2002-2003 STUDENT ACTIVITIES CALENDAR

Fall 2002

August 24 ....New Student Orientation
August 26-29 ....Welcome Week Activities
September 3-5...........Welcome Week Activities
September 11 ....Voter Registration Day
September 12 ....Coffee Night
September 13 ....International Coffee Night
September 20-22 ....Student Life Retreat
September 27 ....Phi Theta Kappa Induction,
                Fall 2002
October 8-9 ....Red Cross Blood Drive
October 10 ....Who Is God? Forum
October 17 ....Coffee Night
October 18-19 ....Into The Streets (ITS)
October 18-19 ....The Secret Garden Musical
October 21 ....The Secret Garden Musical
October 23 ....Jazz Combo
October 24-26 ....The Secret Garden Musical
October 25-26 ....Into The Streets (ITS)
November 1 ....PASO Talent Show
November 2 ....Desert Rose Fall Festival
November 4 ....Chamber Singers Presentation
November 6 ....Fall Music Extravaganza
November 8 ....Hunger Banquet
November 14 ....Coffee Night
November 15-16 ....National Association of Teachers
                of Singing Conference -
                Pecos Campus
November 18 ....Jazz Combo & Choir
                Giving Trees Appear
November 22 ....Dance Concert
November 23 ....Gilbert Days Parade
                Dance Concert
November 25 ....Jazz Night
                Thanksgiving Adopt-A-Family
                Deliveries Begin
December 13 ....Deadline for Adopt-A-Family
December 16 ....Holiday Adopt-A-Family
                Deliveries Begin

Spring 2003

January 20-23 ....Welcome Week Activities
January 27-30 ....Welcome Week Activities
January 31...............Phi Theta Kappa Induction,
                Spring 2003
February 4-5 ....Blood Drive
February 6 ....Coffee Night
February 7-8 ....Student Leaders' Spring
                Retreat
February 21-22 ....Into the Streets (ITS)
March 7, 8, & 10 ....Spring Musical
March 13-14 ....Greater Southwest Aviation
                Maintenance Technician
                Symposium – Williams Campus
                Student Government Petitions
                Due
March 13-15 ....Spring Musical
April 4-12..................San Tan Arts Festival & Gala
April 19 ....Luau
April 25-26................Dance Concert

Note: Dates subject to change

Welcome to
Chandler-Gilbert Community College !

President Maria L. Hesse

We are pleased that you have chosen CGCC as the place to pursue your education and we will do everything we can to help you succeed.

This catalog is a wonderful resource for you. Use it often to familiarize yourself with programs and classes, college policies, activities and services at our three campus locations—Pecos, Williams, and Sun Lakes.

Our college is growing very quickly and many new programs have been added to our offerings. New buildings are sprouting out of the ground, signage and parking is being improved, the college website has been expanded (in fact, this catalog is now available online at www.cgc.maricopa.edu/pecos/registration/catalog/), and there are more positive changes on the way. However, there are elements of the college that will remain constant—our commitment to students and their success, our dedication to quality teaching and learning experiences, and our willingness to be responsive to the needs of our local communities. This community college is an extraordinary resource. Take advantage of all it has to offer to you, as you pursue your educational goals and life dreams.
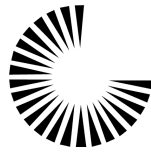
Sincerely,

Maria L. Hesse

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General Information

CATALOG and

STUDENT

HANDBOOK

2002-2003

CHANDLER-GILBERT COMMUNITY COLLEGE

Maria L. Hesse
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Dean, Administrative Services
(480) 732-7211

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Dean, Instruction
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John Underwood
Senior Associate Dean, Business and Industry
(480) 732-7016

Earl R. Monsour
Associate Dean, Technology
(480) 732-7247

Courses, programs, and requirements described in this catalog may be suspended, deleted, restricted, supplemented, or changed in any other manner at any time at the sole discretion of the college and the Maricopa Community College District Governing Board. This catalog does not establish a contractual relationship but summarizes total requirements that the student must presently meet before qualifying for a faculty recommendation to the Governing Board to award a degree or certificate.

The Maricopa Community College District reserves the right to change, without notice, any of the materials— information, requirements, regulations—published in the catalog.

Chandler-Gilbert Community College (CGCC) is accredited by The Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; (800) 621-7440.

CGCC VISION

Chandler-Gilbert Community College strives to be a dynamic learning community reflecting collaboration, diversity, and student success through quality, enthusiastic teaching, learning, and serving.

CGCC MISSION STATEMENT

Chandler-Gilbert Community College serves students and its diverse communities by providing quality lifelong learning opportunities in a learner-centered environment through effective, accessible educational programs and activities.

We fulfill this mission as an institution of higher education through:

- University Transfer Education
- General Education
- Developmental Education
- Workforce Development
- Academic Support Services
- Student Support Services
- Continuing Education
- Community Education

CGCC STRATEGIC GOALS

1. Provide quality educational programs, services and resources for the citizens of Chandler, Gilbert, Queen Creek, Higley, and the surrounding communities.

2. Offer developmental courses that will empower students to succeed in pursuing higher educational opportunities.

3. Support our community's economic development by providing educational programs to meet the specialized needs of business, industry, and the community.

4. Enable the institution to respond to the changing needs of today's educational programs, by providing technology for instruction and operations.

5. Enhance student success by providing quality student and academic support services.

6. Promote community service and student development opportunities.

7. Foster activities and programs that promote the understanding, appreciation and acceptance of diversity.

8. Serve as a community resource for social and cultural interaction.

STUDENT DEVELOPMENT PHILOSOPHY

The goal of Chandler-Gilbert Community College is to assure student success. Success is defined as the accomplishment of, or the continued opportunity to accomplish, students' individual goals. The success of our students will be determined not only by their acquisition of knowledge and skills, but also by their personal growth and development. This would include intellectual development, multicultural awareness, aesthetic appreciation, physical wellness, emotional well-being, community responsibility, and values clarification.

Chandler-Gilbert Community College will provide the environment in which students can identify and pursue their goals. The following general institutional practices are necessary to insure student success:

1. To provide programs that assure student competence in specified academic and skill areas;

2. To provide a full range and schedule of services to permit students to benefit from college programs;

3. To provide simplified and clearly defined processes for admitting students, monitoring their progress and maintaining accurate academic records;

4. To provide activities that encourage students to effectively interrelate with others in their college and communities;

5. To provide opportunities for the development of self-esteem, personal identity, independence and self-direction;

6. To provide coordination with secondary and postsecondary schools, and business and industry;

7. To provide delivery of instructional services through alternative systems which prepare students to function in an increasingly technological and informational-based society; and

8. To develop and implement a comprehensive staff development program to educate the staff in student development philosophy and practices.

Chandler-Gilbert Community College will assist students in initiating their own paths to success. The college recognizes that all students are unique and capable adults, responsible for directing their own development throughout life, and that the major responsibility for a student's development rests with the student. All faculty, administrators and staff members of CGCC will support and contribute to the implementation of this student development philosophy.

INSTRUCTIONAL PHILOSOPHY

At Chandler-Gilbert Community College, the goal is to provide quality educational courses and programs to help students reach whatever their goals may be—transferring to a university program, entering the job market, seeking a promotion, or exploring a personal interest.

CGCC teachers use a variety of learning strategies. They use collaborative learning activities, perform classroom research, involve students in service learning experiences, and form learning communities. As often as possible, students are involved in seeing, doing, solving, discussing and reflecting, rather than just listening to an instructor lecture about a subject.

Instructors focus on development of critical thinking and other skills that will serve students well in their professional and personal lives. The student learning and outcomes assessment program helps gauge progress in regard to developing skills in these areas, as well as in writing, mathematics, speaking, computer literacy, and other areas.

Development of a sense of social responsibility and community engagement is another area of emphasis. CGCC's service learning program, community hour program, and learning communities have received national recognition by the League of Innovation, the American Association of Higher Education, the American Association of Community Colleges, and other prominent organizations for their effectiveness in increasing student connections to one another, to the faculty, and to their communities.

Beyond offering classes at convenient times, in a variety of formats, and at a reasonable cost to the student, CGCC has the added goal of providing an experience that will have lifelong worth. There is a serious institutional commitment to make students' college years a transforming experience by engaging them actively in the subjects they are studying.

COLLABORATIVE LEARNING

In collaborative learning, faculty facilitate small groups of students who work together to optimize their own and each other's learning. When students interact with each other and become active rather than passive learners, their achievement as well as their cognitive and social development improves. The challenge for faculty is to inspire and motivate students toward the common purpose of maximizing each other's learning.

SERVICE LEARNING

Service learning combines community service with academic instruction, focusing on critical thinking and problem solving, values clarification, social and personal

development, and civic and community responsibility. Classes engaged in service learning provide meaningful services to the community while making the curriculum more relevant to students' lives.

When designing a service learning component for a course, faculty must be careful to include a clear connection between the service and the course competencies or objectives, a carefully structured assignment that includes a reflection component, and a meaningful contribution to the community. The extent of the service experience will vary based upon the degree to which the service connects with the course objectives.

LEARNING COMMUNITIES

Sometimes called "block" courses, "linked" courses or "interdisciplinary" studies, two or more classes are connected through content, ideas, or activities such as study groups or field trips, to form a learning community. Students explore a common theme to see relationships between different ideas and subjects. Often these courses are team-taught by college faculty.

Students and teachers benefit by having larger blocks of time for sustained discussions and activities about a theme, seeking connections between subject matter, disciplines, and ideas. Learning communities also build a sense of community among students and faculty. This connection contributes to student success in college.

CLASSROOM RESEARCH

Classroom research encourages college faculty to become more systematic and sensitive observers of learning as it takes place. Assessment instruments are created, administered, and analyzed by the teachers themselves. Students and teachers are involved in the continuous monitoring of student learning. This process helps students reflect on what they have learned and how they have learned it, while providing faculty with continuous feedback about their effectiveness as teachers.

COMMUNITY HOUR

To supplement classroom instruction, the faculty and staff of CGCC offer a wide variety of events, activities, and services for students during community hour, an hour set aside during the afternoon and in the early evening when few classes are scheduled. Students benefit by being exposed to guest speakers, special activities, and events that would not likely be offered by any one teacher through an individual course. Teachers benefit by having a common time to schedule speakers and other special events for multiple sections of their students. They can also work with other faculty to plan connected activities. This time slot provides time for students to meet with instructors and other students for appointments, tutoring, and study groups.

STUDENT LEARNING AND OUTCOMES ASSESSMENT

The faculty and programs at CGCC are dedicated not only to effective teaching and successful learning in regard to student's academic growth, but are equally committed to these inherently related aspects of education:

Critical Thinking. The ability to locate, apply, analyze, synthesize and evaluate information utilizing a variety of sources to make decisions and to solve problems.

Personal Development. The ability to demonstrate respect for oneself and accept responsibility for meeting and balancing one's own needs while respecting other peoples' individual rights. Students should take responsibility and initiative for decisions, actions and their consequences, respect differences among people and recognize contributions of other peoples/cultures, cooperate and communicate effectively in interdependent relationships, accept responsibility for developing and achieving academic, career, and personal goals, and resolve problems through an effective decision-making process.

In all courses, students will be engaged in individual and/or group tasks which will help them understand and assess their own growth in these two areas.

Additional skills or "outcomes" also have a focus across the curriculum. They are: communication, reading, speaking, listening, writing, mathematics, science, humanities, problem-solving, and computer and information literacy.

Periodically, students will participate in formal and informal assessment activities that will help faculty improve the instructional program and teaching strategies to facilitate student growth in whatever combination of these outcomes applies to a course.

HISTORY OF THE COLLEGE

In 1978, the Long Range Master Plan for Maricopa County Community College District, 1978-2000, recommended a new campus site for the East Valley in the Chandler-Gilbert service area. The plan designated Mesa, Phoenix, and Glendale Community Colleges as Regional Campuses to be expanded to a capacity of 5,000 day Full-Time Student Equivalents (FTSE). Mesa Community College (MCC) reached and surpassed that number. All other campuses (Scottsdale, South Mountain, Maricopa Tech) would be designated as "area" campuses. Tadlock Associates (TAI), who developed the Master Plan, recommended that new area campuses be developed in south Mesa, Litchfield/Goodyear, and north Phoenix. The District completed the south Mesa (Chandler-Gilbert) and north Phoenix (Paradise Valley) site acquisitions early in 1981.

The new campus would be opened as an extension of Mesa Community College until an application for independent accreditation would be completed. In 1984, MCC Dean of Students Arnette Scott Ward was selected as the founding provost of the new educational center.

An 80-acre Chandler site was purchased at the corner of Gilbert and Pecos Roads in 1981. In 1983, leaders in the Chandler and Gilbert communities formed the Southeast Valley Task Force to support the new campus, and a successful bond election in 1984 provided funds to begin construction of the new campus.

In May, 1985, the Chandler-Gilbert Education Center Master Plan Proposal was submitted to the MCC President and later approved by the Maricopa Community College District Governing Board. The proposal was designed by the Provost and two Assistant Provosts of the Chandler-Gilbert Education Center in consultation with the Southeast Valley Task Force. The proposal included curricular recommendations, program groupings and permanent facilities proposals. Also central to the proposal were these institutional purposes:

1. To create a caring community and student-centered educational environment;

2. To provide a challenging, creative environment through modern architecture, educational programming and technology;

3. To keep the community informed and involved in the programs and services of the educational center;

4. To recruit students not normally attracted to college and provide a developmental program and curriculum to meet the variety of needs presented;

5. To encourage student development of goals; to assist with student development of personal, academic and career plans, and to monitor and support their achievement;

6. To provide a system and an environment that encourages student success;

7. To provide students with excellence in teaching and access to learning resources, including hardware and software;

8. To provide a quality academic program leading to associate and baccalaureate degrees;

9. To provide state-of-the-art career training in vocational and technical areas, in response to community needs, and leading to certificates, associate and baccalaureate degrees;

10. To meet the training needs of the high technology industries;

11. To accommodate adult, lifelong educational needs for personal and career development through classes, flexible scheduling, and convenient means for accessing information;

12. To provide service programs of interest to community groups;

13. To provide efficient and timely information and management services for students and the community, using computer systems and telecommunications networks;

14. To provide a comprehensive program of co-curricular activities;

15. To inspire student achievement of excellence in their chosen field and vocational activities.

These purpose statements were the framework for the development of the first CGCC mission statement. These purposes are demonstrated throughout the college from the building design to the curriculum.

Chandler-Gilbert Community College Center opened in 1985 as an extension of Mesa Community College in remodeled facilities of the former Seton High School in central Chandler. This was 10 years ahead of schedule, based on projections in the 1978 Long Range Master Plan for Maricopa County Community College District. The new campus, located at the corner of Gilbert and Pecos Roads, was completed for the fall 1987 semester. In the 1991-92 academic year, the college center completed an institutional self-study required for independent accreditation status. Successful fulfillment of the self-study process resulted in the college center being granted accreditation by the North Central Association on February 28, 1992.

Funded with bond proceeds approved by Maricopa County voters in November of 1994 for Maricopa Community College District capital improvements, CGCC received $31 million in allocations to expand the college. This phase of construction totaled more than $18 million for new building space with another $10 million in technology, voice, video and data connections. Two large academic buildings and an enhanced physical plant added over 141,000 square feet in facilities to the Pecos Campus's 75,000 square feet. Other funded projects in the bond were additional land on the Pecos Campus, the opening of the Sun Lakes Education Center, and improvements to the Williams Campus. The current phase of construction at the Pecos Campus includes an initial facility to serve as a Student Center; and a new Performing Arts Center funded with revenue bonds.

The closing of the Williams Air Force Base in Mesa opened new opportunities for CGCC. The Williams Air Force Base Economic Reuse Plan (August, 1992) provided initial direction for the establishment of a consortium-based

campus, comprised of a variety of educational institutions, which would jointly develop and utilize a wide array of education, research and training facilities as well as take advantage of its close proximity to the new Williams Gateway Airport. The Williams Education, Research, and Training Campus Master Plan was initiated in May, 1994, to define and plan for a 753 acre, multi-institutional campus at the former Air Force Base. CGCC has a strong educational partnership with ASU East as well as the University of North Dakota Aerospace, Embry-Riddle Aeronautical University, and United States Air Force Armstrong Laboratory. Aviation flight and aviation maintenance classes began Spring 1995; general studies classes began Fall 1996.

Sun Lakes Education Center partnered with Chandler Regional Hospital to provide health and education services to the greater Sun Lakes community. Passage of the general obligation bond in November, 1994, provided $500,000 for the development and construction of a 5,000 square feet education center in the Sun Lakes/Sun Bird communities. Sun Lakes Education Center, planned as

a college extension to serve the retirement community of Sun Lakes, is located on the northeast corner of the Alma School and Riggs Roads in Chandler/Sun Lakes. Non-credit classes began in the Fall 1995 and credit classes began Fall 1997.

After 17 years of leading Chandler-Gilbert Community College, Founding President Arnette Scott Ward retired in July, 2002. President Ward's retirement marks the end of the birth and development of CGCC and welcomes the new era as the college continues to grow into a full comprehensive community college.

Chandler-Gilbert Community College is part of the Maricopa County Community College District. The Maricopa Community College District is part of the Arizona state community college system, which is organized on a county basis. The Maricopa Community College District is a large, urban, college system comprised of 11 entities: 10 colleges and a skill center, some with multiple campuses.
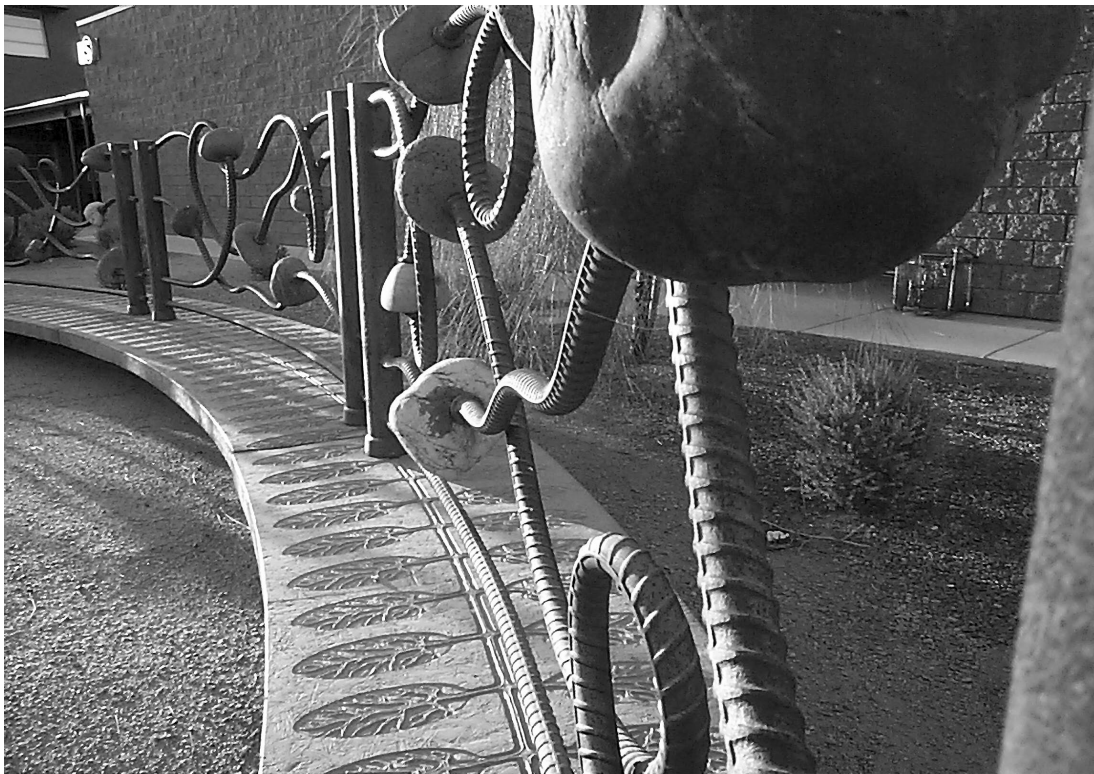
ONE COLLEGE ~ THREE CAMPUSES

PECOS CAMPUS

2626 East Pecos Road
Chandler, AZ 85225-2499
(480) 732-7000

The Pecos Campus of CGCC is located on Pecos Road between Cooper and Gilbert Roads in Chandler. The more than 225,000 square feet of facilities is home to various associate degree, university transfer, general studies, occupational, and special interest courses and programs. CGCC's Information Technology Institute, which offers career training in Microsoft Certified Systems, Cisco, Novell, and Oracle, is housed at the Pecos Campus.

Administration Offices	B
Admissions, Records & Registration	A
Advisement Center	A
Art/Photo C113, C112	C
Assessment/Testing Center	A
Athletics Office	Ms
Bookstore	B
Cafeteria/Food Services	B
Career Resources	E
Cashier/Fiscal Office	A
Center for Instructional Computing	B
Chandler Room A155	A
Classrooms	A, B, C, L, S
College Safety	Ms
Copy Services	B
Counseling	E
Dance Room A101	A
Facilities Services	Mn
Faculty Commons C201	C
Faculty Offices	E
Financial Aid/Veterans	A
Fitness Center	A
General Information	B
Gilbert Room A165	A
Learning Center	L
Lecture Hall C110	C
Library	L
Marketing & Public Relations	B
Math & Science Tutoring	L
Media Center	L
Performing Arts Center	PAC
Receiving	Ms
Reception/Switchboard	B
San Tan Academy	H
Student Center	SC
Student Life B160	B
Teaching & Learning Center	L
Technical Support Services (TSS)	L
Writing Center	L

Higley Mall
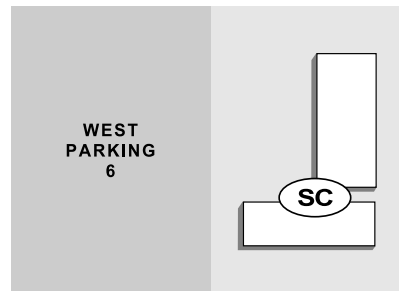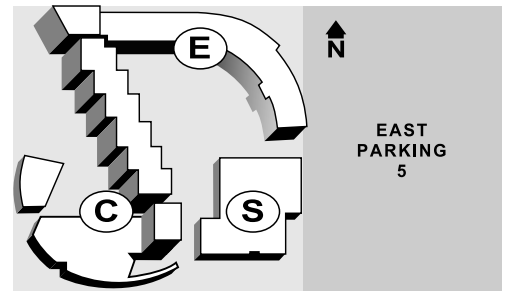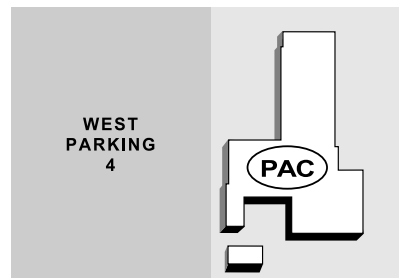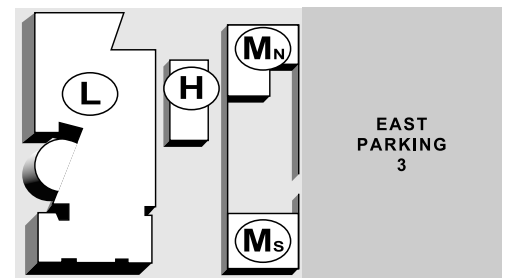
WEST PARKING 6

SC

Higley Mall

E

N

EAST PARKING 5

C   S

Queen Creek Mall

WEST PARKING 4

PAC

Queen Creek Mall

Chandler Gilbert Mall

L   H   M_N

M_S

EAST PARKING 3

San Tan Mall

WEST PARKING 2

A

San Tan Mall

B

Book store

EAST PARKING 1
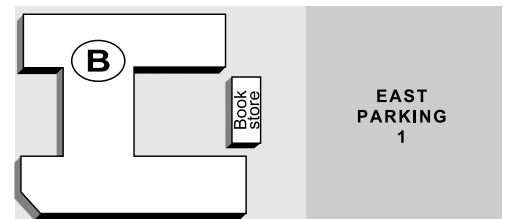
WILLIAMS CAMPUS

7360 East Tahoe Avenue
Mesa, AZ 85212-0908
(480) 988-8000

The Williams Campus of CGCC is located at Williams Gateway Airport on Power Road between Ray and Williams Field roads. Administrative offices are located at 7360 East Tahoe Avenue, and are easily accessible by taking the Ray Road extension east of Power Road. The campus is a partnership among several institutions, anchored by CGCC and Arizona State University East. CGCC's Aviation Program, the only community college program of its kind in the Phoenix metropolitan area, is housed at the Williams Campus, as well as the Maricopa Institute for Virtual Reality Technologies (MIVRT). A complete Student Services office is also located at Williams, as well as student housing.

Academic Center   CNTR
    Bookstore
    Computer Commons
    Learning Center
    Library
    Tutoring Services
Aviation and Technology Center   ATC
    Aviation Division
        Faculty Offices
        Aviation Tool Room
        CGCC/UND Flight Training Center
    Career and Placement Services Offices
    Classrooms
    College Safety Office
    Facilities Services
        Maintenance
        Receiving
    Fiscal/Cashier Office
    Food Services - Cody Café
    Information
    Mailroom
    Student Services
        Admission & Registration
        Advisement
        Assessment, Orientation & Recruitment
        Financial Aid/Veterans Services
        Reception/Switchboard
    Technical Support Services
        Institutional Technology
        Telecommunications
Boys and Girls Club   BGC
Burn Building   B
Campus Union Building   CUB
Fire Science Technology Building   FSTB
General Studies Building   GSB
    Faculty Offices
Health Science Center   HSC
Maricopa Institute for Virtual Reality
    Technologies (MIVRT)   MIVRT
Mortuary Science Building   MSB
Physical Activity Center   PAC
Physical Education Center   PEC
    Fitness Center
    Gymnasium
Science Lab Building   SLB
    Faculty Offices
Simulator Building   SIM
Williams Campus Housing Office   WCHO
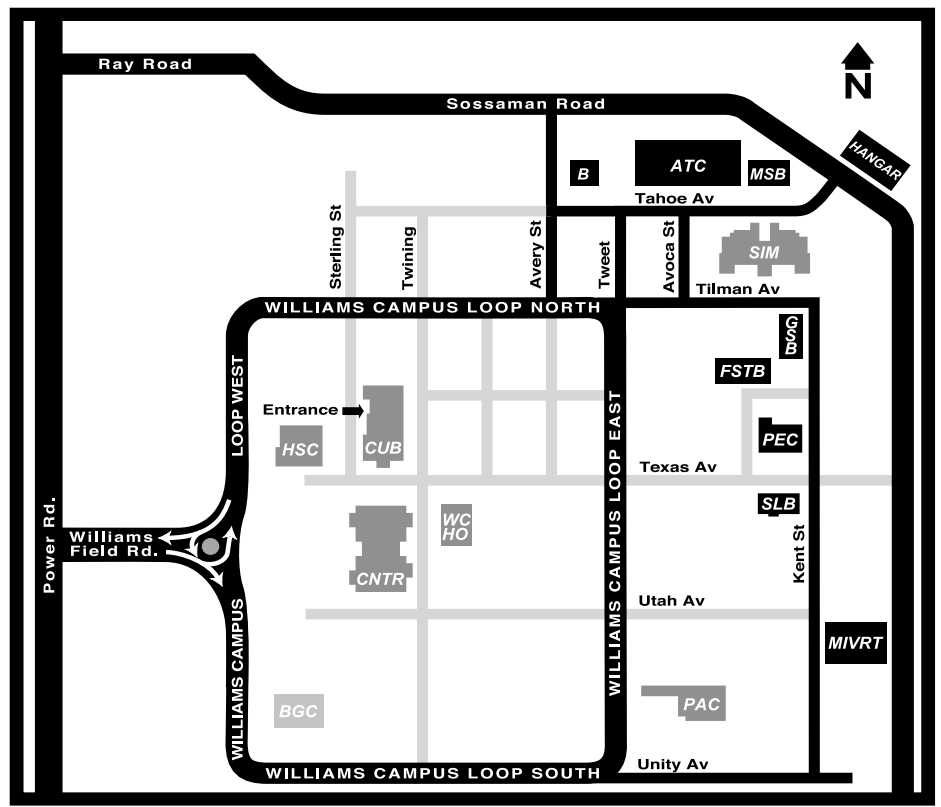
SUN LAKES
EDUCATION CENTER

25105 South Alma School Road
Sun Lakes, AZ 85248-7158
(480) 857-5500

The Sun Lakes Education Center of CGCC is located at the northeast corner of Alma School and Riggs roads in Sun Lakes. The Center offers a variety of credit and non-credit special interest courses, such as computer classes, and is designed to serve the lifelong learning needs of a large retirement population in the Southeast Valley.
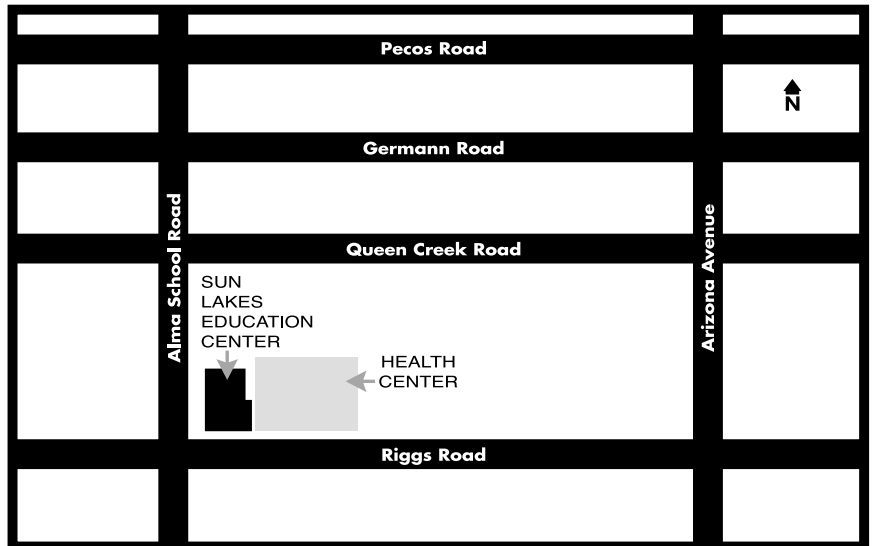
COMMUNITY PARTNERSHIPS

The college and the community are interrelated in many ways. College personnel and students are very involved in the community and serve on a variety of committees and boards to plan for the future. Participation in local civic, governmental, business, professional, and service organizations and activities abounds. College representatives participate in local city and chamber of commerce planning processes, including the Chandler Tomorrow Conference and Gilbert Today. Students are involved in service-learning projects in the community. Many opportunities exist for staff and students to become more involved in community service.

Likewise, community members are involved in Chandler-Gilbert Community College (CGCC) committees and planning. College facilities and services, including the Library, classrooms, meeting space, Center for Instructional Computing, and Fitness Center, are used by community groups.

AFFILIATIONS AND ASSOCIATIONS

ARIZONA COMMUNITY COLLEGE BOARD

In 1960, the Arizona State Legislature passed enabling legislation to create a countywide community college system of districts. The State Board of Directors for Community Colleges was created to foster the development of a statewide community college system and to oversee the expenditure of state funds. Currently, 9 county community college districts exist with a total of 18 colleges and 3 skill centers, and 30 campuses.

The public community colleges in Arizona are financed by both state and county resources and, therefore, receive guidance and direction from both the State Board of Directors for Community Colleges and their locally elected county governing boards.

COMMISSION ON ACCREDITATION FOR DIETETICS EDUCATION

The Dietetic Technology Program is currently granted developmental accreditation by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association, 216 W. Jackson Blvd., Chicago, IL 60606-6995, (312) 899-4876. Upon successful completion of the program, the graduate will be eligible to take the CADE Registration Examination in order to become a Dietetic Technician, Registered (DTR).

FEDERAL AVIATION ADMINISTRATION

The Aircraft Maintenance Technology Programs, designed to prepare students for licensure as certified airframe and powerplant (A&P) mechanics, are certified by the Federal Aviation Administration (FAA), Part 147.

The Aircraft Flight Technology Programs, designed to prepare students to apply technical knowledge and skills to prepare them for Commercial Pilot Certificate with Single Engine Airplane Land Rating and Instrument Rating, and the Multiengine Rating, through a partnership with the University of North Dakota, are certified by the FAA, Part 141.

All aviation programs are housed in the Aviation & Technology Center, at the Williams Campus, 7360 East Tahoe Avenue, Mesa, AZ 85212-0908.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

In 1962, the citizens of Maricopa County voted to establish a college district. Phoenix College, which was founded in 1920 as part of the Phoenix Union High School District, became the first college in the new Maricopa County Community College District in 1963.

On July 1, 1965, the Governing Board created Mesa Community College on 160 acres at Dobson Road and Southern Avenue in Mesa. At the same time, the Governing Board combined the Camelback and Glendale extensions of Phoenix College to establish Glendale Community College on 160 acres at 6000 West Olive Avenue in Glendale. By 1981, Mesa Community College had become the largest college in the District.

The Maricopa Skill Center opened in 1964 and the other community colleges soon followed: GateWay opened as Maricopa Tech in 1967; Scottsdale in 1970; Rio Salado, "the college without walls," in 1978; South Mountain in 1979; Paradise Valley and Chandler-Gilbert in 1985; and Estrella Mountain in 1990.

MARICOPA COLLEGES FOUNDATION

The Maricopa Colleges Foundation is a private, nonprofit Arizona corporation established in 1977 to supplement the financial needs of the Maricopa Community Colleges. The Foundation is a qualified 501 (c) (3) organization in accordance with federal regulations. A volunteer board of directors assists in the acquisition and management of funds and/or property derived from bequests, corporate contributions, foundation grants, endowments, memorials, and annual individual giving. These funds provide for needs not met by public funds and tuition revenue. For more information, contact the Maricopa Community College District Development Office at (480) 731-8400.

NORTH CENTRAL ASSOCIATION

Chandler-Gilbert Community College is accredited by The Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; (800) 621-7440.

ADVISORY COMMITTEES

Advisory groups have proven invaluable in directing the college's future. The President's Community Advisory Council and Academic Program Advisory Councils have provided input into educational program development and improvement of the college.

ACADEMIC PROGRAM ADVISORY COUNCILS

Academic Program Advisory Councils provide assistance to several CGCC academic divisions by taking a leadership role in the design of programs to prepare students for entry-level positions and for transfer into four-year college degree programs. Other activities include projecting labor market demands, recommending learning activities, advocating programs, recommending equipment purchases and donations, and identifying job-specific skills and knowledge that are consistent with the needs of local business and industry.

- Automated Manufacturing Systems Advisory Council
- Aviation Advisory Council
- Business Advisory Council
- Computer Graphic Design Advisory Council
- Crime and Intelligence Analysis Advisory Council
- Developmental Disabilities Advisory Council
- Dietetic Technician Advisory Council
- Information Technology Institute Advisory Council
- Microcomputer Applications Advisory Council
- Virtual Reality Advisory Council

Contact the Associate Dean of Business and Industry at (480) 732-7016 for more information.

ACHIEVEMENT IN MATHEMATICS, ENGINEERING, AND SCIENCE STUDENT ADVISORY COMMITTEE

CGCC and local school districts have formed an Achievement in Mathematics, Engineering, and Science (AIMES) Student Advisory Committee "to improve the quality of, participation in and coordination of the programs and services for under-represented populations in math and science education." Acting as a steering committee for the AIMES program, the advisory committee has identified activities such as staff development, student tracking, program articulation, student recruitment, joint planning, information exchange, and coordination of programs and calendars. Call the AIMES Coordinator (480) 732-7157 for more information.

PRESIDENT'S COMMUNITY ADVISORY COUNCIL

Community involvement has been a cornerstone of CGCC since before the college offered its first class. The evolution of ideas and visions that became the CGCC philosophy of education and community service are the result of continuous dialogue with business, industry, and community leaders. In 1983, leaders in Chandler and Gilbert formed the Southeast Valley Task Force to support the new campus, and a successful bond election in 1984 provided funds to begin construction of CGCC. Members of that original task force and other community, education, and business leaders formed the initial President's Community Advisory Council (PCAC).

Over 30 members of the Council continue to meet on a regular basis with CGCC administration, faculty, and staff to assist the college in identifying needs and establishing programs. In addition, three subcommittees have aided the college in Curriculum Development, Capital Development, and Institutional Finance and Scholarship. In 1994, they supported the bond election for capital development of the CGCC campus. Contact the President's Office at (480) 732-7010 for more information.

SUN LAKES ADVISORY BOARD

The Sun Lakes Advisory Board was formed in February of 1995 to provide groundwork for the development of the Sun Lakes Education Center. Board membership is comprised of residents from the Sun Lakes communities, a District Governing Board member, and employees of CGCC including administrators, faculty, and staff. The Board meets during the academic year. Call (480) 857-5500 for more information.

EDUCATIONAL PARTNERSHIPS

CGCC participates in a number of special partnerships and collaborative projects to serve our students and the community.

ACHIEVEMENT IN MATHEMATICS, ENGINEERING, AND SCIENCE

The Achievement in Mathematics, Engineering, and Science (AIMES) program is designed to increase opportunities for under-represented populations in math, engineering, science, and technology. Students enter the program by taking the AIMES class and science and math courses at Gilbert, Highland, Mesquite, and Hamilton high schools. Students are provided with career awareness, advisement, training, and enrichment activities designed to enable them to acquire the academic background needed to major in math, engineering, science, or technology-related fields. College scholarships to CGCC are provided for qualified students. For more information on the AIMES program, call the AIMES Coordinator at (480) 732-7157.

ARIZONA STATE UNIVERSITY EAST

CGCC and Arizona State University (ASU) East have transformed the fact of *co-location* at the Williams Campus into the reality of *co-operation* through an innovative student-centered Partnership In Baccalaureate Education. The Partnership takes community college/university articulation to the next level, integrating the strengths of the two institutions and creating a wholly new option in baccalaureate education for students from Arizona and around the world. Williams Campus students may be jointly admitted to ASU East and CGCC. ASU East is offering baccalaureate degree programs in technology, agribusiness, elementary education, business administration, technical communication, nutrition, exercise science, and applied psychology. CGCC is providing the lower division general studies, general interest, and prerequisite courses that complete and enrich the baccalaureate programs. ASU East and CGCC faculty are working together to plan and coordinate curriculum and scheduling. The cooperation in curriculum extends to virtually every other functional area of the two institutions: library, computer center, classrooms, general facilities, housing, bookstore, food service, recreation, student life, financial aid, advising, registration, class schedule, campus security, and campus maintenance. Through the Partnership, students can complete entire baccalaureate programs at the Williams Campus, either as commuter or residential students, as if it were a single institution.

The Partnership in Baccalaureate Education at the Williams Campus provides an innovative and powerful model for the development of new campuses nationwide to meet the growing need for comprehensive post secondary programs and a broader range of points of entry than universities or community colleges have been able to provide separately. For more information about the Partnership In Baccalaureate Education, call the Dean of Instruction at (480) 732-7012.

CHANDLER REGIONAL HOSPITAL

CGCC had the opportunity to partner with Chandler Regional Hospital (East Valley Regional Health System, also known as Catholic Healthcare West) to collaborate in the development of the Sun Lakes Health Center campus, a 9.5 acre parcel located on the northeast corner of Riggs and Alma School Roads, and includes the CGCC Sun Lakes Education Center (SLEC). SLEC is a facility developed for the primary purpose of providing credit and non-credit classes to meet the needs of senior adults and became fully operational in the fall of 1997. For more information, call the Director of SLEC at (480) 857-5505.

EAST VALLEY THINK TANK

The East Valley Think Tank, a consortium of educational institutions representing students from kindergarten through the postgraduate level, was created to develop collaborative educational projects to serve students in the East Valley. Think Tank members are CGCC, Mesa Community College, Arizona State University East, and school districts in Chandler, Gilbert, Queen Creek, Kyrene, Mesa, Tempe, and Apache Junction. Initial projects include programs for vocational and occupational education, teacher and aide development, and foreign language development as well as an alternative campus for at-risk students. Contact the President's Office at (480) 732-7010 for more information.

MICROSOFT CORPORATION

The Maricopa Community College District (MCCD) was selected by Microsoft Corporation to provide faculty training on the latest technology to secondary and post secondary educational institutions in Arizona, New Mexico, Nevada, and Utah. Chandler-Gilbert Community College has been selected to represent MCCD as the Microsoft IT Academy Southwest Regional Training Center. CGCC is one of thirteen regional centers in the United States that will provide direct support and guidance to all participating IT Academy faculty and staff. The overall goal of the program is to help schools deliver high quality training that directly addresses the information technology workforce shortage.

SAN TAN ACADEMY

In 1989 Chandler Unified School District and Chandler-Gilbert Community College created a partnership to support the needs of at-risk students in grades 9 through 12.

The San Tan Academy is an alternative high school located on the CGCC campus serving the needs of at-risk high school students. The Chandler School District provides the instructor for this program. Students can earn Chandler High School diplomas or General Equivalency Diplomas (GED). Students can also take college classes as part of their programs.

Call (480) 732-7118 for admission or general program information.

UNIVERSITY OF NORTH DAKOTA

CGCC and the University of North Dakota have signed an agreement establishing a Joint Flight Training Program at the Williams Campus. Since the University of North Dakota is an internationally recognized leader in aviation education, this partnership is a tremendous opportunity for CGCC students desiring a career in the aviation industry.

COMMUNITY EVENTS

CGCC has established a number of annual events and activities open to students and the community. Some of these include Into the Streets, Adopt-A-Family, the Spring Noche de Fiesta Dance, the Desert Rose Fall Festival, Alcohol and Drug Awareness Week, Black History Month, the Generations Prom, the San Tan Arts Festival, Drug Awareness Week, Wellness Week, Library Week, Cultural Awareness Week, Luau, and Cinco de Mayo.

DESERT ROSE FALL FESTIVAL

During a beautiful autumn Saturday night, CGCC sponsors the Desert Rose Fall Festival outdoors. This popular community event draws the entire family with entertainment, live music, dancing, fun rides, food booths, games, prizes, and much more. The "Rose" was created by students in 1989 as a fund-raiser for the Adopt-A-Family Program and continues to be a student project. Contact the Office of Student Life at (480) 732-7150 for more information.

SAN TAN ARTS FESTIVAL

Each spring, CGCC presents the San Tan Arts Festival at the Pecos Campus. The festival features three days of arts and crafts booths and performances as well as master classes and workshops taught by local and regional artists. The entire festival is free and open to the public.

SCHOOL AND COMMUNITY RELATIONS

CGCC works closely with local public, private, and charter schools as well as a variety of community agencies to provide information and presentations about CGCC.

Enrollment services are provided to all school-age students who request assistance with admissions, recruitment, advisement, assessment, and orientation. Call the CGCC Recruitment Office at (480) 732-7317 or the Dean of Students Office at (480) 732-7322 for assistance.

MARICOPA COMMUNITY COLLEGES

Chandler-Gilbert Community College
2626 East Pecos Road
Chandler, AZ 85225-2499
(480) 732-7000

    PECOS CAMPUS
    2626 East Pecos Road
    Chandler, AZ 85225-2499
    (480) 732-7000

    SUN LAKES EDUCATION CENTER
    25105 South Alma School Road
    Sun Lakes, AZ 85248-7158
    (480) 857-5500

    WILLIAMS CAMPUS
    7360 East Tahoe Avenue
    Mesa, AZ 85212-0908
    (480) 988-8000

District Support Services Center
2411 West 14th Street
Tempe, AZ 85281-6942
(480) 731-8000

Estrella Mountain Community College
3000 North Dysart Road
Avondale, AZ 85323-1000
(623) 935-8000

Gateway Community College
108 North 40th Street
Phoenix, AZ 85034-1795
(602) 392-5000

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

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

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

Phoenix College
1202 West Thomas Road
Phoenix, AZ 85013-4234
(602) 285-7800

Rio Salado College
2323 West 14th Street
Tempe, AZ 85281-6950
(480) 517-8000

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

South Mountain Community College
7050 South 24th Street
Phoenix, AZ 85040-5806
(602) 243-8000
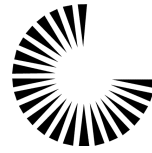
Maricopa Community College Policies

CATALOG and

STUDENT

HANDBOOK

2002-2003

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

NONDISCRIMINATION POLICY

It is the policy of the Maricopa Community Colleges (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Southwest Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College, and South Mountain Community College) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

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

EQUAL OPPORTUNITY STATEMENT

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

PÓLIZA DE NO DESCRIMINACIÓN

Es la póliza de los Colegios Comunitarios del Condado de Maricopa (The Maricopa Community Colleges) que consisten del Centro de Apoyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella Mountain, Gateway, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South Mountain y el Centro de Capacitación de Maricopa, proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no descriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacitación o por ser veterano incapacitado. Asi mismo, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a raza, color, religión, sexo, orientación sexual, nacionalidad, edad o estado de veterano de cualquier individuo.

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

DECLARACIÓN DE IGUALDAD DE OPORTUNIDAD

Es la póliza de los Colegios Comunitarios del Condado de Maricopa proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no descriminará o tolerará descriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o por ser veterano incapacitado. Agregando, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a la raza, color, religión, sexo, orientación sexual, nacionalidad, edad y condición de veterano de cualquier individuo.

AFFIRMATIVE ACTION STATEMENTS

AFFIRMATIVE ACTION POLICY STATEMENT FOR INDIVIDUALS WITH DISABILITIES

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

AFFIRMATIVE ACTION POLICY STATEMENT FOR OTHER ELIGIBLE VETERANS, SPECIAL DISABLED VETERANS, AND VIETNAM ERA VETERANS

In conformation with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250(k), Maricopa County Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disability or veteran status in all human resources section and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days' duration, and part-time employment. Finally,

all applicants, employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

DECLARACIÓN DE ACCIÓN AFIRMATIVA

PÓLIZA Y DECLARACIÓN DE ACCIÓN AFIRMATIVA PARA INDIVIDUOS CON INCAPACIDADES

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

DECLARACIÓN DE PÓLIZA DE ACCIÓN AFIRMATIVA PARA OTROS VETERANOS ELEGIBLES, VETERANOS CON INCAPACITACIÓN ESPECIAL Y VETERANOS DE LA ERA VIETNAMITA

Conforme a la ley de Reajuste y Asistencia para los Veteranos de la Era Vietnamita de 1974, acta de Oportunidades de Empleo para Veteranos de 1998 y reglamentos de implementación, 41 CFR 60-250(k), el Distrito de Colegios Comunitarios del Condado de Maricopa no descriminará ni tolerará descriminación en contra de ningún aplicante o empleado veterano o veterano de la Era Vietnamita con desabilidad/incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado califique. Maricopa promete aplicar acción afirmativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita que califiquen sin descriminar base a su desabilidad/incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/ o despido por causa o paro forzoso), facilidades para

Value Education

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

Value Students

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

Value Employees

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

Value Excellence

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

Value Diversity

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

Value Honesty and Integrity

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

Value Freedom

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

Value Fairness

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

Value Responsibility

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

Value Public Trust

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

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 MCCD 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.

COMPLIANCE WITH POLICIES, RULES, REGULATIONS

Every student is expected to know and comply with all current published policies, rules and regulations as printed in the college catalog, class schedule, and/or student handbook. Copies are available at each college.

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

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

COMPUTING RESOURCE STANDARDS

INTRODUCTION

The Maricopa Community Colleges provide its students and employees wide access to information resources and technologies. With the advent of new forms of technology, Maricopa Community Colleges have recognized that the free exchange of opinions and ideas essential to academic freedom is furthered by making technological resources more accessible.

At Maricopa, technological resources are shared by its users; misuse of these resources by some users infringes upon the opportunities of all the rest. As Maricopa is a

public institution of higher education, however, the proper use of those resources is all the more important. That Maricopa makes its technology available for educational purposes requires users to observe Constitutional and other legal mandates whose aim is to safeguard equipment, networks, data and software that are acquired and maintained with public funds.

GENERAL RESPONSIBILITIES

Computing resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, District-wide or college-wide networks, local-area networks, access to the Internet, electronic mail and similar electronic information) of the Maricopa Community Colleges are available only to authorized users, and any use of those resources is subject to these Standards. All users of Maricopa's computing resources are presumed to have read and understood the Standards. While the Standards govern use of computing resources District-wide, an individual community college or center may establish guidelines for computing resource usage which supplement (but do not replace or waive) these Standards.

Use of Maricopa's computing resources, including websites created by employees, is limited to educational, research, service, operational, and management purposes of the Maricopa Community Colleges.

It is not Maricopa's practice to monitor the content of electronic mail transmissions, files, or other data maintained in its computing resources. The maintenance, operation and security of Maricopa's computing resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications maintained there. A review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user's privacy will be honored. Nevertheless, that privacy is subject to Arizona's public records laws and other applicable state and federal laws, as well as policies of Maricopa's Governing Board, all of which may supersede a user's interests in maintaining privacy in information contained in Maricopa's computing resources.

Frequently, access to Maricopa's computing resources can be obtained only through use of a password known exclusively to the user. It is the user's responsibility to keep a password confidential. While Maricopa takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its computing resources by other users, both within and outside the Maricopa Community Colleges. Moreover, it cannot guarantee users protection against loss due to system failure, fire, etc.

Much of the data contained in Maricopa records that are accessible through use of computing resources is confidential under state and federal law. That a user may have the technical capability to access confidential records does not necessarily mean that such access is authorized. A user of Maricopa's computing resources is prohibited from the unauthorized access to, or dissemination of, confidential records.

Maricopa personnel are discouraged from offering advice to Maricopa employees regarding personal, non-job-related use, maintenance or repair of any computer equipment or software that belongs to such employees. Maricopa can assume no responsibility for any result from such advice.

Violation of any provision of the Standards could result in immediate termination of a user's access to Maricopa's computing resources, as well as appropriate disciplinary action. A violation of the Standards should be reported immediately to the appropriate administrator.

PROHIBITED CONDUCT

The following is prohibited conduct in the use of Maricopa's computing resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa County Community College District contracts.

2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.

3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.

4. Performing acts that would unfairly monopolize computing resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.

5. Hosting a website through the use of Maricopa's computing resources without the use of "maricopa.edu" in its URL. If an institution owns additional domain names, those services should directly reroute visitors to a "maricopa.edu" domain and not host web pages directly.

6. Use of computing resources for non-Maricopa commercial purposes.

7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.

8. Activities that would constitute a violation of any policy of Maricopa's Governing Board, including (but not

limited to) Maricopa's non-discrimination policy and its policy against sexual harassment.

9. Transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law, including (but not limited to) obscenity, defamation, threats, harassment, and theft.

10. Attempting to gain unauthorized access to a remote network or remote computer system.

11. Exploiting any computing resources system by attempting to prevent or circumvent access, or using unauthorized data protection schemes.

12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.

13. Using computing resources in such a way as to wrongfully hide the identity of the user or pose as another person.

FACULTY, STAFF AND STUDENT PERSONAL WEBSITE STANDARDS

Faculty, staff and students may use Maricopa's computing resources for development of personal websites as a learning tool. Use of Maricopa's resources for this purpose is a privilege, not a right. The development and maintenance of such a website is subject to the following Faculty, Staff and Student Personal Website Standards, as well as the General Standards for Use of Maricopa's Computing Resources:

1. The author of a website may not use the site to advertise personal services, whether or not for financial gain, nor for any commercial purpose.

2. A website may not be created in such a way as to allow any person unauthorized access to Maricopa's computing resources.

3. The author of a website is solely responsible for the contents of the site. The home page of a personal website must display, or link to, the following disclaimer in a conspicuous manner:

"This site is authored and maintained by [name of author]. It is not an official website of the Maricopa Community Colleges, and Maricopa is not responsible for the contents of this site."

4. Maricopa does not endorse the contents of any personal website. It is solely the author's responsibility to ensure that the personal website comply with all relevant Standards, as well as state and federal law, and any relevant policy of Maricopa's Governing Board.

5. Upon discovery of a violation of any relevant Standard, Maricopa may unilaterally delete a personal website from its computing resources and terminate the author's access to those resources.

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. To assist students in complying with the copyright law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

TAPING OF CLASSROOM LECTURES

1. The Maricopa Community Colleges acknowledge that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (both audio and video) their classes.

2. Each faculty member shall inform his or her students within the first week of class as to his or her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

3. Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his or her taping policy.

EMISSIONS CONTROL COMPLIANCE

Pursuant to A.R.S. §15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with A.R.S. §49-542 (the vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state students will be required to sign an affidavit stating that the student's vehicle meets the requirements of A.R.S. §49-542. Vehicles which are not in compliance are subject to being towed at the owner's expense.

STUDENT RIGHT TO KNOW

Under the terms of the Student Right to Know Act, the Maricopa Community Colleges must maintain and report statistics on the number of students receiving aid related to athletics 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 relevant statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

CRIME AWARENESS AND CAMPUS SECURITY ACT

Federal legislation requires the Maricopa Community Colleges 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, contact the college Department of Public Safety.

WORKPLACE VIOLENCE PREVENTION

It is the policy of the Maricopa County Community College District to promote a safe environment for its employees, students, and visitors. The Maricopa Community Colleges are committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct. Every employee, student and visitor on Maricopa Community College District property is encouraged to report threats or acts of physical violence of which he/she is aware. All reports will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the Maricopa Community Colleges. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

SEXUAL HARASSMENT POLICY FOR EMPLOYEES AND STUDENTS

The policy of the Maricopa Community Colleges is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state, and federal law.

Sexual harassment by and between employees, students, employees and students, and campus visitors and students or employees is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination of employees, sanctions up to and including suspension or expulsion of students, and appropriate sanctions against campus visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action (EEO/AA) Office.

The complete text of this policy can be found in the Student handbook.

HEALTH CONCERNS

STUDENT PROGRAM TO PREVENT ILLICIT USE OF DRUGS AND ABUSE OF ALCOHOL

The Maricopa Community Colleges are committed to providing an educational environment consistent with district policies, free from unlawful acts, and free from the problems associated with the unauthorized use and abuse of alcohol and drugs. Accordingly, the Maricopa Community Colleges support the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

A variety of alcohol and other drug abuse prevention efforts occur at the colleges during each school year to educate students about the health risks associated with use and abuse. Intervention information and services exist both on campus and off campus to help students in overcoming dependencies.

Additional information about health risks, programs available, the college drug policy and legal sanctions/disciplinary action may be obtained through the Office of the Dean of Students.

The complete text of this policy can be found in the Student Policies and Procedures section.

GENERAL GUIDELINES REGARDING 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.

Under most circumstances, students who have AIDS or a positive HIV antibody test, whether they are symptomatic or not, will be allowed regular classroom attendance provided they are physically and mentally able. Any student with a communicable disease whose personal

behavior and/or medical condition poses imminent risk to the college community will be evaluated by the appropriate President or his/her designee on an individual basis to determine if limitations in contact, activities, or continuation at the college are in the best interest of the student and the college community.

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. It is the recommendation of the AIDS task force that students inquiring about special accommodations contact the Office of Special Services or the Office of Dean of Students.

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.

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 instructor, knowledge of the condition should be transmitted to the appropriate Dean who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Special Services and/or the Dean of Students for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

ADMISSIONS

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.

ADMISSIONS CLASSIFICATIONS

The following admission criteria have been adopted by the State Board of Directors for Community Colleges of Arizona:

A. 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:

1. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.

2. Has a high school certificate of equivalency.

3. Is 18 years of age or older and demonstrates evidence of potential success in the community college.

4. Is a transfer student in good standing from another college or university.

B. Admission of Students Under 18 Years of Age

1. Admission to the community colleges in Arizona shall be granted to any student who is under age 18 and who achieves the following test scores:

   a. Scholastic Aptitude Test (SAT) composite (verbal and math)
   - SAT I - 930 or more, or
   - SAT II - 500 or more, or an
   b. American College Test (ACT) composite of 22 or more.

2. A student shall not be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school, if the student has achieved at least the test scores specified in paragraph 1, subparagraphs a or b of this subsection.

3. A student admitted under this subsection is not guaranteed admission to a specific degree program or to all courses offered by the community college.

4. A community college may limit the number of credit hours in which the student may enroll to no fewer than six (6) credit hours.

C. Admission of Students in Special Status

Students not meeting any of the provisions stated above may be admitted on an individual basis with the approval of college officials, so long as the students meet

the established requirements of the courses for which they enroll and the college officials determine that such admission is in the best interest of the students.

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

1. Is beyond the age of compulsory high school attendance and has met the established requirements for the courses for which he or she plans to enroll based on the college assessment examinations, or

2. Is under the age of 18 and has taken the appropriate college assessment tests in order to demonstrate the knowledge of the necessary academic skill level to benefit from the course. (Signature of parent or guardian is required for students under 18), or

3. Is a participant in a special program sponsored by the admitting college.

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

D. Specialized Vocational/Training Program

If districts are granted authority for specialized curricula, local district boards shall adopt guidelines to determine admissibility of students for such programs. These guidelines must be approved by the State Board of Directors for Community Colleges of Arizona.

E. Admission of F-1 Nonimmigrant Students

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

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

Prospective students seeking admission based on F-1 nonimmigrant status must have the equivalent of a United States high school diploma. It is recommended that F-1 nonimmigrant students have graduated in the upper 50% of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Applicants for ad-

mission to the college must have high school and college (if applicable) transcripts sent directly from the high school or college to the Office of Admissions and Records or designated office. In addition, it is the applicant's responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

1. Admission to Academic Programs

    Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the traditional TOEFL) or 173 (on the computer-based test). The dean or director of admission and records of the college may accept other proof of English language proficiency for admission purposes.

    Questions about the TOEFL should be directed to the Educational Testing Services at the following address:

    TOEFL Services
    P.O. Box 6151
    Princeton, NJ 08541-6151

2. Admission to the Intensive English Program

    An applicant for admission to the intensive English program must provide evidence of at least intermediate command of English by way of <u>one or more</u> of the following criteria:

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

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

3.   Financial Support

Evidence of financial support will be required prior to issuance of the I-20 form. The colleges have no scholarship 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 the student's average costs for 12 months to be:

Tuition and fees:	$ 5,100	[1]
Living Expenses:	10,400	[2]
Books:	800	[3]
Health Insurance:	600	[4]
Total	$ 16,900	[5]

Note: These figures may vary slightly depending on the Maricopa community college. Check with the Office of Admissions and Records or designated office for more information.

Footnotes:
1   *Based on 2000-2001 tuition and fee schedule with enrollment in 28 credits.*
2   *Based on estimated costs of apartment rental, utilities, local transportation, food, and entertainment.*
3   *Based on average new and used textbook prices. Assumes books are sold at the end of the semester.*
4   *Based on 2000-2001 insurance premium for the Lewer Mark Plus Plan required by the MCCD.*
5   *Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.*

4.   Health Insurance

All F-1 students who have an I-20 issued by one of the Maricopa Community Colleges must have an approved health insurance plan. The plan currently in use in MCCD colleges is the Lewer Mark Plus Plan offered by General American Life Insurance Company through the Lewer Agency. For more information, contact the Office of Admissions and Records or designated office.

ADMISSION INFORMATION

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

STUDENT INFORMATION FORM

A Student Information Form must be completed and filed with the Office of Admissions and Records. There is no fee.

STUDENT STATUS

Freshman - A student who has completed fewer than 30 credit hours in 100-level courses and above.

Sophomore - A student who has completed 30 credit hours or more in 100-level courses and above.

Unclassified - A student who has earned an associate degree or higher.

STUDENT IDENTIFICATION NUMBER

The social security number is generally used as the student's identification number. Disclosure of the social security number is voluntary and an alternate student identification number may be requested (A.R.S. §15-1823). Correct social security numbers must be on file for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications. Choosing an alternative identification number may delay matching of educational records.

DECLARATION OF PREVIOUS COLLEGE ATTENDANCE

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

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

OTHER ADMISSION INFORMATION

Veterans
By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two years' service in the Armed Forces of the United States.

Students admitted or re-admitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards.

Ability to Benefit - Classifications
Federal guidelines require that students without a high school diploma or certificate of equivalency who are applying for financial aid must demonstrate the ability to benefit. Evaluation during the admission process results

in the student being admitted to the college with the status of REGULAR, REGULAR WITH PROVISIONAL REQUIREMENTS or SPECIAL.

REGULAR status is granted to an individual admitted to the college who is a high school graduate or has a GED certificate. A student without a high school diploma or GED certification and beyond the age of compulsory high school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate or be in an eligible program.

REGULAR WITH PROVISIONAL REQUIREMENTS status is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, and is beyond the age of compulsory high school attendance but has been assessed to benefit from college instruction requiring developmental/remedial coursework and is pursuing a degree/certificate or be in an eligible program.

SPECIAL status 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 State Board of Directors for Community Colleges of Arizona requirements for admission.

Transcripts
The Maricopa Community Colleges reserve the right to require transcripts for clarification or admission to specific programs, for participation in official athletic events, and for determination of academic standing and eligibility. When an official transcript is required, the transcript must be sent directly to the college Office of Admissions and Records. It is the student's responsibility to ensure that transcripts have been received and are complete.

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

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

CREDIT FOR PRIOR LEARNING

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

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

•   Articulated Programs

•   Credit By Evaluation

•   College-Level Equivalency Examinations.

Students must be currently enrolled in a credit course at the college at which they apply for assessment of their prior learning.

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some MCCD colleges for their unique programs of study. No more than 20 semester credit hours may be applied to AGEC. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to meet with a program advisor or contact the college or university they plan to attend.

For further information on Prior Learning Assessment, contact the Office of Admissions and Records.

CREDIT BY EVALUATION

The Maricopa Community Colleges offer credit by evaluation. The American Council on Education (ACE) evaluates military training and experiences as well as non-collegiate sponsored training programs and recommends credit awards based on this evaluation.

The number of credits listed in the ACE guide are recommendations only. A college is not required to grant a student the number of credits recommended. The credits are included on a student's transcript.

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:

1) training parallels a discipline area offered through the Maricopa Community Colleges, and

2) 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.

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

1) training parallels a discipline area offered through the Maricopa Community Colleges, and

2) 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 Office of Admissions and Records, and completing applicable paperwork and other requirements of the college, including payment of required fee. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit.

Students may not request:

1) the evaluation of course a second time;

2) the evaluation of a course while currently enrolled in the course;

3) to establish credit in a previously completed course; and

4) to establish credit for a lower level of a course in which credit has been received.

Certain departments have additional requirements which must be met before credit may be granted through departmental credit by evaluation.

When credit is granted as outlined above, a notation of "credit by evaluation," and the number of credits will appear on the student's transcript. These credits are not used in computing the grade point average. Credit by evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

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 to award credit for equivalent Maricopa Community Colleges coursework as well as elective credit. Scores must be sent directly to the Office of Admissions and Records from the specific testing company(s) before credit is awarded.

All equivalency is subject to future review and possible catalog change.

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

English AP Recommendation:

Exam	**Score**
English-Language and Composition	4 or 5
Credit Hours/Equivalency	
6 credit hrs/ENG 101, ENG 100 AA, AC, AD eligible for Honors ENG 102	

Exam	**Score**
English-Literature and Composition	4 or 5
Credit Hours/Equivalency	
6 credit hrs/ENG 101, ENH 110 eligible for Honors ENG 102	

Math AP Recommendation:

Exam	**Score**
Math-Calculus AB	3, 4 or 5
Credit for Course	
MAT 220 or MAT 221	

Exam	**Score**
Math-Calculus BC	3
Credit for Course	
MAT 220 or MAT 221	

Exam	Score
Math-Calculus BC	4 or 5

Credit for Course
MAT 220 and MAT 221, or MAT 221,
MAT 230 and MAT 231 upon
completion of MAT 241

Exam	Score
Computer Science A and AB	4 or 5

Credit for Course
CSC 100

College Level Examination Program

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

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

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

English Composition

Students pursuing credit for ENG 101 must take the English Composition with Essay. The Maricopa Community Colleges do not award credit for ENG 102 through CLEP examination.

Foreign Languages

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

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

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

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

Defense Activity for Non-traditional Education Support Examination Program

The Maricopa Community Colleges may award credit for the Defense Activity for Non-traditional Education Support (DANTES) Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DANTES subject examinations. The Maricopa Community Colleges do not award credit for ENG 102 through DANTES examination. Credit received through DANTES is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

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

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.

Departmental Credit By Examination

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

Students may not request:

1) to challenge a course a second time;

2) to challenge a course while currently enrolled in the course;

3) to establish credit in a previously completed course; and

4) to establish credit for a lower level of a course in which credit has been received.

Certain departments may have additional requirements which must be met before credit may be granted through departmental credit by examination.

Only grades of A, B, C, D, or P earned as a result of this examination will be recorded on the student's transcript. Fees are not refundable after the examination has been administered, regardless of results.

When credit is granted as outlined above, a notation of "credit by examination," a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average.

COLLEGE LEVEL EXAMINATION
PROGRAM (CLEP)

Examination	MCCCD			
General	**Score Prior to 7/1/01**	**Score 7/1/01 or later**	**Sem. Hrs.**	**Equivalency**
English Composition	500 (1986 version), 610 (1978 version)	50	3	With essay qualifies for ENG101
Humanities	500	50	6	Elective Credit
Mathematics	500	50	4	MAT121
Natural Sciences	500	50	8	Elective Credit*
Social Sciences & History	500	50	6	Elective Credit
Subject				
American Government	ACE Score	50	3	POS110
American History - Early Colonization to 1877	ACE Score	50	3	HIS101
American History - 1865 to the Present	ACE Score	50	3	HIS102
American Literature	ACE Score	50	6	ENH241, 242
Analysis & Interpretation of Lit	ACE Score	50	3	Elective credit
Calculus with Elem Functions	ACE Score	50	4	MAT221
College Algebra (1993) (replaces College Algebra [1979])	ACE Score	50	3	MAT152
College Algebra and Trigonometry	ACE Score	50	3	MAT152
College French	39-48	50	4	FRE101
College French	49-53	50	8	FRE101, 102
College French	54-62	50	12	FRE101, 102, 201
College French	63-80	50	16	FRE101, 102, 201, 202
College German	39-45	50	4	GER101
College German	46-50	50	8	GER101, 102
College German	51-59	50	12	GER101, 102, 201
College German	60-80	50	16	GER101, 102, 201, 202
College Spanish	40-49	50	4	SPA101
College Spanish	50-54	50	8	SPA101, 102
College Spanish	55-61	50	12	SPA101, 102, 201
College Spanish	62-80	50	16	SPA101, 102, 201, 202
English Literature	ACE Score	50	3	Elective credit
Freshman College Composition (replaces College Composition & Freshman English)	ACE Score	50	3	With Essay ENG101
General Biology	ACE Score	50	8	BIO Elective Credit*
General Chemistry	ACE Score	50	9	CHM Elective Credit*
Human Growth & Development				No Credit
Information Systems & Computer Applications	ACE Score	50	3	CIS Elective credit
Intro to Educational Psychology				No Credit
Introductory Accounting	ACE Score	50	6	ACC Elective credit
Introductory Business Law	ACE Score	50	3	GBS Elective Credit
Introductory Psychology	ACE Score	50	3	PSY101
Introductory Sociology	ACE Score	50	3	SOC101
Principles of Macroeconomics (replaces Introductory Macroeconomics)	ACE Score	50	3	ECN111
Principles to Management	ACE Score	50	3	MGT Elective Credit
Principles of Marketing	ACE Score	50	3	MKT271
Principles of Microeconomics (replaces Introductory Microeconomics)	ACE Score	50	3	ECN112
Trigonometry	ACE Score	50	3	MAT182
Western Civilization - Ancient Near East to 1648	ACE Score	50	6	HIS Elective Credit
Western Civilization - 1648 to the Present	ACE Score	50	3	HIS100

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

ADVANCED PLACEMENT

Examination	Score	MCCCD	Sem. Hrs.
Art - History	5 or 4	ARH101, 102	6
	3	ARH101 or 102	3
Art - Studio - Drawing	5	ART111, 112	6
	4	ART111	3
Art - Studio - General	5	ART111, 112	6
	4	ART112	3
Biology	5 or 4	BIO181, 182	8
	3	BIO181	4
Chemistry	5 or 4	CHM151/151LL & CHM154/154LL	9
	3	CHM 151/151LL	4
Computer Science A	5 or 4	CSC100	3
Computer Science AB	5 or 4	CSC100	3
Economics - Introductory Macroeconomics	5 or 4	ECN111	3
Economics - Introductory Microeconomics	5 or 4	ECN112	3
English - Language & Composition	5 or 4	ENG100AA, AC, AD & ENG101	3
	3	ENG101	3
English - Literature & Composition	5 or 4	ENG101 & ENH110	6
	3	ENG101	3
Environmental Science	5 or 4	no credit	3
French - Language	5, 4, 3	FRE101, 102, 201, 202	16
French - Literature	5, 4, 3	FRE101, 102, 201, 202	16
German - Language	5, 4, 3	GER101, 102, 201, 202	16
German - Literature	5, 4, 3	GER101, 102, 201, 202	16
History - American	5 or 4	HIS103, 104	6
History - European	5 or 4	HIS101, 102	6
Latin - Language	5	LAT101, 102, 201, 202	16
	4	LAT101, 102, 201	12
	3	LAT101, 102	8
Mathematics - Calculus AB	5, 4, or 3	MAT220 or MAT221	5
Mathematics - Calculus BC	5 or 4	MAT220 or MAT221 and MAT230 or MAT231 upon completion of MAT241	8 to 10
	3	MAT220 or MAT221	5
Music	5 or 4	MTC105	3
Physics B	5 or 4	PHY111, 112	8
	3	PHY111	4
Physics C - Electricity & Magnetism	5 or 4	PHY116 - with calculus and laboratory course work	5
Physics C - Electricity & Magnetism	5 or 4	PHY112 - with laboratory course work	4
Physics C - Mechanics	5	PHY115 - with calculus and laboratory course work	4
Physics C - Mechanics	5 or 4	PHY111- with laboratory course work	4
Political Science - American Government	5 or 4	POS110	3
Political Science - Comparative Government and Politics	5 or 4	POS140	3
Psychology	5 or 4	PSY101	3
Spanish - Language	5, 4, 3	SPA101, 102, 201, 202	16
Spanish - Literature	5, 4, 3	SPA101, 102, 201, 202	16
Statistics	5, 4, 3	MAT167	3

INTERNATIONAL BACCALAUREATE DIPLOMA/CERTIFICATE CREDIT

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. MCCCD College grants credit for college-level courses only. A grade of 5 qualifies a student to receive credit for one introductory course. No credit is awarded for English B (English as a Second Language). Credit is awarded according to the "International Baccalaureate Diploma/Certificate Credit" table.

Examination	Score	Sem. Hrs.	Equivalency
Art/Design	7, 6, or 5	6	ART111, 112
	4	3	ART112
Biology	7, 6, or 5	8	BIO181, 182
	4	4	BIO181
Chemistry	7, 6, or 5	9	CHM151, 152
	4	4	CHM151
Economics	7, 6, or 5	6	ECN111, 112
	4	3	ECN111
English A	7, 6, or 5	6	ENG101, ENG100AB, AC, AD
	4	3	ENG100AB, AC, AD
English B	No Credit		None
Foreign Language A or B*	7, 6, or 5	8	Foreign language 101, 102
	4	4	Foreign Language 101
History - American	7, 6, or 5	6	HIS101, 102
	4	3	HIS101
History - European	7, 6, or 5	6	HIS100, HIS Elective Credit
	4	3	HIS Elective Credit
Mathematics	7, 6, 5, or 4	4	MAT221
Physics	7, 6, or 5	8	PHY111, 112
	4	4	PHY111

THE MCCD HEALTH CARE INTEGRATED EDUCATIONAL SYSTEM (HCIES)

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 MCCD integrated the curriculum of all allied health and nursing programs. All HCIES program pathways and educational offerings emphasize the achievement of relevant competencies and provide value to the individual, the employer, and the community. As a result, graduates of the various HCIES program pathways will meet the community's demand for a flexible, multi-skilled health care workforce that meets employer and consumer needs. Refer to individual college catalogs for specific health care program pathways.

MCCD HEALTH CARE INTEGRATED EDUCATIONAL SYSTEM (HCIES)

To respond to the dynamic changes occurring in the health care arena and health care professions' practice, the MCCD has integrated the curriculum of all allied health and nursing programs and identified common, shared, or program competencies for specific Health Care Pathways.
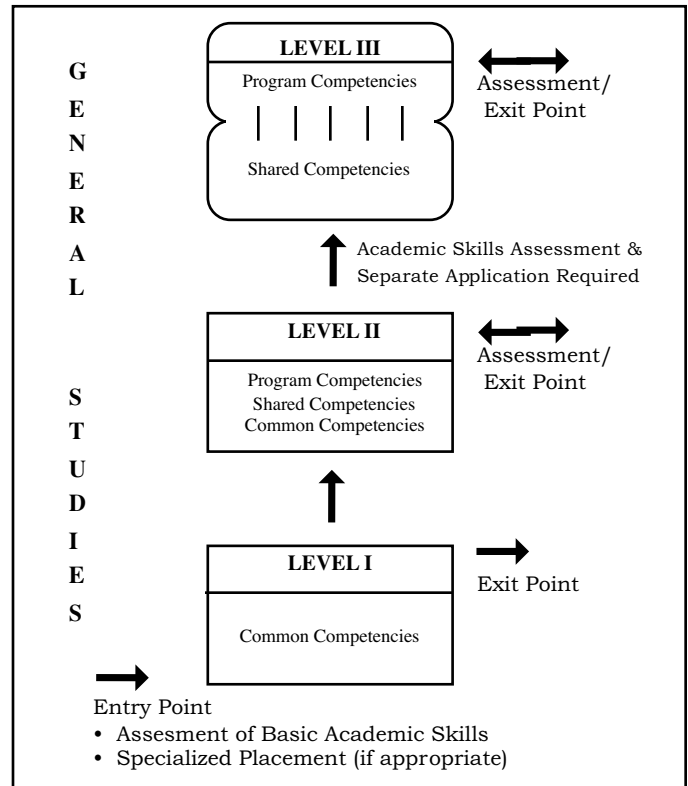
Notes:
1. Students are responsible for completing General Studies coursework required for their particular Health Care Pathway.
2. All students must successfully demonstrate required reading, writing, and mathematics competencies. Academic remediation is available.
3. It may be possible for some students to meet Health Care Competency requirements for Level I and Level II common competencies through assessment of prior experience and/or education.
4. Completion of Level I and Level II does not guarantee admission into Level III Health Care Pathways.

Chandler Gilbert (CGCC), Estrella Mountain (EMCC), GateWay (GWCC), Glendale (GCC), Mesa (MCC), Phoenix (PC), Paradise Valley (PVCC), Rio Salado (RSC), Scottsdale (SCC), South Mountain (SMCC), and the Maricopa Skill Center (MSC) and the Southwest Skill Center at EMCC (SWSC/EMCC) offer health care courses. Not all courses are offered at all sites. Please contact the specific college for more information regarding the availability of courses and course schedule information.

LEVEL 1 - Common Competencies - 2.0 Credits
ALL Health Care Students must satisfactorily achieve the Level I Common Competencies found in the following courses.

HCC130AA	Health Care Today	0.5
HCC130AB	Workplace Behavior in Health Care	0.5
HCC130AC	Personal Wellness and Safety	0.5
HCC130AD	Communication and Teamwork in Health Care Organizations	0.5

LEVEL II - Common Competencies - Credits Vary
ALL Health Care Students must satisfactorily achieve the Level II Common Competencies. See your advisor for which Medical Terminology course satisfies your program's course requirements.

HCC130AE	Legal and Ethical Issues in Health Care	0.5
HCC130AF	Decision Making in the Health Care Setting	0.5
HCC145AA	Medical Terminology for Health Care Workers I	1
HCC145AB	Medical Terminology for Health Care Workers II	1
HCC145AC	Medical Terminology for Health Care Workers III	1

LEVEL II - Shared and Program Competencies - Credits Vary
Required of only certain health occupations program pathways. Refer to specific program pathway curriculum or check with a program advisor. Shared Competencies are shared by several health program pathways. Program Competencies are specific to individual health occupations program pathways.

LEVEL III - Shared and Program Competencies* - Credits Vary
Shared Competencies are shared by several Health Care Pathways. Program Competencies are specific to individual Health Care Pathways. These are required for certain Health Occupations Program Pathways. Refer to specific Pathway requirements or check with an advisor.

* Certain Health Care Pathways require satisfactory achievement of all Level I and II Common Competencies prior to being admitted and registering for courses in Level III. Admission into Level III Health Care Pathways is based on meeting additional requirements and involves a separate admission process. See your advisor for more information.

Examples of Level II Health Care Pathways**
Community Health Advocate (MCC)
Dental Assisting (PC, RSC)
Dental Office Management (PC)
Direct Care Provider (MCC)
Health Services Management (GWCC)
Health Unit Coordinating (GWCC)
Health Information Clerical (PC)
Healing Meditation and Stress Management (PVCC)
Hospital Central Service (GWCC)
Medical Assisting (PC, SWSC/EMCC, MSC)
Medical Billing (PC)
Medical Coder (PC)
Medical Transcription (GWCC)
Nurse Assisting (GCC, MCC, PC, SCC, GWCC, MSC)
Patient Care Technician (PC)
Phlebotomy (PC)
Respiratory Care Technician (GWCC)
Surgical Technician First Assistant (GWCC)
Surgical Technology (GWCC)

Examples of Level III Health Care Pathways**
Dental Hygiene (PC, RSC)
Direct Care Practice (MCC)
Health Information Technology (PC)
Medical Radiography (GWCC)
Nuclear Medicine Technology (GWCC)
Nursing (GCC, GWCC, MCC, PC, SCC)
Physical Therapy Assisting (GWCC)
Practical Nursing (GCC, GWCC, MSC, PC)
Respiratory Therapist (GWCC)
Therapeutic Massage (PC)

** subject to change

HCIES Assumption of Risk/Release of Liability
Most of the program pathways of the HCIES include a program of study in a clinical training environment which may contain exposures to risks inherent in patient-oriented educational experiences (such as but not limited to bodily injury or communicable and infectious diseases). Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

HCIES College of Attendance
As the programs within the HCIES are integrated across the Maricopa Community College District, college of attendance requirements for the completion of the healthcare program pathways can be met through the completion of coursework taken at all the MCCD colleges and Skill Centers.

THE HCIES CREDIT FOR PRIOR LEARNING

National/Regional Credential Recognition
Students who have recognized credentials related to healthcare may request an evaluation for course competency equivalence on a case-by-case basis through the Integrated Competency Assessment Network (ICAN). For more information contact the ICAN office at (480) 731-8924. When national or regional credentials are determined to be equivalent to the competencies demonstrated in corresponding courses, the recognition of external credentials will fulfill graduation credit requirements for the identified courses through Credit by Evaluation.

CREDIT BY EXAMINATION AND CREDIT BY SKILLS DEMONSTRATION ASSESSMENT

Health Care students may apply for credit for prior learning in certain courses. Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (I CAN). Students may apply for HCIES Health Care Pathway/Program Advanced Placement in certain courses by obtaining the appropriate form(s) in the Office of Admissions and Records, paying the required fee(s), and successfully completing the examination and/or skills demonstration and other requirements of the college. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit.

Students may not request:

1) to challenge a course a second time;

2) to challenge a course while currently enrolled in the course;

3) to establish credit in a previously completed course; or

4) to establish credit for a lower level of a course in which credit has been received.

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

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

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

TRANSFER CREDIT

Students who have had official transcripts sent directly to the Office of Admissions and Records from regionally accredited institutions of higher education may be granted credit for college-level courses in which a D (1.0 on a 4.0 scale) or higher grade has been received; but credits accepted in transfer do not necessarily apply to all certificate or degree programs. Regionally accredited institutions of higher education are those that are fully accredited by New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and/or the Western Association of Schools and Colleges.

Credits from institutions with candidate status from one of the above regional accrediting associations will be reviewed for transferability by a college committee.

Credits from foreign institutions will be reviewed for acceptance. It is the student's responsibility to have all such transcripts translated into English and evaluated by an International Student Evaluation Service before submitting them to the college.

SERVICEMEN'S OPPORTUNITY COLLEGE

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

RESIDENCY GUIDELINES

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

1. Maricopa County resident

2. Out-of-County resident

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

4. Unclassified, Out-of-County, Out-of-State (1-6 credit hours system-wide)

Guidelines used to determine residency for tuition purposes are a combination of statutory law (A.R.S. §15-1801 *et. sec.*) and regulations of the State Board of Directors for Community Colleges of Arizona (R7-1-304). All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Office of Admissions and Records for clarification.

IMPLEMENTATION OF GUIDELINES

1. Domicile status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct domicile status.

2. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, pre-sented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.

3. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten days of receipt of notification of classification as a non-resident. **Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period.** The decision of the review committee shall be final.

DEFINITIONS

"Armed Forces of the United States" means the army, the navy, the air force, the marine corps, the coast guard, the commissioned corps of the United States public health services, the national oceanographic and atmospheric association administration, the national guard, and any military reserve unit of any branch of the Armed Forces of the United States.

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

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

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

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

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

"Part-time student" means one who registers for fewer than twelve (12) credit hours per semester.

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

CRITERIA FOR DETERMINING RESIDENCY

The following criteria for determining a student's residency have been reproduced from Arizona statutes, State Board of Directors for Community Colleges of Arizona regulations and guidelines adopted by the Maricopa Community Colleges Governing Board.

IN-STATE STUDENT STATUS

A. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.

B. A person is not entitled to classification as an in-state student until he or she is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if:

1. His or her parent's domicile is in this state and his parent is allowed to claim him or her as an exemption for state and federal tax purposes.

2. He or she is an employee of an employer which transferred him or her to this state for employment purposes or he or she is the spouse of such employee.

3. he or she is an employee of a school district in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school district. For purposes of this paragraph, he or she is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of his or her family is eligible for classification as an in-state student if he or she is eligible for classification as an in-state student pursuant to this paragraph.

C. The domicile of an unemancipated person is that of such person's parent.

D. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.

E. A person who is a member of the Armed Forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the Armed Forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.

F. A person who is a member of the Armed Forces of the United States or the spouse or a dependent of a member of the Armed Forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of home record for at least twelve 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 the state board of directors for community colleges. 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.

G. A person who is honorably discharged from the Armed Forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met all of the following requirements:

1. Declared Arizona as the person's legal residence with the person's branch of service at least one year prior to discharge from the armed forces.

2. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:

    a. An Arizona driver license.
    b. Arizona motor vehicle registration.
    c. Employment history in Arizona.
    d. Arizona voter registration.
    e. Transfer of major banking services to Arizona.
    f. Change of permanent address on all pertinent records.
    g. Other materials of whatever kind or source relevant to domicile or residency status.

3. Filed an Arizona income tax return with the department of revenue during the previous tax year.

H. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

ALIEN IN-STATE STUDENT STATUS

A. An alien shall be classified as an in-state student if the alien can establish that on or before the official starting date of the semester the alien meets one of the following situations:

1. Has been domiciled in the state for at least one year immediately preceding the official starting date of the semester.

2. Is domiciled in this state and:

    a) The domicile of the alien's parent is in this state, and
    b) The parent is entitled to claim the alien as an exemption for federal and state tax purposes.

3. The alien is domiciled in this state and the alien is:

    a) An employee of an employer which transferred the alien to this state for employment purposes, or
    b) The spouse of such an employee.

4. Qualifies as an in-state refugee student by virtue of having been granted refugee status in accordance with all applicable laws of the United States and having met all other requirements for domicile in this state.

B. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other residency requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:

A   Foreign Government Official
E   Treaty Trader
G   Principal Resident Representative of Recognized Foreign Member Government to International Staff
H   Temporary Worker in Professional Nursing/ Specialty/Nonagricultural Occupations
I   Representative of Foreign Information Media
K   Fiancé or Child of Fiancé of U.S. Citizen
L   Intracompany Transferee
N   Parent or Child Accorded Special Immigrant Status
O   Workers of "Extraordinary" Ability in Sciences, Arts, Education, Business, or Athletics
P   "Internationally Recognized" Entertainers & Athletes, "Reciprocal Exchange" or "Culturally Unique" Artists & Entertainers
Q   Cultural Exchange Visitors
R   Religious Workers
V   Spouses and Dependent Children of Lawful Permanent Residents
I-688 Employment Authorization

C. Students who hold visas as listed above, or who were issued a visa of a type other than those of the foregoing categories but have been out of status for at least one year, may establish domicile by complying with paragraphs A1, A2 or A3 above.

In the event a student who is not a United States citizen intends to establish domicile under paragraphs A.2.a. (dependent of parent—parent domiciled in Arizona), the student's parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in paragraph B. above. To be eligible to establish domicile, the parent must:

1. hold a valid visa of a type as listed in paragraph B., or

2. have never held a visa, or

3. have been issued a visa of a type other than those of the foregoing categories but be out of status for at least one year.

D. A person's status as an undocumented or illegal alien shall not preclude that person from being able to qualify as an in-state student on the same terms as other persons.

E. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.

PRESUMPTIONS RELATING TO STUDENT STATUS

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

A. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the State Board of Directors for Community Colleges of Arizona or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.

B. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.

C. A person who has been domiciled in this state immediately before becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the Armed Forces of the United States.

PROOF OF RESIDENCY

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

A. In-State Residency

1. An affidavit signed by the student must be filed with the person responsible for verifying residency.

2. Any of the following may be used in determining a student's domicile in Arizona:

   a) Income tax report
   b) Voter registration
   c) Automobile registration
   d) Driver's license
   e) Place of graduation from high school
   f) Source of financial support
   g) Dependency as indicated on federal income tax return
   h) Ownership of real property
   l) Notarized statement of landlord and/or employer
   j) Bank accounts
   k) Other relevant information

B. County Residency

1. An affidavit signed by the student must be filed with the person responsible for verifying domicile to prove continuous residency in a county for fifty (50) days, and

2. Any of the following may be used to determine a student's county residency:

   a) Notarized statements of landlord and/or employer
   b) County voter registration
   c) Source of financial support
   d) Place of graduation from high school
   e) Ownership of real property
   f) Bank accounts
   g) Other relevant information

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.

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.

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

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

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

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

I. Evaluation of Financial Aid Eligibility

A. Standards of Satisfactory Academic Progress (SAP) are applied once per year, beginning on or about June 1st to determine the eligibility for the following academic year.

B. The evaluation period will be based on attendance in the immediate prior Spring, Fall, Summer term (example: for 2001-2002 academic year, academic progress will be evaluated on Spring 2001, Fall 2000, and Summer 2000).

C. Credits evaluated will include credits attempted at the evaluating school and courses funded through consortium agreement.

D. Students who do not meet the SAP will be notified. The student may follow the appeal process or the reinstatement procedures as outlined in V and VI.

II. Eligibility

A. Students must meet the following criteria:

1. Students who have attempted at least 6 credit hours in the last evaluation period must complete with a passing grade 2/3 of all credits attempted within that evaluation period, OR

2. Students who have **NOT** attempted at least 6 credit hours in the last evaluation period must complete with passing grades 2/3 of **ALL** credits attempted.

AND

B. All students must meet the following minimum credit hour/cumulative GPA requirement

Credits Attempted*	Min. GPA
12-15	1.60
16-30	1.75
31-45	1.90
46+	2.00

*for which grade points are computed.

Note: Grades of F, I, N, W, X, Y, Z, and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid.

III. Maximum Timeframe Eligibility

   A. Students who have attempted more than 150% of the credits required for their program of study are not considered to be making Satisfactory Academic Progress and, therefore, are ineligible for financial aid funds.

   B. All evaluated transfer credits will be included when determining maximum timeframe eligibility.

   C. A student with a bachelor's degree or higher will be considered to have exhausted maximum timeframe eligibility.

   D. A student may appeal as outlined in V.

   E. Reinstatement procedures as outlined in VI are not applicable to Maximum Timeframe Eligibility.

IV. Repeated, Audited, Consortium, Remedial Courses, Summer Sessions

   A. Financial aid may be used to cover the cost of repeated courses.

   B. Audited courses, non-credit courses, credit by examination, and any credit for prior learning option (as outlined in the catalog) are excluded when determining eligibility for financial aid.

   C. Courses funded through a consortium agreement are included in determining academic progress.

   D. All attempted remedial credits will be included when evaluating SAP. (A maximum of 30 remedial credit hours, excluding ESL courses, may be funded.)

   E. Enrollment in any or all summer sessions within the same calendar year will be considered one term.

V. Appeal Process

   A student who has lost financial aid eligibility due to extenuating circumstances may appeal.

   A. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student.

   B. All appeals must be in writing to the Financial Aid Office where the student is applying for aid and include appropriate documentation.

   C. Examples of documentation could include an obituary notice, divorce decree, or a letter from a physician, attorney, social services agency, parole officer, etc.

   D. The condition or situation must be resolved which will allow the student the ability to complete course work successfully or an appeal will not be granted.

   E. The outcome of an appeal may include approval, a probationary period, or denial.

   F. A student will be notified in writing of the results of the appeal, and of any restrictions or conditions pertaining to their appeal.

VI. Reinstatement of Financial Aid Eligibility

   A. A student who has lost financial aid eligibility may be reinstated after the student has taken (without federal funds) at least six credit hours in a semester, passed all attempted credit hours, and meets minimum cumulative GPA requirements.

   B. If the student attempts more than six hours, the student will be evaluated on all attempted credit hours within that term.

   C. Classes taken at other colleges will not be taken into consideration for reinstatement purposes.

   D. It is the student's responsibility to notify the Office of Student Financial Aid when this condition has been met.

   For more information, please contact the Office of Student Financial Aid.

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

Award Amount and Level of Enrollment
Award amount is determined, in part, on the level of enrollment. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award. Some federal aid may not be awarded for classes added at a later date. Contact the college Office of Student Financial Aid for more information.

VETERANS SERVICES

The Maricopa Community Colleges' veterans services offices act as liaisons with the Department of Veterans Affairs. Each program must be approved by the State of Arizona Department of Veterans' Services. Students may be eligible to receive educational benefits if they are registered in approved programs. Application forms, counseling, advisement and tutoring are available for students who are eligible for veteran's educational benefits. Students applying for veteran's educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours or clock hours for which a student is enrolled.

Veteran's benefits available:

• Chapter 30 - Montgomery GI Bill

• Chapter 31 - Vocational Rehabilitation (separately served through the local VA office)

• Chapter 32 - VEAP Program

• Chapter 35 - Survivors and dependents of deceased/ 100% disabled veterans

• Chapter 1606 - Montgomery GI Bill, Selected Reserve

It is the student's responsibility to notify the office that serves veterans at their campus regarding any change in enrollment, address, program of study, enrollment at another institution, or any other change that may impact their veteran's educational benefits.

Those students receiving benefits must follow the VA academic progress policy to continue to receive benefits

ACADEMIC PROGRESS POLICY FOR STUDENTS RECEIVING VETERANS EDUCATIONAL BENEFITS

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

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

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

ACADEMIC ADVISING

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

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

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

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

With the help of an academic advisor, students will:

- gain an understanding of their academic abilities and interests.

- be reinforced in their successes.

- be provided information regarding the nature and purpose of higher education.

- be referred to counselors and other resources to explore their interests, skills, abilities, and values.

- define and refine educational goals and objectives and understand the consequences of alternative courses of action.

- consider alternative careers through counselors, workshops, seminars, and other resources.

- make course, certificate, and/or degree selections.

- understand and utilize placement test results.

- be encouraged to be active participants in their educational planning and college life.

- be informed of support services that are available and how to make an appointment, if appropriate.

- be aware of transfer articulation arrangements.

- be informed about research results and general perceptions of student experiences at the institution.

- receive accurate printed materials on academic majors, minors, and other degree and program requirements

- Be encouraged to use the technology which supports the academic advising process.

STUDENT ASSESSMENT AND COURSE PLACEMENT POLICY

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

SCREENING

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

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

COURSE PLACEMENT ASSESSMENT

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

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

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

• The student does not have a high school diploma or GED, and is applying for federal financial aid.

• The student for whom English is not the primary language is required to take a test of English proficiency.

EXEMPTIONS

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

• The student has earned an associate's or higher degree.

• The student has earned transferable college credits in English, reading, and math with a grade of C or higher.

• The student demonstrates that he or she has currently valid district approved placement assessments on file.

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

OTHER FORMS OF ASSESSMENT

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

• Evaluation of high school transcripts

• Evaluation of college transcripts

• Evaluation of course placement assessments on file at another MCCCD college.

COURSE PLACEMENT

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

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

WAIVER OF COURSE PLACEMENT

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

IMPLEMENTATION OF POLICY

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

• All colleges shall use the same assessment instruments.

• All colleges shall adhere to the same cut-off scores.

• The student shall be permitted no more than one re-test (after a 24-hour waiting period) per discipline each year (one year from date of student's original or re-test assessment at any ASSET assessment site).

• Assessment scores, with the exception of the reading exemption, will be valid for two years from the date of the original or re-test assessment.

Note: The Dean of Student Services 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.

EVALUATION

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

TRANSFER ARTICULATION GUIDELINES

TRANSFER ARTICULATION WITH SECONDARY INSTITUTIONS, THE MARICOPA SKILLS CENTER, AND THE SOUTHWEST SKILL CENTER

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

TRANSFER ARTICULATION FROM ARIZONA PUBLIC COMMUNITY COLLEGE DISTRICTS AND UNIVERSITIES INTO THE MARICOPA COMMUNITY COLLEGES

Any course that meets general education requirements at any Arizona public community college district or university will be accepted in transfer to meet comparable general education requirements at any of the Maricopa Community Colleges provided the courses were completed with a grade of C or better. Acceptance of courses other than general education requirements is determined by individual Maricopa Community Colleges.

A student transcript with the completed block of courses included in the Arizona General Education Curriculum (AGEC-A, AGEC-B, or AGEC-S) will transfer as a block and fulfill the requirements for the corresponding AGEC at the Maricopa Community Colleges.

MARICOPA COMMUNITY COLLEGES TRANSFER ASSOCIATE DEGREES

The Maricopa Community Colleges offers three transfer Associate degrees: Associate in Arts (AA), Associate in Business (ABUS), and Associate in Science (AS). Each degree articulates with specific majors offered by Arizona's public universities. In addition, the degrees are recognized and transfer based on articulation agreements with several other baccalaureate degree-granting institutions. The three transfer Associate degrees transfer as a "block" and include groups or blocks of courses, e.g. the Arizona General Education Curriculum (AGEC), and the Common Lower-Division Courses. Completed blocks are treated as whole; the components are not examined separately to determine transferability. All credits are accepted and applied toward the designated/appropriate baccalaureate degree.

The Maricopa Community Colleges also offer Associate in Transfer Partnership (ATP) Degrees for specific majors at identified public and universities. Maricopa's Associate degrees are accessible on the web at: http://www.dist.maricopa.edu/eddev/curric/program.html. Click on Program Sorting/Reporting.

TRANSFER ARTICULATION FROM THE MARICOPA COMMUNITY COLLEGES TO BACCALAUREATE DEGREE-GRANTING INSTITUTIONS

The Maricopa Community Colleges have transfer articulation agreements with private, public and international baccalaureate degree-granting institutions that have achieved full accreditation or candidacy status with a regional accreditation commission such as the North Central Association of Colleges and Schools. Maricopa Community Colleges transfer articulation agreements are on behalf of the district as a whole and not with individual colleges within the district. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to enter into an articulation agreement. Additionally, the articulation agreements require that all Associate Degrees awarded by Maricopa will transfer to participating institutions as a block. As mentioned above, these blocks transfer as a whole.

TRANSFER OPTIONS FOR MARICOPA COMMUNITY COLLEGES ASSOCIATE IN APPLIED SCIENCE DEGREES

The Maricopa Community Colleges Associate in Applied Science (AAS) degrees are recommended for students who want to gain a depth of technical expertise leading to employment through the completion of an occupational program. Some students may want to pursue a baccalaureate degree as well. The AAS degrees transfer as a "block" to the Bachelor of Applied Science at Arizona State University (East and West), and Northern Arizona University.

COURSE ACCEPTABILITY AND APPLICABILITY

Transfer articulation to Arizona's public baccalaureate degree-granting institutions is communicated in terms of "acceptability" and "applicability" of community college courses and programs.

To determine "acceptability" of Maricopa Community Colleges courses, refer to the Course Equivalency Guide (CEG) on the Arizona Courses Applicability System (AZCAS). The AZCAS CEG is online at http://www.az.transfer.org/cas/. Effective Fall 2000, the course evaluation and/or the general education designation as listed in AZCAS is valid for the term in which credits are earned and appear on the transcript. A course evaluation and/or university general education designation may be subject to change. Given that curriculum is dynamic at both the Maricopa Community Colleges and the institutions to which Maricopa Community College students transfer, students have the option to petition for equivalencies and/or general education designations.

To determine "applicability" of Maricopa Community Colleges courses and transfer associate degrees to university-specific degree requirements, refer to the Maricopa Community Colleges' Associate in Transfer Partnership degrees, the AZCAS Transfer Planning Aids, or the university transfer guides, described below.

UNIVERSITY TRANSFER GUIDES

Each of Arizona's public universities have developed University Transfer Guides to show how Maricopa Community College courses apply to specific baccalaureate degree requirements. The transfer guides are useful both for students pursuing Associate in Transfer Partnership Degrees, as well as for students who want to transfer to Arizona's public universities to pursue degrees for which the Maricopa Community Colleges do not have Associate in Transfer Partnership Degrees. University Transfer Guides are accessible at the following web sites:

Arizona State University Main or Arizona State University East:
http://www.asu.edu/provost/articulation/

Arizona State University West:
http://www.west.asu.edu/gowest/

Northern Arizona University:
http://www.nau.edu/regis/transguide/info.htm

University of Arizona:
http://w3.arizona.edu/~oncourse/tguides

ARIZONA COURSE APPLICABILITY SYSTEM (AZCAS) TRANSFER PLANNING GUIDES

A student may enter community college or university coursework into AZCAS to create a Transfer Planning Guide. The guide evaluates progress toward completing a community college transfer certificate, transfer degree, and/or an Arizona public university degree and assists students in selecting additional course work that meets the academic program requirements. The transfer planning guides are accessible at the following web site: http://www.az.transfer.org/cas/

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 Admissions. Enrollment is not complete until tuition and fees are paid. Students may not attend a class for which they are not registered.

CONCURRENT ENROLLMENT IN ARIZONA PUBLIC INSTITUTIONS OF HIGHER EDUCATION
(A.R.S. §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.

ACADEMIC LOAD

Students carrying at least twelve (12) credit hours will be considered full-time students for the fall and spring semesters. Three-quarter-time is 9 - 11.9 credit hours. Half-time is 6 - 8.9 credit hours. Fewer than six (6) credit hours is considered less than half-time. Academic load for summer and special terms may be defined differently. Contact the Office of Admissions and Records for clarification.

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

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

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

Students who are working, have considerable extra-curricular or co-curricular activities, or have been reinstated from academic suspension/probation should plan their academic load accordingly.

SCHEDULE CHANGES

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending class (see withdrawal policy).

FEES - 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 State Board of Directors for Community Colleges of Arizona. Enrollment is not complete until tuition and fees are paid.

OUTSTANDING DEBTS

Any debt or returned check may revoke a student's current enrollment and the student's right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student.

The following procedure will be used for the collection of returned checks and other outstanding debts:

1. The college fiscal agent is responsible for:

    a. verifying the student's districtwide debt,

    b. notifying the student of the debt,

    c. attempting to collect the debt, and

    d. notifying credit reporting organizations of the debt.

2. All Maricopa Community College services will be withheld pending payment of debt at college fiscal office with cash, certified check or money order. Student may be withdrawn from classes.

3. If other attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:

    a. collection agency, requiring payment of collection fees by the student;

    b. the Tax Refund Setoff Programs as stated in A.R.S. §42-133;

    c. litigation, requiring payment of court costs and legal fees by the student.

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.

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

All tuition, fees, assessments and deposits must be paid in U.S. dollars at the time of registration or by the specified

deadline date and in accordance with the tuition and fee schedule approved by the State Board of Directors for Community Colleges of Arizona. Enrollment is not complete until tuition and fees are paid.

TUITION AND FEES SCHEDULE

(Effective July 1, 2002 for Fall, Spring and Summer Sessions - Subject to State Board Approval)

The following is a tuition and fees schedule for 2002-2003 and is provided for reference. **These tuition and fees are subject to change**. Consult the college's Office of Admissions and Records for fees in effect at the time you intend to register.

STUDENT STATUS

1. County Resident - Resident Rate - per credit hour General Tuition: $33.50 plus Fees: $12.50 .. $46.00

2. <u>County Resident - Audit Rate</u> - per credit hour
   Audit Fee Surcharge: $25.00 plus General
   Tuition: $33.50 plus Fees: $12.50 .... $71.00

3. <u>Out-of-County Resident</u> (7 & more credit hours
   system-wide) - per credit hour Out-of-County
   Surcharge: $161.00 (Applies only to
   counties with no community college) plus
   General Tuition: $33.50 plus Fees: $12.50 .. $207.00

4. <u>Out-of-State Resident</u>* (including F-1
   Non-immigrants - 7 & more credit hours
   system-wide) - per credit hour Out-of-State
   Surcharge: $161.00 plus General
   Tuition: $33.50 plus Fees: $12.50 .... $207.00

5. <u>Unclassified Student - Out-of-State,
   Out-of-County</u>* (less than 7 credit hours
   system-wide) - per credit hour Unclassified
   Student Surcharge: $25.00 plus General
   Tuition: $33.50 plus Fees: $12.50 .... $71.00

6. <u>Out-of-State students participating in
   Western Undergraduate Exchange Program</u>*
   (any number of credit hours) - per credit hour
   WUE Out-of-State Surcharge: $23.00 plus
   General Tuition: $33.50 plus Fees: $12.50 .... $69.00

7. <u>Courses offered out of Arizona, including
   distance learning, to non-resident out-of-state
   students</u>* - Total tuition per credit hour $125.00

8. <u>Corporate Tuition Rate - Out-of-State</u>*
   (any number of credit hours) for out-of-state
   employees of companies in training contracts
   with Maricopa - per credit hour Out-of-State
   Surcharge: $76.00 plus General Tuition:
   $33.50 plus Fees: $12.50 .... $122.00

9. <u>Skill Center Tuition Rates</u> - Hourly Tuition $3.50

10. <u>Credit by Examination & Credit by Evaluation</u>
    - per credit hour - excludes HCIES courses
    Regular Rate $33.50
    Contract Testing Rate $16.75

Students from the following counties are considered out-of-county and should check with their local County Board of Supervisors about out-of-county tuition and fee payments: Apache, Gila, Greenlee, and Santa Cruz.

Students from any other county in Arizona are considered in-county due to a reciprocal arrangement with that county.

* According to Arizona Revised Statute, 15-1802F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out-of-state surcharges do not apply to such students.

SPECIAL FEES

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

Check Returned from Bank $15.00
Child Care Fees (per clock hour):
   GWCC 1.75
   PC 2.00
   PVCC 2.00
   SCC 2.25
   All other colleges 1.75
   For each 15 minutes of late pick-up GCC 6.00
   For each minute of late pick-up GWCC 1.00
   For each 15 minutes of late pick-up MCC 15.00
   For each 15 minutes of late pick-up PC 15.00
   For each 15 minutes of late pick-up PVC 5.00
   For each 15 minutes of late pick-up SCC 5.00
   For each 15 minutes of late pick-up SMC 5.00
Course Material Fee .... actual cost
Distance Learning Fees .... actual cost
Emergency Medical Technology (EMT) actual
   cost, not to exceed 400.00
Excessive Laboratory Breakage .... actual cost
Field Studies .... actual cost
Fitness Center 20.00
GED - First Test - up to 75.00
   Test repeat (per section) 10.00
General Laboratory & Course Fees .... not to exceed 25.00
Graduation Fees:
   Application/Recording/Issuance Fee (Degrees/
      Certificates - 25 or more credits) nonrefundable .. 5.00
   Commencement Fee (One time fee refundable
      up to 2 weeks prior to graduation) 10.00
HCIES Skills Demonstration Assessment Fee .. actual cost
Library Fines - lost materials .... (List price) + 5.00
Parking Fines:
   - Displaying an altered or substituted permit 50.00
   - Failure to register a vehicle and display
      a parking permit 30.00
   - Falsifying information on vehicle
      registration application 50.00
   - Improperly displaying a parking permit 5.00
   - Obstructing a properly parked/moving
      vehicle 5.00
   - Parking in an unauthorized parking area 15.00
   - Parking by a college employee or student
      in a visitor area 5.00
   - Parking in a Fire Lane 50.00
   - Parking on or blocking a pedestrian path 5.00
   - Parking outside stall lines 5.00
   - Parking beyond posted time limit 5.00

- Parking in an undesignated, restricted, or
  unauthorized off-pavement area 5.00
- Removing a barricade or failure to obey
  vehicle control device 15.00
- Violating disabled parking stall or access 50.00
(All fines are doubled if not paid within 15 working days.)
Private Music Lessons:
  Music Majors
  - First 1/2 hr per wk/per semester 0.00
  - Each additional 1/2 hr per wk/per semester ... 90.00
  Non-Music Majors
  - First 1/2 hr per wk/per semester 280.00
  - Each additional 1/2 hr per wk/per semester ... 280.00
Registration Processing Fee (charged at the college of
  first registration, if at more than one) - credit classes
  only (per student/semester - refundable only if
  student qualifies for 100% refund - see refund
  schedule) 5.00
Transcript Fee 5.00

COLLEGE SPECIFIC FEES:
(NOT INCLUSIVE)

Aeronautics Fee (Chandler-Gilbert)
AET 205, 215, 225 .... $60.00
AMT 90.00
Aviation Industry Lab 50.00
AVT 40.00
Electronics (Chandler-Gilbert)
  ELE 286 - Intro to IC Devices........................... 167.00
Field Trips & Out-of-County/Country Tours ... actual cost
  (Special assessment directly related to actual cost
  of trip or tour.)
Food and Nutrition (Chandler-Gilbert)
  FON 142AB 40.00
PED Special Course Fee .... actual cost
Virtual Reality Training (Chandler-Gilbert) VRT .. 100.00

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

Non-Credit Courses/Seminars/Workshops/
Community Services
Fees for these courses are determined by the length and
type of each course and will cover total costs.

REFUND POLICY FOR CREDIT COURSES

All students who officially withdraw from the college or
individual classes (in fall, spring, or summer) by the
withdrawal process set forth in the catalog will receive a
refund based on the following schedule. (Deadlines that
fall on a weekend or a college holiday will advance to the
next college workday.)

LENGTH OF TERM	DEADLINE FOR NOTICE	AMOUNT OF REFUND OF ENROLLMENT AND COURSE FEES*
Each Class	Any time prior to the day of the first class meeting	100%
13 or more weeks	Within seven (7) calendar days including the day of the first class meeting	100%
13 or more weeks	Within eight (8) to fourteen (14) calendar days including the day of the first class meeting	50%
10 to 12 weeks	Within four (4) calendar days including the day of the first class meeting	100%
3 to 9 weeks	Within three (3) calendar days including the day of the first class meeting	100%
3 days to 2 weeks	No Later than the day of the first class meeting	100%
Less than 3 days	Prior to the day of the first class meeting	100%

* Course fees and registration processing fees will be
refunded only if the student qualifies for a 100% refund.

All refunds and deposits that may be due a student will
first be applied to debts that the student owes the college.
When Federal student aid was used by a student-recipient
to pay for tuition fees, the refund will be made to the
Federal fund, not to the student.

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

CANCELLED CLASSES

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

OTHER REFUNDS

Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund to the Office of Admissions and Records:

- A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.

- Serious illness or death of a family member that prevents the student from attending all classes for the semester. Appropriate documentation must be provided before a refund can be given.

- Death of a student. Appropriate documentation must be provided before a refund can be given.

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

A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

ATTENDANCE POLICY

Students must be registered for the class in order to attend.

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

Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.

At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.

Students bear the responsibility of notifying the Office of Admissions and Records when they discontinue studies in a course or at the college. Please refer to the Withdrawal Procedures.

OFFICIAL ABSENCES

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

dean and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.

In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

RELIGIOUS HOLIDAYS

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

WITHDRAWAL PROCEDURE

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

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

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

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."

WITHDRAWAL FROM SPECIFIC COURSES

The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students." Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees.

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

1. Through the 7th week, a student may initiate an official withdrawal from any course by submitting a course withdrawal form with the required signatures to the Office of Admissions and Records in accordance with the published deadlines. A grade of W will be assigned.

2. After the 7th week, a student may initiate a withdrawal. The instructor will sign the form and assign a grade of W or Y. The form is then to be returned to the Office of Admissions and Records. (See the "Important Deadlines for Students.")

3. An instructor has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times a class meets per week. Students withdrawn for excessive absences may be reinstated only with the approval of the instructor. A grade of W will be assigned through the 7th week. After the 7th week, a grade of W or Y will be assigned. Instructors electing to withdraw students must file the withdrawal form, including the last date of attendance, with the Office of Admissions and Records.

Failure to file an official withdrawal form may result in failing grades.

COMPLETE WITHDRAWAL FROM COLLEGE

The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students." Failure to withdraw officially from the college within the published deadlines may result in failing grades and responsibility for course tuition and fees.

Students electing to withdraw from the college must contact the Office of Admissions and Records 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) or Y (withdrawn, failing).

GRADING

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course.

Grade Key

A - Excellent .... 4 grade points per credit hour
B - Above Average .... 3 grade points per credit hour
C - Average ....2 grade points per credit hour
D - Passing .... 1 grade point per credit hour
F - Failure .... 0 grade point per credit hour
I - Incomplete .... Not computed in grade point average
IP - Course In Progress .... Not computed in grade point average
N - Audit .... Not computed in grade point average
P* - Credit .... Not computed in grade point average
W - Withdrawn, passing................ Not computed in grade point average
Y - Withdrawn, failing (effective Fall 2000) .... 0 grade point per credit hour
Z - No Credit .... Not computed in grade point average
* A "P" is judged to be equivalent to a grade of C or higher.

INCOMPLETE GRADE

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

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

REPEATING A COURSE/ IMPROVING A GRADE

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

CREDIT/NO CREDIT COURSES (P/Z)

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.

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."

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

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

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

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

AUDIT COURSES

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

IMPORTANT DEADLINES FOR STUDENTS

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	1st Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class	1st Day of Class	1st Day of Class
Two Weeks	6th Calendar Day	12th Calendar Day	12th Calendar Day	2nd Calendar Day	1st Day of Class	4th Calendar Day
Three Weeks	9th Calendar Day	18th Calendar Day	18th Calendar Day	3rd Calendar Day	1st Day of Class	7th Calendar Day
Four Weeks	12th Calendar Day	23rd Calendar Day	23th Calendar Day	4th Calendar Day	2nd Calendar Day	9th Calendar Day
Five Weeks	15th Calendar Day	30th Calendar Day	30th Calendar Day	4th Calendar Day	2nd Calendar Day	11th Calendar Day
Six Weeks	19th Calendar Day	35th Calendar Day	35th Calendar Day	5th Calendar Day	3rd Calendar Day	13th Calendar Day
Seven Weeks	21st Calendar Day	40th Calendar Day	40th Calendar Day	6th Calendar Day	3rd Calendar Day	15th Calendar Day
Eight Weeks	24th Calendar Day	49th Calendar Day	49th Calendar Day	7th Calendar Day	4th Calendar Day	18th Calendar Day
Nine Weeks	28th Calendar Day	51st Calendar Day	51st Calendar Day	8th Calendar Day	4th Calendar Day	20th Calendar Day
Ten Weeks	31st Calendar Day	57th Calendar Day	57th Calendar Day	9th Calendar Day	4th Calendar Day	22nd Calendar Day
Eleven Weeks	34th Calendar Day	63rd Calendar Day	63rd Calendar Day	10th Calendar Day	5th Calendar Day	24th Calendar Day
Twelve Weeks	37th Calendar Day	74th Calendar Day	74th Calendar Day	11th Calendar Day	5th Calendar Day	26th Calendar Day
Fifteen Weeks	46th Calendar Day	92nd Calendar Day	92nd Calendar Day	13th Calendar Day	7th Calendar Day	33rd Calendar Day
Sixteen Weeks	End of the 7th 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

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

STUDENT GRIEVANCE - ACADEMIC 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 expires one year from the date the grade was issued.

Steps for students to follow:

1. Discuss the issue with the faculty member involved. This conference should be requested by the student within fifteen working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

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

3. Upon receipt of a written complaint, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty member may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process.

   A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.

4. If the grievance is not resolved at this level within ten working days, the student should forward to the Dean of Instruction or appropriate college/center administrative officer, a copy of the original written complaint with an explanation regarding action taken at each prior level. The Dean of Instruction or appropriate college/center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chairperson and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.

5. If the grievance, other than those concerning grades, is not resolved by the Dean of Instruction or the appropriate college/center administrative officer, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

TRANSCRIPTS

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 Office of Admissions and Records. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with FERPA.

Official transcripts will not be issued to students having outstanding debts to any of the Maricopa Community Colleges. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974 (see Records Policy section).

There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the fee schedule for charges for other official transcripts.

SCHOLASTIC STANDARDS

ACADEMIC RENEWAL

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

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

1. Prior to petitioning for academic renewal, the student must demonstrate renewed academic interest and performance by earning at least 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. Upon approval, the prior academic record remains on the transcript with the notation of the academic renewal. All course work will remain on the student's permanent academic record, ensuring a true and accurate academic history.

4. The academic renewal policy may be used only once at each college, and cannot be revoked once approved.

5. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

HONORS PROGRAM

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.

GRADUATION GRADE POINT AVERAGE

Students must meet all requirements for graduation.

Graduation requires a minimum grade point average of 2.00. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.

For more information, see **General Graduation Requirements** section.

GRADUATION WITH HONORS

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

Students who have the following grade point average will graduate with the following designations:

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

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.

ACADEMIC PROBATION

PROBATION

A student will be placed on academic probation under the following conditions:

A. If, after completion of twelve (12) or more credit hours, the student's cumulative grade point average is less than:

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

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

B. If, in transferring from any accredited institution of higher education, the student's cumulative grade point average from other colleges and universities does not meet the requirements listed above.

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

CONTINUED PROBATION

A student on academic probation who fails to raise the cumulative grade point average to the required minimum standards (see above) will be placed on continued probation and may be limited to taking six (6) credit hours.

Regulations regarding continued probation do not apply to the summer session. Credit hours earned in summer sessions will be included in the cumulative grade point average.

ADMISSION OF SUSPENDED STUDENTS

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

STUDENTS RECEIVING FEDERAL FINANCIAL AID

Specific requirements for academic progress for financial aid recipients are applied differently than scholastic standards. Specific information is available at the college Office of Student Financial Aid.

DISCIPLINARY STANDARDS

DISCIPLINARY PROBATION AND SUSPENSION

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the State Board of Directors for Community Colleges of Arizona and the District Governing Board. The Governing Board and its agents—the chancellor, administration and faculty—are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer counseling, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

* Misconduct for which students are subject to disciplinary action falls into the general areas of:

1. Cheating on an examination, laboratory work, written work (plagiarism); falsifying, forging or altering college records.

2. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions.

3. Violation of Arizona statutes, and/or college regulations and policies.

* *See Academic Misconduct and Student Disciplinary Code in the student handbook for the complete text of the regulations covering misconduct.*

DISCIPLINARY REMOVAL FROM CLASS

An instructor may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one class period, the instructor shall notify the department/division chair and appropriate dean in writing of the problem, action taken by the instructor, and the instructor's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.

RECORDS POLICY

RIGHTS OF ACCESS TO
EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

    Students should submit to the college admissions and records department written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading.

    Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

    If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

    One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college or District in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college or District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a person assisting another school official in performing his or her tasks.

    A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

    Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-4605

STUDENT DIRECTORY

The college may publish a directory of students containing for each the name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, part-time or full-time status, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The college shall give public notice of the categories of information it has designated and shall allow a reasonable period of time for the student to inform the college that any or all of the information should not be released without his or her consent.

Directory information may be released at the discretion of college officials for any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

Students must determine whether all directory information pertaining to them is available for release or whether they wish ALL information to be withheld.

In accordance with federal law, college officials may disclose directory information and educational records to parents of minors or to parents of a student who have established that student's status as a dependent according to the Internal Revenue Code of 1954, section 152, without the written consent of the student(s).

USE OF EDUCATION RECORDS FOR ADVISEMENT PURPOSES

All colleges within the Maricopa Community Colleges have access to the computerized MAPS (Monitoring Academic Progress System). During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the District's colleges or centers.

THE INSTITUTION RETAINS THE RIGHT TO EXERCISE DISCRETION IN DETERMINING THE RELEASE OF DIRECTORY INFORMATION.

The complete text of this policy can be found in the Student Policies and Procedures section.

HAZING PREVENTION REGULATION

The Maricopa County Community College District (MCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of: education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the MCCCD 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 MCCCD is prohibited.

2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:

    A. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any club/organization that is affiliated with MCCCD; and,

    B. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.

3. Any solicitation to engage in hazing is prohibited.

4. Aiding and abetting another person who is engaged in hazing is prohibited.

5. It is not a defense to a violation of the MCCCD Hazing Prevention Regulation, if the hazing victim consented to or acquiesced in the hazing activity.

6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the MCCCD Hazing Prevention Regulation.

7. Hazing activities and situations include, but are not limited to, the following:

    A. Pre-pledging, illegal pledging or underground activities.

    B. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.

    C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).

    D. Encouraging or forcing use of alcohol or drugs.

    E. Any type of student club/organization scavenger hunt, quest, road trip or activity that would endanger prospective and/or current students and/or members or others.

    F. Stroking or physically touching in an indecent or inappropriate manner.

    G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.

    H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.

    I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.

    J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.

8. Alleged violations of this regulation by students or student organizations can be reported to the dean of students office for investigation by any member of the college community. The dean of students office will investigate the complaint in accordance with the student disciplinary code, all other college and MCCCD policies, and local and state laws.

Alleged violations of the MCCCD hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code.

The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.

9. Alleged violations of the MCCCD hazing prevention regulation by any faculty or staff member can be reported to the dean of students office for investigation by any member of the college community. The dean of students office will investigate the complaint in accordance with college and MCCCD policies, and local and state laws.

Any MCCCD faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and MCCCD policies, and local and state laws.

10. If the dean of students 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 Dean of Students' office.

B. PROBATION: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the dean of students office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the dean of students office.

C. SUSPENSION: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.

D. REVOCATION: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.

12. The MCCCD hazing prevention regulation is not intended to prohibit or sanction the following conduct:

A. Customary athletic events, contests or competitions that are sponsored by the college or MCCCD.

B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.

13. For the purposes of the MCCCD hazing prevention regulation:

"Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with MCCCD, whose membership consists primarily of students enrolled at MCCCD and that may also be classroom-related or co-curricular in nature.
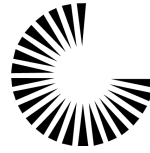
College Services

CATALOG and

STUDENT

HANDBOOK

2002-2003

COLLEGE SERVICES

ACADEMIC ADVISEMENT

The Academic Advisement Center, located on the Pecos and Williams Campuses, provides services that help students to:

•   Define and achieve educational goals

•   Understand initial placement into English, mathematics, and reading courses

•   Explore degree programs and plan a program of study

•   Transfer to and from other colleges

The Center also arranges for representatives from local colleges and state universities to come to CGCC throughout the year to meet with students to begin the transition for the continuation of their education. Topics covered with university representatives include information on admission, credit transfer, housing, and financial assistance.

It is recommended that all students meet with an **academic advisor at least once each semester**. Academic advisement is available on a walk-in basis at the Pecos Campus in Building A, Room A140R, and by appointment at the Williams Campus.

Additional Academic Advisement Center and Transfer Center information is available on-line at www.cgc.maricopa.edu/advisement/ or by phone at (480) 732-7317 at the Pecos Campus and (480) 988-8000 at the Williams Campus. Students can access on-line advisement tools and check sheets for CGCC certificates, degrees, and transfer programs; these tools can be printed for informational purposes and used during an advisement session. Students can also submit general questions to an advisor on-line via the "Form for General Questions" link located on the Advisement Center Web page.

ADMISSIONS, RECORDS, AND REGISTRATION

The Admissions, Records, and Registration Office, located in Building A at the Pecos Campus and the Aviation and Technology Center at the Williams Campus, provides the following services:

•   Processes the Student Information Form needed to register at CGCC and handles special admission requirements and forms

•   Evaluates credits from prior learning such as Advanced Placement, Articulated Programs, College Level Examination Program, Transfer Credit, and Military Service

•   Verifies credits for graduation

•   Determines residency for tuition purposes and processes changes in residency

•   Processes all class registrations and drop/adds

•   Hears Admissions and Standards appeals, including refund issues (requests must be in writing)

•   Maintains official college records for all students and responds to requests for transcripts and letters of verification

For additional information, visit www.cgc.maricopa.edu/admissions/ or call (480) 732-7320 at the Pecos Campus and (480) 988-8901 at the Williams Campus.

ASSESSMENT AND NEW STUDENT ORIENTATION

ASSESSMENT (PLACEMENT TESTING)

Assessment, or placement testing, is the process of evaluating students' present skills in English, reading, and mathematics to assist students in choosing courses that match their skills. Course selection is based on scores from the Assessment of Skills for Successful Entry and Transfer (ASSET) course placement tests.

New students enrolling in seven or more credit hours and students pursuing a degree or enrolling in English, mathematics, or reading courses must take a placement test.

Upon entry, new students will:

•   Complete information about educational background and current college goals

•   Complete the ASSET course placement tests in English, reading, and mathematics

•   Obtain placement test results and course recommendations that students can then take to Advisement to work with an academic advisor for course selection

The Assessment and New Student Orientation Office at the Pecos Campus is located in Building A, Room A151R. The Assessment Office at the Williams Campus is located in the Aviation and Technology Center.

For additional information regarding the times of the Assessment Sessions at the Pecos Campus, visit www.cgc.maricopa.edu/assessment/ or call (480) 732-7159 or (480) 732-7338. For additional information or to schedule Assessment Sessions at the Williams Campus, call (480) 988-8000.

NEW STUDENT ORIENTATION

All new students should plan to attend the New Student Orientation Session. The Orientation Session is free, and students will have the opportunity to:

- Hear a brief overview of CGCC, its policies and procedures, and course and degree offerings

- Discuss success strategies designed for students

- Learn about student support services, clubs, organizations, and student leadership opportunities

Certain students (e.g., Athletes, ESL students, Reentry students) will also attend special orientation activities designed to meet their specific needs.

Please call (480) 732-7205 or (480) 732-7317 for the dates and times of the New Student Orientation Sessions. Additional information can also be found at www.cgc.maricopa.edu/orientation/.

ATHLETICS

Chandler-Gilbert would like to welcome students to the Coyote athletic programs. CGCC is looking forward to another successful season of intercollegiate competition in the Arizona Community College Athletic Conference. CGCC student-athletes not only distinguish themselves on the athletic fields, but also in the classroom, setting high standards for future CGCC athletes.

Volleyball and basketball games are played at the CGCC Williams Campus Gym. Softball and baseball games and soccer matches are played on new fields at the Pecos Campus.

For more information, visit www.cgc.maricopa.edu/athletics/ or call:

Volleyball .... (480) 732-7365
Baseball .... (480) 732-7364
Men's & Women's Soccer........................ (480) 732-7363
Women's Basketball .... (480) 732-7357
Men's Basketball.................................... (480) 732-7366
Softball .... (480) 732-7367
Athletic Trainer .... (480) 988-8407
Athletic Director..................................... (480) 732-7177
Academic Advisement .... (480) 732-7317

BOOKSTORE

Students can purchase all textbooks and supplies for the Pecos campus through the Bookstore, located east of Building B. Students on the Williams Campus can purchase textbooks and most supplies through the Williams Campus Bookstore, located in Room 102 of the Arizona State University East Academic Center Building.

The Bookstore also carries gifts, clothing, book bags, phone cards, official school rings, and gift certificates.

The CGCC Bookstore allows students to pay with cash, check, or major credit card. Refunds are given to Bookstore customers under certain conditions. Complete payment and refund policies are posted at both Bookstore locations and are listed in the class schedule.

Because Follett Higher Education Group manages the Pecos campus Bookstore, students on that campus also have the option of reserving, prepaying, and shipping their current semester's textbooks on-line at www.efollett.com.

Call (480) 732-7350 for additional information about the Pecos Campus Bookstore, or (480) 727-1168 for additional information about the Williams Campus Bookstore.

CAREER AND PLACEMENT SERVICES

The Career and Placement Services Office is located in the Aviation and Technology Center at the Williams Campus, but serves students at all Chandler-Gilbert Community College campuses. Services to students and alumni include résumé development, job application completion, interview preparation, and postings of available job openings. Internships are also available to occupational students to provide them with the opportunity to participate in a structured work experience in their career area prior to graduation.

Students seeking career related information can also visit the career section of the CGCC Web site at www.cgc.maricopa.edu/careers. This site will guide students in assessing their interests and personalities as they relate to the world of work. Once assessments have been made, students can investigate career, employment, and college opportunities. Finally, students can learn how to market themselves to employers with links to related résumé and interview information sites. The Web site contains job board links to www.maricopa.edu/recruiter, the Maricopa Community College District's local job board for employers in the Phoenix area, as well as links to the top 100 job boards in the nation.

For more information, contact the Career and Placement Services Office at (480) 988-8161 or visit www.cgc.maricopa.edu/careers/.

CASHIER/FISCAL

The Cashier/Fiscal office manages financial operations for the college, including tuition and fee collections, and provides financial accountability to funding agencies and individuals. Trained and qualified staff members also provide student assistance during both day and evening hours in Building A, Room A139, at the Pecos Campus and Room 109 at the Aviation and Technology Center at the Williams Campus. Students who have questions regarding financial matters other than financial aid should call (480) 732-7312 at the Pecos Campus or (480) 988-8123 at the Williams Campus. Students can also visit www.cgc.maricopa.edu/fiscal/ for additional information.

CENTER FOR INSTRUCTIONAL COMPUTING

Currently enrolled students who require computer resources to complete class assignments have access to an open computer lab environment in the Center for Instructional Computing (CIC), located in Building B, Room B123, on the Pecos Campus. Beginning Fall 2002, all Chandler-Gilbert Community College students will be assessed a $1 per credit hour or $1 per noncredit section Technology Resource Fee. This fee supports students' access to CGCC computer resources. The CIC is similar to a library, where students have open access to a self-paced learning environment to study class materials, complete class assignments, and research information.

CIC technicians and student assistants are available for general assistance. Questions regarding specific classes, assignments, or materials should be directed to class instructors.

Access to CIC equipment is on a first-come, first-served basis. Established hours of operation may vary each semester, with greatest usage occurring during early morning hours. The CIC is also open on Saturdays. Students can call (480) 732-7221 or visit www.cgc.maricopa.edu/cic/ for additional information.

CGCC students enrolled in classes on the Williams Campus also have access to the Computing Commons, located in Arizona State University East's Academic Center Building. The Computing Commons is a general-purpose computer lab providing computer resources for Williams Campus faculty, staff, and students. Students must provide proof of current enrollment in Williams Campus classes for access. Computer lab technicians are available for assistance. For further information about access and hours of operation, call (480) 727-1118.

COMPUTER CLASSROOMS

In addition to the computer resources in the CIC facility, CGCC has several computer classrooms on the Pecos Campus, the Williams Campus, and the Sun Lakes Education Center.

These facilities provide computer-based learning in a classroom setting. Although some open lab hours may be scheduled, these hours are limited and depend on the current schedule of classes. See the schedule posted in each room to identify open lab hours.

COMPUTER RESOURCES

Multivendor, multiplatform computing resources provide access to a variety of network services including desktop applications, network file and print services, CD-ROM LAN materials, and Internet access. A number of computing systems are supported, including Digital Equipment, Compaq, Hewlett Packard, and Apple Computer. CGCC's network topology integrates voice, video, and data services via a campus-wide network infrastructure.

Electronic mail and computer conferencing are available to students in selected classes. Similar classroom access to electronic research and media holdings is also available from libraries located at CGCC at the Pecos Campus, ASU East at the Williams Campus, ASU Main, and community libraries located in the East Valley.

COLLEGE SAFETY

The College Safety department is responsible for maintaining a safe, orderly, and peaceful atmosphere on campus to contribute to student development and success. It was formed with these objectives in mind, and is staffed by qualified security personnel, including Certified Peace Officers. The College Safety department is located in Building M, Room M105, at the Pecos Campus and in the Aviation and Technology Center at the Williams Campus.

Students are encouraged to inform the Chief of College Safety about any situation that might warrant support for safety reasons (stalkers, potentially violent situations, orders of protection, etc).

Services to students, faculty, and staff include:

- Issuing CGCC student and faculty identification cards

- Issuing CGCC student, faculty, and staff parking decals and temporary disabled parking placards

- Providing Security escorts to and from parking lots when requested

- Assisting students, faculty, and staff in case of accident or injury on campus

- Providing minor assistance to motorists with disabled cars, such as jump-starts and removing keys from locked vehicles

- Delivering emergency messages

- Enforcing traffic and parking regulations on campus

- Providing Lost and Found services

- Administering college vehicle use

- Patrolling campus

- Encouraging student, faculty, and staff participation in Campus Crime Watch and other safety and crime prevention programs

For additional information, call (480) 732-7280 at the Pecos Campus or (480) 988-8888 at the Williams Campus. Information on crime prevention programs, safety policies, reporting incidents, and CGCC crime statistics for the previous three years can be found at www.cgc.maricopa.edu/college_safety/.

EMERGENCIES

In the event of emergencies on campus, contact the College Safety department at (480) 732-7280 at the Pecos campus or (480) 988-8888 at the Williams campus. Emergency telephones are located in the east and west parking lots of the Pecos Campus and ring directly into the College Safety department.

Call 911 in the event of a medical emergency.

COUNSELING SERVICES

Counseling Services, located in Building E, Room E117, at the Pecos Campus, promotes student development by facilitating academic success, career decision-making, and personal growth. Free and confidential services are available day and evening to assist students. Call (480) 732-7158 or visit the Counseling Services Web site at www.cgc.maricopa.edu/counseling/ for more information.

Counseling Services works closely with faculty, staff, and administrators to support a successful educational experience for students at CGCC. The following services are provided.

PERSONAL COUNSELING

Personal counseling is available for students who want confidential assistance with a professional counselor about concerns and issues such as:

- Coping with a personal crisis

- Decision making, life planning, and goal setting

- Developing self-reliance, self-esteem, and positive relationships

- Appropriate referrals to resources on and off campus

Personal counseling is available through individual appointments. **When crisis intervention is needed, immediate assistance is available.**

CAREER PLANNING

Career planning helps students explore career options and relate their interests and talents to the world of work. Students are guided to identify occupations that are a satisfying match for their interests, values, skills, and personalities.

Career planning is available through individual career counseling appointments, which could include career inventories (tests) and assessment of results, counseling and Personal Development courses (CPD prefix) in career exploration, career workshops and presentations, and computerized career-planning systems such as DISCOVER and the Guidance Information System (GIS).

A Career Resource Room (CRR), located in Building E, Room E114, provides students with materials and computer programs, as well as selected internet sites, to help research careers. Call (480) 732-7158 for more information on career planning and using the CRR.

PERSONAL DEVELOPMENT CLASSES

Counselors teach credit courses, which are offered each semester. Courses focus on personal growth and skill development around a variety of topics, such as stress management, learning strategies, and career exploration.

Courses are listed under the Counseling and Personal Development (CPD) prefix and can be used to balance a student's course load.

COUNSELING SUPPORT

Counseling support enhances the transition to academic life and provides awareness of policies and procedures of the college environment that impact students. Support is offered through support groups for reentry students and intervention for students experiencing academic difficulties.

DEAN OF STUDENTS' OFFICE/ STUDENT HELPLINE

CHIEF STUDENT ADVOCATE

The Dean of Students' Office serves as the chief advocate for all students at Chandler-Gilbert Community College. All students are welcome to call, come by Room B115 in Building B at the Pecos Campus, or e-mail the Dean of Students with any issues related to Chandler-Gilbert Community College at:

lois.bartholomew@cgcmail.maricopa.edu.

The Dean of Students' Office provides information on all student services and the following MCCD policies:

• Student Rights and Responsibilities

• Student Discipline and Grievances

• ADA Accommodations

• Sexual Harassment Issues

• 504 and EEOC Issues/Discrimination Issues

• Employee Grievance and Discrimination

Students can find MCCD policies related to these issues at the following Web site: www.dist.maricopa.edu/eddev/students/genpolicies/outline.htm.

STUDENT HELPLINE: (480) 732-7309

The 24-hour HELPLINE affords students another way to communicate any personal, social, or academic concern they may have while attending CGCC. The HELPLINE is a means for students to seek personal attention on matters that are of importance to them and affect their efforts to succeed while attending CGCC. Students who have questions or concerns about campus or classroom policies, procedures, or activities are encouraged to call this number at any time of the day or night. The Dean will promptly respond within twenty-four hours.

This call will go to the Dean of Students' voice mail; a tape-recorded message will ask students to leave their name, phone number (if students choose to provide it), and their request. Every effort will be made to contact students and answer or resolve their questions or concerns.

Reasons students or their parents may wish to use this HELPLINE are:

• Parental inquiries

• Student legal rights and code of conduct

• Complaints of any nature. Referrals will be made to appropriate resources

• Matters of campus safety of self or others

• Adjustment to college

• Underage students

• Academic probation or suspension issues

• Information about enrollment and support services on campus

• Desire to get involved in school activities or student organizations

• Student grievance procedures

• Personal concerns about:
    - Overall campus climate
    - Harassment/discrimination
    - Any campus procedure in student services
    - Thinking about withdrawing or dropping out because of . . .
    - Concerns about a course or instructor
    - Questions about a campus rule, regulation, or policy
    - Suggestions for a workshop, activity, or program to meet a campus need

Any matter that students need someone to take action on at CGCC!

By identifying students' needs, the Dean of Student Services, through the use of this HELPLINE, is willing to offer support in addressing their needs and making effective referrals to the appropriate campus service, program, or personnel. Complete confidentiality is assured.

DISABILITY RESOURCE AND SERVICES

The CGCC Disability Resource and Services Office (DRS) serves the needs of all qualified students. Students seeking accommodation must self identify and make an appointment with the DRS Office to review appropriate accommodation and support. Students will be provided a brochure outlining DRS services, accommodations, and documentation requirements. Students must provide proper documentation prior to accommodation. The DRS coordinator can be reached at (480) 732-7050, TTY (480) 732-7066. Additional information is also available at www.cgc.maricopa.edu/drs/.

The 504/ADA Coordinator for CGCC is the Dean of Student Services. Please direct all concerns and requests to the Dean's office at (480) 732-7309.

FACILITIES SERVICES

The Facilities Services office is responsible for creating and maintaining a physical environment conducive to effective teaching and learning. To report problems associated with either buildings or grounds, stop by the office or call (480) 732-7285 at the Pecos Campus or (480) 988-8131 at the Williams Campus. The Facilities Services office is located in Building M at the Pecos Campus and in the Aviation and Technology Center at the Williams Campus. For additional information, visit www.cgc.maricopa.edu/facilities/.

FINANCIAL AID AND VETERANS SERVICES

The Financial Aid Office, located in Building A at the Pecos Campus and the Aviation and Technology Center at the Williams Campus, is responsible for the following student services functions:

- Financial aid

- Veterans services

- Scholarships

- Student employment

Financial Aid and Veterans Services Office telephone numbers are (480) 732-7311 at the Pecos Campus, and (480) 988-8135 at the Aviation and Technology Center at the Williams Campus.

FINANCIAL AID

CGCC is committed to providing support to students with financial need. However, students are expected to share in the expenses of attending college. The purpose of the CGCC Financial Aid Office is to assist with this responsibility by determining students' financial need and awarding assistance to eligible students. This is accomplished by evaluating all aid applications through the use of a standard financial needs analysis system that determines how much students and/or their families can afford to contribute toward the college costs.

Several types of federal financial aid are available. These include:

- Grants
  - Pell Grant
  - Supplemental Educational Opportunity Grant (SEOG)
  - LEAP Grant (State Grant Program)

- Loans
  - Direct Stafford Loans
  - Direct Parent Loan for Undergraduate Students (PLUS)
  - Perkins Loan

- Work-Study
  -Part-time employment on campus

Students must apply and qualify for financial aid for each academic year in order to be considered for assistance by completing the Free Application for Federal Student Aid (FAFSA). The application process requires approximately two months, so it is best to apply as early as possible before the semester of attendance. Students should file an application by **May of each year for the fall term and by October for the spring term.** Applications received after these months are processed but are considered late, and award funds may be limited.

Students must be making satisfactory academic progress in order to receive financial aid. Visit www.cgc.maricopa.edu/financial_aid/ or contact the office for specific details: (480) 732-7311 at the Pecos Campus, or (480) 988-8135 at the Aviation and Technology Center at the Williams Campus.

VETERANS SERVICES

Application forms, counseling, advisement, and tutoring are available for students who are eligible for veterans educational benefits. Students applying for veterans benefits for the first time should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is based on the number of credit hours for which a student is enrolled. Those students receiving benefits must be following the VA academic progress policy to continue to receive benefits.

Veterans chapters served:

- Chapter 30 - Montgomery GI Bill

- Chapter 31 - Vocational Rehabilitation (separately served through local VA Vocational Rehabilitation offices)

- Chapter 32 - VEAP Program

- Chapter 35 - Survivors and Dependents of Deceased/100% Disabled Veterans

- Chapter 1606 - Selected Reserve GI Bill

For additional details, contact the Financial Aid and Veterans Services Office at (480) 732-7311 at the Pecos Campus and (480) 988-8135 at the Williams Campus. Information is also available at www.cgc.maricopa.edu/veterans/.

SCHOLARSHIPS

Scholarships are available for prospective students as well as currently enrolled students. Because the applications and deadlines vary for each scholarship, applying early is critical. Completion of the federal financial aid application may be required for some scholarships.

CGCC gratefully acknowledges scholarship donors for their support of our students. Please see the appendix for a list of donors.

STUDENT EMPLOYMENT

Both on-campus and off-campus employment positions are coordinated through the Financial Aid Office on the Pecos Campus.

FOOD SERVICES

The CGCC food service operation is contracted through ARAMARK and The Coyote Cafe is located in Building B, Room B133, at the Pecos Campus. A food snack cart is located outside the C Building for some dining times.

Food service for the CGCC community is provided at the Pecos Campus on a daily basis Monday-Friday during the academic year and Monday-Thursday during the summer. Hours of operation may vary. All payments must be in cash or by debit card. Food Services also provides catering for special events, banquets, and meetings. The manager is glad to hear students' comments and assist with catering arrangements. Call (480) 732-7362 or visit www.cgc.maricopa.edu/food_services/.

INSTITUTIONAL RESEARCH

The Institutional Research office, located on the Pecos Campus in Building B, Room B112, provides assistance to instructional and student support services divisions by collecting and analyzing information used to improve the quality of education and services and ensure student success. The office accomplishes this task by coordinating the development and implementation of the Institutional Effectiveness Plan, providing administrative support to the Student Learning Outcomes Assessment Committee, and providing appropriate research support to faculty and staff to improve the delivery of products and services. Call (480) 857-5118 or visit www.cgc.maricopa.edu/institutional_research/.

INTERNATIONAL STUDENTS

The Office of International Students, located on the Pecos campus in Building A, Room A154, provides specialized services to international students attending Chandler-Gilbert Community College. Services include counseling on immigration and visa issues, financial resources and tax matters, academic advising, and insurance.

The Office of International Students also contributes to the multicultural character of the campus by encouraging students to become involved in student organizations by offering programs, seminars, and workshops, and by hosting special events of personal interest and academic significance to increase intercultural awareness among the student body, faculty, and staff. For more information, contact (480) 732-7391 or visit www.cgc.maricopa.edu/international_education/.

LEARNING CENTER (TUTORING)

The Learning Center mission is to support students' academic learning by providing free instructional support (tutoring) and resources to reinforce and supplement classroom instruction and to assist learners in achieving academic success. While the emphasis is on providing writing and mathematics support, services are available for a wide range of academic courses at CGCC. Tutoring services are available on a drop-in basis for many courses and by appointment for select courses. Resources include videotapes, software, and print materials.

Students must be enrolled at CGCC in the class for which they are seeking assistance. For more information, visit www.cgc.maricopa.edu/lc/ or call (480) 732-7231.

MATHEMATICS AND SCIENCE TUTORING

The Math and Science tutoring program at the Pecos Campus is located on the second floor of the Library, Room L229. At the Williams Campus, tutoring takes place in the Learning Center, ASU East Academic Center, Room 160. A schedule of tutoring hours and services is posted at the beginning of each semester.

The Math and Science tutoring program offers:

- Drop-in group tutoring for math, chemistry, biology, and physics

- Trained tutors, including math and science faculty

- Computers with mathematics software

- Videos of algebra lessons

WRITING CENTER

The Writing Center is a valuable resource to assist students with their writing needs in all of their college courses. The Center helps students address a wide range of writing concerns, from how to determine whether they have a good thesis to how to organize their work, revise more effectively, and document sources accurately. The Writing Center at the Pecos Campus is located on the second floor of the Library, Room L227. Writing tutors are also available at the Williams Campus Learning Center in the ASU East Academic Center, Room 160. A schedule of tutoring hours and services is posted at the beginning of each semester. No appointment is necessary.

The Writing Center services include:

- Tutoring

- Reference materials for help with writing assignments

- A comfortable, quiet study area for individual or small-group work

- Computing, including word processing (both PC and Macintosh), grammar drills, and English as a Second Language and Reading software

LIBRARY

The CGCC Library creates the connection between people and information. The library faculty and staff teach the identification, location, and critical evaluation of the dynamic information world. The full gamut of information resources is available, including Web-based as well as traditional print and multimedia.

The Library has ten conference/study rooms, a library instruction classroom, an index/CD-ROM area, periodicals and newspaper display and storage, and carrels with telecommunications services. Currently the CGCC Library owns 24,000 books, 170 periodical subscriptions, 94,000 microfiche, and 170 maps.

In addition to CGCC's holdings, the MCCD Library and Media Centers, Internet, and a variety of CD-ROM databases are among the primary resources used by staff and students. Library staff also assist patrons through reference, interlibrary loan, database searching, and information referral services.

Students, faculty, and staff may access Library materials and selected databases, such as magazines and journals, newspapers, and Web resources, from home by going to the Library Web page at www.cgc.maricopa.edu/library/.

The patron will need his/her library card number (on the back of the CGCC ID card) connected to the Library computer system.

CGCC students at the Williams Campus have access to the CGCC Library located on the Pecos Campus as well as the Arizona State University East Library located in the Academic Center Building.

For more information about the CGCC Library, call (480) 857-5100.

MARKETING AND PUBLIC RELATIONS

The college Marketing and Public Relations office is responsible for internal and external public relations, marketing, and communications programs, including publicity, promotion, media relations, the college newsletter, advertising, college information, publications, and other projects. The Marketing and Public Relations office, located at the Pecos Campus in Building B, Room B118, also serves in an advisory role for student government, activities, events, and programs. Call (480) 732-7004 or (480) 732-7030 for more information, or visit our Web site at www.cgc.maricopa.edu/marketing/.

MEDIA SERVICES

Media Services provides telecommunication and media services and equipment at all CGCC campus locations: Pecos, Williams, and Sun Lakes. The Media Center is located on the second floor of the Library, at the Pecos Campus. Media resources and equipment can be reserved for classroom use by an instructor. The videos from the video collection are available for viewing via the campus cable system.

In order to use the Media Center resources, please have a CGCC ID card available. Visit the Web site at www.cgc.maricopa.edu/media_services/ for additional information concerning Media Center hours and services for all locations or call (480) 732-7110.

RECRUITMENT SERVICES

The Office of Recruitment Services provides information to students about various programs and the benefits of attending Chandler-Gilbert Community College. Activities such as regular high school visits, on-site ASSET testing, college campus tours, and a variety of recruitment events are customized to meet the needs of potential students. To request information or schedule a campus tour, call (480) 732-7391.

STUDENT LIFE AND STUDENT ACTIVITIES

All students are encouraged to participate in programs and activities sponsored by the Office of Student Life, located in Building B, Room B160, at the Pecos Campus. There are many opportunities to enhance classroom experience with co-curricular activities. These include leadership development, community service programs, cultural events, and an opportunity to participate in one of the many student organizations. For additional information, visit www.cgc.maricopa.edu/student life/. To participate in campus and community service programs, call the Office of Student Life at (480) 732-7150.

LEADERSHIP DEVELOPMENT

Emerging Leaders Program
The Emerging Leaders Program is designed to train students to become future leaders. A series of leadership workshops is provided for all students during the spring semester.

Getting Involved - Leadership Retreats and Leadership Activities
Leadership retreats are organized to increase students' leadership skills during the fall and spring semesters. Interested students are encouraged to call the Office of Student Life.

Community Service and Volunteer Opportunities
Students are encouraged to serve and volunteer on campus and in the community in a variety of ways. Listed below are some of the activities that students participate in:

Service Learning
This is an exciting program designed to integrate community service into the classroom. This program benefits everyone involved: students, faculty members, and the community. Students interested in becoming part of the Service-Learning team as an assistant or wanting further information are encouraged to stop by or call the Office of Student Life at the Pecos Campus for more information.

Into the Streets
Each semester students are encouraged to participate in the Into the Streets program, which is designed to give students hands-on experience serving in some of CGCC's many community service agencies, such as the Boys and Girls Clubs, nursing homes, and homeless shelters.

Adopt-A-Family Program
This program assists CGCC students with necessary food, clothing, and related resources. During the holidays, meals and gifts are provided as well. Students must complete an application or be referred by college employees.

COMMUNITY HOUR

Community Hour is a community-building time that allows students, faculty, and staff to interact, learn, and have fun. Community Hour is also a unique opportunity for students to meet with faculty members, participate in group study, attend student organization meetings, or take advantage of other student services such as tutoring, counseling, the Career Resource Room, or advisement. Speakers and campus-wide activities are planned to encourage interaction and support classroom learning. A calendar of events is published each semester noting the date and time, and a brief description of each scheduled event.

STUDENT ORGANIZATIONS

The list of student organizations at CGCC grows each year. Listed below are the current, officially recognized groups. Student organizations may be formed for many purposes— social, service, athletic, professional, and religious. Current information is available in the Office of Student Life. For more information about student organizations, visit or contact the Student Life office.

- ALSO - Alternative Lifestyles Student Organization
- ASCGCC - Associated Students of Chandler-Gilbert Community College
- CIA - Christians in Action
- Eagle Feather
- Essence of Color
- FTA - Future Teachers of America
- HSO - Hispanic Student Organization
- ICE - Intercultural Exchange Club
- LDSSA - Latter-Day Saints Student Association
- PASO - Performing Arts Student Organization
- PTK - Phi Theta Kappa (PTK)
- Sigma Delta Mu
- VICA - Vocational and Industrial Clubs of America

How to Create a Student Organization

Student organizations can be created to meet the needs of a diverse student population. Students thinking of creating a new student organization should meet with the Director of Student Life to learn the steps to take to have any group officially recognized at CGCC.

VOTER REGISTRATION

Students and community members have the opportunity to register to vote in the Office of Student Life at Chandler-Gilbert Community College. Voter registration is also available on-line at www.sosaz.com or by calling (877) THE-VOTE [(877) 843-8683]. Contact the Office of Student Life at (480) 732-7150 or visit www.cgc.maricopa.edu/welcome/voter_registration.html for registration deadlines and election dates.

TECHNICAL SUPPORT SERVICES

Technical Support Services (TSS) is located on the second floor of the Library. Technical planning, design, integration, and ongoing operational support for computing and network communications for voice and data services is provided by TSS staff. This includes technical support in the following areas:

- Enterprise Network Services
- Client/Network Support
- Computer Hardware Repair
- Desktop Software
- Telecommunications Support
- Student Information System (SIS)
- Web-based Applications

TSS provides technical support at the Pecos Campus, Williams Campus, and Sun Lakes Education Center. CGCC's intranetwork design provides connectivity to a variety of network environments, including the Internet, and supporting cross-platform workstations such as Macintosh, Windows, and Unix.

Trained, qualified staff members are available for delivering technical services, implementation, and support for instructional and administrative systems. For technical assistance or coordination of technical support issues please call the Technical Assistance Center (TAC) at (480) 732-7025 or visit the Web site at www.cgc.maricopa.edu/tss.

WILLIAMS CAMPUS HOUSING

Student residential living is provided at the Williams Campus for those students who meet eligibility and priority criteria. Two-, three-, four-, and five-bedroom houses and residential hall rooms and suites are available for rent. Housing at the Williams Campus is open to any student enrolled in one of the Maricopa Community Colleges. Preference is given to students enrolled in educational programs at the Williams Campus, with priority assigned according to enrollment and program during the academic term(s).

Verification of Continuing Students and Good Standing: Student status and eligibility to remain in residential living will be verified each term. To remain in good standing and continue residing on the Williams Campus, students need to be enrolled throughout the term(s) in which priority is assigned. Currently enrolled CGCC students at the Williams Campus may appeal possible withdrawal from residential living based upon exceptional or extenuating circumstances.

Contact the Williams Campus Housing Office at (480) 727-1700 for specific information, or visit the Web site at www.east.asu.edu/sta/u-life/housing/.
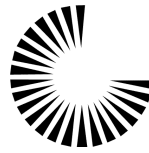
College Regulations
and Practices

C A T A L O G   a n d

S T U D E N T

H A N D B O O K

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COMPUTER CONDUCT

Arizona state law prohibits unauthorized access, alteration, or damage to any computer, computer system, or computer network, including both hardware and software. Examples of such unauthorized access are illegal software copying and "hacking" or illegal access to a computer system. These actions are held to be felonies under the law, and therefore are subject to college disciplinary action. The student is responsible for proper computer conduct, including the knowledge that unauthorized access is illegal. For further information concerning the statutes on computer fraud, see Arizona Revised Statutes 13-2316.

§13-2316. Computer fraud, classification

A. A person commits computer fraud in the first degree by accessing, altering, damaging or destroying without authorization of use of any computer, computer system, computer network, or any part of such computer, system or network, with the intent to devise or execute any scheme or artifice to defraud or deceive, or control property or services by means of false or fraudulent pretenses, representations or promises.

B. A person commits computer fraud in the second degree by intentionally and without authorization or by exceeding authorization, accessing, altering, damaging or destroying any computer, computer system or computer network, or any computer software, program or data contained in such computer, computer system or computer network.

C. Computer fraud in the first degree is a Class 3 felony. Computer fraud in the second degree is a Class 5 felony. (A.R.S. Section 13-2316)

For the purposes of §13-2316:

1. "Access" means to approach, instruct, communicate with, store data in, retrieve data from or otherwise make any use of any resources of a computer, computer system or computer network.

2. "Computer" means an electronic device which performs logic, arithmetic or memory functions by the manipulations of electronic or magnetic impulses and includes all input, output, processing, storage, software or communication facilities which are connected or related to such a device in a system or network.

3. "Computer network" means the interconnection of communication lines with a computer through remote terminals or a complex consisting of two or more interconnected computers.

4. "Computer program" means a series of instructions or statements, in a form acceptable to a computer, which permits the functioning of a computer system in a manner designed to provide appropriate products from such computer system.

5. "Computer software" means a set of computer programs, procedures and associated documentation concerned with the operation of a computer system.

6. "Computer system" means a set of related, connected, or unconnected computer equipment, devices and softwares.

7. "Financial instrument" means any check, draft, money order, certificate of deposit, letter of credit, bill of exchange, credit card or marketable security or any other written instrument, as defined by section 13-2001, paragraph 7, which is transferable for value.

8. "Property" means financial instruments, information, including electronically produced data, computer software and programs in either machine or human readable form, and anything of value, tangible or intangible.

9. "Services" includes computer time, data processing and storage functions. (A.R.S. Section 13-2301, Paragraph E)

IMMUNIZATION

Students who were born after January, 1957, and who were not immunized after 1968 are urged to seek immunization for measles/rubella to safeguard their health and to prevent illness that could interrupt their educational plans.

Students transferring to one of the three state universities must have up to date immunization records.

COLLEGE SAFETY REGULATIONS

EMERGENCIES

In the event of emergencies on campus, contact the College Safety department at (480) 732-7280 on the Pecos Campus or (480) 988-8888 on the Williams Campus.

Call 911 in the event of a medical emergency.

IDENTIFICATION

College Safety personnel are authorized to ask any person on campus for proper identification, should the need arise. Students failing or refusing to identify themselves properly will be:

1. Asked to leave the campus (if conduct or behavior warrants such action), and

2. Reported to the Dean of Student Services.

WEAPONS

All firearms, explosives, knives, or instruments that can be construed as dangerous weapons are prohibited on campus. Only certified peace officers are permitted to carry firearms at the college. All persons bringing firearms or other weapons for classroom demonstrations or any other academic reason are required to bring them to the College Safety department for examination.

MOTOR VEHICLES

The administration of college regulations governing motor vehicles operated by CGCC students shall be under the jurisdiction of the college administration.

VEHICLE DAMAGE OR LOSS

Chandler-Gilbert Community College assumes no responsibility for damage to motor vehicles, or for any loss while vehicles, are parked or operated on or near the campus.

VEHICLE REGISTRATION

Every student, faculty or staff member who owns or drives a motor vehicle on campus is required to register it and any other vehicles that may be used on campus with the College Safety department. Persons who purchase or trade their vehicles must register new vehicles.

An out-of-state/out-of-country student or college employee who operates or parks a motor vehicle on college property must sign an affidavit at the time of registration that the vehicle complies with A.R.S. 49-542 relating to vehicle emission testing. Vehicles which do not comply with A.R.S. 49-542 will not be granted a permit.

Vehicles must be registered in person at the College Safety department in Building M, Room 105.

COLLEGE TRAFFIC REGULATIONS

The following college traffic regulations are applicable to all members of the college community, including students, faculty, staff, and visitors:

1. Maximum speed limit on campus is 15 m.p.h.

2. Students, faculty, and staff members who operate a motor vehicle on campus must register their vehicle with the College Safety department and display the sticker in accordance with current regulations.

3. Drivers must observe and comply with stop signs, pavement arrows, right-turn-only signs, and other traffic control devices. All vehicles must stop at marked crosswalks to yield to pedestrian traffic within the crosswalks.

4. Persons driving on campus must follow directions given by College Safety officers and furnish student or other identification when so required.

5. Vehicles may be parked only in those spaces designated for a particular sticker.

6. Students may park in any parking space except those marked Visitors, Handicapped, Maintenance, Employees, No Parking, or any area with a red or yellow curb.

7. Persons having a Handicapped sticker on their vehicle may use any marked space on the campus, including those marked Handicapped, except those areas with red or yellow curbs.

8. No vehicle other than an emergency vehicle may be parked along red curbs or in striped areas. These are fire-hazard and safety zones, and violators will be towed away without warning at the owner's expense.

9. No vehicle may be parked in driveways, where signs indicate No Parking, or in areas not specifically marked for parking.

10. Visitors may use student zones on a temporary basis. Visitor permits may be obtained from the College Safety department.

11. In angled parking spaces, no vehicle may be parked in a direction opposite the normal direction of traffic.

12. Parking of motorcycles, mopeds and bicycles:

    a. Students are urged to exercise care in securing their personal property, including motor vehicles, bicycles, mopeds, and motorcycles.

    b. Motorcycles and mopeds may be parked only on crossbars. Bicycles must be parked in existing bike racks only. Mopeds, bicycles, and/or motorcycles that are found chained or affixed to trees, buildings, or light posts are subject to having their chains cut and being removed to the College Safety department. Owners will be responsible for the cost of the lock or cut chain.

TRAFFIC VIOLATION PENALTIES

Violation of traffic regulations will result in a citation and a fine being issued. In the case of parking violations, repeaters' vehicles may be towed away at their owner's expense.

All monetary fines shall be paid to the college cashier in the Cashier/Fiscal office. Payment may be made in person or by mail. Failure to pay or appeal a citation **within 15 working days** of date of issue will result in the fine being doubled. In order to insure due process, fines may be appealed to the Dean of Student Services, located in Building B, Room B115, on the Pecos Campus

DRESS CODE

Students are expected to dress appropriately and in good taste at all times while on campus, in the classroom, or in the Student Center. Students are required to wear some type of shirt in addition to other normal apparel. State Health Department laws and college policy require that all students wear shoes.

If, in the opinion of the faculty or staff member, any student's dress, manner, appearance, or conduct distracts, disrupts or interferes in any way with the classroom procedures or the educational processes, the violator may be asked to leave the classroom or the campus. The violator may not return until the condition is corrected or the case is reviewed by the proper authorities.
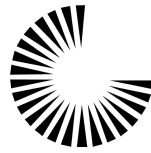
Student Policies and Procedures

CATALOG and

STUDENT

HANDBOOK

2002-2003

IMPORTANT STUDENT INFORMATION

SEXUAL HARASSMENT (EMPLOYEE & STUDENT)
Refer to Student Policies and Procedures. More information is available in the Office of the Dean of Student Services.

EQUAL OPPORTUNITY STATEMENT
More information is available in the Office of the Dean of Student Services.

STUDENT INSURANCE
More information is available in the Office of the Dean of Student Services.

AMERICANS WITH DISABILITIES ACT
More information is available in the Office of the Dean of Student Services.

STUDENT CONDUCT
Refer to Student Policies and Procedures. More information is available in the Office of the Dean of Student Services.

STUDENT EMPLOYMENT & STUDENT GRIEVANCE
More information is available in the Financial Aid Office or the bulletin board in Building B, classroom wing.

CANVASSING, PEDDLING, SOLICITING
Approval must be obtained at Chandler-Gilbert Community College by contacting the Office of Student Life.

PARKING AND TRAFFIC REGULATIONS
More information is available in the College Safety Office.

COLLEGE ENVIRONMENT

This section provides detailed information about policies and procedures of which every student should be made aware.

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

DIVERSITY POLICY

The Maricopa District is committed to integrating diversity into its processes, policies, procedures, programs, services, curriculum, workforce, and student population so that the organizational climate is one which respects and celebrates our diverse communities.

DIVERSITY VALUES STATEMENT

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

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 MCCCD-prohibited discrimination by the college/center, MCCCD, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, sex (including pregnancy discrimination and sexual harassment), sexual orientation, age, Vietnam-era veteran status, and physical or mental disability.

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 be responsible for the discriminatory action, that person's supervisor or department head. The student may choose to ask the Dean, Associate Dean or Director of Student Services to assist in the informal resolution process.

Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the alleged discriminatory act.

Once the complaint is informally resolved, a summary of the allegations and the final resolution shall be forwarded to the Office of General Counsel within five (5) working days.

For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a written complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the complainant, the complainant has the right to file a written complaint within 180 days of the alleged discriminatory act and to proceed under formal resolution procedures.

FORMAL RESOLUTION OF DISCRIMINATION COMPLAINTS

A student (part- or full-time) who contends that unlawful or MCCCD-prohibited discrimination has occurred, may file a formal complaint by contacting the Dean, Associate Dean or Director of Student Services or his or her designee at each respective college. These officials will accept complaint filings within 180 calendar days of the occurrence of the alleged discriminatory event.

A complaint must be signed by the student and filed on the form prescribed by the Office of General Counsel. A student may also contact the Office of General Counsel to obtain the name and phone number of the campus official designated to respond to discrimination complaints.

The complaint must identify the action, decision, conduct, or other basis that constituted an alleged act or practice of unlawful or MCCCD-prohibited discrimination. The complaint must also allege that the action, decision, or occurrence was taken or based on the complainant's race, color, religion, sex, sexual orientation, national origin, citizenship, age (over 40), disability, Vietnam-era veteran status, or any other unlawful discriminatory grounds.

Upon receipt of a complaint, the receiving official will notify the college president or provost and the Office of General Counsel. The Office of General Counsel will assign a case number to the complaint.

A copy of the complaint (or a summary of the allegations) will be shared with the respondent within five (5) working days of receipt by the receiving official (Dean of Students, etc.). Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted by the Dean, Associate Dean or Director of Student Services under the guidance of the Office of General Counsel.

Respondent must provide a written response to the complaint within fifteen (15) calendar days of his or her receipt of the complaint.

After accepting a complaint, the Dean, Associate Dean or Director of Student Services will conduct a fact-finding investigation which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. Upon completion of the investigation, the Dean, Associate Dean or Director of Office of General Counsel.

The Dean, Associate Dean or Director of Student Activities will submit its findings and recommendations to the president or provost within ninety (90) calendar days of receipt of the complaint.

The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the parties within fifteen (15) calendar days of receiving the findings from the Dean, Associate Dean, or Director of Student Services.

When the investigation confirms the allegations, appropriate corrective action will be taken. Appropriate corrective action is determined solely by MCCCD, the college or center and, with the exception of academic suspension or dismissal, cannot be appealed.

Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation under these procedures, may be used in subsequent grievance or disciplinary procedures.

Within ten (10) working days of the conclusion of the investigation, the college will forward the investigatory file to the Office of General Counsel.

MCCCD ADMINISTRATIVE REVIEW PROCESS: REQUEST FOR RECONSIDERATION

A complainant or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, in writing, administrative review of the decision, by his or her college president or provost.

The request for administrative review must state specific reasons why the complainant or respondent believes the finding was improper.

The president or provost will review the finding 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, he or she will deny the request for administrative review. At this point, the complainant has exhausted the Internal Discrimination Complaint Procedure.

MAINTENANCE OF DOCUMENTATION

Documentation resulting from each level in the Discrimination Complaint Procedure (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the MCCCD Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.

RIGHT TO REPRESENTATION

A complainant or respondent may be represented by another person at any stage of a complaint filed under this Discrimination Complaint Procedure.

CONFIDENTIALITY OF PROCEEDINGS

Every effort will be made by the college and MCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD's legal obligation to investigate and resolve issues of discrimination.

RETALIATION PROHIBITED

Retaliation against a person who has filed a complaint or against any witness questioned during an investigation, is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action up to and including termination of employment.

FALSE STATEMENTS PROHIBITED

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate discipline, up to and including, termination.

EXTERNAL FILING OF DISCRIMINATION COMPLAINTS

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
E-mail: OCR_Denver@ed.gov

SEXUAL HARASSMENT POLICY FOR EMPLOYEES AND STUDENTS

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Sexual harassment by and between employees, students, employees and students, and campus visitors and students or employees, is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination for employees, sanctions up to and including suspension or expulsion for students, and appropriate sanctions against campus visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the MCCCD EEO/Affirmative Action Office.

EXAMPLES OF POLICY VIOLATIONS

It shall be a violation of MCCCD's Sexual Harassment Policy for any employee, student or campus visitor to:

A. Make unwelcome sexual advances to another employee, student or campus visitor;

B. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;

C. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way: 1. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or 2. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;

D. Engage in verbal or physical conduct of a sexual nature that: 1. Has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or 2. Which creates an intimidating, hostile or offensive work or academic environment;

E. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCD property or in connection with any MCCCD-sponsored activity;

F. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);

G. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), sexually degrading

words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures.

ADDITIONAL POLICY VIOLATIONS

Supervisors, managers, administrators and faculty who disregard or fail to report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or a witness) are in violation of this policy.

RESPONSIBILITY FOR POLICY ENFORCEMENT

Every MCCCD employee and student must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

Employees and students are encouraged (but not required) to inform perceived offenders of this policy that the commentary/conduct is offensive and unwelcome.

AMOROUS RELATIONSHIPS

An amorous relationship that might be appropriate in other circumstances may be inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of instruction, counseling, advisement or supervision. An element of power is often present in such a context and it is incumbent upon those with authority not to abuse that power.

COMPLAINTS

A. Employees

   Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college president or to the MCCCD EEO/AA Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the MCCCD EEO/AA Office.

B. Students

   Students who experience sexual harassment in the academic environment (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the Dean of Students (or equivalent) at each individual campus. A student may also contact the MCCCD EEO/AA Office to obtain the name and phone number of the campus official designed to respond to sexual harassment complaints.

C. General-Applicable to Both Employees and Students

   Complaints will be investigated according to procedures established by the MCCCD EEO/AA Office. Copies of these procedures may be obtained in the college President's Office, Dean of Students Office and the MCCCD EEO/AA Office.

   The college/center/MCCCD will investigate all complaints as professionally and expeditiously as possible.

   Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCD.

   The MCCCD EEO/AA Office phone number is 480-731-8885.

CONFIDENTIALITY

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD's legal obligation to investigate and resolve issues of sexual harassment.

VIOLATIONS OF LAW

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under MCCCD policy. Disciplinary action by MCCCD may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

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.

RETALIATION PROHIBITED

Retaliation against an employee or student for filing a sexual harassment complaint, or participating in the investigation of a complaint, is strictly prohibited. MCCCD will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

TOBACCO-FREE ENVIRONMENT

The District is dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

The United States Surgeon General, in his 1986 report, "The Health Effects of Involuntary Smoking," concluded that: (1) Involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers; and (2) The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke.

A. Definition

For purposes of this regulation "smoking" will mean all uses of tobacco.

B. Prohibitions

1. Smoking is prohibited in enclosed district/college/center buildings and within twenty-five (25) feet of any building entrance or exit.

2. Smoking is prohibited in any areas where flammable gases, liquids or any other volatile materials are located or stored or in which a fire or safety hazard may exist.

3. Smoking is prohibited in all district/college/center vehicles.

4. The sale of cigarettes or other tobacco items is prohibited at all sites within the Maricopa District.

C. Enforcement

The success of this regulation will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees and students share in the responsibility for adhering to and enforcing the regulation. Any problems should be brought to the attention of the appropriate supervisor and handled through normal channels.

D. Support

Signs will be posted at the entrance to and throughout buildings and in vehicles as reminders of the no smoking regulation.

SUBSTANCE ABUSE/MISUSE STATEMENT

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education-providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses.

This policy statement has been constructed on the belief that higher education has a responsibility to face safety and health factors of substance abuse/misuse issues forthrightly and innovatively. We believe that the community college needs to adapt programs applicable to their community as well as to our individual student's needs. The policy statements should be comprehensive, understood by those expected to comply, realistic and enforceable, consistently applied, and cover foreseeable dangers.

Construction of this statement has been founded on concerns of individual safety, educational quality, and legal liability. It is recognized that each individual is responsible for his/her actions and must be afforded an opportunity to develop knowledge, skills and talent, and be willing to share community responsibilities. The Maricopa Community College District has an equal "duty to care" responsibility and a commitment to substance abuse/misuse education for all students and employees.

The Maricopa Community College District shall:

1. Visibly demonstrate a performance of the Maricopa Community College District "duty to care."

2. Comply with requirements for federal funds.

3. Describe what the college does about substance abuse/misuse (alcohol, drugs, anabolic steroids).

4. Inform/educate members of the academic community of adverse effects of these substances.

5. Inform/educate the academic community about the policies concerning substance misuse and abuse.

6. Discourage illegal drug abuse and legal substance misuse.

7. Provide supportive counseling

   a. Individual

   b. Group

8. Provide assistance and guidance to obtain treatment and rehabilitation of any identified problem.

To achieve these objectives, the program must provide an environment capable of:

1. Developing and implementing substance misuse/abuse prevention programs.

2. Providing educational training and prevention programs for the college and community it serves.

3. Providing timely and accurate information dissemination.

4. Establishing supportive counseling programs as needed.

5. Establishing a strong on-going evaluation of services.

6. Providing assistance to obtain treatment and rehabilitation of substance abuse/misuse.

7. Clarifying the college regulations for control of alcohol and drug use.

8. Providing procedures that the college will follow to correct and stabilize emergency situations.

Each college will identify key people to provide emergency services and to contact and work with outside agencies.

The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

STUDENT PROGRAM TO PREVENT ILLICIT USE OF DRUGS AND ABUSE OF ALCOHOL

I. Introduction and Purpose

The recent adoption by Congress of the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at Maricopa Community Colleges. Based upon that concern, it is intended that this program on prevention of alcohol and drug abuse on college campuses will go beyond the strict dictates of the law and will serve as a comprehensive educational and resource tool.

The Maricopa Community Colleges are committed to maintaining learning environments which enhance the full benefits of a student's educational experience. The Maricopa Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of

alcohol and drugs. Part of the educational mission of Maricopa Community Colleges, in conjunction with this program, is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse.

The purpose of this program is to:

a) Ensure that the Maricopa Community Colleges working and learning environment for students and the public is safe, orderly and free of illegal activity.

b) Comply with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.

c) Provide students with access to appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.

II. Standards of Conduct

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior which are prohibited by law and/or college rules and policies:

• Drinking or possession of alcoholic beverages on the college campus.

• Use of narcotics or of drugs not medically prescribed.

III. Sanctions for Violation of Standards of Conduct

Disciplinary actions include, but are not limited to:

1) warning,

2) loss of privileges,

3) suspension, or

4) expulsion.

IV. Legal Consequences of Alcohol and Other Drugs

A. Laws Governing Alcohol

The State of Arizona sets twenty-one as the "legal drinking age." An underage person who buys, receives, possesses or consumes alcoholic beverages is guilty of a misdemeanor and may be subject to a fine and imprisonment for up to six months.

The Uniform Act Regulating Traffic on Highways prohibits driving while under the influence of intoxicating liquor or drugs (DWI). Drivers charged with DWI who refuse to be tested face

suspension of their licenses or permits to drive for twelve months. A driver whose test results show a blood or breath alcohol concentration of 0.10 or more will have his/her license or permit to drive suspended or denied for not less than ninety consecutive days. The punishment for DWI ranges from not less than twenty-four consecutive hours in jail and a fine of not less than two hundred fifty dollars for a first offense to a minimum of six months in jail and revocation of the driver's license for three years upon a third offense.

B. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

First conviction: Up to one year imprisonment and fined at least $1,000 but not more than $10,010,001, or both. After one prior drug conviction: At least fifteen days in prison, not to exceed two years and fined at least $2,500 but not more than $250,000, or both. After two or more prior drug convictions: At least ninety days in prison, not to exceed three years and fined at least $5,000 but not more than $250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed twenty years and fined up to $250,000, or both, if:

1) First conviction and the amount of crack possessed exceeds five grams.

2) Second conviction and the amount of crack possessed exceeds three grams.

3) Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack.)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. Civil fine of up to $10,000 (pending adoption of final regulations). Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses. Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: *These are only Federal penalties and sanctions.*

C. State Penalties and Sanctions

Title Thirteen, Chapter 34 of the Arizona Revised Statutes lists drug offenses and their penalties. Following is a list of drugs which are frequently misused with a description of the potential penalties attached to a conviction.

• Marijuana: A first offense for possession or use of marijuana in an amount of less than one pound constitutes a class 6 felony and carries a possible prison term of one and one-half years and a fine of not less than seven hundred fifty dollars. The sale of marijuana in an amount of less than one pound carries a prison sentence of four years and a fine of at least seven hundred fifty dollars.

• LSD: Possession, use and sale of LSD are felonies carrying sentences from four to five years and fines of not less than one thousand dollars.

• Heroin and Cocaine: Possession, use and sale of heroin are felonies carrying sentences from four to seven years and a fine of not less than two thousand dollars.

ALCOHOLIC BEVERAGE USAGE

A. No alcoholic beverage shall be allowed on or in the premises owned (by the State) and/or leased/rented by the Maricopa Community Colleges for district-approved educational purposes, except as provided herein.

B. No purchase of alcoholic beverages is allowed from any funds under the jurisdiction of the Governing Board of the district.

C. 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.

D. 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.

CANVASSING AND PEDDLING

In process by MCCD's Legal Department. Approval can be obtained at Chandler-Gilbert Community College by contacting the Office of Student Life, (480-732-7150).

SOLICITATION

DEFINITIONS:

A "solicitor" is any non-MCCCD-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service, or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.

A "special event" is a college-sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which the college has deemed it essential to invite the participation of solicitors whose products, services or ideas are pertinent to the special event's theme.

REQUIREMENTS:

1. A solicitor must obtain prior approval for solicitation from the designated official at each college or center. A solicitor who would purport to sell any product or service is responsible for obtaining any necessary tax licenses and must submit to the designated official a certificate of commercial liability insurance and pay to the college or center, in consideration for the opportunity for solicitation, a fee in the amount of $50 per day or $125 per full week.

2. Campus restrictions regarding location, time, date, and use of amplification may apply. All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements contained in this regulation.

3. All solicitation must take place at tables in designated areas. Standard space will be one or two tables and chairs. Solicitors may be limited to no more than fifty (50) hours of solicitation activity per semester at each college or center.

4. By requesting the opportunity for solicitation on the premises of a college or center, a solicitor warrants that it may lawfully sell or promote its product, service or idea and that such activity does not violate any law, and does not violate any trademark, copyright, or similar proprietary interest. The activity of any solicitor may not violate any existing Maricopa contract.

5. The president of every college or center shall establish for such location restrictions governing the activities of solicitors. Such restrictions shall supplement, but shall not replace or waive, this regulation.

6. A college may waive the fee prescribed in this regulation for any solicitor's participation in a special event if the college determines that such participation will be of particular educational benefit to the interests of that college's students; the participation is sponsored by a club, organization, or academic division; and the participation is approved by the college's Student Life and Leadership department. A college may waive both the fee and the insurance certificate requirements prescribed in this regulation for a student purporting to sell or promote a product or service at a special event, provided that:

    A. Such product or service presents low risk of harm to a potential user;

    B. The product or service is not food or food-related and;

    C. The student is soliciting solely on his or her own behalf and not pursuant to any sales agreement, commission agreement, or similar affiliation or contractual relationship with another entity.

7. Any solicitor who violates this regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center. The Maricopa County Community College District, its colleges and centers, assume no responsibility – financial or otherwise – for the acts or omissions of any vendor whose presence on college premises pursuant to this regulation is approved by any college official.

CHILDREN ON CAMPUS

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.

CGCC Note: The college safety department will be notified whenever children under the age of 18 (other than registered students) who are unaccompanied by an adult are discovered on campus. The college safety officer will find the children and gather information to locate the parent or guardian. The parent or guardian will then be contacted. If no parent or guardian is located, action will be taken by the college safety office.

The Dean of Student Services office will be notified about the incident.

Procedures may vary at individual colleges/centers.

STUDENT RIGHTS AND RESPONSIBILITIES

ACADEMIC MISCONDUCT

A. Definitions

1. Academic Misconduct - includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating, plagiarism, and excessive absences.

2. Cheating - includes, but is not limited to, (a) Use of any unauthorized assistance in taking quizzes, tests or examinations; (b) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

3. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

B. Sanctions

Any student found by a faculty member to have committed academic misconduct is subject to the following sanctions:

1. Warning - notice in writing to the student that the student has violated the academic code.

2. Grade Adjustment - lowering of a test, assignment or course grade in response to the misconduct.

3. Discretionary Sanctions - additional academic assignments determined by the faculty member.

4. Course Failure - failure of a student in a course in which academic misconduct occurs.

5. Academic Probation - written reprimand and warning in response to academic misconduct. Academic probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.

6. College Suspension - separation of the student from the college for a designated period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the district.)

7. College Expulsion - permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all other colleges/centers in the district.)

   Sanctions 1, 2, 3, and 4 may be imposed by a faculty member. The faculty member may recommend to the department chairperson and Dean of Instruction that sanctions 5, 6, or 7 be imposed. College suspension or expulsion will be imposed only upon the approval of the Dean of Instruction.

   If a faculty member believes that academic misconduct has occurred but is confronted with facts that rebut that belief to the extent that reasonable doubt occurs, the disciplinary due process procedures should be invoked to determine guilt or innocence.

C. Appeal of Sanctions for Academic Misconduct

Students can appeal sanctions imposed for academic misconduct by following the student grievance process.

STUDENT DISCIPLINARY CODE

Purpose

The purpose of this policy is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Article I: Definitions

The following are definitions of terms or phrases contained within this document:

1. "College" means Maricopa Community Colleges or designated college or center. "College president" also refers to center provost.

2. "Student" means any person taking courses at the college whether full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students."

3. "Faculty member" means any person hired by the college or district to conduct classroom instruction.

4. "College official" means any person employed by the college or district, performing assigned administrative or professional responsibilities pursuant to this Student Code. The college president/provost shall designate the college official to be responsible for the administration of this Student Code.

5. "College community" means students, faculty members, college officials or any other persons employed by the college. A person's status in a particular situation shall be determined by the college president/provost.

6. "College premises" means all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the college or district.

7. "Organization" means a group that has complied with the formal requirements for college recognition.

8. The phrase "judicial body" means any person or persons authorized by the college president to determine whether a student has violated the Student Code and to recommend imposition of sanctions.

9. "Judicial advisor" means a college official authorized on a case-by-case basis by the college president/provost to impose sanctions upon students found to have violated this Student Code. The college president/provost may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the college president/provost from authorizing the same judicial advisor to impose sanctions in all cases.

10. "Appellate boards" means any person or persons authorized by the college president/provost to consider an appeal from a judicial body's determination that a student has violated this Student Code or from the sanctions imposed by the judicial advisor. Nothing shall prevent the college president/provost from acting as the appellate board.

11. The term "shall" is used in the imperative sense.

12. The term "may" is used in the permissive sense.

13. The term "policy" is defined as the written regulations of the college and/or district as found in but not limited to this Student Code and Governing Board policy.

Article II: Judicial Authority

A. The college president/provost shall determine the composition of judicial bodies and appellate boards and determine which judicial advisor, judicial body and appellate board shall be authorized to hear each case.

B. The judicial advisor shall develop procedures for the administration of the judicial program and rules for the conduct of hearings which are consistent with provisions of this Student Code.

C. Decisions made by the judicial advisor shall be final, pending the normal appeal process.

Article III: Prescribed Conduct

A. Jurisdiction of the College

Generally college jurisdiction and discipline shall be limited to conduct which occurs on college/center premises and/or during college sponsored or supervised activities, or which adversely affects the college community and/or pursuit of its objectives.

B. Conduct - Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:

   a) Furnishing false information to any official, college employee, or office.
   b) Forgery, alteration, or misuse of any college document, record, or instrument of identification.
   c) Tampering with the election of any college-recognized student organization.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or college activities, including its public service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.

An instructor may remove a student from a class meeting for disciplinary reasons. If an instructor removes a student for more than one class period, the instructor shall notify the appropriate dean in writing of the problem, action taken by the instructor, and the instructor's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to the appropriate due process procedures.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct which threatens or endangers the health or safety of any person.

4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.

5. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify one's self to these persons when requested to do so.

6. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.

7. Violation of published Governing Board policy, college rules or regulations.

8. Violation of federal, state, or local law on college/center premises or at college-sponsored or supervised activities.

9. Use, possession, or distribution of narcotic or other controlled substances, except as expressly permitted by law.

10. Use, possession, or distribution of alcoholic beverages or public intoxication.

11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.

12. Participation in a college demonstration that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area; intentional obstruction which unreasonably interferes with freedom of movement, or either pedestrian or vehicular, on campus.

13. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised activities.

14. Conduct which is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at activities sponsored by or participated in by the college.

15. Theft or other abuse of computer time, including but not limited to:

   a) unauthorized entry into a file, to use, read or change the contents or for any other purpose.
   b) unauthorized transfer of a file.
   c) unauthorized use of another user's identification and password.
   d) use of computing facilities to interfere with the work of another student, faculty member or college official.
   e) use of computing facilities to send obscene or abusive messages.
   f) use of computing facilities to interfere with normal operation of the college computing system.
   g) use of computing facilities for students' personal benefit.

16. Abuse of the judicial system, including but not limited to:

   a) falsification, distortion or misrepresentation of information before a judicial body.
   b) disruption or interference with judicial proceedings.
   c) institution of a judicial proceeding knowingly without cause.
   d) attempting to discourage an individual's proper participation in or use of the judicial system.
   e) attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the judicial proceeding.
   f) harassment, either verbal or physical, and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
   g) failure to comply with the sanctions imposed under this Student Code.
   h) influence or attempting to influence another person to commit an abuse of the judicial system.

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C. Violation of Law and College Discipline

1. When a student is charged only with an off-campus violation of federal, state, or local laws but not with any other violation of this Student Code, disciplinary action may be taken and sanctions imposed for grave misconduct that demonstrates flagrant disregard for the college community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to confess such charges, although not actually admitting guilt, e.g., "no contest" or "nolo contendere."

2. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency to civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out before, during, or after civil or criminal proceedings off-campus.

3. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special considerations for that individual because of his or her status as a student. If the alleged offense is also a subject of a proceeding before a judicial body under this Student Code, however, the college may advise off-campus authorities of the existence of this Student Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personnel capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Judicial Policies

A. Charges and Hearings

1. Any member of the college community may file charges against any student for his or her conduct under the/this Student Code. Charges shall be prepared in writing and directed to the judicial advisor responsible for administration of the college judicial system. Charges should be submitted within thirty (30) days of the incident. The judicial advisor will rule on the timeliness of the charges.

2. The judicial advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the judicial advisor. Such dispositions shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial body or a member thereof.

3. All charges shall be presented to the accused student in written form. A hearing shall be scheduled not less than five (5) nor more than fifteen (15) working days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial advisor.

4. Hearings shall be conducted by judicial body according to the following guidelines:

   a. hearings normally shall be conducted in private.
   b. admission of any person to the closed hearing shall be at the discretion of the judicial body, and/or its judicial advisor.
   c. in hearings involving more than one accused student, the chairperson of the judicial body, at his or her discretion, may permit the hearing concerning each student to be conducted separately.
   d. the complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. Both the complainant and the accused are responsible for presenting their own cases and, therefore, advisors are not permitted to speak or participate directly in any hearing before a judicial body.
   e. the complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross examination.
   f. pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
   g. all procedural questions are subject to the final decision of the chairperson of the judicial body.
   h. after the hearing, the judicial body (if consisting of multiple members) shall determine by majority vote whether the student violated the designated sections of this Student Code.

The judicial body shall render written findings of fact and conclusions and forward these along with recommended sanctions as outlined in Article IV, Section B to the judicial advisor within three (3) working days of the conclusion of the hearing.

i. the judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Code.

5. There shall be a single verbatim record, such as a tape recording, of all hearings before the judicial body. The record shall be the property of the college and/or district.

6. No student may be found to have violated this Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence and support of the charges shall be presented and considered.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated this Student Code:

   a) Warning - a written notice to the student that the student is violating or has violated institutional regulations.
   b) Probation - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
   c) Loss of Privileges - denial of specified privileges for a designated period of time.
   d) Restitution - compensation for loss, damage or injury.
   e) Discretionary Sanctions - work assignments, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the judicial advisor.)
   f) College Suspension - separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (College suspension applies at all of the Maricopa Community Colleges.)
   g) College Expulsion - permanent separation of the student from the college. (College expulsion applies at all of the Maricopa Community Colleges.)

2. More than one of the sanctions listed above may be imposed for any single violation.

3. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions upon the student's application to the judicial advisor. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.

4. The following sanctions may be imposed upon groups or organizations:

   a) those sanctions listed above in Section B1. a through d.
   b) deactivation - loss of all privileges, including college recognition for a designated period of time.

5. All sanction(s) shall be determined and imposed by the judicial advisor based upon the findings and conclusions of the judicial body. The judicial advisor will consider the recommendations for sanction(s) of the judicial body but will not be bound by its recommendations. The judicial advisor will forward the sanctions he/she determines to be appropriate along with the findings and conclusion to the accused student within two (2) working days after receipt of the judicial body's findings.

C. Interim Suspension

In certain circumstances, college/center officials may impose an interim suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only:

   a) to insure the safety and well-being of members of the college community or preservation of college property;
   b) to insure the student's own physical or emotional safety and well-being; or
   c) if the student poses a definite threat of disruption of or interference with the normal operations of the college.

2. During the interim suspension, the student shall be denied access to the college including classes and/or all other activities or privileges for which the student might otherwise be eligible, as the judicial advisor deems appropriate.

D. Appeals

1. A decision reached by the judicial body or a sanction imposed by the judicial advisor may be appealed by accused students or complainants to an appeal board within five (5) working days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the judicial advisor or his or her designee.

2. An appeal shall be limited to the review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

   a) to determine whether the original hearing was conducted fairly and in accordance with this Student Code prescribed procedures.
   b) to determine whether the decision reached regarding the accused student was in conformance with the standard established in Article IV section A #4 i.
   c) to determine whether the sanction(s) imposed was appropriate to the violation.
   d) to consider new evidence.

3. If an appeal is upheld by the appellate board, the matter shall be remanded to the original judicial body and judicial advisor for reopening of the hearing to allow consideration of the original determination and/or sanction(s).

4. In cases involving appeals by students accused of violating this Student Code, review of the sanction by the appellate board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the appropriate college official may, upon review of the case, reduce but not increase, the sanctions imposed by the judicial advisor.

5. In cases involving appeals by persons other than students accused of violating this Student Code, the designated college official may, upon review of the case, reduce or increase the sanctions imposed by the judicial advisor or remand the case to the original judicial body and judicial advisor.

Article V: Interpretation and Revision

A. Any question of interpretation regarding this Student Code shall be referred to person designated in Article I #13, or his/her designee, for final determination.

B. The Student Code shall be reviewed every three (3) years under the direction of the Vice-Chancellor for Educational Development.

STUDENT RECORDS

I. Definitions

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

A. College - includes all colleges, educational centers, skill centers and District office.

B. Educational Records - any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:

   1. 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.
   2. 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.
   3. 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 college.
   4. Alumni records which contain information about a student after he or she is no longer an attendant of the college and the records do not relate to the person as a student.

II. Annual Notification

Students will be notified of their further rights annually by publication in the college catalog and the student handbook.

Rights of Access to Educational Records

In compliance with the Family Educational Rights and Privacy Act of 1974, Maricopa Community Colleges inform students each semester that they may have access to their "educational records." These records include all information maintained by the college which is directly related to the student, with the exception of:

(a) the financial records of their parents,

(b) confidential letters of recommendation prior to January 1, 1975,

(c) confidential letters and recommendations associated with admissions, employment or job placement to which students have waived rights of inspection and review,

(d) educational records containing information about more than one student; however, in such cases the institution MUST PERMIT ACCESS to that part of the record which pertains only to the inquiring student.

Students shall not have access to the following records:

(a) reports made by physicians, psychiatrists, or psychologists in connection with their treatment,

(b) records of instructional, supervisory, administrative and certain educational personnel which are in the sole possession of the originator.

The above educational records may be maintained in the Offices of Admissions and Records, Student Financial Services and Veterans Services.

III. Access to Records

If a student wishes to gain access to his or her educational records, he or she should contact the Office of Admissions and Records and complete a written request specifying to which records he or she desires access. Information will be provided within 45 days or less.

The right to inspect and review educational records and the release of or access to such records, other information or instructional materials is governed by federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, 1232G and 1232H, and federal regulations issued pursuant to such act.

In addition to the enforcement procedures provided in such act, the superior court of this state may grant injunctive or special action relief if any educational agency or institution or officer or employee of such agency or institution fails to comply with such act regardless of whether such agency or institution is the recipient of any federal funds subject to termination pursuant to such act or whether administrative remedies through any federal agency have been exhausted.

If a student feels that his or her educational records contain information which is erroneous or inaccurate, he or she may call for an informal meeting with the official responsible for the maintenance of the records in question and attempt to reconcile the difference. In the event the student remains dissatisfied after the informal meeting, he or she may request a formal hearing to challenge the contents of his/her educational records. The student will be afforded the elements of due process adopted by the Governing Board.

A request for a formal hearing should be made in writing to the president, whereupon the Admissions and Standards Committee of the college will meet within 30 days after the complaint is received to conduct a hearing on the charges.

Each student will bear the cost of reproducing any materials from his or her file.

IV. External Review of Student Complaints

Pursuant to federal legislation, college-accrediting agencies will periodically review the substance of formal student complaints. The identities of students filing complains will remain anonymous.

V. Student Directory

The college may publish a directory of students containing for each the name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, part-time or full-time status, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The college shall give public notice of the categories of information it has designated and shall allow a reasonable period of time for the student to inform the college that any or all of the information should not be released without his or her consent.

Directory information may be released at the discretion of college officials for any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

Student must determine whether all directory information pertaining to them is available for release or whether they wish ALL information to be withheld.

In accordance with federal law, college officials may disclose directory information and educational records to parents of minors or to parents of a student who have established that student's status as a dependent according to the Internal Revenue Code of 1954, section 152, without the written consent of the student(s).

Questions concerning the Family Privacy Act and/or the preceding information may be referred to the Office of the Dean of Student Services.

VI. Use of Education Records for Advisement Purposes

All colleges within the Maricopa Community Colleges have access to the computerized MAPS (Monitoring Academic Progress System). During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the District's colleges or centers.

The Institution Retains the Right to Exercise Discretion in Determining the Release of Directory Information

INSPECTION OF EDUCATION RECORDS

Students may inspect and review their education records upon request to the appropriate records custodian as listed in Section VII of this policy.

The student should submit to the record custodian or an appropriate college staff person a written request which identifies as precisely as possible the record or records he/she wishes to inspect.

The record custodian or an appropriate college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in forty-five (45) days or less from receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him.

RIGHT OF THE COLLEGE TO REFUSE ACCESS

The college reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.

2. Letters and statements of recommendation for which the student has waived his/her right of access or which was placed in the file before January 1, 1975.

3. Records connected to an application to attend the college or a component unit of the college if that application was denied.

4. Those records which are excluded from the FERPA definition of education records.

REFUSAL TO PROVIDE COPIES

The college reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. the student lives within commuting distance of the college.

2. the student has an unpaid financial obligation to the college.

3. there is an unresolved disciplinary action.

A list of the types of records the college maintains, their locations and their custodians is provided below.

DISCLOSURE OF EDUCATION RECORDS

The college will disclose information from student's education record only with the written consent of the student, except:

A. To college officials who have a legitimate educational interest in the record.

   1. A college official is:

      a. a person employed by the college in an administrative, supervisory, academic or research, or support staff position.
      b. a person elected to Governing Board.
      c. a person employed by or under contract to the college to perform a special task such as an attorney or auditor.

   2. A college official has a legitimate educational interest if the official is:

      a. performing a task that is specified in his/her job description or by a contract agreement.
      b. performing a task related to a student's education.

TYPES, LOCATIONS AND CUSTODIANS OF EDUCATION RECORDS

Types	Locations	Custodians
Admissions Records	Admissions & Records Office	Director of Admissions & Records
Cumulative Academic	Admissions & Records Office	Director of Admissions & Records
Financial Records	College Business Office	Fiscal Agent
Progress Records	Faculty Office/Department/Instructor	Instructor

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c. performing a task related to the discipline of a student.

d. providing a service or benefit relating to the student or student's family such as counseling, job placement or financial aid.

B. To the officials of another college or university, upon request, in which a student seeks or intends to enroll. It is assumed that requests from colleges for transcripts will be made upon the request of the student, and the college will not notify the student in each instance of a transfer.

C. To certain officials of the U.S. Department of Education, the Controller General, and state and local authorities, in connection with certain state or federally supported programs.

D. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

E. If required by a state law requiring disclosure that was adopted before Nov. 19, 1974.

F. To organizations conducting certain studies for or on behalf of the college.

G. To accrediting organizations to carry out their function.

H. To parents of an eligible student who claim the student as a dependent for income tax purposes.

I. To comply with a judicial order or a lawfully ordered subpoena.

J. To appropriate parties in a health or safety emergency.

K. To officers of the Immigration and Naturalization Service requesting documentation of F-1 students.

RECORD OF REQUESTS OR DISCLOSURE

The college will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

CORRECTION OF EDUCATION RECORDS

Students have the right to ask for records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for correction of records:

A. A student must ask the designated custodian to amend a record. In doing so, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of his/her privacy or other rights.

B. The college may comply with the request or it may decide not to comply. If it decides not to comply, the college will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's rights.

C. Upon request the college will arrange for a hearing and notify the student, reasonably in advance, of the date, place and time of the hearing.

D. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

E. The college will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.

F. If the college decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

G. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the college discloses the contested portion of the record, it must also disclose the statement.

H. If the college decides that the information is inaccurate, misleading or in violation of the student's right to privacy, it will amend the record and notify the student, in writing, that the record has been amended.

STUDENT EMPLOYMENT

Student employment policies are available from the Financial Aid Office.

FICA INFORMATION FOR STUDENTS

The IRS provides general standards for determining whether work performed by a student is exempt from FICA (Social Security and Medicare) taxes under Code Section 3121(b) (10).

The standards apply only to "institutions of higher education." Generally speaking, a student is exempt from FICA taxes so long as the student is enrolled and regularly attending classes at that school and the work performed is incident to and for the purpose of pursuing a course of study at the school. "Career employees" are ineligible for FICA exemption.

In Rev. Proc. 98-16 (1998-5 IRB 2/5/98), the IRS made it easier for part-time students to qualify for the student FICA exemption. Anyone who is at least a "half-time" under-graduate student or a "half-time" graduate or professional student (not a career employee) qualifies for the exemption with respect to work performed for an institution of higher education. "Half-time" is defined as 6.0 - 8.9 credit hours per the Student Services Policies & Procedures.

The determination of student status should be made by each supervisor at the end of the drop-add period and may be adjusted later on at the school's option. For payroll periods ending before the end of the drop-add period, student status may be determined based on the number of semester hours being taken at the end of registration period for that semester.

The exemption does not apply to work performed by anyone who is not enrolled in classes during school breaks of more than five weeks (including summer breaks of more than five weeks).

This exemption applies no matter how much the student is paid, what kind of work is performed, where it is performed or the number of hours worked so long as the work is incident to and for the purpose of pursuing a course of study at the college.

STUDENT GOVERNANCE

Student Governance policies are undergoing review for 2002-2003 and will be available in the CGCC Office of Student Life.

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board which exists in accordance with Arizona 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 shall exist at each college/center to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college 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 governance constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with Federal and State laws, State Board of Directors for Community Colleges of Arizona resolutions and ordinances and the Maricopa Community Colleges Governing Board policies. Since Rio Salado Community College is a county-wide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate dean or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board Legal Counsel.

The ASDAC student constitution shall be reviewed annually by the newly elected officers. The members/advisors of the District Student Leadership Executive Council shall be responsible for submitting any changes to the Deans of Students Executive Council for transmittal to the Governing Board Legal counsel.

A.   Officers/Members

All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of 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).

ASDAC will be comprised of primary leaders of the student governing bodies from MCCCD colleges, specifically: Chandler-Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Mesa

Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College, South Mountain Community College.

Each ASDAC member college is allotted one vote. The primary leader(s) of the established student governing bodies at each MCCCD higher educational institution must be in compliance with the respective office requirements of that institution.

All positions normally filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

B. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

C. Eligibility for Office

All student governance constitutions shall prescribe that all persons 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 2.00 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.

D. Tenure of Position

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.

E. Succession in Office

A logical succession shall be included in each college constitution which shall provide for the filling of vacant officer positions through succession first and appointment second.

F. 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.

G. Remuneration Limitations

1. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions.

    Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in a leadership class per semester. Remuneration shall be for services rendered and not for merely holding the office.

2. For qualifying students, College Work Study (CWS) funds may be used in accordance with Federal guidelines.

3. The allowance for awarding honorariums or scholarships for executive student officers is a maximum of $100.00.

4. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

H. Amending Student Constitutions

College student constitutions should be reviewed annually by student governance. The appropriate dean or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.

I. Student Governance Advisors

College organization advisors will be provided for in each student governance constitution. 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 dean or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate dean or college president.

J. 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.

K. Final Authority

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

CLUBS AND ORGANIZATIONS

Student Development is expressed in diverse experiences on campus. Student life is an important part of the collegiate experience for all students attending a Maricopa Community College.

Opportunities will be available through the development of clubs, organizations and volunteerism at every campus serving a diverse student population.

Petitions for new college organizations are obtained from the office designated by student governance or, in its absence, by the designated dean.

The petition must be signed by at least fifteen (15) students interested in organizing a club. A general outline of the proposed constitution indicating the objectives and procedures for the club shall accompany the petition. Approved constitutions of all college organizations must include the following provisions:

1. College organization advisors must be provided for in each club/organization's constitution.

2. All monies of the organization must be deposited with the college fiscal agent and be expended by requisition authorized by the designated organization officer(s), college administrator and college fiscal agent.

A recommendation for approval should be forwarded to the college president/provost.

Fund-raising projects may be held on or in college/center facilities when approved specifically within issued guidelines.

INTERCOLLEGIATE ATHLETICS

Community colleges are intended to serve the needs of the community insofar as possible within the resources available to the Governing Board. Athletic programs are considered to be within the scope of this mission. Therefore, a proportionate part of the resources shall be used to provide athletic programs.

Within the guidelines of offering substantial athletic programs, residents of the college community shall be served by these programs. Priority shall be given the residents of the college community for participation in the programs. However, no properly registered student shall be denied an equal opportunity to participate in any college activity.

Contact your campus athletic director and/or the Dean of Student Services for the regulations and procedures specific to the athletics program.

TRAVEL BY STUDENTS

Official college trips should be made in vehicles provided by the college or by commercial vehicles. College vehicles may be used for official college business only. See MCCD policy on Operation and Insurance Coverage of District Owned and/or Lease Vehicles and Privately Owned Vehicular Usage for District Purposes.

The college president may require an advisor(s) for college-sponsored student trips that involve out-of-county travel. No approved college organization, association or club that is financed out of the appropriate revenue fund budget shall travel out of state more than three (3) times during one (1) school year. Exceptions may be made for student officers who hold offices in national or regional organizations and tournaments. For travel out of the country, Governing Board approval is required.

If campus financial support is requested for attending tournaments or club functions, students must obtain campus approval prior to running for national or regional organizations and/or officer positions.

COLLEGE AND STUDENT ACTIVITIES BUDGETS

CGCC allocates funds to a variety of college and student activities. These funds cover a host of special events, cultural celebrations, cocurricular activities, academic recognitions, service learning, and a variety of performing arts activities. Please contact the Dean of Students Office at (480) 732-7310 for more information.
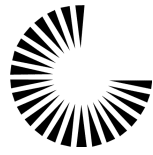
Degree Requirements

CATALOG and

STUDENT

HANDBOOK

2002-2003

2002-2003 GRADUATION/GENERAL STUDIES POLICIES

FOR MARICOPA COMMUNITY COLLEGES

CATALOG UNDER WHICH A STUDENT GRADUATES

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

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

    EXAMPLE A:
    Admitted & Earned
    Course Credit at a
    Public Community
    College or University .... Fall '93..................... (Active)

    Continued at a Public
    Community College..............Spring '94, Fall '94... (Active)

    (1993 or Any
    Subsequent
    Transferred to a University ..Spring '95 .... Catalog)

    EXAMPLE B:
    Admitted & Earned
    Course Credit at a
    Public Community
    College or University .... Fall '92..................... (Active)

    Enrolled But Earned
    All Ws, Zs, or Fs...................Spring '93 ....(Inactive)

    Enrolled in Audit
    Courses Only ....Fall '93...................(Inactive)

    Nonattendance..................... Spring '94 ....(Inactive)

    (94 or Any
    Subsequent
    Transferred to a University ..Fall '94.................... Catalog)

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

    EXAMPLE A:
    Admitted & Earned
    Course Credit at a
    Public Community
    College or University .... Fall '92 .... (Active)

    Nonattendance.. Spring '93, Fall '93, Spring '94 ...(Inactive)

    Readmitted & Earned
    Course Credit at a
    Public Community College ...... 1994 .... (Active)

    (1994 or Any
    Subsequent
    Transferred to a University ..... Spring '95 .... Catalog)

    EXAMPLE B:
    Admitted & Earned
    Course Credit at a
    Public Community
    College or University .... 1992 .... (Active)

    Nonattendance........................ Spring '93 ....(Inactive)

    Readmitted & Earned
    Course Credit at a
    Public Community College ...... Summer '93 .... (Active)

    Nonattendance................. Fall '93, Spring '94 ....(Inactive)

    (1992 or Any
    Subsequent
    Transferred to a University ..... Fall '94 .... Catalog)

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

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

EXAMPLE:
Admitted & Earned
Course Credit at a
Public Community
College or University ....Summer '94............ (Active)

Continued at a Public
Community College......... Fall '94, Spring '95 .... (Active)

Nonattendance.......................Fall '95 ....(Inactive)

Readmitted & Earned
Course Credit at a
Public Community College .....Spring '96............... (Active)

(1994 or Any
Subsequent
Transferred to a University ....Summer '96........... Catalog)

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

UNIVERSITY DEPARTMENT TIME LIMIT FOR COURSEWORK

In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than eight years old is applicable to completion of degree requirements at the discretion of the student's major department. Departments may accept such coursework, reject it, or request that the student revalidate its substance. The eight-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

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

GENERAL GRADUATION REQUIREMENTS

All students receiving a degree or certificate under this catalog must:

1. be credited in the Office of Admissions and Records with not fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree, and Associate in General Studies degree; 64 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees; for specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program.

Students not continuously enrolled must satisfy current graduation requirements.

2. have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate, except in cases where the certificate requires fewer than 12 credit units.

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

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

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

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

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

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

8. have paid required degree or certificate application fee.

See fee schedule for charges.

CERTIFICATES/DEGREES

The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees, one of which is conferred on each student who has completed a program of study. These certificates and degrees are as follows: (1) Certificate of Completion (Career Program Specified); (2) Academic Certificate; (3) Associate in Arts; (4) Associate in Science; (5) Associate in Business; (6) Associate in General Studies; (7) Associate in Transfer Partnership; and (8) Associate in Applied Science (Career Program Specified).

All candidates for a degree must complete the General Graduation Requirements outlined in this catalog.

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

MCCCD GENERAL EDUCATION STATEMENT (EFFECTIVE FALL 2002)

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

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

- Build self-awareness, self-respect, and self-confidence

- Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures

- Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions

- Access, evaluate, analyze, synthesize, and use information wisely

- Communicate effectively personally, socially, and professionally

- Think critically, make informed decisions, solve problems, and implement decisions

- Consider the ethical implications of their choices

- Value the learning process throughout their lives

- Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future

- Develop a personal sense of aesthetics

- Use technological resources appropriately and productively

- Work cooperatively and respectfully with others to serve their communities

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

- Communication

- Arts and Humanities

- Numeracy

- Scientific Inquiry in the Natural and Social Sciences

- Information Literacy

- Problem-Solving and Critical Thinking

- Cultural Diversity

GENERAL EDUCATION DESIGNATIONS (EXAMPLE: (FYC), [SB], [HU], ETC.)

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

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

2002-2003 ARIZONA GENERAL EDUCATION CURRICULUM (AGEC) – A, B, S

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

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

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

Three Types of MCCCD AGECs

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

    http://az.transfer.org/cas/atass/

    Click on: Student Information
                  Degrees and Pathways, scroll down to the bottom of the page
                  The letter of the major you're interested in

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

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

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

The MCCCD AGEC A, AGEC B, and AGEC S:

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

*   Use the following policies to help students complete the required Core and Awareness Areas without exceeding the 35 semester credits:

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

*   Follows the general studies policy below:

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

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

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

*   Require that a minimum of 12 semester credits of course work be taken at any of the MCCCD colleges;

*   Include both courses and their modular equivalents, either the course or the modular equivalents will satisfy the AGEC;

*   Accept one of the courses that is cross-referenced with other courses;

*   Provide for exemption from Arizona university admission requirements for: Students who complete the AGEC A, AGEC B, or AGEC S with a minimum 2.0 on a 4.0=A scale, or students who complete an associate or higher degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

The 35 semester credits required for each of the three AGECs follow. See the list entitled <u>MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S</u> for specific course information via the following website:

http://www.dist.maricopa.edu/eddev/curric/

Click on: Program Information
                 Program Sorting/Reporting, scroll down to AGEC Course Matrix

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and on the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to a specific AGEC.

	Credits
A. **Core Areas:**...	**35**

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

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

    3.   **Mathematical Studies [MA/CS]** **6**
       To complete the Mathematical Studies requirement select one course to satisfy Mathematics [MA], and a second course from Computer/Statistics/Quantitative Applications [CS]. NOTE: The Mathematics [MA] requirement differs for AGEC A, AGEC B, and AGEC S.

       AGEC A requires:
       a.   Mathematics [MA] A (3 credits) AND
           NOTE: Requires a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite.
       b.   Computer/Statistics/Quantitative Applications [CS] (3 credits)

AGEC B requires:
a. Mathematics [MA] B (3 credits) AND
NOTE: Requires a course in brief calculus or a higher level mathematics course.
b. Computer/Statistics/Quantitative Applications [CS] (3 credits)

AGEC S requires:
a. Mathematics [MA] S (3 credits) AND
NOTE: Requires the first course in a calculus sequence or any mathematics course for which that course is a prerequisite.
b. Computer/Statistics/Quantitative Applications [CS] (3 credits)

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

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

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

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

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

The courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to <u>one</u> course in that prefix.

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

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

AGEC Area Requirements Descriptions/Definitions

CORE AREAS

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

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

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

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

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

Mathematical Studies .... **6 credits**

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

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

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

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

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

Mathematics [MA] AGEC A

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

Mathematics [MA] AGEC B

The AGEC B Mathematics Core Area requires a course in brief calculus or a higher level mathematics course.

Mathematics [MA] AGEC S

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

Computer/Statistics/Quantitative Applications [CS]

AGEC A, B, and S [CS] option requires:

Courses that emphasize the use of statistics or other mathematical methods in the interpretation of data and in describing and understanding quantitative relationships, courses that involve the use of computer programming languages or software in the development of skills in analytical thinking.

Humanities and Fine Arts [HU] .... **6 credits**

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

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

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

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

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

A total of six semester credits must be completed with a grade of "C" or better in the Social and Behavioral Sciences Core Area. Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

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

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

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

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

Natural Sciences [SQ] A & B

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

Natural Sciences [SG] A & B

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

Natural Sciences [SQ], [SG] S

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

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

AWARENESS AREAS

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

Cultural Diversity in the United States [C]

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

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

Global Awareness [G]

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

Courses that satisfy the Global Awareness option in the requirements are of one or more of the following types:

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

Historical Awareness [H]

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

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

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

2002-2003 ASSOCIATE IN ARTS (AA) DEGREE, GENERAL REQUIREMENTS (GR)

The Maricopa County Community College District Associate in Arts General Requirements (AA GR) is a degree requiring a total of 60-64 semester credits for the program of study. The degree has three major components: 1) General Studies which includes the Arizona General Education Curriculum A (AGEC A), and MCCCD Additional Requirements, 2) Non-English Language Requirements, 3) General Electives.

The degree is designed for students who plan to transfer to Arizona's public universities into **majors that articulate with the Associate in Arts General Requirements pathway**. The AA GR is designed for students who may or may not know their major or university. Additional information on academic majors can be accessed via the following website:

 http://az.transfer.org/cas/atass/

 Click on: Student Information
             Degrees and Pathways, scroll down to the bottom of the page
             The letter of the major you're interested in

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCCD Associate in Arts General Requirements will apply to university graduation requirements of the university major for which the AA GR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

The MCCCD Associate in Arts General Requirements:

*   Requires 60-64 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;

*   Uses the following policies to help students complete the required Core and Awareness Areas in AGEC A without exceeding the 35 semester credits:

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

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AA Degree, General Requirements

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*   Uses the following policy to help students complete the program requirements at a minimum of 60 semester credits but not more than 64 semester credits:

    Courses can satisfy multiple areas within the degree simultaneously (AGEC A Core Area, AGEC A Awareness Area, MCCCD Additional Requirements, Non-English Language Requirements).

*   Follows the general studies policy below:

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

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

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

*   Follows the graduation policies within the general catalog;

*   Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Arts General Requirements;

*   Accepts one of the courses that is cross-referenced with other courses;

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

The 60-64 semester credits required for the Associate in Arts General Requirements follow. See the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S for specific course information via the following website:

    http://www.dist.maricopa.edu/eddev/curric/

    Click on: Program Information
                Program Sorting/Reporting, scroll down to AGEC Course Matrix
                AGEC Course Matrix

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences Areas on the list and on the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to a specific AGEC.

I.   MCCCD GENERAL STUDIES **Credits**

The MCCCD General Studies includes two areas, MCCCD AGEC A and MCCCD Additional Requirements.

A.   MCCCD AGEC A

1.   **Core Areas:**.. **35**

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

AA Degree, General Requirements Continued

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

      c. **Mathematical Studies [MA/CS]** **6**
To complete the Mathematical Studies requirement select one course to satisfy the Mathematics [MA] A and a second course from either Computer/Statistics/Quantitative Applications [CS].

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

      d. **Humanities and Fine Arts [HU]** **6**
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

      e. **Social and Behavioral Sciences [SB]**... **6**
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

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

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

The courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to **one** course in that prefix.

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

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

B. **MCCCD Additional Requirements** **0-6**
Students must satisfy Oral Communication and Critical Reading Areas for a total of six (6) semester credits. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

AA Degree, General Requirements Continued

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

   Select from the following options:
   COM100 [SB] (3 credits) OR
   COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
   COM110 [SB] (3 credits) OR
   COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
   COM225 [L] (3 credits) OR
   COM230 [L] [SB] (3 credits)

2. **Critical Reading**
   A total of three (3) semester credits is required for the Critical Reading Area. However, if students select a Critical Reading course that satisfies both the Critical Reading Area and an area within the Core, or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

   CRE101 [L] OR
   Equivalent as indicated by assessment

II. Non-English Language Requirements 0-16
Students must demonstrate 4th semester proficiency at the 202 course level to satisfy the Non-English Language Requirements or a maximum of 16 semester credits in one Non-English language. However, if students select Non-English language courses that satisfy multiple areas of the degree, or if students demonstrate proficiency, then the Non-English Language Requirements have been satisfied and additional electives may be taken.

III. General Electives 3-29
Select courses to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

For students who have decided on a major that articulates with the AA GR, but are undecided on the university they will transfer to, courses satisfying the General Electives area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. See advisor for list of Common Courses. Not all majors have common courses. The list of Common Courses is accessible on the following website:

   http://az.transfer.org/cas/atass/

   Click on: Student Information
                Common Course Matrices

Students must select courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). For appropriate course selection, students should consult with an advisor.

AA GR Total Credits: 60-64

AA Degree, General Requirements Continued

2002-2003 ASSOCIATE IN ARTS (AA) DEGREE, SPECIAL REQUIREMENTS (SR)

The Maricopa County Community College District Associate in Arts Special Requirements (AA SR) requires a total of 60-64 semester credits for the program of study. The degree has three major components: 1) General Studies which includes the Arizona General Education Curriculum A (AGEC A), and MCCCD Additional Requirements, 2) Common Lower Division Program Requirements, 3) General Electives.

The degree is designed for students who plan to transfer to Arizona's public universities into **majors that articulate with the Associate in Arts Special Requirements pathway**. The AA SR is designed for students who know their major but have not decided on their university for transfer purposes. Additional information on academic majors can be accessed via the following website:

    http://az.transfer.org/cas/atass/

    Click on: Student Information
                 Degrees and Pathways, scroll down to the bottom of the page
                 The letter of the major you're interested in

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCCD Associate in Arts Special Requirements degree will apply to university graduation requirements of the university major for which the AA SR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

The MCCCD Associate in Arts Special Requirements:

* Requires 60-64 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;

* Uses the following policies to help students complete the required Core and Awareness Areas in AGEC A without exceeding the 35 semester credits:

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

* Uses the following policy to help students complete the program requirements at a minimum of 60 semester credits but not more than 64 semester credits:

    Courses can satisfy multiple Areas within the degree simultaneously (AGEC A Core Area, AGEC A Awareness Area, MCCCD Additional Requirements, Common Lower Division Program Requirements).

* Follows the general studies policy below:

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

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

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

*   Follows the graduation policies within the general catalog;

*   Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Arts Special Requirements;

*   Accepts one of the courses that is cross-referenced with other courses;

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

The 60-64 semester credits required for the Associate in Arts Special Requirements follow. See the list entitled <u>MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S</u> for specific course information via the following website:

http://www.dist.maricopa.edu/eddev/curric/

Click on: Program Information
Program Sorting/Reporting, scroll down to AGEC Course Matrix
AGEC Course Matrix

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and on the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to a specific AGEC.

I.   MCCCD GENERAL STUDIES   **Credits**
The MCCCD General Studies includes two areas, MCCCD AGEC A and MCCCD Additional Requirements.

A.   MCCCD AGEC A

1.   Core Areas:.. **35**

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

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

c.   Mathematical Studies [MA/CS] **6**
To complete the Mathematical Studies requirement select one course to satisfy the Mathematics [MA] A and a second course from either Computer/Statistics/Quantitative Applications [CS].

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

d.   Humanities and Fine Arts [HU] **6**
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

AA Degree, Special Requirements Continued

e. **Social and Behavioral Sciences [SB]**.. **6**
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

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

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

The courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to **one** course in that prefix.

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

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

B. **MCCCD Additional Requirements** **0-6**
Students must satisfy Oral Communication and Critical Reading areas for a total of six (6) semester credits. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

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

Select from the following options:
COM100 [SB] (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110 [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
COM225 [L] (3 credits) OR
COM230 [L] [SB] (3 credits)

AA Degree, Special Requirements Continued

2. **Critical Reading**
    A total of three (3) semester credits is required for the Critical Reading area. However, if students select a Critical Reading course that satisfies both the Critical Reading area and an area within the Core, or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

    CRE101 [L] OR
    Equivalent as indicated by assessment

II. **Common Lower Division Program Requirements...6**
    A minimum of six (6) semester credits is required for Common Lower Division Program Requirements.

    Students should refer to the Common Courses list for their chosen major and/or consult with an advisor to select courses from the Common Courses list. The list of Common Courses is accessible on the following website:

    http://az.transfer.org/cas/atass/

    Click on: Student Information
                 Common Course Matrices

III. **General Electives 13-23**
    A total of 13-23 semester credits are required for General Electives. Students may wish to select additional courses in consultation with an advisor to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

    For students who have decided on a major that articulates with the AA SR, but are undecided on the university they will transfer to, courses satisfying the General Electives area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. See advisor for list of Common Courses. Not all majors have common courses. The list of Common Courses is accessible on the following website:

    http://az.transfer.org/cas/atass/

    Click on: Student Information
                 Common Course Matrices

    In some majors students must demonstrate 4th semester proficiency at the 202 course level to satisfy the non-English language requirement or complete a maximum of 16 semester credits. However, if students select non-English language courses that satisfy multiple areas of the degree, or if students demonstrate proficiency, then the non-English language requirement has been satisfied and additional electives may be taken.

    Students must select courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). For appropriate course selection, students should consult with an advidor.

AA SR Total Credits: 60-64

AA Degree, Special Requirements Continued

2002-2003 ASSOCIATE IN SCIENCE (AS) DEGREE, GENERAL REQUIREMENTS (GR)

The Maricopa County Community College District Associate in Science General Requirements (AS GR) requires a total of 60-64 semester credits for the program of study. The degree has three major components: 1) General Studies which includes the Arizona General Education Curriculum S (AGEC S) and MCCCD Additional Requirements, 2) Major Specific Requirements, 3) General Electives.

The degree is designed for students who plan to transfer into **majors that articulate with the Associate in Science General Requirements pathway.** The AS GR is designed for students who plan to pursue an associate degree or transfer to an Arizona university and satisfy requirements in majors with more stringent mathematics and mathematics-based science requirements. Additional information on academic majors can be accessed via the following website:

> http://az.transfer.org/cas/atass/

> Click on: Student Information
> Degrees and Pathways, scroll down to the bottom of the page
> The letter of the major you're interested in

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCCD Associate in Science General Requirements will apply to university graduation requirements of the university major for which the AS GR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

The MCCCD Associate in Science General Requirements:

* Requires 60-64 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;

* Uses the following policies to help students complete the required Core and Awareness Areas in AGEC S without exceeding the 35 semester credits:

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

* Uses the following policy to help students complete the program requirements at a minimum of 60 semester credits but not more than 64 semester credits:

    Courses can satisfy multiple Areas within the degree simultaneously (AGEC S Core Area, AGEC S Awareness Area, MCCCD Additional Requirements, Non-English Language Requirements).

* Follows the general studies policy below:

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

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

AS Degree, General Requirements

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

* Follows the graduation policies within the general catalog;

* Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Science General Requirements;

* Accepts one of the courses that is cross-referenced with other courses;

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

The 60-64 semester credits required for the Associate in Science General Requirements follow. See the list entitled <u>MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S</u> for specific course information via the following website:

http://www.dist.maricop.edu/eddev/curric/

Click on: Program Information
Program Sorting/Reporting, scroll down to AGEC Course Matrix
AGEC Course Matrix

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and on the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to a specific AGEC.

I. MCCCD GENERAL STUDIES   **Credits**
The MCCCD General Studies includes two areas, MCCCD AGEC S and MCCCD Additional Requirements.

A. MCCCD AGEC S

1. Core Areas:.. **35**

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

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

c. Mathematical Studies [MA/CS] **6**
To complete the Mathematical Studies requirement select one course to satisfy the Mathematics [MA] S and a second course from Computer/Statistics/Quantitative Applications [CS].

1) Mathematics [MA] S (3 credits)
Select a course in a calculus sequence (MAT220/MAT221), or any mathematics course for which that course is a prerequisite.
AND
2) Computer/Statistics/Quantitative Applications [CS] (3 credits)

d. Humanities and Fine Arts [HU] **6**
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

AS Degree, General Requirements Continued

e. **Social and Behavioral Sciences [SB]**.. **6**
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

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

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

The courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to **one** course in that prefix.

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

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

B. **MCCCD Additional Requirements** **0-6**
Students must satisfy Oral Communication and Critical Reading areas for a total of six (6) semester credits. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

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

Select from the following options:
COM100 [SB] (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110 [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
COM225 [L] (3 credits) OR
COM230 [L] [SB] (3 credits)

AS Degree, General Requirements Continued

2. **Critical Reading**
    A total of three (3) semester credits is required for the Critical Reading area. However, if students select a Critical Reading course that satisfies both the Critical Reading area and an area within the Core, or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

    CRE101 [L] OR
    Equivalent as indicated by assessment

II. Major Specific Requirements

Non-English Language Requirements **0-16**
In some majors students must demonstrate 4th semester proficiency at the 202 course level to satisfy the Non-English Language Requirements or complete a maximum of 16 semester credits. However, if students select non-English language courses that satisfy multiple areas of the degree, or if students demonstrate proficiency, then the Non-English Language Requirements have been satisfied and additional electives may be taken.

III. General Electives 3-29
Select courses to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

For students who have decided on a major that articulates with the AS GR, but are undecided on the university they will transfer to, courses satisfying the General Electives area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. Students should consult with an advisor for a list of Common Courses. Not all majors have common courses. The list of Common Courses is accessible on the following website:

>   http://az.transfer.org/cas/atass/

>   Click on: Student Information
>   Common Course Matrices

Students must select courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). For appropriate course selection, students should consult with an advisor.

AS GR Total Credits: **60-64**

AS Degree, General Requirements Continued

2002-2003 ASSOCIATE IN SCIENCE (AS) DEGREE, SPECIAL REQUIREMENTS (SR)

The Maricopa County Community College District Associate in Science Special Requirements (AS SR) is a degree requiring a total of 60-64 semester credits for the program of study. The degree has three major components: 1) General Studies which includes the Arizona General Education Curriculum S (AGEC S) and MCCCD Additional Requirements, 2) Additional Mathematics and Science Requirements, 3) Major Specific Requirements.

The degree is designed for students who plan to transfer to Arizona's public universities into **majors that articulate with the Associate in Science Special Requirements pathway**. The AS SR is designed for students who know their major and plan to pursue an associate degree or transfer to an Arizona university, as yet undecided, and satisfy requirements in majors with more stringent mathematics and mathematics-based science requirements. Additional information on academic majors can be accessed via the following website:

   http://az.transfer.org/cas/atass/

   Click on: Student Information
               Degrees and Pathways, scroll down to the bottom of the page
               The letter of the major you're interested in

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCCD Associate in Science Special Requirements will apply to university graduation requirements of the university major for which the AS SR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

The MCCCD Associate in Science Special Requirements:

* Requires 60-64 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;

* Uses the following policies to help students complete the required Core and Awareness Areas in AGEC S without exceeding the 35 semester credits:

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

* Uses the following policy to help students complete the program requirements at a minimum of 60 semester credits but not more than 64 semester credits:

   Courses can satisfy multiple areas within the degree simultaneously (AGEC S Core Area, AGEC S Awareness Area, MCCCD Additional Requirements, Non-English Language Requirements, Additional Mathematics and Science Requirements, Common Lower Division Program Requirements).

* Follows the general studies policy below:

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

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

AS Degree, Special Requirements

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

*   Follows the graduation policies within the MCCCD general catalog;

*   Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Science Special Requirements;

*   Accepts one of the courses that is cross-referenced with other courses;

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

The 60-64 semester credits required for the Associate in Science Special Requirements follow. See the list entitled <u>MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S</u> for specific course information via the following website:

  http://www.dist.maricopa.edu/eddev/curric/

  Click on: Program Information
               Program Sorting/Reporting, scroll down to AGEC Course Matrix
               AGEC Course Matrix

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences Areas on the list and on the AGEC requirements, an A, B, and/or S character follows the [MA], [SQ], [SG] general education designations and refers to a particular AGEC.

I.   MCCCD GENERAL STUDIES   **Credits**
     The MCCCD General Studies includes two areas, MCCCD AGEC S and MCCCD Additional Requirements.

  A. MCCCD AGEC S

     1. Core Areas:... **35**

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

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

        c. Mathematical Studies [MA/CS] **6**
            To complete the Mathematical Studies requirement select one course to satisfy the Mathematics [MA] S and a second course from Computer/Statistics/Quantitative Applications [CS].

            1) Mathematics [MA] S (3 credits)
                Select a course in a calculus sequence (MAT220/MAT221) or any mathematics course for which that course is a prerequisite.
                AND
            2) Computer/Statistics/Quantitative Applications [CS] (3 credits)

        d. Humanities and Fine Arts [HU] **6**
            Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

  AS Degree, Special Requirements Continued

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e. **Social and Behavioral Sciences [SB]**.. **6**
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

f. **Natural Sciences [SQ/SG]** **8**
To complete the Natural Sciences requirements:

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

The courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to **<u>one</u>** course in that prefix.

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

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

B. **MCCCD Additional Requirements** **0-6**
Students must satisfy Oral Communication and Critical Reading areas for a total of six (6) semester credits. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore, no additional semester credits are required to satisfy Oral Communication and Critical Reading.

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

Select from the following options:
COM100 [SB] (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110 [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
COM225 [L] (3 credits) OR
COM230 [L] [SB] (3 credits)

AS Degree, Special Requirements Continued

2. **Critical Reading**
   A total of three (3) semester credits is required for the Critical Reading area. However, if students select a Critical Reading course that satisfies both the Critical Reading area and an area within the Core, or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

   CRE101 [L] OR
   Equivalent as indicated by assessment

II. Additional Mathematics and Science Requirements..11-13

A. Additional Mathematics Requirements 3-5
Select a course in a calculus sequence (MAT230 or MAT231) or any mathematics course for which that course is a prerequisite.

B. Additional Science Requirements... 8
Select **one** option from the following. Option selected under Natural Sciences [SQ/SG] in MCCCD Core Areas will not apply in the Additional Science Requirement area.

NOTE: Students should consult with an advisor or department/division chair for appropriate course selection.

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

III. Major Specific Requirements

A. Non-English Language Requirements 0-16
In some majors students must demonstrate 4th semester proficiency at the 202 course level to satisfy the Non-English Language Requirement or complete a maximum of 16 semester credits. However, if students select non-English language courses that satisfy multiple areas of the degree, or if students demonstrate proficiency, then the Non-English Language Requirement has been satisfied and additional electives may be taken.

B. Common Lower Division Program Requirements.. 6
A minimum of six (6) semester credits is required for Common Lower Division Program Requirements.

Students should refer to the list of Common Courses for their chosen major and/or consult with an advisor to select courses from the list. The list of Common Courses is accessible on the following website:

   http://az.transfer.org/cas/atass/

   Click on: Student Information
               Common Course Matrices

C. General Electives
If needed, select courses to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

AS Degree, Special Requirements Continued

For students who have decided on a major that articulates with the AS SR, but are undecided on the university they will transfer to, courses satisfying the General Electives area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. See advisor for list of Common Courses. Not all majors have common courses. The list of Common Courses is accessible on the following website:

>   http://az.transfer.org/cas/atass/

>   Click on: Student Information
>   Common Course Matrices

Students must select courses for General Electives that are acceptable as equivalent courses, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). For appropriate course selection, students should consult with an advisor.

AS SR Total Credits:... **60-64**

2002-2003 ASSOCIATE IN BUSINESS (ABUS) DEGREE, GENERAL REQUIREMENTS (GR)

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

The ABus GR degree is designed for students who plan to transfer to Arizona's public universities into **majors that articulate with the Associate in Business General Requirements pathway**. All business majors except Accountancy and Computer Information Systems should follow the ABus GR pathway. Accountancy majors should follow the Transfer Guide (TG-XR) pathway. Computer Information Systems majors should follow the Associate in Business Special Requirements pathway.

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCCD Associate in Business General Requirements will apply to university graduation requirements of the university major for which the ABus GR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

The MCCCD Associate in Business General Requirements:

*   Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;

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

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

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

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

AS Degree, Special Requirements Continued	ABus Degree, General Requirements

*   Follows the general studies policy below:

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

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

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

*   Follows the graduation policies within the general catalog;

*   Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Business General Requirements;

*   Accepts one of the courses that is cross-referenced with other courses;

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

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

    http://www.dist.maricopa.edu/eddev/curric/

    Click on: Program Information
                 Program Sorting/Reporting, scroll down to AGEC Course Matrix
                 AGEC Course Matrix

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and on the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to a particular AGEC.

I.   MCCCD General Studies   **Credits**

    A. MCCCD AGEC B

        1. Core Areas:..**35**

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

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

            c. Mathematical Studies [MA/CS] **6**
               To complete the Mathematical Studies requirement select one course to satisfy Mathematics
               [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].

ABus Degree, General Requirements Continued

1) Mathematics [MA] B (3 credits)
   MAT212, Brief Calculus, or a higher level mathematics course
   AND
2) Computer/Statistics/Quantitative Applications [CS] (3 credits)
   Note: Students are encouraged to select GBS221 or CIS105 to satisfy [CS].

d. Humanities and Fine Arts [HU] **6**
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

e. Social and Behavioral Sciences [SB]... **6**
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

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

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

The courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to one course in that prefix.

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

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

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

Complete the following:

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

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

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

ABus Degree, General Requirements Continued

Business Elective...3
Select from the following options:
CIS158 [CS] .... COBOL Programming I
CIS159 [CS] ....Visual Basic Programming I
CIS162AA [CS].. C: Level I
CIS162AB [CS]....................................C++: Level I
CIS162AC [CS].......................... Visual C++: Level I

CIS163AA [CS]................Java Programming: Level I
GBS151 .... Introduction to Business
GBS233 [L] ....Business Communication
MGT251....................Human Relations in Business
MGT253....Owning and Operating a Small Business
REA179 ....Real Estate Principles I

III. General Electives

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

Students must select courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). For appropriate course selection, students should consult with an advisor.

ABus GR Degree Total Credits: 62-63

2002-2003 ASSOCIATE IN BUSINESS (ABUS) DEGREE, SPECIAL REQUIREMENTS (SR)

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

The ABus SR degree is designed for Computer Information Systems majors who plan to transfer to Arizona's public universities. Currently the pathway for accountancy majors is a Transfer Guide Pathway (TG-XR). The Associate in Business General Requirements is designed for all other business majors. Additional information on academic majors can be accessed via the following website:

http://az.transfer.org/cas/atass/

Click on: Student Information
              Degrees and Pathways, scroll down to the bottom of the page
              The letter of the major you're interested in

The Associate in Business Special Requirements transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCCD Associate in Business Special Requirements will apply to university graduation requirements of the university major for which the ABus SR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

The MCCCD Associate in Business Special Requirements:

*   Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;

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

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

ABus Degree, General Requirements Continued	ABus Degree, Special Requirements

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

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

* Follows the general studies policy below:

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

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

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

* Follows the graduation policies within the general catalog;

* Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Business Special Requirements;

* Accepts one of the courses that is cross-referenced with other courses;

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

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

  http://www.dist.maricopa.edu/eddev/curric/

  Click on: Program Information
               Program Sorting/Reporting, scroll down to AGEC Course Matrix
               AGEC Course Matrix

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and on the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], and [SG] general education designations and refers to a particular AGEC.

I.   MCCCD General Studies   **Credits**

    A.   MCCCD AGEC B

        1.   Core Areas:.. **35**

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

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

ABus Degree, Special Requirements Continued

c. **Mathematical Studies [MA/CS]** **6**
To complete the Mathematical Studies requirement select one course to satisfy the Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].

1) Mathematics [MA] B (3 credits)
MAT212, Brief Calculus, or a higher level mathematics course
AND
2) Computer/Statistics/Quantitative Applications [CS] (3 credits)
Note: Students are encouraged to select GBS221 or CIS105 to satisfy [CS].

d. **Humanities and Fine Arts [HU]** **6**
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

e. **Social and Behavioral Sciences [SB]** **6**
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

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

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

The courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to one course in that prefix.

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

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

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

Complete the following:

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

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

CIS158 [CS] Programming I (Visual Basic): 3
CIS163AA [CS] Programming II (Java): 3
GBS205 3
GBS220 or MAT172 [MA] 3
GBS221 [CS] 3
ECN111 [SB] 3
ECN112 [SB] 3

ABus Degree, Special Requirements Continued

III. General Electives **0-6**

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

Students must select courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). For appropriate course selection, students should consult with an advisor.

ABus SR Total Credits:... **62-63**

MARICOPA COMMUNITY COLLEGES ACADEMIC CERTIFICATE

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

The Academic Certificate:

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

*   requires a cumulative GPA of 2.0 or better for completion;

*   follows the graduation policies within the general catalog;

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

*   includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Academic Certificate requirements:

*   does not presume block transfer value. Consequently, in most cases the Academic Certificate should not be a subset of an existing transfer degree;

*   may have admission criteria established by the college if and when appropriate;

*   is for the most part college specifice

ABus Degree, Special Requirements Continued	Academic Certificate

2002-2003 ASSOCIATE IN
TRANSFER PARTNERSHIP (ATP) DEGREE

The Maricopa County Community College District Associate in Transfer Partnership (ATP) degree is designed to meet the needs of the Maricopa Community College students transferring to public and private colleges and universities. This degree is developed specifically for students who have an identified major and have selected the baccalaureate degree-granting institution to which they intend to transfer.

The Associate in Transfer Partnership degree is an articulated academic program of study established among the student, the accredited baccalaureate degree-granting institution selected by the student, and the primary Maricopa Community College the student attends. The program of study will "parallel" the student's four-year degree as designated by the baccalaureate degree-granting institution. That is, the courses and number of credit hours in the degree will consist of the Freshman and Sophomore lower division course degree requirements of the major as jointly planned and agreed on with the community college and the accredited institution to which the student plans to transfer.

The ATP degree requires a core of general studies credits in the following general studies categories: First-Year Composition (6 credits); Mathematics (3 credits); Natural Sciences (4 credits); and Humanities and Fine Arts/Social and Behavioral Sciences or related area general studies requirements (6 credits). Also included in the ATP degree are the general education and major requirements to meet the lower division requirements of the major at the baccalaureate degree-granting institution. The ATP degree must consist of at least a minimum of 60 credit hours. The ATP degrees are accessible on the following website: http://www.dist.maricopa.edu/eddev/curric/. Click on Program Information to access ATPs.

Exemption From Arizona University Admission Requirements

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

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

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

ELEMENTS OF THE ASSOCIATE IN TRANSFER PARTNERSHIP (ATP) DEGREE

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

Associate in Transfer Partnership degrees are available in following areas: accountancy, business, psychology, computer information systems, elementary education, exercise science, social work, construction, American Indian studies, recreation, nursing, food and nutrition, exercise and wellness, and housing and urban development. Other ATP degrees may be added later depending on curricular needs.

ATP Degree

2002-2003 ASSOCIATE IN GENERAL STUDIES (AGS) DEGREE

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

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

The MCCCD Associate in General Studies:

*   Requires a minimum of 60 semester credits in courses numbered 100 and above. AGS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;

*   Requires grades as listed for specific areas such as the General Studies Core where a minimum grade of "C" is required. Courses applied to other areas may be completed with a minimum grade of "D";

*   Uses the following policies for course(s) satisfying multiple program areas:

    1. A course can simultaneously satisfy one Core Area and one Distribution Area. Courses that meet this criterion are **bold** print and underscored in the Core Areas and Distribution Areas.

    2. A course cannot satisfy more than one Core Area, even if it is approved for more than one Core Area.

    3. A course cannot satisfy more than one Distribution Area, even if it is approved for more than one Distribution Area.

*   Follows the graduation policies within the general catalog;

*   Includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in General Studies;

*   Accepts one of the courses that is cross-referenced with other courses;

*   Provides for exemption from Arizona university admission requirements for students who complete the Associate in General Studies degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

GENERAL STUDIES CORE AREAS (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**/Equivalent as indicated by assessment

- **Mathematics (3 credits)**

  MAT Mathematics 102/105/120/121/122/122AA/122AB/122AC/126/142/150/151/151AA/
  151AB/151AC/151AD/152/156/162/167/172/182/187/212/216/220/221/225/226/227/
  230/231/236/241/262/Equivalent as indicated by assessment/Satisfactory completion of a
  higher level mathematics course.

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

  ACC Accounting 115/115AA/115AB/115BA/115BB
  ADA Advertising Arts 169/170/170AA/170AB/173/173AA/173AB/173AC/175/175AA/175AB/
  177/177AA/177AB/any 180 module/183/183AA/183AB/183AC/283/283AA/283AB/
  283AC/289/289AA/289AB/289AC
  AGB Agribusiness 139
  AJS Administration of Justice Studies 117/**119**/205
  ART Art 100/169/170/170AA/170AB/173/173AA/173AB/173AC/175/175AA/175AB/177/
  177AA/177AB/179/179AA/179AB/any 180 module/183/183AA/183AB/183AC/283/
  283AA/283AB/283AC/289/289AA/289AB/289AC
  BPC Business-Personal Computers Any BPC Course(s)
  CFS Child/Family Studies 180
  CIS Computer Information Systems Any CIS Course(s)
  CSC Computer Science Any CSC Course(s)
  CTR Court Reporting 101/102
  DFT Drafting Technology 103/105/any 105 module/150/151/200/201/251/
  any 251 module/253/any 253 module/any 254 module/any 256 module
  ECE Engineering Science 102/102AA/103/103AB/139
  ECH Early Childhood Education 238
  EEE Electrical Engineering 120
  ELE Electronic 115/150/181/241/243/245/281
  ELT Electronics Technology 131/131AA/131AB/241/243/249/273/281/282
  ENG English 100AE
  FON Food & Nutrition 100/100AA/100AC/100AD/140BC
  GPH Physical Geography 217/219
  HRM Hotel Restaurant Management 126
  JRN Journalism 133
  LAS Legal Assisting 229
  LBT Library Technology 106
  MET Manufacturing Technology 105AA/264
  MTC Music: Theory/Composition 191
  NET Networking Technology 181/181AA/181AB/247
  OAS Office Automation Systems 111AA/111AB/113/113AA & 113AB/119/130/
  any 130 module/any 135 module/any 235 module
  QCT Quality Control Technology 274
  SBS Small Business 211
  SMT Semiconductor Manufacturing Technology 131/131AA/131AB/150
  TCM Telecommunications 106
  TVL Travel Agent Technology 203/205
  VPT Video Production Technology 106

AGS Degree Continued   **Key: / = OR   & = AND**

GENERAL STUDIES DISTRIBUTION AREAS (28-29 credits)

- **Humanities and Fine Arts (9 credits)**
  Students are encouraged to choose courses from more than one discipline. Select nine (9)
  credits from the following:

  AJS   Administration of Justice Studies 123
  ARH   Art Humanities Any ARH Course(s)
  ASB   Anthropology 211/222/223
  COM   Communication 241
  DAH   Dance Humanities 100/201
  EDU   Education 291/292/294
  ENG   English 200/260
  ENH   English Humanities Any ENH Course(s)
  FRE   French 265/266
  HCR   Health Care Related 210
  HIS   History 109/243
  HUM   Humanities Any HUM Course(s)
  INT   Interior Design 115/120/225
  LAT   Latin 201/202
  MHL   Music: History/Literature 141/142/143/145/146/147/153
  PHI   Philosophy Any PHI Course(s) (EXCEPT 113)
  REL   Religious Studies Any REL Course(s)
  SPA   Spanish 265/266
  SPH   Spanish Humanities 150/151/245
  STO   Storytelling 292/294
  TCM   Telecommunications 145
  THE   Theater 111/205/206/210/220/260
  THP   Theater Performance/Production 241
  WST   Women's Studies 209/284/285

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

  AIS   American Indian Studies 101/105/140/141/160
  AJS   Administration of Justice Studies 101/**119**/200/259/270
  ASB   Anthropology 100/102/211/214/222/223/230/235/238/245
  ASM   Anthropology 101
  CFS   Child/Family Studies 157/159/176/205/259
  COM   Communication **100**/**100AA** & **100AB** & **100AC**/110/**110AA** & **110AB** & **110AC**/**230**/250/263
  ECH   Early Childhood Education 176
  ECN   Economics Any ECN Course(s)
  EDU   Education 221/222
  FUS   Future Studies 101
  GBS   General Business 280
  GCU   Cultural Geography 102/121/122/141/221/253
  HES   Health Science 100
  HIS   History Any HIS Course(s)
  IBS   International Business 109
  MCO   Mass Communications 120
  PHI   Philosophy 243
  POS   Political Science Any POS Course(s)
  PSY   Psychology 101/123/132/156/157/215/218/235/240/245/250/258/259/260/266/270/
        277/280/281/292
  REC   Recreation 120/160
  REL   Religious Studies 243
  SBU   Society and Business 200

Key: / = OR & = AND	AGS Degree Continued

- **Social and Behavioral Sciences Continued**

  SOC Sociology Any SOC Course(s) (EXCEPT 242)
  SWU Social Work 102/271
  TEC Textiles & Clothing 105/106
  WED Wellness Education 100/110
  WST Women's Studies 100/105/110/120

- **Natural Sciences (7-8 credits)**
  At least one course must be a laboratory course. In cases where lecture and associated lab
  receive separate credit, both will be counted as equivalent to one course in that prefix.

  AGS Agricultural Science 164/183
  ASB Anthropology 231
  ASM Anthropology 265
  AST Astronomy 101/102/111/112/113/114
  BIO Biology 100/101/102/105/108/109/110/149AF/149AH/149AI/149AJ/149AK/149AL/149AM/
       149AN/150/156/160/181/182/183/201/205/241/245 & 246
  CHM Chemistry 107/107LL/130/130LL/151/151LL/152/152LL/154/154LL/230/230LL
  GLG Geology Any GLG Course(s)
  GPH Physical Geography 111/112/113/210/211/212/214
  ISS Interdisciplinary Science Studies 111/112
  PHS Physical Science 110/120
  PHY Physics 101/111/112/115/116/121/131/252
  PSY Psychology 290AB/290AC

- **Literacy and Critical Inquiry (3 credits)**

  CCS Chicana and Chicano Studies 101
  COM Communication 207/222/**225**/**230**/241
  CRE Critical Reading **101**
  DAH Dance Humanities 201
  ENG English 111/200/213/215/216/217/218
  ENH English Humanities 254/255
  FON Food & Nutrition 206
  GBS General Business 233
  GPH Physical Geography 211
  HCR Health Care Related 220
  HUM Humanities 250/251
  IGS Integrated Studies 290AA & 290AB/291/293
  JRN Journalism 201/212
  MCO Mass Communications 220
  NUR Nursing 211
  PHI Philosophy 103/106/225
  POS Political Science 115
  PSY Psychology 290AB/290AC
  REL Religious Studies 203/205/225
  THE Theater 220
  THP Theater Performance/Production 241

ELECTIVE COURSES (15-16 credits)

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

AGS Degree Continued	Key: / = OR & = AND

2002-2003 ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE/ GENERAL STUDIES REQUIREMENTS

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

The MCCCD Associate in Applied Science degree:

* Requires 64 or more credits numbered 100 and above and includes credits or the equivalent in the General Studies Core Areas and credits in the Distribution Areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;

* Requires grades as listed for specific areas such as the General Studies Core where a minimum grade of "C" is required. See specific AAS occupational degree for specific program grade requirements;

* Follows the graduation policies within the general catalog;

* Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements;

* Requires at least 12 semester credit hours earned at the college awarding the AAS degree. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Studies Core and Distribution Area are excluded;

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

* Accepts one of the courses that is cross-referenced with other courses;

* Provides for exemption from Arizona university admission requirements for students who complete the Associate in Applied Science (AAS) degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

GENERAL STUDIES CORE AREAS (15 credits - grade of "C" or better)

Demonstrate college-level skills in the following areas:

• **First-Year Composition (6 credits)**

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

• **Oral Communication (3 credits)**

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

• **Critical Reading (3 credits)**

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

Key: / = OR & = AND	AAS Degree

- **Mathematics (3 credits)**

    MAT Mathematics 102/105/120/121/122/122AA/122AB/122AC/126/142/150/151/151AA/
    151AB/151AC/151AD/152/156/162/167/172/182/187/212/216/220/221/225/226/227/
    230/231/236/241/262/Equivalent as indicated by assessment/Satisfactory completion of a
    higher level mathematics course.

GENERAL STUDIES DISTRIBUTION AREAS (9-10 credits)

- **Humanities and Fine Arts (2-3 credits)**
    Students are encouraged to choose courses from more than one discipline.

    AJS Administration of Justice Studies 123
    ARH Art Humanities Any ARH Course(s)
    ASB Anthropology 211/222/223
    COM Communication 241
    DAH Dance Humanities 100/201
    EDU Education 291/292/294
    ENG English 200/260
    ENH English Humanities Any ENH Course(s)
    FRE French 265/266
    HCR Health Care Related 210
    HIS History 243
    HUM Humanities Any HUM Course(s)
    INT Interior Design 115/120/225
    LAT Latin 201/202
    MHL Music: History/Literature 141/142/143/145/146/147/153
    PHI Philosophy Any PHI Course(s) (EXCEPT 113)
    REL Religious Studies Any REL Course(s)
    SPA Spanish 265/266
    SPH Spanish Humanities 150/151/245
    STO Storytelling 292/294
    TCM Telecommunications 145
    THE Theater 111/205/206/210/220/260
    THP Theater Performance/Production 241
    WST Women's Studies 209/284/285

- **Social and Behavioral Sciences (3 credits)**
    Students are encouraged to choose courses from more than one discipline.

    AIS American Indian Studies 101/105/141/160
    AJS Administration of Justice Studies 101/200/259/270
    ASB Anthropology 100/102/211/214/222/223/230/235/238/245
    ASM Anthropology 101
    CFS Child/Family Studies 157/159/176/205/259
    ECH Early Childhood Education 176
    ECN Economics Any ECN Course(s)
    EDU Education 221/222
    FUS Future Studies 101
    GBS General Business 280
    GCU Cultural Geography 102/121/122/141/221/253
    HES Health Science 100
    HIS History Any HIS Course(s)
    IBS International Business 109
    MCO Mass Communications 120
    PHI Philosophy 243

AAS Degree Continued   **Key: / = OR & = AND**

POS   Political Science Any POS Course(s)
PSY   Psychology 101/123/125/132/156/157/215/218/235/240/245/250/258/259/260/266/
          270/277/280/281/292
REC   Recreation 120/160
REL   Religious Studies 243
SBU   Society and Business 200
SOC   Sociology Any SOC Course(s) (EXCEPT 242)
SWU   Social Work 102/271
TEC   Textiles & Clothing 105/106
WED   Wellness Education 100/110
WST   Women's Studies 100/105/110/120

- **Natural Sciences (4 credits)**
  Select laboratory course or courses from any of the following. In cases where lecture and associated lab receive separate credit, both will be counted as equivalent to one course in that prefix.

  AGS   Agricultural Science 164
  ASB   Anthropology 231
  ASM   Anthropology 265
  AST   Astronomy 101/102/111/112/113/114
  BIO   Biology 100/101/102/105/108/109/110/149AN/150/156/160/181/182/183/201/205/
            241/245 & 246
  CHM   Chemistry 107/107LL/130/130LL/151/151LL/152/152LL/154/154LL/230/230LL
  GLG   Geology Any GLG course(s) (EXCEPT 140/251MC/275)
  GPH   Physical Geography 111/112/113/212/214
  ISS   Interdisciplinary Science Studies 111/112
  PHS   Physical Science 110/120
  PHY   Physics 101/111/112/115/116/121/131/252
  PSY   Psychology 290AB/290AC

Key: / = OR   & = AND   **AAS Degree Continued**

2002-2003 OCCUPATIONAL PROGRAM MATRIX

College Key:

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

AGRICULTURE
Agribusiness Sales and Service
Pest Management..MC
Pest Management Aide ....MC

Agricultural Production and Management
Agribusiness .... GC, MC
   (See Agribusiness Sales and Service and
   Horticulture sections for additional programs and
   related areas)
Ranch and Livestock Management Aide ....MC
Ranch and Livestock Management Specialist..............MC
Urban Horticulture .... GC, MC
   (See Horticulture section for additional programs
   and related areas)
Veterinary Technician/Animal Health ....MC

Equine Training and Management
   Equine Science .... SC

Horticulture
Landscape Aide...MC
Landscape Design and Installation .... GC
Landscape Management .... GC
Landscape Specialist ....MC
Nursery Operations .... GC
   (See Agricultural Production and Management
   section for additional programs and related areas)

BUSINESS
Accounting
Accounting ....PC
Accounting - Specialized Para-Professional..................PV
Bookkeeping .... SC
Bookkeeping/Accounting .... GW
Microcomputer Accounting........................... GW, PC, PV
   (See Business Administration for additional
   information and related areas)
Paraprofessional Accounting.................................... GC

Business Administration
Business... MC, SC
Business (Fastrack)................................... SC

General Business.................................CG, GC, PC, PV
   (See Management section for additional information
   and related areas)
Import/Export Trade.................................... GW, MC, PV
International Business .... GW, MC, PC, PV, SC

Computer Science
Computer Applications ....PC
Computer Applications Technology ....EM
Computer Hardware and
   Desktop Support ....CG, EM, GW, MC, PC, SC
Computer Hardware & Network Support.................... SC
Computer Information Systems .. GC, MC, PC, PV, SC, SM
   AS/400 Operations .... GC
   AS/400 Applications Development......................... GC
   Database Development........................... SC
   Helpdesk Specialist .... GC
   Oracle Applications Developer .... GC, EM
   Oracle Database Administrator......................... GC, EM
   Software Development............................ SC
   Web Design & Development .... SC
   Web Developer ....GW, PV, EM
Computer Networking Technology..............................PV
Computer Systems Maintenance...............................PV
Computer Technology .... RS
   Computer Usage and Applications .... RS
   Desktop Publishing ....EM
   Network Professional............................... RS
Education Technology .... GW
Internet/Intranet Web Development Technology ....MC
Microcomputer Applications .... GC
   (See Office Occupations section for additional
   information and related areas)
Microcomputer Applications:
   Office Specialist/Core Level .... CG
   (See Office Occupations section for additional
   information and related areas)
Microcomputer Applications:
   Office Specialist/Expert Level .... CG
   (See Office Occupations section for additional
   information and related areas)
Microcomputer Business Applications.............. CG, GC
   (See Office Occupations section for additional
   information and related areas)
Microsoft Database Administration .... CG
Microsoft Networking
   Technology .... CG, EM, GC, GW, PC, PV, SC
Microsoft Product
   Specialist..................... CG, EM, GC, GW, PC, PV, SC
Microsoft Solutions
   Development ....CG, EM, GC, GW, MC, PC, PV, SC
Microsoft Systems
   Engineer .... CG, EM, GC, GW, PC, PV, SC
Network Administration .... GW, SC
Network Administration: CISCO...............................MC
Network Administration: Microsoft Windows NT ....MC
Network Administration: Novell................................MC

Network Administration: UNIX-Solaris ....MC
Network Administration: Microsoft Windows 2000.......MC
Networking
   Administration: Cisco .... CG, EM, GC, GW, SM, PC
Networking System Administration ....MC
Networking
   Technology: Cisco .... CG, EM, GC, GW, SM, PC
Personal Computer Applications .... SC
Programming Methodology ....MC
Programming and
   System Analysis...............EM, GC, GW, MC, PC, PV, SC

Finance
Banking and Finance ....PC
Real Estate .... GC, MC

Management
Business Management ....SM
Credit Union Management... PC
General Business .... GW
Management .... PC, MC, SC
Management I...PC
Management II..PC
Materials Management .... GW
Middle Management .... GC, PV
Public Administration... RS
   Public Administration: Legal Services...................... RS
Public Relations .... GC
   (See Middle Management section for additional
   programs and related areas)
Retail Management .... GC
Small Business Management ....EM
Supermarket Management ....SM
Supervision... GC
Supervision and Management I...................................SM
Supervision and Management II.................................SM
Tribal Development .... SC
Wholesale Food Management....................................SM

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

Media Technology
Motion Picture/Television Production .... SC
   Acting and Directing .... SC
   Broadcasting .... SC
   Computer Animation... SC
   Computer Graphics .... SC
   Dance Technology.. SC
   Editing .... SC
   Graphic Design .... SC
   Media Arts Technology .... SC
   Production... SC
   Scoring.. SC
   Screenwriting .... SC
   Sound Design .... SC

Maricopa Institute for Arts and Entertainment
   Technology .... SC
Media Arts: Computer Art/Illustration ...CG, MC, PC, PV
Media Arts: Desktop Publishing .... PC, MC
Media Arts: Digital Animation ....PC, MC
Media Arts: Digital Imaging ....CG, PC, MC
Media Arts: Music Technology .... PC, MC
Media Arts: Web Page Design .... PC, MC
Video Production Technology ....GC

Middle Management
Public Relations ....MC
   (See Management and Media Technology sections
   for additional information and related areas)

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

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

HEALTH OCCUPATIONS
Allied Health
Community Health Advocate, Diabetes .... MC, SC
Developmental Disabilities Specialist............... CG, GC
Diagnostic Medical Ultrasound Technology .... GW

College Key:

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

Direct Care Practice ....MC
EKG/Telemetry Technician...PC
Health Information...PC
Health Information Technology ....PC
Health Services Management .... GW
Health Unit Coordinating .... GW
Hospital Central Service .... GW
Medical Assisting ....PC
Medical Billing ....PC
Medical Coding: Physician Based ....PC
Medical Front Office ....PC
Medical Radiography .... GW
Medical Transcription .... GW
Nuclear Medicine Technology.................................... GW
Patient Care Technician ....PC
Perioperative Nursing .... GW
Phlebotomy...PC
Physical Therapist Assisting .... GW
Radiography .... SC
Respiratory Care .... GW
Respiratory Care Technology .... GW
Speech Language Pathology.. SC
Surgical Technician First Assistant .... GW
Surgical Technology .... GW

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

Emergency Medical Technology
Advanced Emergency Medical
  Technology (Paramedic) ....GC, PC, SC
Basic Emergency Medical Technology ......GC, MC, PC, SC
Emergency Communications and Deployment..............PC
Intermediate Emergency Medical Technology.....GC, MC, PC
  (See Allied Health section for additional information
  and related areas)
Paramedicine ....MC

Nursing
Nursing .... GC, GW, MC, PC, SC
Nurse Assisting .... GC, GW, MC, PC, SC
Fast Track Practical Nursing .... GW
Practical Nursing .... GC, GW, MC, PC, SC

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

Education
Bilingual Teacher Aide...MC, PC
Teacher Assisting ....MC

Food and Nutrition
Commercial Food Preparation.....................................PC
Culinary Studies ....PC
Dietetic Technology ....CG, PV
Food Service Administration ....PC
Professional Food and Beverage Service ....PC

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

Merchandising
Apparel Merchandising ....MC
Fashion Merchandising ....PC

SERVICE OCCUPATIONS
Administration of Justice
Administration of Justice ....GC, MC, PC
Administration of Justice Comprehensive ....PC
Administration of Justice Fundamentals ....PC
Administration of Justice Studies .... SC
Adult Corrections ....PC
Advanced Corrections .... RS
Basic Corrections .... RS
Corrections .... RS
Correctional Program Officers Training ....PC
Correctional Service Office Training ....PC
Corrections Supervision/Management ....PC
Crime and Accident Scene Photography ....PC

Crime and Intelligence Analysis............................ CG
Crime Scene Technology... SC
Detention Services .... RS
Evidence Technology ....PC
Fingerprint Classification and Identification ....PC
Judicial Studies ....MC
Justice Agencies Support ....GC, MC, PC
Justice Agencies Support Level I ....GC, MC, PC
Justice Agencies Support Level II ....GC, MC, PC
Justice Studies .... SC
Law Enforcement .... SC
Law Enforcement Investigator.................................... GC
Law Enforcement Supervision.................................... SC
Law Enforcement Technology .... RS
Law Enforcement Technology Field Training............... RS
Parole Officer Training ....PC
Peace Officer Certification I - Limited Reserve Officer ...MC
Peace Officer Certification II -
    Full Authority Peace Officer ....MC
Police Academy .... GC
Police Academy Preparation.......................................GC
Police Academy Preparation Level I .... SC
Police Science ....GC, MC, SC
Police Science I .... GC, MC
Police Science II ....GC, MC
Police Science III ....GC, MC, SC
Police Supervision .... GC
Public Safety Technology .... RS
Tribal Court Advocacy ....PC
Tribal Court Advocacy I ....PC
Tribal Court Advocacy II ....PC

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

Hospitality
Airline Operations .... RS
    Airline Operations: Reservations .... RS
    Airline Operations: Passenger Services.................... RS
    Airline Operations: Vacations................................. RS
    Airline Operations: Initial Flight Attendant .... RS
    Airline Operations: Ground Operations .... RS
Culinary Arts .... SC
Hospitality/Hotel Management ....EM
Hospitality and Tourism/Golf Management .... SC
Hospitality and Tourism/Hotel Management .... SC
Hospitality and Tourism/Restaurant Management ...... SC
Travel Industry Technology...PC

Library Media Technology
Books and Print Material ....MC
Information and Customer Service.............................MC
Library and Information Systems: Advanced ....MC
Library and Information Technician: Basic ....MC

Library and Information Systems................................MC
Media/Multi-media for Libraries ....MC
On-Line and Electronic Resources ....MC

Mortuary Science
Mortuary Science ....MC

Parks, Recreation, Leisure and Fitness Studies
Recreational Resources and Facilities Management ..... PC
    Recreational Resources and Facilities Management:
        Horticulture..PC
    Recreational Resources and Facilities Management:
        Equipment Maintenance and Repair ....PC
    Recreational Resources and Facilities Management:
        Pesticides ....PC
    Recreational Resources and Facilities Management:
        Pro Shop Management ....PC
    Recreational Resources and Facilities Management:
        Turf and Irrigation ....PC

Health and Physical Education/Fitness
Teaching, Healing Meditation & Stress Management.....PV
Therapeutic Massage..PC

Social Sciences
Aerobics Instructor .... GC
Chemical Dependency .... RS
Chemical Dependency Level I .... RS
Chemical Dependency Level II................................... RS
Interpreter Preparation..PC
Personal Trainer .... GC
Sign Language Communication Pre-Employment ....PC

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

TECHNOLOGY AND TRADE INDUSTRIAL
Air Conditioning and Refrigeration
Commercial-Industrial Air Conditioning/Facilities ...... GW
Industrial Refrigeration .... GW
Residential and Light Commercial
    Air Conditioning and Refrigeration .... GW

Apprenticeship Related Instruction
Carpentry .... GW
Construction Management .... GW
Construction Trades: Carpentry .... GW
Construction Trades: Millwright................................ GW
Construction Trades: Painting .... GW

College Key:

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

Construction Trades: Sheet Metal .... GW
Electricity .... GW
Ironworking .... GW
Millwright .... GW
Painting .... GW
Pipefitter-Refrigeration .... GW
Plumbing .... GW
Roofing .... GW
Sheet Metal.. GW
Steamfitting .... GW

Aviation and Aeronautics
Aircraft Construction Technology .... CG
Aircraft Maintenance Technology .... CG
Aircraft Maintenance Technology (Part 147)........... CG
Airframe Maintenance (Part 147) .... CG
Airway Science Technology, Flight Emphasis .... CG
Aviation Electronics Maintenance Technology .... CG
Avionics Technology .... CG
Composite Technology .... CG
Flight Technology .... CG
Powerplant Maintenance (Part 147) .... CG
Sheet Metal Structures Technology .... CG

Automotive Technology
Air Conditioning..MC
Air Conditioning and Electrical Accessories .... GW
Automotive Chassis... GC
Automotive Drive Trains .... GW
Automotive Electrical Systems ....MC
Automotive Engine Performance
   Diagnosis and Air Conditioning .... GC
Automotive Engines and Drive Trains .... GC
Automotive Performance Technology..........................MC
Automotive Suspension, Steering and Brakes............ GW
Automotive Technology ....GC, GW
Brakes, Alignment, Suspension and Steering ....MC
Engine Performance and Diagnosis.................... GW, MC
Transmissions and Power Trains ....MC
Tractor-Trailer Driving .... GC

Building and Construction
Building Safety Technology.. SC
Building Safety and Construction Technology ....PC
Building Planning & Safety Technology .... SC
Planning and Development Technology .... SC

Commercial Art/Advertising Art
Computer Graphic Design ....GC, PC
Multimedia .... GC
Multimedia Imaging & Animation .... GC
Multimedia Web Design .... GC

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

Electronics/Electrical Technology
Cable Telecommunications ....SM
General Telecommunication Service...........................SM
Computer and Networking Technology .... GC
Electric Utility Technology................................... CG
   (Pending MCCD Governing Board approval.)
Electrical Technology .... GW
Electromechanical Automation Technology ....MC
Electromechanical Automation Technology I ....MC
Electromechanical Automation Technology II ....MC
Electronic Industries Technology I ....MC
Electronics Engineering Technology ....GC, MC
Electronics Manufacturing Technology........................ GC
Electronics/Microprocessor Technology ....MC
Electronics Technology...MC
Electronics Technology I...MC
Electronics Technology II..MC
Local Area Networks Servicing .... GC
   Cisco Networking .... GC
Telecommunications Technology................................SM

Environmental Technology
Biotechnology ....MC
Environmental Health and Safety Technology...............PV
Hydrologic Studies .... GW
Occupational Safety and Health Technology .... GW
Safety, Health and Environmental Studies ....PV
Wastewater Treatment.. RS

Water Distribution and Collection .... RS
Water and Industrial Wastewater
   Treatment Technology .... GW
Water Purification Technology.................................. GW
Water Treatment .... RS
Water/Wastewater Technology .... RS

Engineering
Civil Engineering Technology .... PC
Engineering Technology.. GC

Manufacturing
Aerospace Manufacturing Technology .... GW
Applied Technology - Manufacturing Automation ....MC
Applied Technology - Manufacturing CNC ....MC
Applied Technology - Manufacturing Machining ....MC
Applied Technology - Manufacturing Management.......MC
Applied Technology - Manufacturing
   Quality Assurance ....MC
Automated Manufacturing Systems .... CG
Manufacturing Automation...MC
Manufacturing CNC ....MC
Manufacturing Engineering Technology ....MC
Manufacturing Machining ....MC
Manufacturing Management..MC
Manufacturing Quality Assurance ....MC
Manufacturing Technology .... GW
Manufacturing Welding ....MC
   (See Welding Technology section for additional
   information and related areas)

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

Welding Technology
Applied Technology - Welding ....MC
Welding Certification ....MC
   (See Manufacturing section for additional information
   and related areas)
Welding ....PC

MARICOPA SKILL CENTER CERTIFICATES

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

Auto Body
   Basic Refinishing and Metal Repair
   Industrial Spray Painter

Career Sampler
   A month-long exploration of up to four career
   choices

Computer, Office, Business and Banking Programs
   Accounting/Payroll
   Administrative Clerk/Assistant
   Bank Operations
   Bank Teller
   Call Center
   Cashier
   Computer Repair and A+ Certification
   Computer Software Courses
   Customer Service
   Data Entry
   Encoder
   Graphic Design Applications
   Internet: Basic, Intermediate, HTML, Web Design
   Microcomputer Software Applications
   Office Applications in Legal, Medical, Medical
   Insurance and Paralegal office skills
   Office Assistant
   Receptionist
   Reservations Agent
   Transcriber
   Travel Agent

Facilities Maintenance
   Facilities Maintenance Worker including Carpentry,
   Electrical, Plumbing and Introduction to HVAC
   skills

Food Preparation
   Cook's Apprentice
   Kitchen/Baker's helper

Health Care
Health Core Curriculum (HCC) [1]

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

Meat Cutting
  Meat Cutter Apprentice
  Meat Wrapper/Deli Worker

Medical Assistant (Level II)
  Front Office/Back Office[1]

Nursing (Levels II and III)
  Nursing Assistant[1]
  Practical Nursing[2]

Printing
  Job Shop Printer
  Offset Press Operator
  Bindery Operator

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

[1]Health Care Integrated curriculum
[2]MCCD Nursing Programs curriculum blocks 1 and 2

SOUTHWEST SKILL CENTER AT EMCC CERTIFICATES

The SouthWest Skill Center at Estrella Mountain Community College, located at 3000 North Dysart Road, Avondale offers entry-level courses and programs for hands-on job training at 1245 E. Buckeye Road, Phoenix. The non-credit SouthWest Skill Center certificates are open-entry /open-exit, and self-paced (with the exception of nursing):

Computer, Office, Business and Banking Programs
  Administrative Clerk/Assistant
  Business Technology Occupation
  Call Center
  Computer Software Courses
  C-TECH Program
  Customer Service
  Data Entry
  Office Assistant
  Receptionist

Medical Assistant (Level II)
  Front Office/Back Office[1]
  Medical Terminology/Transcription
  Medical Terminology (Spanish)

Nursing (Levels II and III)
  Nursing Assistant[1]
  Practical Nursing[2]
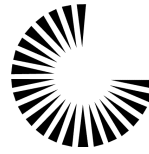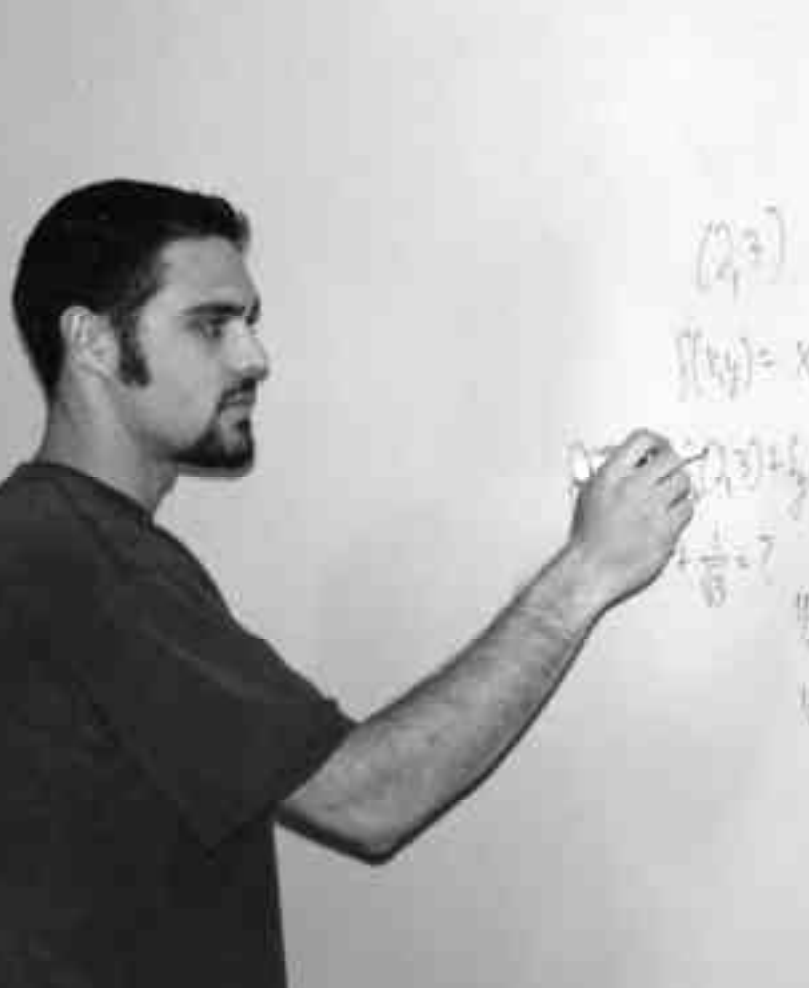
Educational Programs

CATALOG and

STUDENT

HANDBOOK

2002-2003

EDUCATIONAL PROGRAMS

The Chandler-Gilbert Community College (CGCC) mission statement calls for serving "students and its diverse communities by providing quality lifelong learning opportunities in a learner-centered environment through effective, accessible educational programs and activities." CGCC faculty, staff, and administration are committed to providing a "dynamic learning community reflecting collaboration, diversity, and student success through quality, enthusiastic teaching, learning, and serving."

CGCC students have several choices of educational programs to pursue:

- Degrees offered by all Maricopa Community Colleges and found in the Degree Requirements section of this catalog:

  - **Associate in Arts, Associate in Science, and Associate in Business degrees** offered by all Maricopa Community Colleges and designed for students who may or may not know their majors but plan to transfer to one of Arizona's public universities.

  - **Associate in General Studies degree** for students whose educational goals require flexibility and a broader choice of courses.

- **Associate in Transfer Partnership (ATP) degree** for specific majors for transfer to Arizona State University (ASU) Main, Arizona State University West, and Arizona State University East. The following ATPs are available at CGCC:

  - Accountancy at ASU Main and ASU West
  - Computer Information Systems at ASU Main
  - Elementary Education at ASU Main and ASU West
  - Exercise and Wellness at ASU East
  - Exercise Science and Physical Education at ASU Main
  - Food & Nutrition at ASU East
  - General Business at ASU Main for economics, finance, management, marketing, real estate, and supply chain management majors
  - Global Business at ASU West
  - Psychology (B.A.) at ASU Main and ASU West
  - Psychology (B.S.) at ASU Main and ASU West
  - Recreation at ASU Main
  - Social Work at ASU Main and ASU West

- **Occupational Programs** offered at CGCC have several missions: preparing students for employment, upgrading students' existing job skills, and assisting students in career changes.

Students can choose from several alternatives:

1. **Associate in Applied Science degree** programs—usually a two-year program of course work.

2. **Certificate Programs**—a series of courses designed for concentrated proficiency in specialized career fields.

3. **Individual courses**—designed to meet individual career or personal needs.

Because change is a constant factor in the employment picture, each occupational program has an advisory committee. These committees are composed of local leaders in industry and provide valuable assistance to faculty as they continually adjust the courses and programs to meet community needs. With the support of the advisory committees, highly qualified faculty, and up-to-date facilities, students are assured quality instruction in their future career field.

Students who choose to transfer to four-year institutions will find that many credits are transferable and provide a beginning foundation for completing a baccalaureate degree. The AAS degrees transfer as a "block" to the Bachelor of Applied Science at Arizona State University (East and West), and Northern Arizona University.

- **Special programs** include:

  - Training for Business, Industry and Government
  - Continuing Education
  - English as a Second Language
  - Fitness, Wellness, and Recreation
  - Honors Program
  - Maricopa Institute for Virtual Reality Technology
  - Performing Arts

For more information about educational programs, contact the Academic Advisement Center at (480) 732-7317.

INSTRUCTIONAL DIVISIONS

Most courses offered at CGCC fall under one of nine academic divisions. They include:

AVIATION DIVISION

CHAIRPERSON: Harvey Stone ~ (480) 988-8115
Aviation & Technology Center
Williams Campus
7360 East Tahoe Avenue
Mesa, AZ 85212

COURSES:
ACT - Aircraft Construction Technologies
AET - Aeronautics
AMT - Aircraft Maintenance Technology
AVT - Avionics Technology

OCCUPATIONAL PROGRAMS:
Aircraft Construction Technologies
  Composite Technology
  Sheet Metal Structures Technology
  Aircraft Construction Technology
Aircraft Flight Technology
  Flight Technology
  Airway Science Technology, Flight Emphasis
Aircraft Maintenance Technology
  Airframe Maintenance (Part 147)
  Powerplant Maintenance (Part 147)
  Aircraft Maintenance Technology (Part 147)
  Aircraft Maintenance Technology
Avionics Technology
  Avionics Technology
  Aviation Electronics Maintenance Technology

BUSINESS AND COMPUTER INFORMATION SYSTEMS DIVISION

CHAIRPERSON: Shirley Miller ~ (480) 732-7133

COURSES:
ACC - Accounting
BPC - Business-Personal Computers
CIS - Computer Information Systems
CNT - Cisco Networking Technology
CSC - Computer Science
GBS - General Business
MGT - Management
MKT - Marketing
MST - Microsoft Technology
OAS - Office Automation Systems
TQM - Total Quality Management

OCCUPATIONAL PROGRAMS:
Computer Applications
  Microcomputer Applications:
    Office Specialist/Core Level
  Microcomputer Applications:
    Office Specialist/Expert Level
  Microcomputer Business Applications
Computer Database Administration and Development
  Microsoft Database Administration
Computer Hardware Maintenance
  Computer Hardware and Desktop Support
Computer Networking
  Networking Administration: Cisco
  Networking Technology: Cisco
  Microsoft Product Specialist
  Microsoft Systems Engineer
  Microsoft Networking Technology
Computer Programming
  Microsoft Solutions Development
General Business
  General Business

COMMUNICATIONS AND FINE ARTS DIVISION

CHAIRPERSON: Ted Wolter ~ (480) 732-7089

COURSES:
ARH - Art Humanities
ART - Art
COM - Communication
DAH - Dance Humanities
DAN - Dance
MHL - Music: History/Literature
MTC - Music: Theory/Composition
MUP - Music: Performance
SLG - Sign Language
TCM - Telecommunications
THE - Theater
THP - Theater Performance/Production
VRT - Virtual Reality Technologies

OCCUPATIONAL PROGRAMS:
Art: Computer Illustration
  Media Arts: Computer Art/Illustration
Art: Digital Photography
  Media Arts: Digital Imaging

COUNSELING DIVISION

CHAIRPERSON: Olivia Lara ~ (480) 732-7340

COURSES:
CPD - Counseling & Personal Development

LANGUAGES AND HUMANITIES DIVISION

CHAIRPERSON: Pamela Davenport ~ (480) 732-7135

COURSES:
CRE - Critical Reading
ENG - English
ENH - English Humanities
ESL - English as a Second Language
FRE - French
HUM - Humanities
PHI - Philosophy
RDG - Reading Education
REL - Religious Studies
SPA - Spanish

LIBRARY DIVISION

CHAIRPERSON: Barbara Stott ~ (480) 857-5137

SCIENCE AND MATHEMATICS DIVISION

CHAIRPERSON: Melinda Rudibaugh ~ (480) 732-7049

COURSES:
AMS - Automated Manufacturing Systems
AST - Astronomy
BIO   - Biology
CAD - Computer-Aided Drafting
CHM - Chemistry
CSC - Computer Science
ECE - Engineering Science
EEE - Electrical Engineering
ELT - Electronics Technology
GLG - Geology
GPH - Physical Geography
MAT - Mathematics
PHS - Physical Science
PHY - Physics
SMT - Semi-Conductor Manufacturing Technology

OCCUPATIONAL PROGRAM:
Automated Manufacturing
   Automated Manufacturing Systems

SOCIAL AND BEHAVIORAL SCIENCES DIVISION

CHAIRPERSON: Pamela Petty ~ (480) 732-7006

COURSES:
AJS   - Administration of Justice Studies
ASB   - Anthropology
CFS   - Child/Family Studies
CIA   - Crime and Intelligence Analysis
ECH - Early Childhood Education
ECN - Economics
EDU - Education
GCU - Cultural Geography
HIS   - History
POS   - Political Science
PSY   - Psychology
SOC   - Sociology
SWU - Social Work

OCCUPATIONAL PROGRAMS:
Criminal Justice
   Crime and Intelligence Analysis
Developmental Disabilities
   Developmental Disabilities Specialist

WELLNESS, HEALTH, NUTRITION AND PHYSICAL EDUCATION DIVISION

CHAIRPERSON: Regina Munro ~ (480) 732-7109

COURSES:
EQS - Equine Science
FON - Food & Nutrition
FSC - Fire Science Technology
GCO - Golf Course Operations
HCC - Health Core Curriculum
HCE - Health Care Education
HES - Health Science
PED - Physical Education
REC - Recreation
WED - Wellness Education

OCCUPATIONAL PROGRAM:
Nutrition
   Dietetic Technology

OCCUPATIONAL PROGRAMS

AIRCRAFT CONSTRUCTION TECHNOLOGIES

COMPOSITE TECHNOLOGY

Certificate of Completion — CCL 5568
34 Credits

Division Chairperson: Harvey Stone
                                 (480) 988-8115

Program Description: The Certificate of Completion in Composite Technology is designed for individuals who hold an FAA Airframe Certificate or who desire to specialize in areas of composite structural maintenance or repair. This program of study normally requires one semester to complete for licensed airframe mechanics.

PROGRAM PREREQUISITES: 9-10 Credits

+ENG071   Fundamentals of Writing (3) OR
Equivalent as indicated by assessment 3
+MAT091   Algebra/Anxiety Reduction (4) OR
+MAT092   Introductory Algebra (3) OR
Equivalent as indicated by assessment 3-4
+RDG091   College Reading Skills I (3) OR
Equivalent as indicated by assessment 3

REQUIRED COURSES: 34 Credits

+AMT124   Aircraft Forms and Regulations,
           Weight and Balance, Drawings,
           and Ground Operations (5) OR
+AMT124AA Aircraft Forms and Regulations,
           Weight and Balance, Drawings,
           and Ground Operations: Part 65 (5) 5
+AMT128   Fundamentals of Aviation Physics,
           Corrosion Control, Materials and
           Processes, Fluid Lines and Fittings (5) OR
+AMT128AA Fundamentals of Aviation Physics,
           Corrosion Control, Materials and
           Processes, Fluid Lines and Fittings:
           Part 65 (5) 5
+AMT220   Fundamentals of Aircraft Wood
           Structures, Covering and Finishing,
           and Bonded Structures (3) OR
+AMT220AA Fundamentals of Aircraft Wood
           Structures, Covering and Finishing,
           and Bonded Structures: Part 65 (3).......3
+AMT224   Aircraft Sheet Metal (5) OR
+AMT224AA Aircraft Sheet Metal: Part 65 (5) 5
+ACT201   Transport Category Aircraft
           Maintenance Forms and Documents 3
+ACT205   Introduction to Aircraft Structural
           Repair Technology.................................3
+ACT223   Composite Structural Repairs I 3
+ACT227   Composite Structural Repairs II 3
+ACT240   Aircraft Structural Damage
           Evaluation and Repair...........................4

Note: Individuals with a Federal Aviation Administration Airframe Certificate obtained on practical experience or from other Part 147 schools may obtain credit for the AMT courses through the "Department Credit By Evaluation" process.

Note: + indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. 2.0.

SHEET METAL STRUCTURES TECHNOLOGY

Certificate of Completion — CCL 5577
34 Credits

Division Chairperson: Harvey Stone
                                 (480) 988-8115

Program Description: The Certificate of Completion in Sheet Metal Structures Technology is designed for individuals who hold an FAA Airframe Certificate or who desire to specialize in areas of sheet metal structural maintenance or repair. This program of study normally requires one semester to complete for licensed airframe mechanics.

PROGRAM PREREQUISITES: 9-10 Credits

+ENG071   Fundamentals of Writing (3) OR
Equivalent as indicated by assessment 3
+MAT091   Algebra/Anxiety Reduction (4) OR
+MAT092   Introductory Algebra (3) OR
Equivalent as indicated by assessment 3-4
+RDG091   College Reading Skills I (3) OR
Equivalent as indicated by assessment 3

REQUIRED COURSES: 34 Credits

+AMT124   Aircraft Forms and Regulations,
           Weight and Balance, Drawings,
           and Ground Operations (5) OR
+AMT124AA Aircraft Forms and Regulations,
           Weight and Balance, Drawings,
           and Ground Operations: Part 65 (5) 5
+AMT128   Fundamentals of Aviation Physics,
           Corrosion Control, Materials and
           Processes, Fluid Lines and Fittings (5) OR
+AMT128AA Fundamentals of Aviation Physics,
           Corrosion Control, Materials and
           Processes, Fluid Lines and Fittings:
           Part 65 (5) 5
+AMT220   Fundamentals of Aircraft Wood
           Structures, Covering and Finishing,
           and Bonded Structures (3) OR

+AMT220AA   Fundamentals of Aircraft Wood
             Structures, Covering and Finishing,
             and Bonded Structures: Part 65 (3).......3
+AMT224   Aircraft Sheet Metal (5) OR
+AMT224AA   Aircraft Sheet Metal: Part 65 (5) 5
+ACT201   Transport Category Aircraft
             Maintenance Forms and Documents 3
+ACT205   Introduction to Aircraft Structural
             Repair Technology.................................3
+ACT213   Transport Category Sheet
             Metal Repairs I 3
+ACT217   Transport Category Sheet
             Metal Repairs II......................................3
+ACT240   Aircraft Structural Damage
             Evaluation and Repair...........................4

Note: Individuals with a Federal Aviation Administration Airframe Certificate obtained on practical experience or from other Part 147 schools may obtain credit for the AMT courses through the "Department Credit By Evaluation" process.

Note: + indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. 2.0.

AIRCRAFT CONSTRUCTION TECHNOLOGY

Associate in Applied Science — AAS 3669
64-67 Credits

Division Chairperson: Harvey Stone
                               (480) 988-8115

Program Description: The Aircraft Construction Technology certificate and degree programs are designed to prepare individuals for employment in specialized structural repair positions in the aircraft maintenance field. These programs build on the knowledge obtained through preparation for licensure as Federal Aviation Administration (FAA) airframe mechanics, but can be completed without completing the airframe license program if necessary. These programs are not certified under FAA Part 147, but serve to extend the Part 147 curriculum into specialized skill areas. Completion of the appropriate Certificate programs may lead to an Associate in Applied Science in Aircraft Construction Technology.

The **Certificate of Completion in Composite Technology** is designed for individuals who hold an FAA Airframe Certificate or who desire to specialize in areas of composite structural maintenance or repair. This program of study normally requires one semester to complete for licensed airframe mechanics.

The **Certificate of Completion in Sheet Metal Structures Technology** is designed for individuals who hold an FAA Airframe Certificate or who desire to specialize

in areas of sheet metal structural maintenance or repair. This program of study normally requires one semester to complete for licensed airframe mechanics.

The **Associate in Applied Science in Aircraft Construction Technology** combines the technical aspects of the certificate programs with selected general studies courses in the areas of English, mathematics, reading, communications, humanities, and physics.

PROGRAM PREREQUISITES: 9-10 Credits

+ENG071   Fundamentals of Writing (3) OR
Equivalent as indicated by assessment 3
+MAT091   Algebra/Anxiety Reduction (4) OR
+MAT092   Introductory Algebra (3) OR
Equivalent as indicated by assessment 3-4
+RDG091   College Reading Skills I (3) OR
Equivalent as indicated by assessment 3

REQUIRED COURSES: 40 Credits

+AMT124   Aircraft Forms and Regulations,
             Weight and Balance, Drawings,
             and Ground Operations (5) OR
+AMT124AA   Aircraft Forms and Regulations,
             Weight and Balance, Drawings,
             and Ground Operations: Part 65 (5) 5
+AMT128   Fundamentals of Aviation Physics,
             Corrosion Control, Materials and
             Processes, Fluid Lines and Fittings (5) OR
+AMT128AA   Fundamentals of Aviation Physics,
             Corrosion Control, Materials and
             Processes, Fluid Lines and Fittings:
             Part 65 (5) 5
+AMT220   Fundamentals of Aircraft Wood
             Structures, Covering and Finishing,
             and Bonded Structures (3) OR
+AMT220AA   Fundamentals of Aircraft Wood
             Structures, Covering and Finishing,
             and Bonded Structures: Part 65 (3).......3
+AMT224   Aircraft Sheet Metal (5) OR
+AMT224AA   Aircraft Sheet Metal: Part 65 (5) 5
+ACT201   Transport Category Aircraft
             Maintenance Forms and Documents 3
+ACT205   Introduction to Aircraft Structural
             Repair Technology.................................3
+ACT213   Transport Category Sheet
             Metal Repairs I 3
+ACT217   Transport Category Sheet
             Metal Repairs II......................................3
+ACT223   Composite Structural Repairs I 3
+ACT227   Composite Structural Repairs II 3
+ACT240   Aircraft Structural Damage
             Evaluation and Repair...........................4

Note: Individuals with a Federal Aviation Administration Airframe Certificate obtained on practical experience or from other Part 147 schools may obtain credit for the AMT courses through the "Department Credit By Evaluation" process.

| GENERAL STUDIES: | 24-27 Credits | DISTRIBUTION: | 9-10 Credits |

GENERAL STUDIES: 24-27 Credits

CORE: 15-17 Credits

First-Year Composition
+ENG101 First-Year Composition (3) AND
+ENG111 Technical Writing (3) OR
+ENG107 First-Year Composition for ESL (3) AND
+ENG111 Technical Writing (3) 6
Oral Communication
Any approved general studies course in the
Oral Communication area 3
Critical Reading
+CRE101 Critical and Evaluative Reading I (3) OR
Equivalent as indicated by assessment 3
Mathematics
+MAT120 Intermediate Algebra (5) OR
+MAT122 Intermediate Algebra (3) OR
Equivalent as indicated by assessment 3-5

DISTRIBUTION: 9-10 Credits

Humanities and Fine Arts
Any approved general studies course in the
Humanities and Fine Arts area 2-3
Social and Behavioral Sciences
Any approved general studies course in the
Social and Behavioral Sciences area 3
Natural Sciences
+PHY101 Introduction to Physics 4

Note: + indicates course has prerequisites and/or
corequisites.

Overall program minimum G.P.A. 2.0.

General Studies Requirements are listed on pages 135-137.

AIRCRAFT FLIGHT TECHNOLOGY

FLIGHT TECHNOLOGY

Certificate of Completion — CCL 5707
29.5 Credits

Program Contact: Bashir Khalil
(480) 988-8112

Program Description: The Certificate of Completion in Flight Technology curriculum is designed to prepare students to apply technical knowledge and skills to the aircraft flying and to prepare them to sit for the Federal Aviation Administration (FAA) written and practical examinations for Commercial Pilot Certificate with Single Engine Airplane Land Rating and the Instrument Rating, and the Multiengine Rating. Instruction includes aircraft design, systems, flight operations and procedures, radio communication and navigation, and governmental rules and regulations pertaining to aircraft operations.

Job Description: This program is designed to prepare students with the required Federal Aviation Administration certificates for initial employment as airplane pilots in a wide variety of entry-level, flight-related occupations such as flight instructor, banner tow pilots, jump plane pilots, etc. In some instances, additional specialized training will be required.

Flight Policies: Flight and simulator training costs are the responsibility of the student. They are determined on an hourly basis for aircraft and flight instruction, and are in addition to tuition, fees, and other registration expenses. Once students have been accepted into the CGCC Flight Technology program, they will not receive college credit for flight instruction received at flight schools other than the school or schools with which Maricopa County Community College District has currently contracted for such instruction.

Ground school courses must be taken concurrently with the appropriate flight courses.

Attendance is mandatory in the aviation ground school courses in accordance with Federal Aviation Regulation Part 141, Appendices A and D. Failure to meet these attendance requirements will disqualify the student for FAA pilot certification.

Transfer of Pilot Ratings: Students with a Private Pilot Certificate obtained without college credit must demonstrate proficiency and knowledge before enrolling in any 200-level ground or flight courses.

Students holding Commercial Pilot or Flight Instructor Certificates obtained without college credit are required to take the appropriate ground school courses, and complete the flight lessons contained in the Federal Aviation Regulations Part 141 Commercial Pilot Test Course.

Aviation and related courses from other colleges and universities will not automatically transfer to CGCC. All aviation transfer courses, flight or nonflight, are reviewed by the Aviation Division for transferability. Students with pilot certificates obtained with college credit at other institutions must demonstrate proficiency of each certificate and associated ratings before credit will be accepted to satisfy CGCC curriculum requirements.

In all cases, it is the responsibility of the student to initiate the process.

Medical Certificates: A current medical certificate is required for all students planning to begin flight training. The physical examination must be performed by a medical doctor who is a designated FAA Medical Examiner. Students are advised to obtain their medical certificates

well in advance of beginning the flight program. This will ensure that medical problems or physical limitations that may alter career plans can be addressed before entering flight courses.

There are three types of medical certificates — Class III, Class II, and Class I. Students are advised to obtain a Class I certificate if they are planning a career in professional flight. Students must have at least a Class II medical before beginning 200-level flight courses.

ADMISSION CRITERIA:

Students must apply for acceptance into the Flight Technology program before enrolling in any 200-level flight courses by completing an application available from the Aviation Division

PROGRAM NOTES:

+ indicates course has prerequisites and/or corequisites.

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

Overall program minimum G.P.A. = 2.50.

PROGRAM PREREQUISITES: 13-15 Credits

Students must consult with a program advisor as the program prerequisites may be waived as requirements to the program for those students who have FAA Private Pilot Certificates and/or have course equivalents as indicated by assessment.

+AET107	Private Pilot Ground School (5) AND	
+AET110	Private Pilot Flight (2) OR	
FAA Private Pilot Certificate		7
+CRE101	Critical and Evaluative Reading I (3) OR	
Equivalent as indicated by assessment		3
+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3) OR	
Equivalent as indicated by assessment OR		
Satisfactory completion of a higher level		
mathematics course		3-5

REQUIRED COURSES: 29.5 Credits

AET115	Aviation Meteorology	3
+AET203	Basic Airplane Systems	2
AET205	Aircraft Structures, Systems and Maintenance	4
+AET207	Attitude Instruments and Navigation	2
+AET210	Commercial Pilot Flight I	2
+AET213	Aerodynamics and Performance	2
+AET215	Aircraft Powerplants	4
+AET217	Instrument Procedures	2
+AET220	Commercial Pilot Flight II	2
+AET225	Advanced Aircraft Systems	4

+AET237	Multiengine Airplane Pilot Ground School	2
+AET240	Multiengine Airplane Pilot Flight	0.5

AIRWAY SCIENCE TECHNOLOGY, FLIGHT EMPHASIS

Associate in Applied Science — AAS 3707
65.5-67.5 Credits

Program Contact: Bashir Khalil
(480) 988-8112

Program Description: The Associate in Applied Science in Airway Science Technology, Flight Emphasis is designed to prepare students to apply technical knowledge and skills to the flying of commercial, agricultural, public service, corporate, or private airplanes, and to prepare students to sit for the Federal Aviation Administration (FAA) written and practical examinations for Commercial Pilot Certificate with Single Engine Airplane Land Rating; Instrument Rating; and the Multiengine Rating as well as the Flight Instructor Certificate with the Single Engine Airplane Land Rating. Students desiring to transfer to another institution for completion of a four-year degree should consult an advisor and the catalog of the institution to which they plan to transfer to determine specific requirements.

Job Description: The Associate in Applied Science in Airway Science Technology, Flight Emphasis Program is designed to prepare students with the required Federal Aviation Administration certificates for initial employment as airplane pilots in a wide variety of entry-level, flight-related occupations such as flight instructor, banner tow pilots, jump plane pilots, etc. In some instances, additional specialized training will be required. Students aspiring to employment with airlines can elect to use their flight instructor certificate to help build flight time in an economical manner.

Opportunities: While the aviation industry is cyclic, affected by both economic and military implications, indicators point to an increase in pilot hiring from 1995 through 2010. Job mobility within the aviation industry increases as flight experience increases. The experienced pilot who demonstrates quality flight techniques, willingness to learn, organizational skills, reliability, and good communication skills will find opportunities to advance into large aircraft operations, or other positions within the industry such as management, business owner, sales, corporate jet operator, or systems trainer.

Flight Policies: Flight, altitude chamber, and simulator training costs are the responsibility of the student. They are determined on an hourly basis for aircraft and flight instruction, and are in addition to tuition, fees, and other registration expenses. Once students have been accepted into the CGCC Airway Science Technology, Flight Emphasis program, they will not receive college credit for

flight instruction received at flight schools other than the school or schools with which Maricopa County Community College District has currently contracted for such instruction.

Ground school courses must be taken concurrently with the appropriate flight courses.

Attendance is mandatory in the aviation ground school courses in accordance with Federal Aviation Regulation Part 141, Appendices A and D. Failure to meet these attendance requirements will disqualify the student for FAA pilot certification.

Transfer of Pilot Ratings: Students with a Private Pilot Certificate obtained without college credit must complete the flight lessons contained in the Federal Aviation Regulations Part 141 Private Pilot Test Course before enrolling in any 200-level ground or flight courses.

Students holding Commercial Pilot or Flight Instructor Certificates obtained without college credit are required to take the appropriate ground school courses, and complete the flight lessons contained in the Federal Aviation Regulations Part 141 Commercial Pilot Test Course.

Aviation and related courses from other colleges and universities will not automatically transfer to CGCC. All aviation transfer courses, flight or nonflight, are reviewed by the Aviation Division for transferability. Students with pilot certificates obtained with college credit at other institutions must demonstrate proficiency of each certificate and associated ratings before credit will be accepted to satisfy CGCC curriculum requirements.

In all cases, it is the responsibility of the student to initiate the process.

Medical Certificates: A current medical certificate is required for all students planning to begin flight training. The physical examination must be performed by a medical doctor who is a designated FAA Medical Examiner. Students are advised to obtain their medical certificates well in advance of beginning the flight program. This will ensure that medical problems or physical limitations that may alter career plans can be addressed before entering flight courses.

There are three types of medical certificates—Class III, Class II, and Class I. Students are advised to obtain a Class I certificate if they are planning a career in professional flight. Students must have at least a Class II medical before beginning 200-level flight courses.

ADMISSION CRITERIA:

Students must apply for acceptance into the Associate in Applied Science in Airway Science Technology, Flight

Emphasis program before enrolling in any 200-level flight courses by completing an application available from the Aviation Division

PROGRAM NOTES:

+ indicates course has prerequisites and/or corequisites.

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

Overall program minimum G.P.A. = 2.50.

PROGRAM PREREQUISITES: 13-15 Credits

Students must consult with a program advisor as the program prerequisites may be waived as requirements to the program for those students who have FAA Private Pilot Certificates and/or have course equivalents as indicated by assessment.

+AET107	Private Pilot Ground School (5) AND	
+AET110	Private Pilot Flight (2) OR	
FAA Private Pilot Certificate		7
+CRE101	Critical and Evaluative Reading I (3) OR	
Equivalent as indicated by assessment		3
+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3) OR	
Equivalent as indicated by assessment OR		
Satisfactory completion of a higher level		
mathematics course		3-5

REQUIRED COURSES: 40.5 Credits

AET115	Aviation Meteorology	3
+AET203	Basic Airplane Systems	2
+AET205	Aircraft Structures, Systems, and Maintenance	4
+AET207	Attitude Instruments and Navigation	2
+AET210	Commercial Pilot Flight I	2
+AET213	Aerodynamics and Performance	2
+AET215	Aircraft Powerplants	4
+AET217	Instrument Procedures	2
+AET220	Commercial Pilot Flight II	2
+AET225	Advanced Aircraft Systems	4
+AET227	Certified Flight Instructor: Airplane, Single Engine Land Ground School	4
+AET230	Certified Flight Instructor: Airplane, Single Engine Land	1
+AET237	Multiengine Airplane Pilot Ground School	2
+AET240	Multiengine Airplane Pilot Flight	0.5
+AET257	Readings in Aviation	3
CIS105	Survey of Computer Information Systems	3

RESTRICTED ELECTIVES: 2-3 Credits

+AET253   Avionics for Pilots..................................3
 AET259   Human Factors 2
+AET290   Flight Physiology 3

GENERAL STUDIES: 23-24 Credits

CORE: 14 Credits

First-Year Composition
+ENG101   First-Year Composition (3) AND
+ENG111   Technical Writing (3) OR
+ENG102   First-Year Composition (3)
OR
+ENG107   First-Year Composition for ESL (3) AND
+ENG111   Technical Writing (3) OR
+ENG108   First-Year Composition for ESL (3) 6
Oral Communication
+COM225   Public Speaking 3

Critical Reading
Met by CRE101 in Program Prerequisites area.............0
Mathematics
+MAT187   Precalculus (5) OR
Equivalent as indicated by assessment OR
Satisfactory completion of a higher level
mathematics course 5

DISTRIBUTION: 9-10 credits

Humanities and Fine Arts
Any approved General Studies course in the
Humanities and Fine Arts area 2-3
Social and Behavioral Sciences
 ECN112   Microeconomic Principles.......................3
Natural Sciences
+PHY111   General Physics I 4

General Studies Requirements are listed on pages 135-137.

AIRCRAFT MAINTENANCE TECHNOLOGY

AIRFRAME MAINTENANCE (PART 147)

Certificate of Completion — CCL 5668
32 Credits

Division Chairperson: Harvey Stone
                                (480) 988-8115

Program Description: The Certificate of Completion in Airframe Maintenance (Part 147) Program is designed for individuals who hold an FAA Powerplant Certificate or who desire to specialize in areas of structural maintenance or repair. This certificate provides the necessary knowledge to continue into areas of avionics, composites, or heavy structures specializations. This program of study normally requires two semesters to complete if the prerequisites have been met. Students wishing to enroll in this Part 147 Certificate program must complete an application process before being officially accepted into the program.

The program prerequisites normally require one or more semesters to complete.

PROGRAM PREREQUISITES   29 Credits

+ENG071   Fundamentals of Writing (3) OR
Equivalent as indicated by assessment 3
+MAT091   Algebra/Anxiety Reduction (4) OR
+MAT092   Introductory Algebra (3) OR
Equivalent as indicated by assessment 3-4
+RDG091   College Reading Skills I (3) OR
Equivalent as indicated by assessment 3
AND

+AMT124   Aircraft Forms and Regulations,
                 Weight and Balance, Drawings,
                 and Ground Operations 5
+AMT126   Fundamentals of Mathematics
                 and Electricity.......................................9
+AMT128   Fundamentals of Aviation Physics,
                 Corrosion Control, Materials and
                 Processes, Fluid Lines and Fittings 5
OR
Hold a valid FAA Powerplant Certificate and pass an Aviation General Subject exam with a minimum score of 70 percent. AND
Permission of the Department or Division.

REQUIRED COURSES: 32 Credits

+AMT220   Fundamentals of Aircraft Wood
                 Structures, Covering and Finishing
                 and Bonded Structures 3
+AMT222   Atmosphere Control, Fire Protection,
                 Ice and Rain Protection Systems 4
+AMT224   Aircraft Sheet Metal 5
+AMT226   Aircraft Landing Gear, Hydraulic,
                 Pneumatic, Fuel, Position and
                 Warning Systems 7
+AMT228   Aircraft Electrical Systems, Instruments,
                 Fuel Indicating, Communication and
                 Navigation Systems 7
+AMT230   Airframe Assembly, Inspection,
                 and Welding 6

Note: + indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. 2.0.

POWERPLANT MAINTENANCE (PART 147)

Certificate of Completion — CCL 5669
33 Credits

Division Chairperson: Harvey Stone
                              (480) 988-8115

Program Description: The Certificate of Completion in Powerplant Maintenance (Part 147) Program is designed for individuals who hold an FAA Airframe Certificate or who desire to specialize in areas of engine maintenance or repair. This program of study normally requires two semesters to complete if the prerequisites have been met. Students wishing to enroll in this Part 147 Certificate program must complete an application process before being officially accepted into the program.

The program prerequisites normally require one or more semesters to complete.

PROGRAM PREREQUISITES: 19-29 Credits

+ENG071   Fundamentals of Writing (3) OR
Equivalent as indicated by assessment 3
+MAT091   Algebra/Anxiety Reduction (4) OR
+MAT092   Introductory Algebra (3) OR
Equivalent as indicated by assessment 3-4
+RDG091   College Reading Skills I (3) OR
Equivalent as indicated by assessment 3
AND
+AMT124   Aircraft Forms and Regulations,
            Weight and Balance, Drawings,
            and Ground Operations 5
+AMT126   Fundamentals of Mathematics
            and Electricity.......................................9
+AMT128   Fundamentals of Aviation Physics,
            Corrosion Control, Materials and
            Processes, Fluid Lines and Fittings 5
OR
Hold a valid FAA Airframe Certificate and pass an Aviation General Subject exam with a minimum score of 70 percent.
AND
Permission of the Department or Division.

REQUIRED COURSES: 33 Credits

+AMT263   Aircraft Turbine Engines 5
+AMT264   Aircraft Reciprocating Engines 7
+AMT266   Engine Fuel System, Fuel Metering
            and Induction System 6
+AMT268   Engine Electrical, Ignition and
            Starter Systems......................................6
+AMT270   Engine Instruments, Fire Protection
            and Lubrication, Cooling and
            Exhaust Systems 5
+AMT272   Propeller Systems and
            Engine Inspections................................4

Note: **+** indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. 2.0.

AIRCRAFT MAINTENANCE TECHNOLOGY (PART 147)

Certificate of Completion — CCL 5670
65 Credits

Division Chairperson: Harvey Stone
                              (480) 988-8115

Program Description: The Certificate of Completion in Aircraft Maintenance Technology (Part 147) Program is designed for individuals who want to prepare for the FAA Airframe and Powerplant Certificates but are limited by funding agencies to a single continuing program of study. This program of study normally requires four semesters to complete if the prerequisites have been met. Students wishing to enroll in this Part 147 Certificate program must complete an application process before being officially accepted into the program.

The program prerequisites normally require one or more semesters to complete.

PROGRAM PREREQUISITES: 19-29 Credits

+ENG071   Fundamentals of Writing (3) OR
Equivalent as indicated by assessment 3
+MAT091   Algebra/Anxiety Reduction (4) OR
+MAT092   Introductory Algebra (3) OR
Equivalent as indicated by assessment 3-4
+RDG091   College Reading Skills I (3) OR
Equivalent as indicated by assessment 3
AND
+AMT124   Aircraft Forms and Regulations,
            Weight and Balance, Drawings,
            and Ground Operations 5
+AMT126   Fundamentals of Mathematics
            and Electricity 9
+AMT128   Fundamentals of Aviation Physics,
            Corrosion Control, Materials and
            Processes, Fluid Lines and Fittings.........5
AND
Permission of the Department or Division.

REQUIRED COURSES: 65 Credits

+AMT220   Fundamentals of Aircraft Wood
            Structures, Covering and Finishing
            and Bonded Structures..........................3
+AMT222   Atmosphere Control, Fire Protection,
            Ice and Rain Protection Systems.............4
+AMT224   Aircraft Sheet Metal 5

+AMT226   Aircraft Landing Gear, Hydraulic,
            Pneumatic, Fuel, Position and
            Warning Systems 7
+AMT228   Aircraft Electrical Systems, Instruments,
            Fuel Indicating, Communication and
            Navigation Systems................................7
+AMT230   Airframe Assembly, Inspection,
            and Welding 6
+AMT263   Aircraft Turbine Engines.........................5
+AMT264   Aircraft Reciprocating Engines................7
+AMT266   Engine Fuel System, Fuel Metering
            and Induction System.............................6
+AMT268   Engine Electrical, Ignition and
            Starter Systems 6
+AMT270   Engine Instruments, Fire Protection
            and Lubrication, Cooling and
            Exhaust Systems 5
+AMT272   Propeller Systems and
            Engine Inspections 4

Note: + indicates course has prerequisites and/or
corequisites.

Overall program minimum G.P.A. 2.0.

AIRCRAFT MAINTENANCE TECHNOLOGY

Associate in Applied Science — AAS 3670
89-92 Credits

Division Chairperson: Harvey Stone
                               (480) 988-8115

Program Description: The Aircraft Maintenance
Technology (AMT) certificate and degree programs are
designed to prepare students for licensure as certified
airframe, powerplant, or airframe and powerplant (A&P)
technicians and for employment in entry-level positions
in the aircraft maintenance field.

Part 147: The Part 147 curriculum meets Federal Aviation
Administration (FAA) requirements for the number of
hours of instruction and for the level and type of
competency expected of the students in general, airframe,
and powerplant subject areas. Completion of the
appropriate Certificate program/s may lead to an Associate
in Applied Science in Aircraft Maintenance Technology
degree. Students wishing to enroll in a Part 147 Certificate
program must complete an application process before
being officially accepted into the program.

The **Certificate of Completion in Airframe Maintenance
(Part 147)** is designed for individuals who hold an FAA
Powerplant Certificate or who desire to specialize in areas
of structural maintenance or repair. This Certificate
provides the necessary knowledge to continue into areas
of avionics, composites, or heavy structures
specializations. This program of study normally requires
two semesters to complete if the program prerequisites
have been met.

The **Certificate of Completion in Powerplant
Maintenance (Part 147)** is designed for individuals who
hold an FAA Airframe Certificate or who desire to specialize
in areas of engine maintenance or repair. This program
of study normally requires two semesters to complete if
the program prerequisites have been met.

The **Certificate of Completion in Aircraft Maintenance
Technology (Part 147)** is designed for individuals who
want to prepare for FAA Airframe and Powerplant
Certificates but are limited by funding agencies to a single
continuing program of study. This program of study
normally requires four semesters to complete if the
program prerequisites have been met.

The program prerequisites normally require one or more
semesters to complete.

The **Associate in Applied Science in Aircraft
Maintenance Technology** degree combines the technical
aspects of the Certificate programs with selected general
studies courses in the areas of English, math, reading,
communications, humanities, and physics.

Part 65: The Part 65 curriculum is designed for those
students who wish to gain specific knowledge and skills
in the aircraft maintenance field or are pursuing Federal
Aviation Administration certification under Federal
Aviation Regulation, Part 65.77. Students benefiting from
these courses would include aircraft maintenance
apprentices, pilots, kit aircraft builders, aircraft
enthusiasts, and past and current military personnel who
have worked in aircraft maintenance. Completion of the
Part 65 courses may lead to an Associate in Applied
Science in Aircraft Maintenance Technology degree.
Students wishing to enroll in the Part 65 courses must
have the permission of the Department or Division and
will be accepted on a first-come, first-served, space-
available basis only.

Job Description: Aviation maintenance technicians
inspect the engines, landing gear, instruments,
pressurized sections, accessories, and other parts of the
aircraft, and perform necessary maintenance. Technicians
use precision instruments and non-destructive inspection
equipment. They also repair sheet metal or composite
surfaces and check for corrosion, distortion, and cracks
in the aircraft structure. After completing repairs,
mechanics must test them to ensure that they work
properly.

Aviation maintenance technicians must perform careful
and thorough work requiring a high degree of mechanical
aptitude. Frequently, they must lift or pull as much as
50 pounds. They often stand, lie, or kneel in awkward
positions and occasionally must work in precarious
positions on scaffolds or ladders. Noise and vibration are
common when testing engines. Aviation maintenance
technicians generally work 40 hours a week on 8-hour
shifts around the clock.

Aviation maintenance technicians who work on civilian aircraft are certified by the Federal Aviation Administration (FAA) as airframe mechanic, powerplant mechanic, or combination airframe and powerplant (A&P) mechanics who can work on nearly any part of the plane. Although a few people become Aviation maintenance technicians through on-the-job training, most learn their job in one of the schools certified by the FAA under Federal Aviation Regulation Part 147. FAA standards require certificated schools offer students at least 1,900 class hours.

Opportunities: According to the *1994-95 Occupational Outlook Handbook*, over 60% of salaried aviation maintenance technicians work for airlines, nearly 20% for aircraft manufacturers, and nearly 15% for the federal government. Most of the rest are general aviation mechanics, the majority of whom work for independent repair shops or companies that operate their own planes to transport executives and cargo.

CGCC Aircraft Maintenance Technology students are in high demand. For example, during the 1997-98 school year, 100% of those students interested in going directly into the work force were successfully placed in industry-related positions.

Employers seek applicants who are self-motivated, hard-working, enthusiastic, and able to diagnose and solve complex mechanical problems. Employers prefer technicians who can perform a wide variety of tasks. Courses in mathematics, physics, chemistry, electronics, computer science, and mechanical drawing are helpful. Courses that develop writing skills are also important because aviation maintenance technicians are often required to submit written reports.

As aviation maintenance technicians gain experience, they may have opportunity for advancement, especially if they continue their training. A technician may advance to crew chief, inspector, lead inspector, or shop supervisor. Those with broad experience sometimes become inspectors with the FAA. With additional business and management training, some open their own aircraft maintenance facilities.

PROGRAM PREREQUISITES: 19-29 Credits

+ENG071   Fundamentals of Writing (3) OR
Equivalent as indicated by assessment 3
+MAT091   Algebra/Anxiety Reduction (4) OR
+MAT092   Introductory Algebra (3) OR
Equivalent as indicated by assessment 3-4
+RDG091   College Reading Skills I (3) OR
Equivalent as indicated by assessment 3
AND

+AMT124   Aircraft Forms and Regulations,
Weight and Balance, Drawings,
and Ground Operations (5) AND
+AMT126   Fundamentals of Mathematics
and Electricity (9) AND
+AMT128   Fundamentals of Aviation Physics,
Corrosion Control, Materials and
Processes, Fluid Lines and Fittings (5) OR
+AMT124AA   Aircraft Forms and Regulations,
Weight and Balance, Drawings,
and Ground Operations: Part 65 (5) AND
+AMT126AA   Fundamentals of Mathematics
and Electricity: Part 65 (9) AND
+AMT128AA   Fundamentals of Aviation Physics,
Corrosion Control, Materials and
Processes, Fluid Lines and Fittings:
Part 65 (5) 19
AND
Permission of the Department or Division.

REQUIRED COURSES: 65 Credits

Certificate of Completion in Airframe
Maintenance (Part 147) (32) AND
Certificate of Completion in Powerplant
Maintenance (Part 147) (33) OR
Certificate of Completion in Aircraft
Maintenance Technology (Part 147) (65)....................65
OR
+AMT220AA   Fundamentals of Aircraft Wood
Structures, Covering and Finishing
and Bonded Structures: Part 65............3
+AMT222AA   Atmosphere Control, Fire Protection,
Ice and Rain Protection Systems:
Part 65...4
+AMT224AA   Aircraft Sheet Metal: Part 65.................5
+AMT226AA   Aircraft Landing Gear, Hydraulic,
Pneumatic, Fuel, Position and
Warning Systems: Part 65.....................7
+AMT228AA   Aircraft Electrical Systems, Instruments,
Fuel Indicating, Communication and
Navigation Systems: Part 65..................7
+AMT230AA   Airframe Assembly, Inspection,
and Welding: Part 65.............................6
+AMT263AA   Aircraft Turbine Engines: Part 65..........5
+AMT264AA   Aircraft Reciprocating Engines 7
+AMT266AA   Engine Fuel System, Fuel Metering
and Induction System: Part 65..............6
+AMT268AA   Engine Electrical, Ignition and
Starter Systems: Part 65 6
+AMT270AA   Engine Instruments, Fire Protection
and Lubrication, Cooling and Exhaust
Systems: Part 65 5
+AMT272AA   Propeller Systems and Engine
Inspections: Part 65 4

GENERAL STUDIES:	24-27 Credits

CORE:	15-17 Credits

First-Year Composition
+ENG101 First-Year Composition (3) AND
+ENG111 Technical Writing (3) OR
+ENG107 First-Year Composition for ESL (3) AND
+ENG111 Technical Writing (3) 6
Oral Communication
Any approved general studies course in the
Oral Communication area 3
Critical Reading
+CRE101 Critical and Evaluative Reading I (3) OR
Equivalent as indicated by assessment 3
Mathematics
+MAT120 Intermediate Algebra (5) OR
+MAT122 Intermediate Algebra (3) OR
Equivalent as indicated by assessment 3-5

DISTRIBUTION:	9-10 Credits

Humanities and Fine Arts
Any approved general studies course in the
Humanities and Fine Arts area 2-3
Social and Behavioral Sciences
Any approved general studies course in the
Social and Behavioral Sciences area 3
Natural Sciences
+PHY101 Introduction to Physics 4

Note: + indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. 2.0.

General Studies Requirements are listed on pages 135-137.

ART: COMPUTER ILLUSTRATION

MEDIA ARTS: COMPUTER ART/ ILLUSTRATION

Certificate of Completion — CCL 5881
16 Credits

Program Contact:	Ted Wolter
	(480) 732-7089

Program Description: This program is designed for the student who wishes to develop an area of specialization in Computer Art/Illustration. The program acquaints the student with art principles and assists the students in developing their abilities to solve design and compositional problems as related to the art. 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. Employment opportunities are included in multimedia such as illustrator, artist, designer, paste-up artist, freelance artist-designer, graphic design artist, or multimedia artist.

PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

REQUIRED COURSES:	16 Credits

ART100	Introduction to Computer Graphic Art ...1
ART111	Drawing I 3
ART116	Life Drawing I..3
+ART169	Two-Dimensional Computer Design 3
+ART173	Computer Art (3) OR
+ART177	Computer Photographic Imaging (3) 3
+ART289	Computer Illustration 3

Overall program minimum G.P.A. 2.0.

ART: DIGITAL PHOTOGRAPHY

MEDIA ARTS: DIGITAL IMAGING

Certificate of Completion — CCL 5879
16 Credits

Program Contact: Ted Wolter
                        (480) 732-7089

Program Description: This program, designed for the student who wishes to develop marketable skills in the area of photography and digital imaging, provides the student with an understanding of film, cameras, and film equipment; a knowledge of photography terminology; and digital imaging tools and processes. It prepares students for employment and upgrades the skills of persons already employed in this field. Knowledge and skills can be applied to such occupational areas as media production, marketing, graphic production, desktop publishing, multimedia, service bureau and customer service, and web page production. Sample job titles could be artist, photographer, designer, and freelance artist-designer.

PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

REQUIRED COURSES: **16 Credits**

ART100	Introduction to Computer Graphic Art	1
ART131	Photography I	3
+ART132	Photography II	3
+ART177	Computer-Photographic Imaging	3
+ART270	Intermediate Computer Photographic Imaging	3
+ART274	Advanced Computer Photographic Imaging	3

Overall program minimum G.P.A. 2.0.

AUTOMATED MANUFACTURING

AUTOMATED MANUFACTURING SYSTEMS

Associate in Applied Science — AAS 3854
64-72 Credits

Program Contact: Academic Advisement
                        (480) 988-8180

Program Description: The Associate in Applied Science in Automated Manufacturing Systems is designed to provide students with the knowledge and skills for employment as automated manufacturing technicians. The program focuses on the installation and troubleshooting of electronic and electro-mechanical systems as well as programming automated (robotic) equipment. There are two options available: Option 1, Automated Manufacturing Technician, will prepare students for technician positions in a wide variety of manufacturing industries utilizing automated systems, and Option 2, Automated Manufacturing Technician with a Semiconductor Emphasis, will prepare students for technician positions in semiconductor fabrication environments associated with the automated manufacture of integrated circuits.

PROGRAM NOTES:

+ indicates course has prerequisites and/or corequisites.

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

Overall program minimum G.P.A. = 2.00.

REQUIRED COURSES: **37-45 Credits**

Option 1:   Automated Manufacturing Technician — 37 credits
Note: This option will prepare students for technician positions in a wide variety of manufacturing industries utilizing automated systems.

AMS101	Introduction to Automated Manufacturing	2.5
AMS110	Programming Automated Equipment	3
+AMS120	Fluid Power and Programmable Logic Controllers (PLC)	3
+AMS130	Vacuum Technologies	3
+AMS140	Electric Circuits	4
+AMS150	Digital Systems and Microprocessors	4
+AMS160	Linear Circuits	3.5
+AMS210	Electro-Mechanical Devices	3
+AMS220	Automated Manufacturing Processes	3
CAD103AA	Basic Print Reading for Manufacturing	1
CIS105	Survey of Computer Information Systems	3
+PHY112	General Physics II	4

Option 2:   Automated Manufacturing Technician with a Semiconductor Emphasis — 45 credits
Note: This option contains additional coursework to prepare students for technician positions in semiconductor fabrication environments associated with the automated manufacture of integrated circuits.

AMS101	Introduction to Automated Manufacturing	2.5

AMS110	Programming Automated Equipment	3
+AMS120	Fluid Power and Programmable Logic Controllers (PLC)	3
+AMS130	Vacuum Technologies	3
+AMS160	Linear Circuits	...................................3.5
+AMS210	Electro-Mechanical Devices	3
+AMS220	Automated Manufacturing Processes	3
CAD103AA	Basic Print Reading for Manufacturing	..1
+CHM130	Fundamental Chemistry	3
+CHM130LL	Fundamental Chemistry Laboratory	1
CIS105	Survey of Computer Information Systems	3
+PHY112	General Physics II	4
+SMT140	Electric Circuits	4
+SMT150	Digital Systems and Microprocessors	4
+SMT286	Introduction to Monolithic Integrated Circuit Devices and Radio Frequency (RF) Plasma Technologies	4

GENERAL STUDIES: **27 Credits**

CORE   **17 Credits**

First-Year Composition

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

Oral Communication
Any approved general studies course in the Oral Communication area 3
Critical Reading
+CRE101   Critical and Evaluative Reading I (3) OR
Equivalent as indicated by assessment 3
Mathematics
+MAT187   Precalculus OR
Equivalent as indicated by assessment OR
Satisfactory completion of a higher level mathematics course 5

DISTRIBUTION   **10 Credits**

Humanities and Fine Arts
Any approved general studies course in the Humanities and Fine Arts area 3
Social and Behavioral Sciences
Any approved general studies course in the Social and Behavioral Sciences area 3
Natural Sciences
+PHY111   General Physics I 4

General Studies Requirements are listed on pages 135-137.

AVIONICS TECHNOLOGY

AVIONICS TECHNOLOGY

Certificate of Completion — CCL 5666
48 Credits

Program Contact: Bashir Khalil
                              (480) 988-8112

Program Description: The Certificate of Completion in Avionics Technology provides training for the entry-level position in line maintenance and troubleshooting of aircraft communications and navigation equipment. The program develops an understanding of electronics theory, avionics system theory, avionics equipment operation, system design analysis, and logistic support.

Job Description: The Avionics Technician works on the flight line or in the aircraft hangar testing, troubleshooting, performing minor repairs, performing aircraft and integrated electronic system operational and functional check outs, evaluating avionic system malfunctions, removing and installing avionics equipment, and completing required aircraft documentation log book entries.

Opportunities: The Avionics Technician who demonstrates analytical troubleshooting techniques, a willingness to learn, organizational skills, reliability, and good communication skills will find opportunities to advance into other positions within the industry such as management, business owner, sales, or systems trainer.

Program Application Process: Students wishing to enroll in Certificate of Completion in Avionics Technology must complete an application process before being officially accepted into the program.

PROGRAM PREREQUISITES: 18 Credits

+AMT126   Fundamentals of Mathematics
             and Electricity (9) OR
+AMT126AA   Fundamentals of Mathematics
             and Electricity: Part 65 (9) OR
Pass an exam on electrical circuit analysis, solid-state devices, and digital logic circuits with a minimum score of 70 percent OR
Provide sufficient documentation of related work experience and/or equivalent college course(s) completed 9
+CRE101   Critical and Evaluative Reading I (3) OR
Equivalent as indicated by assessment 3
+ENG071   Fundamentals of Writing (3) OR
Equivalent as indicated by assessment 3
+MAT122   Intermediate Algebra (3) OR
Equivalent as indicated by assessment 3
AND
Permission of Department or Division.

REQUIRED COURSES: **48 Credits**

+AVT110	Introduction to Avionics	6
+AVT115	Communication and Navigation Basic Circuits	7
+AVT120	Avionics: Airframe Systems Interfacing I	6
+AVT128	Advanced Electrical and Electronics	5
+AVT155	Avionics: Airframe and Engine Systems Interfacing II	6
+AVT225	Navigation Systems: Basic	6
+AVT250	Navigation Systems: Advanced	6
+AVT260	Navigation Systems: Long Range	6

Note: + indicates course has prerequisites and/or corequisites.
Overall program minimum G.P.A. 2.0.

AVIATION ELECTRONICS MAINTENANCE TECHNOLOGY

**Associate in Applied Science — AAS 3666
66-73 Credits**

Program Contact: Bashir Khalil
(480) 988-8112

Program Description: The Associate in Applied Science in Aviation Electronics Maintenance Technology is designed to prepare students to apply technical knowledge and skills for employment in the specialized aviation electronic maintenance positions in the aircraft maintenance field. The program of study combines the technical aspects of the certificate program with selected general studies courses in the area of English, mathematics, reading, communications, humanities, and physics. Students desiring to transfer to another institution for completion of a four-year degree should consult an advisor and the catalog for the institution to which they plan to transfer to determine specific requirements.

Job Description: The Associate in Applied Science in Aviation Electronics Maintenance Technology is designed to prepare students for initial employment as Avionics Technicians in a wide variety of entry-level occupations associated with the Avionics Installer Technician position. In some instances, additional specialized on-the-job training will be required.

Opportunities: The Avionics Technician who demonstrates analytical troubleshooting techniques, a willingness to learn, organizational skills, reliability, and good communication skills will find opportunities to advance into other positions within the industry such as management, business owner, sales, or systems trainer.

Program Application Process: Students wishing to enroll in Associate in Applied Science in Aviation Electronics Maintenance Technology must complete an application process before being officially accepted into the program.

PROGRAM PREREQUISITES: **18 Credits**

+AMT126	Fundamentals of Mathematics and Electricity (9) OR	
+AMT126AA	Fundamentals of Mathematics and Electricity: Part 65 (9) OR	

Pass an exam on electrical circuit analysis, solid-state devices, and digital logic circuits with a minimum score of 70 percent OR
Provide sufficient documentation of related work experience and/or equivalent college course(s) completed 9

+CRE101	Critical and Evaluative Reading I (3) OR	

Equivalent as indicated by assessment 3

+ENG071	Fundamentals of Writing (3) OR	

Equivalent as indicated by assessment 3

+MAT122	Intermediate Algebra (3) OR	

Equivalent as indicated by assessment 3
AND
Permission of Department or Division.

REQUIRED COURSES: **48 Credits**

+AVT110	Introduction to Avionics	6
+AVT115	Communication and Navigation Basic Circuits	7
+AVT120	Avionics: Airframe Systems Interfacing I	6
+AVT128	Advanced Electrical and Electronics	5
+AVT155	Avionics: Airframe and Engine Systems Interfacing II	6
+AVT225	Navigation Systems: Basic	6
+AVT250	Navigation Systems: Advanced	6
+AVT260	Navigation Systems: Long Range	6

GENERAL STUDIES: **18-25 Credits**

CORE: **9-15 Credits**

First-Year Composition
+ENG101	First-Year Composition (3) AND	
+ENG111	Technical Writing (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG111	Technical Writing (3)	6

Oral Communication
+COM230	Small Group Communication	3

Critical Reading
Met by CRE101 in Program Prerequisites area (3) OR
Equivalent as indicated by assessment 0

Mathematics
+MAT182	Plane Trigonometry (3) OR	

Equivalent as indicated by assessment 0-3

DISTRIBUTION: **9-10 Credits**

Humanities and Fine Arts
Any approved general studies course in the Humanities and Fine Arts area 2-3

Social and Behavioral Sciences
Any approved general studies course in the
Social and Behavioral Sciences area 3
Natural Sciences
+PHY101   Introduction to Physics 4

Note: + indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. 2.0.

COMPUTER APPLICATIONS

MICROCOMPUTER APPLICATIONS: OFFICE SPECIALIST/CORE LEVEL

Certificate of Completion — CCL 5644
12.5 Credits

Program Contacts: Shirley Miller
(480) 732-7133
shirley.miller@cgcmail.maricopa.edu

Cathy Urbanski
(480) 732-7011
cathy.urbanski@cgcmail.maricopa.edu

Program Description: The Certificate of Completion in Microcomputer Applications: Office Specialist/Core Level program is designed to provide the basic skills needed in the use of microcomputer software applications for entry-level employment as clerks, typists, word processors, receptionists, and other administrative support positions for a wide variety of employers. Course work includes the Windows operating system, the Internet, and software applications for word processing, electronic spreadsheet, database management, electronic mail, and presentation graphics. Students who complete this certificate will be prepared for the Core examinations for certification as a Microsoft Office User Specialist (MOUS).

PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

REQUIRED COURSES: **7.5 Credits**

BPC106AH	Microsoft Outlook: Level I	0.5
BPC114AE	Excel: Level I	1
BPC117AM	Database Management: Microsoft Access – Level I	1
BPC118AB	PowerPoint Level I	1
BPC121AE	Windows Operating System: Level I	1
BPC135DK	Word Processing Software: Word	2
CIS133AA	The Internet: Level I	1

RESTRICTED ELECTIVES: **5 Credits**

Students should select five (5) credits from the following courses in consultation with a program advisor:

ACC111	Accounting Principles I	3
+ACC115	Computerized Accounting (Quicken or Quickbooks)	2
ART100	Introduction to Computer Graphic Art	1
BPC101AA	Introduction to Microcomputers I: IBM	1
+BPC101BA	Introduction to Microcomputers II: IBM	1
BPC111AA	Computer Keyboarding I	1
+BPC111AB	Computer Keyboarding II	1
BPC121AB	MS-DOS Operating System	1
+CIS133BA	The Internet: Level II	1
+CIS233AA	The Internet Web Publishing I	1
+CIS233BA	The Internet Web Publishing II	1
OAS108	Business English	3

MICROCOMPUTER APPLICATIONS: OFFICE SPECIALIST/EXPERT LEVEL

Certificate of Completion — CCL 5024
25 Credits

Program Contacts: Shirley Miller
(480) 732-7133
shirley.miller@cgcmail.maricopa.edu

Cathy Urbanski
(480) 732-7011
cathy.urbanski@cgcmail.maricopa.edu

Program Description: The Certificate of Completion in Microcomputer Applications: Office Specialist/Expert Level program is designed to provide the advanced skills needed in the use of microcomputer software applications for employment as secretaries, executive secretaries, and administrative assistants in organizations of every description. Coursework includes business English, the Internet, presentation graphics, and the Windows operating system along with advanced software applications for electronic mail, word processing, electronic spreadsheet, and database management. Students who complete this certificate will be prepared for the Expert examinations for certification as a Microsoft Office User Specialist (MOUS).

PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

REQUIRED COURSES: **16 Credits**

BPC106AH	Microsoft Outlook: Level I	0.5
+BPC106BH	Microsoft Outlook: Level II	0.5
BPC114AE	Excel: Level I	1
+BPC114BE	Excel: Level II	1
BPC117AM	Database Management: Microsoft Access – Level I	1
+BPC117BM	Database Management: Microsoft Access – Level II	1
BPC118AB	PowerPoint Level I	1
BPC121AE	Windows Operating System: Level I	1
+BPC135DK	Word Processing Software: Word	2
+BPC235DK	Advanced Word Processing Software: Word	2
CIS133AA	The Internet: Level I	1
+CIS133BA	The Internet: Level II	1
OAS108	Business English	3

RESTRICTED ELECTIVES: **9 Credits**

Students should select nine (9) credits from the following courses in consultation with a program advisor:

ACC111	Accounting Principles I	3
+ACC115	Computerized Accounting (Quicken or Quickbooks)	2
ART100	Introduction to Computer Graphic Art	1
BPC101AA	Introduction to Microcomputers I: IBM	1
+BPC101BA	Introduction to Microcomputers II: IBM	1
BPC111AA	Computer Keyboarding I	1
+BPC111AB	Computer Keyboarding II	1
BPC121AB	MS-DOS Operating System	1
CIS105	Survey of Computer Information Systems	3
+CIS233AA	The Internet Web Publishing I	1
+CIS233BA	The Internet Web Publishing II	1
GBS151	Introduction to Business	3

MICROCOMPUTER BUSINESS APPLICATIONS

Associate in Applied Science — AAS 3548
64 Credits

Program Contacts: Shirley Miller
(480) 732-7133
shirley.miller@cgcmail.maricopa.edu

Cathy Urbanski
(480) 732-7011
cathy.urbanski@cgcmail.maricopa.edu

Program Description: The Associate of Applied Science in Microcomputer Business Applications is designed to provide the skills needed for those students who are interested in becoming part of the support system in almost

any office configuration in a wide variety of business areas. Coursework will provide a variety of microcomputer application skills and general business knowledge. The general studies courses provide a well-rounded background that includes writing, reading, communication, mathematics, natural science, social sciences, and humanities and fine arts. Courses in the program prepare for the Core and Expert examinations for certification as a Microsoft Office User Specialist (MOUS).

Opportunities: Administrative support positions currently account for over 17 percent of all jobs in Arizona. Job prospects are brightest for those with the best technical skills, in particular, expertise in a variety of software packages.

PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

REQUIRED COURSES: **29 Credits**

ACC111	Accounting Principles I	3
+ACC115	Computerized Accounting (Quicken or Quickbooks)	2
BPC106AH	Microsoft Outlook: Level I	0.5
+BPC106BH	Microsoft Outlook: Level II	0.5
BPC114AE	Excel: Level I	1
+BPC114BE	Excel: Level II	1
BPC117AM	Database Management: Microsoft Access – Level I	1
+BPC117BM	Database Management: Microsoft Access – Level II	1
BPC118AB	PowerPoint Level I	1
BPC121AE	Windows Operating System: Level I	1
+BPC135DK	Word Processing Software: Word	2
+BPC235DK	Advanced Word Processing Software: Word	2
CIS105	Survey of Computer Information Systems	3
CIS133AA	The Internet: Level I	1
+CIS133BA	The Internet: Level II	1
+CIS233AA	The Internet Web Publishing I	1
+CIS233BA	The Internet Web Publishing II	1
GBS151	Introduction to Business	3
OAS108	Business English	3

RESTRICTED ELECTIVES: **10 Credits**

Students should select ten (10) credits from the following courses in consultation with a program advisor:

ART100	Introduction to Computer Graphic Art	1
BPC101AA	Introduction to Microcomputers I: IBM	1
+BPC101BA	Introduction to Microcomputers II: IBM	1
BPC110	Computer Usage and Applications	3

BPC111AA	Computer Keyboarding I 1
+BPC111AB	Computer Keyboarding II 1
BPC121AB	MS-DOS Operating System 1
+COM259	Communication in Business and Professions......................................3
GBS205	Legal, Ethical, and Regulatory Issues in Business 3
MGT229	Management and Leadership I 3
MKT271	Principles of Marketing 3

GENERAL STUDIES: **25 Credits**

CORE: **15 Credits**

First-Year Composition

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

Oral Communication

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

Critical Reading

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

Mathematics

Any approved general studies course in the
Mathematics area (3) OR
Equivalent as indicated by assessment OR
Satisfactory completion of a higher-level
mathematics course 3

DISTRIBUTION: **10 Credits**

Humanities and Fine Arts

Any approved general studies course in the
Humanities and Fine Arts area 3

Social and Behavioral Sciences

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

Natural Sciences

Any approved general studies course in the
Natural Sciences area 4

General Studies Requirements are listed on pages 135-137.

COMPUTER DATABASE ADMINISTRATION AND DEVELOPMENT

MICROSOFT DATABASE ADMINISTRATION

Certificate of Completion — CCL 5179
16 Credits

Program Contact: Patricia Baker
                              (480) 732-7392
                 patricia.baker@cgcmail.maricopa.edu

Program Description: Chandler-Gilbert Community College prepares students for Microsoft industry-recognized certifications. The Microsoft Technology curriculum is taught by Microsoft Certified Professionals.

The Certificate of Completion in Microsoft Database Administration provides training to work in the field of Microsoft database administration. Courses in the program also prepare students for the Microsoft Certified Database Administrator (MCDBA) certification exams, which are industry-recognized certifications. The MCDBA credential is the premier certification for professionals who design, implement, and administer Microsoft SQL Server databases.

Job Opportunities: By earning the MCDBA credential, students demonstrate they have the skills necessary to be successful in this field. The demand for skilled MCDBAs is expected to increase significantly. According to a report appearing in the September, 2001, issue of *National Industry-Occupation Employment*, projected employment for MCDBAs is expected to increase 77% by 2008, making

this the fastest growing segment in the Microsoft technical industry.

PROGRAM NOTES:

Students are strongly encouraged to work closely with an academic advisor to assure proper course selection and discuss minimum program GPA requirements.

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

Overall program minimum G.P.A. = 2.50.

+ indicates course has prerequisites and/or corequisites.

PROGRAM PREREQUISITES: 13 Credits

In lieu of the courses listed below, students with experience in the information technology field may meet these program prerequisite requirements with the permission of the instructor.

CIS105	Survey of Computer Information Systems 3
+CIS159	Visual Basic Programming I 3
+CIS190	Introduction to Local Area Networks (3) OR
MST140	Microsoft Networking Essentials (3) 3
+MST170	Visual Basic Desktop Application Development 4

REQUIRED COURSES: 16 Credits

+MST150   Microsoft Windows Professional 3
+MST152   Microsoft Windows Server 4
+MST155   Implementing Windows Network
               Infrastructure (3) OR
+MST172   Microsoft Visual Basic Distributed
               Applications (3) 3
+MST244   Microsoft SQL Server Administration 3
+MST254   Microsoft SQL Server Design
               and Implementation 3

MICROSOFT DATABASE ADMINISTRATION

Associate in Applied Science — AAS 3179
64 Credits

Program Contact: Patricia Baker
                           (480) 732-7392
               patricia.baker@cgcmail.maricopa.edu

Program Description: Chandler-Gilbert Community College prepares students for Microsoft industry-recognized certifications. The Microsoft Technology curriculum is taught by Microsoft Certified Professionals.

The Associate in Applied Science in Microsoft Database Administration provides training to work in the field of Microsoft database administration. Courses in the program also prepare students for the Microsoft Certified Database Administrator (MCDBA) certification exams, which are industry-recognized certifications. The general studies courses provide a well-rounded background that includes writing, reading, communication, mathematics, natural science, social sciences, and humanities and fine arts. The MCDBA credential is the premier certification for professionals who design, implement, and administer Microsoft SQL Server databases.

Job Opportunities: By earning the MCDBA credential, students demonstrate they have the skills necessary to be successful in this field. The demand for skilled MCDBAs is expected to increase significantly. According to a report appearing in the September, 2001, issue of *National Industry-Occupation Employment,* projected employment for MCDBAs is expected to increase 77% by 2008, making this the fastest growing segment in the Microsoft technical industry.

PROGRAM NOTES:

Students are strongly encouraged to work closely with an academic advisor to assure proper course selection and discuss minimum program GPA requirements.

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

Overall program minimum G.P.A. = 2.50.

+ indicates course has prerequisites and/or corequisites.

PROGRAM PREREQUISITES: 8-9 Credits

Completion of the courses listed in the Program Prerequisites area is dependent upon a student's prior experience in the information technology field and/or the courses selected for completion in the Restricted Electives area:

1. Students with previous experience in the information technology field may meet the CIS105 course requirement with the permission of the instructor.
2. Students electing to complete CIS235 and/or MST174 in the Restricted Electives area may need to complete one or more of the four Internet courses listed below or meet the course requirement(s) with the permission of the instructor.

CIS105   Survey of Computer
              Information Systems 3
CIS133AA   The Internet: Level I (1) AND
+CIS133BA   The Internet: Level II (1) OR
CIS133DA   The Internet/Word Wide Web (3) 2-3
+CIS233DA   The Internet Web Publishing 3

REQUIRED COURSES: 25 Credits

Students without background or experience in the information technology field may need to complete prerequisite courses for Required Courses. These prerequisites are listed in the Restricted Electives area. Students may need to complete CIS190 or MST140 before enrolling in MST150. Students electing to complete MST172 may need to complete CIS159 and MST170.

CIS102   Customer Service/Technical Support.....1
+CIS119DO   Introduction to Oracle:
              SQL and PL/SQL...................................3
CIS126DA   UNIX Operating System 3
+CIS164AG   Oracle: Data Modeling and Relational
              Database Design (2) OR
+MST146   Data Modeling and Relational
              Database Design (2) 2
+MST150   Microsoft Windows Professional 3
+MST152   Microsoft Windows Server 4
+MST155   Implementing Windows Network
              Infrastructure (3) OR
+MST172   Microsoft Visual Basic Distributed
              Applications (3) 3
+MST244   Microsoft SQL Server Administration 3
+MST254   Microsoft SQL Server Design
              and Implementation 3

RESTRICTED ELECTIVES   12-15 Credits

Students without background or experience in the information technology field may need to complete prerequisite courses for Required Courses. These prerequisites are listed in the Restricted Electives area. Students may need to complete CIS190 or MST140 before

enrolling in MST150. Students electing to complete MST172 may need to complete CIS159 and MST170.

Additionally, students electing to complete CIS235 and/or MST174 in the Restricted Electives area may need to complete one or more of the four Internet courses listed in the Program Prerequisites area or meet the course requirement(s) with the permission of the instructor.

Students must select courses in the Restricted Electives area to satisfy the AAS requirement of 64 credits.

+CIS119DP	Oracle: Database Administration	3
+CIS150	Programming Fundamentals	3
+CIS159	Visual Basic Programming I	3
+CIS163AA	Java Programming: Level I	3
+CIS164AB	Oracle: PL/SQL Programming	3
+CIS190	Introduction to Local Area Networks (3) OR	
MST140	Microsoft Networking Essentials (3)	3
+CIS235	e-Commerce	3

Students may select no more than four (4) credits combined from CIS290AA-AC and CIS296WA-WD courses.

+CIS290AA-	Computer Information Systems	
+CIS290AC	Internship (Any module) (1-3) OR	
+CIS296WA-	Cooperative Education	
+CIS296WD	(Any module) (1-4)	1-4
GBS151	Introduction to Business	3
+MST155	Implementing Windows Network Infrastructure (3) OR	
+MST172	Microsoft Visual Basic Distributed Applications (3)	3
+MST170	Visual Basic Desktop Application Development	4
+MST174	Microsoft Visual InterDev	3
MST298AA-	Special Projects	
MST298AC	(Any module)	 1-3

GENERAL STUDIES: **24-27 Credits**

CORE: **15-17 Credits**

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

Oral Communication
Any approved general studies course in the Oral Communication area 3

Critical Reading
+CRE101   Critical and Evaluative Reading OR
Equivalent as indicated by assessment 3

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

Equivalent as indicated by assessment OR
Satisfactory completion of a higher level
mathematics course 3-5

DISTRIBUTION   **9-10 Credits**

Humanities and Fine Arts
Any approved general studies course in the
Humanities and Fine Arts area 2-3

Social and Behavioral Sciences
Any approved general studies course in the
Social and Behavioral Sciences area 3

Natural Sciences
Any approved general studies course in the
Natural Sciences area 4

General Studies Requirements are listed on pages 135-137.

COMPUTER HARDWARE MAINTENANCE

COMPUTER HARDWARE AND DESKTOP SUPPORT

Certificate of Completion — CCL 5026
16-20 Credits

Program Contact: Linda Watson
                            (480) 732-7191
                    linda.watson@cgcmail.maricopa.edu

Program Description: The Certificate of Completion in Computer Hardware and Desktop Support is designed to provide training to work in an entry-level computer maintenance and help-desk position. Students will be provided the opportunity to apply technical concepts, fundamentals, and interpersonal skills in a help-desk environment through an internship.

Job Description: Computer hardware and help-desk professionals can work in several different scenarios. They may build computers, analyze and troubleshoot hardware problems, repair and refurbish computers, install and configure software, train end-users on application usage, and assist end-users with computer hardware and software problems. In addition to being technically competent, it is important to have strong interpersonal skills.

Opportunities: Career opportunities include help desk technician, computer repair technician, manufacturing, and sales. The salary range is $20,000 to $37,000 depending on experience and position. This area is expected to grow by 46% by the year 2005 as more computer equipment is used.

PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

REQUIRED COURSES: **16-20 Credits**

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer	
	Information Systems (3) 3	
BPC121AB/	MS-DOS	
CIS121AB	Operating System....................................1	

+BPC170	Computer Maintenance I: A+ Prep.........3
+BPC171	Recycling Used Computer Technology 1
+BPC270	Microcomputer Maintenance II...............3
CIS102	Customer Service/Technical Support.....1
+CIS190	Introduction to
	Local Area Networks (3) OR
CNT140	Cisco Networking Fundamentals (4) OR
MST140	Microsoft Networking Essentials (3) ... 3-4
+CIS290AA-	Computer Information Systems
+CIS290AC	Internship (Any Module) (1-3) OR
+CIS296WA-	Cooperative Education
+CIS296WD	(Any Module) (1-4)...............................1-4

Overall program minimum G.P.A. 2.0.

COMPUTER NETWORKING

NETWORKING ADMINISTRATION: CISCO

Certificate of Completion — CCL 5969
13 Credits

Program Contact: Linda Watson
                        (480) 732-7191
                linda.watson@cgcmail.maricopa.edu

Program Description: Chandler-Gilbert Community College, a Cisco Systems recognized Regional or Local Academy, prepares students for industry-recognized certification. The curriculum is taught by Cisco Systems Certified Professionals. The Certificate of Completion in Networking Administration: Cisco provides training for a position working with Cisco Systems networking and Internet hardware. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and components, advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs). Courses in the program also prepare students for the Cisco Certified Networking Associate examination.

Job Description: A Cisco Certified Networking Associate will be required to perform various tasks such as designing, installing, maintaining and troubleshooting Cisco routers and components, Local Area Networks (LANs), and Wide Area Networks (WANs).

Opportunities: Cisco Systems is the world's largest manufacturer of networking and Internet hardware and has seen tremendous growth of market share. The employment opportunities for trained Networking Associates are outstanding.

PROGRAM NOTES:

Students must earn a grade of "C" or better in all courses in the Required Area.

+ indicates course has prerequisites and/or corequisites.

REQUIRED COURSES: **13 Credits**

CNT140	Cisco Networking Fundamentals............4
+CNT150	Cisco Networking Router Technologies 3
+CNT160	Cisco Advanced Routing and Switching 3
+CNT170	Cisco Project Based Learning 3

Overall program minimum G.P.A. 2.0.

NETWORKING TECHNOLOGY: CISCO

Certificate of Completion — CCL 5967
20 Credits

Program Contact: :   Linda Watson
                        (480) 732-7191
                linda.watson@cgcmail.maricopa.edu

Program Description: Chandler-Gilbert Community College, a Cisco Systems recognized Regional or Local Academy, prepares students for industry-recognized certification. The curriculum is taught by Cisco Systems Certified Professionals. The Certificate of Completion in Networking Technology: Cisco provides training for a supervisory position working with Cisco Systems networking and Internet hardware. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and components, advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); use the MS-DOS operating systems; troubleshoot problems with various common hardware and software configurations; and perform administrative tasks in a network. Courses in the program also prepare students for the Cisco Certified Networking Associate examination.

Job Description: A Networking Technology Associate will be required to perform various tasks such as designing, installing, maintaining and troubleshooting Cisco routers and components, Local Area Networks (LANs), and Wide Area Networks (WANs). Additional skills that are necessary include using the MS-DOS operating systems,

troubleshooting problems with various common hardware and software configurations, and performing administrative tasks in a network.

Opportunities: Cisco Systems is the world's largest manufacturer of networking and Internet hardware and has seen tremendous growth of market share. The employment opportunities for trained Networking Technology Associates are outstanding.

PROGRAM NOTES:

Students must earn a grade of "C" or better in all courses in the Required Area.

+ indicates course has prerequisites and/or corequisites.

REQUIRED COURSES: **20 Credits**

BPC121AB	MS-DOS Operating System 1
+BPC170	Computer Maintenance I: A+ Prep.........3
CIS126DA	UNIX Operating System (3) OR
CIS126AA	UNIX Operating System Level: I (1) AND
+CIS126BA	UNIX Operating System Level: II (1) AND
+CIS126CA	UNIX Operating System Level: III (1) OR
+CIS191	Novell NetWare System Administration (3) OR
+MST150	Microsoft Windows Professional (3) 3
CNT140	Cisco Networking Fundamentals............4
+CNT150	Cisco Networking Router Technologies 3
+CNT160	Cisco Advanced Routing and Switching 3
+CNT170	Cisco Project Based Learning 3

Overall program minimum G.P.A. 2.0.

NETWORKING TECHNOLOGY: CISCO

Associate in Applied Science — AAS 3816
64 Credits

Program Contact: Linda Watson
(480) 732-7191
linda.watson@cgcmail.maricopa.edu

Program Description: Chandler-Gilbert Community College, a Cisco Systems recognized Regional or Local Academy, prepares students for industry-recognized certification. The curriculum is taught by Cisco Systems Certified Professionals. The Associate in Applied Science in Networking Technology: Cisco provides training for a supervisory position working with Cisco Systems networking and Internet hardware. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and components, advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); use the MS-DOS operating systems; troubleshoot problems with various common hardware and software configurations; perform administrative tasks in a network; develop methods for

customer service; and describe the basic components of electronic systems. Courses in the program also prepare students for the Cisco Certified Networking Associate examination.

Job Description: A Cisco Networking Administrator will be required to perform various tasks such as designing, installing, maintaining and troubleshooting Cisco routers and components, Local Area Networks (LANs), and Wide Area Networks (WANs). Additional skills that are necessary include using the MS-DOS operating systems, troubleshooting problems with various common hardware and software configurations, performing administrative tasks in a network, developing methods for customer service, and utilizing electronic systems.

Opportunities: Cisco Systems is the world's largest manufacturer of networking and Internet hardware and has seen tremendous growth of market share. The employment opportunities for trained Networking Administrators are outstanding.

PROGRAM NOTES:

Students must earn a grade of "C" or better in all courses in the Required Area.

+ indicates course has prerequisites and/or corequisites.

REQUIRED COURSES: **24 Credits**

Note: A course cannot be used to satisfy both Required Courses and Restricted Electives area.

BPC121AB	MS-DOS Operating System 1
+BPC170	Computer Maintenance I: A+ Prep.........3
CIS102	Customer Service/ Technical Support.................................1
+CIS126DA	UNIX Operating System (3) OR
CIS126AA	UNIX Operating System: Level I (1) AND
+CIS126BA	UNIX Operating System: Level II (1) AND
+CIS126CA	UNIX Operating System: Level III (1) OR
+CIS191	Novell NetWare System Administration (3) OR
+MST150	Microsoft Windows Professional (3) 3
CNT140	Cisco Networking Fundamentals............4
+CNT150	Cisco Networking Router Technologies 3
+CNT160	Cisco Advanced Routing and Switching 3
+CNT170	Cisco Project Based Learning 3
ELT100	Survey of Electronics 3

RESTRICTED ELECTIVES: **15 Credits**

Note: A course cannot be used to satisfy both Required Courses and Restricted Electives area.

BPC110	Computer Usage and Application (3) OR
CIS105	Survey of Computer Information Systems (3) 3
CIS126DA	UNIX Operating System (3) OR

CIS126AA   UNIX Operating System: Level I (1) AND
+CIS126BA   UNIX Operating System: Level II (1) AND
+CIS126CA   UNIX Operating System: Level III (1) OR
+CIS191   Novell NetWare System
            Administration (3) OR
+MST150   Microsoft Windows Professional (3) 3
+CIS270   Data Communications 3
+CIS296WA- Cooperative Education
+CIS296WD (Any Modules) 1-4
 CIS298AA- Special Projects
 CIS298AC   (Any Modules) 1-3
+MST145   Microsoft Client System
            Administration 3
+MST240   Microsoft Transmission Control
            Protocol/Internet Protocol (TCP/IP)........3

GENERAL STUDIES: **25 Credits**

CORE: **15 Credits**

First-Year Composition
+ENG101   First-Year Composition (3) AND
+ENG102   First-Year Composition (3).....................6
Oral Communication
 COM100   Introduction to Human
            Communication (3) OR
 COM110   Interpersonal Communication (3) OR
+COM230   Small Group Communication (3) 3
Critical Reading
+CRE101   Critical and Evaluative Reading I (3) OR
Equivalent as indicated by assessment 3
Mathematics
+MAT102   Mathematical Concepts/
            Applications (3) 3-5

DISTRIBUTION: **10 Credits**

Humanities and Fine Arts
Any approved general studies course in the
Humanities and Fine Arts area 3
Social and Behavioral Sciences
Any approved general studies course in the
Social and Behavioral Sciences area 3
Natural Sciences
Any approved general studies course in the
Natural Sciences area 4

Overall program minimum G.P.A. 2.0.

General Studies Requirements are listed on pages 135-137.

MICROSOFT PRODUCT SPECIALIST

Certificate of Completion — CCL 5841
14 Credits

Program Contact :   Darren Hobbs
                            (480) 732-7256

Program Description: Chandler-Gilbert Community College, a Microsoft Authorized Academic Training Program provider, prepares students for industry-recognized certification. The curriculum is taught by Microsoft Certified Professionals.

The Certificate of Completion in Microsoft Product Specialist provides training for an entry-level position working with Windows networks. Knowledge and skills are developed to install, configure, customize, optimize, and troubleshoot Windows servers and Windows client workstations. Courses in the program also prepare for Microsoft Certified Product Specialist and Microsoft Certified Systems Engineer examinations.

Job Description: A Microsoft Product Specialist will be required to perform various tasks such as installing and configuring software, creating and managing user and group accounts, analyzing and optimizing system performance, troubleshooting system and printing problems, and working with system administrators and end users.

Opportunities: The Windows network operating system has seen a tremendous growth of market share. The employment opportunities for trained Product Specialists are outstanding.

PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

PROGRAM PREREQUISITES: 3 Credits

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

REQUIRED COURSES: **14 Credits**

 BPC121AB/ MS-DOS
 CIS121AB   Operating System...................................1
+BPC170   Computer Maintenance I: A+ Prep.........3
+CIS190   Introduction to Local Area
            Networks (3) OR
 MST140   Microsoft Networking Essentials (3) 3
+MST150   Microsoft Windows Professional 3
+MST152   Microsoft Windows Server 4

Overall program minimum G.P.A. 2.0.

MICROSOFT SYSTEMS ENGINEER

Certificate of Completion — CCL 5843
26 Credits

Program Contact : Darren Hobbs
(480) 732-7256

Program Description: Chandler-Gilbert Community College, a Microsoft Authorized Academic Training Program provider, prepares students for industry-recognized certification. The curriculum is taught by Microsoft Certified Professionals.

The Certificate of Completion in Microsoft Systems Engineer provides training for an intermediate- to supervisory-level position working with Windows networks. The program develops skills to install, configure, customize, optimize, and troubleshoot Windows servers, Windows client workstations, and Microsoft Backoffice products. Courses in the program also prepare for Microsoft Certified Product Specialist and Microsoft Certified Systems Engineer examinations.

Job Description: A Microsoft Systems Engineer will be required to perform various tasks such as developing a local area network, installing and configuring software, creating and managing user and group accounts, analyzing and optimizing system performance, troubleshooting system and printing problems, training end users, and working as a system administrator.

Opportunities: The Windows network operating system has seen a tremendous growth of market share. The employment opportunities for Microsoft Systems Engineers are outstanding.

PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

PROGRAM PREREQUISITES: 3 Credits

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

REQUIRED COURSES: 26 Credits

BPC121AB/   MS-DOS
CIS121AB   Operating System....................................1
+BPC170   Computer Maintenance I: A+ Prep.........3
+CIS190   Introduction to Local Area
              Networks (3) OR
MST140   Microsoft Networking Essentials (3) 3
+MST150   Microsoft Windows Professional 3
+MST152   Microsoft Windows Server 4

+MST155   Implementing Windows
              Network Infrastructure...........................3
+MST157   Implementing Windows
              Directory Services 3
Students should select a minimum of six (6) credits from the following courses in consultation with a program advisor:
+MST242   Microsoft Exchange Server 4
+MST244   Microsoft SQL Server Administration 3
+MST246   Implementing Microsoft
              Internet Explorer....................................2
+MST247   Microsoft Proxy Server 2
+MST252   Microsoft Windows Network Upgrade 3
+MST253   Designing a Microsoft 2000
              Directory Services Infrastructure 3
+MST254   Microsoft SQL Server Design
              and Implementation 3
+MST255   Designing Windows
              Network Infrastructure...........................3
+MST259   Designing Windows
              Network Security....................................3

Overall program minimum G.P.A. 2.0.

MICROSOFT NETWORKING TECHNOLOGY

Certificate of Completion — CCL 5845
36 Credits

Program Contact : Darren Hobbs
(480) 732-7256

Program Description: Chandler-Gilbert Community College, a Microsoft Authorized Academic Training Program provider, prepares students for industry-recognized certification. The curriculum is taught by Microsoft Certified Professionals.

The Certificate of Completion in Microsoft Networking Technology provides training for a supervisory-level position working with Windows networks. The program develops skills to install, configure, customize, optimize, and troubleshoot Windows servers, Windows client workstations, Microsoft Backoffice products, and to interoperate with Novell and UNIX systems. Courses in the program also prepare for Microsoft Certified Product Specialist and Microsoft Certified Systems Engineer examinations.

Job Description: A Microsoft Networking administrator will be required to perform various tasks such as developing a local area network, installing and configuring software, creating and managing user and group accounts, analyzing and optimizing system performance, troubleshooting system and printing problems, interoperating with various operating systems, working with local area networks as well as metropolitan area networks and wide area networks, training end users, and working as a system administrator.

Opportunities: The Windows network operating system has seen a tremendous growth of market share. The employment opportunities for Microsoft networking specialists are outstanding.

PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

PROGRAM PREREQUISITES: 3 Credits

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

REQUIRED COURSES: 36 Credits

BPC121AB/ MS-DOS
CIS121AB   Operating System....................................1
+BPC170   Computer Maintenance I: A+ Prep.........3
CIS102   Customer Service/
           Technical Support.................................1
CIS126DA   UNIX Operating System (3) OR
CIS126AA   UNIX Operating System: Level I (1) AND
+CIS126BA UNIX Operating System: Level II (1) AND
+CIS126CA UNIX Operating System: Level III (1) 3
+CIS190   Introduction to Local Area
           Networks (3) OR
MST140   Microsoft Networking Essentials (3) 3
+CIS191   Novell NetWare System Administration.....3
+CIS270   Data Communications 3
+MST150   Microsoft Windows Professional 3
+MST152   Microsoft Windows Server 4
+MST155   Implementing Windows
           Network Infrastructure 3
+MST157   Implementing Windows
           Directory Services 3
Students should select a minimum of six (6) credits from the following courses in consultation with a program advisor:
+MST242   Microsoft Exchange Server 4
+MST244   Microsoft SQL Server Administration 3
+MST246   Implementing Microsoft
           Internet Explorer....................................2
+MST247   Microsoft Proxy Server 2
+MST252   Microsoft Windows Network Upgrade 3
+MST254   Microsoft SQL Server Design
           and Implementation 3
+MST255   Designing Windows
           Network Infrastructure 3
+MST259   Designing Windows Network Security 3

Overall program minimum G.P.A. 2.0.

MICROSOFT NETWORKING TECHNOLOGY

Associate in Applied Science — AAS 3778
64 Credits

Program Contact :   Darren Hobbs
                             (480) 732-7256

Program Description: Chandler-Gilbert Community College, a Microsoft Authorized Academic Training Program provider, prepares students for industry-recognized certification. The curriculum is taught by Microsoft Certified Professionals.

The Associate in Applied Science in Microsoft Networking Technology provides training for a supervisory-level position working with Windows networks. The program develops skills to install, configure, customize, optimize, and troubleshoot Windows server, Windows client workstations, Microsoft Backoffice products, and to interoperate with Novell and UNIX systems. Courses in the program also prepare for Microsoft Certified Product Specialist and Microsoft Certified Systems Engineer examinations.

Job Description: A Microsoft Networking administrator will be required to perform various tasks such as developing a local area network, installing and configuring software, creating and managing user and group accounts, analyzing and optimizing system performance, troubleshooting system and printing problems, interoperating with various operating systems, working with local area networks as well as metropolitan area networks and wide area networks, training end users, and working as a system administrator.

Opportunities: The Windows network operating system has seen a tremendous growth of market share. The employment opportunities for Microsoft networking specialists are outstanding.

PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

REQUIRED COURSES: 30 Credits

BPC121AB/ MS-DOS
CIS121AB   Operating System....................................1
+BPC170   Computer Maintenance I: A+ Prep.........3
CIS102   Customer Service/
           Technical Support.................................1
CIS126DA   UNIX Operating System (3) OR
CIS126AA   UNIX Operating System: Level I (1) AND
+CIS126BA UNIX Operating System: Level II (1) AND
+CIS126CA UNIX Operating System: Level III (1) 3

+CIS190	Introduction to Local Area Networks (3) OR	
MST140	Microsoft Networking Essentials (3)	3
+CIS191	Novell NetWare System Administration	3
+CIS270	Data Communications	3
+MST150	Microsoft Windows Professional	3
+MST152	Microsoft Windows Server	4
+MST155	Implementing Windows Network Infrastructure	3
+MST157	Implementing Windows Directory Services	3

RESTRICTED ELECTIVES: **9 Credits**

Students should select nine (9) credits from the following courses in consultation with a program advisor:

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
+BPC171	Recycling Used Computer Technology	1-3
+BPC270	Microcomputer Maintenance II	3
+CIS150	Programming Fundamentals	3
+CIS159	Visual Basic Programming I	3
+CIS162AB	C++: Level I	3
+CIS290AA-	Computer Information Systems	
+CIS290AC	Internship (Any module) (1-3) OR	
+CIS296WA-	Cooperative Education	
+CIS296WD	(Any Module) (1-4)	1-4
CNT140	Cisco Networking Fundamentals	4
+CNT150	Cisco Networking Router Technologies	3
+MST242	Microsoft Exchange Server	4
+MST244	Microsoft SQL Server Administration	3
+MST246	Implementing Microsoft Internet Explorer	2
+MST247	Microsoft Proxy Server	2
+MST252	Microsoft Windows Network Upgrade	3
+MST253	Designing a Microsoft Windows 2000 Directory Services Infrastructure	3
+MST254	Microsoft SQL Server Design and Implementation	3

+MST255	Designing Windows Network Infrastructure	3
+MST259	Designing Windows Network Security	3
MST298AA-	Special Projects	
MST298AC	(Any Module)	1-4

GENERAL STUDIES: **25 Credits**

CORE: **15 Credits**

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

Oral Communication
Any approved general studies course in the Oral Communication Area....3

Critical Reading
| +CRE101 | Critical and Evaluative Reading I (3) OR | |
Equivalent as indicated by assessment 3

Mathematics
Any approved general studies course in the Mathematics area 3

DISTRIBUTION: **10 Credits**

Humanities and Fine Arts
Any approved general studies course in the Humanities and Fine Arts area 3

Social and Behavioral Sciences
Any approved general studies course in the Social and Behavioral Sciences area 3

Natural Sciences
Any approved general studies course in the Natural Sciences area 4

Overall program minimum G.P.A. 2.0.

General Studies Requirements are listed on pages 135-137.

COMPUTER PROGRAMMING

MICROSOFT SOLUTIONS DEVELOPMENT

Certificate of Completion — CCL 5838
24 Credits

Program Contact :   Darren Hobbs
            (480) 732-7256

Program Description: The Certificate of Completion in Microsoft Solutions Development is designed to provide training in preparation for the Microsoft Certified Solutions Developer (MCSD) certification examinations. The MCSD credential is the premium certification for professionals who design and develop custom business solutions with Microsoft development tools, technologies, and platforms.

Focus is on application development for desktop, distributed, and Internet/intranet environments.

Job Description: Microsoft solutions developers design and develop custom solutions to build Web-based, distributed, and commerce applications by using Microsoft's products, such as Microsoft SQL™ Server, Microsoft Visual Studio, and Microsoft Component Services. Job tasks include analyzing business requirements, defining the technical architecture, designing a solution, coding and implementing a solution, testing the solution, deploying the solution, and maintaining the solution.

Opportunities: Career opportunities include systems architect, systems analyst, programmer, e-commerce administrator, data base administrator, trainer, and contractor. There is a critical shortage of Microsoft developers as there are approximately 22,000 MCSDs worldwide. The growth of e-commerce and use of Microsoft products will increase the demand for qualified solutions developers. Average salary in the southwest region is $78,500.

PROGRAM NOTES:

Students entering the Microsoft Solutions Development program often come with background or experience in the computer programming area. Students must consult with a program advisor as the program prerequisites may not be necessary and may be waived as requirements to the program. Students without background or experience in the computer programming area may need to take additional program prerequisites.

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

+ indicates course has prerequisites and/or corequisites.

PROGRAM PREREQUISITES: 4-6 Credits

+CIS233BA	The Internet Web Publishing II (1) OR	
+CIS233DA	The Internet Web Publishing (3) OR	
+MST244	Microsoft SQL Server Administration (3) AND	
CIS105	Survey of Computer Information Systems (3)	4-6

OR
Permission of Department or Division.

REQUIRED COURSES: 24 Credits

+ACC230	Uses of Accounting Information I (3) OR	
GBS151	Introduction to Business (3)	3
+CIS150	Programming Fundamentals	3
+CIS159	Visual Basic Programming I	3
+CIS164AG	Oracle: Data Modeling and Relational Database Design (2) OR	
+MST146	Data Modeling and Relational Database Design (2)	2
+MST170	Visual Basic Desktop Application Development	4
+MST172	Microsoft Visual Basic Distributed Applications	3
+MST270	Microsoft Solutions Architectures	3

Students should select (3) credits from the following courses in consultation with a program advisor:

+MST171	Microsoft FrontPage (3) OR	
+MST174	Microsoft Visual InterDev (3) OR	
+MST254	Microsoft SQL Server Design and Implementation (3)	3

Overall program minimum G.P.A. 2.0.

MICROSOFT SOLUTIONS DEVELOPMENT

Associate in Applied Science — AAS 3838
64 Credits

Program Contact :   Darren Hobbs
                                (480) 732-7256

Program Description: The Association in Applied Science in Microsoft Solutions Development is designed to provide training in preparation for the Microsoft Certified Solutions Developer (MCSD) certification examinations. The MCSD credential is the premium certification for professionals who design and develop custom business solutions with Microsoft development tools, technologies, and platforms. Focus is on application development for desktop, distributed, and Internet/intranet environments.

Job Description: Microsoft solutions developers design and develop custom solutions to build Web-based, distributed, and commerce applications by using Microsoft's products, such as Microsoft SQL™ Server, Microsoft Visual Studio, and Microsoft Component Services. Job tasks include analyzing business requirements, defining the technical architecture, designing a solution, coding and implementing a solution, testing the solution, deploying the solution, and maintaining the solution.

Opportunities: Career opportunities include systems architect, systems analyst, programmer, e-commerce administrator, database administrator, trainer, LAN administrator, network engineer, information systems manager, and contractor. There is a critical shortage of Microsoft developers as there are approximately 22,000 MCSDs worldwide. The growth of e-commerce and use of Microsoft products will increase the demand for qualified solutions developers. Average salary in the southwest region is $78,500.

PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

REQUIRED COURSES: 25 Credits

+ACC230	Uses of Accounting Information I (3) OR	
GBS151	Introduction to Business (3)	3
CIS102	Customer Service/Technical Support	1
+CIS150	Programming Fundamentals	3
+CIS159	Visual Basic Programming I	3
+CIS164AG	Oracle: Data Modeling and Relational Database Design (2) OR	
+MST146	Data Modeling and Relational Database Design (2)	2
+MST170	Visual Basic Desktop Application Development	4

+MST172   Microsoft Visual Basic
         Distributed Applications 3
+MST270   Microsoft Solutions Architectures 3
Students should select (3) credits from the following
courses in consultation with a program advisor:
+MST171   Microsoft FrontPage (3) OR
+MST174   Microsoft Visual InterDev (3) OR
+MST254   Microsoft SQL Server Design
         and Implementation (3) 3

RESTRICTED ELECTIVES: **14 Credits**

+CIS162AB   C++: Level I 3
+CIS163AA   Java Programming: Level I 3
+CIS166   Web Scripting/Programming 3
+CIS225AB   Object-Oriented Analysis and Design 3
+CIS233DA   The Internet Web Publishing 3
+CIS235   e-Commerce 3
 CIS290AA-   Computer Information Systems
+CIS290AC   Internship (Any module) (1-3) OR
+CIS296WA-   Cooperative Education
+CIS296WD   (Any module) (1-4)..............................1-4
 MST140   Microsoft Networking Essentials 3
+MST150   Microsoft Windows Professionals............3
+MST152   Microsoft Windows Server 4
+MST171   Microsoft FrontPage 3
+MST174   Microsoft Visual InterDev 3
+MST244   Microsoft SQL Server Administration 3
+MST254   Microsoft SQL Server Design
         and Implementation 3
 MST298AA-   Special Projects
 MST298AC   (Any module) 1-3

GENERAL STUDIES: **25-27 Credits**

CORE: **15-17 Credits**

First-Year Composition
+ENG101   First-Year Composition (3) AND
+ENG102   First-Year Composition(3) OR
+ENG107   First-Year Composition for ESL (3) AND
+ENG108   First-Year Composition for ESL (3) 6
Oral Communication
Any approved general studies course in the
Oral Communications Area 3
Critical Reading
+CRE101   Critical and Evaluative Reading I (3) OR
Equivalent as indicated by assessment 3
Mathematics
+MAT120   Intermediate Algebra (5) OR
+MAT121   Intermediate Algebra (4) OR
+MAT122   Intermediate Algebra (3) OR
Equivalent as indicated by assessment OR
Satisfactory completion of a higher-level
mathematics course 3

DISTRIBUTION: **10 Credits**

Humanities and Fine Arts
Any approved general studies course in the
Humanities and Fine Arts area 3
Social and Behavioral Sciences
Any approved general studies course in the
Social and Behavioral Sciences area 3
Natural Sciences
Any approved general studies course in the
Natural Sciences area 4

Overall program minimum G.P.A. 2.0.

General Studies Requirements are listed on pages 135-137.

CRIMINAL JUSTICE

CRIME AND INTELLIGENCE ANALYSIS

Certificate of Completion — CCL 5056
16 Credits

Division Chairperson: Pamela Petty
                             (480) 732-7006

Program Description: The Certificate of Completion in Crime and Intelligence Analysis is designed to prepare students to apply the strategies and techniques that constitute the art and science of crime and intelligence analysis in a criminal justice environment. The certificate will also provide opportunities for law enforcement personnel to enhance their professional knowledge and skills in these areas. The program includes the three types of crime analysis: gathering and analyzing crime data for crime trend, pattern, or series detection; the intelligence cycle and the utilization of analytical tools such as telephone toll analysis, flow analysis, link analysis, visual investigative analysis, and time event charting; crime analysis statistics for forecasting and predicting crime trends and series and statistical analysis using computer software; and using ArcView Geographic Information System (GIS) software to perform crime and intelligence analysis functions and presenting information in the form of maps, bulletins, and charts.

Job Description: Crime and intelligence analysts perform analysis work for various criminal justice agencies. Duties may include performing statistical and analytical research involving the use of computer applications, random statistical sampling, correlation analysis, regression analysis, and probability studies; gathering and analyzing crime data for crime pattern detection, suspect-crime correlations, target-suspect profiles, and crime forecasting;

preparing reports on crime data and trends for police personnel; evaluating intelligence information to determine source reliability, content validity, and potential truthfulness; collecting and compiling intelligence information requirements to recommend, plan, and implement collection plans; generating data in support of investigations; prioritizing collection of data and delegating assignments; making presentations to police personnel, members of the community, and outside agencies. The analyst may also assist the department in monitoring crime and potential crime prevention. Work is performed under the general direction of a supervisor with allowance for independent initiative, judgment, and latitude for selection of methods and procedures.

Opportunities: This certificate program specifically addresses the skills necessary for students interested in entry-level crime and intelligence analyst positions as well as sworn officers and professionals currently employed in a criminal justice position. Job titles may include crime analyst, tactical crime analyst, intelligence analyst, intelligence research analyst, police intelligence analyst, police crime statistical analyst, statistical research aide, police planner, police planning aide, police research aide, and research and statistics analyst. Positions with criminal justice agencies are available at the municipal, county, state, and federal levels. Opportunities also exist in private industry in the areas of fraud analysis, financial crime analysis, phone fraud, loss prevention, and private investigation. The current annual salary range in Arizona is from $24,000 to $56,000 depending on education, experience, position, agency, and geographic location.

Special Requirements: Individual agencies have standardized hiring qualifications and disqualifiers. It is the responsibility of the student to contact the various agencies or other potential employers of interest to determine job eligibility. These requirements may include a comprehensive background check, drug test, and polygraph test. Disqualifiers may include felony convictions, illegal drug activity, and/or other information discovered during the background process.

PROGRAM NOTES:

Students must demonstrate sufficient knowledge and skills for each course with an assessment prerequisite by passing the applicable sections of the Crime and Intelligence Analysis Course Prerequisite Assessment Test prior to enrolling in each of the courses.

Students must earn a grade of "C" or better for all courses required within the program in such a manner as to meet the 2.50 overall program minimum G.P.A. requirement upon program completion.

+ indicates course has prerequisites and/or corequisites.

REQUIRED COURSES: 16 Credits

CIA210	Introduction to Crime and Intelligence Analysis	2
+CIA220	Link Analysis, Visual Investigative Analysis (VIA), and Time Event Charting (TEC)	3
+CIA230	Telephone Toll and Flow Analysis	3
+CIA240	Crime Analysis	3
+CIA250	Statistics for Crime Analysis	3
+CIA260	Analysis Using Geographic Information Systems (GIS)	2

DEVELOPMENTAL DISABILITIES

DEVELOPMENTAL DISABILITIES SPECIALIST

Certificate of Completion — CCL 5034
14 Credits

Program Contact: Scott Silberman
                  (480) 732-7078

Program Description: This program prepares students for employment in residential settings serving clients with developmental disabilities. Coursework combines theory and application. Academic preparation focuses on the physical and emotional correlates of developmental disability. Students also gain experience working in residential settings with persons with developmental disability.

PROGRAM NOTES:

Students must earn a grade of "C" or better in all Required Courses.

+ indicates course has prerequisites and/or corequisites.

REQUIRED COURSES: 11 Credits

PSY101	Introduction to Psychology	3
+PSY241	Understanding and Changing Behavior	3
+PSY242	Understanding and Changing Behavior Lab	1
+PSY243	The Psychology of Developmental Disabilities	3
+PSY244	Developmental Disabilities Internship	1

RESTRICTED ELECTIVES: 3 Credits

CFS114	Working with the Hyperactive Child	1
CFS176	Child Development	3
+CFS185	Developing IEPs for Children with Disabilities	1
+CFS257	Working with Families with Diverse Needs	3

+CFS280	Children with Special Needs in Early Childhood Education 3
CFS290AA	Child Abuse: Identification and Reporting in Child Care Settings 1
CPD102AA	Assertiveness Training 2
CPD102AD	Eliminating Self-Defeating Behavior 2
CPD102AH	Stress Management...............................2
CPD102AS	Conflict Resolution..............................2
COM110	Interpersonal Communication................3
+COM259	Communication in Business and Professions.....................................3
FON100	Introductory Nutrition..........................3
GBS132	Personal and Family Financial Security 3

HES154	First Aid/Cardiopulmonary Resuscitation 3
+PSY240	Developmental Psychology 3
+PSY266	Abnormal Psychology 3
+PSY270	Personal & Social Adjustment 3
REC250	Recreation Leadership...........................3
SLG101	American Sign Language I......................4
SPA115	Beginning Spanish Conversation I 3
+SWU102	Introduction to Social Work...................3
+SWU280	Working with Juvenile Delinquents 3

Overall program minimum G.P.A. 2.0.

GENERAL BUSINESS

GENERAL BUSINESS

Associate in Applied Science — AAS 3851
64 Credits

Program Contact: Academic Advisement
                            (480) 732-7317

Program Description: The Associate in Applied Science (AAS) degree in General Business is a program designed to meet the needs of students who wish to gain a broad understanding of business principles. The program is designed to acquaint the student with major subject areas of business, such as accounting, economics, marketing, management, and business law. In addition, this program could aid a student in recognizing a specific business field to be pursued in future studies. Completion of this degree can aid in obtaining entry-level employment as well as in career advancement.

Note: Students interested in pursuing a baccalaureate degree are strongly encouraged to meet with a academic advisor for guidance.

PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

REQUIRED COURSES: 31 Credits

ACC111	Accounting Principles I 3
+ACC230	Uses of Accounting Information I 3
CIS105	Survey of Computer Information Systems 3
CIS131AA	Doing Business on the Internet..............1
GBS151	Introduction to Business........................3
GBS205	Legal, Ethical, and Regulatory Issues in Business 3
+GBS233	Business Communication 3

MGT229	Management and Leadership 3
MGT251	Human Relations in Business 3
MKT271	Principles of Marketing 3
TQM101	Quality Customer Service.......................3

RESTRICTED ELECTIVES: 8 Credits

Students should select courses in consultation with program advisor. Minimum 6-8 credits required dependent on 3-5 credits in Mathematics area.

+ACC115	Computerized Accounting (Quickbooks) ...2
+ACC240	Uses of Accounting Information II 3
BPC111AA	Computer Keyboarding I 1
BPC114DE/ CIS114DE	Excel Spreadsheet 3
BPC117AM/ CIS117AM	Database Management: Microsoft Access – Level I 1
BPC117BM/ +CIS117BM	Database Management: Microsoft Access – Level II......................1
BPC120DA/ CIS120DA	Microsoft Graphics: IBM PowerPoint.....................................1
BPC121AB/ CIS121AB	MS-DOS Operating System....................................1
BPC121AE/ CIS121AE	Windows Operating System: Level I 1
BPC135++/ +OAS135++	Word Processing Software (Any module)...2
CIS133AA	The Internet: Level I 1
+CIS133BA	The Internet: Level II 1
MGT253	Owning and Operating a Small Business 3

GENERAL STUDIES: 25-27 Credits

CORE: 15-17 Credits

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

Oral Communication
Any approved general studies course in the
Oral Communication area 3
Critical Reading
+CRE101   Critical and Evaluative Reading I (3) OR
Equivalent as indicated by assessment 3
Mathematics
+MAT120   Intermediate Algebra (5) OR
+MAT121   Intermediate Algebra (4) OR
+MAT122   Intermediate Algebra (3) OR
Equivalent as indicated by assessment. OR
Satisfactory completion of a higher-level
mathematics course 3-5

DISTRIBUTION: **10 Credits**

Humanities and Fine Arts
Any approved general studies course in the
Humanities and Fine Arts area 3
Social and Behavioral Sciences
  ECN111   Macroeconomic Principles 3
Natural Sciences
Any approved general studies course in the
Natural Sciences area 4

Overall program minimum G.P.A. 2.0.

General Studies Requirements are listed on pages 135-137.

NUTRITION

DIETETIC TECHNOLOGY

Associate in Applied Science — AAS 3840
64-70 Credits

Program Contact: Regina Munro
                            (480) 732-7109

Program Description: The Dietetic Technology program is an Associate in Applied Science degree emphasizing medical nutrition therapy and food service management. Students acquire the knowledge and skills foundation to work in dietetics through the integration of classroom learning and 450 hours of supervised practice. Emphasis is placed on the development of communication and human relations techniques that prepare the graduate for professional success.

Job Description and Opportunities: The Dietetic Technician, Registered is prepared to play a key role in providing quality, cost-effective client care and food service management in a variety of employment settings. Job responsibilities may include patient counseling and education in basic and therapeutic nutrition, medical record documentation, health promotion and disease prevention, menu development, and supervisory and administrative skills related to nutrition services and institutional food production.

Dietetic Technicians are an integral part of health care and food service management teams. They work independently or in partnership with Registered Dietitians in a variety of settings:

- **Clinical**
  Hospitals, clinics, nursing homes, retirement centers, home health care programs, and research facilities.

- **Food Service**
  Schools, daycare centers, correctional facilities, restaurants, hospitals, and long-term care facilities.

- **Community and Public Health**
  WIC programs, public health agencies, and community health programs

- **Wellness**
  Health clubs, weight management clinics, and community wellness centers

- **Business**
  Food companies, food venders, and food distributors

The Dietetic Technology program is currently granted developmental accreditation by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association, 216 W. Jackson Blvd., Chicago, IL 60606-6995, (312) 899-4876. Upon successful completion of the program, the graduate will be eligible to take the CADE Registration Examination in order to become a Dietetic Technician, Registered (DTR).

PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

++ indicates any module

PROGRAM PREREQUISITES: 4 Credits

Students selecting BIO201 in the Required Courses area must complete BIO156 or BIO181 in consultation with a program advisor.
 BIO156   Human Biology for Allied Health (4) OR
 BIO181   General Biology (Majors) I (4) 4
CPR Certification for Health Care Providers through the American Red Cross or the American Heart Association.

REQUIRED COURSES: **39-43 Credits**

Students selecting BIO201 in the Required Courses area
must complete BIO156 or BIO181 in the Program
Prerequisites area.

BIO160	Introduction to Human Anatomy and Physiology (4) OR	
+BIO201	Human Anatomy and Physiology I (4) AND	
+BIO202	Human Anatomy and Physiology II (4)	4-8
BPC110	Computer Usage and Applications (3) OR	
BPC101AA	Introduction to Microcomputers I: IBM (1) AND	
+BPC101BA	Introduction to Microcomputers II: IBM (1) AND	
+BPC101CA	Introduction to Microcomputers III: IBM (1) OR	
BPC114++/ CIS114++	Spreadsheet Level I (Any module) (1) AND	
BPC117++/ CIS117++	Database Management Level I (Any module) (1) AND	
BPC130++/ +OAS130++	Beginning Word Processing (Any module) (1)	3
FON104	Certification in Food Service Safety and Sanitation	1
FON125	Introduction to the Profession of Dietetics	1
FON142AB	Applied Food Principles	3
+FON207	Nutrition Services Management	3
+FON225	Research Fundamentals for the Health Professional	1
+FON241	Principles of Human Nutrition	3
+FON242	Introduction to Planning Therapeutic Diets	3
+FON244	Practicum I: Food Service Management	5
+FON245	Practicum II: Medical Nutrition Therapy	4
+FON246	Practicum III: Community Nutrition	4
HCE103	Basic Medical Terminology	2
PED115	Lifetime Fitness	2

GENERAL STUDIES: **25-27 Credits**

CORE: **15-17 Credits**

First-Year Composition
+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG111	Technical Writing (3)	6

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

Critical Reading
+CRE101	Critical and Evaluative Reading I (3) OR	
+CRE111	Critical Reading for Business and Industry (3) OR	
Equivalent as indicated by assessment		3

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

Equivalent as indicated by assessment OR
Satisfactory completion of a higher-level mathematics
course. ...3-5

DISTRIBUTION: **10 Credits**

Humanities and Fine Arts
Any approved general studies course in the
Humanities and Fine Arts area ...3

Social and Behavioral Sciences
ECN111	Macroeconomic Principles (3) OR	
ECN112	Microeconomic Principles (3) OR	
PSY101	Introduction to Psychology (3) OR	
SOC101	Introduction to Sociology (3)	3

Natural Sciences
+CHM130	Fundamental Chemistry (3) AND	
+CHM130LL	Fundamental Chemistry Laboratory (1) OR	
+CHM151	General Chemistry I (3) AND	
+CHM151LL	General Chemistry I Laboratory (1)	4

Overall program minimum G.P.A. 2.0.

General Studies Requirements are listed on pages 135-137.

SPECIAL PROGRAMS

TRAINING FOR BUSINESS, INDUSTRY AND GOVERNMENT

CGCC customizes curriculum and designs specialized classes to respond to the varied training needs of local businesses, industries, and governments. Call the Associate Dean of Business and Industry at (480) 732-7016 for more information.

CONTINUING EDUCATION

The Continuing Education department at Chandler-Gilbert Community College offers a number of educational opportunities:

• Non-credit special interest classes.

• Summer program for gifted youth.

• Hundreds of on-line courses that include computer classes, business training, and self improvement offerings.

• Non-credit classes for business, industry, and governmental organizations.

Inquiries should be directed to Continuing Education by calling (480) 732-7080.

ENGLISH AS A SECOND LANGUAGE

CGCC is committed to a partnership in learning with students who are non-native English speakers. The English as a Second Language (ESL) courses are designed to help foreign speakers from a variety of countries learn English by emphasizing four skill areas: listening, speaking, reading, and writing.

Students enrolling in ESL courses should be tested so they can be placed in the appropriate skill levels. Based on test scores, students are placed in the appropriate-level conversation, grammar, and writing courses. Call (480) 732-7205 to schedule an appointment for ESL testing.

Call (480) 732-7342 for more information about CGCC's ESL program or visit the Web site at http://www.cgc.maricopa.edu/esl/.

FITNESS, WELLNESS AND RECREATION

CGCC offers a variety of fitness, wellness, and recreation opportunities on the Pecos and Williams Campuses. Williams Physical Education Center is a multipurpose facility which houses the Fitness Center, gymnasium, and racquetball, volleyball, and indoor and outdoor basketball courts. The Pecos Fitness Center specializes in strength and cardiovascular training programs, and also has a multipurpose room for yoga, aerobics, karate, and other activities.

FITNESS CENTERS

Both Fitness Centers feature state-of-the-art computerized cardiovascular equipment, as well as Cybex, and Hammer Strength weight training machines. Lockers, shower facilities, and workout towels are also available to students.

Individual fitness assessments and instruction are provided by degreed and certified professionals in the exercise field. All students must be enrolled in a credit or non-credit Lifetime Fitness course to utilize the facilities and have a current CGCC identification card. Additional information is available by calling the Pecos Campus Fitness Center at (480) 732-7200 or the Williams Campus Fitness Center at (480) 988-8400.

WELLNESS

The wellness program offers students, faculty, staff, and community members the following opportunities:

• The Wellness Lecture Series presents speakers on nutrition, weight control, exercise, sports performance, injury prevention and rehabilitation, successful aging, and stress management;

• Credit and non-credit courses in weight control, nutrition, Kajukenbo Karate, rock climbing, yoga, hiking, fly fishing, golf, cycling, aerobics, mountain biking, outdoor survival camping, and more.

• Health education computer programs for dietary analysis and fitness;

• Health and fitness newsletters, journals, audio-video tapes and related information;

• Annual wellness activities such as health screenings, recreational sports tournaments, Senior Health and Fitness Day, Cancer Awareness Week, National Nutrition Month, Breast Canter Walk, and AIDS Walk.

Students, faculty, staff, and community members interested in using wellness resources can contact the Pecos Campus Fitness Center at (480) 732-7200 or the Williams Campus Fitness Center at (480) 988-8400 for more information.

RECREATION

The Physical Education Center at the Williams Campus, with its well-qualified staff, provides an array of intramural sports leagues and recreational activities, such as indoor and outdoor basketball, indoor and sand volleyball, racquetball, wallyball, softball, tennis, and soccer. These leagues and activities are available to MCCCD and Arizona State University East students, staff, and their families. Students with current college identification cards may also check out equipment for Community Hour activities that include informal basketball, volleyball and table tennis. Call (480) 988-8402 for additional information.

HONORS PROGRAM

The CGCC Honors Program provides the opportunity for academically advanced students to participate in challenging and rewarding educational experiences. The purpose of the Honors Program is to foster greater depth of thought in reading, writing, and discussion with faculty and guest lecturers, which will better prepare Honors students to complete baccalaureate degrees or to begin their careers. A variety of academic scholarships and fee waivers are available to eligible Honors Program students.

Honors students enjoy:

• Fee-awards and scholarships

• Special recognition on transcripts and diplomas

• Cultural and social activities, such as the Honors Forum Lecture Series

• Enhanced intellectual growth through Honors courses and projects

Students with a grade point average of 3.25 or better on a 4.0=A scale based on at least 12 credit hours of previous college coursework are invited to apply as a Fee Waiver Scholar. Those graduating in the top 15% from an accredited Maricopa County high school are invited to apply to the Honors Program as a Presidents' Scholar.

For full details on the Honors Program or Honors scholarships, contact the Honors Coordinator at (480) 732-7022 or visit Web site www.cgc.maricopa.edu/honors/.

MARICOPA INSTITUTE FOR VIRTUAL REALITY TECHNOLOGIES

Chandler-Gilbert Community College has established an educational alliance for training, education and development with virtual reality software and simulation companies. The Maricopa Institute for Virtual Reality Technologies (MIVRT) offers credit and noncredit courses and is located at 6035 South Kent on the Williams Campus. Call (480) 784-0586 for more information.

PERFORMING ARTS

The Performing Arts Program at CGCC is an integrated approach to dance, theatre, and music. The classes, while separate, are coordinated to provide students a broader base to their education and more versatility in the performing arts.

A wide variety of opportunities exist for student involvement in the performing arts. Naturally, dance, music, and theatre performers are needed, but there are also many experiences available related to production:

• public relations, advertising, and promotion

• computer graphics

• video production

• newsletter publishing

• costumes

• scenery

• make-up

• lighting

College credit may be earned for some of the above. For more information on performing arts at CGCC, please call (480) 732-7040, (480) 732-7136, or (480) 732-7144.
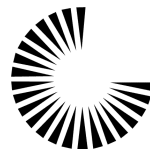
Course Descriptions

C A T A L O G and

S T U D E N T

H A N D B O O K

2 0 0 2 - 2 0 0 3

COURSE DESCRIPTIONS

All courses offered by the Maricopa Community Colleges appear in a standardized format using six common course elements. Students are encouraged to become familiar with the course elements included in a course description. Please see "How to Read Course Descriptions" below.

The courses that follow are all of the courses offered at Chandler-Gilbert Community College (CGCC). Not all courses in this section will necessarily be offered during any given school year. The intent of the Course Description section is to enable students to review courses that are available at CGCC.

HOW TO READ COURSE DESCRIPTIONS

All courses offered at the Maricopa Community Colleges are identified by a three-letter abbreviation of the academic subject plus a three-digit number (e.g., ENG101 identifies an English course). Course descriptions are listed alphabetically and in ascending numerical order.

Each course listing has six common elements:

1. **Course Prefix:** Three-letter subject code abbreviation indicating discipline/area of study (e.g., ENG).

2. **Course Number:** Three-digit number assigned to indicate sequence and academic level. Numbers range from 001-299. Courses numbered below 100 are offered for the purpose of strengthening skills and knowledge and cannot be applied toward degrees awarded by Maricopa Community Colleges. These courses cannot be transferred to four-year institutions. First-year courses are generally identified with 100-level numbers. Second-year courses are generally identified with 200-level numbers.

3. **Course Title:** Identifying name of the course. May also indicate course level (e.g., College Algebra or Beginning Spanish Conversation I).

4. **Course Description:** Brief statement describing the content of the course. Instructor's course syllabus gives additional information, including objectives and grading criteria.

5. **Course Credit Hours:** College credit hours awarded for satisfactory completion of the course.

6. **Course Prerequisites and/or Corequisites:** Requirements that must be met before or, in the case of corequisites, at the same time as enrollment in a course. Not all courses have prerequisites or corequisites.

EXAMPLE:

(1) = Course Prefix
(2) = Course Number
(3) = Course Title
(4) = Course Description
(5) = Course Credits
(6) = Course Prerequisites and/or Corequisites
* = Periods: Weekly time in class during a typical 16-week semester; 50 minutes = 1 period.

(1) **ENG** (2) **101**   (5) **3 credits *3 periods**
(3) **FIRST-YEAR COMPOSITION**
(4) Standard English writing skills. Emphasis on expository composition. (6) Prerequisites: Appropriate English placement test score or "C", or better, in ENG071.

ACCOUNTING (ACC)

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

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

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

ACC115AA   **1 credit   2 periods**
COMPUTERIZED ACCOUNTING: QUICKEN—LEVEL I
Introduction to using Quicken to automate an accounting system. Prerequisites: ACC107, or higher level accounting course, or permission of instructor.

ACC115AB   **1 credit   2 periods**
COMPUTERIZED ACCOUNTING: PEACHTREE—LEVEL I
Introduction to using Peachtree to automate an accounting system. Prerequisites: ACC107, or higher level accounting course, or permission of instructor.

ACC115BA   **1 credit   2 periods**
COMPUTERIZED ACCOUNTING: QUICKEN—LEVEL II
Additional applications using Quicken to automate an accounting system. Prerequisites: ACC115AA.

ACC211   **3 credits   3 periods**
FINANCIAL ACCOUNTING
Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None.

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

ACC230   **3 credits   3 periods**
USES OF ACCOUNTING INFORMATION I
Introduction to the uses of accounting information for internal and external purposes with emphasis on financial statement analysis. Prerequisites: Grade of "C" or better in ACC111 or ACC211, or a grade of "C" or better in (ENG101 and MAT151 and CRE101), or equivalent, or satisfactory score on District placement exam.

ACC240   **3 credits   3 periods**
USES OF ACCOUNTING INFORMATION II
Introduction to the uses of accounting information for internal and external purposes with emphasis on analysis for use by management. Prerequisites: ACC230.

ACC250   **1 credit   3 periods**
INTRODUCTORY ACCOUNTING LAB
Procedural details of accounting for the accumulation of information and generation of reports for internal and external users. Prerequisites: None.

ACC270AA   **1 credit   1 period**
ACCOUNTING INTERNSHIP
Accounting work experience in a business or industry. Eighty hours of designated work per credit per semester. Maximum of 3 credits allowed.   Prerequisites: Departmental approval.

ACC270AB   **2 credits   2 periods**
ACCOUNTING INTERNSHIP
Accounting 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: Departmental approval.

ACC270AC   **3 credits   3 periods**
ACCOUNTING INTERNSHIP
Accounting work experience in a business or industry. Eighty hours of designated work per credit totaling 240 hours per semester. Maximum of 3 credits allowed. Prerequisites: Departmental approval.

ADMINISTRATION OF JUSTICE STUDIES (AJS)

AJS101   **3 credits   3 periods**
INTRODUCTION TO CRIMINAL JUSTICE
An examination of the organization and jurisdiction of local, state and federal law enforcement, judicial and corrections systems; their history and philosophy; career opportunities and qualifying requirements, terminology and constitutional limitations of the system. Required in AJS curriculum. Prerequisites: None.

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

AERONAUTICS (AET)

AET107   **5 credits   5 periods**
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. Corequisite: AET110.

AET110   **2 credits   5 periods**
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 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. Prerequisites: None. Corequisites: AET107.

AET115   **3 credits   3 periods**
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.

AET203   **2 credits   2 periods**
BASIC AIRPLANE SYSTEMS
Initial instrument and commercial pilot ground course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate and Instrument rating written examinations. Includes night flight, flight instrument systems and operation, and basic engine, airplane, and altitude systems. Prerequisites: Permission of instructor. Prerequisites or Corequisites: AET115. Corequisites: AET207 and AET210.

AET205   **4 credits   4 periods**
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. Prerequisites: Private Pilot Certificate or permission of instructor.

AET207   **2 credits   2 periods**
ATTITUDE INSTRUMENTS AND NAVIGATION
Continuing instrument and commercial pilot ground course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate and Instrument rating written examinations. Includes flight physiology, theory of instrument flight, radio navigation, flight and navigation aids, and instrument charts and approach plates. Prerequisites: Permission of instructor. Prerequisites or Corequisites: AET115. Corequisites: AET203 and AET210.

AET210   **2 credits   5 periods**
COMMERCIAL PILOT FLIGHT I
Initial flight course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate with Instrument rating practical examination. Emphasis on night and instrument operations. Student must fly approximately 60 hours at own expense. Requires passing an operational phase check. Prerequisites: Permission of instructor. Prerequisites or Corequisites: AET115. Corequisites: AET203 and AET207.

AET213   **2 credits   2 periods**
AERODYNAMICS AND PERFORMANCE
Continuing instrument and commercial pilot ground course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate and Instrument rating written examinations. Includes aerodynamics, airport and airplane operation, stability and control, commercial maneuvers, and flight computer. Prerequisites: AET210. Corequisites: AET217 and AET220.

AET215   **4 credits   4 periods**
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: AET205 or permission of instructor.

AET217   **2 credits   2 periods**
INSTRUMENT PROCEDURES
Final instrument and commercial pilot ground course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate and Instrument rating written examinations. Includes Federal Aviation Regulations, instrument approach procedures, and instrument enroute considerations. Requires passing written exams similar to the FAA Commercial Pilot and Instrument rating written exams. Prerequisites: AET210. Corequisites: AET213 and AET220.

AET220   **2 credits   5 periods**
COMMERCIAL PILOT FLIGHT II
Advanced flight course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot with Instrument rating practical examinations. Emphasis on commercial and high performance operations. Student must fly approximately 60 hours at own expense, including high performance operations. Requires passing commercial pilot and instrument rating check rides similar to the FAA check rides. Prerequisites: AET210. Corequisites: AET213 and AET217.

AET225   **4 credits   4 periods**
ADVANCED AIRCRAFT SYSTEMS
Advanced aircraft systems for pilots. Pressurization, cabin atmosphere, ice control, rain control, fire detection and extinguishing, hydraulic, landing gear, anti-skid systems, and weight and balance for transport category airplanes. Prerequisites: AET215 or permission of instructor.

AET227   **4 credits   4 periods**
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: AET240 or FAA Commercial Pilot Certificate with instrument rating. Corequisite: AET230.

AET230   **1 credit   3 periods**
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: AET240 or FAA Commercial Pilot Certificate with instrument rating. Corequisite: AET227.

AET237 **2 credits 2 periods**
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: AET220 or FAA Commercial Pilot Certificate with instrument rating. Corequisites: AET240.

AET240 **.5 credit 1.5 periods**
MULTIENGINE AIRPLANE PILOT FLIGHT
Flight course in preparation for the Federal Aviation Administration (FAA) Multiengine Airplane practical examination. Approximately 15 hours of flight experience at the student's expense and passing check ride similar to the FAA Multiengine check ride are required. Prerequisites: AET220 or FAA Commercial Pilot Certificate with instrument rating. Corequisites: AET237.

AET253 **3 credits 3 periods**
AVIONICS FOR PILOTS
Introduction to avionics for pilots or individuals constructing personal aircraft. Includes avionics history, theory, installation and antenna considerations, autopilots, and troubleshooting. Prerequisites: Private Pilot Certificate or permission of instructor.

AET257 **3 credits 4 periods**
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 paralleled by professional expertise and guidance. International data communication facilities and equipment made available for student use. Prerequisites: ENG102 or ENG111, and permission of instructor.

AET259 **2 credits 2 periods**
HUMAN FACTORS IN AVIATION FLIGHT OPERATIONS
Introduction to the relationship between person and machine, the need to optimize design for better person-machine interaction, and the psychological and physiological limitations of humans in complex aviation operating environments. Prerequisites: None.

AET290 **3 credits 3 periods**
FLIGHT PHYSIOLOGY
In-depth study of aeromedical factors for pilots. The causes, symptoms, prevention, and treatment of flight environment disorders, altitude effects, spatial disorientation, visual illusions, body heat imbalance, and psychological factors are included as they relate to pilot performance and survival. Two altitude chamber flights at the student's expense are required. Prerequisites: Current FAA medical certificate.

AIRCRAFT CONSTRUCTION TECHNOLOGIES (ACT)

ACT201 **3 credits 3 periods**
AIRCRAFT MAINTENANCE FORMS AND DOCUMENTS
Maintenance documentation typical of transport category aircraft including illustrated parts catalogs, troubleshooting guides, maintenance, structural repair, wiring, and standard practices manuals. Blueprint reading and maintenance forms. Prerequisites: (AMT124 or AMT124AA, AMT128 or AMT128AA, AMT220 or AMT220AA, and AMT224 or AMT224AA) or Federal Aviation Administration Airframe Mechanic License.

ACT205 **3 credits 5 periods**
INTRODUCTION TO AIRCRAFT STRUCTURAL REPAIR TECHNOLOGY
History and types of composite and sheet metal materials used in typical transport category aircraft structures. Safety practices, corrosion control, and fabrication of projects using modern aircraft structural materials. Prerequisite or corequisite: ACT201.

ACT213 **3 credits 5 periods**
TRANSPORT CATEGORY SHEET METAL REPAIRS I
Use of materials common to transport category aircraft metallic structures, special fasteners, bends, shaping, routing, pressure vessel repairs, sealing, and flight control repairs. Prerequisites: ACT205.

ACT217 **3 credits 5 periods**
TRANSPORT CATEGORY SHEET METAL REPAIRS II
Metal shaping techniques, heat treatment, built up (step) repairs, exotic metals, and intermediate repairs including complex shapes in accordance with Structural Repair Manuals. Prerequisite: ACT213.

ACT223 **3 credits 5 periods**
COMPOSITE STRUCTURAL REPAIRS I
Basic composite materials, construction, and repair. Manufacturing methods and equipment. Assessment and repair of composite structures using vacuum bagging and other approved procedures. Prerequisite: ACT205.

ACT227 **3 credits 5 periods**
COMPOSITE STRUCTURAL REPAIRS II
Corrosion control, electrical bonding, materials substitutions, machining of composite components, mold fabrication. Hot bond repair of composite components including complex shapes and varied materials in accordance with the appropriate Structural Repair Manual. Prerequisite: ACT223.

ACT240 **4 credits 6 periods**
AIRCRAFT STRUCTURAL DAMAGE EVALUATION/REPAIR
Practical application of intermediate repair skills on aircraft structures using appropriate documentation in a simulated repair station environment. Evaluation of damage, non-destructive testing, repair process planning,

and cost estimating. Actual repairs accomplished to airworthy standards. Prerequisite: ACT217 or ACT227.

AIRCRAFT MAINTENANCE TECHNOLOGY (AMT)

AMT124   **5 credits   9 periods**
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: ENG071, RDG091, MAT091 or MAT092, and permission of the Department or Division.

AMT124AA   **5 credits   9 periods**
AIRCRAFT FORMS AND REGULATIONS, WEIGHT AND BALANCE, DRAWINGS, AND GROUND OPERATIONS: PART 65
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: ENG071, RDG091, MAT091 or MAT092, and permission of the Department or Division.

AMT126   **9 credits   12 periods**
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: ENG071, RDG091, MAT091 or MAT092, and permission of the Department or Division.

AMT126AA   **9 credits   12 periods**
FUNDAMENTALS OF MATHEMATICS AND ELECTRICITY: PART 65
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: ENG071, RDG091, MAT091 or MAT092, and permission of the Department or Division.

AMT128   **5 credits   9 periods**
FUNDAMENTALS OF AVIATION PHYSICS, CORROSION CONTROL, MATERIALS AND PROCESSES, FLUID LINES AND FITTINGS
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: ENG071, RDG091, MAT091 or MAT092, and permission of the Department or Division.

AMT128AA   **5 credits   9 periods**
FUNDAMENTALS OF AVIATION PHYSICS, CORROSION CONTROL, MATERIALS AND PROCESSES, FLUID LINES AND FITTINGS: PART 65
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: ENG071, RDG091, MAT091 or MAT092, and permission of the Department or Division.

AMT220   **3 credits   6 periods**
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. Prerequisites: Admission to the Program.

AMT220AA   **3 credits   6 periods**
FUNDAMENTALS OF AIRCRAFT WOOD STRUCTURES, COVERING AND FINISHING, AND BONDED STRUCTURES: PART 65
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. Prerequisites: Permission of Program Director.

AMT222   **4 credits   6 periods**
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. Prerequisites: Admission to the Program.

AMT222AA   **4 credits   6 periods**
ATMOSPHERE CONTROL, FIRE DETECTION, ICE AND RAIN PROTECTION SYSTEMS: PART 65
Operation and maintenance of aircraft auxiliary systems. Inspection, servicing, troubleshooting and repair of environmental control, ice and rain control, fire protection and warning systems. Prerequisites: Permission of Program Director.

AMT224   5 credits   11 periods
AIRCRAFT SHEET METAL
Inspection, fabrication, and repair techniques of aircraft structural and nonstructural components. Sheet metal heat-treating techniques. Prerequisites: Admission to the program.

AMT224AA   5 credits   11 periods
AIRCRAFT SHEET METAL: PART 65
Inspection, fabrication, and repair techniques of aircraft structural and nonstructural components. Sheet metal heat-treating techniques. Prerequisites: Permission of Program Director.

AMT226   7 credits   12 periods
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. Prerequisites: Admission to the program.

AMT226AA   7 credits   12 periods
AIRCRAFT LANDING GEAR, HYDRAULIC, PNEUMATIC, FUEL, POSITION AND WARNING SYSTEMS: PART 65
Identification, inspection, repair, and troubleshooting techniques of aircraft landing gear, hydraulic, fuel, pneumatic, and position and warning system components. Prerequisites: Permission of Program Director.

AMT228   7 credits   12 periods
AIRCRAFT ELECTRICAL SYSTEMS, INSTRUMENTS, FUEL INDICATING, COMMUNICATION AND NAVIGATION SYSTEMS
Proper operation, inspection, servicing and troubleshooting of DC and AC 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. Prerequisites: Admission to the Program.

AMT228AA   7 credits   12 periods
AIRCRAFT ELECTRICAL SYSTEMS, INSTRUMENTS, FUEL INDICATING, COMMUNICATION AND NAVIGATION SYSTEMS: PART 65
Proper operation, inspection, servicing and troubleshooting of DC and AC 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. Prerequisites: Permission of Program Director.

AMT230   6 credits   11 periods
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. Prerequisites: Admission to the program.

AMT230AA   6 credits   11 periods
AIRFRAME ASSEMBLY, INSPECTION AND WELDING: PART 65
Aircraft assembly and rigging. Flight control balancing and rigging. Airframe inspection techniques, reporting procedures, and aircraft jacking. Welding techniques, theory, and materials identification. Prerequisites: Permission of Program Director.

AMT263   5 credits   9 periods
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. Prerequisites: Admission to the program.

AMT263AA   5 credits   9 periods
AIRCRAFT TURBINE ENGINES: PART 65
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. Prerequisites: Permission of Program Director.

AMT264   7 credits   11 periods
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. Prerequisites: Admission to the program.

AMT264AA   7 credits   11 periods
AIRCRAFT RECIPROCATING ENGINES: PART 65
Historical development and application of reciprocating engines, theory, design, and operations. Techniques used in troubleshooting, overhaul, inspection, and repair of opposed and radial engines. Prerequisites: Permission of Program Director.

AMT266   6 credits   9 periods
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. Prerequisites: Admission to the program.

AMT266AA   **6 credits**   **9 periods**
ENGINE FUEL SYSTEMS, FUEL METERING
AND INDUCTION SYSTEM: PART 65
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. Prerequisites: Permission of Program Director.

AMT268   **6 credits**   **12 periods**
ENGINE ELECTRICAL, IGNITION AND STARTER SYSTEMS
Inspect, service, troubleshoot, overhaul, and repair of engine electrical, ignition, starter systems, and components. Prerequisites: Admission to the program.

AMT268AA   **6 credits**   **12 periods**
ENGINE ELECTRICAL, IGNITION AND STARTER
SYSTEMS: PART 65
Inspect, service, troubleshoot, overhaul, and repair of engine electrical, ignition, starter systems, and components. Prerequisites: Permission of Program Director.

AMT270   **5 credits**   **8 periods**
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. Prerequisites: Admission to the program.

AMT270AA   **5 credits**   **8 periods**
ENGINE INSTRUMENTS, FIRE PROTECTION
AND LUBRICATION, COOLING AND EXHAUST
SYSTEMS: PART 65
Operation, maintenance, servicing, inspection, repair, and troubleshooting of engine instruments, fire detection and extinguishing, engine lubrication, cooling, and exhaust systems. Prerequisites: Permission of Program Director.

AMT272   **4 credits**   **8 periods**
PROPELLER SYSTEMS AND ENGINE INSPECTIONS
Historical development, operation, disassembly, inspection, repair, and maintenance of propellers. Reciprocating and turbine engine inspection and documentation. Prerequisites: Admission to the program.

AMT272AA   **4 credits**   **8 periods**
PROPELLER SYSTEMS AND ENGINE INSPECTIONS:
PART 65
Historical development, operation, disassembly, inspection, repair, and maintenance of propellers. Reciprocating and turbine engine inspection and documentation. Prerequisites: Permission of Program Director.

ANTHROPOLOGY (ASB)

ASB102   **3 credits**   **3 periods**
INTRODUCTION TO CULTURAL
AND SOCIAL ANTHROPOLOGY
Principles of cultural and social anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics and language. Prerequisites: None.

ASB245   **3 credits**   **3 periods**
INDIANS OF THE SOUTHWEST
Comparative study of the cultures, including the histories and present status, of Indians of the Southwest. Prerequisites: None.

ART (ART)

ART100   **1 credit**   **2 periods**
INTRODUCTION TO COMPUTER GRAPHIC ART
Conceptualization, visualization, and production of art using the computer. Prerequisites: None.

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

ART112   **3 credits**   **6 periods**
TWO-DIMENSIONAL DESIGN
Study of fundamental elements and principles of two-dimensional design. Prerequisites: None.

ART113   **3 credits**   **6 periods**
COLOR
Investigation seeking visual solutions to a variety of problems concerning color in two and three dimensions and modes of color appearances, including light and effects in design and theory of design. Prerequisites: ART112.

ART116   **3 credits**   **6 periods**
LIFE DRAWING I
Use of form, structure and anatomy of draped and undraped human figure to develop basic principles of sound draftsmanship. Prerequisites: None.

ART117   **3 credits**   **6 periods**
LIFE DRAWING II
Further study of form, structure, and anatomy of the draped and undraped human figure with emphasis on composition. Prerequisites: ART116.

ART131   3 credits   6 periods
PHOTOGRAPHY I
Basic black and white photographic principles and techniques. Camera functions and controls. Darkroom experience in film processing and printmaking. Camera required. Prerequisites: None.

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

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

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

ART165   3 credits   6 periods
WATERCOLOR PAINTING I
Transparent and Gouache watercolor painting. Prerequisites: ART111 and ART112 or permission of instructor.

ART167   3 credits   6 periods
PAINTING I
Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: ART111 and ART112 or permission of instructor.

ART169   3 credits   6 periods
TWO-DIMENSIONAL COMPUTER DESIGN
Generation of electronic two-dimensional images and traditional methods of visual problem solving. Understanding of computer techniques and art presentation methods. Prerequisites or Corequisites: ART100 or permission of instructor.

ART173   3 credits   6 periods
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: ART 100, or permission of instructor.

ART177   3 credits   6 periods
COMPUTER-PHOTOGRAPHIC IMAGING
Introduction to the multiple elements of microcomputer-photographic imaging. Basic foundation in the use of the photographic manipulation of images using software programs. Special attention to aesthetic foundations underlying photographic composition. Prerequisites or Corequisites: ART100 or permission of instructor.

ART190   3 credits   6 periods
ART OF WEB SITE DESIGN
Print vocabulary, relationships, and typographic style for HTML and World Wide Web publication. Discussion of color, proportion, and design emphasis. Producing Web sites using HyperText Markup Language (HTML), digital text, and graphics to produce artistic form and content for the Web. Prerequisites: ART180AB or ART180AC or ART180AE or permission of instructor.

ART234   3 credits   6 periods
COLOR PHOTOGRAPHY I
Basic principles of color theory, camera and darkroom techniques using positive materials. Prerequisites: ART131 or permission of instructor.

ART255AB   1 credit   1 period
THE PORTFOLIO
Choosing the right pieces to include, presenting art work, developing the portfolio. Prerequisites: ART255AA or permission of instructor.

ART270   3 credits   6 periods
INTERMEDIATE COMPUTER PHOTOGRAPHIC IMAGING
Intermediate microcomputer-based photographic imaging techniques. Refinement of aesthetic awareness and personal expression. Prerequisites: ART177 or (ART177AA and ART177AB).

ART274   3 credits   6 periods
ADVANCED COMPUTER PHOTOGRAPHIC IMAGING
Advanced microcomputer-based photographic imaging techniques. Advanced manipulation techniques of photographic images. Continued development of aesthetic awareness and personal expression. Prerequisites: ART270.

ART289   3 credits   6 periods
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 input and output devices. Prerequisites or Corequisites: ART100 or permission of instructor.

ART290   **3 credits   6 periods**
STUDIO ART
Studio course for art majors allowing continuation in a subject field. Prerequisites: All 100 and 200 courses in subject matter area, or permission of instructor.

ART HUMANITIES (ARH)

ARH100   **3 credits   3 periods**
INTRODUCTION TO ART
Understanding and enjoyment of art through study of painting, sculpture, architecture and design. Prerequisites: None.

ARH101   **3 credits   3 periods**
PREHISTORIC THROUGH GOTHIC ART
History of art from prehistoric through medieval period. Prerequisites: None.

ARH102   **3 credits   3 periods**
RENAISSANCE THROUGH CONTEMPORARY ART
History of art from Renaissance through contemporary period. Prerequisites: None.

ARH203   **3 credits   3 periods**
ART OF ANCIENT EGYPT
The art and culture of ancient Egypt from prehistoric through the Greco-Roman period. Prerequisites: None.

ASTRONOMY (AST)

AST111   **3 credits   3 periods**
INTRODUCTION TO ASTRONOMY I
Introduction to astronomy for the non-science major. History of astronomy, properties of light, instruments, the solar system and nearby stars. Prerequisites: MAT092 or equivalent.

AST112   **3 credits   3 periods**
INTRODUCTION TO ASTRONOMY II
Introduction to astronomy for the non-science major. Structure and evolution of stars; star clusters; galaxies; cosmology. Prerequisites: MAT092 or equivalent.

AST113   **1 credit   3 periods**
ASTRONOMY I LABORATORY
Astronomical observations and exercises to supplement AST111. Prerequisites or Corequisites: AST111.

AST114   **1 credit   3 periods**
ASTRONOMY II LABORATORY
Astronomical observations and exercises to supplement AST112. Prerequisites or Corequisites: AST112.

AUTOMATED MANUFACTURING SYSTEMS (AMS)

AMS101   **2.5 credits 2.5 periods**
INTRODUCTION TO AUTOMATED MANUFACTURING
An introduction to automated manufacturing and the role of the manufacturing technician. Includes general manufacturing techniques, industry standards, and statistical methods and calculations. Prerequisites: None.

AMS110   **3 credits   6 periods**
PROGRAMMING AUTOMATED EQUIPMENT
Automated equipment uses, characteristics, geometric movement, and performance measures. Programming, troubleshooting, operating, and maintaining an automated (robotic) equipment system. Prerequisites: None.

AMS120   **3 credits   6 periods**
FLUID POWER AND PROGRAMMABLE
LOGIC CONTROLLERS (PLC)
Fundamentals of fluid power and fluid power system components with an emphasis on pneumatic systems. Basic programmable logic controller (PLC) programming and operation. Prerequisites: MAT090, or MAT091, or MAT092, or equivalent, or satisfactory score on District Placement exam.

AMS130   **3 credits   3.75 periods**
VACUUM TECHNOLOGIES
Vacuum systems technologies used in industry. Includes vacuum system fundamentals, pumps, gauges, and system assembly. Prerequisites: AMS120

AMS140   **4 credits   6 periods**
ELECTRIC CIRCUITS
Graphical and analytical analysis of electric circuits, transients, and sinusoidal excitation. Applications of circuit theorems and computer solutions. Prerequisites: PHY112.

AMS150   **4 credits   6 periods**
DIGITAL SYSTEMS AND MICROPROCESSORS
Fundamentals of digital systems and microprocessors with Boolean Algebra and combinational logic. Microprocessor programming and applications. Prerequisites: AMS/ELE/SMT140.

AMS160   **3.5 credits 6.5 periods**
LINEAR CIRCUITS
Linear circuit fundamentals. Includes diodes, bipolar transistors, field effect transistors, and an operational amplifier. Prerequisites: AMS140.

AMS210   **3 credits   7 periods**
ELECTRO-MECHANICAL DEVICES
Electro-mechanical devices including physics of simple machines. Gear and sensor assembly and troubleshooting. Designing, constructing, and troubleshooting power transmission and stepper motor drives. Prerequisites: ASM140.

AMS220   **3 credits   6.75 periods**
AUTOMATED MANUFACTURING PROCESSES
Automated manufacturing including inventory management, computer aided processes, work-cell operation, advanced programmable logic controller (PLC) programming, and statistical process control (SPC) basics. Prerequisites: AMS210.

AVIONICS TECHNOLOGY (AVT)

AVT110   **6 credits   8 periods**
INTRODUCTION TO AVIONICS
Procedures and instructions for using aircraft manuals. Identify, inspect, repair, and service wires, wire harnesses, and various electrical connectors. Prerequisites: Permission of Department or Division.

AVT115   **7 credits   8 periods**
COMMUNICATION AND NAVIGATION BASIC CIRCUITS
Theory of operation and circuitry of all transmitter and receiver circuitry including interfacing and troubleshooting of amplitude and frequency modulation transmitters and receivers, antennas, high and very high frequency communication and interphone systems. Prerequisites: Permission of Department or Division.

AVT120   **6 credits   8 periods**
AVIONICS: AIRFRAME SYSTEMS INTERFACING I
Theory of operation, interfacing, and troubleshooting of systems and components related to aircraft lighting, fire protection and extinguishing, electrical power systems and instrument and warning systems for all types of aircraft. Theory of operation, interfacing, and adjustment of landing gear systems, hydraulic systems, and doors. Prerequisites: Permission of Department or Division.

AVT128   **5 credits   7 periods**
ADVANCED ELECTRICAL AND ELECTRONICS
Advanced electronics theory and application of diodes, bipolar transistors, field effect transistors, AC power control devices, transistor amplifiers, sine wave oscillators, square wave generators, bistable circuits, operation amplifiers, and power supply and voltage regulators. Prerequisites: AMT126, or AMT126AA, or permission of the Department or Division.

AVT155   **6 credits   8 periods**
AVIONICS: AIRFRAME AND ENGINE SYSTEMS INTERFACING II
Theory of operation, interfacing, and troubleshooting of pneumatic, air-conditioning, ice and rain protection, engine, and fuel systems. Prerequisites: AVT120 or permission of Department or Division.

AVT225   **6 credits   6 periods**
NAVIGATION SYSTEMS: BASIC
Theory of operation, interfacing, and troubleshooting of instrument, flight environment data, air data pressure, altitude and direction, clocks, stall warning, cockpit voice recorder, static discharge, and audio and video monitoring systems. Prerequisites: Permission of Department or Division.

AVT250   **6 credits   8 periods**
NAVIGATION SYSTEMS: ADVANCED
Theory of operation, interfacing, and troubleshooting of automatic directional finder, very high frequency range, instrument landing, microwave landing, air traffic control, traffic alert, and collision avoidance, distance measurement equipment, radio altimeter, altitude alert, and ground proximity warning systems. Prerequisites: AVT225 or permission of Department or Division.

AVT260   **6 credits   8 periods**
NAVIGATION SYSTEMS: LONG RANGE
Theory of operation, interfacing, and troubleshooting of long range navigational, weather radar , and airborne data integrated, weight and balance computations, and flight control systems. Prerequisites: AVT250 or permission of Department or Division.

BIOLOGY (BIO)

BIO080   **1-4 credits 3-6 periods**
FUNDAMENTALS OF LIFE SCIENCE (MODULES AA-AO)
Consists of modules corresponding to biology courses offered in Maricopa Community College District. If student performance inadequate for currently enrolled biology course, enrollment may be changed to appropriate BIO080 module. Change only allowed if prerequisite met for currently enrolled course. Prerequisites: None.

BIO100   **4 credits   6 periods**
BIOLOGY CONCEPTS
A one-semester introductory course covering basic principles and concepts of biology. Methods of scientific inquiry and behavior of matter and energy in biological systems are explored. Field trips may be required at students' expense. Prerequisites: None.

BIO105   **4 credits**   **6 periods**
ENVIRONMENTAL BIOLOGY
Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense. Prerequisites: None.

BIO109   **3 credits**   **3 periods**
NATURAL HISTORY OF THE SOUTHWEST
Study of the common plants and animals of the Southwest including their distribution, adaptation, behavior, and ecology. Field trips may be required at students' expense. Prerequisites: None.

BIO110   **1 credit**   **3 periods**
LABORATORY FOR NATURAL HISTORY OF THE SOUTHWEST
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. Weekend field trips required at students' expense. Prerequisites or Corequisites: BIO109 or permission of instructor.

BIO160   **4 credits**   **6 periods**
INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY
Principles of scientific method. Structural organization, homeostasis and control mechanisms of the body. Specific chemistry concepts. Structure and function of the major systems of the body. Prerequisites: None.

BIO162   **2 credits**   **3 periods**
MICROBIOLOGY CONCEPTS FOR ALLIED HEALTH
Types of microorganisms. Principles of growth and reproduction for specific types of microorganisms. Chain of disease transmission and defense mechanisms. Use of compound microscope. Safe handling and culturing of specific microbes. Methods of sterilization and use of disinfectants and chemotherapeutic agents. Prerequisites: None.

BIO181   **4 credits**   **6 periods**
GENERAL BIOLOGY (MAJORS) I
Principles of structure and function of living things at molecular, cellular, and organismic levels of organization. Field trips may be required at students' expense. Prerequisites: None. One year of high school chemistry or one semester of college-level chemistry is strongly recommended.

BIO182   **4 credits**   **6 periods**
GENERAL BIOLOGY (MAJORS) II
Additional principles of structure and function of living things at molecular, cellular, and organismic and higher levels of organization. Field trips may be required at students' expense. Prerequisites: BIO181 or permission of instructor.

BIO201   **4 credits**   **6 periods**
HUMAN ANATOMY AND PHYSIOLOGY I
Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Prerequisites: BIO156, or BIO181, or equivalent, or permission of instructor.

BIO202   **4 credits**   **6 periods**
HUMAN ANATOMY AND PHYSIOLOGY II
Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance. Prerequisites: BIO201 or permission of instructor.

BIO205   **4 credits**   **6 periods**
MICROBIOLOGY
Study of microorganisms and their relationship to health, ecology, and related fields. Prerequisites: BIO156, or BIO181, or equivalent, or permission of instructor.

BUSINESS-PERSONAL COMPUTERS (BPC)

BPC101AA   **1 credit**   **2 periods**
INTRODUCTION TO MICROCOMPUTERS I: IBM
Microcomputer software applications for the IBM personal computer, including electronic spreadsheet and word processing, keyboarding review, and a desktop environment. Prerequisites: None.

BPC101BA   **1 credit**   **1 period**
INTRODUCTION TO MICROCOMPUTERS II: IBM
Microcomputer software applications for the IBM personal computer, including database management, computer graphics, electronic spreadsheet and word processing, and operating system commands. Prerequisites: BPC101AA.

BPC101CA   **1 credit**   **1 period**
INTRODUCTION TO MICROCOMPUTERS III: IBM
Individualized advanced applications of software selected to solve specific problems on the IBM. Prerequisites: BPC101BA or permission of instructor.

BPC102AD   **.5 credit**   **.5 period**
USING WINDOWS: LEVEL I
Basic commands and methods associated with the Windows operating system. Prerequisites: None.

BPC102BD   **.5 credit**   **.5 period**
USING WINDOWS: LEVEL II
Advanced commands and methods of the Windows operating system. Prerequisites: BPC102AD or permission of instructor.

BPC106AH .5 credit .5 period
MS OUTLOOK: LEVEL I
Messaging and word processing functions of a Microsoft Outlook electronic work state. Pre/Corequisites: None.

BPC106BH .5 credit .5 period
MICROSOFT OUTLOOK: LEVEL II
Microsoft Outlook features including sort, filter and group items; templates and forms; information sharing by public folders and Net Folders; share and fax contacts; and record activities in the Journal. Outlook environment customization also covered. Prerequisites: BPC106AH or permission of instructor.

BPC110 3 credits 4 periods
COMPUTER USAGE AND APPLICATIONS
Exploration of computer operations and uses. Specific applications to business-personal computers. Prerequisites: None.

BPC111AA 1 credit 1.7 periods
COMPUTER KEYBOARDING I
Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None.

BPC111AB 1 credit 1.7 periods
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: BPC/OAS111AA or permission of instructor.

BPC114AE 1 credit 2 periods
EXCEL LEVEL I
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, and projections. Prerequisites: None.

BPC114BE 1 credit 2 periods
EXCEL LEVEL II
Additional Excel spreadsheet techniques, including macro programming, database searching, extraction, and linking to obtain prescribed reports and graphs. Prerequisites: BPC/CIS114AE or permission of instructor.

BPC114DE 3 credits 5 periods
EXCEL SPREADSHEET
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, projections, macro programming, database searching, extraction, linking, statistics, and matrix manipulation. Production of graphs and reports. Project design using multiple, integrated spreadsheets. Prerequisites: None.

BPC115AA 1 credit 2 periods
PERSONAL FINANCE SOFTWARE: QUICKEN – LEVEL I
Introduction to the basic features of Quicken, a computerized personal finances software program. Prerequisites: None.

BPC115BA 1 credit 1 period
PERSONAL FINANCE SOFTWARE: QUICKEN – LEVEL II
Advanced business applications using Quicken 99 Home & Business to automate a computerized accounting system for a small business. Prerequisites: BPC115AA.

BPC117AM 1 credit 2 periods
DATABASE MANAGEMENT: MICROSOFT ACCESS - LEVEL I
Introduction to the basic elements of a current version of the Microsoft Access database management program, for casual and beginning users. Prerequisites: None.

BPC117BM 1 credit 2 periods
DATABASE MANAGEMENT: MICROSOFT ACCESS - LEVEL II
Exploration of additional components of the Microsoft Access database management program. Prerequisites: BPC117AM or CIS117AM or permission of instructor.

BPC118AB 1 credit 2 periods
POWERPOINT: LEVEL I
Use of PowerPoint software to produce professional-quality presentation visuals. Prerequisites: None.

BPC121AB 1 credit 2 periods
MS-DOS OPERATING SYSTEM
Use of the MS-DOS operating system: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None.

BPC121AE 1 credit 2 periods
WINDOWS OPERATING SYSTEM: LEVEL I
Specific topics include booting and shutting down the computer, navigating the desktop, start button features, taskbar status, and receiving on-line help support. Exploring and managing folders and files, running programs, and learning about Wordpad and Paint application programs. Prerequisites: None.

BPC130DK 1 credit 2 periods
BEGINNING WORD
Using Word for Windows to create, edit, and print documents. Prerequisites: Ability to keyboard a minimum of 20 wpm or permission of instructor.

BPC135DK 2 credits 2 periods
WORD: LEVEL I
Using Word word processing software to create and name files, edit text, format, and print a variety of documents. Prerequisites: The ability to use a keyboard at a minimum of 24 wpm or permission of instructor.

BPC170 **3 credits** **4 periods**
COMPUTER MAINTENANCE I: A+ PREP
Technical aspects of the microcomputer, including system setup (hardware and software) and basic troubleshooting. Emphasis on basic troubleshooting, use of tools, hardware components and hardware/software interfacing. Prerequisites: CIS105 and BPC121AB or permission of instructor.

BPC171 **1 credit** **2 periods**
RECYCLING USED COMPUTER TECHNOLOGY
Use of hardware maintenance knowledge and skills to refurbish used computers. May be repeated for a total of three (3) credits. Prerequisites or Corequisites: BPC170 or permission of instructor.

BPC235DK **2 credits** **2 periods**
WORD: LEVEL II
Using Word word processing software features such as math, columns, macros, styles, graphics, sort, outlines, and table of contents. Prerequisites: BPC/OAS135DK or permission of instructor.

BPC270 **3 credits** **4 periods**
MICROCOMPUTER MAINTENANCE II
Advanced technical aspects of maintaining and servicing microcomputers. Emphasis placed on installation, periodic maintenance, diagnosis, and/or problem resolution of power system, motherboard, memory, storage devices, and network interface cards. Extensive use of software diagnostic and utility tools. Prerequisites: BPC170 with grade of C or better, or permission of instructor.

CHEMISTRY (CHM)

CHM130 **3 credits** **3 periods**
FUNDAMENTAL CHEMISTRY
Elements of general chemistry for all students. Serves to prepare the student for CHM151 or CHM230. Prerequisites: Grade of "C" or better in CHM090 or MAT091, or MAT092 or MAT102 or satisfactory score on math placement exam. Course Notes: Course content designed to meet the needs of students in such areas as agriculture, home economics, nursing, and physical education among others.

CHM130LL **1 credit** **3 periods**
FUNDAMENTAL CHEMISTRY LABORATORY
Laboratory experience in support of CHM130. Prerequisites or Corequisites: CHM130.

CHM138 **3 credits** **3 periods**
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. This course is designed for specific allied health programs at MCCD.

It may not be applicable to other allied health programs or transferable. Prerequisites: Grade of "C" or better in CHM090; or one year of high school chemistry with a grade of "C" or better; or MAT092 or MAT102 or satisfactory score on placement exam.

CHM138LL **1 credit** **3 periods**
CHEMISTRY FOR ALLIED HEALTH LAB
Laboratory experience in support of CHM138, Chemistry for Allied Health. Prerequisites: None. Corequisites: CHM138.

CHM151 **3 credits** **3 periods**
GENERAL CHEMISTRY I
A detailed study of the principles of chemistry. Designed for science majors and students in pre-professional curricula. Completion of CHM151LL required to meet the Natural Science requirement. Prerequisites: (CHM130 and CHM130LL) or one year high school chemistry with a grade of "C" or better, and completion of Intermediate Algebra or equivalent.

CHM151LL **1 credit** **3 periods**
GENERAL CHEMISTRY I LABORATORY
Laboratory experience in support of CHM151. Prerequisites: CHM130LL or equivalent. Prerequisites or Corequisites: CHM151.

CHM152 **3 credits** **3 periods**
GENERAL CHEMISTRY II
A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Completion of CHM152LL required to meet the Natural Science requirement. Prerequisites: CHM151 and CHM151LL.

CHM152LL **1 credit** **3 periods**
GENERAL CHEMISTRY II LABORATORY
Laboratory experience in support of CHM152. Prerequisites: CHM151LL or equivalent. Prerequisites or Corequisites: CHM152.

CHM230 **3 credits** **3 periods**
FUNDAMENTAL ORGANIC CHEMISTRY
Chemistry of representative groups of organic compounds, emphasizing biological applications. Prerequisites: (CHM130 and CHM130LL), or (CHM151 and CHM151LL). Course Notes: Course content designed to meet the needs of students in agriculture, home economics, nursing, pre physician assistant, and physical education among others.

CHM230LL **1 credit** **3 periods**
FUNDAMENTAL ORGANIC CHEMISTRY LABORATORY
Laboratory experience in support of CHM230. Prerequisites: CHM130LL, or CHM151LL, or equivalent. Prerequisites or Corequisites: CHM230.

CHILD/FAMILY STUDIES (CFS)

CFS101AH   1 credit   1 period
ART ACTIVITIES FOR THE YOUNG CHILD
The creative use of art media and techniques at appropriate developmental levels. Prerequisites: None.

CFS101AP   1 credit   1 period
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.

CFS114   1 credit   1 period
WORKING WITH THE HYPERACTIVE CHILD
Causes of hyperactivity in children; focus on the family's role in identification, treatment and school/community support. Prerequisites: None.

CFS176   3 credits   3 periods
CHILD DEVELOPMENT
Study of human development from the prenatal stage through adolescence, with consideration of parent and adult roles in the life experience of the growing child. Independent observation of children and personal investigation into child-related issues in contemporary America included. Prerequisites: None.

CFS185   1 credit   1 period
DEVELOPING IEPS FOR CHILDREN WITH DISABILITIES
Designed for classroom teachers, special needs teachers, and parents who will be contributing their unique perspectives as members of a team in the writing of an Individualized Education Plan (IEP). Includes legal requirements; perspectives, expertise, and responsibilities of members of the team; and communication techniques to facilitate the process. Prerequisites: CFS/ECH176 and ECH279.

CFS212   3 credits   3 periods
CREATIVE ACTIVITIES FOR THE YOUNG CHILD
Children's development in play, creativity and the arts. Focus on learning environment for creative expression. Field experiences with children in groups. Prerequisites: CFS176/ECH176 or permission of instructor.

CFS257   3 credits   3 periods
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.

CFS269   1 credit   1 period
CHILD CARE SEMINAR
Emphasizes the blend of job-related activities including career exploration, employment procedures, human relations, and on-the-job issues. May be repeated for a total of three (3) credit hours. Prerequisites: Departmental approval.

CFS280   3 credits   3 periods
CHILDREN WITH SPECIAL NEEDS IN EARLY CHILDHOOD EDUCATION
Strategies for working with young children who have handicaps and disabilities in the preschool setting. Types of disabilities, assessment techniques, programming skills and activity design, types of programs, and working with families. Prerequisites: CFS176.

CFS282   1 credit   1 period
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.

CFS284AA   2 credits   2 periods
EARLY CHILDHOOD TEACHING INTERNSHIP
Work experience in child care centers. 80 hours of designated work per credit. Maximum of 6 credits allowed. Prerequisites: CFS/ECH176 and permission of department. Corequisites: CFS/ECH269.

CFS290AA   1 credit   1 period
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.

CISCO NETWORKING TECHNOLOGY (CNT)

CNT140   4 credits   6 periods
CISCO NETWORKING FUNDAMENTALS
Emphasis on the OSI model and industry standards. Includes network topologies, IP addressing, subnet masks, basic network design and cable installation. Preparation for Cisco certification examination. Prerequisites: None.

CNT150   3 credits   6 periods
CISCO NETWORKING ROUTER TECHNOLOGIES
Knowledge of skills to install, configure, customize, maintain and troubleshoot Cisco routers and components. Preparation for Cisco certification examination. Prerequisites: CNT140 or permission of instructor.

CNT160   **3 credits**   **4 periods**
CISCO ADVANCED ROUTING AND SWITCHING
Development of knowledge and skills to configure advanced routing protocols, Local Areas Networks (LANs), and LAN switching. Design and management of advanced networks. Preparation for Cisco certification examination. Prerequisites: CNT 150 or permission of instructor. Corequisites: CNT170.

CNT170   **3 credits**   **4 periods**
CISCO PROJECT BASED LEARNING
Development of knowledge and skills to design and configure advanced wide area network (WAN) projects using Cisco IOS command set. Preparation for Cisco certification examination. Prerequisites: CNT150 or permission of instructor. Corequisites: CNT160.

COMMUNICATION (COM)

COM095   **3 credits**   **3 periods**
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.

COM100   **3 credits**   **3 periods**
INTRODUCTION TO HUMAN COMMUNICATION
Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: None.

COM110   **3 credits**   **3 periods**
INTERPERSONAL COMMUNICATION
Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships. Prerequisites: None.

COM120   **3 credits**   **3 periods**
AMERICAN ENGLISH SPEECH PRODUCTION
Analysis of American speech production problems due to accents produced by another language, correction of misarticulated American speech sounds, critical listening to sound production, understanding American English speech patterns, practicing American idioms and expressions, and preparing and delivering group and individual speech presentations. Prerequisites: None.

COM207   **3 credits**   **3 periods**
INTRODUCTION TO COMMUNICATION INQUIRY
Bases of inquiry into human communication, including introduction to notions of theory, philosophy, problems, and approaches to the study of communication. Required

for communication major status at ASU. Prerequisites: ENG101 or ENG107 or equivalent, and COM100 or equivalent or permission of instructor.

COM225   **3 credits**   **3 periods**
PUBLIC SPEAKING
Designed to improve one's self-confidence and self-concept through improving communication skills used in public speaking. To enhance each student's ability to present his/her ideas in an organized, time constrained format. To improve critical thinking skills and enhance student's ability to express himself or herself objectively, subjectively, and creatively. Prerequisites: ENG101 or ENG107 or equivalent.

COM230   **3 credits**   **3 periods**
SMALL GROUP COMMUNICATION
Principles and processes of small groups and development of skills for participation and leadership in small group settings. Practice in problem solving, decision making, and information sharing. Prerequisites: ENG101 or ENG107 or equivalent.

COM241   **3 credits**   **3 periods**
PERFORMANCE OF LITERATURE
The study, analysis, and preparation for performance of prose, poetry, and dramatic literature. Preparation of material for public audiences. Prerequisites: ENG101 or ENG107 or equivalent.

COM250   **3 credits**   **3 periods**
INTRODUCTION TO ORGANIZATIONAL COMMUNICATION
Introduction to the study of communication in organizations including identification of variables, roles and patterns influencing communication in organizations. Prerequisites: COM207.

COM259   **3 credits**   **3 periods**
COMMUNICATION IN BUSINESS AND PROFESSIONS
Interpersonal, group, and public communication in business and professional organizations. Emphasis on oral communication. Prerequisites: ENG101 or ENG107 or equivalent.

COM263   **3 credits**   **3 periods**
ELEMENTS OF INTERCULTURAL COMMUNICATION
Basic concepts, principles, and skills for improving oral communication between persons from different minority, racial, ethnic, and cultural backgrounds. Prerequisites: None.

COM275   **3 credits**   **3 periods**
NONVERBAL COMMUNICATION
Effects of space, time, body movements, environment, objects, and voice quality on human communication and interaction. Prerequisites: None.

COMPUTER-AIDED DRAFTING (CAD)

CAD103AA   **1 credit   1 period**
BASIC PRINT READING FOR MANUFACTURING
Basic print reading knowledge and skills necessary for workers in the manufacturing field. Visualization, interpretation and analysis of common manufacturing drawings, and other design documentation. Prerequisites: None.

COMPUTER INFORMATION SYSTEMS (CIS)

CIS100   **.5 credit   .5 period**
INTERNET: A TOOL FOR LEARNING
Use of the internet to promote learning. Focus on Internet services and access. Information provided on browsing, Internet addresses, naming conventions, search concepts and techniques, using bookmarks and capturing information. Prerequisites: None.

CIS102   **1 credit   1 period**
CUSTOMER SERVICE/TECHNICAL SUPPORT
Examines behaviors necessary to develop and support an effective client service organization. Focuses on methods of increasing the effectiveness of help-desk professionals when responding to a range of customer conditions. Prerequisites: None.

CIS105   **3 credits   4 periods**
SURVEY OF COMPUTER INFORMATION SYSTEMS
Overview of computer information systems, fundamental computer concepts, and programming techniques. Hands-on experience with selected business software and one programming language. Prerequisites: None.

CIS114AE   **1 credit   2 periods**
EXCEL: LEVEL I
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, and projections. Prerequisites: None.

CIS114DE   **3 credits   5 periods**
EXCEL SPREADSHEET
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, projections, macro programming, database searching, extraction, linking, statistics, and matrix manipulation. Production of graphs and reports. Project design using multiple, integrated spreadsheets. Prerequisites: None.

CIS117AM   **1 credit   2 periods**
DATABASE MANAGEMENT: MICROSOFT ACCESS - LEVEL I
Introduction to the basic elements of a current version of the Microsoft Access database management program, for casual and beginning users. Prerequisites: None.

CIS119DO   **3 credits   4 periods**
INTRODUCTION TO ORACLE: SQL AND PL/SQL
Use of Oracle tools and methodologies to fulfill real-world business information requirements. Hands-on exercises for designing and creating database structures to store, retrieve, update, and display data in a relational database. Creating PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Prerequisites: CIS105 or permission of instructor.

CIS119DP   **3 credits   4 periods**
ORACLE: DATABASE ADMINISTRATION
Develops a conceptual understanding of the Oracle database architecture and reinforces learning with structured hands-on practices. Designed to give the Oracle database administrator (DBA) a firm foundation in basic administrative tasks. Prerequisites: CIS119DO or CIS126AA or CIS126DA or permission of instructor.

CIS121AB   **1 credit   2 periods**
MS-DOS OPERATING SYSTEM
The use of the MS-DOS operating system: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None.

CIS121AE   **1 credit   2 periods**
WINDOWS OPERATING SYSTEM: LEVEL I
Specific topics include booting and shutting down the computer, navigating the desktop, start button features, taskbar status, and receiving on-line help support. Exploring and managing folders and files, running programs, and learning about Wordpad and Paint application programs. Prerequisites: None.

CIS126AA   **1 credit   2 periods**
UNIX OPERATING SYSTEM: LEVEL I
Use of the UNIX operating system: system components, built-in commands, files and directories, editors, and UNIX Shell and command lines. Prerequisites: None.

CIS126BA   **1 credit   1 period**
UNIX OPERATING SYSTEM: LEVEL II
Installation, configuration, and maintenance of the UNIX operating system. Prerequisites: CIS126AA.

CIS126CA   **1 credit   1 period**
UNIX OPERATING SYSTEM: LEVEL III
Create login scripts and batch files, and maintain system communications. Prerequisites: CIS126BA.

CIS126DA   **3 credits   4 periods**
UNIX OPERATING SYSTEM
Use of a UNIX operating system including system components, built-in commands, files, and directories, editors, and UNIX shell and command lines. Installation, configuration, and maintenance of a UNIX operating system. Create scripts and batch files, and maintain system communications. Prerequisites: None.

CIS131AA   **1 credit   1 period**
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.

CIS133AA   **1 credit   2 periods**
THE INTERNET: LEVEL I
Overview of the Internet and its resources. Hands-on experience with various Internet communication tools. Prerequisites: None.

CIS133BA   **1 credit   1 period**
THE INTERNET: LEVEL II
Exploration of additional Internet resources. Hands-on experience with a variety of resource discovery and information retrieval tools. Prerequisites: BPC/CIS133AA.

CIS150   **3 credits   4 periods**
PROGRAMMING FUNDAMENTALS
Structured program design and logic tools. Use of computer problems to demonstrate and teach concepts using appropriate programming language. Prerequisites: CIS105, or permission of instructor.

CIS159   **3 credits   4 periods**
VISUAL BASIC PROGRAMMING I
Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: CIS105, or permission of instructor.

CIS162AB   **3 credits   4 periods**
C++: LEVEL I
Introduction to C++ programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: CIS105, or permission of instructor.

CIS163AA   **3 credits   4 periods**
JAVA PROGRAMMING: LEVEL I
Introduction to Java programming. Includes features needed to construct Java Applets, Java Applications, control structures, methods, arrays, character and string manipulation, graphics, and object-oriented programming. Prerequisites: CIS105.

CIS164AB   **2 credits   3 periods**
ORACLE: PL/SQL PROGRAMMING
Writing PL/SQL procedures, functions, and packages. Creating and managing PL/SQL program units and database triggers in Oracle development environments. Managing dependencies and manipulating large objects. Prerequisites: CIS119DO, or permission of the instructor.

CIS164AG   **2 credits   3 periods**
ORACLE: DATA MODELING AND
RELATIONAL DATABASE DESIGN
Top-down, systematic approach to developing a relational database and defining requirements as entities, attributes, and relationships. Developing an entity-relationship (ER) diagram that accurately reflects the business. Mapping the ER diagram to an initial database design. Prerequisites: CIS105 or permission of instructor.

CIS166   **3 credits   4 periods**
WEB SCRIPTING/PROGRAMMING
Software development for Web sites, including client-side script and Common Gateway Interface (CGI) scripting. Covers Web-based transaction processing and use of databases in conjunction with the Web. Includes security issues. Prerequisites: CIS126DA or permission of instructor.

CIS190   **3 credits   4 periods**
INTRODUCTION TO LOCAL AREA NETWORKS
Overview of local area networks. Emphasis on the elements of a local area network, current issues and products, and use of a local area network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Prerequisites: CIS105, or permission of instructor.

CIS191   **3 credits   4 periods**
NOVELL NETWARE SYSTEM ADMINISTRATION
Knowledge and skills required to administer or manage a Novell NetWare local area network operating system. Level I, II, and III network management tasks. Prerequisites: CIS105, or permission of instructor.

CIS225AB   **3 credits   4 periods**
OBJECT-ORIENTED ANALYSIS AND DESIGN
Methodologies and notations for fundamental object-oriented analysis and design including use cases, objects, classes, stereotypes, and relationships. Object-oriented iterative process for system development. A continuous application development exercise for applying the analysis and design concepts. Prerequisites: Any program language, or permission of instructor.

CIS233AA   **1 credit   2 periods**
THE INTERNET WEB PUBLISHING I
Introduction to designing and creating pages on the Internet's World Wide Web using the hypertext markup language (HTML). Hands-on experience authoring HTML and preparing beginning web documents. Prerequisites: BPC/CIS133BA or permission of instructor.

CIS233BA   **1 credit   1 period**
THE INTERNET WEB PUBLISHING II
Advanced hypertext markup language (HTML), including tables, forms, image maps, gateway scripts, and multimedia. Hands-on experience designing advanced Web presentations. Prerequisites: CIS233AA or permission of instructor.

CIS233DA   **3 credits   4 periods**
THE INTERNET WEB PUBLISHING
Design and creation of presentations on the Internet's World Wide Web with the Web's hypertext markup language (HTML). Hands-on experience authoring HTML and preparing web documents. Covers emerging issues in Web publishing. Prerequisites: BPC/CIS133BA or BPC/CIS133DA or permission of instructor.

CIS235   **3 credits   4 periods**
E-COMMERCE
Introduction to Electronic Commerce on the Internet. Designing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, credit card and other debit transaction covered. Also includes current issues in e-commerce. Prerequisites: CIS233DA.

CIS238   **3 credits   4 periods**
ADVANCED UNIX SYSTEM ADMINISTRATION
System administration tasks using one or more versions of UNIX. Topics include: installing the operating system, configuring peripherals, security, monitoring system performance, networking, and troubleshooting. Prerequisites: CIS126DA, or permission of instructor.

CIS263AA   **3 credits   4 periods**
JAVA PROGRAMMING: LEVEL II
Intermediate Java programming. Includes features needed to construct object-oriented programming, multithreading, multimedia, files, streams and data structure. Prerequisites: CIS163AA or permission of the instructor.

CIS270   **3 credits   4 periods**
DATA COMMUNICATIONS
Exploration of data communication and network technologies, security, functionality, specifications of various protocols, industry standards, media types, and access methods. Local, metropolitan, enterprise, and wide area networks discussed. Prerequisites: CIS190, or MST140, or permission of instructor.

CIS290AA   **1 credit   6 periods**
CIS290AB   **2 credits   12 periods**
CIS290AC   **3 credits   18 periods**
COMPUTER INFORMATION SYSTEMS INTERNSHIP
Work experience in business or industry. Prerequisites: Permission of instructor.

COMPUTER SCIENCE (CSC)

CSC100   **3 credits   3 periods**
INTRODUCTION TO COMPUTER SCIENCE
FOR NON-COMPUTER MAJORS
Concepts of problem solving, structured programming in a C++, fundamental algorithms and techniques, and computer system concepts. Social and ethical responsibilities. Intended for majors other than Computer Science. Prerequisites: MAT120 or MAT121 or MAT122.

CSC110AA   **3 credits   4 periods**
INTRODUCTION TO COMPUTER SCIENCE FOR MAJORS
Concepts of problem solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering Majors. Prerequisites: MAT120 or MAT121 or MAT122.

CSC120   **4 credits   6 periods**
DIGITAL DESIGN FUNDAMENTALS
Number systems, conversion methods, binary and complement arithmetic, Boolean switching algebra and circuit minimization techniques. Analysis and design of combinational logic, flip-flops, simple counters, registers, ROMs, PLDs, synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits. Prerequisites: CSC100, or CSC110 or CSC181, or ELE181, or NET181, or equivalent, or permission of instructor.

CSC181   **3 credits   3 periods**
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.

CSC181AA   **3 credits   4 periods**
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.

CSC200AA   3 credits   4 periods
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: CSC110 or (CSC100 or equivalent) and permission of instructor.

CSC225   4 credits   5 periods
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: [(CSC100 or CSC110 or CSC200) and CSC/EEE120] or permission of instructor.

COUNSELING & PERSONAL DEVELOPMENT (CPD)

CPD096   2 credits   2 periods
PERSONAL SUCCESS IN COLLEGE
Student attitudes, behaviors, and skills required for success in college. Includes an overview of instructional strategies commonly used in college classrooms, use of resources, and identification of obstacles to academic progress, and to effective communication. Prerequisites: None.

CPD102AA   2 credits   2 periods
ASSERTIVENESS TRAINING
Designed to help students differentiate assertive, non-assertive and aggressive behavior, overcome blocks to acting assertively, establish boundaries, and develop effective verbal and nonverbal assertive behavior. Group discussion, role playing, and videotape feedback are used to enable students to express feelings, beliefs, and opinions in a direct, appropriate manner. Prerequisites: None.

CPD102AB   2 credits   2 periods
CAREER EXPLORATION
Designed to assist students making career choices. Focuses on self-assessment in terms of educational and career opportunities and reasonable possibilities in the world of work. Includes assessment for personal/career interests, values, needs, attitudes, skills, and other potential, and exploration of occupational information to establish career and educational goals. Prerequisites: None.

CPD102AD   2 credits   2 periods
ELIMINATING SELF-DEFEATING BEHAVIOR
Designed to help students change behaviors that work against their potential, i.e., inferior feelings, shyness, nervousness, stage fright, under achievement etc. Focus on identifying undesirable thoughts, emotions and behaviors, for the purpose of developing alternative, and more desirable thoughts, emotions and behaviors. Prerequisites: None.

CPD102AF   2 credits   2 periods
HUMAN SEXUALITY
Enables students to view their own sexuality as a normal aspect of personal development. Examination of masculine and feminine differences and/or conflicts in social roles, emotions, and physical development. Prerequisites: None.

CPD102AH   2 credits   2 periods
STRESS MANAGEMENT
Reviews the sources of stress, the physiological effects and the psychological impact of stress on the individual. Provides strategies to reduce stress. Prerequisites: None.

CPD102AS   2 credits   2 periods
CONFLICT RESOLUTION
Developing new skills for dealing effectively with everyday conflict and improving quality of one's own life. Opportunity to discuss issues and seek cooperative resolutions. Prerequisites: None

CPD103BA   2 credits   2 periods
WOMEN IN TRANSITION
Designed to assist and support women who are experiencing life transitions. Emphasis on assessing self-potential, increasing self-confidence, managing life change, and exploring education/career/life options in terms of the realities of roles for women today. Prerequisites: None.

CPD103BH   2 credits   2 periods
MALE-FEMALE COMMUNICATION
Designed to provide students with a better understanding of male-female characteristics and how that along with a renewed emphasis on basic communication skills will improve communication between the sexes. Prerequisites: None.

CPD104   3 credits   3 periods
CAREER AND PERSONAL DEVELOPMENT
An overview of the process of career/life planning through self-awareness and understanding. Focus on specific skill development such as dealing with change, decision making, goal setting and understanding lifestyles. Provides opportunity to evaluate interests, skills and values. Emphasis on the development of a comprehensive career search process which includes current occupational information, specific tools for researching the job market and acquiring employment. Prerequisites: None.

CPD150   **3 credits**   **3 periods**
STRATEGIES FOR COLLEGE SUCCESS
Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. Prerequisites: None.

CPD150AA   **1 credit**   **1 period**
COLLEGE ORIENTATION & 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.

CPD150AB   **1 credit**   **1 period**
STUDY SKILLS DEVELOPMENT
Emphasis on increasing student success through the use of study strategies including materials organization, note-taking, reading, test-taking, memory, and critical and creative thinking. Prerequisites: None.

CPD150AC   **1 credit**   **1 period**
EDUCATIONAL AND CAREER PLANNING
Emphasis on increasing student success through educational and career planning. Prerequisites: None.

CPD160   **3 credits**   **3 periods**
INTRODUCTION TO MULTICULTURALISM
Examination of the multiple cultures and subcultures within the contemporary United States. Personal exploration of awareness and appreciation of multiculturalism. Activities for experiencing diverse cultural perspectives. Skills for recognizing, analyzing, and mediating cultural and psychological factors impacting conflict and accord between diverse cultures. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. Prerequisites: None.

CRIME AND INTELLIGENCE ANALYSIS (CIA)

Course Notes for all Crime and Intelligence Analysis courses: For students to receive Az POST (Arizona Peace Officer Standards and Training) continuing education credits upon completion of this course, the student must be a sworn law enforcement officer, and the course must be taught by an Az POST General Instructor or specialized civilian instructor who has completed the Az POST General Instructor training.

CIA210   **2 credits**   **2 periods**
INTRODUCTION TO CRIME AND INTELLIGENCE ANALYSIS I
Basic crime analysis and intelligence analysis methodologies and functions in the law enforcement environment. Intelligence analysis includes types of intelligence, the intelligence process, intelligence cycle, and analytical charting. Crime analysis includes types of crime analysis, administration of crime analysis, data collection and data integrity, research methodology, statistics, spatial analysis, and tactical analysis. Information presentations and employment overview. Prerequisites: None.

CIA220   **3 credits**   **3 periods**
LINK ANALYSIS, VISUAL INVESTIGATIVE ANALYSIS (VIA), AND TIME EVENT CHARTING (TEC)
Use of link analysis, visual investigative analysis (VIA), and time event charting (TEC) as analytical tools in a criminal justice environment. Includes analysis techniques, chart development, and an overview of commonly used software applications. Prerequisites: CIA210 or permission of instructor.

CIA230   **3 credits**   **3 periods**
TELEPHONE TOLL AND FLOW ANALYSIS
Use of telephone toll analysis and flow charting as analytical tools in a criminal justice environment. Includes analysis techniques, chart development, and an overview of commonly used software applications. Prerequisites: CIA220 or permission of instructor.

CIA240   **3 credits**   **3 periods**
CRIME ANALYSIS
Basics of crime analysis and skills needed to predict future crime occurrences and create crime bulletins by using information to analyze crimes and crime trends. Includes crime analysis types and how they are used in the criminal justice environment, the crime analysis process, crime mapping, and computer software applications used in crime analysis. Prerequisites: Demonstrate knowledge and skills by passing the basic Microsoft Word word processing and basic Microsoft Excel spreadsheets sections within the Crime and Intelligence Analysis Course Prerequisite Assessment Test, or permission of instructor.

CIA250   **3 credits**   **3.75 periods**
STATISTICS FOR CRIME ANALYSIS
Introduction to the use of statistics in crime analysis. Includes an overview of inferential and descriptive statistics, computing the types of statistics that are most frequently utilized in crime analysis, and using software tools to conduct statistical analysis. Prerequisites: Demonstrate knowledge and skills by passing the Microsoft Excel spreadsheets and basic mathematics sections within the Crime and Intelligence Analysis Course Prerequisite Assessment Test, or permission of instructor.

CIA260   **2 credits**   **3.6 periods**
ANALYSIS USING GEOGRAPHIC INFORMATION SYSTEMS (GIS)
Using Geographic Information Systems (GIS) ArcView software in the performance of intelligence analysis and the three phases of crime analysis: administrative, strategic, and tactical. Various types of maps, hot spot identification, crime patterns, crime reports, and spatial analysis are introduced. Extensions and other tools to support the three phases of crime analysis

implementation. Prerequisites: Demonstrate knowledge and skills by passing the basic Microsoft Word word processing, basic Microsoft Excel spreadsheets, and basic Windows operating sections within the Crime and Intelligence Analysis Course Prerequisite Assessment Test, or permission of instructor. CIA250 suggested but not required.

CRITICAL READING (CRE)

CRE101 3 credits 3 periods
CRITICAL AND EVALUATIVE READING
Emphasis on applying critical inquiry skills to varied and challenging reading materials. Includes analysis, synthesis, and evaluation through written discourse. Prerequisites: ENG101 and (reading placement test score of 41 or higher (ASSET), or grade of "C" or better in RDG091, or permission of instructor.)

Also see Reading Education (RDG).

CULTURAL GEOGRAPHY (GCU)

GCU121 3 credits 3 periods
WORLD GEOGRAPHY I: EASTERN HEMISPHERE
Description and analysis of areal variations in social, economic, and political phenomena in major world regions. Emphasis on Europe, Russia, North Africa, and the Asian world. Prerequisites: None.

GCU122 3 credits 3 periods
WORLD GEOGRAPHY II: WESTERN HEMISPHERE
Description and analysis of variations in social, economic, and political phenomena in major world regions. Emphasis on Sub-Saharan Africa, Latin America, and Anglo America. Prerequisites: None.

DANCE (DAN)

DAN131 1 credit 3 periods
BALLET I
Introduction to the theory and practice of ballet at the beginning level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: None. Corequisites: DAN138 for dance majors.

DAN132 1 credit 3 periods
MODERN DANCE I
Introduction to the theory and practice of modern dance at the beginning level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: None. Corequisites: DAN138 for dance majors.

DAN133 1 credit 3 periods
MODERN JAZZ DANCE I
Introduction to the theory and practice of modern jazz dance at the beginning level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: None. Corequisites: DAN138 for dance majors.

DAN134 1 credit 3 periods
BALLET II
Theory and practice of ballet at the advanced beginning level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN131 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN135 1 credit 3 periods
MODERN DANCE II
Theory and practice of modern dance at the advanced beginning level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN132 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN136 1 credit 3 periods
MODERN JAZZ DANCE II
Theory and practice of modern jazz dance at the advanced beginning level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN133 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN138 1 credit 1 period
DANCE SEMINAR I
Scientific and critical evaluation of work done in level I dance technique allowing the student to engage in in-depth discussion of the theory and practice of dance. Prerequisites: None. Corequisites: DAN131 or DAN132 or DAN133.

DAN139 1 credit 1 period
DANCE SEMINAR II
Scientific and critical evaluation of work done in level II dance technique allowing the student to engage in in-depth discussion of the theory and practice of dance. Prerequisites: None. Corequisites: DAN134, or DAN135, or DAN136.

DAN140 1 credit 3 periods
TAP DANCE I
An introduction to the theory and practice of tap dance. May be repeated for a total of two (2) semester credit hours. Prerequisites: None.

DAN141   **1 credit**   **3 periods**
DANCE WORKSHOP
An intensive experience in the process of choreography, performance, and production elements. May be repeated for a total of two (2) semester credit hours. Prerequisites: None.

DAN150   **1 credit**   **3 periods**
DANCE PERFORMANCE I
An introduction to the process and practice of dance performance. May be repeated for a total of two (2) semester credit hours. Prerequisites: None.

DAN164   **1 credit**   **3 periods**
IMPROVISATION
An introduction to and an exploration of basic improvisational dance skills. Prerequisites: None.

DAN210   **3 credits**   **3 periods**
DANCE PRODUCTION I
Introduction to the elements of light, sound, and scenery as they relate to the art of dance. Prerequisites: None.

DAN211   **3 credits**   **3 periods**
DANCE PRODUCTION II
Introduction to the theory and practice of makeup and costuming as they relate to dance. Prerequisites: None.

DAN221   **2 credits**   **3 periods**
RHYTHMIC THEORY FOR DANCE I
Exploration of the ways in which music, time, pitch, and energy work with the art of dance. Emphasis on reading and writing music notation and performing movement that correlates to the notation and vice versa. Prerequisites: None.

DAN222   **2 credits**   **3 periods**
RHYTHMIC THEORY FOR DANCE II
Study at the intermediate level of the ways in which music, time, pitch, and energy work with the art of dance with an emphasis on small group movement projects and their relationship to musical time and structure. Prerequisites: DAN221 or permission of instructor.

DAN231   **1 credit**   **3 periods**
BALLET III
Theory and practice of ballet at the beginning intermediate level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN134 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN232   **1 credit**   **3 periods**
MODERN DANCE III
Theory and practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN135 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN233   **1 credit**   **3 periods**
MODERN JAZZ DANCE III
Theory and practice of modern jazz dance at the beginning intermediate level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN136 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN234   **1 credit**   **3 periods**
BALLET IV
Theory and practice of ballet at the intermediate level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN231 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN235   **1 credit**   **3 periods**
MODERN DANCE IV
Theory and practice of modern dance at the intermediate level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN232 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN236   **1 credit**   **3 periods**
MODERN JAZZ DANCE IV
Theory and practice of modern jazz dance at the intermediate level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN233 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN238   **1 credit**   **1 period**
DANCE SEMINAR III
Scientific and critical evaluation of work done in level III dance technique allowing the student to engage in in-depth discussion of the theory and practice of dance. Prerequisites: None. Corequisites: DAN231, or DAN232, or DAN233.

DAN239   **1 credit**   **1 period**
DANCE SEMINAR IV
Scientific and critical evaluation of work done in level IV dance technique allowing the student to engage in in-depth discussion of the theory and practice of dance. Prerequisites: None . Corequisites: DAN234, or DAN235, or DAN236.

DAN264   3 credits   3 periods
CHOREOGRAPHY I
Study of basic dance choreography to include construction of a phrase, structure and form in a composition, and the basic elements of time, space and energy. Prerequisites: None.

DAN265   3 credits   3 periods
CHOREOGRAPHY II
Exploration of the craft of choreography at the intermediate level. Experimentation with the various approaches to contemporary choreography as established by 20th century artists. Prerequisites: DAN264.

DAN267   3 credits   3 periods
DANCE FOR CHILDREN
Theory and practice of teaching creative, folk, square and other dance forms for children. Includes field experience. Prerequisites: None.

DAN280   2 credits   6 periods
DANCE PRACTICUM
A culmination of coursework for the dance major requiring completion of an extended choreographic work from conception to performance. Also requires a final evaluative paper on the successes and challenges encountered throughout the project. Prerequisites: DAH100, DAH190, DAN150, DAN210, DAN211, DAN222, DAN231, DAN232, DAN233, DAN238, DAN265, and ENG101, or permission of instructor. Corequisites: DAN234, or DAN235, or DAN236, or permission of instructor.

DANCE HUMANITIES (DAH)

DAH100   3 credits   3 periods
INTRODUCTION TO DANCE
Overview of the field of dance focusing on origins, historical development, and cultural characteristics of the various styles of dance. Prerequisites: None.

DAH190   1 credit   1 period
DISCOVERING DANCE CAREERS
An overview of the professional opportunities available in dance and dance related fields. Prerequisites: None.

DAH201   3 credits   3 periods
WORLD DANCE PERSPECTIVES
Exploration, analysis, synthesis, and evaluation of the role of dance in various cultures around the world. Prerequisites: ENG101, or ENG107, or equivalent. DAH100 strongly suggested but not required.

EARLY CHILDHOOD EDUCATION (ECH)

ECH176   3 credits   3 periods
CHILD DEVELOPMENT
Study of human development from the prenatal stage through adolescence, with consideration of parent and adult roles in the life experience of the growing child. Independent observation of children and personal investigation into child-related issues in contemporary America. Prerequisites: None.

ECH201   3 credits   3 periods
CLASSROOM AND PHYSICAL MANAGEMENT
OF CHILDREN WITH SPECIAL NEEDS
Overview of techniques for managing classroom, physical, and emotional needs of special needs children. Observation techniques, methods of guiding individual and group behavior, physiological and psychological changes, safety issues, support devices and their application, and implication of medications will be explored. Prerequisite: EDU160.

ECH212   3 credits   3 periods
CREATIVE ACTIVITIES FOR THE YOUNG CHILD
Children's development in play, creativity and the arts. Focus on learning environment for creative expression. Field experiences with children in groups required. Prerequisites: CFS176/ECH176 or permission of instructor.

ECH214   3 credits   3 periods
PRESCHOOL EDUCATION
Considers all aspects of the preschool curriculum. Philosophy, principles, problems, and evaluation in the integrated experience program. Classroom planning and organization. Participation in a preschool program and practice guiding children in learning experiences. Prerequisites: None.

ECH238   1 credit   1 period
COMPUTERS IN EARLY CHILDHOOD
Comparison of computers as a teaching device with traditional early childhood learning materials. Hands-on experience with child/computer interaction and software evaluation. Prerequisites: None.

ECH269   1 credit   1 period
CHILD CARE SEMINAR
Emphasizes the blend of job-related activities including career exploration, employment procedures, human relations, and on-the-job issues. May be repeated for a total of three (3) credit hours. Prerequisites: Departmental approval.

ECH270   1 credit   1 period
OBSERVING YOUNG CHILDREN
Introduction to techniques of observing young children. Recording methods, interpretation and use of collected information including legal and ethical implications. Prerequisites: None.

ECH272   1 credit   1 period
SCIENCE FOR THE YOUNG CHILD
Methods and techniques for encouraging beginning scientific thinking among young children. Focus upon the theory of Jean Piaget. Prerequisites: None.

ECH273   1 credit   1 period
MATH FOR THE YOUNG CHILD
Methods and techniques for encouraging the beginnings of mathematical/logical thought with young children. Focus upon the theory of Jean Piaget. Prerequisites: None.

ECH275   1 credit   1 period
LITERACY DEVELOPMENT AND THE YOUNG CHILD
Literacy from birth through the early childhood years. Focus on developmentally appropriate ways to encourage speaking, listening, writing, and reading in the home and classroom. Prerequisites: None.

ECH281   1 credit   1 period
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.

ECH283   1 credit   1 period
PHYSICAL WELL-BEING OF THE YOUNG CHILD
Ensuring the physical health and safety of young children through age-appropriate environments, routines, and learning experiences. Prerequisites: None.

ECH284AA   2 credits   2 periods
EARLY CHILDHOOD TEACHING INTERNSHIP
Work experience in child care centers. 80 hours of designated work per credit. Maximum of 6 credits allowed. Prerequisites: CFS/ECH176 and permission of department. Corequisites: CFS/ECH269.

ECONOMICS (ECN)

ECN111   3 credits   3 periods
MACROECONOMIC PRINCIPLES
A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. Prerequisites: None.

ECN112   3 credits   3 periods
MICROECONOMIC PRINCIPLES
Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes non-competitive market structures such as monopoly and oligopoly; and the effects of government regulation. Selected issues examined. Prerequisites: None.

ECN212   3 credits   3 periods
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: ECN112 or permission of instructor.

EDUCATION (EDU)

EDU160   3 credits   3 periods
INTRODUCTION TO DEVELOPMENTAL DISABILITIES
Basic overview of causation, prevention and habilitation of developmentally disabled individuals. Historical development and influences affecting remediation and treatment of developmentally delayed or disabled individuals. Prerequisites: None.

EDU161   3 credits   3 periods
FAMILY CENTERED SERVICES
Specific techniques and strategies available to families that enhance interactions with a special needs child. An overview of dynamics of family-child and parent-child relations. Legislation affecting children with special needs. Prerequisites: None.

EDU205   3 credits   3 periods
SELF-ASSESSMENT FOR TEACHING
An exploratory course for students considering a teaching career. Examination of the field of education in the United Sates through field experiences, self-assessment activities and career information. Prerequisites: None.

EDU221   3 credits   3 periods
INTRODUCTION TO EDUCATION
Overview of education and educational institutions in our society, including current issues, responsibilities, and qualifications of educators. Opportunity for students to assess their interest in this area. Prerequisites: None. Course Notes: Requires minimum of 30 hours of field experience in elementary or secondary classroom environment.

EDU222   3 credits   3 periods
INTRODUCTION TO THE EXCEPTIONAL LEARNER
Overview of the exceptional learner, one who differs from the average or normal, with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mildly disabled,

severely disabled, emotionally and behaviorally disordered, mentally retarded, and gifted students. Prerequisites: None. Course Notes: May include twenty (20) hours of field experience in an elementary or secondary classroom environment.

EDU230   3 credits   3 periods
CULTURAL DIVERSITY IN EDUCATION
Examination of the relationship of cultural values to the formation of the child's self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on preparing future teachers to offer an equal educational opportunity to children of all cultural groups. Prerequisites: None.

EDU250   3 credits   3 periods
OVERVIEW OF THE COMMUNITY COLLEGES
The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Prerequisites: None.

EDU291   3 credits   3 periods
CHILDREN'S LITERATURE
Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None.

ELECTRICAL ENGINEERING (EEE)

EEE120   4 credits   6 periods
DIGITAL DESIGN FUNDAMENTALS
Number systems, conversion methods, binary and complement arithmetic, Boolean switching algebra and circuit minimization techniques. Analysis and design of combinational logic, flip-flops, simple counters, registers, ROMs, PLDs, synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits. Prerequisites: CSC100, or CSC110 or CSC181, or ELE181, or NET181, or equivalent, or permission of instructor.

EEE225   4 credits   5 periods
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: [(CSC100 or CSC110 or CSC200) and CSC/EEE120] or permission of instructor.

ELECTRONICS TECHNOLOGY (ELT)

ELT100   3 credits   3 periods
SURVEY OF ELECTRONICS
An introduction to the field of electronics for those who may not intend to specialize in electronics. Essentially nonmathematical in nature; includes familiarization with a wide range of electronic components. Application to electronic systems, such as radio transmitters and receivers - both AM and FM, television transmitters and receivers, logic control, and computers. Application also to automotive electronics. Prerequisites: None.

ENGINEERING SCIENCE (ECE)

ECE102AA   2 credits   4 periods
ENGINEERING ANALYSIS TOOLS AND TECHNIQUES
Learning culture of engineering, engineering use of computer tools, and computer modeling as applied to engineering analysis and design. Prerequisites: Two years of high school algebra or MAT122 or departmental approval. Corequisites: MAT151 or MAT182 or MAT187.

ECE103AB   2 credits   4 periods
ENGINEERING PROBLEM SOLVING AND DESIGN
Fundamentals of the design process: engineering modeling, communication and problem-solving skills in a team environment. Emphasis on process-based improvements to the design process. Introduction to engineering as a profession. Prerequisites: ECE102, high school physics, or PHY111.

ECE201   4 credits   6 periods
ELECTRICAL NETWORK I
Introduction to electrical networks. Component models, transient and steady state analysis. Prerequisites: ECE103. Prerequisites or Corequisites: MAT262, and (PHY115 and PHY116) or (PHY121 and PHY131).

ECE211   3 credits   5 periods
ENGINEERING MECHANICS-STATICS
Mathematical treatment of the basic physical principles of statics. Methods of vector algebra and vector calculus. Prerequisites: ECE103, (MAT230 or MAT231), and (PHY115 or PHY121). Corequisites: MAT241.

ECE212   3 credits   5 periods
ENGINEERING MECHANICS-DYNAMICS
Kinematics and kinetics of particles, translating and rotating coordinate systems, rigid body kinematics, dynamics of systems of particles and rigid bodies, and energy and momentum principles. Prerequisites: ECE211 and MAT241.

ENGLISH (ENG)

ENG061   3 credits   3 periods
BASIC WRITING SKILLS
Emphasis on basic writing skills, including grammar and mechanics necessary to write clear and correct sentences in paragraphs. Prerequisites: Appropriate English placement test score, or ENG056. (NOTE: Change in requisite effective spring semester 2003: Prerequisites: Appropriate English placement test score, or ENG056 with a grade of "C" or better, or permission of department/division chair.)

ENG071   3 credits   3 periods
FUNDAMENTALS OF WRITING
Emphasis on the fundamentals of sentence, paragraph, and multi-paragraph structure. Prerequisites: Appropriate English placement test score, or ENG056, or ENG061, or permission of department chair. (NOTE: Change in requisite effective spring semester 2003: Prerequisites: Appropriate English placement test score, or ENG056 with a grade of "C" or better, or ENG061 with a grade of "C" or better, or permission of department/division chair.)

ENG101   3 credits   3 periods
FIRST-YEAR COMPOSITION
Standard English writing skills. Emphasis on expository composition. Prerequisites: Appropriate English placement test score or a grade of "C" or better, in ENG071.

ENG102   3 credits   3 periods
FIRST-YEAR COMPOSITION
Continued development of standard English writing skills. Introduction to research, note taking, organization, and documentation in the preparation and writing of a research paper. Prerequisites: ENG101 with a grade of "C" or better.

ENG107   3 credits   3 periods
FIRST-YEAR COMPOSITION FOR ESL
Equivalent of ENG101 for students of English as a Second Language (ESL). Standard American English writing skills and emphasis on expository composition. Prerequisites: Appropriate ESL or ASSET placement test score, or a grade of "C" or better in ESL040, or (ESL040AA, ESL040AB, and ESL040AC), or ESL042, or ENG071 or ESL077.

ENG108   3 credits   3 periods
FIRST-YEAR COMPOSITION FOR ESL
Equivalent of ENG102 for students of English as a second language (ESL). Continued development of standard English writing skills. Introduction to research, note taking, organization and documentation in the preparation and writing of a research paper. Not open to students who have completed ENG101. Prerequisites: Grade of "C," or better, in ENG107.

ENG111   3 credits   3 periods
TECHNICAL WRITING
Analysis, planning, organization, research, and writing of technical reports and oral presentations for specific job-related audiences. Preparation of recommendation and feasibility reports, proposals, and applications of graphics in documents and oral presentations. Prerequisites: ENG101 with a grade of "C" or better, or permission of instructor.

ENG210   3 credits   3 periods
CREATIVE WRITING
Skills and techniques used in the production of marketable materials for contemporary publications that buy prose fiction, poetry, and expository articles. May be repeated for a total of six (6) credit hours with departmental approval. Prerequisites: ENG102 with a grade of "C", or better or permission of department.

ENG217   3 credits   3 periods
PERSONAL AND EXPLORATORY WRITING
Using writing to explore one's self and the world one lives in; emphasis on expository writing as a means of learning. Prerequisites: ENG101 and ENG102.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL001   6 credits   6 periods
BASIC ENGLISH AS A SECOND LANGUAGE I
Listening, speaking, reading, and writing in English at a basic level. Focus on survival skills related to life in the United States. Introduction to elementary grammatical patterns. Prerequisites: None. Course Notes: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of twelve (12) credits.

ESL001   6 créditos   6 períodos
INGLÉS COMO SEGUNDO IDIOMA I
Énfasis en conversacíon, pronunciacíon, vocabulario, y gramática básica. También incluye algo de lectura y escritura de oraciones. Pre-requisitos: un examen de inglés.

ESL010   3 credits   3 periods
ENGLISH AS A SECOND LANGUAGE I: GRAMMAR
First level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building and grammar. Some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score.

ESL010   **3 creditos**   **3 períodos**
INGLES COMO SEGUNDO IDIOMA I
La clase del primer nivel de inglés como segundo idioma, hace énfasis en conversación básica, pronunciación, vocabulario y gramática. También incluye algo de lectura y escritura de oraciones. Este curso es de tipo crédito (P) o no crédito (Z). La calificación es estandar de acuerdo con lo indicado en el catálogo. Se puede repetir hasta un máximo de seis créditos. Pre-requisitos: El estudiante toma un examen que indica en qué nivel está.

ESL011   **3 credits**   **3 periods**
ENGLISH AS A SECOND LANGUAGE I:
LISTENING AND SPEAKING
Emphasis on listening and speaking skills involving survival skills. Asking and answering questions related to work, shopping, and personal safety. May be repeated for a maximum of six credits. Prerequisites: Appropriate ESL placement test score.

ESL011   **3 créditos**   **3 períodos**
INGLES COMO SEGUNDO IDIOMA I:
COMPRENSION Y CONVERSACION
En esta clase el estudiante aprenderá a hablar de temas usados en la vida diaria. Este curso se puede repetir hasta un máximo de seis créditos. Pre-requisitos: Un examen de inglés.

ESL020   **3 credits**   **3 periods**
ENGLISH AS A SECOND LANGUAGE II: GRAMMAR
Second level of English as a Second Language (ESL). Continued emphasis on conversational skills, pronunciation, vocabulary building and grammar with some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "P" or "C" or better in ESL010, or (ESL010AA, ESL010AB, and ESL010AC).

ESL020   **3 creditos**   **3 períodos**
INGLES COMO SEGUNDO IDIOMA II
La clase del segundo nivel de inglés como segundo idioma, continúa enfatizando las habilidades básicas de conversación, pronunciación, con desarrollo de vocabulario y gramática. También incluye algo de lectura y escritura de oraciones. Este curso es de tipo crédito (P) o no crédito (Z). La calificación es estandard de acuerdo con lo indicado en el catálogo. Se puede repetir hasta un máximo de seis créditos. Pre-requisitos: El estudiante toma un examen que indicará en que nivel se encuentra. También toman esta clase los estudiantes que ya han pasado ESL010.

ESL021   **3 credits**   **3 periods**
ENGLISH AS A SECOND LANGUAGE II -
LISTENING AND SPEAKING
Emphasis on listening and speaking skills involving social exchange. Asking and answering questions, using tag questions. Practice with question and answer patterns. Polite questions and responses. May be repeated for a maximum of six credits. Prerequisites: Appropriate ESL placement test score.

ESL021   **3 créditos**   **3 períodos**
INGLES COMO SEGUNDO IDIOMA II -
COMPRENSION Y CONVERSACION
En esta clase el estudiante expandirá su vocabulario y aprenderá más sobre la estructura del idioma inglés. Este curso se puede repetir hasta un máximo de seis créditos. Pre-requisitos: Un examen de inglés.

ESL030   **3 credits**   **3 periods**
ENGLISH AS A SECOND LANGUAGE III: GRAMMAR
Third-level of English as a Second Language (ESL). Emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "P" or "C" or better in ESL020, or (ESL020AA, ESL020AB, and ESL020AC).

ESL030   **3 creditos**   **3 períodos**
INGLES COMO SEGUNDO IDIOMA III
La clase del tercer nivel de inglés como segundo idioma, hace énfasis en la estructura de la escritura de oraciones y párrafos. Este curso es de tipo crédito (P) o no crédito (Z). La calificación es estandar de acuerdo con lo indicado en el catálogo. Se puede repetir hasta un máximo de seis créditos. Pre-requisitos: El estudiante toma un examen que indicará en que nivel encuentra. También toman esta clase los estudiantes que ya han pasado ESL020.

ESL031   **3 credits**   **3 periods**
ENGLISH AS A SECOND LANGUAGE III -
LISTENING AND SPEAKING
Emphasis on listening and speaking skills related primarily to the academic environment. Asking questions, working in small groups, using college resources, informal oral presentation. May be repeated for a maximum of six credits. Prerequisites: Appropriate ESL placement test score.

ESL031   **3 créditos**   **3 períodos**
INGLES COMO SEGUNDO IDIOMA III -
COMPRENSION Y CONVERSACION
En esta clase el estudiante aprenderá a hablar de temas relacionados con el mundo académico. Usará los servicios ofrecidos por el plantel y hará una presentación oral. Este curso se puede repetir hasta un máximo de seis créditos. Pre-requisitos: Un examen de inglés.

ESL040   **3 credits   3 periods**
ENGLISH AS A SECOND LANGUAGE IV: GRAMMAR
Fourth-level of English as a Second Language (ESL).
Continued emphasis on sentence structure and paragraph
building. Extensive grammar study and writing practice.
Credit (P) or no credit (Z). Standard grading available
according to procedures outlined in catalog. May be
repeated for a maximum of six (6) credits. Prerequisites:
Appropriate ESL placement test score, or a grade of "P" or
"C" or better in ESL030, or (ESL030AA, ESL030AB, and
ESL030AC).

ESL040   **3 creditos   3 períodos**
INGLES COMO SEGUNDO IDIOMA IV
La clase del cuarto nivel de inglés como segundo idioma,
continúa enfatizando la estructura de oraciones y el
desarrollo de la escritura de párrafos, estudio intensivo
de gramática y práctica de escritura. Este curso es de
tipo crédito (P) o no crédito (Z). La calificación es estandar
de acuerdo con lo indicado en el catálogo. Se puede repetir
hasta un máximo de seis créditos. Pre-requisitos: El
estudiante toma un examen que indicará en que nivel se
encuentra. También toman esta clase los estudiantes que
ya han pasado ESL030.

ESL041   **3 credits   3 periods**
ENGLISH AS A SECOND LANGUAGE IV:
LISTENING AND SPEAKING
Emphasis on academic skills. Listening to lectures,
notetaking, peer interaction, accessing and using media
resources, formal oral presentations. May be repeated
for a maximum of six credits. Prerequisites: Appropriate
ESL placement test score.

ESL041   **3 créditos   3 períodos**
INGLES COMO SEGUNDO IDIOMA IV:
COMPRENSION Y CONVERSACION
Esta clase está diseñada para preparar al estudiante a
continuar sus estudios universitarios: cómo entender a
profesores que enseñan otras materias, tomar apuntes,
trabajar con otros estudiantes y hacer presentaciones
orales. Este curso se puede repetir hasta un máximo de
seis créditos. Pre-requisitos: Un examen de inglés.

ESL050   **3 credits   3 periods**
REVIEW GRAMMAR FOR ESL
Review of grammatical concepts for ESL students who have
some previous experience in reading and writing English.
Appropriate for students who want to practice sentence
skills in English. May be repeated for a total of six (6)
credits. Prerequisites: Appropriate ESL placement test
score, or a grade of "C" or better in ESL010, or (ESL010AA,
ESL010AB, and ESL010AC), or permission of instructor.

ESL051   **3 credits   3 periods**
PRONUNCIATION IMPROVEMENT FOR ESL SPEAKERS
Individualized pronunciation practice and drills for English
as a second language (ESL) speakers. May be repeated
for a maximum of six (6) credits. Prerequisites: None.

ESL054   **3 credits   3 periods**
INTRODUCTION TO THE CULTURE
OF THE UNITED STATES
Reading and writing about American customs, traditions,
major historical events, and celebrations. Appropriate
for students enrolled in ENG010 or higher level ESL
courses. May be repeated for a total of six (6) credits.
Prerequisites: Appropriate ESL placement test score, or
a grade of "C" or better in ESL010, or (ESL010AA,
ESL010AB, and ESL010AC), or permission of instructor.

ENGLISH HUMANITIES (ENH)

ENH110   **3 credits   3 periods**
INTRODUCTION TO LITERATURE
Introduction to international literature through various
forms of literary expression; e.g., poetry, drama, essay,
biography, autobiography, short story, and novel. Provides
a global overview of literature with special emphasis on
diverse cultural contributions of women, African
Americans, Asian Americans, Hispanic Americans, and
Native Americans.. Prerequisites: None.

ENH201   **3 credits   3 periods**
WORLD LITERATURE THROUGH THE RENAISSANCE
Includes a selection of the world's literary masterpieces
in their cultural background, beginning with ancient
Oriental and Occidental writings and concluding with
Renaissance writings. Prerequisites: None.

ENH202   **3 credits   3 periods**
WORLD LITERATURE AFTER THE RENAISSANCE
Includes a selection of the world's literary masterpieces
from the Renaissance to modern times. Prerequisites:
None.

ENH251   **3 credits   3 periods**
MYTHOLOGY
Deals with the myths and legends of civilizations with the
greatest influence upon the development of the literature
and culture of the English speaking people, and compares
those myths with myths from other cultures.
Prerequisites: None.

ENH254   **3 credits   3 periods**
LITERATURE AND FILM
Presents works of literature and their film versions and
analyzes distinguishing techniques of each medium.
Prerequisites: ENG101, or ENG107, or equivalent.

ENH255 **3 credits** **3 periods**
CONTEMPORARY U.S. LITERATURE AND FILM
Strengths and weaknesses of literature and film. Challenges of adapting literature to film. Addressing racial, ethnic, gender, class and religious differences between cultures and mediums. Use of narrative in each medium and how it translates various cultural values and assumptions. Specific genres present in literature and film. Cultural metaphors and symbols used in literature and film. Prerequisites: ENG101.

ENH259 **3 credits** **3 periods**
AMERICAN INDIAN LITERATURE
Contemporary American Indian forms of literary expression. Selected oral traditions of American Indians. Trends and movements within American Indian literary history. Prerequisites: None.

ENH260 **3 credits** **3 periods**
LITERATURE OF THE SOUTHWEST
Investigates major themes in Southwestern American literature including the Western myth, minority roles in the region's literature, control of nature versus primacy of nature, and growth. Both prose and poetry are examined with an emphasis on contemporary Southwestern writing. Prerequisites: None.

ENH284 **3 credits** **3 periods**
19TH CENTURY WOMEN WRITERS
Investigates major themes in literature by women writing in the 19th century including the nature of women's lives in the family, in work situations, and in society. Poetry, prose, essays and drama are examined with an emphasis on common themes. Prerequisites: None.

ENH285 **3 credits** **3 periods**
CONTEMPORARY WOMEN WRITERS
Explores twentieth century literature (short stories, essays, plays, and poetry) written by women and about women. Focus on themes relevant to women's lives regardless of age, creed, or ethnic background. Prerequisites: None.

ENH291 **3 credits** **3 periods**
CHILDREN'S LITERATURE
Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None.

EQUINE SCIENCE (EQS)

EQS105 **3 credits** **3 periods**
PRINCIPLES OF EQUINE SCIENCE
Breeds, colors and markings; horse selection; basic confirmation; form to function; structures of the hoof; footfall sequences; vision, managed health program; nutrition principles and management practices. Prerequisites: None.

EQS120 **3 credits** **3 periods**
EQUINE ANATOMY AND PHYSIOLOGY
Study of structure and function of the equine. Includes cell structure and anatomy and physiology of major systems with emphasis on skeletal, muscular, and digestive systems. Prerequisites: None.

EQS145 **3 credits** **6 periods**
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.

EQS150 **4 credits** **4 periods**
EQUINE MANAGEMENT
Hands-on practice sessions devoted to good horse keeping skills. Includes temperature, pulse, respiration, methods of restraint. Examines intermuscular injections, oral medications, emergency first aid, exercise management and alternative healing therapy. Prerequisites: EQS105 and EQS145 or permission of department.

EQS160 **3 credits** **6 periods**
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: EQS145 or departmental approval.

EQS165 **3 credits** **6 periods**
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: EQS145 or departmental approval.

EQS215 **3 credits** **3 periods**
EQUINE NUTRITION
Basic principles of equine nutrition and digestion. Proper selection, evaluation, and utilization of feeds. Emphasis on nutrient content of ration, nutritionally associated diseases, general health aspects, and feeding management. Prerequisites: EQS105 and EQS120, or department approval.

EQS220 **3 credits** **3 periods**
EQUINE REPRODUCTION
Reproductive anatomy and physiology; care and management of the breeding stallion; breeding procedures and artificial insemination. Care of pregnant mare; foaling procedures. Prerequisites: EQS105, EQS120, and EQS215 or department approval.

EQS225   **3 credits   3 periods**
EQUINE HEALTH AND DISEASE MANAGEMENT
Aspects of equine health and disease prevention. Emphasis on preventive maintenance. Preventive medicine and necessary managerial practices needed to keep the equine athlete, broodmare, or family horse in good health. Prerequisites: EQS105 and EQS120 or department approval.

FIRE SCIENCE TECHNOLOGY (FSC)

FSC134   **3 credits   3 periods**
FITNESS & CONDITIONING/FIREFIGHTERS
Overview of all aspects of fitness for current and prospective firefighters. Includes mental aspects of performance for optimal achievement on fire department agility tests and firefighting tasks; physical fitness and workout techniques as they apply to performing specific firefighting tasks; individual conditioning strategies, nutritional guidelines, and basic exercise principles. Lifelong fitness and conditioning. Prerequisites: None.

FOOD & NUTRITION (FON)

FON100   **3 credits   3 periods**
INTRODUCTORY NUTRITION
Basic nutrition concepts for health and fitness. Emphasizes current dietary recommendations for maximizing well-being and minimizing risk of chronic disease. Focuses on use of tables, food guides, and guidelines for making healthy food choices. Includes unique nutrition needs for selected stages of the lifecycle, methods for evaluating creditability of nutrition claims, principles of vegetarian nutrition, safe and economic use of supplements, principles of energy balance, basic elements of food safety, diet for exercise and sports, and personal dietary evaluation techniques. Not for predietetics or selected other preprofessional majors. May not be taken for credit if credit has been earned in FON100AA and/or FON100AC. Prerequisites: None.

FON104   **1 credit   1 period**
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.

FON125   **1 credit   1 period**
INTRODUCTION TO THE PROFESSION OF DIETETICS
Introduction to the profession of dietetics, including history, current practice, and future trends. Emphasis on the integration of dietetics within health care systems and public policy. Highlights professional ethics, standards of practice, education requirements and areas of practice. Prerequisites: None

FON140AS   **1 credit   1 period**
NUTRITION FOR SENIOR ADULTS
Managing the nutritional needs of the senior adult; emphasis on solutions to routine dietary problems resulting from the aging process. Prerequisites: None.

FON140BD   **1 credit   1 period**
WEIGHT CONTROL
Principles of and participation in weight management. Emphasis on low-fat eating, nutrition, exercise, and evaluation of weight management programs. Prerequisites: None.

FON142AB   **3 credits   5 periods**
APPLIED FOOD PRINCIPLES
Exploration and applications of scientific principles involved in food preparation; experiences with basic cooking methods; emphasis on the rationale of cooking techniques. Prerequisites: None.

FON207   **3 credits   3 periods**
NUTRITION SERVICES MANAGEMENT
Principles, knowledge, and techniques required for effective nutrition services management. Includes nutrition service issues in relation to health care trends, leadership skills, management theories and styles, food service manager responsibilities, and laws which pertain to nutrition service operations. Prerequisites: MAT092 or equivalent, or satisfactory score on district placement exam.

FON225   **1 credit   1 period**
RESEARCH FUNDAMENTALS FOR THE HEALTH PROFESSIONAL
Introduction to basic research methods and statistics as applied to the health sciences. Emphasis on the analysis and interpretation of health-related research. Prerequisites: MAT092 or equivalent, or satisfactory score on district placement exam.

FON241   **3 credits   3 periods**
PRINCIPLES OF HUMAN NUTRITION
Scientific principles of human nutrition. Emphasis on health promotion and concepts for conveying accurate nutrition information in a professional setting. Addresses therapeutic nutrition principles for treatment of common health conditions. Includes exploration of food sources of nutrients, basic metabolism of nutrients in the human body, relationship between diet and other lifestyle factors, use of supplements, current recommendations for food selection throughout the life cycle, and use of nutrition tools for planning food intake or assessment of nutritional status. Prerequisites or Corequisites: One year high school chemistry with grade of "C" or better, or CHM130 and CHM130LL, or BIO100, or BIO156, or BIO181, or approval of instructor.

FON242   **3 credits   3 periods**
INTRODUCTION TO PLANNING THERAPEUTIC DIETS
Introduction to fundamental principles of medical nutrition therapy. Emphasis on development and analysis of diets that fit an individual's personal and therapeutic needs. Includes strategies to promote dietary adherence and the development of educational programs for a diverse adult population. Prerequisites: FON241.

FON244   **5 credits   17 periods**
PRACTICUM I: FOOD SERVICE MANAGEMENT
Practicum experience, integrated with classroom preparation and training, under the instruction and supervision of a registered dietitian. Application of principles, knowledge, and skills required 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: FON104, FON125, FON142AB, FON207, and FON242.

FON245   **4 credits   12 periods**
PRACTICUM II: MEDICAL NUTRITION THERAPY
Practicum experience, integrated with classroom preparation and training, under the instruction and supervision of a registered dietitian. Application of principles, knowledge, and skills required for the delivery of medical nutrition therapy. Includes 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: FON125, FON242, HCE103 or equivalent, and MAT092 or equivalent, or satisfactory score on district placement exam.

FON246   **4 credits   12 periods**
PRACTICUM III: COMMUNITY NUTRITION
Practicum experience, integrated with 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 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: FON125 and FON242.

FRENCH (FRE)

FRE101   **4 credits   4 periods**
ELEMENTARY FRENCH I
Basic grammar, pronunciation and vocabulary of the French language. Includes the study of French culture, practice of listening, speaking, reading and writing skills. Prerequisites: None.

FRE102   **4 credits   4 periods**
ELEMENTARY FRENCH II
Continued study of grammar and vocabulary of the French language along with the study of French culture. Emphasis on speaking, listening, reading and writing skills. Prerequisites: FRE101 or equivalent.

FRE201   **4 credits   4 periods**
INTERMEDIATE FRENCH I
Review of essential grammar of the French language and study of French culture. Continued practice and development of reading, writing, and speaking skills. Prerequisites: FRE102 with a grade of "C" or better, two years of high school French with an average of "C" or better, or departmental approval.

FRE202   **4 credits   4 periods**
INTERMEDIATE FRENCH II
Review of grammar, continued development of French language skills, and continued study of the French culture. Prerequisites: FRE201 with a grade of "C" or better or three years of high school French with an average of "C" or better.

GENERAL BUSINESS (GBS)

GBS151   **3 credits   3 periods**
INTRODUCTION TO BUSINESS
Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. Prerequisites: None.

GBS205   3 credits   3 periods
LEGAL, ETHICAL, AND REGULATORY ISSUES IN BUSINESS
Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Prerequisites: None.

GBS220   3 credits   3 periods
QUANTITATIVE METHODS IN BUSINESS
Business applications of quantitative optimization methods in operations management decisions. Prerequisites: (Grade of "C" or better in MAT150, MAT151, or MAT152) or equivalent, or satisfactory score on district placement exam.

GBS221   3 credits   3 periods
BUSINESS STATISTICS
Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Prerequisites: Grade of "C" or better in GBS220 or MAT172.

GBS233   3 credits   3 periods
BUSINESS COMMUNICATION
Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG101 or ENG107 with grade of "C" or better, or permission of department/division.

GEOLOGY (GLG)

GLG101   3 credits   3 periods
INTRODUCTION TO GEOLOGY I - PHYSICAL LECTURE
A study of the kind and arrangement of materials composing the earth's crust and the geological processes at work on and within the earth's surface. Prerequisites: None.

GLG102   3 credits   3 periods
INTRODUCTION TO GEOLOGY II - HISTORICAL LECTURE
Outlines the origin and history of the earth with emphasis on North America—its dynamic, geographic, and climatic changes; animals and plants of the past; the evolution of life. Prerequisites: None.

GLG103   1 credit   3 periods
INTRODUCTION TO GEOLOGY I - PHYSICAL LAB
May accompany GLG101. Study of common rock-forming minerals, rocks, and maps. Prerequisites: None.

GLG104   1 credit   3 periods
INTRODUCTION TO GEOLOGY II - HISTORICAL LAB
May accompany GLG102. Study of geological structures and rocks, fossils, and geologic maps. May require field trips. Prerequisites: None.

GLG110   3 credits   3 periods
GEOLOGIC DISASTERS AND THE ENVIRONMENT
Acquaints students with the use and importance of geological studies as they apply to the interactions between people and the earth. Includes geological processes and hazards such as floods, earthquakes, and landslides; use of fossil fuels; mining of raw materials. Prerequisites: None.

GLG111   1 credit   3 periods
GEOLOGICAL DISASTERS AND THE ENVIRONMENT LAB
May accompany GLG110. Basic geological processes and concepts. Emphasis on geology-related environmental problems concerning Arizona. Case histories and field studies. May require field trips. Prerequisites: None.

GOLF COURSE OPERATIONS (GCO)

GCO100   1 credit   1 period
INTRODUCTION TO GOLF COURSE OPERATIONS
Overview of golf course operations. Includes layout of a golf course, general roles of employees, and game play. Emphasis on historic, economic, and social effects of golf in society. Prerequisites: None.

GCO138   1 credit   2 periods
CLUBFITTING/REPAIR
Basic principles of golf club design. Includes personal fitting of golf clubs to customer needs as well as repair. Prerequisites: None.

GCO139   1 credit   1 period
PRO SHOP MERCHANDISING
Focus on principles of merchandising related to a pro shop. Includes components of display and visual presentation of merchandise. Prerequisites: None.

GCO145   3 credits   4 periods
EQUIPMENT MECHANICS AND SHOP MANAGEMENT
Principles of mechanics as applied to turfgrass and hand-held equipment. Maintenance, repair, operation, and shop management of equipment. Development of equipment inventory and buyers' guide files. Application of federal and maintenance and repair shop safety regulations. Prerequisites: None.

GCO146   3 credits   4 periods
EQUIPMENT MAINTENANCE AND REPAIR
Additional principles of mechanics as applied to turfgrass and hand-held equipment. Includes equipment components such as engines, motors, hydraulics, and fuel lubricating systems. Operation, maintenance, and repair of tractors, mowers, and motorized carts. Stocking and maintaining a parts and supply inventory system. Application of federal and maintenance and repair shop safety regulations. Prerequisites: REC/GCO145.

HEALTH CARE EDUCATION (HCE)

HCE103 **2 credits** **2 periods**
BASIC MEDICAL TERMINOLOGY
Introduction to medical vocabulary with emphasis on accurate spelling and pronunciation of medical terms as they pertain to anatomy, physiology, diseases, and pharmacology. Prerequisites: None.

HEALTH CORE CURRICULUM (HCC)

HCC130 **3 credits** **3 periods**
FUNDAMENTALS IN HEALTH CARE DELIVERY
Overview of current health care professions including career and labor market information. Health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

HCC145AA **1 credit** **1 period**
MEDICAL TERMINOLOGY FOR HEALTH CARE WORKERS I
Introduction to medical terms used in health care. Body systems approach to selected terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using basic word parts. Selected medical abbreviations and symbols and term spelling. Prerequisites: None.

HCC145AB **1 credit** **1 period**
MEDICAL TERMINOLOGY FOR HEALTH CARE WORKERS II
Additional 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 terms using standard word parts. Common abbreviations and symbols and term spelling. Prerequisites: HCC145AA.

HEALTH SCIENCE (HES)

HES100 **3 credits** **3 periods**
HEALTHFUL LIVING
Health and wellness and their application to an optimal life style. Explores current topics of interest such as stress management, nutrition, fitness, and environmental health. Evaluates common risk factors associated with modern lifestyles. Prerequisites: None.

HES154 **3 credits** **3 periods**
FIRST AID/CARDIOPULMONARY RESUSCITATION
Standard first aid and personal safety, including cardiopulmonary resuscitation, BLS. Designed to train community members in emergency care for the ill and injured, mouth-to-mouth resuscitation, CPR, and stabilization of victims with airway obstruction. Prerequisites: None.

HES271 **3 credits** **3 periods**
PREVENTION AND TREATMENT OF ATHLETIC INJURIES
Prevention and care of athletic injuries, emphasizing use of modern training techniques and support materials. Utilization of preventive taping, strapping, bandaging, cardiopulmonary resuscitation, massage, cryotherapy, hydrotherapy, and practical application of muscle reconditioning. Prerequisites: None.

HISTORY (HIS)

HIS102 **3 credits** **3 periods**
HISTORY OF WESTERN CIVILIZATION 1789 TO PRESENT
Survey of origin and development of Western civilization and its institutions from French Revolution through the present. Prerequisites: None.

HIS103 **3 credits** **3 periods**
UNITED STATES HISTORY TO 1870
The political, economic, and social development of United States from Colonial through Reconstruction period. Prerequisites: None.

HIS104 **3 credits** **3 periods**
UNITED STATES HISTORY 1870 TO PRESENT
The political, economic and social development of United States from Reconstruction period up to present time. Prerequisites: None.

HIS106 **3 credits** **3 periods**
SOUTHWEST HISTORY
Survey of Hispanic, Anglo, African-American and Native cultures of the peoples who have settled the American Southwest. Emphasis on cattle, mining, fur trade and transportation industries and role development of the region. Prerequisites: None.

HIS201 **3 credits** **3 periods**
HISTORY OF WOMEN IN AMERICA
Introduction to women's history from the colonial period to the present. Deals chronologically with changes and developments which have influenced the lives of women. Prerequisites: None.

HIS273 **3 credits** **3 periods**
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.

HUMANITIES (HUM)

HUM250   3 credits   3 periods
IDEAS AND VALUES IN THE HUMANITIES
An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the early civilizations to the Renaissance, including western and non-western cultures. Prerequisites: ENG101.

HUM251   3 credits   3 periods
IDEAS AND VALUES IN THE HUMANITIES
An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the Renaissance to modern period, including Western and Non-Western cultures. Prerequisites: ENG101.

JOURNALISM (JRN)

JRN201   3 credits   5 periods
NEWS WRITING
Writing news for the print media. Composing at the computer keyboard. Associated Press editing style, writing skills, and organizational structure for news. Prerequisites: ENG101, ENG107 or equivalent.

MANAGEMENT (MGT)

MGT101   3 credits   3 periods
TECHNIQUES OF SUPERVISION
Overview of the foundations of supervision and how to get things done within an organization through other people. The functions of planning, organizing, staffing, motivating and controlling presented. Prerequisites: None

MGT229   3 credits   3 periods
MANAGEMENT AND LEADERSHIP
Covers management concepts and applications for business, industry, and government organizations. Prerequisites: None.

MGT251   3 credits   3 periods
HUMAN RELATIONS IN BUSINESS
Analysis of motivation, leadership, communications, and other human factors. Cultural differences that may create conflict and affect morale individually and within organizations. Prerequisites: None. MGT101 or MGT175 or MGT229 suggested, but not required.

MGT253   3 credits   3 periods
OWNING AND OPERATING A SMALL BUSINESS
Starting, organizing, and operating a small business, including location, finance management processes, advertisement and promotion, credit, inventory control and ethics. Prerequisites: None.

MARKETING (MKT)

MKT267   3 credits   3 periods
PRINCIPLES OF SALESMANSHIP
Analyzes and applies the steps and techniques used in personal selling. Highlights the role of the professional sales representative and his/her functions as they relate to the company's mission and customer expectations. Prerequisites: None.

MKT271   3 credits   3 periods
PRINCIPLES OF MARKETING
An analysis of the marketing process and environment with regard to the product, pricing, distribution, and communication in order to satisfy buyer needs. Prerequisites: None.

MATHEMATICS (MAT)

MAT065   1 credit   1 period
GRAPHING CALCULATOR
Computations, graphing, matrices, and elementary programming using a graphing calculator. Prerequisites: None.

MAT081   4 credits   4 periods
BASIC ARITHMETIC
Primary emphasis placed on fundamental operations with whole numbers, fractions, decimals, integers, and rational numbers; proportions, and percentages. Other topics include representations of data, geometric figures, and measurement. Prerequisites: None.

MAT082   3 credits   3 periods
BASIC ARITHMETIC
Primary emphasis placed on fundamental operations with whole numbers, fractions, decimals, integers, and rational numbers; proportions, and percentages. Other topics include representations of data, geometric figures, and measurement. Prerequisites: None.

MAT090   5 credits   5 periods
DEVELOPMENTAL ALGEBRA
Beginning algebra from a developmental perspective. Intended for those who have never, or not recently, taken algebra in high school. May receive credit for only one of the following: MAT090, MAT091, or MAT092. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District Placement exam.

MAT091   **4 credits   4 periods**
ALGEBRA/ANXIETY REDUCTION
Standard first course in algebra, for students who haven't had algebra or for those needing a review of first year algebra, supplemented by instruction in anxiety reducing techniques, math study skills, test taking techniques. May receive credit for only one of the following: MAT090, MAT091, or MAT092. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District placement exam.

MAT092   **3 credits   3 periods**
INTRODUCTORY ALGEBRA
Basic axioms of algebra, linear equations in one and two variables, operations on polynomials, rational expressions, graphing of linear equations and the solving of linear equations. May receive credit for only one of the following: MAT090, MAT091, or MAT092. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District Placement exam.

MAT102   **3 credits   3 periods**
MATHEMATICAL CONCEPTS/APPLICATIONS
A problem solving approach to mathematics as it applies to life and the world of work. Development, demonstration, and communication of mathematical concepts and formulas that relate to measurement, percentage, statistics, and geometry. Prerequisites: Grade of "C" or better in MAT082, or equivalent, or satisfactory score on District placement exam.

MAT120   **5 credits   5 periods**
INTERMEDIATE ALGEBRA
Algebraic operations on radical and rational expressions and complex numbers; linear, quadratic, absolute value, radical, rational, exponential, and logarithmic functions; linear, quadratic, rational, and absolute value inequalities; systems of linear equations. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, or equivalent, or a satisfactory score on the District placement exam. Course Notes: May receive credit for only one of the following: MAT120, MAT121, or MAT122.

MAT121   **4 credits   4 periods**
INTERMEDIATE ALGEBRA
Algebraic operations on radical and rational expressions and complex numbers; linear, quadratic, absolute value, radical, rational, exponential, and logarithmic functions; linear, quadratic, rational, and absolute value inequalities; systems of linear equations. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, or equivalent, or a satisfactory score on the District placement exam. Course Notes: May receive credit for only one of the following: MAT120, MAT121, or MAT122.

MAT122   **3 credits   3 periods**
INTERMEDIATE ALGEBRA
Algebraic operations on radical and rational expressions and complex numbers; linear, quadratic, absolute value, radical, rational, exponential, and logarithmic functions; linear, quadratic, rational, and absolute value inequalities; systems of linear equations. Prerequisites: Grade of "B" or better in MAT090, MAT091, MAT092, or equivalent, or a satisfactory score on the District placement exam. Course Notes: May receive credit for only one of the following: MAT120, MAT121, or MAT122.

MAT142   **3 credits   3 periods**
COLLEGE MATHEMATICS
Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications rather than on manipulative skills. Appropriate for the student whose major does not require college algebra or pre-calculus. Prerequisites: Grade of "C" or better in MAT120 or MAT121 or MAT122 or equivalent, or satisfactory score on District placement exam.

MAT150   **5 credits   5 periods**
COLLEGE ALGEBRA CONCEPTS
Relations and functions; polynomial functions; exponential and logarithmic functions; systems of equations and inequalities; matrices; sequences and series. Prerequisites: Grade of "C" or better in MAT120 or MAT121 or MAT122 or equivalent, or satisfactory score on District placement exam. Course Notes: May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

MAT151   **4 credits   4 periods**
COLLEGE ALGEBRA
Relations and functions; polynomial functions; exponential and logarithmic functions; systems of equations and inequalities; matrices; sequences and series. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. Prerequisites: Grades of "C" or better in MAT120, MAT121, MAT122, equivalent, or satisfactory score on District placement exam. Course Notes: May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

MAT152   **3 credits   3 periods**
COLLEGE ALGEBRA
Relations and functions; polynomial functions; exponential and logarithmic functions; systems of equations and inequalities; matrices; sequences and series. Prerequisites: Grade of "B" or better in MAT120 or MAT121 or MAT122 or equivalent, or satisfactory score on District placement exam. Course Notes: May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

MAT156   3 credits   3 periods
MATHEMATICS FOR ELEMENTARY TEACHERS I
Focuses on numbers and operations. Algebraic reasoning and problem solving integrated throughout the course. Prerequisites: Grade of "C" or better in MAT142 or MAT150 or MAT151 or MAT152 or equivalent, or satisfactory score on District placement exam.

MAT157   3 credits   3 periods
MATHEMATICS FOR ELEMENTARY TEACHERS II
Focuses on measurement, geometry, probability and data analysis. Appropriate technologies, problem solving, reasoning, and proof are integrated throughout the course. Prerequisite: MAT156 or equivalent.

MAT167   3 credits   3 periods
ELEMENTS OF STATISTICS
Basic concepts and applications of statistics, including data description, estimation and hypothesis tests. Prerequisites: Grade of "C" or better in MAT150 or MAT151 or MAT152 or equivalent or satisfactory score on District placement exam.

MAT172   3 credits   3 periods
FINITE MATHEMATICS
An introduction to the mathematics required for the study of social and behavioral sciences. Includes sets, combinatorics, probability, matrix algebra, linear programming and mathematics of finance. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or equivalent, or satisfactory score on District placement exam.

MAT182   3 credits   3 periods
PLANE TRIGONOMETRY
A study of measures of angles, properties of graphs of trigonometric functions, fundamental identities, addition and half-angle formulas, inverse trigonometric functions, solutions of trigonometric equations, complex numbers and properties of triangle solution. May receive credit for only one of the following: MAT182 or MAT187. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or equivalent, or concurrent registration in MAT150, or MAT151, MAT152, or satisfactory score on District placement exam.

MAT187   5 credits   5 periods
PRECALCULUS
A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. Prerequisites: Grade of "B" or better in MAT120, or MAT122, or equivalent, or satisfactory score on a placement test. Strongly recommended that students have some knowledge of trigonometry.

MAT212   3 credits   3 periods
BRIEF CALCULUS
An introduction to the theory, techniques and applications of the differential and integral calculus of elementary functions with problems of interest to students in business and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or equivalent, or satisfactory score on District placement exam.

MAT216   3 credits   3 periods
TECHNICAL CALCULUS I
Analytic geometry, differential, and integral calculus of elementary functions, emphasizing physical interpretation and problem solving. Prerequisites: Grade of "C" or better in MAT187, or (MAT150, or MAT151, or MAT152) and MAT182, or equivalent, or satisfactory score on District placement exam.

MAT220   5 credits   5 periods
ANALYTIC GEOMETRY AND CALCULUS I
Topics from analytic geometry with special emphasis on inequalities and absolute value expressions, limits, continuity, the fundamental principles and formulae for differential and integral calculus along with their applications to geometry and mechanics, the mean value theorems and the fundamental theorem of calculus. May receive credit for only one of the following: MAT220 or MAT221. Prerequisites: Grade of "C" or better in (MAT150 or MAT151 or MAT152) and MAT182 or MAT187 or equivalent, or satisfactory score on district placement exam.

MAT221   4 credits   4 periods
CALCULUS WITH ANALYTIC GEOMETRY I
Real numbers, limits, continuity, differential and integral calculus of functions of one variable. May receive credit for only one of the following: MAT220 or MAT221. Prerequisites: Grade of "C" or better (MAT150 or MAT151 or MAT152) and MAT182 or MAT187 or equivalent, or satisfactory score on district placement exam.

MAT225   3 credits   3 periods
ELEMENTARY LINEAR ALGEBRA
Introduction to matrices, systems of linear equations, determinants, vector spaces, linear transformations and eigenvalues. Emphasizes the development of computational skills. Prerequisites: Grade of "C" or better in MAT212 or MAT220, or MAT221, or equivalent.

MAT226   3 credits   3 periods
TECHNICAL CALCULUS II
Differential, and integral calculus of trigonometric, exponential, and logarithmic functions including partial derivatives, double integrals, and polar coordinates. Prerequisites: Grade of "C" or better in MAT216.

MAT231 **4 credits** **4 periods**
CALCULUS WITH ANALYTIC GEOMETRY II
Methods of integration, applications of calculus, elements of analytic geometry, improper integrals, sequences and series. May receive credit for only one of the following: MAT230 or MAT231. Prerequisites: Grade of "C" or better in MAT220 or MAT221 or equivalent.

MAT236 **3 credits** **3 periods**
TECHNICAL CALCULUS III
Infinite series, an introduction to differential equations of elementary linear algebra. Prerequisites: Grade of "C" or better in MAT226.

MAT241 **4 credits** **4 periods**
CALCULUS WITH ANALYTIC GEOMETRY III
Vector-valued functions of several variables, multiple integration, introduction to vector analysis. Prerequisites: Grade of "C" or better in MAT230 or MAT231.

MAT262 **3 credits** **3 periods**
DIFFERENTIAL EQUATIONS
Ordinary differential equations with applications including LaPlace transforms with numerical methods. Prerequisites: Grade of "C" or better in MAT230 or MAT231 or equivalent.

MAT282AA **1 credit** **1 period**
MAT282AB **2 credits** **2 periods**
MAT282AC **3 credits** **3 periods**
VOLUNTEERISM FOR MATHEMATICS:
A SERVICE LEARNING EXPERIENCE
Service learning field experience within private/public agencies, educational institutions, and citizen volunteer groups. Prerequisites: Permission of instructor. Course Notes: May be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

MICROSOFT TECHNOLOGY (MST)

MST140 **3 credits** **4 periods**
MICROSOFT NETWORKING ESSENTIALS
Emphasis on local area network with overview of wide area networks. Includes terminology, hardware and software components, connectivity, network architecture, packet structure, topologies, communication standards and protocols, and security issues. Preparation for Microsoft certification examination. Prerequisites: None. Recommend BPC110 or CIS105, and BPC121AB.

MST145 **3 credits** **4 periods**
MICROSOFT CLIENT SYSTEM ADMINISTRATION
Knowledge and skills to install, configure, customize, optimize, maintain, and troubleshoot the Microsoft Windows client operating system in a Microsoft networking environment. Preparation for Microsoft certification examination. Prerequisites or corequisites: MST140 or permission of instructor.

MST146 **2 credits** **3 periods**
DATA MODELING AND RELATIONAL DATABASE DESIGN
Top-down, systematic approach to developing a relational database and defining requirements as entities, attributes, and relationships. Developing an entity-relationship (ER) diagram that accurately reflects the business. Mapping the ER diagram to an initial database design. Prerequisites: CIS105, or MST140, or permission of instructor.

MST150 **3 credits** **4 periods**
MICROSOFT WINDOWS PROFESSIONAL
Knowledge and skills necessary to perform day-to-day administration tasks in a Microsoft Windows-based network. Preparation for Microsoft certification examination. Prerequisites or Corequisites: CIS190, or MST140, or permission of instructor.

MST150DA **3 credits** **5 periods**
MICROSOFT WINDOWS 2000 PROFESSIONAL
Knowledge and skills necessary to perform day-to-day administration tasks of Microsoft Windows 2000 Professional. Preparation for Microsoft certification examination. Prerequisites or Corequisites: CIS190, or MST140, or permission of instructor.

MST150XP **3 credits** **4 periods**
MICROSOFT WINDOWS XP PROFESSIONAL
Knowledge and skills necessary to perform day-to-day administration tasks of Microsoft Windows XP Professional. Preparation for Microsoft certification examination. Prerequisites or Corequisites: CIS190, or MST140, or permission of instructor.

MST152 **4 credits** **5 periods**
MICROSOFT WINDOWS SERVER
Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows Server. Preparation for Microsoft certification examination. Prerequisites or Corequisites: Any MST150 course or permission of instructor.

MST152DA **4 credits** **6 periods**
MICROSOFT WINDOWS 2000 SERVER
Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Microsoft Windows 2000 Server. Preparation for Microsoft certification examination. Prerequisites or Corequisites: MST150, MST150DA, or permission of instructor.

MST155 **3 credits** **4 periods**
IMPLEMENTING WINDOWS NETWORK INFRASTRUCTURE
Knowledge and skills to install, configure, maintain, and support a Microsoft Windows network infrastructure. Preparation for Microsoft certification examination. Prerequisites or corequisites: Any MST152 course or permission of instructor.

MST157   **3 credits**   **4 periods**
IMPLEMENTING WINDOWS DIRECTORY SERVICES
Knowledge and skills to install, configure, and administer Microsoft Windows Active Directory directory services. Preparation for Microsoft certification examination. Prerequisites: Any MST152 course or permission of instructor.

MST170   **4 credits**   **5 periods**
VISUAL BASIC DESKTOP APPLICATION DEVELOPMENT
Use of Visual Basic programming language to create database applications using Visual Data Access tools, ActiveX Controls, Component Objects, and Structured Query Language (SQL) Server database. Prerequisites: CIS159 or permission of instructor.

MST171   **3 credits**   **4 periods**
MICROSOFT FRONTPAGE
Knowledge and skills to analyze, design, build, and implement enterprise Web sites using Microsoft FrontPage. Includes use of ActiveX components, databases, and FrontPage server extensions. Prerequisites: (CIS233BA or CIS233DA) and MST170, or permission of instructor.

MST172   **3 credits**   **4 periods**
MICROSOFT VISUAL BASIC DISTRIBUTED APPLICATIONS
Knowledge and skills to build three-tier client/server solutions. Use of Microsoft Visual Basic to build Component Object Model (COM) Dynamic-Link Libraries (DLLs). Retrieve and modify records using ActiveX Data Objects (ADO). Create stored procedures with Structured Query Language (SQL). Preparation for Microsoft Certified Solutions Developer (MCSD) examination. Prerequisites: MST170 or permission of instructor.

MST174   **3 credits**   **4 periods**
MICROSOFT VISUAL INTERDEV
Web site programming tasks to create enterprise-level Web sites that use Component Object Model (COM) components on both the client and the server. Preparation for Microsoft Certified Solutions Developer (MCSD) examination. Prerequisites: (CIS233BA or CIS233DA) and MST170, or permission of instructor.

MST230   **3 credits**   **4 periods**
SUPPORTING A MICROSOFT WINDOWS NEW TECHNOLOGY (NT) 4.0 NETWORK
Knowledge and skills required to support and maintain networks using Microsoft Windows New Technology (NT) Server 4.0 as a primary operating system. Preparation for Microsoft Certification Exam, which may be used as a Windows 2000 Microsoft Certified Systems Engineer (MCSE) elective. Prerequisites: Any MST150 course or permission of instructor.

MST240   **3 credits**   **4 periods**
MICROSOFT TRANSMISSION CONTROL PROTOCOL/ INTERNET PROTOCOL (TCP/IP)
Knowledge and skills necessary to install, configure, use, and support TCP/IP on Microsoft Windows network. Preparation for Microsoft certification examination. Prerequisites: MST152 or permission of instructor.

MST242   **4 credits**   **5 periods**
MICROSOFT EXCHANGE SERVER
Knowledge and skills required to plan, implement, and administer Microsoft Exchange Server. Preparation for Microsoft certification examination. Prerequisites: Any MST152 course or permission of instructor

MST244   **3 credits**   **4 periods**
MICROSOFT SQL SERVER ADMINISTRATION
Knowledge and skills required to install, configure, and administer Microsoft SQL server. Preparation for Microsoft certification examination. Prerequisites: Any MST152 course, or MST170, or permission of instructor.

MST246   **2 credits**   **3 periods**
IMPLEMENTING MICROSOFT INTERNET EXPLORER
Strong foundation in the architecture and key features of Microsoft Internet Explorer. Set up, configure, use, and deploy Internet Explorer in a network environment, with particular emphasis on intranet use. Prerequisites: Any MST152 course or permission of instructor. Knowledge of HTML suggested but not required.

MST247   **2 credits**   **3 periods**
MICROSOFT PROXY SERVER
Knowledge and skills to install, configure, and administer Microsoft Proxy Server. Preparation for Microsoft certification examination. Prerequisites: MST155, or MST240, or permission of instructor.

MST252   **3 credits**   **4 periods**
MICROSOFT WINDOWS NETWORK UPGRADE
Evaluate differences between current version of Microsoft Windows network operating system and upgraded version. Intended for Microsoft network administrators seeking upgrade training. Prerequisites: MST152 or permission of instructor.

MST253   **3 credits**   **4 periods**
DESIGNING A MICROSOFT WINDOWS 2000 DIRECTORY SERVICES INFRASTRUCTURE
Provides students with the knowledge and skills necessary to plan and implement Microsoft Windows 2000 Directory Services in an enterprise environment. Prerequisites: Any MST152 course, or permission of instructor.

MST254   **3 credits**   **4 periods**
MICROSOFT SQL SERVER DESIGN AND IMPLEMENTATION
Knowledge and skills required to design and implement databases using Microsoft SQL Server. Preparation for Microsoft certification examination. Any MST152 course, or MST170, or permission of instructor.

MST255 **3 credits** **4 periods**
DESIGNING WINDOWS NETWORK INFRASTRUCTURE
Knowledge and skills to create a networking services infrastructure design that supports network applications and the needs of an organization. Preparation for Microsoft certification examination. Prerequisites or Corequisites: MST155 or permission of instructor.

MST259 **3 credits** **4 periods**
DESIGNING WINDOWS NETWORK SECURITY
Knowledge and skills to analyze business requirements and processes to design a security solution for a Microsoft Windows network. Preparation for Microsoft certification examination. Prerequisites or Corequisites: MST157 or permission of instructor.

MST270 **3 credits** **4 periods**
MICROSOFT SOLUTION ARCHITECTURES
Knowledge and skills to analyze business requirements in a given scenario and define technical solution architectures to optimize business results using Microsoft development tools. Prerequisites: (ACC230 or GBS151) and MST170, or permission of instructor.

MUSIC: HISTORY/LITERATURE (MHL)

MHL141 **3 credits** **3 periods**
APPRECIATION AND LITERATURE OF MUSIC TO 1800
Study of primitive and medieval periods, folk music, Renaissance and Reformation and characteristics and styles of the Classic era. Prerequisites: None.

MHL142 **3 credits** **3 periods**
**APPRECIATION AND LITERATURE OF MUSIC
1800 TO PRESENT**
Study of the characteristics and styles of the music of the Romantic, Impressionistic and Contemporary periods. Prerequisites: None.

MHL143 **3 credits** **3 periods**
MUSIC IN WORLD CULTURES
Non-European musical traditions including the study of music in rituals, musical instruments and the impact of cultures on musical styles. Prerequisites: None.

MHL145 **3 credits** **3 periods**
AMERICAN JAZZ AND POPULAR MUSIC
The study of cultural and social contributions to the evolution of American jazz and popular music from mid-1800's to present. Prerequisites: None.

MHL146 **3 credits** **3 periods**
SURVEY OF BROADWAY MUSICALS
Survey of Broadway musicals traced from their origins to the present viewed in their cultural, political, and socio-economic contexts. Emphasis on stylistic periods, composers, lyricists, directors, and choreographers. Prerequisites: None.

MHL153 **3 credits** **3 periods**
ROCK MUSIC AND CULTURE
History of Rock 'n' Roll and its impact of American popular culture. Prerequisites: None.

MHL241 **3 credits** **3 periods**
MUSIC HISTORY AND LITERATURE TO 1750
In-depth study of music history from the primitive era through the Baroque period. Prerequisites: MTC155 and MTC156 or permission of instructor.

MHL242 **3 credits** **3 periods**
MUSIC HISTORY AND LITERATURE 1750 TO PRESENT
In-depth study of music history from the Classical period through the Contemporary period. Prerequisites: MHL241 or permission of instructor.

MUSIC: PERFORMANCE (MUP)

MUP101 **1 credit** **.6 period**
MUP151 **1 credit** **.6 period**
MUP201 **1 credit** **.6 period**
MUP251 **1 credit** **.6 period**
PRIVATE INSTRUCTION
Private instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. Prerequisites: None.

MUP102 **2 credits** **1.2 periods**
MUP152 **2 credits** **1.2 periods**
MUP202 **2 credits** **1.2 periods**
MUP252 **2 credits** **1.2 periods**
PRIVATE INSTRUCTION
Private instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. Prerequisites: None.

MUP131 **2 credits** **3 periods**
CLASS PIANO I
Development of beginning piano techniques and the fundamentals of music including basic hand position, music reading skills of melodic and harmonic material, major scales, transposition, and harmonizations including the I, IV, V7 chords. Prerequisites: None.

MUP132 **2 credits** **3 periods**
CLASS PIANO II
Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading. Prerequisites: MUP131 or permission of instructor.

MUP133 **2 credits** **3 periods**
CLASS VOICE I
Introduction to the fundamentals of vocal production. Emphasis on breathing techniques, tone production and performances in class of solo vocal literature. Prerequisites: None.

MUP134 **2 credits** **3 periods**
CLASS VOICE II
Continuation of Class Voice I including the elements of stage presence and diction. Prerequisites: MUP133 or permission of instructor.

MUP150 **1 credit** **3 periods**
COMMUNITY CHORUS
A mixed chorus with emphasis on college/community participation and preparation of a variety of choral literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

MUP159 **1 credit** **3 periods**
COMMUNITY ORCHESTRA
Emphasis on college/community participation and the preparation of orchestral literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

MUP161 **1 credit** **3 periods**
COMMUNITY BAND
Emphasis on college/community participation and the preparation of band literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

MUP163 **1 credit** **3 periods**
JAZZ ENSEMBLE
Practical and performance experience in various jazz styles. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None.

MUP164 **2 credits** **3 periods**
JAZZ IMPROVISATION I
Theoretical and performance skills in many styles of jazz improvisation. May be repeated for a total of six (6) credit hours. Prerequisites: None.

MUP181 **1 credit** **2 periods**
CHAMBER MUSIC ENSEMBLES
Practical and performance experience in instrumental, vocal, and mixed ensembles. May be repeated for credit. Prerequisites: None.

MUP182 **1 credit** **3 periods**
CHAMBER SINGERS
Practical and performance experience in various styles of vocal music. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None.

MUP225 **2 credits** **3 periods**
CLASS GUITAR I
Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style playing. Stresses development of efficient practice techniques and proper sitting and hand positions. Prerequisites: None.

MUP226 **2 credits** **3 periods**
CLASS GUITAR II
Note-reading range including second position and parts of higher positions. Classical, popular, Latin, and other styles of music. Theory including scales, keys, and chord construction. Technical exercises of both hands. Prerequisites: MUP225 or permission of instructor.

MUP227 **2 credits** **3 periods**
CLASS GUITAR III
Additional fingerboard positions. Ensemble techniques and performance. Prerequisites: MUP226 or permission of instructor.

MUP228 **2 credits** **3 periods**
CLASS GUITAR IV
Advanced fingerboard positions. Duet and trio performances. Advanced ensemble techniques. Prerequisites: MUP227 or permission of instructor.

MUP231 **2 credits** **3 periods**
CLASS PIANO III
Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns, and secondary dominants. Prerequisites: MUP132 or permission of instructor.

MUP232 **2 credits** **3 periods**
CLASS PIANO IV
Continuation of Piano III including modulation techniques, improvisation of piano accompaniments, advanced chromatic harmony, and sight reading of advanced literature. Prerequisites: MUP231 or permission of instructor.

MUP233 **2 credits** **3 periods**
CLASS VOICE III
Interpretive singing through a closer examination of coloring, tone production, dynamics, and tempo indications. Prerequisites: MUP134.

MUP234   **2 credits**   **3 periods**
CLASS VOICE IV
Continuation of Class Voice III with additional emphasis on the preparation of solo vocal literature for the purpose of evaluation and the integration of the music with the drama of the music. Prerequisites: MUP233 or permission of instructor.

MUSIC: THEORY/COMPOSITION (MTC)

MTC100   **2 credits**   **3 periods**
FUNDAMENTALS OF MUSIC
Introduction to music notation and theory. Emphasis on fundamental concepts, including meter, rhythm, scales, keys, intervals and triads. Designed for the nonmusic major, but may be advised for music majors. Prerequisites: None.

MTC101   **3 credits**   **3 periods**
INTRODUCTION TO MUSIC THEORY
Designed to develop written and aural skills necessary for advanced study of music theory and skills. Recommended for music majors. Prerequisites: None.

MTC103   **2 credits**   **2 periods**
INTRODUCTION TO AURAL PERCEPTION
An introduction to the aural skills necessary to hear relationships of intervals, rhythms, melody, and harmony in music. May be repeated for a total of four (4) credit hours. Prerequisites: None.

MTC105   **3 credits**   **3 periods**
MUSIC THEORY I
The chronological study of music theory including: harmony, melody, texture, structure and timbre through analysis, original compositions and basic exercises to demonstrate musical concepts. Prerequisites: MTC100 or MTC101 or permission of instructor. Corequisites: MTC106.

MTC106   **1 credit**   **2 periods**
AURAL PERCEPTION I
The development of listening and performing skills through dictation, sight singing and keyboard harmony. Prerequisites: None. Corequisites: MTC105.

MTC155   **3 credits**   **3 periods**
MUSIC THEORY II
A continuation of Music Theory I with emphasis on harmony and part-writing procedures. Prerequisites: MTC105. Corequisites: MTC156.

MTC156   **1 credit**   **2 periods**
AURAL PERCEPTION II
A continuation of Aural Perception I, including harmonic practices. Prerequisites: None. Corequisites: MTC155.

MTC205   **3 credits**   **3 periods**
MUSIC THEORY III
The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. Prerequisites: MTC155. Corequisites: MTC206.

MTC206   **1 credit**   **2 periods**
AURAL PERCEPTION III
A development of listening and performing skills, including an introduction of chromatic harmonic techniques and concepts of style. Prerequisites: None. Corequisites: MTC205.

MTC255   **3 credits**   **3 periods**
MUSIC THEORY IV
A continuation of Music Theory III, including 20th century theories and techniques. Prerequisites: MTC205. Corequisites: MTC256.

MTC256   **1 credit**   **2 periods**
AURAL PERCEPTION IV
A continuation of Aural Perception III, including extended chords. Prerequisites: None. Corequisites: MTC255.

OFFICE AUTOMATION SYSTEMS (OAS)

OAS108   **3 credits**   **3 periods**
BUSINESS ENGLISH
Comprehensive coverage of correct use of English grammar including spelling, punctuation, capitalization, and number style mechanics in a business context. Prerequisites: None.

OAS135DK   **2 credits**   **2 periods**
WORD: LEVEL I
Using Word word processing software to create and name files, edit text; format, and print a variety of documents. Prerequisites: The ability to use a keyboard at a minimum of 24 wpm or permission of instructor.

PHILOSOPHY (PHI)

PHI101   **3 credits**   **3 periods**
INTRODUCTION TO PHILOSOPHY
General consideration of human nature and the nature of the universe. Knowledge, perception, freedom and determinism, and the existence of God. Prerequisites: None.

PHI103   **3 credits**   **3 periods**
INTRODUCTION TO LOGIC
Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms, and construction of proofs for validity. Prerequisites: ENG101 or ENG107 or equivalent.

PHI105 **3 credits** **3 periods**
INTRODUCTION TO ETHICS
Major theories of conduct. Emphasis on normative ethics, theories of good and evil from Plato to the present. Prerequisites: None.

PHYSICAL EDUCATION (PED)

PED101 **1 credit** **2 periods**
PED102 **1 credit** **2 periods**
PED201 **1 credit** **2 periods**
PED202 **1 credit** **2 periods**
PHYSICAL ACTIVITIES
Individual, dual, or team sports activities as listed in the schedule of classes. May be repeated for credit. Prerequisites: None.

PED115 **2 credits** **4 periods**
LIFETIME FITNESS
Fitness activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm-up/stretch, aerobic exercise, selected strength exercises, and cool down/stretch. May be repeated for credit. Prerequisites: None.

PED144 **3 credits** **5 periods**
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

PED200 **3 credits** **3 periods**
INTRODUCTION TO EXERCISE SCIENCE
AND PHYSICAL EDUCATION
Introductory course for students considering or just beginning a course of study in exercise science and physical education. Overview of each of the disciplines, sub-disciplines, and professions in the cross-discipline field of exercise science/physical education, including historical and philosophical foundations. Course emphasizes the study of physical activity. Prerequisites: None.

PED210JX **1 credit** **3 periods**
MOVEMENT ANALYSIS: GOLF
Practical application of biomechanical, physiological, psychological, and teaching/learning principles in the analysis of skill acquisition and performance. Prerequisites: None.

PED212CR **2 credits** **3 periods**
INSTRUCTIONAL COMPETENCY LABORATORY:
CARDIORESPIRATORY EXERCISES AND ACTIVITIES
Fundamental methods of instructing and leading fitness activities including cardiorespiratory exercises and activities. Core competencies identified by professional certification agencies. Prerequisites: None.

PED212FL **2 credits** **3 periods**
INSTRUCTIONAL COMPETENCY LABORATORY:
FLEXIBILITY AND MIND-BODY EXERCISES
Fundamental methods of instructing and leading fitness activities including flexibility activities. Core competencies identified by professional certification agencies. Prerequisites: None.

PED212SC **2 credits** **3 periods**
INSTRUCTIONAL COMPETENCY LABORATORY:
MUSCULAR STRENGTH AND CONDITIONING
Fundamental methods of instructing and leading fitness activities including strength and conditioning activities. Core competencies identified by professional certification agencies. Prerequisites: None.

PED215 **3 credits** **3 periods**
FITNESS FOR LIFE
Lifetime health and skill-related components of fitness to achieve total wellness. Topics include health and skill-related components of fitness, guidelines for health and fitness assessment, exercise safety and precautions, nutrition, weight control, cardiovascular risk reduction, psychology of fitness and wellness, consumerism, and overall self-management of personal health and lifestyle habits to achieve the highest potential for well-being. Prerequisites: None.

PHYSICAL GEOGRAPHY (GPH)

GPH111 **4 credits** **6 periods**
INTRODUCTION TO PHYSICAL GEOGRAPHY
Spatial and functional relationships among climates, landforms, soils, water, and plants. Prerequisites: None.

PHYSICAL SCIENCE (PHS)

PHS110 **4 credits** **6 periods**
FUNDAMENTALS OF PHYSICAL SCIENCE
Survey of the principles of physics and chemistry. Prerequisites: Grade of "C" or better in MAT091, or MAT092, or satisfactory score on Math placement exam.

PHYSICS (PHY)

PHY101 **4 credits** **6 periods**
INTRODUCTION TO PHYSICS
A survey of physics emphasizing applications of physics to modern life. Designed for students who need a course in physics in order to understand the physical basis of modern technology. Prerequisites: Grade of "C" or better in MAT091 or MAT092, or satisfactory score on Math placement exam.

PHY111   **4 credits**   **6 periods**
GENERAL PHYSICS I
Includes motion, energy, and properties of matter. Prerequisites: Trigonometry or department consent. Course Notes: Recommended for preprofessional and suggested for certain other majors.

PHY112   **4 credits**   **6 periods**
GENERAL PHYSICS II
Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111.

PHY121   **4 credits**   **6 periods**
UNIVERSITY PHYSICS I: MECHANICS
Kinematics, Newton's laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves, and sound. Prerequisites: MAT220 or MAT221 or department consent. One year of High School physics or PHY111 and PHY112 is strongly recommended.

PHY131   **4 credits**   **6 periods**
UNIVERSITY PHYSICS II: ELECTRICITY AND MAGNETISM
Electric charge and current, electric and magnetic fields in vacuum and in materials, and induction. AC circuits, displacement current, and electromagnetic waves. Prerequisites: MAT230 or MAT231 or department consent and PHY121. Corequisites: MAT241 or department consent.

PHY252   **4 credits**   **6 periods**
UNIVERSITY PHYSICS III: THERMODYNAMICS, OPTICS, AND WAVE PHENOMENA
Heat, entropy, and laws of thermodynamics; wave propagation; geometrical and physical optics; introduction to special relativity. Prerequisites: PHY131.

POLITICAL SCIENCE (POS)

POS100   **3 credits**   **3 periods**
INTRODUCTION TO POLITICAL SCIENCE
Introduction to the discipline of political science and its relation to other disciplines with emphasis on the major philosophies and institutions of government. Prerequisites: None.

POS110   **3 credits**   **3 periods**
AMERICAN NATIONAL GOVERNMENT
Study of the historical backgrounds, governing principles, and institutions, of the national government of the United States. Prerequisites: None.

POS120   **3 credits**   **3 periods**
WORLD POLITICS
Introduction to the principles and issues relating to the study of international relations. Evaluation of the political, economic, national, and transnational rationale for international interactions. Prerequisites: None.

POS220   **3 credits**   **3 periods**
U.S. AND ARIZONA CONSTITUTION
Examination of the United States Constitution and the constitution and government of the State of Arizona. Prerequisites: None.

POS221   **1 credit**   **1 period**
ARIZONA CONSTITUTION
Examination of the Constitution of the State of Arizona. Equivalent to the second part of POS220. May not enroll in POS220 and POS221 concurrently. Prerequisites: None.

POS222   **2 credits**   **2 periods**
U.S. CONSTITUTION
Examination of the United States Constitution. Equivalent to the first part of POS220. May not enroll in POS220 and POS222 concurrently. Prerequisites: None.

PSYCHOLOGY (PSY)

PSY101   **3 credits**   **3 periods**
INTRODUCTION TO PSYCHOLOGY
To acquaint the student with basic principles, methods and fields of psychology such as learning, memory, emotion, perception, physiological, developmental, intelligence, social and abnormal. Prerequisites: None.

PSY123   **3 credits**   **3 periods**
PSYCHOLOGY OF PARENTING
The demonstration and application of psychological principles to the development and guidance of children and adolescents. Prerequisites: None.

PSY210   **3 credits**   **3 periods**
EDUCATIONAL PSYCHOLOGY
Scientific research and psychological principles as they apply to teaching 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. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

PSY230   **3 credits**   **3 periods**
INTRODUCTION TO STATISTICS
An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation. Required of psychology majors. Prerequisites: PSY101 with a grade of "C" or better and MAT092 or equivalent, or permission of instructor.

PSY231 1 credit 2 periods
LABORATORY FOR STATISTICS
Applications of inferential and descriptive statistics to computers in the field of psychology. Prerequisites: None. Corequisites: PSY230.

PSY235 3 credits 3 periods
PSYCHOLOGY OF GENDER DIFFERENCES
To assess historical and psychological perspectives on women and men and to evaluate contemporary viewpoints regarding the psychology of women and men. Prerequisites: PSY101 with a grade of "C" or better or permission of the instructor.

PSY240 3 credits 3 periods
DEVELOPMENTAL PSYCHOLOGY
Human development from conception through adulthood. Includes: physical, cognitive, emotional and social capacities that develop at various ages. Recommended for students majoring in nursing, education, pre-med, and psychology. Prerequisites: PSY101 with a grade of "C" or better or permission of the instructor.

PSY241 3 credits 3 periods
UNDERSTANDING AND CHANGING BEHAVIOR
Theory and methods for observing, analyzing, and modifying behavior. Prerequisites: PSY101 with grade of "C" or better or permission of the instructor.

PSY242 1 credit 2 periods
UNDERSTANDING AND CHANGING BEHAVIOR LAB
Designed to apply the principles of behavior modification. Application of behavior modification principles, techniques, and treatment(s) to modify self-behavior or the behavior of others. Exposure to the "hands-on" application of behavioral programming, including the identification, development, implementation, assessment, and modification of a behavioral program. Prerequisites: PSY101. Prerequisites or Corequisites: PSY241.

PSY243 3 credits 3 periods
THE PSYCHOLOGY OF DEVELOPMENTAL DISABILITIES
The interrelationships among the physical, intellectual, social, and psychological aspects of developmental disabilities (DD). Various service approaches, policies, and programs designed to foster an adequate adjustment for individuals with DD and their families. Values and beliefs relating to persons with developmental disabilities. Prerequisites: PSY101.

PSY244 1 credit 1 period
DEVELOPMENTAL DISABILITIES INTERNSHIP
Experience in working with persons with developmental disabilities and their families. 80 hours of designated work. Prerequisites: PSY101, PSY241, PSY242, and PSY243, and departmental approval.

PSY266 3 credits 3 periods
ABNORMAL PSYCHOLOGY
Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed. Prerequisites: PSY101 with a grade of "C" or better, or permission of instructor.

PSY270 3 credits 3 periods
PERSONAL & 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: PSY101 with a grade of "C" or better or permission of the instructor.

PSY290AB 4 credits 6 periods
RESEARCH METHODS
Planning, execution, analysis, and written reporting of psychological research. Surveys the literature, procedures, and instruments in representative areas of psychological research. Prerequisites: ENG101, ENG107 or equivalent. Prerequisites or Corequisites: PSY230 (or equivalent) with a grade of "C" or better, or permission of instructor.

PSY290AC 4 credits 5 periods
RESEARCH METHODS
Planning, execution, analysis, and written reporting of psychological research. Surveys the literature, procedures, and instruments in representative areas of psychological research. Prerequisites: ENG101, ENG107 or equivalent. Prerequisites or Corequisites: PSY230 (or equivalent) with a grade of "C" or better, or permission of instructor.

READING EDUCATION (RDG)

RDG030 3 credits 3 periods
READING ENGLISH AS A SECOND LANGUAGE III
Designed for students who are learning English as a Second Language. Includes instruction for more advanced vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score or grade of "C" or better in RDG020 or permission of instructor.

RDG040 3 credits 3 periods
READING ENGLISH AS A SECOND LANGUAGE IV
Developed for students of English as a second language. Includes development of advanced vocabulary, comprehension skills, and culture awareness. Prerequisites: Appropriate ESL placement test score or grade of "C" or better in RDG030 or permission of instructor.

RDG081   **3 credits   3 periods**
READING IMPROVEMENT
Designed to improve basic reading skills. Includes word recognition, prediction of contents of reading selections, and development of basic vocabulary. Emphasis on identifying main ideas and related details. Reviews following directions and the understanding of graphic materials. Prerequisites: Placement test scores, or permission of instructor.

RDG091   **3 credits   3 periods**
COLLEGE READING SKILLS I
Designed to improve basic reading and study skills, vocabulary and comprehension skills. Recommended to all students whose placement test scores indicate a need for reading instruction. Prerequisites: Reading placement test score (ASSET), or grade of "C" or better in RDG081, or permission of instructor.

RECREATION (REC)

REC150AA   **1 credit   2 periods**
OUTDOOR LIVING 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.

REC150AB   **3 credits   3 periods**
OUTDOOR LIVING SKILLS
Camping and outdoor skills including types of camping, equipment selection and use, cooking and fire building, camp programs, backpacking, and safety. Prerequisites: None.

REC250   **3 credits   3 periods**
RECREATION LEADERSHIP
An examination of roles and methods of leadership in leisure services settings. Overview of theories and models of leadership, group dynamics, participant motivation, communication, and face-to-face leadership. Exploration of leadership contexts, including coaching and officiating sports, leading community groups and volunteers, working with persons in various life stages and with varying abilities, and leading different recreation activity areas. Prerequisites: None.

RELIGIOUS STUDIES (REL)

REL243   **3 credits   3 periods**
WORLD RELIGIONS
The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions. Prerequisites: None.

REL270   **3 credits   3 periods**
INTRODUCTION TO CHRISTIANITY
The nature and content of the Christian tradition developed over time, with overview of the New Testament, major historical trends and figures, major Christian ideas and practices, and survey of denominations. Prerequisites: None.

SEMI-CONDUCTOR MANUFACTURING TECHNOLOGY (SMT)

SMT140   **4 credits   6 periods**
ELECTRIC CIRCUITS
Graphical and analytical analysis of electric circuits, transients, and sinusoidal excitation. Applications of circuit theorems and computer solutions. Prerequisites: PHY112.

SMT150   **4 credits   6 periods**
DIGITAL SYSTEMS AND MICROPROCESSORS
Fundamentals of digital systems and microprocessors with Boolean Algebra and combinational logic. Microprocessor programming and applications. Prerequisites: AMS/ELE/SMT108.

SMT286   **4 credits   6 periods**
INTRODUCTION TO MONOLITHIC INTEGRATED CIRCUIT DEVICES AND RADIO FREQUENCY (RF) PLASMA TECHNOLOGIES
Physics and electronics of bipolar and MOS devices used in integrated circuits. Overview of radio frequency (RF) plasma technologies. Laboratory experience in integrated circuit fabrication. Prerequisites: AMS160.

SIGN LANGUAGE (SLG)

SLG101   **4 credits   4 periods**
AMERICAN SIGN LANGUAGE I
Introduction of principles, methods, and techniques for communicating with deaf people who sign. Development of expressive and receptive sign skills, manual alphabet, numbers, and sign vocabulary. Overview of syntax, grammar, and culture related to American Sign Language (A.S.L.). Prerequisites: None. SLG103 suggested as a corequisite but not required.

SLG102   **4 credits   4 periods**
AMERICAN SIGN LANGUAGE II
Continued development of knowledge and language skills for communicating with deaf people who sign. Includes numbers, fingerspelling, and culture. Emphasis on enhancement of receptive sign skills and continued development of expressive sign skills. Application of rudimentary, syntactical, and grammatical structure stressed with continued development of sign vocabulary. Prerequisites: SLG101, with a grade of "C" or better, or permission of department/division. SLG110 suggested as a corequisite but not required.

SLG103 	1 credit 	1 period
INTRODUCTION TO DEAFNESS
History and development of American Sign Language and English codes. Overview of education for hearing-impaired children. Common adaptive devices used by this special population. Prerequisites: None.

SOCIAL WORK (SWU)

SWU102 	3 credits 	3 periods
INTRODUCTION TO SOCIAL WORK
An introduction to the fields within the area of social work through a study of the disciplines of social case work, social group work, and community organization. Opportunities to experience the various techniques of practice within each discipline. Required for students enrolled in the associate degree program of the social work curriculum. Prerequisites: Eligibility for ENG101 and CRE101.

SWU271 	3 credits 	3 periods
INTRODUCTION TO SOCIAL WELFARE
Analysis of contemporary social welfare services and professional social work. Prerequisites: SOC101.

SWU280 	3 credits 	3 periods
WORKING WITH JUVENILE DELINQUENTS
Concepts of delinquency and strategies for treatment of juvenile delinquents. Legal and ethical issues which arise. Prerequisites: SOC101 or permission of program director.

SWU291 	3 credits 	3 periods
SOCIAL SERVICE DELIVERY SYSTEMS
Purposes, structures, and delivery systems of human service agencies. Includes 40 hours of volunteer experience in local human service agencies. Prerequisites or Corequisites: SWU102, or SWU271, or permission of the department.

SOCIOLOGY (SOC)

SOC101 	3 credits 	3 periods
INTRODUCTION TO SOCIOLOGY
Fundamental concepts of social organization, culture, socialization, social institutions and social change. Prerequisites: None.

SOC157 	3 credits 	3 periods
SOCIOLOGY OF MARRIAGE & FAMILY
The study of courtship, marriage, and family patterns, their historical development, their adaptation to a changing culture, and their impact on individuals. Prerequisites: None.

SPANISH (SPA)

SPA055 	1 credit 	1 period
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.

SPA101 	4 credits 	4 periods
ELEMENTARY SPANISH I
Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading, and writing skills. Prerequisites: None.

SPA102 	4 credits 	4 periods
ELEMENTARY SPANISH II
Continued study of grammar and vocabulary of the Spanish language and study of the Spanish-speaking cultures. Emphasis on speaking, reading, and writing skills. Prerequisites: SPA101 or departmental approval.

SPA115 	3 credits 	3 periods
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.

SPA116 	3 credits 	3 periods
BEGINNING SPANISH CONVERSATION II
Continued development of speaking and listening skills for effective communication in Spanish. Prerequisites: SPA115 or departmental approval.

SPA117 	3 credits 	3 periods
HEALTH CARE SPANISH
Basic conversational Spanish for health care workers or students. Emphasis on basic sentence structure, pronunciation and vocabulary used in health care settings. Prerequisites: None.

SPA201 	4 credits 	4 periods
INTERMEDIATE SPANISH I
Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA102, two years of high school Spanish, or departmental approval.

SPA202 	4 credits 	4 periods
INTERMEDIATE SPANISH II
Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. Prerequisites: SPA201 or departmental approval.

SPA225   **3 credits**   **3 periods**
INTERMEDIATE SPANISH CONVERSATION I
A continuation of SPA116. Continued development of skills in conversational Spanish. A review of the major grammatical and pronunciation problems. Prerequisites: SPA116, SPA102 or departmental approval.

SPA226   **3 credits**   **3 periods**
INTERMEDIATE SPANISH CONVERSATION II
A continuation of SPA225. Continued development of skills in conversational Spanish with a review of grammatical problems. Prerequisites: SPA225, two years Spanish or the equivalent or departmental approval.

SPA235   **3 credits**   **3 periods**
ADVANCED SPANISH CONVERSATION I
Continued development of skills in conversational fluency. Class conducted completely in Spanish. Prerequisites: SPA226 or equivalent or departmental approval.

SPA236   **3 credits**   **3 periods**
ADVANCED SPANISH CONVERSATION II
Further development of skills in conversational fluency. Grammar presented only to clarify student errors. Prerequisites: SPA235 or equivalent or departmental approval.

SPA265   **3 credits**   **3 periods**
ADVANCED SPANISH I
Introduction and study of Spanish and Spanish-American literature. Selected readings from most Spanish-speaking countries. All discussions, oral reports, and written assignments are in Spanish. Prerequisites: SPA202 or departmental approval.

SPA266   **3 credits**   **3 periods**
ADVANCED SPANISH II
Further study of Spanish and Spanish-American literature. Reading selections from most Spanish-speaking countries. All oral reports, discussions, and written reports in Spanish. Graduated level of difficulty from the literature studied in SPA265. Prerequisites: SPA265 or departmental approval.

TELECOMMUNICATIONS (TCM)

TCM108   **3 credits**   **5 periods**
VIDEO PRODUCTION
Video production technology including ENG & EFP styles and equipment usage. Corporate, cable, and broadcast applications.   Basic production techniques in scriptwriting; single camera film style shooting; lighting, audio recording; and editing; post-production techniques, production personnel and their roles, budgeting and copyright issues. Prerequisites: None.

TCM111   **3 credits**   **3 periods**
SCREENWRITING I
Provides an introduction to screenwriting for feature films. Prerequisites: None.

THEATER (THE)

THE111   **3 credits**   **3 periods**
INTRODUCTION TO THEATRE
A survey of theatre, including basic elements and principles of production, styles, and/or historical perceptions of theatre, dramatic literature, and criticism. Prerequisites: None.

THE118   **3 credits**   **3 periods**
PLAYWRITING
Practice and study of theories and techniques of writing for the stage; creating characters, dialogue, and plot for monodramas, scenes, and plays. Prerequisites: None.

THE205   **3 credits**   **3 periods**
INTRODUCTION TO CINEMA
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

THE206   **3 credits**   **3 periods**
INTRODUCTION TO TELEVISION ARTS
History and development of electronic media and its impact on popular arts. Prerequisites: None.

THE220   **3 credits**   **3 periods**
MODERN DRAMA
Analysis of dramatic literature studied within political, historical, and cultural contexts and examined from the perspective of the playwright's structure and style. Prerequisites: ENG101 or ENG107 or equivalent.

THE260   **3 credits**   **3 periods**
FILM ANALYSIS
Understanding and enjoyment of film and its correlation to literature, art, music, and other disciplines. Prerequisites: None.

THEATER PERFORMANCE/ PRODUCTION (THP)

THP112   **3 credits**   **4 periods**
ACTING I
Fundamentals techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work.   Emphasis on characterization. Prerequisites: None.

THP115   **3 credits   4 periods**
THEATRE MAKEUP
Purposes, materials, and techniques of theatrical makeup.
Prerequisites: None.

THP201AA   **1 credit   2 periods**
THEATRE PRODUCTION I
Designed to give college credit to the cast and technical
production crews of college theatre productions. May be
repeated for up to a maximum of four (4) credits.
Prerequisites: None.

THP212   **3 credits   4 periods**
ACTING II
Fundamental techniques of acting through script analysis,
rehearsal, and performance. Prerequisites: THP112 or
departmental approval.

THP213   **3 credits   5 periods**
INTRODUCTION TO TECHNICAL THEATRE
Procedures of technical theatre production and
demonstration. Topics include design and construction
of scenery; lighting and properties. Prerequisites: None.

THP216   **3 credits   4 periods**
BEGINNING STAGE LIGHTING
Basic theories and methods of stage lighting for all
production types. Emphasis on technical/theoretical
facts, artistic/design concept development, and
"teamwork" structure of theatre. Examines stage lighting
optics, instrument selection and application, color theory,
circuiting and control systems, and basic design.
Prerequisites: THP213 or permission of instructor.

THP241   **3 credits   3 periods**
PERFORMANCE OF LITERATURE
The study, analysis, and preparation for performance of
prose, poetry, and dramatic literature. Preparation of
material for public audiences. Prerequisites: ENG101 or
ENG107 or equivalent.

TOTAL QUALITY MANAGEMENT (TQM)

TQM101   **3 credits   3 periods**
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.

VIRTUAL REALITY TECHNOLOGIES (VRT)

VRT100   **1 credit   1 period**
SURVEY OF VIRTUAL REALITY TECHNOLOGY
Introduction to virtual reality technologies and its uses.
Overview of the various hardware, software, and virtual
environments used in developing and delivering virtual

reality. Emphasis on how to understand the techniques
and potential of virtual reality in today's society.
Prerequisites: None. Windows operating system
experience recommended but not required.

VRT210   **2 credits   4.5 periods**
VIRTUAL REALITY REAL-TIME MODELING I
Techniques for creating highly optimized, interactive, real-
time, three-dimensional models for use in real-time
application(s) and in visual simulation environment(s)..
Prerequisites: (Windows operating system experience or
BPC/CIS121AE) and VRT100, or permission of instructor.

VRT211   **2 credits   4.5 periods**
VIRTUAL REALITY REAL-TIME MODELING II
Advanced techniques for creating highly optimized,
interactive, real-time, three-dimensional models for use
in real-time application(s) and in visual simulation
environment(s). Prerequisites: VRT210 or permission of
instructor..

VRT230   **2 credits   4.5 periods**
THREE-DIMENSIONAL HAPTIC MODELING I
Three-dimensional modeling techniques using haptic
technology to create three-dimensional models to optimize
form with function with direct model interaction for use
in animation, simulation, multimedia, and industrial
environments. Prerequisites: (Windows operating system
experience or BPC/CIS121AE) and VRT100, or permission
of instructor.

VRT231   **2 credits   4.5 periods**
THREE-DIMENSIONAL HAPTIC MODELING II
Advanced three-dimensional modeling techniques using
haptic technology to create three-dimensional models to
optimize form with function with direct model interaction
for use in animation, simulation, and multimedia, and
industrial environments. Prerequisites: VRT230 or
permission of instructor.

VRT240   **2 credits   4.5 periods**
VIRTUAL REALITY REAL-TIME SIMULATION I: EON
Authoring techniques for developing real-time, interactive
applications for use in visual simulation environments.
Prerequisites: VRT211, or VRT231, or permission of
instructor.

VRT290AA   **1 credit   6 periods**
VRT290AB   **2 credits   12 periods**
VRT290AC   **3 credits   18 periods**
VIRTUAL REALITY INTERNSHIP
Work experience in business or industry. Prerequisites:
Permission of instructor.

WELLNESS EDUCATION (WED)

WED144   **3 credits**   **5 periods**
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

WED145   **3 credits**   **3 periods**
SPIRITUALITY AND AGING
Exploration of the spiritual dimensions of aging; relationship of major life tasks and transitions to spirituality; exploration of conscious aging, including a literary analysis; reflective and contemplative tools used in conscious aging; interrelationships between wisdom, ritual, and spirituality; and development of a new vision of aging. Prerequisites: None

WED151   **2 credits**   **2 periods**
OVERVIEW OF ALTERNATIVE MEDICINE
Definition of health; exploration of mind-body-spirit connection in health; various therapeutic modalities; identification of strengths and limitations of alternative therapies. Also includes development of ability to critically review written material in the alternative therapy area. Prerequisites: None.

WED165   **2 credits**   **2 periods**
OVERVIEW OF MASSAGE THERAPY
History of massage; overview of bodywork systems; benefits and indications of massage; legal requirements for practice in Arizona. Prerequisites: None.

WRITING ACROSS CURRICULUM (WAC)

WAC101   **3 credits**   **3 periods**
WRITING ACROSS THE CURRICULUM
Emphasis on the elements of sentence and paragraph structure, the four stages of the writing process for personal-based and expository. Extensive journal entries, editing and revision of written assignments. Prepare and write multi-paragraph essays. Assigned readings, participation in extensive workshops and groupwork. Prerequisites: None.

INFORMATION REGARDING SPECIAL COURSES NOT LISTED IN THE COLLEGE CATALOG

COOPERATIVE EDUCATION (courses numbered 296)

Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequistites: None. Corequisites: Must be concurrently enrolled in at least one class related to job/co-op subject area; must maintain an enrollment ratio of two (2) hours of credit in other courses for every one (1) hour of Cooperative Education credit (excluding radio and television); a maximum of sixteen (16) hours of Cooperative Education credit is allowable in a college program.

SPECIAL PROJECTS (courses numbered 298)

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

Administration, Faculty, Management and Staff

CATALOG and

STUDENT

HANDBOOK

2002-2003

ADMINISTRATION

BOARD OF DIRECTORS FOR COMMUNITY COLLEGES OF ARIZONA

Arizona Community College Board
2020 North Central Avenue, Suite 570
Phoenix, Arizona 85004
(602) 255-4037

Apache County.. LaVerl E. Ashcroft, Executive Committee Member at Large
Cochise County .... Judith A. Gignac
Coconino County.. Michael G. Clifton
Gila County...Steve Johnson
Graham County .... Joann F. Mortensen
Greenlee County...Dixie Zumwalt
La Paz County ....Evangelina Hoover, Treasurer
Maricopa County. .... Nick Balich
Mohave County .... Patrick K. Carlin, Immediate Past Chair
Navajo County.. Thava T. Freedman
Pima County ....Oscar S. Lizardi
Pinal County ....Alfred R. Anderson, Secretary
Santa Cruz County.. Lourdes Moreno-Jeong, Vice Chair
Yavapai County ....Karen F. Rizk, Chair
Yuma County ....Gary Munk
Arizona Board of Regents...Gary Stuart
Superintendent of Public Instruction Representative...Ralph D. Romero

MARICOPA COMMUNITY COLLEGE GOVERNING BOARD

Maricopa County Community College District
District Support Services Center
2411 West 14th Street
Tempe, Arizona 85281-6942
(480) 731-8889

Dr. Donald R. Campbell
Reelected 2001-2007
District Precinct #5
Phoenix, South and West

Mr. Ed Contreras
Elected 2001-2007
District Precinct #1
East Valley

Mr. Gene Eastin
Elected 1996-2003
District Precinct #4
Phoenix North and West to Wickenburg

Mrs. Linda B. Rosenthal
Reelected 1996-2003
District Precinct #3
North Central Maricopa County
including New River

Ms. Nancy Stein
Reelected 1999-2005
District Precinct #2
Scottsdale, Northeast Phoenix and East Valley

MARICOPA COMMUNITY COLLEGE DISTRICT ADMINISTRATION

2411 West 14th Street
Tempe, Arizona 85281- 6942
(480) 731-8000

Dr. Fred Gaskin .... *Chancellor*

Dr. Anna Solley ....*Vice Chancellor, Academic Affairs*

Mr. Ron Bleed... *Vice Chancellor, Information Technologies*

Dr. Steven Helfgot.......................... *Vice Chancellor, Student Development and Community Affairs*

Dr. Rufus Glasper..................... *Executive Vice Chancellor, Human Resources and Administration*

Ms. Debbie Thompson ....*Associate Vice Chancellor, Business Services*

Dr. Jose Leyba... *Associate Vice Chancellor, Human Resources*

CHANDLER-GILBERT COMMUNITY COLLEGE ADMINISTRATION

HESSE, Maria L.
President
B.S., M.B.A., Arizona State University;
M.Ed., Northern Arizona University.

MASON, Marybeth
Dean, Instruction
B.A., M.A., Arizona State University.

BARTHOLOMEW, Lois M.
Dean, Student Services
A.A., Phoenix College;
B.S., Arizona State University;
M.A., Northern Arizona University.

UNDERWOOD, John
Senior Associate Dean, Business and Industry
A.A.S., Community College of the Air Force;
B.S., Embry-Riddle Aeronautical University;
M.A.Ed., University of Phoenix.

GARZA, Librado (Lee)
Dean, Administrative Services
B.B.A., M.B.A., University of Texas at San Antonio;
Ed.D., Arizona State University.

MONSOUR, Earl R.
Associate Dean, Technology
Certificate in Computing Technology,
Community College of the Air Force;
B.S.B.A., M.B.A., Avila College.

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FACULTY

ADAMSON, Scott
Mathematics
A.A., Itasca Community College;
B.S., M.A., Northern Arizona University.

ALVAR, Brent A.
Wellness, Health and Physical Education
B.S., M.S., Ph.D. Arizona State University.

BAKER, Patricia
Computer Information Systems and Computer Science
B.S., University of Michigan;
M.C.S., Arizona State University.

BANJOKO, Adebiyi
Biology
A.S., Community College of Allegheny County;
B.S., Ph.D., Arizona State University.

BARRIOS, René
Counseling
A.A., Arizona Western College;
B.A., M.Ed., University of Arizona;
Ed.D., Arizona State University.

BATES, Brad
Chemistry
B.S., M.Ed., Arizona State University.

BINGHAM, Cynthia F.
Spanish
Certificate, Latin American Studies,
Arizona State University;
B.A., Brigham Young University;
M.A., Arizona State University.

BORING, Steve
Aviation
A.A., St. Petersburg Junior College.

CANHAM, Jeanne
Mathematics
B.S., Taylor University;
M.Ed., Arizona State University.

CHAVEZ, Ernest G.
Mathematics
B.A., Arizona State University;
M.A., Northern Arizona University.

CHRISTIAN, D.J.
Computer Information Systems
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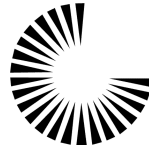
Glossary of College Terminology

GLOSSARY OF COLLEGE TERMINOLOGY

Academic Load

Also called academic load. The total number of credit hours taken in a term. Twelve credit hours is considered a full-time load.

Academic Program Advisor

A designated staff member who has received training to provide students with academic information that will direct them to the appropriate classes to achieve their educational goals and enhance their academic success.

Admission

Acceptance into a college after the student has filed a completed Student Information Form with the Admissions, Records and Registration Office and has been admitted according to admissions criteria. Students who have been admitted are eligible to register for courses.

Alumnus/Alumna

A graduate of a college or university. (Plural: alumni/alumnae)

Assessment

Evaluation of students' present skills in English, reading, and mathematics using tests known as Assessment of Skills for Successful Entry and Transfer (ASSET). Scores are used as a guide for proper course placement so students can choose courses that match their skills. Such a match leads to greater success.

ASSET

See Assessment.

Associate Degree

Degree awarded by community colleges after a student completes a specified number of course requirements and credit hours, generally a minimum of 60 semester credits. May be an Associate in Arts (AA), designed primarily for transfer to complete a baccalaureate degree; an Associate in Applied Science (AAS), designed primarily to enhance workplace skills and knowledge; or an Associate in General Studies (AGS), designed to fulfill students' goals of higher education.

Audit

An option for class registration in which the student pays to attend class but does not want to receive credit. Students sometimes choose to audit courses in which they do not wish to complete required assignments.

Bachelor's Degree

A degree awarded by a four-year college or university. Generally requires completion of 120 semester credits. Also referred to as a baccalaureate degree (e.g., BA or BS).

Class Period

Time spent in class and/or lab each week. One period is equivalent to 50 minutes per week.

Class Schedule

A college publication that lists all courses offered during a semester, including dates and times of class meetings, names of instructors, buildings and rooms, credit hours, and other important registration information.

Cocurricular Activities

Also known as extracurricular. Activities, clubs, or organizations students may participate in above and beyond their academic courses.

Commencement

Also known as graduation. A ceremony during which colleges award certificates of completion and degrees to graduating students.

Continuous Enrollment

The process of registering for and completing courses during consecutive semesters, excluding summer sessions. Determines catalog year for graduation.

Corequisite

Specified conditions, requirements, or courses that must be completed at the same time as another course.

Counselor

A faculty member professionally trained in counseling who helps students with educational, career, or personal concerns as well as goal setting and decision making.

Course

A specific subject studied within a limited period of time, such as a semester, and taught by a faculty member. Also called course offering or class.

Course Fee

A charge for services, supplies, and/or materials for a course, in addition to tuition and fees for the course.

Course Number

A three-digit code that identifies a specific course and indicates its level and sequence (e.g., 101 in ENG101).

Course Prefix

A three-letter code that identifies the subject area of a course (e.g., ENG in ENG101 indicating a course in English).

Course Selection Form

This form is used by students to list their course selections for a particular term. In most cases, an advisor must approve the courses and sign the form before a student can register.

Course Title

The name of a specific course that indicates subject and content (e.g., First-Year Composition, title for English 101).

Credit Hour

The numerical unit of college credits earned for the satisfactory completion of a specific course. Also referred to as semester hours or units (e.g., 3 credit hours).

Curriculum

A planned sequence of courses for an academic or occupational goal. Also referred to as a program of study.

Division

A group of faculty who teach classes in related subjects, such as accounting, management and computer information systems in the Business Division.

Drop/Add Period

A specified period of time at the beginning of a term when schedule changes (i.e., adding or dropping one or more classes) are allowed without a refund penalty. Courses added or dropped during the Drop/Add Period do not appear on students' transcripts.

Electives

Non-required courses that students may select to complete their program of study.

Extended Probation

A student on academic probation is placed on extended probation if they do not raise their cumulative grade point average to the required minimum standard. Enrollment is limited to six (6) credit hours for a period of one semester.

Faculty

Instructors, teachers. Counselors and librarians are also faculty.

Final Exams

Tests or exercises given at the end of a term that are often comprehensive; that is, they may include all material covered during the semester. The schedule of final exam dates and times for each term is included in the Class Schedule.

Financial Aid

Dollars available which help students attend college to complete their education. Includes grants, loans, scholarships, and work study funds. Sources are varied with funds coming from federal and state governments, colleges, private donors, and local agencies and organizations.

Fiscal Services

Also known as the Cashier's Office. Students may pay tuition and fees, course fees, and other encumbrances owed the college at the Fiscal Office.

FTSE

Full-Time Student Equivalents. Known as FTSE (Pronounced "Foot see").

Grade Point

The numerical value of a grade multiplied by the credit hours for a course (A=4 points; B=3 points; C=2 points; D=1 point). If, for example, a student earns an A in English 101 (3 credit hours), then the student earns 12 points: A=4 points x 3 (credit hours) = 12 points.

Grade Point Average

Generally called GPA, grade point average is determined by dividing the total number of grade points earned by the total number of credit hours attempted. For example, 45 grade points divided by 15 credit hours earned = 3.0 GPA.

Lower Division

Normally freshman- and sophomore-level (100 and 200) courses offered by a college. Community colleges offer ONLY lower division courses. Four-year institutions also offer upper division courses, which are junior-level and senior-level (300 and 400) courses.

Major

An area of concentrated study often for a specific degree or occupation, such as journalism, nursing, or aircraft maintenance.

New Student Orientation

A session during which new students are introduced to academic programs, facilities, and services provided by a college.

Official Absence

Absence from class approved by the Dean of Student Services for students who are participants in an official college activity. Approved absence documentation must be presented by students to their instructors before the official absence. Students make arrangements to complete the work they will miss.

Pass/Fail

An option for class registration in which students choose to receive a grade of Pass or Fail in lieu of a letter grade (A, B, C, D, F). Students can earn credits towards graduation by passing these courses but the grades will not count in their GPAs. It is best to check with an advisor to make sure that Pass/Fail grades will transfer to another college or university.

Placement Test

See Assessment.

Prerequisite
Specified conditions, requirements, or classes that must be completed before enrolling in a class. For example, ENG102 has a prerequisite of ENG101.

Probation
A warning that a student is not in good academic standing. May be accompanied by restricted credit hour enrollment.

Recess
Holidays and the periods of time between academic semesters when classes are not in session.

Registration
Actual enrollment of a student into specific courses after the student has been admitted to the college and has received academic advisement.

Required Course
A course that a student must complete to meet certain goals or to complete a certain curriculum.

Scholastic Suspension
Students on suspension from any accredited institution of higher education may appeal to the Admissions and Standards Committee or campus designee for permission to register. The student will be limited to twelve (12) credit hour unless approved by Admissions and Standards Committee.

Section Number
A unique, four-digit code used to identify each class section of each course offered. Section numbers are listed in the Class Schedule.

Self-Paced Classes
Also called open-entry/open-exit (OE/OE). Essentially self-study courses that permit students to set flexible schedules. Students may enroll in self-paced courses throughout most of a semester. Self-paced courses are recommended for students who are self-motivated, are strong readers, have good problem-solving skills, can manage time well, and can set their own deadlines.

Semester
Traditionally half an academic year, about 16 weeks in length. Fall semester begins in August and spring semester begins in January.

Subject Codes
See Course Prefix and Course Number.

Syllabus
One or more pages of course requirements that instructors give to students on the first day of class. The syllabus may include detailed information about a course, such as an instructor's grading system, attendance policies, and testing and assignment dates.

Transcript
An official record of a student's college coursework that is maintained by the college registrar. Courses taken, grades, GPA, and graduation information are included on a transcript.

Transfer Credit
Course credit that is accepted from or by another college or university.

Trial Schedule
A form on which students list their course selections in order to determine which combination of courses and class times works best during a particular term.

Tuition and Fees
The cost per semester credit unit that students must pay for their college courses. Tuition and fees are determined by the Maricopa County Community College Governing Board.

Tutoring
Additional learning assistance provided by tutors to students in individual or group sessions. Tutoring is centralized in the Learning Assistance Center.

Withdrawal
Officially dropping any or all courses during a semester.
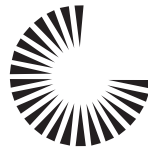
Appendix: Scholarship Donors

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SCHOLARSHIP DONORS

CGCC gratefully acknowledges the following scholarship donors for their support of our students:

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- America West Airlines
- American Association of Airport Executives Foundation
- American Legion Auxiliary
- American Oil Chemists Society
- America's Junior Miss Scholarship Foundation
- Apache Junction Unified School District
- Arizona Association Future Farmers of America
- Arizona Cinderella
- Arizona Cotton Ginners Association
- Arizona Elks Association
- Arizona Food & Drug Industry Education Foundation
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- Ford Berry Portrait Studio
- Black Educational Task Force
- Bradshaw Mountain High School
- Bristol Bay Economic Development Corporation
- Buckeye Elks Lodge, No. 2686
- Camelback Design Group
- Caramel Community Integrated Arts School
- Casa Grande Union High School Foundation Scholarship
- Central Arizona College
- Central Phoenix Rotary Club
- Chalo's
- Chandler Airpark
- Chandler Arts and Crafts League
- Chandler Coalition for Civil and Human Rights
- Chandler Educational Foundation
- Chandler Elks Lodge #2429
- Chandler-Gilbert Community College English Faculty
- Chandler High School
- Chandler High School Booster Club
- Chandler Horizon Rotary Club
- Chandler Ojo Rojo Lions Club
- Chandler Regional Hospital
- Chandler Regional Hospital Auxiliary
- Chandler Republican Women's Club
- Chandler Rotary
- Chandler Service Club
- Chandler Unified School District
- Chick-fil-A
- Choral Parents Association
- The Circle K Corporation
- Citizen's Scholarship Foundation of America
- Coca-Cola Scholarship Foundation
- Columbus Foundation
- Communications Workers of America
- Community Church of Buckeye
- Community Kids
- James Comstock Memorial Scholarship
- Cooperative Office Education
- Delta and Pine Land Company
- Desert Club of Mesa
- Desert General Surgeons, LTD
- Millicent Joyce Dixon Memorial Scholarship
- Dobson High School
- Dougherty Foundation
- Eastern Arizona College Foundation
- Eastern Pinal County 4-H
- East Valley Chapter of ABWA
- East Valley Institute of Technology
- East Valley Hispanic Women's Association
- Elks National Foundation
- Emmetsburg Education Foundation
- Empire Southwest
- Equitable Insurance
- Experimental Aircraft Association - Chapter 883
- F.A.C.S. ED
- Ronnie Felix Memorial Scholarship Foundation
- First Interstate Bank of Arizona
- First United Methodist Church
- Freeport McMoran, Inc.
- Friendly House, Inc.
- Future Farmers of America
- Joe and Rosalia Garcia
- Gila River Indian Community
- Gila Valley Rotary Club
- Gilbert High School
- Gilbert High School Spirit Store
- Gilbert Lions Club
- Gilbert Promotional Corporation
- Gilbert Public Schools
- Gilbert Tiger Pride
- Globe Unified School District
- Golden Eagle Foundation Inc.
- Goldring Family Foundation
- GOULD, Inc.
- Greater Kansas City Community Foundation
- Harriet M. Heatherington, YWCA
- Haws Flower Shop
- Heilig-Meyers

- Heritage Academy
- Holbrook Education Association
- Holtville Rotary Club
- HUB Distributing, Inc.
- ICAN
- Idaho Head Start
- Idaho Irrigation Equipment Association
- Intel Corporation
- Junior Achievement of Central Arizona, Inc.
- Kankakee County Crimestoppers
- Kawerak Inc.-Alaska
- Kikiktagruk Inupiat Corporation
- Kiwanis Club of Chandler
- Kiwanis Club of Gilbert
- Kiwanis Club Queen Creek
- Kodalak Area Native Association
- Las Vegas Invitational Scholarship Fund
- Mancos Lodge #100 A.F. & A.M.
- Mancos School District
- Marsha Lewicki Scholarship
- Lincoln Foundation, Inc.
- Major League Baseball
- Marcos de Niza High School
- Maricopa Community Colleges Foundation
- Maricopa County Fair
- Marine Corps Scholarship Foundation
- Mata Enterprises

- McDonnell Douglas Helicopter Company
- Duncan E. and Lillian M. McGregor Scholarship Fund of the Lincoln Foundation
- Mesa Association of Hispanic Citizens
- Mesa Foundation for Educational Excellence
- Mesa Public Schools
- Mesa Unified School District
- Mesquite Area Chamber of Commerce
- Mesquite High School Booster Club
- Miami Rotary Club
- Middletown Lions Club
- Miss America Pageant
- Miss Black Arizona Pageant
- Dr. Marvin Morrison
- Most Worshipful Prince Hall Grand Lodge
- Motorola Foundation
- Motorola Retirees
- Mountain Pointe Baseball Boosters
- Mountain Pointe High School
- Mountain View Booster Club (Toros)
- Nana Corporation
- The Navajo Nation
- Otto and Edna Neely Foundation
- Nevada Youth Baseball Association
- Robert Aqqaluk Newlin, Sr. Memorial Trust
- Nucor Corporation
- The Tommy Nunez National Hispanic Basketball Classic

- Ohio Elks Association
- O'Odham Tash
- Page Unified School District
- Palmer Lodge BPO Elks
- Pan American Golf Association
- Robert Pastor Memorial
- Father Joseph N. Patterson Foundation
- Payless Cashways, Inc.
- Phoenix Cotton Women
- Phoenix Scottish Rite Foundation, Inc.
- Phoenix Suns Charities
- Phoenix Union Partnerships
- Professional Aviation Maintenance Association
- Professional Chemicals Corporation
- Professional Secretaries International
- Pueblo de Laguna
- Pueblo Grande Museum Auxiliary
- George M. Pullman Education Foundation
- Queen Creek Unified School District
- Ray Chapter-Order Eastern Star
- Red Mountain High School
- Red Mountain High School Booster Club
- Roadway Package Systems
- Rotary Club of Gilbert
- Rural Metro Corporation
- Nancy Rutledge Memorial Fund
- Safford High School
- Salt River, Pima-Maricopa Indian Community
- Si Se Puede Foundation
- Sitnasuak Foundation
- Soroptimist International of the San Tans

- Southwest Airlines
- State Compensation Fund
- Sun Lakes Rotary Club
- Supima Association of America
- Temecula Valley High School
- Tempe Schools Credit Union
- Tempe St. Luke's Hospital
- Tohono O'odham Nation
- Top O'Texas Chapter of ABWA
- United Parent and Youth League
- United Way
- Urbanek/Levy Education Fund
- Valley Hope Association
- Valley of the Sun YMCA
- Vermont Incentive Grant
- VFW Post #1170 in Middletown, KY
- Arnette S. Ward Endowed Scholarship Fund
- Dr. Ronald Watras
- West High School
- Westminster Village
- Thomas White Insurance
- Williams-Grand Canyon
- Women's Auxiliary to the M.O.C.
- Women's Sport Foundation
- Woodmen of the World
- Word of Grace
- Samuel S. Wurtzer Scholarship
- Young American Bowling Alliance
- Youth Singers Foundation
- Youth Together, Inc.

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COURSE PREFIX INDEX

(In alphabetical order by course prefix)

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