mathematics Faculty, Department Chair.

**Smart, John** (21 years service) Social Science/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.

**Sylvester, Tim** (1991-2017) Business and IT Faculty.

**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

**Van Marche, Deborah** (1997-2017) Psychology Faculty, Department Chair.

## 2021-2022 Glendale Community College Faculty Emeritus

**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.

**Westenburg, Irwin S. "Wes"** (1984) Psychology Faculty.

**Wilhoit, Sherrill** (1975-1999) Business Faculty.

**Williams, Johnette** (1970-2002) Library Faculty, Department Chair.

**Williams, Stephen** (1981-2013) Biology Faculty, Department Chair.

**Wingersky, Joy** (1981-2008) English Faculty.

**Winters, John B.** (1968-2004) Physical Science Faculty.