



PHOENIX COLLEGE PROGRAMS

2000 Dalby Building

Phoenix College Instructional Departments & Chairpersons

Department Chairperson	Contact Number
Applied Arts & Human Sciences602.285.7294
Chairperson: Sylvia Phillips, 602.285.7287 Programs in Child & Family Studies, Fashion Design, Food & Nutrition, Interior Design.	
Applied Business602.285.7845
Chairperson: Kathryn Green, 602.285.7357 Programs in Cisco, Computer Applications, Information Technology Security, Legal Secretarial, Management, Marketing/Merchandising, Medical Office Support, Microsoft Applications, and Office Support.	
Art/Photography/Music/Anthropology602.285.7277
Chairperson: Roman Reyes, 602.285.7281 Programs in Computer & Media Arts, Photography, Music.	
Biology602.285.7100
Chairperson: Mark Rosati, 602.285.7101	
Business602.285.7387
Chairperson: Cindy Cloud, 602.285.7534 Programs in Accounting, Banking/Finance, Business, Computer Systems, General Business-Insurance, Home Inspection, and Real Estate	
Chemistry602.285.7138
Chairperson: Jeanne Arquette, 602.285.7438	
Communication/Sign Language, Interpreter Training/Theatre/Film602.285.7319
Chairperson: Liz O'Brien, 602.285.7313 Programs in Interpreter Preparation, Sign Language.	
Counseling602.285.7392
Chairperson: Queta Chavez, 602.285.7392	
Cultural & Applied Social Sciences602.285.7893
Chairperson: Cynthia Viera, 602.285.7241 Programs in Administration of Justice, Evidence, Justice Agencies Support; African-American & Women's Studies.	
Dental Programs602.285.7320
Kristin Anderson, 602.285.7324 Programs in Dental Assisting, Dental Hygiene, Dental Office Management.	
Emergency Medical Technology & Fire Science602.285.7207
Chairperson: K. M. Lewis, 602.285.7213 Programs in Emergency Medical Technology, Fire Science, Terrorism Preparedness.	
English/Humanities602.285.7807
Chairperson: Nancy Matte, 602.285.7347 Program in Creative Writing.	
Foreign Language602.285.7845
Chairperson: Trino Sandoval, 602.285.7416	
Gerontology602.285.7350
Chairperson: Rose Pfefferbaum, 602.285.7587 Programs in Gerontology.	
Health Enhancement602.285.7295
Chairperson: Liz Ligon, 602.285.7611 Programs in Health Care, Therapeutic Massage, Recreation.	

Phoenix College Instructional Departments & Chairpersons

Department Chairperson	Contact Number
Health Information Management602.285.7350
Chairperson: Bonnie Petterson, 602.285.7149 Programs in Health Information, Medical Billing & Coding	
Industrial Technology602.285.7350
Chairperson: Jesse Mireles, 602.285.7222 Programs in Drafting, Construction, Engineering, Welding.	
Legal Studies602.285.7216
Chairperson: Edlyn Soderman, 602.285.7382; Scott Hauert, 602.285.7354 Programs in Legal Assisting.	
Liberal Arts602.285.7651
Chairperson: Albert Celozza, 602.285.7185 Programs in American Indian Studies, Chicana/ Chicano Studies, International Studies, Southwest Studies.	
Library602.285.7457
Chairperson: Elizabeth Saliba, 602.285.7748	
Mathematics602.285.7151
Chairperson: Cleopatria Martinez, 602.285.7390	
Nursing602.285.7121
Chairperson: Margaret Souders, 602.285.7133 Programs in Nursing.	
Physics602.285.7350
Chairperson: Donald Speed, 602.285.7244	
Psychology/Honors & Classical Studies602.285.7257
Chairperson: Marian Gibney, 602.285.7259	
Reading602.285.7959
Chairperson: Cindy Ortega, 602.285.7768	



Program and Degree Types Index

Your program and degree options are many and complex. It is important to obtain information related to your educational and career goals early. All students are strongly encouraged to work with an academic advisor and/or counselor. **Advisement Center**, 602.285.7110; **Counseling Department**, 602.285.7392

- ◆ **Associate in Applied Science (AAS) Degree**
The AAS degree programs prepare students to enter specific careers or occupations. Although these career programs are not designed as transfer programs, some transfer as a “block.” See page 92.
- ★ **Certificate of Completion (CCL)**
The Certificate of Completion programs require fewer courses than degree programs and are a good choice if you seek immediate entry into the work force or on-the-job advancement. Certificate programs can lead to an Associate in Applied Science Degree; see the above information on the AAS degree.
- ★★ **Academic Certificate (AC)**
The 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. See page 93.
- **Transfer Options – AGEC, AA, AS, AAEE, ABus/GR, ABus/SR, and ATP**
If you plan to complete lower-division (freshman and sophomore levels) coursework at Phoenix College before transferring to a university, these degrees are designed for you. PC faculty and staff work closely with state universities to ensure maximum transfer of credits within your selected program. Information on these options starts on page 76.
- **Associate in General Studies (AGS) Degree**
This degree is recommended for students whose educational goals require flexibility and a broader choice of classes. The AGS degree program is less appropriate if you intend to transfer to a university. AGS advisement is available to students. See page 90.

The courses contained in the following programs are listed alphanumerically by prefix and number and begin on page 221. For the availability of specific courses, consult the current class schedule. Not all courses are offered each semester.

Occupational programs are listed alphabetically within occupational areas. See page 117 for these programs and their awards. For occupational programs for all MCCCDC colleges, see page 95.

Phoenix College welcomes inquiries from the Spanish speaking community. Please call 602.285.7110 for further information regarding liberal arts and occupational programs.

Phoenix College extiende una bienvenida a preguntas de la comunidad hispana. Para mas información tocante a los programas de artes, ciencias, y ocupaciones técnicas, favor de llamar al 602.285.7110.

Phoenix College Programs & Awards

The following programs/awards are listed alphabetically by title within instructional/occupational areas. A list of instructional departments is on page 114.

Key: **AAS** [◆] **CCL** [★] **AC** [★★] **ATP** [■] Transfer [●]

Instructional/Occupational Programs:

<u>Areas</u>	<u>Programs/Awards</u>	<u>Page Number</u>
<u>APPLIED ARTS & HUMAN SCIENCES</u>		
Child & Family Studies		
	Adolescent Studies [★]	Page 120
	Child Care Administration [◆★]	Page 120
	Classroom Management for Infants, Toddlers & Preschool Children [★]	Page 121
	Family Resources [◆★]	Page 121
	Family Support [★]	Page 122
Fashion Design		
	Apparel Construction [★]	Page 123
	Fashion Design [◆]	Page 123
	Fashion Design Level I [★]	Page 123
	Fashion Design Level II [★]	Page 124
	Fashion Illustration Level I [★]	Page 124
	Fashion Illustration Level II [★]	Page 124
	Fashion Illustration Level III [★]	Page 124
	Pattern Design Level I [★]	Page 125
	Pattern Design Level II [★]	Page 125
Food and Nutrition		
	Commercial Food Preparation [★]	Page 125
	Culinary Studies [◆★]	Page 125
	Food Service Administration [◆★]	Page 126
	Professional Food and Beverage Service [★]	Page 127
Interior Design		
	Advanced Interior Design [★]	Page 128
	Home Furnishings and Materials [★]	Page 128
	Interior Design [◆]	Page 129
<u>ARTS</u>		
	Art ●	Page 210
	Audio Production Technologies [◆★]	Page 129
	Computer Graphic Design [◆★]	Page 130
	Digital Photography [★]	Page 131
	Media Arts: Computer Art/Illustration [◆★]	Page 132
	Media Arts: Desktop Publishing [◆★]	Page 133
	Media Arts: Digital Animation [◆★]	Page 133
	Media Arts: Digital Imaging [◆★]	Page 133
	Media Arts: Web Page Design [◆★]	Page 134
	Music Business [◆★]	Page 135

BUSINESS

Accounting		
Accounting [◆]		Page 136
Microcomputer Accounting [★]		Page 137
Business Administration [● ■]		Page 212
General Business [◆★]		Page 137
Computers		
Computer Applications [★]		Page 138
Computer Hardware & Desktop Support [★]		Page 138
Computer Information Systems [◆★]		Page 139
Information Security [◆]		Page 140
Information Security Technology [★]		Page 141
Programming and System Analysis [◆★]		Page 141
Web Developer [★]		Page 142
Finance		
Banking and Finance [◆]		Page 142
Home Inspection		
Home Inspection-Basic Inspector [★]		Page 143
Home Inspection-Business Owner Operator Inspector [★]		Page 143
Insurance		
General Business-Insurance [◆]		Page 144
General Business-Insurance Level I [★]		Page 144
General Business-Insurance Level II [★]		Page 145
Management		
Credit Union Management [◆★]		Page 145
Management [◆]		Page 146
Management I [★]		Page 147
Management II [★]		Page 147
Retail Management [★]		Page 147
Marketing		
Fashion Merchandising [◆★]		Page 148
Marketing [◆]		Page 149
Marketing I [★]		Page 149
Marketing II [★]		Page 150
Office Occupations		
Legal Secretarial [◆★]		Page 196
Medical Office Support [◆]		Page 164
Medical Office Support: Basic Clerical [★]		Page 165
Medical Office Support: Basic Transcription [★]		Page 166
Office Support [◆]		Page 150
Office Support I [★]		Page 151
Office Support II [★]		Page 151

EDUCATION

Associate of Arts in Education (AAEE) [●]	Pages 84, 208
Bilingual Endorsement [★]	Page 152
Education [●]	Page 208
ESL Endorsement [★]	Page 152
Instructional Assistance [◆★]	Page 152

HEALTH CARE**Allied Health**

Health Information [★]	Page 155
Health Information Technology [◆]	Page 156
Histology Technician [◆★]	Page 157
Laboratory Assisting [★]	Page 159
Massage, Therapeutic [◆★]	Page 178
Medical Assisting [■◆★]	Page 159
Medical Billing [★]	Page 161
Medical Coding: Hospital-Based [★]	Page 162
Medical Coding: Physician-Based [★]	Page 163
Medical Front Office [★]	Page 163
Patient Care Technician [★]	Page 166
Phlebotomy [★]	Page 167

Dental

Dental Assisting [◆★]	Page 167
Dental Hygiene [◆]	Page 169
Dental Office Management [◆]	Page 171

Emergency Medical Technology

Advanced Emergency Medical Technology (Paramedic) [◆★]	Page 172
Basic Emergency Medical Technology [★]	Page 174
Emergency Communications and Deployment [★]	Page 174
Intermediate Emergency Medical Technology [★]	Page 174
Secondary Basic Emergency Medical Technology [★]	Page 175

Nursing

Nurse Assisting [★]	Page 176
Nursing [◆]	Page 177
Practical Nursing [★]	Page 176
Pre-Nursing Nursing [●]	Page 209

Therapeutic Massage

Therapeutic Massage [◆★]	Page 178
--------------------------	----------

HUMAN SERVICES**Administration of Justice**

Administration of Justice [◆]	Page 180
Administration of Justice Comprehensive [★]	Page 180
Administration of Justice Fundamentals [★]	Page 181
Crime and Accident Scene Photography [★]	Page 181
Evidence Technology [◆★]	Page 181
Fingerprint Classification & Identification [★]	Page 182
Justice Agencies Support [◆]	Page 182
Justice Agencies Support Level I [★]	Page 183
Justice Agencies Support Level II [★]	Page 183

Aging Services/Gerontology

Assisted Living: Directed Care Services [★]	Page 183
Assisted Living: Management [★]	Page 184
Assisted Living: Personal Care Services [★]	Page 184
Assisted Living: Personal Care Services for Certified Nursing Assistants [★]	Page 184
Assisted Living: Supervisory Care Services	Page 184
Fiduciary Practices [★]	Page 185
Gerontology [◆]	Page 185

Aging Services Management [★]	Page 185
Eldercare [★]	Page 186
Foundations [★]	Page 187
Generalist [★]	Page 187
Program Development [★]	Page 187

Interpreter Preparation/ Sign Language

Interpreter Preparation [◆★]	Page 188
Deaf Studies [★]	Page 189

Fire Science

Fire Science [◆★●]	Pages 190, 214
--------------------	----------------

Military Science ●

Reserve Officers Training Corps (ROTC) [■]	Page 191
--	----------

Recreation & Leisure

Recreational Resources & Facilities Mgt [◆]	Page 192
Recreational Resources & Facilities Mgt.: Equipment Maintenance & Repair [★]	Page 193
Recreational Resources & Facilities Management: Horticulture [★]	Page 193
Recreational Resources & Facilities Management: Pesticides [★]	Page 194
Recreational Resources & Facilities Management: Pro Shop Management [★]	Page 194
Recreational Resources & Facilities Management: Turf and Irrigation [★]	Page 194

LAW-RELATED

Legal Assisting [◆★]	Page 194
Legal Secretarial [◆★]	Page 196

For additional information on PC program competencies, visit:

<http://www.dist.maricopa.edu/academic/curric/progpc.php>

For additional information on MCCCDC course competencies, visit:

<http://www.dist.maricopa.edu/academic/curric/cs.php>

TECHNOLOGY & TRADE INDUSTRIAL**Building and Construction**

Building Safety and Construction Technology [◆★]	Page 199
Construction [●]	Page 207
Construction Management [★]	Page 201
Drafting Technology	
Architectural Drafting [◆★]	Page 197
Computer-Aided Drafting [★]	Page 201
Housing and Urban Development [●]	Page 209
Engineering	
Civil Engineering Technology [◆★]	Page 200
Surveying	
Surveying Technology [◆★]	Page 201
Welding Technology	
Welding [★]	Page 202

(Note: Consult with Academic Advisement for new programs available.)

Academic Certificate (AC)

American Indian Studies [★★]	Page 203
Chicana & Chicano Studies [★★]	Page 203
Creative Writing [★★]	Page 203
International Studies [★★]	Page 204
Music [★★]	Page 205
Southwest Studies [★★]	Page 205

Honors

Classical Studies Program	Page 206
Honors Program	Page 206

Associate in Transfer Partnership (ATP) Degrees & Transfer Curriculum

ATP degrees are available in the following majors. Contact the appropriate department or the Transfer Center for information.

Business:	All majors
Cultural & Applied Social Sciences:	Social Work
Health Enhancement:	Exercise & Wellness, Kinesiology
Industrial Technology:	Construction Housing & Urban Development
Liberal Arts:	American Indian Studies Elementary Education
Nursing:	Nursing
Psychology:	Psychology

The following academic departments have **suggested transfer courses**. Contact the appropriate department or the Phoenix College Transfer Center for information.

PROGRAMS

African-American Studies
Art
Business
Chemistry
Communication
Engineering
Liberal Arts
Military
Physical Education
Physics
Pre-Professional
Psychology
Sociology
Theatre
Women's Studies

PC DEPARTMENTS

Cultural & Applied Social Sciences:
Art
Business
Chemistry
Communication/Sign Language/Theatre
Physics
Liberal Arts
Office of the Dean of Instruction
Health Enhancement
Physics
Advisement
Psychology
Cultural & Applied Social Sciences
Communication/Sign Language/Theatre
Cultural & Applied Social Sciences



See page 111 for Arizona Transfer Pathways

APPLIED ARTS & HUMAN SCIENCES

APPLIED ARTS & HUMAN SCIENCES – CHILD & FAMILY STUDIES

Department Chairperson: Mrs. S. Phillips
Program Director: Ms. A. McKenzie

Adolescent Studies

Certificate of Completion – CCL 5357

12 Credits

The Certificate in Adolescent Studies focuses on adolescent development, problem solving, and family relationships in contemporary America. Included are courses that center on the development of skills and techniques to work with adolescents and their families, and strengthen adolescent and family relationships. This certificate is designed for students who are preparing to work or those who are presently employed in professions that require interaction with adolescents and/or adolescent-related issues. Individuals who would be enhanced by the Certificate in Adolescent Studies include school personnel, organization leaders, law enforcement personnel, religious leaders, parks and recreational staff, case managers, health educators, outreach workers, and parents. This certificate may be expanded into an Associate in Applied Science (AAS) degree in Family Resources. See program director for advisement.

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

Required Courses: 12 Credits

CFS/PSY130 Demystifying Adolescence	1
CFS157 Marriage and Family Life	3
CFS182 Parenting the Early Adolescent, Ages Ten to Fourteen	1
CFS183 Contemporary Issues in Adolescence	3
CFS277 Adolescent-Adult Interaction	3
CFS281 Adolescent School Success1	

Department Chairperson: Mrs. S. Phillips
Program Director: Ms. A. McKenzie

Child Care Administration

Associate in Applied Science – AAS 3356

64 Credits

The Child Care Administration degree is designed to meet the needs of persons interested in pursuing careers in early childhood education or currently employed in preschools, child care centers, extended day programs, agencies, or other early-childhood care facilities. Students specializing in this area develop the abilities to administer all facets of an early childhood program, along with the knowledge of child development and early childhood education. Personal characteristics for entering this field are love of children, patience, creativity, and interest in techniques for enhancing interpersonal relationships with children and adults.

Program Notes: + indicates course has prerequisite and/or corequisite.

Admission Criteria: None.

Required Courses: 30 Credits

Note: Students must earn a grade of “C” or better in each course in the Required Courses area.

CFS116 Discipline and Guidance	3
CFS157 Marriage and Family Life	3
CFS/ECH176 Child Development	3
CFS178 Survey of Early Childhood Education	3
CFS/ECH212 Creative Activities for the Young Child +	3
CFS242 Curriculum Planning for Diversity +	3
CFS263 Child & Family Studies Seminar +	1
CFS264++ Child & Family Studies Internship +	1-3
CFS283 Multicultural Early Child Education +	1
CFS285 Family-School Interaction+	3
ECH287 Professional Development in Early Childhood Education	1
FON100 Introductory Nutrition	3

Restricted Electives: 9 Credits

Note: Students should select from the following courses in consultation with the program director.

CFS++ Any CFS Course(s)	1-9
ECH++ Any ECH Course(s)	1-9
GBS151 Introduction to Business	3
MGT175 Business Organization and Management	3
MGT229 Management and Leadership I	3
MGT251 Human Relations in Business	3
MGT253 Owning and Operating a Small Business	3
MGT276 Personnel/Human Resource Management	3
PSY240 Developmental Psychology	3

General Education Requirements: 25 Credits

Core: 15 Credits

First-Year Composition: Any approved General Education course in the First-Year Composition area. 6

Oral Communication: Any approved General Education course in the Oral Communication area. 3

Critical Reading: Any approved General Education course in the Critical Reading area. 3

Mathematics:

MAT102 Mathematical Concepts/Applications (3) OR equivalent by assessment OR satisfactory completion of a higher level mathematics course. 3

Distribution: 10 Credits

Humanities and Fine Arts

EDU/ENH291 Children's Literature 3

Social and Behavioral Sciences:

ASB102 Introduction to Cultural & Social Anthropology (3) OR

PSY101 Introduction to Psychology (3) OR

SOC101 Introduction to Sociology (3)3

Natural Sciences: Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Mrs. S. Phillips
Program Director: Ms. A. McKenzie

Child Care Administration

Certificate of Completion – CCL 5356

33 Credits

The Child Care Administration certificate is designed to meet the needs of persons interested in pursuing careers in early childhood education or currently employed in preschools, child care centers, extended day programs, agencies, or other early-childhood care facilities. Students specializing in this area develop the abilities to administer all facets of an early childhood program, along with the knowledge of child development and early childhood education. Personal characteristics for entering this field are love of children, patience, creativity, and interest in techniques for enhancing interpersonal relationships with children and adults.

Program Notes: Courses are available days, evening, and weekends.

Program Prerequisites: None.

Required Courses: 30 Credits

Note: Students must earn a grade of “C” or better in each course in the Required Courses area.

CFS116	Discipline and Guidance	3
CFS157	Marriage and Family Life	3
CFS/ECH176	Child Development	3
CFS178	Survey of Early Childhood Education	3
CFS/ECH212	Creative Activities for the Young Child +	3
CFS 242	Curriculum Planning for Diversity +	3
CFS 263	Child & Family Studies Seminar +	1
CFS264++	Child & Family Studies Internship +	1-3
CFS283	Multicultural Early Child Education +	1
CFS285	Family-School Interaction +	3
ECH287	Professional Development in Early Childhood Education	1
FON100	Introductory Nutrition	3

Restricted Electives: 3 Credits

Note: Students should select from the following courses in consultation with the program director.

CFS++	Any CFS Course(s)	1-3
ECH++	Any ECH Course(s)	1-3
GBS151	Introduction to Business	3
MGT175	Business Organization and Management	3
MGT229	Management and Leadership I	3
MGT251	Human Relations in Business	3
MGT253	Owning and Operating a Small Business	3
MGT276	Personnel/Human Resource Management	3
PSY240	Developmental Psychology	3

For additional information on PC program competencies, visit:
<http://www.dist.maricopa.edu/academic/curric/progpc.php>

For additional information on MCCCDC course competencies, visit:
<http://www.dist.maricopa.edu/academic/curric/cs.php>

Department Chairperson: Mrs. S. Phillips
Program Director: Ms. A. McKenzie

Classroom Management for Infants, Toddlers, and Preschool Children

Certificate of Completion – CCL 5019

9 Credits

Classroom Management for Infants, Toddlers, and Preschool Children focuses on key areas related to early childhood, which include: overall knowledge of child development and developmentally appropriate practice, guiding children’s behavior, and preparing the environment to meet children’s individual needs. This certificate is designed for understanding infants, toddlers, and preschool children and managing their early childhood classroom settings.

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

Program Prerequisites: None.

Required Courses: 9 Credits

CFS114	Working With the Hyperactive Child	1
CFS116	Discipline and Guidance	3
CFS/ECH176	Child Development	3
ECH270	Observing Young Children	1
ECH271	Arranging the Environment	1

Department Chairperson: Mrs. S. Phillips
Program Director: Ms. A. McKenzie

Family Resources

Associate in Applied Science – AAS 3770

64 Credits

The Family Resources degree prepares students to work with families, identify needs, and acquire resources that strengthen family functioning. The Family Resources Specialist assists the family to gain mastery and control over important aspects of family functioning which include skills in assisting and controlling needed resources, decision making, problem solving, communication, parenting, and child development education. This degree is designed to meet the needs of persons interested in careers working with families in programs, agencies, organizations, and resource centers that provide services to families.

Program Notes: + indicates course has prerequisite and/or corequisite.

Program Prerequisites: None.

Required Courses: 30 Credits

Note: Students must earn a grade of “C” or better in each course in the Required Courses area.

CFS112	Personal Growth and Family Relations	3
CFS157	Marriage and Family Life	3
CFS159	The Modern Family	3

CFS177	Parent/Child Interaction (3) OR	
CFS177AA	Parent/Child Interaction: Preschool Years (1) AND	
CFS177AB	Parent/Child Interaction: Elementary Years (1) AND	
CFS177AC	Parent/Child Interaction: Youth/Pre-Teen (1)	3
CFS205	Human Development	3
CFS256	Management in the Family	3
CFS257	Working with Families with Diverse Needs	3
CFS263	Child & Family Studies Seminar+	1
CFS264AA	Child & Family Studies Internship+ (1) OR	
CFS264AB	Child & Family Studies Internship+ (2) OR	
CFS264AC	Child & Family Studies Internship+ (3) [any module(s) totaling 3 credits]	3
CFS290AA	Child Abuse: Identification and Reporting in Child Care Settings	1
ECH288	Community Resources and Referral	1
FON100	Introductory Nutrition	3

Restricted Electives: 9 Credits

Note: Students should select from the following courses in consultation with the program director.

CFS+++++	Any CFS Course(s)	1-9
ECH+++++	Any ECH Course(s)	1-9
PSY123	Psychology of Parenting3	
PSY240	Developmental Psychology+	3

General Education Requirements: 25 Credits**Core:** 15 Credits

First-Year Composition: Any approved General Education course in the First-Year Composition area. 6

Oral Communication: Any approved General Education course in the Oral Communication area. 3

Critical Reading: Any approved General Education course in the Critical Reading area. 3

Mathematics:

MAT 102 Mathematical Concepts/Applications (3) OR equivalent by assessment OR satisfactory completion of a higher level mathematics course. 3

Distribution: 10 Credits**Humanities and Fine Arts**

EDU/ENH291 Children's Literature 3

Social and Behavioral Sciences:

PSY 101 Introduction to Psychology (3) OR

SOC 101 Introduction to Sociology (3) 3

Natural Sciences: Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Mrs. S. Phillips**Program Director: Ms. A. McKenzie****Family Resources****Certificate of Completion – CCL 5787****33 Credits**

The Family Resources certificate prepares students to work with families, identify needs, and acquire resources that strengthen family functioning. The Family Resources Specialist assists the family to gain mastery and control over important aspects of family functioning which include skills in assisting and controlling needed resources, decision making, problem solving, communication, parenting, and child development

education. This certificate is designed to meet the needs of persons interested in careers working with families in programs, agencies, organizations, and resource centers that provide services to families.

Program Note: + indicates course has prerequisite and/or corequisite.

Program Prerequisites: None.**Required Courses:** 30 Credits

Note: Students must earn a grade of "C" or better in each course in the Required Courses area.

CFS112	Personal Growth and Family Relations	3
CFS157	Marriage and Family Life	3
CFS159	The Modern Family	3
CFS177	Parent/Child Interaction (3) OR	
CFS177AA	Parent/Child Interaction: Preschool Years (1) AND	
CFS177AB	Parent/Child Interaction: Elementary Years (1) AND	
CFS177AC	Parent/Child Interaction: Youth/Pre-Teen (1)	3
CFS205	Human Development	3
CFS256	Management in the Family	3
CFS257	Working with Families with Diverse Needs+	3
CFS263	Child & Family Studies Seminar+	1
CFS264++	Child and Family Studies Internship +	3
CFS290AA	Child Abuse: Identification and Reporting in Child Care Settings	1
ECH288	Community Resources and Referral	1
FON100	Introductory Nutrition	3

Restricted Electives: 3 Credits

Note: Students should select from the following courses in consultation with the program director.

CFS+++++	Any CFS Course(s)	1-3
ECH+++++	Any ECH Course(s)	1-3
PSY 123	Psychology of Parenting3	
PSY 240	Developmental Psychology +	3

Department Chairperson: Mrs. S. Phillips**Program Director: Ms. A. McKenzie****Family Support****Certificate of Completion – CCL 5022****9 Credits**

The certificate in Family Support focuses on assisting the family unit in setting and achieving goals toward self-sufficiency. Knowledge of family life, communication, abuse, stress, crisis and community resources and referrals are examined. The certificate enhances the education and career of individuals interested in working with families or in agencies that provide services to families, or those who are presently involved with families and/or their supporting agencies.

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

Program Prerequisites: None.

Required Courses: 9 Credits

CFS157	Marriage and Family Life	3
CFS257	Working with Families with Diverse Needs+	3
CFS290AA	Child Abuse: Identification and Reporting in Child Care Settings	1
ECH288	Community Resources and Referral	1
AJS290BU	Family Violence	1

APPLIED ARTS & HUMAN SCIENCES — FASHION**Department Chairperson: Mrs. S. Phillips****Apparel Construction****Certificate of Completion — CCL 5953
17 Credits**

The Certificate of Completion in Apparel Construction is designed for students with interest in apparel construction. The students will learn advanced tailoring and couture techniques appropriate for a variety of fabrics and designs, and fitting techniques for custom apparel. They will develop the ability to select appropriate fashion fabrics, interfacings, and lining materials for specific items of apparel.

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

Program Prerequisites: 3 Credits

TEC111	Clothing Construction	3
--------	-----------------------	---

Required Courses: 14 Credits

TEC124	Advanced Clothing Construction+	3
TEC129	Sewing with a Serger	2
TEC222	Textiles	3
TEC223	Tailoring+	3
TEC227	Couture Sewing+	3

Department Chairperson: Mrs. S. Phillips**Fashion Design****Associate in Applied Science — AAS 3355
64-65 Credits**

The Fashion Design program is designed to prepare students for employment in the fashion industry. Students will develop skills in fashion illustration, apparel design, clothing construction, and pattern making. Graduates of the program will be able to illustrate and design apparel, draft patterns, and custom design apparel for individual clients. They can work in the fashion industry for apparel manufacturers and retailers.

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

Program Prerequisites: None.**Required Courses:** 38 Credits

TEC105	Clothing Selection	3
TEC106	History of Fashion	3
TEC111	Clothing Construction	3
TEC124	Advanced Clothing Construction +	3
TEC125	Fashion Design	3
TEC127	Computer-Assisted Fashion Design	2
TEC134	Fashion Illustration I	3
TEC135	Fashion Illustration II +	3
TEC222	Textiles	3
TEC223	Tailoring +	3
TEC225	Pattern Design I +	3
TEC226	Draping for Fashion Design +	3
TEC230	Pattern Design II+	3

Restricted Electives: 4-5 Credits

Note: Students should select TEC courses in consultation with a department advisor.

ART100	Introduction to Computer Graphic Art	1
ART116	Life Drawing	3
ART131	Photography I	3
ART180AC	Designer's Tools: QuarkXpress +	1
ART180AD	Designer's Tools: Adobe Illustrator +	1
ART180AE	Designer's Tools: Adobe Photoshop +	1
GBS151	Introduction to Business	3
INT105	Introduction to Interior Design	3
INT150	Color and Design +	3
MGT251	Human Relations in Business+	3
MGT253	Owning and Operating a Small Business	3
TEC+++++	Any TEC course	1-5

General Education Requirements: 22 Credits**Core: 15 Credits**

First-Year Composition: Any approved General Education course in the First-Year Composition area. 6

Oral Communication: Any approved General Education course in the Oral Communication area. 3

Critical Reading: Any approved General Education course in the Critical Reading area OR equivalent by assessment. 3

Mathematics:

MAT 102 Mathematical Concepts/Applications (3) OR equivalent course OR satisfactory completion of a higher level mathematics course. 3

Distribution: 7 Credits

Humanities and Fine Arts: Any approved General Education course in the Humanities and Fine Arts area. 3

Social and Behavioral Sciences:

Met by TEC105 in Required Courses area. 0

Natural Sciences: Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Mrs. S. Phillips**Fashion Design, Level I****Certificate of Completion — CCL 5355
20 Credits**

The Certificates of Completion in Fashion Design provide students with skills at two distinct levels. Level I includes emphasis on historical fashions, illustration, sketching a line, and selecting appropriate textiles for individual clients. Completers of this certificate will enter the fashion industry at entry-level positions.

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

Program Prerequisites: None.

Required Courses: 20 Credits

TEC105	Clothing Selection	3
TEC106	History of Fashion	3
TEC111	Clothing Construction	3
TEC125	Fashion Design+	3
TEC127	Computer-Assisted Fashion Design+	2
TEC134	Fashion Illustration I	3
TEC222	Textiles	3

Restricted Electives: None.

Department Chairperson: Mrs. S. Phillips

Fashion Design, Level II

Certificate of Completion – CCL 5939

15 Credits

The Certificates of Completion in Fashion Design provide students with skills at two distinct levels. Level II includes skills necessary to illustrate fashions, design patterns, and construct apparel. Emphasis is placed on the development of pattern making skills and grading patterns to change sizes. Completers of this certificate will enter the fashion industry at higher level positions and salary than those who complete the Level I certificate.

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

Program Prerequisites: 20 Credits

Certificate of Completion in Fashion Design, Level I (5355) (20 credits)

Required Courses: 15 Credits

TEC124	Advanced Clothing Construction+	3
TEC135	Fashion Illustration II+	3
TEC225	Pattern Design I+	3
TEC226	Draping for Fashion Design+	3
TEC231	Pattern Grading+	3

(Note: Certificates may contain additional course requirements.)

Department Chairperson: Mrs. S. Phillips

Fashion Illustration, Level I

Certificate of Completion – CCL 5941

13 Credits

The Certificates of Completion in Fashion Illustration allow students to attain skills at three distinct levels. Each level prepares the student for more advanced instruction in this field. Level I includes instruction in computer graphic art, life drawing, fashion illustration, apparel construction, and textiles.

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

Program Prerequisites: None.

Required Courses: 13 Credits

ART100	Introduction to Computer Graphic Art	1
ART116	Life Drawing I	3
TEC111	Clothing Construction	3
TEC134	Fashion Illustration I	3
TEC222	Textiles	3

Department Chairperson: Mrs. S. Phillips

Fashion Illustration, Level II

Certificate of Completion – CCL 5943

8 Credits

The Certificates of Completion in Fashion Illustration allow students to attain skills at three distinct levels. Each level prepares the student for more advanced instruction in this field. Level II continues instruction with fashion figures and media to illustrate different kinds of fabrics. Software using a microcomputer is applied to fashion illustration. Emphasis is placed on the advanced study of proportion and techniques used in drawing fashion figures and flats. Students develop skills in presentation drawing and portfolio design.

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

Program Prerequisites: 13 Credits

Certificate of Completion in Fashion Illustration, Level I (5941) (13 credits)

Required Courses: 8 Credits

ART180AC	Designer’s Tools: QuarkXPress+	1
ART180AD	Designer’s Tools: Adobe Illustrator+	1
ART180AE	Designer’s Tools: Adobe Photoshop+	1
TEC127	Computer-Assisted Fashion Design+	2
TEC135	Fashion Illustration II+	3

(Note: Certificates may contain additional course requirements.)

Department Chairperson: Mrs. S. Phillips

Fashion Illustration, Level III

Certificate of Completion – CCL 5945

5-6 Credits

The Certificates of Completion in Fashion Illustration allow students to attain skills at three distinct levels. Each level prepares the student for more advanced instruction in this field. Level III includes an in-depth study of illustrative styles, silhouettes, and interpretations. The students are involved in advanced work with fabrics, textures, and patterns. Fashion illustration portfolios are completed.

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

Program Prerequisites: 21 Credits

Certificate of Completion in Fashion Illustration, Level I
(5941) (13 credits) AND
Certificate of Completion in Fashion Illustration, Level II
(5943) (8 credits) 21

Required Course: 3 Credits

TEC136 Fashion Illustration III+ 3

Restricted Electives: 2-3 Credits

ART117 Life Drawing II+ 3
TEC125 Fashion Design 3
TEC271AB Fashion Design Internship+ 2

(Note: Certificates may contain additional course requirements.)

Department Chairperson: Mrs. S. Phillips

Pattern Design, Level I**Certificate of Completion – CCL 5947****12 Credits**

The Certificates of Completion in Pattern Design develop the skills needed to create patterns at two distinct levels. Level I introduces skills used in the flat pattern and draping methods of pattern making as well as pattern grading techniques used in industry.

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

Program Prerequisites: 3 Credits

TEC111 Clothing Construction 3

Required Courses: 9 Credits

TEC124 Advanced Clothing Construction+ 3
TEC225 Pattern Design I+ 3
TEC231 Pattern Grading+ 3

Department Chairperson: Mrs S. Phillips

Pattern Design, Level II**Certificate of Completion – CCL 5949****7 Credits**

The Certificates of Completion in Pattern Design develop the skills necessary to create patterns at two distinct levels. At Level II, students apply advanced flat pattern techniques. Draping for fashion design and completion of original designs are emphasized.

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

Program Prerequisites: 12 Credits

Certificate of Completion in Pattern Design, Level I
(5947) (12 credits)
TEC111 Clothing Construction 3
TEC124 Advanced Clothing Construction+ 3
TEC225 Pattern Design I+ 3
TEC231 Pattern Grading+ 3

Required Courses: 7 Credits

TEC226 Draping for Fashion Design+ 3
TEC230 Pattern Design II+ 3
TEC270 Design Studio+ 1

(Note: Certificates may contain certain additional course requirements.)

APPLIED ARTS & HUMAN SCIENCES – FOOD & NUTRITION

Department Chairperson: Mrs. S. Phillips

Program Director: Chef S. Robinson

Commercial Food Preparation**Certificate of Completion – CCL 5732****13-14 Credits**

Courses required for the Certificate of Completion in Commercial Food Preparation include principles and hands-on training required for basic entry level cooking positions.

Program Prerequisites: None.

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

Required Courses: 7 Credits

FON104 Certification in Food Service Safety and Sanitation 1
FON118 Commercial Baking Techniques 3
FON180 Principles & Skills for Professional Cooking 3

Restricted Electives: 6-7 Credits

FON181 French Cuisine 3
FON182 American Regional Cuisine 3
FON183 International Cuisines 3
FON184 Pacific Rim Cuisine 3
FON190 Professional Cooking Practicum + 7

Department Chairperson: Mrs. S. Phillips

Program Director: Chef S. Robinson

Culinary Studies**Associate in Applied Science – AAS 3782****65-68 Credits**

The Associate in Applied Science in Culinary Studies is designed to teach basic cooking principles and techniques in a state-of-the-art setting. Emphasis is on skills needed for employment in a commercial food operation where food is prepared and served in volume. Instruction includes principles of professional cooking and baking, volume food production, food sanitation and safety, purchasing, menu planning, customer service, and basic nutrition concepts.

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

Program Prerequisites: None.

Required Courses: 35 Credits

Notes: Students who have earned credit for FON117 should consult with the Program Director. Students must select six (6) credits from the following series: FON181, FON182, FON183, FON184, FON218.

FON100	Introductory Nutrition	3
FON102	Menu Planning	2
FON104	Certification in Food Service Safety and Sanitation	1
FON118	Commercial Baking Techniques	3
FON124	Customer Service Practicum+	4
FON179	Garde Manger	3
FON180	Principles & Skills for Professional Cooking	3
FON181	French Cuisine (3) OR	
FON182	American Regional Cuisine (3) OR	
FON183	International Cuisine (3)	
FON184	Pacific Rim Cuisine (3) OR	
FON218	Commercial Baking: Classical Desserts (3)	6
FON190	Professional Cooking Practicum+	7
FON202	Purchasing for Food Service Systems	3

Restricted Electives: 6 Credits

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

ACC111	Accounting Principles I	3
BPC++	Any BPC Course(s)	1-3
CIS++	Any CIS Course(s)	1-3
FON++	Any FON Course(s) except courses used to satisfy Required Courses area.	3
GBS131	Business Calculations	3
GBS205	Legal, Ethical, & Regulatory Issues in Business	3
MGT229	Management and Leadership I	3
MGT253	Owning and Operating a Small Business	3
MKT271	Principles of Marketing	3

General Education Requirements: 24-27 Credits**Core:** 15-17 Credits

First-Year Composition: Any approved General Education course in the First-Year Composition area. 6

Oral Communication: Any approved General Education course in the Oral Communication area. 3

Critical Reading: Any approved General Education course in the Critical Reading area. 3

Mathematics:

Any approved General Education course in the Mathematics area. 3-5

Distribution: 9-10 Credits

Humanities and Fine Arts: Any approved General Education course in the Humanities and Fine Arts area. 2-3

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: Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Mrs. S. Phillips

Program Director: Chef S. Robinson

Culinary Studies**Certificate of Completion – CCL 5366****35 Credits**

The Certificate of Completion in Culinary Studies is designed to teach basic cooking principles and techniques in a state-of-the-art setting. Emphasis is on skills needed for employment in a commercial food operation where food is prepared and served in volume. Instruction includes principles of professional cooking and baking, volume food production, food sanitation and safety, purchasing, menu planning, customer service, and basic nutrition concepts.

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

Program Prerequisites: None.

Required Courses: 35 Credits

Note: Students who have earned credit for FON117 should consult with the Program Director. Students must select six (6) credits from the following series: FON181, FON182, FON183, FON184, FON218.

FON100	Introductory Nutrition	3
FON102	Menu Planning	2
FON104	Certification in Food Service Safety and Sanitation	1
FON118	Commercial Baking Techniques	3
FON124	Customer Service Practicum +	4
FON179	Garde Manger	3
FON180	Principles and Skills for Professional Cooking	3
FON181	French Cuisine (3) OR	
FON182	American Regional Cuisine (3) OR	
FON183	International Cuisines (3) OR	
FON184	Pacific Rim Cuisine (3) OR	
FON218	Commercial Baking: Classical Desserts (3)	6
FON190	Professional Cooking Practicum +	7
FON202	Purchasing for Food Service Systems	3

Department Chairperson: Mrs. S. Phillips

Program Director: Chef S. Robinson

Food Service Administration**Associate in Applied Science – AAS 3368****64-67 Credits**

The Food Service Administration Program offers excellent opportunities for training in the quantity foods industry. The curriculum is planned to train for beginning supervisory positions in industrial and school cafeterias, hospitals, long term care facilities, restaurants, hotels, and other operations where food is served in quantity.

Instruction includes theory and practical application in nutrition, menu planning and analysis, food sanitation and safety, purchasing, management and supervision, and commercial food preparation.

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

Program Prerequisites: None.

Required Courses: 21 Credits

Note: Students who have earned credit for FON117 should consult with a department advisor.

FON100	Introductory Nutrition	3
FON102	Menu Planning	2
FON104	Certification in Food Service Safety and Sanitation	1
FON118	Commercial Baking Techniques	3
FON180	Principles and Skills for Professional Cooking	3
FON202	Purchasing for Food Service Systems	3
FON206	Food Service Management	3
FON208	Supervisory Functions in Food Service	3

Restricted Electives: 19 Credits

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

ACC111	Accounting Principles I	3
BPC+++++	Note: Any BPC Course(s) AND/OR	
CIS+++++	Any CIS Course(s))	1-3
FON+++++	Note: Any FON courses not listed in the	
	Required Courses area	9
GBS131	Business Calculations	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
MGT175	Business Organization and Management	3
MGT253	Owning and Operating a Small Business	3
MKT271	Principles of Marketing	3

General Education: 24-27 Credits

Core: 15-17 Credits

First-Year Composition:

Any approved General Education course in the First-Year Composition area. 6

Oral Communication:

Any approved General Education course in the Oral Communication area. 3

Critical Reading:

Any approved General Education course in the Critical Reading area. 3

Mathematics:

Any approved General Education course in the Mathematics area. 3-5

Distribution: 9-10 Credits

Humanities and Fine Arts:

Any approved General Education course in the Humanities and Fine Arts area. 2-3

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:

Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Mrs. S. Phillips

Program Director: Chef S. Robinson

Food Service Administration

Certificate of Completion – CCL 5368

21 Credits

The Food Service Administration Program offers excellent opportunities for training in the quantity foods industry. The curriculum is planned to train for beginning supervisory positions in industrial and school cafeterias, hospitals, long term care facilities, restaurants, hotels, and other operations where food is served in quantity.

Instruction includes theory and practical application in nutrition, menu planning and analysis, food sanitation and safety, purchasing, management and supervision, and commercial food preparation.

Program Prerequisites: None.

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

Required Courses: 21 Credits

Note: Students who have earned credit for FON117 should consult with a department advisor.

FON100	Introductory Nutrition	3
FON102	Menu Planning	2
FON104	Certification in Food Service Safety & Sanitation	1
FON118	Commercial Baking Techniques	3
FON180	Principles & Skills for Professional Cooking	3
FON202	Purchasing for Food Service Systems	3
FON206	Food Service Management	3
FON208	Supervisory Functions in Food Service	3

Department Chairperson: Mrs. S. Phillips

Program Director: Chef S. Robinson

Professional Food & Beverage Service

Certificate of Completion – CCL 5364

15 Credits

The Certificate of Completion in Professional Food & Beverage Service is designed to prepare the student for employment as a professional food server in the finer dining establishments. Coursework emphasizes the theoretical and practical aspects of food and beverage service and includes food sanitation and safety, exposure to professional cooking, and basic nutrition concepts.

Program Prerequisites: None.

Required Courses: 15 Credits

Note: Students must earn a grade of “C” or better in each course listed in the Required Courses area.

FON100	Introductory Nutrition	3
FON104	Certification in Food Service Safety & Sanitation	1
FON122	Principles of Food and Beverage Service	3
FON124	Customer Service Practicum+	4

FON150	Banquet Food & Beverage Service Externship+	1
FON180	Principles & Skills for Professional Cooking	3

APPLIED ARTS & HUMAN SCIENCES — INTERIOR DESIGN

Department Chairperson: Mrs. S. Phillips
Program Director: Mr. K. Roberts

Advanced Interior Design **Certificate of Completion — CCL 5430** **27 Credits**

This advanced certificate provides a comprehensive program intended to prepare students for professional certification in the field of interior design. Additional interiors course work is done in support systems (lighting; acoustics; plumbing; heating, ventilation, and air conditioning [HVAC]), codes, Americans with Disabilities Act [ADA], advanced presentation skills, and additional studio problem solving.

Program Notes: + indicates course has prerequisites and/or corequisites.

Admission Criteria: Completion of Associate in Applied Science in Interior Design (3125) OR equivalent, or permission of program director.

Program Prerequisites: None.

Required Courses: 15 Credits

DFT122	Residential Architectural Drafting + (3) OR	
CAD274	Residential Design CAD + (3)	3
INT245	Color Rendering +	3
INT260AB	ADA Compliance +	1.5
INT260AC	Interior Building Codes +	1.5
INT265	Residential Systems Design +	3
INT270	Commercial Design +	3

Restricted Electives: 12 Credits

Note: General education courses listed in the Restricted Electives are needed to fulfill program requirements and certification guidelines.

ARH101	Prehistoric Through Gothic Art	3
ARH102	Renaissance Through Contemporary Art	3
ASB102	Introduction to Cultural and Social Anthropology	3
ASB211	Women in Other Cultures	3
ASB235	Southwest Archaeology	3
CFS157	Marriage and Family Life	3
CFS159	The Modern Family	3
CFS176	Child Development	3
CFS205	Human Development	3
CFS259	Sexuality Over the Life Span +	3
ECN+++++	Note: Any Economics course.	3
ENH+++++	Note: Any English Humanities course.	3
HCR210	Clinical Health Care Ethics	3
HIS+++++	Note: Any History course.	3
HUM+++++	Note: Any Humanities course.	3
IBS109	Cultural Dimension and International Trade	3
MHL143	Music in World Cultures	3

MHL145	American Jazz and Popular Music	3
MHL146	Survey of Broadway Musicals	3
MHL147	Music of African-American Cultures	3
PHI+++++	Note: Any Philosophy course, except PHI113.	3
PSY125	Leadership and Group Dynamics	3
PSY218	Health Psychology +	3
PSY240	Developmental Psychology +	3
PSY250	Social Psychology +	3
REC120	Leisure and the Quality of Life	3
REC160	Leisure and Society	3
REL+++++	Note: Any Religious Studies course.	3
SBU200	Society and Business	3
SOC+++++	Note: Any Sociology course, except SOC242.	3
THE111	Introduction to Theatre	3
THE205	Introduction to Cinema	3
THE210	Contemporary Cinema	3
THE220	Modern Drama +	3

Department Chairperson: Mrs. S. Phillips
Program Director: Mr. K. Roberts

Home Furnishings and Materials **Certificate of Completion — CCL 5429** **30 Credits**

The Home Furnishings and Materials certificate is designed to provide the student with a working knowledge of the residential home furnishings industry, including basic design elements and principles, color theory, historical architecture and furniture, fabrics, and other materials used through the home environment. Elective coursework allows the student to take specific courses that will help them prepare for the particular segment of the industry they are most interested in pursuing.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18 Credits

INT105	Introduction to Interior Design	3
INT115	Historical Architecture and Furniture	3
INT120	Modern Architecture and Furniture	3
INT150	Color and Design	3
INT160	Fabrics for Interiors	3
INT170	Interior Materials +	3

Restricted Electives: 12 Credits

AGB140	Commercial Floral Design	3
AGS187	Indoor Foliage Plants	3
ARH100	Introduction to Art	3
ART100	Introduction to Computer Graphic Art	1
ASB251	Introduction to Museums	3
DFT126	Building Trades Blueprint Reading	3
GTC130	Furniture Construction I	3
GTC131	Furniture Construction II +	3
GTC144	Introduction to Cabinetmaking	3
GTC145	Advanced Cabinetmaking +	3

JRN234 Feature Writing +	3
MGT251 Human Relations in Business	3
MKT/TEC151 Display and Visual Merchandising	3
MKT268 Merchandising	3
TEC126 Sewing for the Home	3
TEC128 Home Upholstery	3
TQM101 Quality Customer Service	3

Department Chairperson: Mrs. S. Phillips
Program Director: Mr. K. Roberts

Interior Design

Associate in Applied Science – AAS 3125 64-67 Credits

The Associate in Applied Science (AAS) curriculum prepares students to work in an entry-level interior design position. The program provides both general education and interior design classes including basic design, color theory and application, architectural and furniture history, drafting, space planning, interior materials, rendering, and business procedures. Studio projects allow students to identify, research, solve, and present residential design problems. An integral part of the program is a design internship, which provides on-the-job experience under the supervision of a professional interior designer.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 45 Credits

DFT121 Introduction to Architectural Drafting	3
INT105 Introduction to Interior Design	3
INT115 Historical Architecture and Furniture	3
INT120 Modern Architecture & Furniture	3
INT140 Introduction to Architectural Desktop for Interior Design	3
INT145 Drawing and Rendering +	3
INT150 Color and Design	3
INT160 Fabrics for Interiors	3
INT170 Interior Materials +	3
INT175 Custom Design +	3
INT190 Space Planning +	3
INT210 Interior Sales and Marketing +	3
INT240 Kitchen and Bath Design +	3
INT280 Design Business Procedures +	3
INT271++ Interior Design Internship + Any module	3

Restricted Electives: None.

Free Electives: None.

General Education: 19 -22 Credits

Core: 12-15 Credits

First-Year Composition:

Any approved General Education courses in the First-Year Composition area. 6

Oral Communication:

Any approved General Education course in the Oral

Communication area. 3

Critical Reading:

Any approved General Education course in the Critical Reading area (3) OR

Note: equivalent as indicated by assessment. 3

Mathematics:

Any approved General Education course in the Mathematics area. 3

Distribution: 7 Credits

Humanities & Fine Arts:

Note: Met by INT115 AND INT120, in Required Courses area. 0

Social & Behavioral Sciences:

PSY101 Introduction to Psychology 3

Natural Sciences:

Any approved General Education course in the Natural Sciences area. 4

APPLIED ARTS & HUMAN SCIENCES – SOCIAL SERVICES

Department Chairperson: Dr. C. Viera

Program Director: Ms. S. Leal

Program information not available at time of printing. Consult with Academic Advisement:

AAS/3047 in Social Service Aide

CCL/5412 in Social Service Aide: Basic

CCL/5413 in Social Service Aide: Intermediate

ARTS

Department Chairperson: Mr. R. Reyes

Audio Production Technologies

Associate in Applied Science – AAS 3024 65 Credits

The AAS (Associate in Applied Science) in Audio Production Technologies certificate and degree program offers students an opportunity to receive training on industry-standard equipment by instructors with real-world experience and professional resumes. Students learn the concepts and theory associated with recording arts technologies while applying them in lab settings appropriate to their skill levels. Students completing the degree in Audio Production Technologies will gain the knowledge base, competency, and confidence they need to enter the commercial music marketplace.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 37-38 Credits

MTC101 Introduction to Music Theory (3) OR	
MTC103 Introduction to Aural Perception (2)	2-3
MTC180 Computer Literacy for Musicians (3) OR	
MUC295 Studio Music Recording III + (3)	3
MTC191 Electronic Music I	3
MTC192 Electronic Music II +	3
MUC109 Music Business: Merchandising and the Law	3
MUC110 Music Business: Recording and Mass Media	3
MUC111 Digital Audio Workstation I (DAW I) +	3
MUC112 Digital Audio Workstation II (DAW II) +	3
MUC195 Studio Music Recording I	3
MUC196 Studio Music Recording II +	3
MUC197 Live Sound Reinforcement I	3
MUC198 Live Sound Reinforcement II +	3
MUC297AB Music Internship +	2

General Education: 28 Credits**CORE:** 15 Credits**First-Year Composition:**

Any approved general education course in the First Year Composition Area. 6

Oral Communication:

Any approved general education course in the Oral Communication Area. 3

Critical Reading:

CRE101 Critical and Evaluative Reading I (3) OR
(Note: Equivalent as indicated by assessment) 3

Mathematics:

Any approved general education course in the Mathematics Area. 3

DISTRIBUTION: 13 Credits**Humanities & Fine Arts:**

Any approved general education course in the Humanities and Fine Arts Area. 6

Note: (MHL140 or MHL145 or MHL153 recommended.)

Social and Behavioral Sciences:

Any approved general studies education in the Social and Behavioral Sciences Area. 3

Natural Sciences:

Any approved general studies education in the Natural Sciences Area. 4

Department Chairperson: Mr. R. Reyes**Audio Production Technologies****Certificate of Completion – CCL 5334****37-38 Credits**

The CCL (Certification of Completion) in Audio Production Technologies certificate and degree program offers students an opportunity to receive training on industry-standard equipment by instructors with real-world experience and professional resumes. Students learn the concepts and theory associated with recording arts technologies while applying them in lab settings appropriate to their skill levels. Students completing the Audio Production program will gain the knowledge base, competency, and confidence they need to enter the commercial music marketplace.

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

Admission Criteria: None.**Program Prerequisites:** None.**Required Courses:** 37-38 Credits

MTC101 Introduction to Music Theory (3) OR	
MTC103 Introduction to Aural Perception (2)	2-3
MTC180 Computer Literacy for Musicians (3) OR	
MUC295 Studio Music Recording III + (3)	3
MTC191 Electronic Music I	3
MTC192 Electronic Music II +	3
MUC109 Music Business: Merchandising and the Law	3
MUC110 Music Business: Recording and Mass Media	3
MUC111 Digital Audio Workstation I (DAW I) +	3
MUC112 Digital Audio Workstation II (DAW II) +	3
MUC195 Studio Music Recording I	3
MUC196 Studio Music Recording II +	3
MUC197 Live Sound Reinforcement I	3
MUC198 Live Sound Reinforcement II +	3
MUC297AB Music Internship +	2

Department Chairperson: Mr. R. Reyes**Computer Graphic Design****Associate in Applied Science – AAS 3684****64 Credits**

This degree program is for students specializing in Computer Graphic Design. It aids in the development of skills in graphic design and layout using the computer and serves to reinforce art principles. This program provides for the development of personal interests, prepares individuals for employment and enables those already employed in this field to upgrade skills. Occupations include illustrator, layout, paste-up, free-lance, video graphics, product designer, animator, photo-retoucher, art director, advertising designer, and others. Students desiring more intensive preparation may take courses beyond the 64 credit minimum requirement. This program is not designed for four-year transfers.

Required Courses: 34 Credits

Note: Students must earn a grade of "C" or better in each course in the Required Courses area.

ADA/ART 112 Two-Dimensional Design	3
ART100 Introduction to Computer Graphic Art	1
ART111 Drawing I	3
ART113 Color +	3
ART169 Two-Dimensional Computer Design +	3
ART175 Electronic Publishing Design I +	3
ART177 Computer Photographic Imaging +	3
ART181 Graphic Design I +	3
ART183 Computer Aided Graphic Arts I +	3
ART283 Computer Aided Graphic Arts II +	3
ART289 Computer Illustration +	3
ART291 Digital Prepress +	3

Restricted Electives: 5 Credits

Note: Students must earn a grade of "C" or better in each course in the Restricted Electives area. Students should select from the following courses in consultation with a department advisor:

ADA113 Air Brush Techniques	3
ADA114 Graphics Printing Processes	3
ADA/ART180 Designer's Tools + (any module)	1

ART105	Art Beyond the Classroom	1
ART116	Life Drawing I	3
ART131	Photography I	3
ART170	Three-Dimensional Computer Design +	3
ART173	Computer Art +	3
ART179	Electronic Presentation Design + (Recommended)	3
ART182	Graphic Design II +	3
ART184	Computer Animation +	3
ART279	Silkscreen I +	3
ART281	Graphic Design III +	3
ART282	Graphic Design IV +	3
ART/ADA/MMT284	Intermedia Animation +	3
ART/ADA285	Multipresentation Graphics +	3
ART286	Graphic Illustration I +	3
ART290	Studio Art +	3
ART293	Print Cost Estimating	1
ART294	Service Bureau	1
BPC138AA	Windows Desktop Design & Publishing (3) OR	3
BPC138AB	Macintosh Desktop Design & Publishing (3)	3
JRN133	Development of Small Publications	3
MGT253	Owning & Operating a Small Business	3
MKT263	Advertising Principles	3

General Education Requirements: 25 Credits**Core:** 15 Credits**First-Year Composition:** Any approved General Education course in the First-Year Composition area. 6**Oral Communication:** Any approved General Education course in the Oral Communication area. 3**Critical Reading:** Any approved General Education course in the Critical Reading area. 3**Mathematics:** Any approved General Education course in the Mathematics area. 3**Distribution:** 10 Credits**Humanities and Fine Arts:** ARH102 Renaissance Through Contemporary Art 3**Social and Behavioral Sciences:** Any approved General Education course in the Social and Behavioral Sciences area. 3**Natural Sciences:** Any approved General Education course in the Natural Sciences area. 4**Department Chairperson: Mr. R. Reyes****Computer Graphic Design****Certificate of Completion – CCL 5684****35-40 Credits**

Students whose personal interests and needs can be met by concentration on a core program of computer graphic design courses and who do not wish to earn an Associate in Applied Science degree may receive a certificate after completion of the 35-40 credits listed in the program.

Required Courses: 34 Credits**Note:** Students must earn a grade of "C" or better in each course in the Required Courses area.

ADA/ART112	Two-Dimensional Design	3
ART100	Introduction to Computer Graphic Art	1

ART111	Drawing I	3
ART113	Color+	3
ART169	Two-Dimensional Computer Design+	3
ART175	Electronic Publishing Design I+	3
ART177	Computer-Photographic Imaging	3
ART181	Graphic Design I+	3
ART183	Computer Aided Graphic Arts I+	3
ART283	Computer Aided Graphic Arts II+	3
ART289	Computer Illustration+	3
ART291	Digital Prepress +	3

Restricted Electives: 1-6 Credits**Note:** Students must earn a grade of "C" or better in each course in the Restricted Electives area.

ADA113	Air Brush Techniques	3
ADA114	Graphics Printing Processes	3
ART105	Art Beyond the Classroom	1
ART116	Life Drawing I	3
ART131	Photography I	3
ART/ADA170	Three-Dimensional Computer Design+	3
ART/ADA173	Computer Art+	3
ART179	Electronic Presentation Design+ (Recommended)	3
ADA/ART180	Designer's Tools+	1
ART182	Graphic Design II+	3
ART184	Computer Animation+	3
ART279	Silkscreen I+	3
ART281	Graphic Design III+	3
ART282	Graphic Design IV+	3
ART/ADA/MMT284	Intermedia Animation+	3
ART/ADA285	Multipresentation Graphics+	1
ART286	Graphic Illustration I+	3
ART290	Studio Art+	3
ART293	Print Cost Estimating	1
ART294	Service Bureau	1
BPC138AA	Windows Desktop Design & Publishing (3) OR	3
BPC138AB	Macintosh Desktop Design & Publishing (3)	3
JRN133	Development of Small Publications	3
MGT253	Owning & Operating a Small Business	3
MKT263	Advertising Principles	3

Department Chairperson: Mr. R. Reyes**Digital Photography****Certificate of Completion – CCL 5198****24 Credits**

The certificate in Digital Photography is a program in the applied visual arts that prepares individuals to use artistic techniques to effectively communicate ideas and information to business and consumer audiences and to record events and people through digital photography. It includes instruction in specialized camera and equipment operation and maintenance, applications to commercial and industrial needs, and photography business operations.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.**Admission Criteria:** None.

Program Prerequisites: None.

Required Courses: 24 Credits

ART100	Introduction to Computer Graphic Art	1
ART131	Photography I	3
ART138	Commercial Photography I	3
ART139	Commercial Photography II +	3
ART140	Portrait Photography +	2
ART142	Introduction to Digital Photography	3
ADA/ART169	Two-Dimensional Computer Design +	3
ART177	Computer-Photographic Imaging +	3
ART234	Color Photography I +	3

Department Chairperson: Mr. R. Reyes

Media Arts: Computer Art/Illustration

Associate in Applied Science – AAS 3822

66 Credits

This program is designed for the student who wishes to develop an area of specialization in Computer Art/Illustration. The program acquaints students with art principles and assists 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 in all courses within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 38 Credits

ART100	Introduction to Computer Graphic Art	1
ART111	Drawing I	3
ART112	Two-Dimensional Design	3
ART116	Life Drawing I	3
ART169	Two-Dimensional Computer Design	3
ART173	Computer Art (3) or	3
ART177	Computer-Photographic Imaging + (3)	3
ART255AA	Self Promotion	1
ART255AB	The Portfolio +	1
ART289	Computer Illustration +	3
ART297AB	Computer Graphic Design Internship +	2
MMT140	Survey of Multimedia Technology +	2
ELT/MMT292	Multimedia Update +	1
COM259	Communication in Business & Professions +	3
ENG111	Technical Writing +	3
MMT/VPT216	Multimedia Project Management	3
MGT229	Management and Leadership I (3) or	3
MGT251	Human Relations in Business (3)	3

General Education: 28 Credits

Core: 15 Credits

First-Year Composition:

Any approved General Education in the First-Year Composition area. 6

Oral Communication:

Any approved General Education in the Oral Communication area. 3

Critical Reading:

Any approved General Education course in the Critical Reading area. 3

Mathematics:

Any approved General Education course in the Mathematics area. 3

Distribution: 13 Credits

Humanities and Fine Arts:

Note: Students must select any combination for a total of 6 credits in area.

ARH102 Renaissance through Contemporary Art (3)

ARH100 Introduction to Art (3)

ARH115 History of Photography (3)

HUM108 Contemporary Humanities (3) 6

Social and Behavioral Sciences:

Any approved General Education course in the Social and Behavioral Sciences area. 3

Natural Sciences:

Any approved General Education course from the Natural Sciences area. 4

Department Chairperson: Mr. R. Reyes

Media Arts: Computer Art/Illustration

Certificate of Completion – CCL 5881

16 Credits

This program is designed for the student who wishes to develop an area of specialization in Computer Art/Illustration. The program acquaints students with art principles and assists 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 in all courses within the program.

Admission Criteria: None.

Program Prerequisites: None.

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	3
ART177	Computer-Photographic Imaging + (3)	3
ART289	Computer Illustration +	3

For additional information on PC program competencies, visit:

<http://www.dist.maricopa.edu/academic/curric/progpc.php>

For additional information on MCCCDC course competencies, visit:

<http://www.dist.maricopa.edu/academic/curric/cs.php>

Department Chairperson: Mr. R. Reyes

Media Arts: Desktop Publishing

Associate in Applied Science – AAS 3823

66 Credits

This program, designed for the student who wishes to develop an area of specialization in Desktop Publishing. The program acquaints students with art principles and assists students in developing their abilities to solve graphic design and layout problems as related to the printing industry. 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 desktop publisher, pre-press designer, service bureau and customer service positions, artist, designer, layout artist, paste-up artist, freelance artist-designer, graphic design artist, and multimedia artist.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 38 Credits

ART100 Introduction to Computer Graphic Art	1
ART112 Two Dimensional Design +	3
ART113 Color +	3
ART177 Computer-Photographic Imaging +	3
ART183 Computer Aided Graphic Arts I +	3
ART255AA Self Promotion	1
ART255AB The Portfolio +	1
ART283 Computer Aided Graphic Arts II +	3
ART291 Digital Prepress +	3
ART297AB Computer Graphic Design Internship +	2
MMT140 Survey of Multimedia Technology +	2
ELT/MMT292 Multimedia Update +	1
COM259 Communication in Business & Professions +	3
ENG111 Technical Writing +	3
MMT / VPT216 Multimedia Project Management	3
MGT229 Management and Leadership I (3) or	
MGT251 Human Relations in Business (3)	3

General Education: 28 Credits

Core: 15 Credits

First-Year Composition:

Any approved General Education in the First-Year Composition area. 6

Oral Communication:

Any approved General Education in the Oral Communication area. 3

Critical Reading:

Any approved General Education course in the Critical Reading area. 3

Mathematics:

Any approved General Education course in the Mathematics area. 3

Distribution: 13 Credits

Humanities and Fine Arts:

Note: Students must select any combination for a total of 6 credits in area.

ARH102 Renaissance through Contemporary Art (3)

ARH100 Introduction to Art (3)

ARH115 History of Photography (3)

HUM108 Contemporary Humanities (3) 6

Social and Behavioral Sciences:

Any approved General Education course in the Social and Behavioral Sciences area. 3

Natural Sciences:

Any approved General Education course from the Natural Sciences Area. 4

Department Chairperson: Mr. R. Reyes

Media Arts: Desktop Publishing

Certificate of Completion – CCL 5883

16 Credits

This program, designed for the student who wishes to develop an area of specialization in Desktop Publishing. The program acquaints students with art principles and assists students in developing their abilities to solve graphic design and layout problems as related to the printing industry. 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 desktop publisher, pre-press designer, service bureau and customer service positions, artist, designer, layout artist, paste-up artist, freelance artist-designer, graphic design artist, and multimedia artist.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 16 Credits

ART100 Introduction to Computer Graphic Art	1
ART112 Two-Dimensional Design	3
ART177 Computer-Photographic Imaging +	3
ART183 Computer Aided Graphic Arts I +	3
ART283 Computer Aided Graphic Arts II + (3)	3
ART291 Digital Prepress +	3

Program changes to the Media Arts: Digital Animation programs (AAS/3825 and CCL/5887) not available at time of printing. Consult with Academic Advisement.

Department Chairperson: Mr. R. Reyes

Media Arts: Digital Imaging

Associate in Applied Science – AAS 3784

66 Credits

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 in all courses within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 38 Credits

ART100	Introduction to Computer Graphic Art	1
ART112	Two-Dimensional Design	3
ART131	Photography I	3
ART132	Photography II +	3
ART255AA	Self Promotion	1
ART255AB	The Portfolio +	1
ART270	Intermediate Computer Photographic Imaging +	3
ART274	Advanced Computer Photographic Imaging +	3
ART297AB	Computer Graphic Design Internship +	2
ART177	Computer-Photographic Imaging +	3
COM259	Communication in Business & Professions +	3
ENG111	Technical Writing +	3
MMT140	Survey of Multimedia Technology +	2
ELT/MMT292	Multimedia Update +	1
MMT/VPT216	Multimedia Project Management	3
MGT229	Management and Leadership I (3) or	
MGT251	Human Relations in Business (3)	3

General Education: 28 Credits

Core: 15 Credits

First-Year Composition:

Any approved General Education in the First-Year Composition area. 6

Oral Communication:

Any approved General Education in the Oral Communication area. 3

Critical Reading:

Any approved General Education course in the Critical Reading area. 3

Mathematics:

Any approved General Education course in the Mathematics area. 3

Distribution: 13 Credits

Humanities and Fine Arts:

Note: Students must select any combination for a total of 6 credits in area.

ARH102	Renaissance through Contemporary Art (3) or	
ARH100	Introduction to Art (3) or	
ARH115	History of Photography (3) or	
HUM108	Contemporary Humanities (3)	6

Social and Behavioral Sciences:

Any approved General Education course in the Social and Behavioral Sciences area. 3

Natural Sciences:

Any approved General Education course from the Natural Sciences Area. 4

Department Chairperson: Mr. R. Reyes

Media Arts: Digital Imaging

Certificate of Completion – CCL 5879

16 Credits

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 in all courses within the program.

Admission Criteria: None.

Program Prerequisites: None.

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

Department Chairperson: Mr. R. Reyes

Media Arts: Web Page Design

Associate in Applied Science – AAS 3824

65 Credits

This program is designed for the student who wishes to develop marketable skills in the area of Web Page. The program provides the student with an understanding of storyboards, page layout tools, graphic file formats, presentation techniques, web page design, and the internet. 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 web page designer, desktop publisher, layout artist, freelance artist-designer, graphic design artist, and multimedia artist.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 37 Credits

ART100	Introduction to Computer Graphic Art	1
ART177	Computer-Photographic Imaging +	3
ART179	Electronic Presentation Design +	3

ART183 Computer Aided Graphic Arts I +	3
ART/MMT190 Art of Web Site Design +	3
ART255AA Self Promotion	1
ART255AB The Portfolio +	1
ART297AA Computer Graphic Design Internship +	1
BPC/CIS133DA The Internet/World Wide Web +	3
CIS105 Survey of Computer Information Systems	3
MMT140 Survey of Multimedia Technology +	2
ELT/MMT292 Multimedia Update +	1
COM259 Communication in Business & Professions +	3
ENG111 Technical Writing +	3
MMT/VPT216 Multimedia Project Management	3
MGT229 Management and Leadership I (3) or	
MGT251 Human Relations in Business (3)	3

General Education: 28 Credits**Core: 15 Credits****First-Year Composition:**

Any approved General Education in the First-Year Composition area. 6

Oral Communication:

Any approved General Education in the Oral Communication area. 3

Critical Reading:

Any approved General Education course in the Critical Reading area. 3

Mathematics:

Any approved General Education course in the Mathematics area. 3

Distribution: 13 Credits**Humanities and Fine Arts:****Note:** Students must select any combination of ARH102, ARH100, ARH115, HUM108 for a total of 6 credits in area.

ARH102 Renaissance through Contemporary Art (3) or	
ARH100 Introduction to Art (3) or	
ARH115 History of Photography (3) or	
HUM108 Contemporary Humanities (3)	6

Social and Behavioral Sciences:

Any approved General Education course in the Social and Behavioral Sciences area. 3

Natural Sciences:

Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Mr. R. Reyes**Media Arts: Web Page Design****Certificate of Completion – CCL 5885****16 Credits**

This program is designed for the student who wishes to develop marketable skills in the area of Web Page. The program provides the student with an understanding of storyboards, page layout tools, graphic file formats, presentation techniques, web page design, and the internet. 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 web page designer, desktop publisher, layout artist, freelance artist-designer, graphic design artist, and multimedia artist.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.**Admission Criteria:** None.**Program Prerequisites:** None.**Required Courses: 16 Credits**

ART100 Introduction to Computer Graphic Art	1
ART177 Computer-Photographic Imaging +	3
ART179 Electronic Presentation Design +	3
ART183 Computer Aided Graphic Arts I +	3
ART/MMT190 Art of Web Site Design +	3
BPC/CIS133DA The Internet/World Wide Web +	3

Department Chairperson: Mr. R. Reyes**Music Business****Associate in Applied Science – AAS 3017****65 Credits**

The AAS (Associate in Applied Science) in Music Business program is an innovative curriculum designed to prepare students for today's music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.**Admission Criteria:** None.**Program Prerequisites:** None.**Required Courses: 37 Credits**

ACC109 Accounting Concepts (3) OR	
ACC111 Accounting Principles I (3)	3
BPC128 Introduction to Desktop Publishing	1
CIS131AA Doing Business on the Internet	1
COM259 Communication in Business and Professions +	3
GBS151 Introduction to Business	3
MGT253 Owning and Operating a Small Business	3
MKT271 Principles of Marketing	3
MTC101 Introduction to Music Theory	3
MUC109 Music Business: Merchandising and the Law	3
MUC110 Music Business: Recording and Mass Media	3
MUC111 Digital Audio Workstation I (DAW I) +	3
MUC195 Studio Music Recording I	3
MUC295AA Self Promotion for Music	1
MUC297AB Music Internship +	2
SBS230 Financial and Tax Management for Small Business	2

Restricted Electives: 3 Credits

MHL+++ Any approved MHL prefixed course	3
---	---

Free Electives: None.

General Education Requirements: 25 Credits

CORE: 15 Credits

First-Year Composition:

ENG101 First-Year Composition (3) AND

ENG102 First-Year Composition (3) 6

Oral Communication:

Any approved general education course in the Oral Communication Area. 3

Critical Reading:

Any approved general education course in the Critical Reading Area. 3

Mathematics:

Any approved general education course in the Mathematics Area. 3

DISTRIBUTION: 10 Credits

Humanities & Fine Arts:

Any approved general education course in the Humanities and Fine Arts Area. 3

Social and Behavioral Sciences:

Any approved general education course in the Social and Behavioral Sciences Area. 3

Natural Sciences:

Any approved general education course in the Natural Sciences Area. 4

Department Chairperson: Mr. R. Reyes

Music Business

Certificate of Completion – CCL 5258 40 Credits

The CCL (Certificate of Completion) in Music Business program is an innovative curriculum designed to prepare students for today's music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: Credits: 37

ACC109 Accounting Concepts (3) OR	
ACC111 Accounting Principles I (3)	3
BPC128 Introduction to Desktop Publishing	1
CIS131AA Doing Business on the Internet	1
COM259 Communication in Business and Professions +	3
GBS151 Introduction to Business	3
MGT253 Owning and Operating a Small Business	3
MKT271 Principles of Marketing	3
MTC101 Introduction to Music Theory	3
MUC109 Music Business: Merchandising and the Law	3
MUC110 Music Business: Recording and Mass Media	3
MUC111 Digital Audio Workstation I (DAW I) +	3

MUC195 Studio Music Recording I	3
MUC295AA Self Promotion for Music	1
MUC297AB Music Internship +	2
SBS230 Financial and Tax Management for Small Business	2

Restricted Electives: 3 Credits

MHL++++++ Any approved MHL prefixed course	3
--	---

BUSINESS

BUSINESS – ACCOUNTING

Department Chairperson: Mrs. C. Cloud

Program Director: Ms. B. Jenkins

Accounting

Associate in Applied Science – AAS 3133 67-68 Credits

Program changes not available at time of printing. Consult with Academic Advisement.

The field of accounting continues to offer many opportunities for students. They will also be preparing themselves for entry-level jobs in the field of accounting should they decide not to continue their education immediately.

Program Prerequisites: 3 Credits

CRE101 Critical and Evaluative Reading I + (3) OR Equivalent by Assessment (0)	3
--	---

Required Courses: 35 Credits

Note: Students must earn a grade of "C" or better in each course in the Required Courses area.

ACC111 Accounting Principles I	3
ACC112 Accounting Principles II (3)+ AND	3
ACC212 Managerial Accounting (3) + OR	3
ACC230 Uses of Accounting Information I (3) +AND	
ACC240 Uses of Accounting Information II (3) +	6
ACC115 Computerized Accounting +	2
ACC219 Intermediate Accounting I +	3
ACC220 Intermediate Accounting II +	3
ACC221 Tax Accounting +	3
CIS105 Survey of Computer Information Systems	3
GBS151 Introduction to Business	3
GBS205 Legal, Ethical, & Regulatory Issues in Business	3
GBS207 Business Law (General Corporate)	3
GBS233 Business Communication +	3

Restricted Electives: 9 Credits

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

ACC270AC Accounting Internship +	3
CIS114DE Excel Spreadsheet	3
CIS117DM Microsoft Access: Database Management	3
GBS131 Business Calculations +	3
GBS220 Quantitative Methods in Business +	3
GBS221 Business Statistics +	3

General Education Requirements: 23-24 Credits

CORE: 13-14 Credits

First-Year Composition:

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

Oral Communication:

COM100 Intro to Human Communication (3) OR
 COM230 Small Group Communication (3) 3

Critical Reading: Met by CRE101 (3) OR
 Equivalent by assessment (0)
 in Program Prerequisite area. 0

Mathematics:

MAT150 College Algebra/Functions (5) + OR
 MAT151 College Algebra/Functions (4) + OR
 satisfactory completion of a higher level
 mathematical course. 4-5

Distribution: 10 Credits

Humanities and Fine Arts: Any approved General
 Education 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 Education
 course in the Natural Sciences area. 4

Department Chairperson: Mrs. C. Cloud

Program Director: Ms. B. Jenkins

Microcomputer Accounting

Certificate of Completion – CCL 5174

35 Credits

*Program changes not available at time of printing. Consult with
 Academic Advisement.*

Students whose personal interests and needs can be met by
 concentration on a core program of microcomputer accounting
 related courses and who do not wish to earn an Associate in
 Applied Science degree may receive a certificate after
 completion of a selected list of courses.

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

Admission Criteria: None.

Required Courses: 35 Credits

ACC111 Accounting Principles I 3
 ACC112 Accounting Principles II (3) + AND
 ACC212 Managerial Accounting (3) OR
 ACC230 Uses of Accounting Information I (3) AND
 ACC240 Uses of Accounting Information II (3) 6
 ACC115 Computerized Accounting + 2
 CIS105 Survey of Computer Information Systems 3
 CIS114DE Excel Spreadsheet 3
 CIS117DM Microsoft Access: Database Management 3
 CIS159 Visual Basic Programming (3) + OR
 CIS162AB C++: Level I (3) + 3
 ENG101 First Year Composition (3) + OR
 ENG107 First Year Composition for ESL (3) + 3
 GBS131 Business Calculations 3
 GBS151 Introduction to Business 3
 GBS233 Business Communication + 3

Department Chairperson: Mrs. C. Cloud

Program Director: Ms. M. Anderson

General Business

Associate in Applied Science – AAS 3050

63-64 Credits

This program meets the needs of students who wish a broad
 overview of business and desire not to enroll in a specialized
 curriculum in business. The program is designed to acquaint
 students with major subject areas of business, to improve the
 student's business vocabulary, and to provide students with an
 understanding of influencing factors in business decision
 making and activities. In addition, this program could aid a
 student in recognizing a specific business field to be pursued
 in future studies. Although many courses will transfer to a
 four-year institution, some courses do not. This curriculum is
 not designed to meet the needs of students who wish to
 transfer to a four-year institution.

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

Program Prerequisites: 3 Credits

CRE101 Critical and Evaluative Reading I + (3) OR
 Equivalent by assessment. 3

Required Courses: 28 Credits

ACC111 Accounting Principles I 3
 CIS105 Survey of Computer Information Systems 3
 CIS114DE Excel Spreadsheet 3
 CIS118AB Powerpoint: Level I 1
 GBS110 Human Relations in Business and Industry 3
 GBS114 Principles of Quality Service 3
 GBS131 Business Calculations 3
 GBS151 Introduction to Business 3
 GBS205 Legal, Ethical & Regulatory Issues
 in Business 3
 GBS233 Business Communication+ 3

Restricted Electives: 12 Credits

ACC230 Uses of Accounting Information I+ 3
 CIS117DM Microsoft Access: Database Management 3
 CIS133DA The Internet/World Wide Web 3
 CIS159 Visual Basic Programming I+ 3
 GBS206 Business Law (UCC) 3
 GBS207 Business Law (General Corporate) 3
 GBS220 Quantitative Methods in Business+ 3
 GBS221 Business Statistics+ 3
 GBS261 Investments I 3
 GBS270AC Business Internship 3
 REA179 Real Estate Principles I 3

General Education Requirements: 23-24 Credits

Core: 13-14 Credits

First-Year Composition:

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

Oral Communication:

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

Critical Reading:

Met by CRE101 in Program Prerequisites area. 0

Mathematics:

MAT150 College Algebra /Functions (5) + OR
 MAT151 College Algebra /Functions (4) + OR
 satisfactory completion of a higher level
 mathematics course. 4-5

Distribution: 10 Credits**Humanities and Fine Arts:**

Any approved general education course in the Humanities and Fine Arts area. 3

Social & Behavioral Sciences:

ECN111 Macroeconomic Principles (3) OR
 ECN112 Microeconomic Principles (3) OR
 SBU200 Society and Business (3) 3

Natural Sciences:

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

Department Chairperson: Mrs. C. Cloud**Program Director: Ms. M. Anderson****General Business****Certificate of Completion – CCL 5951****25 Credits**

The Certificate in General Business will provide business training for various entry-level positions in business. The courses include an introduction to business concepts, accounting and computer principles, and legal issues related to business.

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

Program Prerequisites: 3 Credits

CRE 101 Critical and Evaluative Reading I + (3) OR
 Equivalent by assessment. 3

Required Courses: 16 Credits

ACC111 Accounting Principles I 3
 CIS105 Survey of Computer Information Systems 3
 CIS118AB Powerpoint: Level I 1
 GBS131 Business Calculations 3
 GBS151 Introduction to Business 3
 GBS205 Legal, Ethical, & Regulatory Issues in
 Business 3

Restricted Electives: 9 Credits

ACC230 Uses of Accounting Information I + 3
 CIS114DE Excel Spreadsheet 3
 CIS117DM Microsoft Access: Database Management 3
 CIS133DA The Internet/World Wide Web 3
 GBS110 Human Relations in Business and Industry 3
 GBS114 Principles of Quality Service 3
 GBS233 Business Communication + 3
 GBS270AC Business Internship + 3

BUSINESS – COMPUTERS**Department Chairperson: Mrs. K. Green****Program Director: Ms. D. Fladhammer****Computer Applications****Certificate of Completion – CCL 5217****18 Credits**

This certificate program is designed to provide the skills needed in the use of application software on a computer. Courses will train the student in areas such as keyboarding, word processing, spreadsheets, databases, desktop publishing, the Internet, and the Windows operating system.

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

Program Prerequisites: None.**Required Courses:** 18 Credits

BPC101AA Introduction to Microcomputers I:
 IBM + (1) AND
 BPC101BA Introduction to Microcomputers II:
 IBM + (1) AND
 BPC101CA Introduction to Microcomputers III:
 IBM + (1) OR
 BPC110 Computer Usage and Applications 3
 BPC/CIS114D+ Electronic Spreadsheet 3
Note: Or modular equivalent
 BPC/CIS117D+ Database Management 3
Note: Or modular equivalent
 BPC/CIS118AB Powerpoint:Level I 1
 BPC/CIS121AE Windows Operating System - Level I 1
 BPC/CIS122AE Windows Operating System - Level II 1
 BPC128 Introduction to Desktop Publishing 1
 BPC/CIS133AA The Internet/World Wide Web:
 Level I 1
 BPC/OAS135++ Word Processing Software +
Note: Any Module 2
 OAS101AB Computer Typing I: Letters, Tables &
 Reports + 1
 OAS/BPC111AA Computer Keyboarding I 1

Department Chairperson: Mrs. C. Cloud**Program Director: Ms. D. Stark****Computer Hardware & Desktop Support****Certificate of Completion – CCL 5026****16-20 Credits**

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.

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

Program Prerequisites: None.

Required Courses: 16-20 Credits

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep +	3
BPC171	Recycling Used Computer Technology +	1
BPC270	Microcomputer Maintenance II +	
CIS102	Interpersonal and Customer Service Skills for IT Professionals	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 Internship + (1) OR	
CIS290AB	Computer Information Systems Internship + (2) OR	
CIS290AC	Computer Information Systems Internship + (3) OR	
CIS296W+	Cooperative Education + (Note: Any CIS296WA-D module.) (1-4)	1-4

Department Chairperson: Mrs. C. Cloud**Program Director:** Ms. D. Stark**Computer Information Systems****Associate in Applied Science – AAS 3165****64-66 Credits**

This degree program is designed to prepare students who are planning to find employment using current computer applications. Courses include Survey of Computer Information Systems and a variety of operating systems, database management, and popular programming languages.

Admission Criteria: None.**Program Prerequisites:** 3 Credits

CRE101	Critical and Evaluative Reading I + (3) OR	
CRE111	Critical Reading for Business and Industry + (3) OR	
	Equivalent by Assessment	3

Required Courses: 30 Credits

Notes: Students must earn a grade of "C" or better in each course in the Required Courses area.

ACC111	Accounting Principles I +	3
ACC230	Uses of Accounting Information I +	3
BPC125	Microcomputer Setup & Maintenance +	1
CIS105	Survey of Computer Information Systems	3
CIS121AE	Windows Operating System: Level I	1
CIS126AA	UNIX Operating System: Level I	1
CIS133DA	The Internet/World Wide Web	3
CIS159	Visual Basic Programming I +	3
CIS162++	(Any C Programming Language course)	3
CIS190	Introduction to Local Area Networks +	3
CIS225	Business Systems Analysis and Design (3) + OR	
CIS225AB	Object-Oriented Analysis and Design (3) +	3
GBS233	Business Communication +	3

Restricted Electives: 12 Credits

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

BPC/CIS120DC	Computer Graphics: Macromedia Flash	3
BPC/CIS120DF	Computer Graphics: Adobe Photoshop	3
CIS117DM	Microsoft Access: Database Management	3

CIS150	Programming Fundamentals	3
CIS163AA	Java Programming: Level I +	3
CIS166++	(Any Web Scripting course) +	3
CIS233DA	Web Design and Publishing +	3
CIS234	XML Application Development +	3
CIS235	e-Commerce +	3
CIS259	Visual Basic Programming II +	3
CIS262	C Programming II +	3
CIS290AC	Computer Information Syst Internship +	3
GBS114	Principles of Quality Service	3

General Education Requirements: 22-24 Credits**Core:** 12-14 Credits**First-Year Composition:**

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

Oral Communication:

COM100	Introduction to Human Communication(3) OR	
COM230	Small Group Communication (3) OR	
COM259	Communication in Business & Professions (3)	3
	Critical Reading: Met by CRE101 (3) OR CRE111 (3) OR	
	Equivalent as indicated by assessment in	
	Program Prerequisite area.	0

Mathematics:

MAT150	College Algebra/Functions+ (5) OR	
MAT151	College Algebra/Functions + (4) OR	
MAT152	College Algebra/Functions + (3) OR	
	equivalent by assessment OR satisfactory completion	
	of a higher level mathematics course.	3-5

Distribution: 10 Credits**Humanities and Fine Arts:**

	Any approved General Education course in the	
	Humanities and Fine Arts area.	3

Social and Behavioral Sciences:

ECN111	Macroeconomic Principles (3) OR	
ECN112	Microeconomic Principles (3) OR	
SBU200	Society and Business	3

Natural Sciences: Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Mrs. C. Cloud**Program Director:** Ms. D. Stark**Computer Information Systems****Certificate of Completion – CCL 5853****24 Credits**

The Certificate in Computer Information Systems is designed to meet the needs of students who are planning to find employment using current computer applications. It is intended for students who may later want to pursue an Associate's Degree in Computer Information Systems, but who do not expect to go beyond the community college program. Courses include Survey of Computer Information Systems and a variety of operating systems, database management, and popular programming languages.

Admission Criteria: None.**Program Prerequisites:** None.

Required Courses: 18 Credits

Note: Students must earn a grade of "C" or better in all required courses.

BPC/CIS121AE Windows Operating System: Level I	1
BPC125 Microcomputer Set Up and Maintenance	1
BPC/CIS133DA The Internet/World Wide Web	3
CIS105 Survey of Computer Information Systems	3
CIS126AA UNIX Operating System: Level I	1
CIS159 Visual Basic Programming I +	3
CIS162++ Any C Programming Language course +	3
CIS190 Introduction to Local Area Networks +	3

Restricted Electives: 6 Credits

CIS117DM Microsoft Access: Database Management	3
CIS150 Programming Fundamentals +	3
CIS163AA Java Programming: Level I +	3
CIS259 Visual Basic Programming II +	3
CIS262A+ C Programming II +	3

Department Chairperson: Mrs. K. Green

Information Security**Associate in Applied Science – AAS 3039****64-66 Credits**

The Associate of Applied Science (AAS) Degree in Information Security is designed to provide students with the knowledge and tools to understand how networks, operating systems and programs function. Emphasis is placed on developing the theoretical and practical skills needed to maintain security on mission-critical data and systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security disciplines which include both vendor-neutral and vendor-specific information technology (IT) security training. The Information Security program prepares students for internationally recognized IT certifications and high demands in business, industry and government.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 27 Credits

Certificate of Completion: Information Security Technology (5347)	27
---	----

Restricted Electives: 12 Credits

Students should select 12 credits from the list below, of which 6 credits must be ITS prefix courses.

CIS162AB C++: Level I + (3) OR	12
CIS162AD C#: Level I + (3) OR	
CIS163AA Java Programming: Level I + (3)	3
CIS238USUNIX Security +	3
CIS271DL Linux Security +	3
CNT160 Cisco Switching Basics and Intermediate Routing +	3
CNT170 Cisco Wide Area Networks (WAN) Technologies +	3

CNT182 Cisco Secure PIX Firewall Configuration +	4
CNT185 Cisco Network Security +	4
CNT186 Fundamentals of Wireless LANs +	4
ITS100 Information Security Awareness	2
ITS150 Building Trusted Networks in the Enterprise +	3
ITS160 Managing Trusted Networks in the Enterprise +	3
ITS170 Information Security Policy Development	1
ITS171 Information Security Risk Management +	1
ITS172 Viruses and Other Malicious Software	1
ITS230 Deploying Snort Intrusion Detection System (IDS) +	1
ITS231 Router Hardening +	1
ITS232 Layer 2 Attacks and Defenses +	3
ITS233 Wireless Network Security +	3
ITS290 Computer Security Incident Response +	3
ITS291 Computer Forensics Foundations +	4
ITS292 Advanced Computer Forensics +	4
ITS295AA Special Topics in Information Security +	1
ITS295ABS Special Topics in Information Security +	2
ITS295AC Special Topics in Information Security +	3
ITS298AA Special Projects	1
ITS298ABS Special Projects	2
ITS298AC Special Projects	3
MST152 Microsoft Windows Server +	4
MST259 Designing Windows Network Security +	3

Free Electives: None.

General Education: 25-27 Credits

CORE: Credits: 15-17

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	
COM225 Public Speaking + (3) OR	
COM230 Small Group Communication + (3)	3

Critical Reading

CRE101 Critical and Evaluative Reading I +	3
--	---

Mathematics

+ MAT150 College Algebra/Functions + (5) OR	
+ MAT151 College Algebra/Functions + (4) OR	
+ MAT152 College Algebra/Functions + (3)	3-5

DISTRIBUTION: Credits: 10

Humanities and Fine Arts:

Any approved general education course from the Humanities and Fine Arts area. 3

Social and Behavioral Sciences:

Any approved general education course from the Social and Behavioral Sciences area. 3

Natural Sciences:

Any approved general education course from the Natural Sciences area. 4

Department Chairperson: Mrs. K. Green

Information Security Technology

Certificate of Completion – CCL 5347

27 Credits

The Certificate of Completion (CCL) in Information Security Technology is designed to provide students with the knowledge and tools to understand how networks, operating systems and programs function, as well as, how to protect them. Emphasis is placed on developing the knowledge and skills to maintain security on mission-critical data and computer systems. The program is designed to meet the training needs of employees in both public and private sectors. The program covers a variety of information security disciplines that include both vendor-neutral and vendor-specific security training. The Information Security Technology program prepares students for internationally recognized industry certifications.

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

Admission Criteria: None.

Program Prerequisites:

BPC170 Computer Maintenance I: A+ Prep + 3
CIS105 Survey of Computer Information Systems 3

Required Courses: 27 Credits

CIS126DA UNIX Operating System (3) OR
CIS126DL Linux Operating System (3) 3
CNT140 Cisco Networking Basics 4
CNT150 Cisco Networking Router Technologies+ 4
ITS110 Information Security Fundamentals + 4
ITS120 Legal, Ethical and Regulatory Issues + 3
ITS130 Operating System Security + 3
ITS140 Network Security + 3
MST150 Microsoft Windows Professional (3) OR
MST150DA Microsoft Windows 2000 Professional (3) OR
MST150XP Microsoft Windows XP Professional (3) 3

Restricted Electives: None.

Free Electives: None.

Department Chairperson: Mrs. C. Cloud
Program Director: Ms. D. Stark

Programming & System Analysis

Associate in Applied Science – AAS 3844

65 Credits

Program changes not available at time of printing. Consult with Academic Advisement.

The program includes an in-depth exploration of different computer languages and technical skills. Also included in the program are operating systems, local area networks, business communication, team roles, and dynamics.

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

Admission Criteria: None.

Program Prerequisites: 3 Credits

CRE101 Critical and Evaluative Reading I + (3) OR
Equivalent by Assessment 3

Required Courses: 28 Credits

CIS105 Survey of Computer Information Systems 3
CIS117DM Microsoft Access: Database Management 3
CIS121AB MS-DOS Operating System (1) OR
CIS121AE Windows Operating System: Level I (1) OR
CIS126AA UNIX Operating System: Level I (1) 1
CIS150 Programming Fundamentals + 3
CIS159 Visual Basic Programming I + 3
CIS162++ C Programming I + (any module) 3
CIS163AA Java Programming: Level I + 3
CIS190 Introduction to Local Area Networks + 3
CIS225 Business Systems Analysis and Design + 3
GBS233 Business Communication + 3

Restricted Electives: 15 Credits

CIS126DA UNIX Operating System 3
CIS166 Web Scripting/Programming (3) OR
CIS166AA Introduction to JavaScripting Scripting (3) OR
CIS166AB Web Scripting with Perl/C GI (3) 3
CIS169 Introduction to Visual Basic for
Applications 3
CIS224 Project Management Microsoft Project
for Windows 3
CIS250 Management Information Systems 3
CIS259 Visual Basic Programming II + 3
CIS262++ C: Level II + (any module)3
CIS263AA Java Programming: Level II + 3
CIS290AC Computer Information Systems
Internship + 3

Free Electives: None.

General Education: 22 Credits

Core: Credits: 12

First-Year Composition:

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

Oral Communication:

Any approved General Education course in the Oral
Communication area. 3

Critical Reading:

Met by CRE101 in Program Prerequisites area. 0

Mathematics:

MAT212 Brief Calculus 3

Distribution: 10 Credits

Humanities & Fine Arts:

Any approved General Education course in the Humanities
and Fine Arts area. 3

Natural Sciences:

Any approved General Education course in the Natural
Sciences area. 4

Social & Behavioral Sciences:

ECN111 Macroeconomic Principles (3) OR
ECN112 Microeconomic Principles (3) 3

Department Chairperson: Mrs. C. Cloud
Program Director: Ms. D. Stark

Programming & System Analysis

Certificate of Completion – CCL 5048

28 Credits

Program changes not available at time of printing. Consult with Academic Advisement.

The program includes an in-depth exploration of different computer languages and technical skills. Also included in the program are operating systems, local area networks, business communication, team roles, and dynamics.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 28 Credits

CIS105	Survey of Computer Information Systems	3
CIS117DM	Microsoft Access: Database Management	3
CIS121AB	MS-DOS Operating System (1) OR	
CIS121AE	Windows Operating System: Level I (1) OR	
CIS126AA	UNIX Operating System: Level I (1)	1
CIS150	Programming Fundamentals +	3
CIS159	Visual Basic Programming I +	3
CIS162++	C Programming I + (any module)	3
CIS163AA	Java Programming: Level I +	3
CIS190	Introduction to Local Area Networks +	3
CIS225	Business Systems Analysis and Design +	3
GBS233	Business Communication +	3

Department Chairperson: Ms. C. Cloud
Program Director: Ms. D. Stark

Web Developer

Certificate of Completion – CCL 5051

30 Credits

The certificate prepares a software developer to properly create and maintain web applications. In addition to web page development, this certificate prepares software developers to fully manage and develop corporate web systems using interactive applications. Developers will be able to write programs to manage corporate database via the web.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 30 Credits

CIS105	Survey of Computer Information Systems	3
BPC/CIS117DM	Microsoft Access: Database Management	3
CIS120DC	Computer Graphics: Macromedia Flash	3

BPC/CIS120DF	Computer Graphics: Adobe Photoshop (3) OR	
BPC/CIS120AF	Computer Graphics: Adobe Photoshop: Level I (1) AND	
BPC/CIS120BF	Computer Graphics: Adobe Photoshop: Level II (1) AND	
BPC/CIS120CF	Computer Graphics: Adobe Photoshop: Level III (1)	3
CIS126AA	UNIX Operating System: Level I	1
BPC/CIS133DA	The Internet: World Wide Web	3
CIS166++	Any Module +	
CIS233DA	The Internet Web Publishing +	3
CIS234	XML Application Development +	3
CIS235	e-Commerce +	3
CIS298AB	Special Projects (2) OR	
CIS290AB	Computer Information Systems Internship (2) OR	
CIS296WB	Cooperative Education (2)	2

BUSINESS – FINANCE

Department Chairperson: Mrs. C. Cloud
Program Director: Ms. M. Anderson

Banking & Finance

Associate in Applied Science – AAS 3138

65-66 Credits

Program changes not available at time of printing. Consult with Academic Advisement.

To meet the changing image and many challenges of the world of finance, the role of the modern banker today demands specialized knowledge and flexible job performances. The Associate in Applied Science in Banking and Finance career program has been developed in cooperation with the Central Arizona Chapter of the American Institute of Banking and the Institute of Financial Education to prepare qualified men and women for entry or advancement in the banking profession.

Program Prerequisites: 3 Credits

CRE101	Critical and Evaluative Reading I (3) OR	
	Equivalent by assessment (0)3	

Required Courses: 36 Credits

Note: Students must earn a grade of "C" or better in each course in the Required Courses area.

ACC111	Accounting Principles I	3
ACC112	Accounting Principles II (3) + AND	
ACC212	Managerial Accounting (3) + OR	
ACC230	Uses of Accounting Information I (3) +AND	
ACC240	Uses of Accounting Information II (3) +	6
CIS105	Survey of Computer Information Systems	3
GBS103	Principles of Banking	3
GBS131	Business Calculations	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, & Regulatory Issues/Business	3
GBS206	Business Law (UCC)	3
GBS233	Business Communication +	3
GBS261	Investments I	3
GBS294	Consumer Credit +	3

Restricted Electives: 6 Credits

Notes: Students must earn a grade of "C" or better in each course in the Required Courses area. Students should select from the following courses in consultation with a department advisor:

ACC270AC	Accounting Internship	3
CIS114DE	Excel Spreadsheet	3
CIS121++	Any Module	1
CIS159	Visual Basic Programming I	3
CIS162AB	C++ Programming	3
MGT251	Human Relations in Business	3
MKT267	Principles of Salesmanship	3
MKT271	Principles of Marketing	3

General Education Requirements 23-24 Credits**Core:** 13-14 Credits**First-Year Composition:**

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

Oral Communication:

COM100	Intro to Human Communication (3) OR	
COM230	Small Group Communication (3)	3

Critical Reading:

Met by CRE101 (3), or Equivalent by assessment (0), in Program Prerequisites area. 0

Mathematics:

MAT150	College Algebra /Functions (5) OR	
MAT151	College Algebra/Functions (4) OR	
	satisfactory completion of a higher level mathematical course.	4-5

Distribution: 10 Credits**Humanities and Fine Arts:**

Any approved General Education course in the Humanities and Fine Arts area. 3

Social & Behavioral Sciences:

ECN111	Macroeconomic Principles (3) OR	
ECN112	Microeconomic Principles (3)	3

Natural Sciences: Any approved General Education course in the Natural Sciences area. 4

BUSINESS — HOME INSPECTION**Department Chairperson:** Mrs. C. Cloud**Program Director:** Ms. G. Korkames**Home Inspection: Basic Inspector****Certificate of Completion — CCL 5382****15 Credits**

The Certificate of Completion (CCL) in Home Inspection: Basic Inspector program provides both relevant and required education along with practical, hands-on training in the occupational field of residential home inspecting under the direct supervision of a state-certified home inspector as mandated by state law. Since only state-certified home inspectors are permitted to carry out home inspections on behalf of their client, this program is aligned to provide both the education and practical experience demanded by the state's certification requirements.

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

Admission Criteria: High school diploma OR GED OR equivalent. Current English and Reading Assessment reflecting eligibility for:

CRE101	Critical and Evaluative Reading I OR	
	Equivalent as indicated by assessment	
ENG101	First-Year Composition OR	
	Equivalent	
MAT102	Mathematical Concepts/Applications OR	
	Completion of higher level mathematics course	

Program Prerequisites: None.**Required Courses:** 15 Credits

HIP101++	Home Inspection: Complete Standards, Requirements, and Procedures (Note: Or modular equivalents)	7
HIP110	Home Inspection: Review and Examination +	1
HIP201	Home Inspection Fieldwork (7) AND Home Inspection Indemnity Statement	7

Restricted Electives: None.**Free Electives:** None.**General Education:** None.**Department Chairperson:** Mrs. C. Cloud**Program Director:** Ms. G. Korkames**Home Inspection: Business Owner Operator Inspector****Certificate of Completion — CCL 5386****30 Credits**

The Certificate of Completion (CCL) in Home Inspection: Business Owner Operator Inspector program provides both the education and practical experience required by state certification requirements to become a state-certified home inspector. Additionally, this program includes courses in accounting, business, communications, and real estate to further enhance the professional expertise and small business success of a state-certified home inspector. State-certified home inspectors can operate their own home inspection business in the State of Arizona.

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

Admission Criteria: High school diploma OR GED OR equivalent. Current Reading Assessment reflecting eligibility for:

CRE101	Critical and Evaluative Reading I OR	
	Equivalent as indicated by assessment	
MAT102	Mathematical Concepts/Applications OR	
	Completion of higher level mathematics course	

Program Prerequisites: 3 Credits

ENG101	First-Year Composition (3) + OR	
ENG107	First-Year Composition for ESL (3) +	3

Required Courses: 30 Credits

ACC111	Accounting Principles I	3
GBS151	Introduction to Business (3) OR	
MGT253	Owning and Operating a Small Business (3)	3
GBS233	Business Communication +	3
HIP101	Home Inspection: Complete Standards, Requirements, and Procedures (Note: Or modular equivalents)	7
HIP110	Home Inspection: Review and Examination +	1
HIP201	Home Inspection Fieldwork + (7) AND Home Inspection Indemnity Statement	7
REA201	Real Estate Principles I and II	6

Restricted Electives: None.

Free Electives: None.

General Education: None.

BUSINESS — INSURANCE

Department Chairperson: Mrs. C. Cloud

Program Director: Ms. M. Anderson

General Business-Insurance

Associate in Applied Science — AAS 3033

62-63 Credits

The Associate in Applied Science (AAS) in General Business-Insurance will provide students with a broad overview of business and a foundation in the basic principles of property and liability insurance. Students in this program will also analyze both personal and commercial insurance coverages and loss exposures. This program will prepare students for various entry-level positions in the insurance industry or for further study in any specific business field. Although many courses will transfer to a four-year institution, some courses do not.

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

Program Prerequisites: 3 Credits

CRE101	Critical and Evaluative Reading I (3) + OR Equivalent by assessment.	3
--------	---	---

Required Courses: 27 Credits

CIS105	Survey of Computer Information Systems	3
GBS114	Principles of Quality Service	3
GBS131	Business Calculations	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical & Regulatory Issues in Business	3
GBS233	Business Communication +	3
GBS258	Principles of Property and Liability Insurance	3
GBS263	Personal Insurance +	3
GBS264	Commercial Insurance +	3

Restricted Electives: 12 Credits

ACC111	Accounting Principles I	3
ACC230	Uses of Accounting Information I +	3
CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
CIS133DA	The Internet/World Wide Web	3
GBS110	Human Relations in Business and Industry	3
GBS206	Business Law (UCC)	3
GBS207	Business Law (General Corporate)	3
GBS220	Quantitative Methods in Business +	3
GBS221	Business Statistics +	3
GBS261	Investments I	3
GBS270AC	Business Internship +	3
REA179	Real Estate Principles I	3

General Education Requirements: 23-24 Credits

Core: 13-14 Credits

First-Year Composition:

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

Oral Communication:

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

Critical Reading:

Met by CRE101	in Program Prerequisites area.	0
---------------	--------------------------------	---

Mathematics:

MAT150	College Algebra/Functions (5) + OR	
MAT151	College Algebra/Functions (4) + OR satisfactory completion of a higher level mathematics course.	4-5

Distribution: 10 Credits

Humanities and Fine Arts:

Any approved general education course in the Humanities and Fine Arts area.	3
--	---

Social & Behavioral Sciences:

ECN111	Macroeconomic Principles (3) OR	
ECN112	Microeconomic Principles (3) OR	
SBU200	Society and Business (3)	3

Natural Sciences:

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

Department Chairperson: Mrs. C. Cloud

Program Director: Ms. M. Anderson

General Business-Insurance Level I

Certificate of Completion — CCL 5381

12 Credits

The Certificate of Completion (CCL) in General Business-Insurance Level I will provide business training and a foundation in the basic principles of property and liability insurance preparing students for various entry-level positions in the insurance industry or further study in business and insurance.

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

Program Prerequisites: 3 Credits

CRE101	Critical and Evaluative Reading I (3) + OR Equivalent by assessment.	3
--------	---	---

Required Courses: 12 Credits

CIS105	Survey of Computer Information Systems	3
ENG101	First-Year Composition (3) + OR	
ENG107	First-Year Composition for ESL (3) +	3
GBS114	Principles of Quality Service	3
GBS258	Principles of Property and Liability Insurance	3

Restricted Electives: None.

Department Chairperson: Mrs. C. Cloud

Program Director: Ms. M. Anderson

General Business-Insurance Level II

Certificate of Completion – CCL 5389

24 Credits

The Certificate of Completion (CCL) in General Business-Insurance Level II will provide business training and a foundation in the basic principles of property and liability, personal, and commercial insurance, preparing students for various entry-level positions in the insurance industry or further study in business.

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

Program Prerequisites: 15 Credits

CRE101	Critical and Evaluative Reading I (3) + OR Equivalent by assessment.	3
	Certificate of Completion in General Business- Insurance Level I (5381)	12

Required Courses: 18 Credits

GBS131	Business Calculations	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical & Regulatory Issues in Business	3
GBS233	Business Communication +	3
GBS263	Personal Insurance +	3
GBS264	Commercial Insurance +	3

Restricted Electives: 6 Credits

ACC111	Accounting Principles I	3
CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
CIS133DA	The Internet/World Wide Web	3
GBS110	Human Relations in Business and Industry	3
GBS261	Investments I	3
GBS270AC	Business Internship	3

For additional information on PC program competencies, visit:
[http://www.dist.maricopa.edu/
academic/curric/progpc.php](http://www.dist.maricopa.edu/academic/curric/progpc.php)

For additional information on MCCCDC course competencies, visit:
[http://www.dist.maricopa.edu/
academic/curric/cs.php](http://www.dist.maricopa.edu/academic/curric/cs.php)

BUSINESS – MANAGEMENT

Department Chairperson: Mrs. K. Green

Program Director: Mr. D. Sheehan

Credit Union Management

Associate in Applied Science – AAS 3150

66-69 Credits

Credit Union Management is designed for those students selecting or seeking a career within the credit union industry. The courses provide a continuing professional training program for those desiring to prepare themselves for a credit union career and for those who wish to improve skills in their present occupation. Students may work toward a certificate, or they may earn an Associate in Applied Science (AAS) by meeting the graduation requirements of Phoenix College and following the course of study offered. This program was developed cooperatively by Phoenix College and the Arizona Credit Union League. Instructors will consist of College faculty and professional credit union personnel and staff.

Program Notes: + indicates course has prerequisites and/or corequisites.

Program Prerequisites: None.

Required Courses: 33 Credits

ACC111	Accounting Principles I	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GBS233	Business Communication +	3
MGT119	Introduction to Credit Unions	3
MGT120	Credit Union Operations +	3
MGT/BTO148	Office Ethics and Culture	2
MGT229	Management and Leadership I	3
MGT230	Management and Leadership II +	3
MGT250	Credit Union Financial Management +	3
MGT251	Human Relations In Business	3
MGT259	Management Seminar +	1
MGT260AA	Management Internship + 3	

Restricted Electives: 6 Credits

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

ACC112	Accounting Principles II +	3
ACC212	Managerial Accounting +	3
BPC110	Computer Usage and Applications (3) OR	
BPC110AA	Computer Usage (1) AND	
BPC110AB	Computer Applications + (2) OR	
CIS105	Survey of Computer Information Systems (3)	3
ECN111	Macroeconomic Principles	3
ECN112	Microeconomic Principles	3
GBS221	Business Statistics +	3
MGT276	Personnel/Human Resource Management	3
MKT271	Principles of Marketing	3

General Education: 25 Credits

Core: 15 Credits

First-Year Composition:

Any approved General Education course in the First-Year Composition area. 6

Oral Communication:

Any approved General Education course in the Oral Communication area. 3

Critical Reading:

Any approved General Education course in the Critical Reading area. 3

Mathematics:

Any approved General Education course in the Mathematics area. 3

Distribution: 10 Credits**Humanities and Fine Arts:**

Any approved General Education course in the Humanities and Fine Arts area. 3

Social and Behavioral Sciences:

Met by ECN111, Macroeconomic Principles (3) OR ECN112, Microeconomic Principles (3), if selected under Restricted Electives) OR

Any approved General Education course in the Social and Behavioral Sciences area. 3

Natural Sciences:

Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Mrs. K. Green**Program Director: Mr. D. Sheehan****Credit Union Management****Certificate of Completion – CCL 5149****18 Credits**

Credit Union Management is designed for those students selecting or seeking a career within the credit union industry. The courses provide a continuing professional training program for those desiring to prepare themselves for a credit union career and for those who wish to improve skills in their present occupation. Students may work toward a certificate, or they may earn an Associate in Applied Science by meeting the graduation requirements of Phoenix College and following the course of study offered. This program was developed cooperatively by Phoenix College and the Arizona Credit Union League. Instructors will consist of College faculty and professional credit union personnel and staff.

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

Program Prerequisites: None.

Required Courses: 18 Credits

MGT119 Introduction to Credit Unions	3
MGT120 Credit Union Operations +	3
MGT/BTO148 Office Ethics and Culture	2
MGT250 Credit Union Financial Management +	3
MGT251 Human Relations in Business/Industry	3
MGT259 Management Seminar +	1
MGT260 AA Management Internship +	3

Department Chairperson: Mrs. K. Green**Program Director: Mr. D. Sheehan****Management****Associate in Applied Science – AAS 3070****64-65 Credits**

The Associate in Applied Science Degree or Certificates of Completion in Management I and II meet students' needs by providing skills necessary for management careers. These programs allow students the flexibility of completing a series of courses with an emphasis in management.

A student completing one of these programs with an emphasis in management will be better equipped to apply competencies needed for successful performance in management occupations in manufacturing, wholesaling, retailing, and service industries.

Program Notes: + indicates course has prerequisite and/or corequisite.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 30 Credits

Note: Students must earn a grade of "C" or better in each course in the Required Courses category.

ACC111 Accounting Principles I	3
GBS205 Legal, Ethical, & Regulatory Issues in Business	3
GBS233 Business Communication +	3
MGT/BTO148 Office Ethics and Culture	2
MGT229 Management and Leadership I	3
MGT230 Management and Leadership II +	3
MGT251 Human Relations in Business +	3
MGT259 Management Seminar +	1
MGT260AA Management Internship +	3
MGT276 Personnel/Human Resource Management	3
MKT271 Principles of Marketing	3

Restricted Electives: 9-10 Credits

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

ACC112 Accounting Principles II +	3
BPC110 Computer Usage and Applications	3
BPC/CIS118AB PowerPoint: Level I	1
MGT175 Business Organization and Management	3
MGT253 Owning and Operating a Small Business	3
OAS125 Introduction to the Professional Office	3
SBS220 Internet Marketing for Small Business	2
SPA101 Elementary Spanish I (4) OR	
SPA115 Beginning Spanish Conversation I (3)	3-4

Free Electives: None.

General Education: 25 Credits**Core:** 15 Credits**First-Year Composition:**

Any approved General Education course from each of the two groups in the First-Year Composition area + 6

Oral Communication:

Any approved General Education course in the Oral Communication area 3

Critical Reading:

Any approved General Education course in the Critical Reading area. + 3

Mathematics:

Any approved General Education course in the Mathematics area.+ 3

Distribution: 10 Credits

Humanities & Fine Arts:

Any approved General Education course in the Humanities & Fine Arts area. 3

Social/Behavioral Sciences:

Any approved General Education course in the Social and Behavioral Sciences area. 3

Natural Sciences:

Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Mrs. K. Green

Program Director: Mr. D. Sheehan

Management I**Certificate of Completion – CCL 5729****16 Credits**

The Associate of Applied Science Degree or Certificates of Completion in Management I and II meet students' needs by providing skills necessary for management careers. These programs allow students the flexibility of completing a series of courses with an emphasis in management.

A student completing one of these programs with an emphasis in management will be better equipped to apply competencies needed for successful performance in management occupations in manufacturing, wholesaling, retailing, and service industries.

Program Prerequisites: None.

Required Courses: 16 Credits

Note: Students must earn a grade of "C" or better in each course in Required Courses category.

MGT229 Management and Leadership I	3
MGT230 Management and Leadership II +	3
MGT251 Human Relations in Business	3
MGT259 Management Seminar	1
MGT260AAManagement Internship +	3
MGT276 Personnel/Human Resources Management +	3

Department Chairperson: Mrs. K. Green

Program Director: Mr. D. Sheehan

Management II**Certificate of Completion – CCL 5070****33 Credits**

The Associate of Applied Science Degree or Certificates of Completion in Management I and II meet students' needs by providing skills necessary for management careers. These programs allow students the flexibility of completing a series of courses with an emphasis in management.

A student completing one of these programs with an emphasis in management will be better equipped to apply competencies needed for successful performance in management occupations in manufacturing, wholesaling, retailing, and service industries.

Program Prerequisites: 16 Credits

Certificate of Completion in Management I (5729)

Required Courses: 14 Credits

Note: Students must earn a grade of "C" or better in each course listed in the Required Courses area.

ACC111 Accounting Principles I	3
GBS205 Legal, Ethical, & Regulatory Issues in Business	3
GBS233 Business Communication +	3
Note: ENG101 or ENG107 with a grade of "C" or better or permission of department / division is a prerequisite to GBS233.	
MGT/BTO148 Office Ethics and Culture	2
MKT271 Principles of Marketing	3

Restricted Electives: 3 Credits

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

ACC112 Accounting Principles II	3
BPC110 Computer Usage and Applications	3
BPC118AB PowerPoint: Level I	1
MGT175 Business Organization and Management	3
MGT253 Owning and Operating a Small Business	3
MGT259 Management Seminar +	1
MGT260AAManagement Internship + 3	
OAS125 Introduction to the Professional Office	3
SBS220 Internet Marketing for Small Business	2
SPA101 Elementary Spanish I (4) OR	
SPA115 Beginning Spanish Conversation I (3)	3-4

Department Chairperson: Mrs. K. Green

Program Director: Mrs. K. Green

Retail Management**Certificate of Completion – CCL 5286****33 Credits**

The Retail Management Certificate is designed to prepare individuals working in the food industry, and related fields, for the management challenges of the future. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 33 Credits

ACC111 Accounting Principles I	3
BPC110Computer Usage & Applications (3) OR	
CIS105 Survey of Computer Information Systems (3)	3
ENG101 First-Year Composition + (3) OR	
ENG107 First-Year Composition for ESL +(3)	3

GBS110	Human Relations in Business and Industry (3) OR	
MGT251	Human Relations in Business + (3)	3
GBS131	Business Calculations (3) OR	
MAT102	Mathematical Concepts & Applications + (3)	3
GBS233	Business Communication +	3
COM110	Interpersonal Communication (3) OR	
IND133	Speaking in Business (3)	3
MGT101	Techniques of Supervision (3) OR	
MGT229	Management and Leadership I (3)	3
MGT179	Utilizing the Human Resources Department (3) OR	
MGT276	Personnel/Human Resources Management (3)	3
MKT268	Merchandising +	3
MKT271	Principles of Marketing	3

BUSINESS — MARKETING

Department Chairperson: Mrs. K. Green
Program Director: Ms. L. Bush

Fashion Merchandising

Associate in Applied Science — AAS 3266 **64-66 Credits**

This curriculum is designed to meet the needs of students who have interest and ability in fashion merchandising. A student completing this program develops competencies essential for success in a variety of occupations including retail buying, management, store planning, visual display and wholesale merchandising.

Sufficient flexibility in curriculum allows for development of individual interests at the same time that requirements are met for the Associate in Applied Science (AAS).

Program Notes: +indicates course has prerequisites and/or corequisites.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 35 Credits

BPC/CIS114A+	Electronic Spreadsheet: Level I (1) OR	
BPC/CIS114B+	Electronic Spreadsheet: Level II (1) OR	
BPC/CIS114C+	Electronic Spreadsheet: Level III (1)	1
MGT229	Management & Leadership I3	
MGT230	Management and Leadership II +	3
MGT251	Human Relations in Business	3
MGT259	Management Seminar +	1
MGT260A	Management Internship + 3	
MKT109	Introduction to Fashion Merchandising	3
MKT151	Display and Visual Merchandising	3
MKT200	Retail Buying	3
MKT263	Advertising Principles	3
MKT267	Principles of Salesmanship	3
MKT271	Principles of Marketing	3
TEC222	Textiles	3

Restricted Electives: 4-6 Credits

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

MGT253	Owning and Operating a Small Business	3
--------	---------------------------------------	---

MGT276	Personnel/Human Resource Management	3
MKT274++	Fashion Merchandising Study Tour + (any module)	1-3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
SPA101	Elementary Spanish I (4) OR	
SPA115	Beginning Spanish Conversation I (3)	3-4
TEC105	Clothing Selection +	3
TEC106	History of Fashion +	3
INT++	Any INT Course +	3

General Education Requirements: 25 Credits

Core: 15 Credits

First-Year Composition:

Any approved General Education course in the First-Year Composition area.

6

Oral Communication:

Any approved General Education course in the Oral Communication area.

3

Critical Reading:

Any approved General Education course in the Critical Reading area.

3

Mathematics:

Any approved General Education course in the Mathematics area OR equivalent by assessment OR satisfactory completion of a higher level mathematics course.

3

Distribution: 10 Credits

Humanities and Fine Arts:

Any approved General Education course in the Humanities and Fine Arts area.

3

Social/Behavioral Sciences:

Sciences Any approved General Education course in the Social and Behavioral Sciences area.

3

(Recommended PSY & SOC)

Natural Sciences:

Any approved General Education course in the Natural Sciences area.

4

Department Chairperson: Mrs. K. Green
Program Director: Ms. L. Bush

Fashion Merchandising

Certificate of Completion — CCL 5266 **35-38 Credits**

Students whose personal interests and needs can be met by concentration on a core program of Fashion Merchandising courses may receive a certificate after completion of 35-38 credits as listed. A student completing this program develops competencies essential for success in a variety of occupations including retail buying, management, store planning, visual display and wholesale merchandising.

For additional information on PC program competencies, visit:
<http://www.dist.maricopa.edu/academic/curric/progpc.php>

For additional information on MCCCDC course competencies, visit:
<http://www.dist.maricopa.edu/academic/curric/cs.php>

Program Notes: +indicates course has prerequisites and/or corequisites.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 32 Credits

BPC/CIS114A+ Electronic Spreadsheet: Level I (1) OR	
BPC/CIS114B+ Electronic Spreadsheet: Level II (1) OR	
BPC/CIS114C+ Electronic Spreadsheet: Level III (1)	1
MGT229 Management & Leadership I	3
MGT251 Human Relations in Business	3
MGT259 Management Seminar +	1
MGT260AAManagement Internship +	3
MKT109 Introduction to Fashion Merchandising	3
MKT151 Display and Visual Merchandising	3
MKT200 Retail Buying	3
MKT263 Advertising Principles	3
MKT267 Principles of Salesmanship	3
MKT271 Principles of Marketing	3
TEC222 Textiles	3

Restricted Electives: 3-6 Credits

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

GBS205 Legal, Ethical, and Regulatory Issues in Business	3
MGT230 Management and Leadership II +	3
MGT253 Owning and Operating a Small Business	3
MGT276 Personnel/Human Resource Management	3
MKT/TEC274++ Fashion Merchandising Study Tour + (any module)	1-3
SPA101 Elementary Spanish I (4) OR	
SPA115 Beginning Spanish Conversation I (3)	3-4
TEC105 Clothing Selection +	3
TEC106 History of Fashion +	3
INT++ Any INT Course +	3

Department Chairperson: Mrs. K. Green

Program Director: Mr. D. Sheehan

Marketing

Associate in Applied Science – AAS 3094

66 Credits

The Associate in Applied Science or Certificate of Completion in Marketing programs meet students' needs by providing skills necessary for marketing careers. These programs allow students the flexibility of completing a series of courses with an emphasis in marketing.

A student completing one of these programs with an emphasis in marketing develops competencies essential for success in a variety of marketing/ management occupations including wholesaling, retailing, professional sales, and entrepreneurship.

Program Prerequisites: None.

Required Courses: 35 Credits

Note: Students must earn a grade of "C" or better in each course in the Required Courses area.

ACC111 Accounting Principles I	3
BPC110Computer Usage and Applications	3

MGT/BTO148 Office Ethics and Culture	2
MGT229 Management and Leadership I	3
MGT230 Management and Leadership II +	3
MGT251 Human Relations in Business	3
MGT253 Owning & Operating a Small Business	3
MGT259 Management Seminar +	1
MGT260AAManagement Internship +	3
MKT263 Advertising Principles	3
MKT267 Principles of Salesmanship	3
MKT271 Principles of Marketing	3
SBS220 Internet Marketing for Small Business	2

Restricted Electives: 6 Credits

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

BPC/CIS118AB PowerPoint: Level I	1
MKT/TEC109 Introduction to Fashion Merchandising	3
MKT/TEC151 Display and Visual Merchandising	3
MGT276 Personnel/Human Resources Management	3
GBS205 Legal, Ethical, & Regulatory Issues in Business	3
GBS233 Business Communication +	3
SPA101 Elementary Spanish I (4) OR	
SPA115 Beginning Spanish Conversation I (3)	3-4

General Education: 25 Credits

Core: 15 Credits

First-Year Composition:

Any approved General Education course in the First-Year Composition area. 6

Oral Communication:

Any approved General Education course in the Oral Communication area. 3

Critical Reading:

Any approved General Education course in the Critical Reading area. 3

Mathematics:

Any approved General Education course in the Mathematics area. 3

Distribution: 10 Credits

Humanities & Fine Arts:

Any approved General Education course in the Humanities & Fine Arts area. 3

Social/Behavioral Sciences:

Any approved General Education course in the Social and Behavioral Sciences area. 3

Natural Sciences:

Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Mrs. K. Green

Program Director: Mr. D. Sheehan

Marketing I

Certificate of Completion – CCL 5094

17 Credits

The Associate of Applied Science or Certificate of Completion in Marketing programs meet students' needs by providing skills necessary for marketing careers. These programs allow students the flexibility of completing a series of courses with an emphasis in marketing.

A student completing one of these programs with an emphasis in marketing develops competencies essential for success in a variety of marketing/ management occupations including wholesaling, retailing, professional sales, and entrepreneurship.

Program Prerequisites: None.

Required Courses: 17 Credits

Note: Students must earn a grade of "C" or better in each course in the Required Courses area.

BPC110	Computer Usage and Applications	3
MGT/BTO148	Office Ethics and Culture	2
MGT251	Human Relations in Business	3
MKT263	Advertising Principles	3
MKT267	Principles of Salesmanship	3
MKT271	Principles of Marketing	3

Restricted Electives: None.

Department Chairperson: Mrs. K. Green

Program Director: Mr. D. Sheehan

Marketing II

Certificate of Completion – CCL 5095

35 Credits

The Associate of Applied Science or Certificate of Completion in Marketing programs meet students' needs by providing skills necessary for marketing careers. These programs allow students the flexibility of completing a series of courses with an emphasis in marketing.

A student completing one of these programs with an emphasis in marketing develops competencies essential for success in a variety of marketing/ management occupations including wholesaling, retailing, professional sales, and entrepreneurship.

Program Prerequisites: 17 Credits

CCL in Marketing I (5094)

Program Notes: + indicates course has prerequisite and/or corequisite

Required Courses: 18 Credits

ACC111	Accounting Principles I	3
MGT229	Management and Leadership I	3
MGT230	Management and Leadership II +	3
MGT253	Owning & Operating a Small Business	3
MGT259	Management Seminar +	1
MGT260AA	Management Internship +	3
SBS220	Internet Marketing for Small Business	2

BUSINESS – OFFICE OCCUPATIONS

Department Chairperson: Mrs. K. Green

Program Director: Ms. D. Fladhammer

Office Support

Associate in Applied Science – AAS 3680

65 Credits

The Office Support curriculum is designed to provide training for various office support positions. These positions are

generally identified as entry level (clerical), information processing, or advanced administrative support. The curriculum incorporates language, people, and technological skills essential for job success.

Program Notes: Students may choose to complete one or more certificates and/or the AAS degree. See an advisor for options. Students must earn a grade of "C" or better in all courses required within the program.

Admission Criteria: None.

Program Prerequisites: 3 Credits

Note: Ability to type 35 wpm) OR

OAS 101++ Computer Typing I: Keyboarding and Formatting (3) OR Modular equivalents OR

Permission of Program Director. 3

Required Courses: 37 Credits

BPC101AA Introduction to Microcomputers I: IBM (1) AND

BPC101BA Introduction to Microcomputers II: IBM + (1) AND

BPC101CA Introduction to Microcomputers III: IBM + (1) OR

BPC110 Computer Usage and Applications 3

BPC/CIS114AE Excel: Level I 1

BPC/CIS117AM Database Management:

Microsoft Access - Level I 1

BPC/CIS118AB PowerPoint: Level I 1

BPC/CIS121AE Windows Operating System: Level I 1

BPC128 Introduction to Desktop Publishing 1

BPC/CIS133AA The Internet/World Wide Web: Level I 1

BTO/MGT148++ Office Ethics and Culture

Note: Or modular equivalents 2

MGT251 Human Relations in Business 3

OAS102++ Computer Typing II: Document Production +

Note: Or modular equivalents 3

OAS103++ Computer Typing: Skill Building +

Note: any module 1

OAS106++ Basic Machine Transcription +

Note: Or modular equivalents 3

OAS108++ Business English

Note: Or modular equivalents 3

OAS113++ Micro-Alphabetic Indexing

Note: Or modular equivalents 1

OAS118++ 10-Key by Touch

Note: Or modular equivalents 1

OAS121 Techniques of Proofreading 1

OAS125 Introduction to the Professional Office 3

OAS/BPC135DD WordPerfect: Level I 2

OAS201 Computer Typing III: Advanced

Document Production + 3

OAS/BPC235DD WordPerfect: Level II 2

Restricted Electives: 3 Credits

Note: Students should select from the following courses in consultation with a department advisor: Credit will not be awarded for BPC101AA, BPC101BA, BPC101CA, BPC110, if selected within the Required Courses Area.

ACC109 Accounting Concepts 3

ACC111 Accounting Principles I 3

BPC101AA Introduction to Microcomputers I: IBM 1

BPC101BA Introduction to Microcomputers II: IBM + 1

BPC101CA Introduction to Microcomputers III: IBM + 1

BPC110 Computer Usage and Applications 3

BPC/CIS114BE Excel: Level II + 1

BPC/CIS114CE Excel: Level III +	1
BPC/CIS117BM Database Management: Microsoft Access - Level II +	1
BPC/CIS117CM Database Management: Microsoft Access - Level III +	1
BPC/CIS122AE Windows Operating System- Level II +	1
BPC/CIS133BA The Internet/World Wide Web: Level II +	1
BPC138AA Windows Desktop Design & Publishing +	3
CIS183AA Microsoft Works	3
MGT229 Management and Leadership I	3

Free Electives: None.

General Education: 25 Credits

Core: 15 Credits

First-Year Composition:

Any approved General Education course in the First-Year Composition area. 6

Oral Communication:

Any approved General Education course in the Oral Communication area. 3

Critical Reading:

Any approved General Education course in the Critical Reading area. 3

Mathematics:

Any approved General Education course in the Mathematics area OR equivalent by assessment OR satisfactory completion of a higher level mathematics course. 3

Distribution: 10 Credits

Humanities & Fine Arts:

Any approved General Education course in the Humanities & Fine Arts area. 3

Social & Behavioral Sciences:

Any approved General Education course in the Social & Behavioral Sciences area. 3

Natural Sciences:

Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Mrs. K. Green

Program Director: Ms. D. Fladhammer

Office Support I

Certificate of Completion – CCL 5677

16 Credits

The Office Support I Certificate is designed to provide students with basic office skills needed for entry-level positions. This program is recommended for students with little or no office-related work experience or college experience.

Program Notes: Students should consult with an advisor before beginning the Office Support I program. Students must earn a grade of "C" or better in all courses required within the program.

Program Prerequisites: 3 Credits

Note: Ability to type 35 wpm) OR OAS101++ Computer Typing I: Keyboarding and Formatting (3) OR Modular equivalents OR Permission of Program

Director. 3

Required Courses: 16 Credits

Note: Students not meeting speed requirement for OAS102++ must take an appropriate OAS103++ Computer Typing: Skill Building module.

BPC101AA Introduction to Microcomputers I: IBM (1) AND	
BPC101BA Introduction to Microcomputers II: IBM + (1) AND	
BPC101CA Introduction to Microcomputers III: IBM + (1) OR	
BPC110Computer Usage and Applications (3)	3
BPC/CIS133AA The Internet/World Wide Web: Level I	1
OAS102++ Computer Typing II: Document Production +	
Note: Or modular equivalents	3
OAS108++ Business English	
Note: Or modular equivalents	3
OAS113++ Micro-Alphabetic Indexing	
Note: Or modular equivalents	1
OAS118++ 10-Key by Touch	
Note: Or modular equivalents	1
OAS121 Techniques of Proofreading +	1
OAS125 Introduction to the Professional Office	3

Department Chairperson: Mrs. K. Green

Program Director: Ms. D. Fladhammer

Office Support II

Certificate of Completion – CCL 5676

21 Credits

The Office Support II program is designed to provide students continued office automation skill development. Students should have attained the skills identified in the Office Support I certificate. This program is recommended for individuals who need training to perform current job tasks, to qualify for advancement, or to enhance career opportunities.

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

Program Prerequisites: 16 Credits

Certificate of Completion in Office Support I (5677) (16 credits)

Required Courses: 21 Credits

BPC/CIS114AE Excel: Level I	1
BPC/CIS117AM Database Management: Microsoft Access - Level I	1
BPC/CIS118AB PowerPoint: Level I	1
BPC/CIS121AE Windows Operating System - Level I	1
BPC128 Introduction to Desktop Publishing	1
BTO/MGT148++ Office Ethics and Culture	
Note: Any Module	2
MGT251 Human Relations in Business	3
OAS103++ Computer Typing: Skill Building +	
Note: Any Module	1
OAS106++ Basic Machine Transcription	
Note: Any Module	3
OAS/BPC135DD WordPerfect: Level I +	2
OAS201 Computer Typing III: Advanced Document Production +	3
OAS/BPC235DD WordPerfect: Level II +	2

Restricted Electives: None.

EDUCATION

Department Chairperson: Dr. A. Celozza
Program Director: Ms. O. Cañez

Bilingual Endorsement

Certificate of Completion – CCL 5127

29 Credits

A program designed for certified teachers pursuing bilingual endorsement. The Bilingual Endorsement Certificate program provides background in the philosophical, cultural and linguistic processes involved in the education of English language learners. Instruction in methodology, as well as a practicum within a bilingual classroom setting are required for successful completion of the program. Includes all necessary coursework toward Bilingual Endorsement in the state of Arizona. Valid Arizona teaching certificate is required for state endorsement.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 29 Credits

EDU225	Foundations of ESL and Bilingual Education	3
EDU230	Cultural Diversity in Education	3
EDU241	Methods for Teaching the Bilingual Student+	3
EDU242	Strategies for Bilingual Students+	3
EDU246	Assessment of Linguistically Diverse Learners+	3
EDU247	Practicum for ESL/Bilingual Teachers+	3
ENG213	Introduction to the Study of Language+	3
SPA103	Elementary Spanish for Spanish Speakers I+ or higher	4
SPA104	Elementary Spanish for Spanish Speakers II+ or higher	4

Department Chairperson: Dr. A. Celozza
Program Director: Ms. O. Cañez

ESL Endorsement

Certificate of Completion – CCL 5126

27 Credits

A program designed for certified teachers pursuing English as a Second Language (ESL) endorsement. The ESL Endorsement Certificate program provides background in the philosophical, cultural and linguistic processes involved in the education of English language learners. Instruction in methodology, as well as a practicum within an ESL classroom setting are required for successful completion of the program. Includes all necessary coursework toward ESL Endorsement in the state of Arizona. Valid Arizona teaching certificate is required for state endorsement.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 27 Credits

EDU225	Foundations of ESL and Bilingual Education	3
EDU230	Cultural Diversity in Education	3
EDU240	Methods for Teaching the ESL Student+	3
EDU243	Reading and Writing in an ESL/ Bilingual Setting+	3
EDU246	Assessment of Linguistically Diverse Learners+	3
EDU247	Practicum for ESL/Bilingual Teachers+	3
ENG213	Introduction to the Study of Language+	3
	Any Foreign Language or credit by examination	6

Department Chairperson: Dr. A. Celozza
Program Director: Ms. O. Cañez

Instructional Assistance

Associate in Applied Science – AAS 3119

64-66 Credits

The Instructional Assistance Associate in Applied Science (AAS) curriculum provides background in the philosophical, cultural and linguistic processes involved in the education of children. Instruction in methodology, as well as a practicum within a classroom setting are required for successful completion of the program.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 33-35 Credits

CFS176	Child Development	3
EDU221	Introduction to Education	3
EDU225	Foundations of Approaches to Serving English Language Learners (ELL)	3
EDU230	Cultural Diversity in Education	3

Select one of the following tracks:

Track 1: Teacher Assisting: 21-23 Credits

EDU161	Family Centered Services	3
EDU222	Introduction to the Exceptional Learner	3
EDU210	Methods for Working with the ESL Student +	3
EDU292	The Art of Storytelling	3
EDU296W	Cooperative Education +	3
+++++	Any Foreign Language or credit by examination	6-8

Track 2: ESL Teacher Aide: 21-23 Credits

EDU210	Methods for Working with the ESL Student +	3
EDU213	Reading and Writing Strategies in an ESL/ Bilingual Setting +	3
EDU216	Introduction to Assessment of Linguistically Diverse Learners +	3
EDU245	Internship in Bilingual/ESL Education +	3
ENG213	Introduction to the Study of Language +	3
+++++	Any Foreign Language	6-8

Track 3: Bilingual Teacher Aide: 23 Credits

Note: Proficiency in Spanish is required for students taking Track 3.

EDU211	Methods for Working with the Bilingual Student +	3
--------	---	---

EDU212	English as a Second Language for Bilingual Students +	3
EDU216	Introduction to Assessment of Linguistically Diverse Learners +	3
EDU245	Internship in Bilingual/ESL Education +	3
ENG213	Introduction to the Study of Language +	3
SPA103	Elementary Spanish for Spanish Speakers I +	4
SPA104	Elementary Spanish for Spanish Speakers II +	4

Track 4: Special Education Teacher Aide: 23 Credits

EDU161	Family Centered Services	3
EDU206	Classroom Strategies for the Exceptional Learner	3
EDU222	Introduction to the Exceptional Learner	3
EDU270	Learning and the Brain	3
EDU296WCCooperative Education +		3
SLG101 or higher American Sign Language I		4
SLG102 or higher American Sign Language II +		4

Restricted Electives: 4-6 Credits

ARH217	Mexican Art History	3
ASB222	Buried Cities and Lost Tribes: Old World (3) or	
ASB223	Buried Cities and Lost Tribes: New World (3) or	
ASB245	Indians of the Southwest (3)	3
CFS116	Discipline and Guidance	3
CFS/ECH212	Creative Activities for the Young Child	3
CFS/ECH278	Early Childhood Education	3
CFS280	Children with Special Needs in Early Childhood Education	3
EDU160	Introduction to Developmental Disabilities	3
EDU260	Technology in Education Overview	3
EDU/HUM/STO292	The Art of Storytelling	3
ENH112	Chicano Literature	3
HIS109	Mexican-American History and Culture	3
HIS145	History of Mexico	3
POS221	Arizona Constitution	1
SOC140	Racial & Ethnic Minorities	3
SOC142	Sociology of the Chicano Community	3
SWU171	Introduction to Social Welfare +	3
THP211	Creative Drama	3

Free Electives: None.**General Education:** 25 Credits**Core:** 15 Credits**First-Year Composition:**

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

Oral Communication:

COM225	Public Speaking (3) or	
COM230	Small Group Communication (3)	3

Critical Reading:

CRE101	Critical and Evaluative Reading + (3)	
Note:	equivalent as indicated by assessment).	3

Mathematics:

MAT102	Mathematical Concepts/Applications + (3) or	
Note:	Higher level mathematics course.	3

Distribution: 10 Credits**Humanities & Fine Arts:**

EDU291	Children's Literature	3
--------	-----------------------	---

Social and Behavioral Sciences:

POS110	American National Government	3
--------	------------------------------	---

Natural Sciences:

Any approved General Education course from the Natural Sciences area. 4

Department Chairperson: Dr. A. Celozza**Program Director: Ms. O. Cañez****Instructional Assistance****Certificate of Completion – CCL 5119
28 Credits**

The Instructional Assistance Certificate curriculum provides coursework which focuses on meeting the educational needs of learners. Program requirements include coursework in foundations of education and language as well as practical application coursework, including a practicum within a classroom setting. All Certificate Program requirements can be used toward completion of the Instructional Assistance Associate in Applied Science (AAS) Program.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program.**Admission Criteria:** None.**Program Prerequisites:** None.**Required Courses: 28 Credits**

CFS176	Child Development	3
EDU221	Introduction to Education	3
EDU225	Foundations of Approaches to Serving English Language Learners (ELL)	3
EDU230	Cultural Diversity in Education	3
ENG101	First Year Composition + (3) or	
ENG107	First Year Composition for ESL +(3)	3

Select one of the following tracks:**Track 1: Teacher Assisting: 13 Credits**

EDU222	Introduction to the Exceptional Learner	3
EDU210	Methods for Working with the ESL Student +	3
EDU296WCCooperative Education +		3
+++++	Any Foreign Language	4

Track 2: ESL Teacher Aide: 13 Credits

EDU210	Methods for Working with the ESL Student +	3
EDU245	Internship in Bilingual/ESL Education +	3
ENG213	Introduction to the Study of Language +	3
+++++	Any Foreign Language	4

Track 3: Bilingual Teacher Aide: 13 Credits**Note:** Proficiency in Spanish is required for students taking Track 3.

EDU211	Methods for Working with the Bilingual Student +	3
EDU245	Internship in Bilingual/ESL Education +	3
ENG213	Introduction to the Study of Language +	3
SPA103	Elementary Spanish for Spanish Speakers I +	4

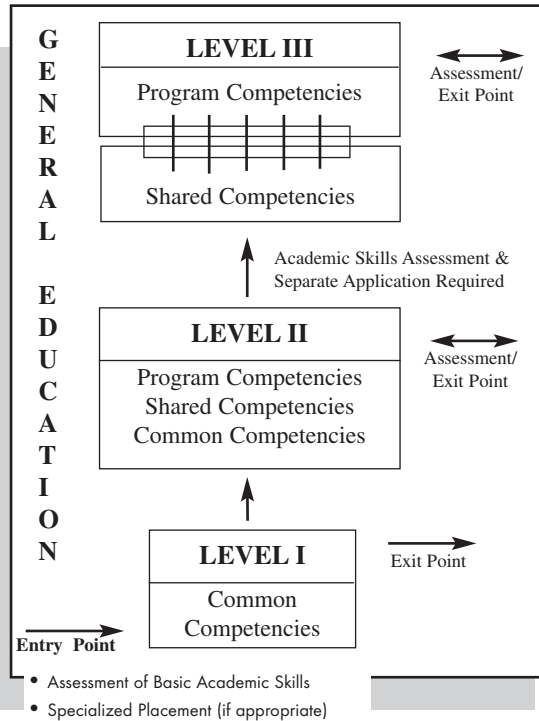
Track 4: Special Education Teacher Aide: 13 Credits

EDU222	Introduction to the Exceptional Learner	3
EDU206	Classroom Strategies for the Exceptional Learner	3
EDU296WCCooperative Education +		3
SLG101 or higher American Sign Language I		4

MCCCD Health Care Integrated Educational System (HCIES)

To respond to the dynamic changes occurring in health care arena and health professions' practice, the MCCCD has integrated the curriculum of all allied health and nursing programs and identified common, shared, or program competencies for specific Health Care Pathways.

Health Care



Notes:

1. Students are responsible for completing General Education 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 College (RSC), Scottsdale (SCC), South Mountain (SMCC), 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 I – 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 & 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 pathway'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	.1.0
HCC145AB	Medical Terminology for Health Care Workers II	.1.0
HCC145AC	Medical Terminology for Health Care Workers III	.1.0

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 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 **

Clinical Research Coordinating (GWCC)	Community Health Advocate/Diabetes (MCC)
Dental Assisting (PC, RSC)	Dental Office Management (PC)
Diagnostic Medical Ultrasound (GWCC)	Direct Care Practice (MCC)
Health Services Management (GWCC)	Health Information Technology (PC)
Histology Technician (PC)	Health Unit Coordinating (GWCC)
Laboratory Assisting (PC)	Hospital Central Service (GWCC)
Medical Billing (PC)	Medical Assisting (MSC, PC, SWSC/EMCC)
Medical Coding: Physician-Based (PC)	Medical Coding: Hospital-Based (PC)
Nuclear Medicine Technology (GWCC)	Medical Transcription (GWCC, SWSC/EMCC)
Patient Care Technician (PC)	Nurse Assisting (EMCC, GCC, GWCC, MCC, MSC, PC, PVCC, RSC, SCC, SWSC/EMCC)
Perioperative Nursing (GWCC)	Phlebotomy (PC)
Surgical Technician First Assistant (GWCC)	Surgical Technology (GWCC)
Teaching Healing Meditation & Stress Management (PVCC)	Therapeutic Massage (CGCC, PC)

Examples of Level III Health Care Pathways **

Dental Hygiene (PC, RSC)	Dental Office Management (PC)
Diagnostic Medical Ultrasound (GWCC)	Direct Care Practice (MCC)
Health Information Technology (PC)	Health Services Management (GWCC)
Histology Technician (PC)	Medical Assisting (MSC, PC, SWSC/EMCC)
Medical Radiography (GWCC)	Nuclear Medicine Technology (GWCC)
Nursing (GCC, GWCC, MCC, PC, PVCC, RSC, SCC)	Physical Therapist Assisting (GWCC)
Respiratory Care (GWCC)	Practical Nursing (GCC, GWCC, MCC, MSC, PC, PVCC, RSC, SCC, SWSC/EMCC)
Surgical Technology (GWCC)	Therapeutic Massage (CGCC, PC)

** Subject to change

HEALTH CARE

THE MARICOPA COMMUNITY COLLEGES 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 Maricopa Community Colleges 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. For further information, <http://healthcare.maricopa.edu> is a comprehensive information source.

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.

Use of Confidential Information

Students enrolled in program pathways of the HCIES will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

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 health care program pathways can be met through the completion of coursework taken at all the Maricopa Community Colleges and Skill Centers.

Requirement of Background Check

Students enrolled in most of the HCIES pathways will be in clinical learning experiences, working with children, elderly persons, and other vulnerable populations. Arizona state law and healthcare agency policies require evidence of clear background checks prior to entering such learning experiences. Students seeking admission to health programs will be required to provide a current Fingerprint Clearance Card at the time of application to or enrollment in clinical courses, according to program guidelines. The Fingerprint Clearance Card must remain in effect for the duration of time of program enrollment. It is advised that students carry proof of the clearance at all times during any agency learning experience.

Note: Even though the Fingerprint Clearance Card is valid for 6 years, certain State licensing boards may require a new background check or clearance card upon request for State licensure or certification.

Waiver of Licensure/Certificate Guarantee

Many of the HCIES programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a HCIES program does not guarantee the receipt of a license or certificate to practice in the field of study.

HEALTH CARE – ALLIED HEALTH

Department Chairperson: Dr. B. Petterson

Health Information

Certificate of Completion – CCL 5324

19.5-25.5 Credits

The Certificate of Completion in Health Information is designed to prepare the student for entry-level health information processing positions in various health-care facilities. Students will be able to perform such duties as filing, retrieving, collecting, and assembling patient records. A knowledge of medical terminology and patient confidentiality will allow the student to provide assistance to technical and supervisory staff.

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

Admission Criteria: Current English assessment reflecting eligibility for ENG101, First-Year Composition or ENG107, First-Year Composition for ESL OR Permission of program director AND High school diploma, OR GED OR Equivalent.

Program Prerequisites: None. College level reading skills are strongly recommended.

Required Courses: 19.5-25.5 Credits

Note: The credit hour range is subject to change depending on the student's educational experiences.

Option 1: 19.5 Credits

HCC courses, HCC130, HCC130AA-AF, HCC145, HCC145AA-AC, and HCC146, are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

BPC110	Computer Usage and Application (3)	OR	
CIS105	Survey of Computer Information Systems (3)	3	
HCC109	CPR for Health Care Provider (.5)	OR	
	Current CPR certification at the Health Care Provider or professional rescuer level	0.5	
HIT101	Introduction to Health Information +	2	
HIT106	Legal Aspects of Health Information +	3	
HIT150	Health Care Data +	2	
HIT180	Introduction to Medical Billing and Reimbursement +	2	
HIT201	Health Information Statistics and Research +	2	

HIT206	Documentation Standards +	2
MAT102	Mathematical Concepts/Applications +	3

Option 2: 25.5 Credits

BPC110	Computer Usage and Application (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
HCC109	CPR for Health Care Provider (.5) OR Current CPR certification at the health care provider or professional rescuer level	0.5
HCC130	Fundamentals in Health Care Delivery (3) OR	
HCC130AA	Health Care Today (0.5) AND	
HCC130AB	Workplace Behaviors in Health Care (0.5) AND	
HCC130AC	Personal Wellness and Safety (0.5) AND	
HCC130AD	Communication and Teamwork in Health Care Organizations (0.5) AND	
HCC130AE	Legal Issues in Health Care (0.5) AND	
HCC130AF	Decision Making in the Health Care Setting (0.5)	3
HCC145	Medical Terminology for Health Care Workers (3) OR	
HCC145AA	Medical Terminology for Health Care Workers I + (1) AND	
HCC145AB	Medical Terminology for Health Care Workers II + (1) AND	
HCC145AC	Medical Terminology for Health Care Workers III + (1) OR	
HCC146	Common Medical Terminology for Health Care Workers (2) AND	
HCC145AC	Medical Terminology for Health Care Workers III + (1)	3
HIT101	Introduction to Health Information +	2
HIT106	Legal Aspects of Health Information +	3
HIT150	Health Care Data +	2
HIT180	Introduction to Medical Billing and Reimbursement +	2
HIT201	Health Information Statistics and Research +	2
HIT206	Documentation Standards +	2
MAT102	Mathematical Concepts/Applications +	3

Department Chairperson: Dr. B. Petterson

Health Information Technology

Associate in Applied Science – AAS 3324

67.5-68 Credits

The program is designed to meet the increasing demands for professionally trained Health Information Technicians in health-care agencies such as health maintenance organizations, clinics, hospitals, long-term care facilities, home health agencies, state health departments, and other organizations concerned with health information such as large insurance agencies and medical research centers.

The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), c/o the American Health Information Management Association (233 N. Michigan Avenue, Suite 2150, Chicago, IL, 60601-5800). Graduates are eligible to apply to write the examination of the American Health Information Management Association for the designation RHIT – Registered Health Information Technician.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program. Credit will not be awarded for both a course and its modular equivalent.

Admission Criteria: A high school diploma or GED equivalent and a special application to the Health Information Technology Program are required prior to admission into the program. To obtain an application, contact the Program Director or the Health Professions and Nursing Advisor.

Program Prerequisites: 7-13 Credits

Note: The credit hour range is subject to change depending on the student’s educational experiences.

Option 1: 7 Credits

Note: HCC courses, HCC130, HCC130AA-AF, HCC145, HCC145AA-AC, and HCC146, are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

BIO156	Human Biology for Allied Health (4) (recommended) OR	
BIO181	General Biology (Majors) I + (4)	4
ENG101	First Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	3

Option 2: 13 Credits

BIO156	Human Biology for Allied Health (4) (recommended) OR	
BIO181	General Biology (Majors) I + (4)	4
ENG101	First Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	3
HCC130	Fundamentals in Health Care Delivery (3) OR	
HCC130AE	Legal Issues in Health Care (0.5) AND	
HCC130AF	Decision Making in the Health Care Setting (0.5)	3
HCC145	Medical Terminology for Health Care Workers (3) OR	
HCC145AA	Medical Terminology for Health Care Workers I + (1) AND	
HCC145AB	Medical Terminology for Health Care Workers II + (1) AND	
HCC145AC	Medical Terminology for Health Care Workers III + (1) OR	
HCC146	Common Medical Terminology for Health Care Workers (2) AND	
HCC145AC	Medical Terminology for Health Care Workers III + (1)	3

Required Courses: 51 Credits

BIO201	Human Anatomy and Physiology I +	4
BIO202	Human Anatomy and Physiology II +	4
CIS105	Survey of Computer Information Systems (3) OR	
BPC110	Computer Usage and Application (3)	3
HCC109	CPR for Health Care Provider (0.5) OR Current CPR certification at the health care provider or professional rescuer level	0.5
HCC164	Pharmacology for Allied Health +	0.5
HCC204	Clinical Pathophysiology +	3
HCC208	Health Care Leadership +	1
HIT101	Introduction to Health Information +	2
HIT106	Legal Aspects of Health Information +	3
HIT150	Health Care Data +	2

HIT180	Introduction to Medical Billing & Reimbursement +	2
HIT185	ICD Diagnostic Coding	3
HIT201	Health Information Statistics & Research +	2
HIT206	Documentation Standards +	2
HIT207	Health Information Management & Supervision +	2
HIT209	ICD Procedure Coding & Inpatient ICD Applications +	2
HIT211	Advanced Applications of ICD Coding +	2
HIT212	CPT Coding I +	2
HIT214	CPT Coding II	2
HIT217	Health Information Seminar I +	1
HIT218	Professional Practice +	1
HIT219	Health Information Systems +	3
HIT220	Health Information Seminar II +	1
HIT224	Advanced Professional Practice +	1
HIT230	Quality Improvement and Management +	2

Free Electives: None.

General Education: 17 Credits

Core: 12 Credits

First-Year Composition:

Met by ENG101 or ENG107, in Program Prerequisites area.

ENG102 First Year Composition + (3) OR

ENG108 First-Year Composition for ESL + (3) OR

ENG111 Technical Writing + (3) 3

Oral Communication:

COM110 Interpersonal Communication + 3

Critical Reading:

CRE101 Critical & Evaluative Reading I + (3) OR

CRE111 Critical Reading for Business and Industry + (3) OR
Equivalent as indicated by assessment. 3

Mathematics:

MAT102 Mathematical Concepts/Applications 3

Distribution: 5 Credits

Humanities and Fine Arts:

Any approved General Education course in the Humanities and Fine Arts area. 2

Social and Behavioral Sciences:

Any approved General Education course in the Social and Behavioral Sciences area. 3

Natural Sciences:

Met by BIO156 or BIO181, in Program Prerequisites area. 0

Department Chairperson: Ms. L. Ligon

Program Director: Ms. J. Stiak

Histology Technician

Associate in Applied Science – AAS 3021

61 Credits

Program changes not available at time of printing. Consult with Academic Advisement.

The Histology Technician program provides education and training for employment in various medical and bioscience laboratories. Histology Technicians provide clinical support to pathologists and researchers through application of technical expertise in processing body tissues for microscopic

examination, frozen section assistance, embedding techniques, microtomy, and special staining techniques. Histology Technicians perform technically precise laboratory procedures using quality assurance and process improvement knowledge in compliance with appropriate regulatory guidelines for ensuring quality patient care, work safety, and medico-legal standards.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program. Contact the Program Director or Advisement Center to obtain the Histology Program packet.

Admission Criteria: High school diploma or GED. Currently employed in a hospital or reference/clinical/pathology laboratory. Completion of Program Prerequisites. Proof of current immunization: MMR (Measles, Mumps, and Rubella), TB (tuberculosis skin test), varicella, and HEB (Hepatitis B vaccine). CPR Certification at the Health Care Provider level. Completion of the Fitness Declaration Form. Pass a drug screening. Acceptance into Histology Program.

Program Prerequisites: 11-15 Credits

Note: The credit hour range is subject to change depending on the student's educational experiences.

OPTION 1:

HCC courses are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

OR

OPTION 2: 11 Credits

HCC courses (HCC130 and HCC145AA) and general education courses (MAT102, BIO156, and CHM130 & CHM130LL) may be waived by the Program Director for the student who has two or more years of documented work experience in a hospital or reference laboratory and high school equivalent courses in Mathematics, Biology, and Chemistry.

MAT102 Mathematical Concepts/Applications + (3) OR
Equivalent course OR

Satisfactory completion of a higher level mathematics course 3

BIO156 Human biology for Allied Health (4) OR
Equivalent 4

CHM130 Fundamental Chemistry + (3) AND
CHM130LL Fundamental Chemistry Lab + (1) OR
Equivalent 4

OR

OPTION 3: 15 Credits

HCC130 Fundamental in Health Care Delivery 3
HCC145AA Medical Terminology for Health Care
Workers I 1

MAT102 Mathematical Concepts/Applications + (3) OR
Equivalent course OR
Satisfactory completion of a higher level mathematics course 3

BIO156 Human Biology for Allied Health (4) OR
Equivalent 4

CHM130 Fundamental Chemistry + (3) AND
CHM130LL Fundamental Chemistry Lab (1) OR
Equivalent 4

Required Courses: 24 Credits

HCE170	Overview of Histology (Anatomic) Laboratory +	1
HCE171	Histology Techniques Level 1 +	2
HCE172	Histology Techniques Level 1 Practicum +	3
HCE173	Histology Techniques Level 2 +	3
HCE174	Histology Techniques Level 2 Practicum +	3
HCE175	Histology Techniques Level 3 +	3
HCE176	Histology Techniques Level 3 Practicum +	3
HCE177	Histology Techniques Level 4 +	3
HCE178	Histology Techniques Level 4 Practicum +	3

Restricted Electives: 4-16 Credits

Note: Students should select 4-16 credits from the following courses in consultation with the Program Director.

Any approved BIO prefixed course +		
Note: EXCEPT BIO156 or BIO160		4
Any approved CHM prefixed course +		
Note: EXCEPT CHM130 and CHM130LL		4
MAT120	Intermediate Algebra + (5) OR	
MAT121	Intermediate Algebra + (4) OR	
MAT122	Intermediate Algebra + (3) OR	
	Higher level mathematics course	3-5
Note: Any Foreign Language course (101, 102, 201, 202)		4-16

Free Electives: None.

General Education: 22 Credits

CORE: 12 Credits

First-Year Composition:

Any approved General Education courses in the First-Year Composition area. 6

Oral Communication:

Any approved General Education course in the Oral Communication area. 3

Critical Reading:

Any approved General Education course in the Critical Reading area OR
Equivalent as indicated by assessment. 3

Mathematics: Met by MAT102 OR

Equivalent course OR
Satisfactory completion of a higher level mathematical course in the Program Prerequisites area. 0

DISTRIBUTION: 10 Credits**Humanities and Fine Arts:**

Any approved General Education course in the Humanities and Fine Arts area. 3

Social & Behavioral Sciences:

Any approved General Education course in the Social and Behavioral Sciences area. 3

Natural Sciences:

BIO160 Introduction to Human Anatomy &
Physiology 4

Department Chairperson: Ms. L. Ligon

Program Director: Ms. J. Stiak

Histology Technician**Certificate of Completion – CCL 5195****24 Credits**

Program changes not available at time of printing. Consult with Academic Advisement.

The Histology Technician program provides education and training for employment in various medical and bioscience laboratories. Histology Technicians provide clinical support to pathologists and researchers through application of technical expertise in processing body tissues for microscopic examination, frozen section assistance, embedding techniques, microtomy, and special staining techniques. Histology Technicians perform technically precise laboratory procedures using quality assurance and process improvement knowledge in compliance with appropriate regulatory guidelines for ensuring quality patient care, work safety, and medico-legal standards.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program. Contact the Program Director or Advisement to obtain the Histology Program packet.

Admission Criteria: High school diploma or GED. Completion of Program Prerequisites. Proof of current immunization: MMR (Measles, Mumps, and Rubella), TB (tuberculosis skin test), varicella, and HEB (Hepatitis B vaccine). CPR Certification at the Health Care Provider level. Completion of the Fitness Declaration Form. Pass a drug screening. Acceptance into Histology Program.

Program Prerequisites: 11-15 Credits

Note: The credit hour range is subject to change depending on the student's educational experiences.

Option 1: 0 Credits

Note: HCC courses are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

OR**Option 2: 11 Credits**

Note: HCC courses (HCC130 and HCC145AA) and general education courses (MAT102, BIO156, and CHM130 & CHM130LL) may be waived by the Program Director for the student who has two or more years of documented work experience in a hospital or reference laboratory and high school equivalent courses in Mathematics, Biology, and Chemistry.)

MAT102 Mathematical Concepts/Applications + (3) OR
Equivalent as indicated by assessment.) 3

BIO156 Human Biology for Allied Health (4) OR
Equivalent. 4

CHM130 Fundamental Chemistry + (3) AND
CHM130LL Fundamental Chemistry Lab + (1) OR
Equivalent. 4

OR**Option 3: 15 Credits**

HCC130 Fundamentals in Health Care Delivery 3
HCC145AA Medical Terminology for Health Care
Workers I + 1

For additional information on PC program competencies, visit:
<http://www.dist.maricopa.edu/academic/curric/progpc.php>

For additional information on MCCCDC course competencies, visit:
<http://www.dist.maricopa.edu/academic/curric/cs.php>

MAT102	Mathematical Concepts/Applications + (3) OR Equivalent as indicated by assessment.	3
BIO156	Human Biology for Allied Health (4) OR Equivalent.	4
CHM130	Fundamental Chemistry + (3) AND	
CHM130LL	Fundamental Chemistry Lab + (1) OR Equivalent.	4

Required Courses: 24 Credits

HCE170	Overview of Histology (Anatomic) Lab+	1
HCE171	Histology Techniques Level 1 +	2
HCE172	Histology Techniques Level 1 Practicum +	3
HCE173	Histology Techniques Level 2 +	3
HCE174	Histology Techniques Level 2 Practicum +	3
HCE175	Histology Techniques Level 3 +	3
HCE176	Histology Techniques Level 3 Practicum +	3
HCE177	Histology Techniques Level 4 +	3
HCE178	Histology Techniques Level 4 Practicum +	3

Department Chairperson: Ms. L. Ligon**Program Director: Ms. J. Stiak****Laboratory Assisting****Certificate of Completion – CCL 5134****5 Credits**

Program changes not available at time of printing. Consult with Academic Advisement.

The Laboratory Assisting certificate program provides education and training for employment in various laboratories. Laboratory Assistants perform pre-analytical processes, point-of-care testing, and initiate testing to provide clinical support for testing and reporting of laboratory tests. Professional duties throughout various areas in a laboratory include specimen processing, inventory management, conducting quality control and quality assurance activities, performing point-of-care testing, selecting laboratory tests, initiating testing on automated analyzers, and using computers to assist in testing and documenting laboratory activities.

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

Admission Criteria: High School Diploma or GED. Current CPR certification at the health care provider or professional rescuer level.

Program Prerequisites: 2.5-6.5 Credits

Note: The credit hour range is subject to change depending on the student's educational experiences.

Option 1: 2.5 Credits

HCC130 (3.0) and HCC145AA (1.0) are waived for students who have completed an Associate of Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by the Maricopa County Community College District.

Option 2: 0 Credits

HCC130, HCC145AA, HCE109, HCE110, and HCE111 may be waived by the Program Director for the student who has one or more years as a health care professional with documented phlebotomy experience.

Option 3: 6.5 Credits

HCC130	Health Care Today	3
HCC145AA	Medical Terminology	1
HCE109	Basic Phlebotomy Skills +	1
HCE110	Phlebotomy Practicum +	0.5
HCE111	Phlebotomy and Specimen Processing +	1

Required Courses: 5 Credits

HCE150	Overview of Laboratory Assisting +	1
HCE152	Laboratory Assisting: Principles and Procedures +	2
HCE158	Laboratory Assisting Practicum +	2

Department Chairperson: Ms. L. Ligon**Program Director: Ms. H. Houser****Medical Assisting****Associate in Applied Science – AAS 3291****66 Credits**

Program changes not available at time of printing. Consult with Academic Advisement.

The Medical Assisting program provides education and training for employment in physicians' offices and group medical practices. Medical Assistants perform administrative and clinical duties. Duties may include management and maintenance of the office and treatment areas. Administrative duties include receiving patients and their family members, acting as an informational and educational resource for the patient, handling telephone and written communications, managing patient records, bookkeeping, filing, insurance processing, typing, appointment scheduling and managing public relations. Clinical duties include preparing the patient for treatment, preparing and sterilizing instruments, maintaining a supply inventory, obtaining specimens for diagnostic evaluation, performing EKGs, and administering medications under the direction of the physician/clinician.

Program Notes: Students must have a current CPR certification at the health care provider or professional rescuer level prior to beginning clinical experience. Students must earn a grade of "C" or better in all courses within the program. Credit will not be awarded for both a course and its modular equivalency.

Admission Criteria: High School diploma or GED.

Program Prerequisites: None.

Required Courses: 23-29 Credits

Note: The credit hour range is subject to change, depending on the student's educational experiences. Students must select Option 1 or Option 2.

Option 1: 23 Credits

Note: HCC courses are waived for students who have completed an Associate of Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

HCE102	Orientation to the Physiology and Psychology of Body Systems +	1
HCE109	Phlebotomy and Specimen Processing: Basic Skills +	1

HCE110	Practicum: Fundamental Phlebotomy Skills +	0.5
HCE162	Aseptic Techniques +	1
HCE167	Laboratory Testing in Patient Care Service Centers +	1
HCE221	Administration of Medication +	3
HCE222	Clinical Procedures +	3
HCE226	Administrative Procedures +	3
HCE227	Insurance Billing and Coding +	3
BPC/HCE229	Automated Computer System for Medical Office Management +	1
HCE251	Emergencies in the Medical Office +	1.5
HCE261	Applied EKG +	1
HCE274	Administrative Medical Assisting Externship +	1
HCE275	Clinical Medical Assisting Externship +	2
Option 2: 29 Credits		
HCC130	Fundamentals in Health Care Delivery	3
HCC145	Medical Terminology for Health Care Workers	3
HCE102	Orientation to the Physiology and Psychology of Body Systems +	1
HCE109	Phlebotomy and Specimen Processing: Basic Skills +	1
HCE110	Practicum: Fundamental Phlebotomy Skills +	0.5
HCE162	Aseptic Techniques +	1
HCE167	Laboratory Testing in Patient Care Service Centers +	1
HCE221	Administration of Medication +	3
HCE222	Clinical Procedures +	3
HCE226	Administrative Procedures +	3
HCE227	Insurance Billing and Coding +	3
BPC/HCE229	Automated Computer System for Medical Office Management +	1
HCE251	Emergencies in the Medical Office +	1.5
HCE261	Applied EKG +	1
HCE274	Administrative Medical Assisting Externship +	1
HCE275	Clinical Medical Assisting Externship +	2

Restricted Electives: 12-18 Credits

Note: Courses to be selected from Group I and Group II in consultation with Program Director. Students meeting OPTION 1 in Required Courses must complete a total of 18 credits in the Restricted Electives area. Students meeting OPTION 2 in Required Courses must complete 2 credits from Group I and 10 credits from Group II in the Restricted Electives area.

Group I: 2 Credits

BPC101AA	Introduction to Microcomputers I: IBM	1
BPC101BA	Introduction to Microcomputers II: IBM +	1
BPC101CA	Introduction to Microcomputers III: IBM +	1
BPC/OAS111AA	Computer Keyboarding I	1
BPC/CIS121AE	Windows Operating System: Level I	1
BPC/CIS122AE	Windows Operating System: Level II +	1
BPC133AA	The Internet/World Wide Web Level I	1
BPC133BA	The Internet/World Wide Web Level II +	1
BPC/OAS135DD	Word Processing Software: WordPerfect/ Windows +	2
BPC/OAS135DK	Word Processing Software: Word/ Windows +	2

BPC/OAS235DD	Advanced Word Processing: WordPerfect/Windows +	2
BPC/OAS235DK	Advanced Word Processing: Word/Windows +	2
OAS118++	10-Key by Touch (Note: any module)	1

Group II: 10 Credits

BPC/CIS114++	Electronic Spreadsheet: Level I-III (Note: any module)	1-3
COM225	Public Speaking +	3
COM230	Small Group Communication +	3
COM259	Communication in Business & Professions +	3
COM263	Elements of Intercultural Communication +	3
FON100	Introductory Nutrition	3
HES100	Healthful Living	3
HES126	Women's Health Issues	2
MGT229	Management and Leadership I	3
MGT251	Human Relations in Business +	3
PED115	Lifetime Fitness	2
PSY218	Health Psychology +	3
SLG101	American Sign Language I	4
SPA101	Elementary Spanish	4
SPA115	Beginning Spanish Conversation	3
SPA117AA	Medical Spanish I	1
SPA117AB	Medical Spanish II +	1
WED100	Personal Wellness	2
WED151	Overview of Alternative Medicine	3
WED162	Meditation and Wellness	1
WED170	Principles of Homeopathy	2

Free Electives: None**General Education Requirements: 25 Credits****Core: 15 Credits****First-Year Composition: +**

Any approved General Education courses from the First-Year Composition area. 6

Oral Communication:

COM110 Interpersonal Communication 3

Critical Reading: +

Any approved General Education course from the Critical Reading area. 3

Mathematics: +

Any approved General Education course from the Mathematics area OR satisfactory completion of a higher mathematics course. 3

Distribution: 10 Credits**Humanities & Fine Arts:**

Any approved General Education course in the Humanities and Fine Arts area. 3

Social and Behavioral Sciences:

PSY101 Introduction to Psychology 3

Natural Sciences:

BIO160 Introduction to Human Anatomy and Physiology 4

Department Chairperson: Ms. L. Ligon

Program Director: Ms. H. Houser

Medical Assisting

Certificate of Completion – CCL 5291

25-31 Credits

Program changes not available at time of printing. Consult with Academic Advisement.

The Medical Assisting Certificate program provides education and training for employment in physicians' offices and group medical practices. Medical Assistants perform administrative and clinical duties. Duties may include management and maintenance of the office and treatment areas. Administrative duties include receiving patients and their family members, acting as an information and education resource for the patient, handling telephone and written communications, managing patient records, bookkeeping, filing, insurance processing, typing, appointment scheduling and managing public relations. Clinical duties include preparing the patient for treatment, preparing and sterilizing instruments, maintaining a supply inventory, obtaining specimens for diagnostic evaluation, performing EKGs, and administering medications under the direction of the physician/clinician.

Program Notes: Students must have a current CPR certification at the health care provider or professional rescuer level prior to beginning clinical experience. Students must earn a grade of "C" or better in all courses required within the program. Credit will not be awarded for both a course and its modular equivalency.

Admission Criteria: High school diploma or GED.

Program Prerequisites: None.

Required Courses: 23-29 Credits

Note: The credit hour range is subject to change depending on the student's educational experiences. Students must select Option 1 or Option 2.

Option 1: 23 Credits

HCC courses are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from an regionally accredited institution of higher education recognized by Maricopa County Community College District.

HCE102	Orientation to the Physiology and Psychology of Body Systems +	1
HCE109	Phlebotomy & Specimen Processing: Basic Skills +	1
HCE110	Practicum: Fundamental Phlebotomy Skills	0.5
HCE162	Aseptic Techniques +	1
HCE167	Laboratory Testing in Patient Care Service Centers +	1
HCE221	Administration of Medication +	3
HCE222	Clinical Procedures +	3
HCE226	Administrative Procedures +	3
HCE227	Insurance, Billing and Coding +	3
HCE/BPC229	Automated Computer System for Medical Office Management +	1
HCE251	Emergencies in the Medical Office +	1.5

HCE261	Applied EKG +	1
HCE274	Administrative Medical Assisting Externship +	1
HCE275	Clinical Medical Assisting Externship +	2

Option 2: 29 Credits

HCC130	Fundamentals in Health Care Delivery	3
HCC145	Medical Terminology for Health Care Workers	3
HCE102	Orientation to the Physiology and Psychology of Body Systems +	1
HCE109	Phlebotomy & Specimen Processing: Basic Skills +	1
HCE110	Practicum: Fundamental Phlebotomy Skills +	0.5
HCE162	Aseptic Techniques +	1
HCE167	Laboratory Testing in Patient Care Service Centers +	1
HCE221	Administration of Medication +	3
HCE222	Clinical Procedures +	3
HCE226	Administrative Procedures +	3
HCE227	Insurance, Billing and Coding +	3
HCE/BPC229	Automated Computer System for Medical Office Management +	1
HCE251	Emergencies in the Medical Office +	1.5
HCE261	Applied EKG +	1
HCE274	Administrative Medical Assisting Externship +	1
HCE275	Clinical Medical Assisting Externship +	2

Restricted Electives: 2 Credits

BPC101AA	Introduction to Microcomputers I: IBM	1
BPC101BA	Introduction to Microcomputers II: IBM +	1
BPC101CA	Introduction to Microcomputers III: IBM +	1
BPC/OAS111AA	Computer Keyboarding I	1
BPC /CIS121AE	Windows Operating System: Level I	1
BPC/CIS122AE	Windows Operating System: Level II +	1
BPC133AA	The Internet/World Wide Web Level I	1
BPC133BA	The Internet/World Wide Web Level II +	1
BPC/OAS135DD	WordPerfect: Level I	2
BPC/OAS135DK	Word: Level I	2
BPC/OAS235DD	WordPerfect: Level II	2
BPC/OAS235DK	Word: Level II	2
OAS118++	10-Key by Touch (Any module)	1

Department Chairperson: Dr. B. Petterson

Medical Billing

Certificate of Completion – CCL 5855

15.5-21.5 Credits

The Medical Billing Program is designed to prepare individuals to process and manage third-party reimbursement in non-hospital health care settings. Physician practices, clinics, surgery centers, home health agencies, and other health care organizations, including private billing services, are all employment options.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program. + indicates course has prerequisites and/or corequisites. Credit will not be awarded for both a course and its modular equivalency.

Admission Criteria: Current English assessment reflecting eligibility for

ENG101, First-Year Composition or
ENG107, First-Year Composition for ESL OR
Permission of program director AND
High school diploma, OR
GED OR Equivalent.

Program Prerequisites: None. College level reading skills are strongly recommended.

Required Courses: 15.5-21.5 Credits

Note: The credit hour range is subject to change depending on the student's educational experiences.

Option 1: 15.5 Credits

Note: HCC courses, HCC130, HCC130AA-AF, HCC145, HCC145AA-AC, and HCC146, are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

BIO160	Introduction to Human Anatomy and Physiology	4
BPC101AA	Introduction to Microcomputers I: IBM (1) OR BPC/CIS121AE Windows Operating System: Level I (1) 1	
HCC/RES109	CPR for Health Care Provider (0.5) OR Current CPR certification at the health care provider or professional rescuer level	0.5
HIT180	Introduction to Medical Billing and Reimbursement +	2
HIT181	Medical Claims Processing +	3
HIT185	ICD Diagnostic Coding +	3
HIT212	CPT Coding I +	2

Option 2: 21.5 Credits

BIO160	Introduction to Human Anatomy and Physiology	4
BPC101AA	Introduction to Microcomputers I: IBM (1) OR BPC/CIS121AE Windows Operating System: Level I (1) 1	
HCC/RES109	CPR for Health Care Provider (.5) OR Current CPR certification at the health care provider or professional rescuer level	0.5
HCC130	Fundamentals in Health Care Delivery (3) OR HCC130AA Health Care Today (0.5) AND HCC130AB Workplace Behaviors in Health Care (0.5) AND HCC130AC Personal Wellness and Safety (0.5) AND HCC130AD Communication and Teamwork in Health Care Organizations (0.5) AND HCC130AE Legal Issues in Health Care (0.5) AND HCC130AF Decision Making in the Health Care Setting (0.5)	3
HCC145	Medical Terminology for Health Care Workers (3) OR HCC145AA Medical Terminology for Health Care Workers I + (1) AND HCC145AB Medical Terminology for Health Care Workers II + (1) AND HCC145AC Medical Terminology for Health Care Workers III + (1) OR HCC146 Common Medical Terminology for Health Care Workers + (2) AND HCC145AC Medical Terminology for Health Care Workers III + (1)	3

HIT180	Introduction to Medical Billing and Reimbursement +	2
HIT181	Medical Claims Processing +	3
HIT185	ICD Diagnostic Coding +	3
HIT212	CPT Coding I +	2

Department Chairperson: Dr. B. Petterson

Program Director: Ms. D. Dennis

Medical Coding: Hospital-Based Certificate of Completion – CCL 5092 37.5 Credits

The Medical Coding: Hospital-Based certificate program is designed to prepare individuals for diagnostic and procedural coding positions in acute care hospitals and other inpatient settings. The certificate program includes theoretical and laboratory instruction on the Phoenix College campus as well as a professional practice affiliation in an area hospital. *The hospital-based program is approved by the American Health Information Management Association (AHIMA), 233 N. Michigan Avenue, Suite 2150, Chicago, IL, 60601-5800.*

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Credit will not be awarded for both a course and its modular equivalency.

Admission Criteria: Current English assessment reflecting eligibility for ENG101, First-Year Composition OR ENG107, First-Year Composition for ESL OR Permission of program coordinator AND High school diploma OR GED OR Equivalent.

Program Prerequisites: None.

Note: College level reading skills are strongly recommended.

Required Courses: 37.5 Credits

Note: The credit hour range is subject to change depending on the student's educational experiences.

Level I: 14 Credits

BIO156	Human Biology for Allied Health	4
HCC/RES109	CPR for Health Care Provider (0.5) OR Current CPR certification at the health care provider OR professional rescuer level	0.5
HCC130	Fundamentals of Health Care Delivery (3) OR HCC130AA Health Care Today (0.5) AND HCC130AB Workplace Behaviors in Health Care (0.5) AND HCC130AC Personal Wellness and Safety (0.5) AND HCC130AD Communication and Teamwork in Health Care Organizations (0.5) AND HCC130AE Legal Issues in Health Care (0.5) AND HCC130AF Decision Making in Health Care (0.5)	3
HCC145	Medical Terminology for Health Care Workers OR HCC145AA Medical Terminology for Health Care Workers I (1) AND HCC145AB Medical Terminology for Health Care Workers II + (1) AND HCC145AC Medical Terminology for Health Care Workers III (1) OR HCC146 Common Medical Terminology for Health Care Workers III (2) AND HCC145AC Medical Terminology for Health Care Workers III (1)	3

HCC164	Pharmacology for Allied Health +	0.5
HCC204	Clinical Pathophysiology +	3

Level II: 23.5 Credits

BIO201	Human Anatomy and Physiology I	4
BIO202	Human Anatomy and Physiology II	4
BPC101AA	Introduction to Microcomputers I: IBM (1) OR	
BPC/CIS121AE	Windows Operating System: Level I	1
HIT180	Introduction to Medical Billing and Reimbursement +	2
HIT185	ICD Diagnostic Coding +	3
HIT209	ICD Procedure Coding and Inpatient ICD Application +	2
HIT211	Advanced Applications of ICD Coding	
HIT212	CPT Coding I +	2
HIT214	CPT Coding II +	2
HIT215	Hospital-Based Medical Coding Seminar	0.5
HIT216	Professional Practice in Hospital-Based Medical Coding +	1

Department Chairperson: Dr. B. Petterson**Program Director: Ms. D. Dennis**

Medical Coding: Physician-Based Certificate of Completion – CCL 5014 19.5-25.5 Credits

The Medical Coding: Physician-Based Program is designed to prepare individuals for entry-level medical coding positions in ambulatory care treatment centers such as clinics, physician practices, and surgery centers. Students will receive experience in both the International Classification of Diseases and the Current Procedural Terminology coding systems.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program. Credit will not be awarded for both a course and its modular equivalency.

Admission Criteria: Current English assessment reflecting eligibility for ENG101, First-Year Composition OR ENG107, First-Year Composition for ESL OR Permission of program director AND High school diploma OR GED OR Equivalent.

Program Prerequisites: None. College level reading skills are strongly recommended.

Required Courses: 19.5-25.5 Credits

Note: The credit hour range is subject to change depending on the student’s educational experiences.

Option 1: 19.5 Credits

Note: HCC courses, HCC130, HCC130AA-AF, HCC145, HCC145AA-AC, and HCC146, are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

BIO160	Introduction to Human Anatomy and Physiology	4
BPC101AA	Introduction to Microcomputers I: IBM (1) OR	
BPC/CIS121AE	Windows Operating System: Level I (1) 1	

HCC/RES109	CPR for Health Care Provider (0.5) OR Current CPR certification at the health care provider or professional rescuer level	0.5
HCC164	Pharmacology for Allied Health +	0.5
HCC204	Clinical Pathophysiology +	3
HIT180	Introduction to Medical Billing and Reimbursement +	2
HIT185	ICD Diagnostic Coding +	3
HIT187	Physician-Based Medical Coding Seminar +	0.5
HIT189	Professional Practice in Physician-Based Coding +	1
HIT212	CPT Coding I +	2
HIT214	CPT Coding II +	2

Option 2: 25.5 Credits

BIO160	Introduction to Human Anatomy and Physiology	4
BPC101AA	Introduction to Microcomputers I: IBM (1) OR	
BPC/CIS121AE	Windows Operating System: Level I (1) 1	
HCC/RES109	CPR for Health Care Provider (0.5) OR Current CPR certification at the health care provider or professional rescuer level	0.5
HCC130	Fundamentals in Health Care Delivery (3) OR	
HCC130AA	Health Care Today (0.5) AND	
HCC130AB	Workplace Behaviors in Health Care (0.5) AND	
HCC130AC	Personal Wellness and Safety (0.5) AND	
HCC130AD	Communication and Teamwork in Health Care Organizations (0.5) AND	
HCC130AE	Legal Issues in Health Care (0.5) AND	
HCC130AF	Decision Making in the Health Care Setting (0.5)	3
HCC145	Medical Terminology for Health Care Workers (3) OR	
HCC145AA	Medical Terminology for Health Care Workers I + (1) AND	
HCC145AB	Medical Terminology for Health Care Workers II + (1) AND	
HCC145AC	Medical Terminology for Health Care Workers III + (1) OR	
HCC146	Common Medical Terminology for Health Care Workers (2) AND	
HCC145AC	Medical Terminology for Health Care Workers III + (1)	3
HCC164	Pharmacology for Allied Health +	0.5
HCC204	Clinical Pathophysiology +	3
HIT180	Introduction to Medical Billing and Reimbursement +	2
HIT185	ICD Diagnostic Coding +	3
HIT187	Physician-Based Medical Coding Seminar +	0.5
HIT189	Professional Practice in Physician-Based Coding +	1
HIT212	CPT Coding I +	2
HIT214	CPT Coding II +	2

Department Chairperson: Ms. L. Ligon**Program Director: Ms. H. Houser**

Medical Front Office Certificate of Completion – CCL 5295 10-16 Credits

Program changes not available at time of printing. Consult with Academic Advisement.

The Medical Front Office program provides education and training for employment in physicians’ offices and group

medical practices. Medical Front Office personnel perform administrative duties including management and maintenance of the office, receiving patients and their family members, acting as an informational and educational resource for the patient, handling telephone and written communications, managing patient records, bookkeeping, filing, insurance processing, typing, appointment scheduling and managing public relations.

Program Notes: Students must have a current CPR certification at the health care provider or professional rescuer level prior to beginning clinical experience. Students must earn a grade of "C" or better in all courses required within the program. Credit will not be awarded for both a course and its modular equivalency.

Admission Criteria: High school diploma or GED.

Required Courses: 8-14 Credits

Note: The credit hour range is subject to change depending on the student's educational experiences.

Option 1: 8 Credits

HCC courses are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

HCE226	Administrative Procedures +	3
HCE227	Insurance, Billing and Coding +	3
HCE/BPC229	Automated Computer System for Medical Office Management +	1
HCE274	Administrative Medical Assisting Externship +	1

Option 2: 14 Credits

HCC130	Fundamentals in Health Care Delivery	3
HCC145	Medical Terminology for Health Care Workers	3
HCE226	Administrative Procedures +	3
HCE227	Insurance, Billing and Coding +	3
HCE/BPC229	Automated Computer System for Medical Office Management +	1
HCE274	Administrative Medical Assisting Externship +	1

Restricted Electives: 2 Credits

BPC101AA	Introduction to Microcomputers I: IBM	1
BPC101BA	Introduction to Microcomputers II: IBM +	1
BPC101CA	Introduction to Microcomputers III: IBM +	1
BPC/OAS111AA	Computer Keyboarding I	1
BPC /CIS121AE	Windows Operating System: Level I	1
BPC /CIS122AE	Windows Operating System: Level II	1
BPC133AA	The Internet/World Wide Web Level I	1
BPC133BA	The Internet/World Wide Web Level II +	1
BPC/OAS135DD	WordPerfect: Level I +	2
BPC/OAS135DK	Word: Level I +	2
BPC/OAS235DD	WordPerfect: Level II +	2
BPC/OAS235DK	Word: Level II +	2
OAS118++	Note: Any 10-Key by Touch course	1

Department Chairperson: Mrs. K. Green

Program Director: Mrs. K. Green

Medical Office Support

Associate in Applied Science – AAS 3214

65 Credits

Program changes not available at time of printing. Consult with Academic Advisement.

A nationwide shortage currently exists for well-trained medical office support personnel. This degree program is designed to provide specialized training for students desiring employment as either transcriptionists or clerical support personnel in medical clinics, hospitals, doctors' offices, and other health agencies. An individual pursuing this program enjoys learning about the medical field; has basic skills in medical vocabulary, spelling, grammar, punctuation, and keyboarding; works independently and as a team member; and strives for quality and excellence.

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

Admission Criteria: None.

Program Prerequisites: 3 Credits

Note: Ability to type 35 wpm OR OAS101++ Computer Typing I: Keyboarding and Formatting (3) OR Modular equivalents OR Permission of Program Director. 3

Required Courses: 34 Credits

BIO160	Introduction to Human Anatomy and Physiology	4
OAS102++	Computer Typing II: Document Production +	3
	Note: Or modular equivalents	
OAS103AA	Computer Typing: Skill Building I +	1
OAS106++	Basic Machine Transcription	3
	Note: Or modular equivalents	
OAS108++	Business English	3
	Note: Or modular equivalents	
OAS181++	Medical Office: Vocabulary	3
	Note: Or modular equivalents	
OAS201	Computer Typing III: Advanced Document Production +	3

AND

Note: Students must select either the Transcription Track or the Clerical Track to complete the Required Courses area. Students selecting the Transcription Track should obtain advisement from the Applied Business Program Director.

Transcription Track: 14 Credits

HCC204	Clinical Pathophysiology +	3
OAS/BPC135D+	Word Processing Software +	2
	Note: any D module	
	Note: Any word processing software	
OAS237	Medical Transcription I +	3
OAS241	Medical Transcription II +	3
OAS242	Medical Transcription III +	3
	OR	

Clerical Track: 14 Credits

BPC /CIS121AE	Windows Operating System: Level I	1
BPC/HCE229	Automated Computer System for Medical Office Management +	1
BPC/OAS135DD	WordPerfect: Level I	2
BPC/OAS235DD	WordPerfect: Level II +	2

BTO/MGT148++ Office Ethics and Culture		
	Note: Or modular equivalents	2
MGT251 Human Relations in Business		3
OAS125 Introduction to the Professional Office		3

Restricted Electives: 10 Credits

Note: Selection of courses under Restricted Electives is dependent on the Track selected under Required Courses. If BPC/CIS121AE, BPC/HCE229, BPC/OAS235DD, BTO/MGT148, MGT251, OAS125, or OAS237 courses are taken under Required Courses, students should select from other courses listed in Restricted Electives area to meet the required 10 credit hours. Students should select from the following courses in consultation with a department advisor:

BPC110 Computer Usage and Applications		3
BPC/CIS114A+ Electronic Spreadsheet: Level I		
	Note: any A module	1
BPC/CIS114B+ Electronic Spreadsheet: Level II +		
	Note: any B module	1
BPC/CIS114C+ Electronic Spreadsheet: Level III +		
	Note: any C module	1
BPC/CIS117AM Database Management: Microsoft Access Level I		1
BPC/CIS117BM Database Management: Microsoft Access Level II		1
BPC/CIS117CM Database Management: Microsoft Access Level III		1
BPC/CIS118AB PowerPoint: Level I		1
BPC/CIS121AE Windows Operating System: Level I		1
BPC/CIS122AE Windows Operating System: Level II +		1
BPC128 Introduction to Desktop Publishing		1
BPC/CIS133AA The Internet/World Wide Web: Level I		1
BPC/CIS133BA The Internet:/World Wide Web: Level II +		1
BPC/HCE229 Automated Computer System for Medical Office Management		1
BTO/MGT148++ Office Ethics and Culture		
	Note: Or modular equivalents	2
CIS183AA Microsoft Works		3
HCC130AE Legal Issues in Health Care		0.5
HES100 Healthful Living		3
MGT251 Human Relations in Business +		3
MGT253 Owning & Operating a Small Business		3
OAS103AB Computer Typing: Skill Building II +		1
OAS103AC Computer Typing: Skill Building III +		1
OAS/BPC113++ Micro-Alphabetic Indexing		
	Note: Or modular equivalents	1
OAS118++ 10-Key by Touch		
	Note: Or modular equivalents	1
OAS121 Techniques of Proofreading		1
OAS125 Introduction to the Professional Office		3
OAS/BPC235D+ Level II Word Processing Software		
	Note: any D module	2
	Note: Any word processing software	
OAS237 Medical Transcription I +		3
OAS246 Medical Transcription Internship +		1

Free Electives: None.

General Education: 21 Credits

Core: 15 Credits

First-Year Composition:

Any approved General Education course in the First-Year Composition area. 6

Oral Communication:

Any approved General Education course in the Oral Communication area. 3

Critical Reading:

Any approved General Education course in the Critical Reading area. 3

Mathematics:

Any approved General Education course in the Mathematics area. 3

Distribution: 6 Credits**Humanities and Fine Arts:**

Any approved General Education course in the Humanities and Fine Arts area. 3

Social & Behavioral Sciences:

Any approved General Education course in the Social and Behavioral Sciences area. **Note:** PSY101 is recommended. 3

Natural Sciences:

Note: Met by BIO160, in Required Courses area. 0

Department Chairperson: Mrs. K. Green

Program Director: Mrs. K. Green

Medical Office Support: Basic Clerical Certificate of Completion – CCL 5206 **28 Credits**

Program changes not available at time of printing. Consult with Academic Advisement.

This certificate program is designed for the entry-level medical office support professional who needs general secretarial skills and medical terminology. Medical clinics, hospitals, doctors' offices, and other health agencies offer various employment settings. An individual pursuing this program enjoys learning about the medical field; has basic skills in medical vocabulary, spelling, grammar, punctuation, and keyboarding; works independently and as a team member; and strives for quality and excellence.

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

Admission Criteria: None.

Program Prerequisites: 3 Credits

Note: Ability to type 35 wpm OR OAS101++ Computer Typing I: Keyboarding and Formatting (3) OR Modular equivalents OR Permission of Program Director.

Required Courses: 28 Credits

BIO160 Introduction to Human Anatomy and Physiology	4
BPC/HCE229 Automated Computer System for Medical Office Management +	1
BPC/OAS135DD WordPerfect: Level I	2
BTO/MGT148++ Office Ethics and Culture	
	Note: Or modular equivalents
OAS102++ Computer Typing II: Document Production	
	Note: Or modular equivalents
OAS103++ Computer Typing: Skill Building +	
	Note: any module
	1

OAS106++	Basic Machine Transcription	3
	Note: Or modular equivalents	
OAS108++	Business English	3
	Note: Or modular equivalents	
OAS125	Introduction to the Professional Office	3
OAS181++	Medical Office: Vocabulary	3
	Note: Or modular equivalents	
OAS201	Computer Typing III: Advanced Document Production	3

Department Chairperson: Mrs. K. Green
Program Director: Mrs. K. Green

Medical Office Support: Basic Transcription

Certificate of Completion – CCL 5229

31 Credits

This certificate program is designed for the medical office support professional who types physician-dictated reports describing a patient's medical care and condition. These reports include office chart notes, history and physical examinations, consultations, discharge summaries, laboratory tests and diagnostic studies. This professional may work in either general or specialized fields of medicine. Medical clinics, hospitals, doctors' offices, private transcriptionist agencies, and home offices offer various employment settings. The medical office support transcriptionist enjoys learning about the medical field; possesses basic skills in medical vocabulary, spelling, grammar, punctuation, and keyboarding; works independently; and strives for quality and excellence.

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

Admission Criteria: None.

Program Prerequisites: 3 Credits

Ability to type 35 wpm OR		
OAS101++	Computer Typing I: Keyboarding and Formatting (3) OR	
	Permission of Program Director.	3

Required Courses: 31 Credits

Note: Students should obtain advisement from the Applied Business Program Director.

BIO160	Introduction to Human Anatomy and Physiology	4
HCC204	Clinical Pathophysiology +	3
OAS102++	Computer Typing II: Document Production +	3
	Note: Any module	
OAS103AA	Computer Typing: Skill Building I +	1
OAS106++	Basic Machine Transcription +	3
	Note: Any module	
OAS108++	Business English	3
	Note: Any module	
OAS/BPC135D+	Word Processing Software +	2
	Note: Any OAS/BPC135D module	
OAS181++	Medical Office: Vocabulary	3
	Note: Any module	
OAS201	Computer Typing III: Advanced Document Production +	3
OAS237	Medical Transcription I +	3
OAS241	Medical Transcription II +	3

Department Chairperson: Ms. L. Ligon
Program Director: Ms. H. Houser

Patient Care Technician

Certificate of Completion – CCL 5794

6-10 Credits

Program changes not available at time of printing. Consult with Academic Advisement.

The Patient Care Technician is a multi-skilled person responsible for direct patient care services under the supervision of a licensed nurse and/or caregiver who has appropriate certification. Responsibilities include performing personal care to patients and designated procedures and treatment, observing and reporting changes in a patient's condition, obtaining blood and urine specimens for testing and analyzing, performing electrocardiograms, assisting with the application of equipment and assistive devices, documenting correctly, maintaining patient confidentiality, and recognizing legal and ethical commitments. The Patient Care Technician program prepares individuals for entry-level positions in hospitals or other health care settings.

Admission Criteria: High school diploma or GED. Current CPR certification at the health care provider or professional rescuer level required. Current/Valid Nursing Assistant Certificate from the state of Arizona required.

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

Program Prerequisites: 4 Credits

Note: The credit hour range is subject to change depending on the student's educational experiences.

Option 1: HCC courses are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from an regionally accredited institution of higher education recognized by Maricopa County Community College District.

Option 2: HCC courses, HCC130 and HCC145AA, may be waived by the Program Director for the student who has one year or more of documented experience as a licensed or certified health care professional.

Option 3: 4 Credits

HCC130	Fundamentals in Health Care Delivery	3
HCC145AA	Medical Terminology for Health Care Workers I	1

Required Courses: 6 Credits

HCE109	Phlebotomy and Specimen Processing: Basic Skills +	1
HCE111	Phlebotomy and Specimen Processing: Advanced Techniques +	1
HCE120	Phlebotomy Practicum +	1
HCE261	Applied EKG +	1
HCE271	Patient Care Technician Skills +	1
HCE272	Practicum: Patient Care Technician +	1

Department Chairperson: Ms. L. Ligon
Program Director: Ms. C. Tankersley

Phlebotomy

Certificate of Completion – CCL 5279

3.5-7.5 Credits

Program changes not available at time of printing. Consult with Academic Advisement.

The Phlebotomy Program is a one-semester program designed to prepare a person to obtain blood specimens from patients for the purpose of testing and analyzing. The phlebotomist works in a medical laboratory or drawing station under the direction of the laboratory supervisor. The job requires manual dexterity and additional skills in communication and clerical duties. Upon satisfactory completion of the program, the students are qualified to take a national certification examination.

Program Notes: Students must have a current CPR certification at the health care provider or professional rescuer level prior to beginning clinical experience. Students must earn a grade of “C” or better in all courses required within the program. “+” indicates course has prerequisites and/or corequisites. Orientation to the program and advisement are mandatory. For further information, contact the Program Advisor for Health Professions and Nursing in the Advisement Center.

Admission Criteria: High school diploma or GED.

Required Courses: 3.5-7.5 Credits

Note: The credit hour range is subject to change depending on the student’s educational experience.

Option 1: 3.5 Credits

HCC courses are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from an regionally accredited institution of higher education recognized by Maricopa County Community College District.

HCE109	Phlebotomy & Specimen Processing: Basic Skills +	1
HCE111	Phlebotomy & Specimen Processing: Advanced Techniques +	1
HCE120	Phlebotomy Practicum +	1
HCE121	Practicum: Basic Specimen Processing +	0.5

Option 2: 3.5 Credits

HCC courses may be waived by the Program Director for the student who has one year or more of documented experience as a licensed or certified health care professional.

HCE109	Phlebotomy & Specimen Processing: Basic Skills +	1
HCE111	Phlebotomy & Specimen Processing: Advanced Techniques +	1
HCE120	Phlebotomy Practicum +	1
HCE121	Practicum: Basic Specimen Processing +	0.5

Option 3: 7.5 Credits

HCC130	Fundamentals in Health Care Delivery	3
HCC145AA	Medical Terminology for health Care Workers	1
HCE109	Phlebotomy & Specimen Processing: Basic Skills +	1

HCE111	Phlebotomy & Specimen Processing: Advanced Techniques +	1
HCE120	Phlebotomy Practicum +	1
HCE121	Practicum: Basic Specimen Processing +	0.5

HEALTH CARE – DENTAL

Department Chairperson: Ms. K. Anderson
Program Director: Ms. J. Wilburn

Dental Assisting

Associate in Applied Science – AAS 3264

64.5-68.5 Credits

The Associate in Applied Science in Dental Assisting has been designed to enable students to earn a two-year degree in the field of dental assisting. This program includes all of the required courses for a certificate in Dental Assisting, with the addition of general education requirements. Successful completion will provide the student with advanced skills for employment in dental facilities.

Program Notes: The Dental Assisting program is accredited by the American Dental Association’s Commission on Dental Accreditation. (211 E. Chicago Ave., Chicago, IL 60611-2678; (312) 440-4653). Graduates are eligible to take the Dental Assisting National Board (216 E. Ontario St., Chicago, IL 60611) Certification Exam in Chairside Assisting for the designation CDA-Certified Dental Assistant, and the Arizona State Certification in Radiation Health and Safety Exam.

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

Admission Criteria: A high school diploma or GED equivalency is required. An application for admission to the Dental Assisting Program can be obtained from the program director or the Health Professions and Nursing advisor.

Program Prerequisites: 7.5-11.5 Credits

Note: The credit hour range is subject to change depending on the student’s educational experiences.

Option 1: 7.5 Credits

HCC courses are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

BIO160	Introduction to Anatomy and Physiology	4
ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	3
HCC/RES109	CPR for Health Care Provider (.5) OR Current CPR certification at the health care provider OR professional rescuer level.	0.5

Option 2: 11.5 Credits

BIO160	Introduction to Anatomy and Physiology	4
HCC130	Fundamentals in Health Care Delivery (3) OR	
HCC130AA	Health Care Today (0.5) AND	
HCC130AB	Workplace Behaviors in Health Care (0.5) AND	
HCC130AC	Personal Wellness and Safety (0.5) AND	
HCC130AD	Communication and Teamwork in Health	
	Care Organizations (0.5) AND	
HCC130AE	Legal Issues in Health	
	Care (0.5) AND	
HCC130AF	Decision Making in the Health Care	
	Setting (0.5)	3
HCC145AA	Medical Terminology for Health Care	
	Workers I +	1
ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	3
HCC/RES109	CPR for Health Care Provider (0.5) OR	
	Current CPR certification at the health	
	care provider OR professional rescuer level.	0.5

Required Courses: 41 Credits

BIO162	Microbiology Concepts for Allied Health	2
DAE101	Pre Clinical Dental Assisting +	2
DAE102	Pre Clinical Dental Assisting Laboratory +	1
DAE104	Preventive Dentistry +	2
DAE106	Clinical Dental Assisting +	4
DAE107	Clinical Dental Assisting Laboratory +	2
DAE/DHE114	Emergency Medicine +	2
DAE/DHE122	Dental Anatomy, Embryology and	
	Histology +	2
DAE/DHE124	Dental Radiography +	2
DAE131	Dental Radiography Laboratory +	2
DAE140	Dental Issues Seminar +	1
DAE144	Pharmacology +	1
DAE145	Oral Pathology +	2
DAE151	Survey of Dental Office Management +	2
DAE/DHE203	Dental Materials +	2
DAE/DHE204	Dental Materials Laboratory +	1
DAE224	General Clinical Practice +	1
DAE225	Pediatric Clinical Practice +	1
DAE226	Periodontal Clinical Practice +	1
DAE227	Orthodontic Clinical Practice +	1
DAE228	Oral and Maxillofacial Surgery Clinical	
	Practice +	1
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3

Restricted Electives: None.

Free Electives: 1 Credit

General Education: 15 Credits

Core: 12 Credits

First-Year Composition:

Met by ENG101 or ENG107, in Program Prerequisite area AND

ENG102	First-Year Composition + (3) OR	
ENG108	First-Year Composition for ESL + (3)	3

Oral Communication:

Any approved General Education course in the Oral Communication area.

Critical Reading:

Any approved General Education course in the Critical Reading area.

Mathematical Reasoning:

MAT102 Mathematical Concepts/Applications OR equivalent by assessment OR satisfactory completion of a higher level mathematical course.

3

Distribution: 3 Credits**Humanities and Fine Arts:**

Any approved General Education course in the Humanities and Fine Arts area.

3

Social and Behavioral Sciences:

Met by PSY101 and SOC101, in the Required Courses area.

0

Natural Sciences:

Met by BIO160, in Program Prerequisites area.

0

Department Chairperson: Ms. K. Anderson

Program Director: Ms. J. Wilburn

Dental Assisting**Certificate of Completion – CCL 5264****40.5-44.5 Credits**

The Certificate of Completion in Dental Assisting can be achieved by the full-time student in two semesters. For students enrolled part-time, completion of the program will take four semesters. Successful completion of the Certificate Program will provide the student with advanced level skills for employment in dental facilities.

Program Notes: The Dental Assisting program is accredited by the American Dental Association's Commission on Dental Accreditation. (211 E. Chicago Ave., Chicago, IL 60611-2678; (312) 440-4653). Graduates are eligible to take the Dental Assisting National Board (216 E. Ontario St., Chicago, IL 60611) Certification Exam in Chairside Assisting for the designation CDA-Certified Dental Assistant, and the Arizona State Certification in Radiation Health and Safety Exam.

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

Admission Criteria: A high school diploma or GED equivalency is required. An application for admission to the Dental Assisting Program can be obtained from the Program Director or the Health Professions and Nursing Advisor.

Program Prerequisites: 7.5-11.5 Credits

Note: The credit hour range is subject to change depending on the student's educational experience.

Option 1: 7.5 Credits

HCC courses are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

BIO160	Introduction to Anatomy and Physiology	4
ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	3
HCC/RES109	CPR for Health Care Provider (.5) OR	
	Current CPR certification at the health	
	care provider OR professional rescuer level.	0.5

Option 2: 11.5 Credits

BIO160 Introduction to Anatomy and Physiology	4
HCC130 Fundamentals in Health Care Delivery (3) OR HCC130AA Health Care Today (0.5) AND HCC130AB Workplace Behaviors in Health Care (0.5) AND HCC130AC Personal Wellness and Safety (0.5) AND HCC130AD Communication and Teamwork in Health Care Organizations (0.5) AND HCC130AE Legal Issues in Health Care (0.5) AND HCC130AF Decision Making in the Health Care Setting (0.5)	3
HCC145AA Medical Terminology for Health Care Workers I +	1
ENG101 First-Year Composition + (3) OR ENG107 First-Year Composition for ESL + (3)	3
HCC/RES109 CPR for Health Care Provider + (.5) OR Current CPR certification at the health care provider OR professional rescuer level.	0.5

Required Courses: 33 Credits

DAE101 Pre Clinical Dental Assisting +	2
DAE102 Pre Clinical Dental Assisting Laboratory +	1
DAE104 Preventive Dentistry +	2
DAE106 Clinical Dental Assisting +	4
DAE107 Clinical Dental Assisting Laboratory +	2
DAE/DHE114 Emergency Medicine +	2
DAE/DHE122 Dental Anatomy, Embryology and Histology +	2
DAE/DHE124 Dental Radiography +	2
DAE131 Dental Radiography Laboratory +	2
DAE140 Dental Issues Seminar +	1
DAE144 Pharmacology +	1
DAE145 Oral Pathology +	2
DAE151 Survey of Dental Office Management +	2
DAE/DHE203 Dental Materials +	2
DAE/DHE204 Dental Materials Laboratory +	1
DAE224 General Clinical Practice +	1
DAE225 Pediatric Clinical Practice +	1
DAE226 Periodontal Clinical Practice +	1
DAE227 Orthodontic Clinical Practice +	1
DAE228 Oral and Maxillofacial Surgery Clinical Practice +	1

Department Chairperson: Ms. K. Anderson**Program Director: Ms. L. Garcia****Dental Hygiene****Associate in Applied Science – AAS 3831****92.5-96.5 Credits**

The Associate in Applied Science degree in Dental Hygiene, a shared program with Phoenix College and Rio Salado College, will prepare students to practice entry-level dental hygiene. Dental hygiene students will provide preventive and therapeutic services, and will develop a commitment to the community through extramural opportunities serving diverse populations. The program is a blend of academic and clinical coursework that requires attention to detail and motivation to complete tasks on a timeline. Graduates are eligible for board examinations and licensure in all fifty states. Graduates are employed in private dental offices, hospitals, schools, and clinics within their community. The program is accredited by the Commission on Dental Accreditation of the American

Dental Association (211 E. Chicago Ave., Chicago, Ill. 60611-2678 (312) 440-4653). The Commission is a specialized accrediting body recognized by the United States Department of Education.

Program Notes: + indicates course has prerequisites and/or corequisites. Students must earn a grade of "C" or better in all courses that will be applied toward the degree. All General Education requirements are met by program prerequisites as indicated. Students should consult with an advisor in selecting courses to meet the General Education areas.

Admission Criteria:

Phoenix College: A detailed information sheet and application to the Dental Hygiene Program can be obtained from the Health Professions and Nursing Advisor. Application deadline is February 1st of each year, and a limited number of students are admitted for the fall semester. Students must complete all program prerequisite with a minimum G.P.A. of 2.5 prior to submission of their application.

Rio Salado College: Program and application information is available from Dental Hygiene advisors in the Student Enrollment Services department. The program prerequisites must be completed prior to submission of application with a letter grade "C" or above.

Applicants who are accepted and enroll in a MCCCDD Dental Hygiene program will be exposed to blood-borne and infectious diseases. The program strictly adheres to established policies and procedures regarding infection control as recommended by the Centers for Disease Control and Prevention, American Dental Association, The Organization for Safety and Asepsis Procedures, and the Occupational Safety and Health Administration.

Program Prerequisites: 34.5-38.5 Credits**OPTION 1: 34.5 Credits**

HCC courses are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

BIO162 Microbiology Concepts for Allied Health	2
CHM138 Chemistry for Allied Health +	3
CHM138LL Chemistry for Allied Health Laboratory +	1
HCC109 CPR for Health Care Provider OR Current CPR certification at the health care provider or professional rescuer level	0.5

General Requirements: 28 Credits**CORE: 15 Credits****First-Year Composition:**

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

Oral Communication:

Any approved general education course in the Oral Communication area. 3

Critical Reading:

CRE101 Critical & Evaluative Reading + (3) OR
Equivalent as indicated by assessment. 3

Mathematics:

MAT102 Mathematical Concepts/Applications + OR
Equivalent course OR
Satisfactory completion of a higher level
mathematics course. 3

DISTRIBUTION: 13 Credits**Humanities & Fine Arts:**

Any approved general education course in the
Humanities & Fine Arts area. 3

Social and Behavioral Sciences:

PSY101 Introduction to Psychology (3) AND
SOC101 Introduction to Sociology (3) 6

Natural Sciences:

BIO160 Introduction to Human Anatomy &
Physiology 4

OR**OPTION 2: 34.5 Credits**

HCC courses are to be waived for the student who has 6 months
documented experience as a dental assistant or in other related
dental patient care activities. Prospective students with health
care licensure are also exempt from the HCC courses for the
Dental Hygiene program.

BIO162 Microbiology Concepts for Allied Health 2

CHM138 Chemistry for Allied Health + 3

CHM138LL Chemistry for Allied Health Laboratory + 1

HCC109 CPR for Health Care Provider + OR
Current CPR certification at the health care
provider OR
professional rescuer level 0.5

General Education Requirements: 28 Credits**CORE: 15 Credits****First-Year Composition:**

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

Oral Communication:

Any approved general education course in the Oral
Communication area. 3

Critical Reading:

CRE101 Critical & Evaluative Reading I + (3) OR
Equivalent as indicated by assessment. 3

Mathematics:

MAT102 Mathematical Concepts/Applications OR
Equivalent course OR
Satisfactory completion of a higher level
mathematics course. 3

DISTRIBUTION: 13 Credits**Humanities & Fine Arts:**

Any approved general education course in the
Humanities & Fine Arts area. 3

Social and Behavioral Sciences:

PSY101 Introduction to Psychology (3) AND
SOC101 Introduction to Sociology (3) 6

Natural Sciences:

BIO160 Introduction to Human Anatomy &
Physiology 4

OR**OPTION 3: 38.5 Credits**

BIO162 Microbiology Concepts for Allied Health 2

CHM138 Chemistry for Allied Health + 3

CHM138LL Chemistry for Allied Health Laboratory + 1

HCC109 CPR for Health Care Provider OR
Current CPR certification at the health care
provider or professional rescuer level 0.5

HCC130 Fundamentals in Health Care Delivery (3) OR

HCC130AA Health Care Today (0.5) AND

HCC130AB Workplace Behavior in Health Care (0.5) AND

HCC130AC Personal Wellness and Safety (0.5) AND

HCC130AD Communication and Teamwork in

Health Care Organizations (0.5) AND

HCC130AE Legal and Ethical Issues in Health

Care (0.5) AND

HCC130AF Decision Making in the Health Care
Setting (0.5) 3

HCC145AA Medical Terminology for Health Care
Workers I + 1

General Education Requirements: 28 Credits**CORE: 15 Credits****First-Year Composition:**

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

Oral Communication:

Any approved general education course in the Oral
Communication area. 3

Critical Reading:

CRE101 Critical & Evaluative Reading + + (3) OR
Equivalent as indicated by assessment. 3

Mathematics:

MAT102 Mathematical Concepts/Applications + OR
Equivalent course OR
Satisfactory completion of a higher
level mathematics course. 3

DISTRIBUTION: 13 Credits**Humanities & Fine Arts:**

Any approved general education course in the
Humanities & Fine Arts area. 3

Social and Behavioral Sciences:

PSY101 Introduction to Psychology (3) AND
SOC101 Introduction to Sociology (3) 6

Natural Sciences:

BIO160 Introduction to Human Anatomy &
Physiology 4

Required Courses: 58 Credits

DHE110 Pharmacology + 3

DHE112 Oral Pathology + 3

DAE/DHE114 Emergency Medicine + 2

DHE119 Head and Neck Anatomy + 3

DHE120 Pre-Clinical Dental Hygiene + 6

DAE/DHE122 Dental Anatomy, Embryology and
Histology + 2

DAE/DHE124 Dental Radiography + 2

DHE125 Dental Radiography + Laboratory 1

DHE127 Prevention of Dental Disease + 3

DHE132 Dental Hygiene Theory I + 3

DHE133 Dental Hygiene Clinic + 3

DAE/DHE203 Dental Materials + 2

DAE/DHE204 Dental Materials Laboratory + 1

DHE212 Dental Hygiene Theory I + 2

DHE213 Dental Hygiene Clinic II + 5

DHE219 Practice Management + 2

DHE225 Periodontics + 3

DHE227 Dental Anesthesia + 2

DHE229 Community Oral Health +	3
DHE232 Dental Hygiene Theory III +	2
DHE233 Dental Hygiene Clinic III +	5

General Education: 0 Credits

CORE: Credits: 0

First-Year Composition:

Met by any approved First-Year Composition courses in the Program Prerequisites area. + 0

Oral Communication:

Met by any approved general education course in the Oral Communication area in the Program Prerequisites area. 0

Critical Reading:

Met by CRE101 Critical and Evaluative Reading + (3) OR Equivalent as indicated by assessment in Program Prerequisites area. 0

Mathematics:

Met by MAT102 Mathematical Concepts/Applications OR Equivalent course OR Satisfactory completion of a higher level mathematics course in Program Prerequisites area. 0

DISTRIBUTION: 0 Credits

Humanities and Fine Arts:

Met by any approved general education course in the Humanities and Fine Arts area in the Program Prerequisites area. 0

Social & Behavioral Sciences:

Met by BIO160 Introduction to Human Anatomy and Physiology In the Program Prerequisites area. 0

Natural Sciences:

Met by PSY101 Introduction to Psychology (3) AND SOC101 Introduction to Sociology (3) In the Program Prerequisites area. 0

Department Chairperson: Ms. K. Anderson

Program Director: Ms. J. Wilburn

Dental Office Management

Associate in Applied Science – AAS 3268

75.5-80.5 Credits

The Dental Office Management Program has been designed to offer students a combination of chairside assisting and management skills. The program will prepare students for the supervision of personnel, public relations, budgets, accounts receivable and general business office procedures. The result is an enriched program that prepares students for expanded professional responsibilities in a dental practice.

Program Notes: The Dental Assisting program is accredited by the American Dental Association's Commission on Dental Accreditation (211 E. Chicago Ave., Chicago, IL 60611-2678; (312) 440-4653). Graduates are eligible to take the Dental Assisting National Board Certification Exam for Certified Dental Practice Management for the designation CDPMA, the Arizona State Certification in Radiation Health and Safety, and the Certified Dental Assistant (CDA) Exam. Students must earn a grade of "C" or better in all courses required within the program.

Admission Criteria: A high school diploma or G.E.D. equivalency is required. An application for admission to the Dental Office Management Program can be obtained from the program director or the Health Professions and Nursing advisor.

Program Prerequisites: 7.5-12.5 Credits

Note: The credit hour range is subject to change depending on the student's educational experiences.

Option 1: 7.5 Credits

HCC courses are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

BIO160 Introduction to Anatomy and Physiology	4
ENG101 First-Year Composition + (3) OR	
ENG107 First-Year Composition for ESL + (3)	3
HCC/RES109 CPR for Health Care Provider (.5) OR	
Current CPR certification at the health care provider or professional rescuer level	0.5

Option 2: 12.5 Credits

BIO160 Introduction to Anatomy and Physiology	4
ENG101 First-Year Composition + (3) OR	
ENG107 First-Year Composition for ESL + (3)	3
HCC/RES109 CPR for Health Care Provider (0.5) OR	
Current CPR certification at the health care provider or professional rescuer level	0.5
HCC130 Fundamentals in Health Care Delivery (3) OR	
HCC130AA Health Care Today (0.5) AND	
HCC130AB Workplace Behaviors in Health Care (0.5) AND	
HCC130AC Personal Wellness and Safety (0.5) AND	
HCC130AD Communication and Teamwork in Health Care Organizations (0.5) AND	
HCC130AE Legal Issues in Health Care (0.5) AND	
HCC130AF Decision Making in the Health Care Setting (0.5)	3
HCC145AA Medical Terminology for Health Care Workers I (1) AND	
HCC145AB Medical Terminology for Health Care Workers II + (1) OR	
HCC146 Common Medical Terminology for Health Care Workers (2)	2

Required Courses: 50 Credits

ACC109 Accounting Concepts (3) OR	
ACC111 Accounting Principles I (3)	3
CIS105 Survey of Computer Information Systems (3) OR	
BPC110 Computer Usage and Application	3
BPC/CIS114A++ Electronic Spreadsheet: Level I (1) OR	
BPC/CIS114B++ Electronic Spreadsheet: Level II (1) OR	
BPC/CIS114C++ Electronic Spreadsheet: Level III (1)	1
BPC/CIS117A++ Database Management (any module) (1) OR	
BPC/CIS117B++ Database Management (any module) (1) OR	
BPC/CIS117C++ Database Management (any module) (1) OR	
BPC/CIS133AA The Internet/World Wide Web: Level I (1) OR	
BPC/CIS133BA The Internet/World Wide Web: Level II (1) OR	
BPC/CIS133CA The Internet/World Wide Web: Level III (1)	1

DAE101 Pre Clinical Dental Assisting +	2
DAE102 Pre Clinical Dental Assisting Laboratory +	1
DAE104 Preventive Dentistry +	2
DAE106 Clinical Dental Assisting +	4
DAE107 Clinical Dental Assisting Laboratory +	2
DAE/DHE114 Emergency Medicine +	2
DAE/DHE122 Dental Anatomy, Embryology and Histology +	2
DAE/DHE124 Dental Radiography +	2
DAE131 Dental Radiography Laboratory +	2
DAE140 Dental Issues Seminar +	1
DAE144 Pharmacology +	2
DAE145 Oral Pathology +	2
DAE151 Survey of Dental Office Management +	2
DAE/DHE 203 Dental Materials +	2
DAE/DHE204 Dental Materials Laboratory +	1
DAE224 General Clinical Practice +	1
DAE225 Pediatric Clinical Practice +	1
DAE226 Periodontal Clinical Practice +	1
DAE227 Orthodontic Clinical Practice	1
DAE228 Oral and Maxillofacial Surgery Clinical Practice +	1
MGT229 Management and Leadership I	3
MGT230 Management and Leadership II +	3
OAS101 Computer Typing I: Keyboarding and Formatting	3

General Education: 18 Credits

Core: 12 Credits

First-Year Composition:

Met by ENG101 or ENG107, in Program Prerequisites area 0

ENG102 First-Year Composition + (3) OR 3

ENG108 First-Year Composition for ESL + (3) 3

Oral Communication:

Any approved General Education course in the Oral Communication area. 3

Critical Reading:

Any approved General Education course in the Critical Reading area. 3

Mathematics:

MAT102 Mathematical Concepts/Applications OR equivalent by assessment OR satisfactory completion of a higher level mathematical course. 3

Distribution: 6 Credits

Humanities And Fine Arts:

Any approved General Education course in the Humanities and Fine Arts area. 3

Social And Behavioral Sciences:

PSY101 Introduction to Psychology 3

Natural Sciences:

Met by BIO160, in the Program Prerequisites area. 0

HEALTH CARE – EMERGENCY MEDICAL TECHNOLOGY

Department Chairperson: Dr. K. Lewis

Advanced Emergency Medical Technology (Paramedic)

Associate in Applied Science – AAS 3850

63.5 Credits

The Associate in Applied Science in Advanced Emergency Medical Technology (Paramedic) is designed to provide advanced techniques of emergency care, stabilization, and immobilization of victims of illness and injury. The techniques of emergency care include but are not limited to assessment, detailed physical examination, recognition and documentation of signs and symptoms of illness and injury, critical thinking and diagnosis intervention, and the evaluation of the interventions. The techniques of assessment include but are not limited to electrocardiographic rhythm identification, administration of oxygen, defibrillation, synchronized cardioversion, transcutaneous pacing, and advanced airway techniques. The techniques for immobilization of the victim include but are not limited to use of specific immobilization devices, peripheral intraosseous and central intravenous techniques, and preparation and care during transportation.

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

Admission Criteria: Prior to being considered for and accepted into the program, students must complete specified exams and an oral interview with the EMT/FSC department. Additionally, students must have a recommendation from a referring agency. Finally, students should seek department advisement on completing program prerequisites prior to acceptance into the program.

Program Prerequisites: 25-42 Credits

Basic Emergency Medical Technology Certificate + (8) OR Intermediate Emergency Medical Technology Certificate (25)	8-25
BIO201 Human Anatomy and Physiology I +	4
BIO202 Human Anatomy and Physiology II +	4
CRE101 Critical and Evaluative Reading I + (3) OR CRE111 Critical Reading for Business and Industry + (3) OR	3
Note: Equivalent as indicated by assessment	3
MAT102 Mathematical Concepts/Applications + (3) OR	3
Note: Equivalent OR Satisfactory score on District placement exam	3
PSY101 Introduction to Psychology	3

Required Courses: 42.5 Credits

EMT235 Emergency Cardiac Care +	3
EMT236 Pharmacology in an Emergency Setting +	3
EMT/FSC238 Vehicular Extrication and Patient Stabilization +	2
EMT245 Trauma Management I +	2
EMT272 Advanced Emergency Medical Technology +	25
EMT272AA Advanced Emergency Medical Technology Practicum +	7.50

For additional information on PC program competencies, visit:
<http://www.dist.maricopa.edu/academic/curric/progpc.php>

For additional information on MCCCDC course competencies, visit:
<http://www.dist.maricopa.edu/academic/curric/cs.php>

Restricted Electives: 9 Credits**Note:** SPA101, Elementary Spanish I, recommended.

EMT116	Emergency Medical Communications (EMD) +	1.5
EMT120	Spanish for Emergency-Care Providers	1
EMT130	Advanced Life Support (ALS) Assist for Basic EMTs +	1
EMT215	Stress and Emergency Services Professionals +	3
EMT240	Advanced Cardiac Life Support +	2
EMT242	Pediatric Advanced Life Support +	1
EMT246	Trauma Management II +	4
PSY266	Abnormal Psychology +	3
SPA101	Elementary Spanish I +	4

Free Electives: None.**General Education:** 12 Credits**CORE:** 9 Credits**First-Year Composition:**

Any approved General Education courses in the First-Year Composition area. 6

Oral Communication:

COM100 Introduction to Human Communication 3

Critical Reading

Met by CRE101 or CRE111, in Program Prerequisite area. 0

Mathematics

Met by MAT102, in Program Prerequisite area. 0

DISTRIBUTION: 3 Credits**Humanities and Fine Arts**

Any approved General Education course in the Humanities and Fine Arts area. 3

Social and Behavioral Sciences

Met by PSY101, in Program Prerequisite area. 0

Natural Sciences

Met by BIO201, in Program Prerequisite area. 0

Please Note: The Advanced Emergency Medical Technology (Paramedic) degree requires a G.P.A. of 2.5.**Department Chairperson:** Dr. K. Lewis**Advanced Emergency Medical Technology (Paramedic)****Certificate of Completion – CCL 5284****51.5 Credits**

The Certificate of Completion in Advanced Emergency Medical Technology (Paramedic) is designed to provide advanced techniques of emergency care, stabilization, and immobilization of victims of illness and injury. The techniques of emergency care include but are not limited to assessment, detailed physical examination, recognition and documentation of signs and symptoms of illness and injury, critical thinking and diagnosis intervention, and the evaluation of the interventions. The techniques of assessment include but are not limited to electrocardiographic rhythm identification, administration of oxygen, defibrillation, synchronized cardioversion, transcutaneous pacing, and advanced airway techniques. The techniques for immobilization of the victim include but are not

limited to use of specific immobilization devices, peripheral intraosseous and central intravenous techniques, and preparation and care during transportation.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program.**Admission Criteria:** Prior to being considered for and accepted into the program, students must complete specified exams and an oral interview with the EMT/FSC department. Additionally, students must have a recommendation from a referring agency. Finally, students should seek department advisement on completing program prerequisites prior to acceptance into the program.**Program Prerequisites:** 28-45 Credits

Basic Emergency Medical Technology Certificate + (8) OR		
Intermediate Emergency Medical Technology Certificate + (25)		8-25
BIO201	Human Anatomy and Physiology I +	4
BIO202	Human Anatomy and Physiology II +	4
CRE101	Critical and Evaluative Reading I + (3) OR	
CRE111	Critical Reading for Business and Industry + (3) OR	
Note: Equivalent as indicated by assessment		3
ENG101	First-Year Composition + (3) OR	
ENG107	First Year Composition for ESL + (3)	3
MAT102	Mathematical Concepts / Applications + (3) OR	
Note: Equivalent OR Satisfactory on District placement exam		3
PSY101	Introduction to Psychology	3

Required Courses: 42.5 Credits

EMT235	Emergency Cardiac Care +	3
EMT236	Pharmacology in an Emergency Setting +	3
EMT/FSC238	Vehicular Extrication and Patient Stabilization +	2
EMT245	Trauma Management I +	2
EMT272	Advanced Emergency Medical Technology +	25
EMT272AA	Advanced Emergency Medical Technology Practicum +	7.5

Restricted Electives: 9 Credits**Note:** SPA101, Elementary Spanish I, recommended.

EMT116	Emergency Medical Communications (EMD) +	1.5
EMT120	Spanish for Emergency-Care Providers	1
EMT130	Advanced Life Support (ALS) Assist for Basic EMTs	1
EMT215	Stress and Emergency Services Professionals +	3
EMT240	Advanced Cardiac Life Support +	2
EMT242	Pediatric Advanced Life Support +	1
EMT246	Trauma Management II +	4
PSY266	Abnormal Psychology +	3
SPA101	Elementary Spanish I +	4

Please Note: The Advanced Emergency Medical Technology (Paramedic) certificate requires a G.P.A. of 2.5.

Department Chairperson: Dr. K. Lewis

Basic Emergency Medical Technology

Certificate of Completion – CCL 5268

8 Credits

This program includes techniques of emergency care, stabilization, and immobilization of victims of illness and injury. Recognition and documentation of signs and symptoms of illness and injury, intervention, and evaluation of the intervention, techniques for assessment, administration of oxygen, use of specific immobilization devices, and preparation for transportation are other areas of the program.

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

Program Prerequisites: 0.5-3 Credits

CRE101	Critical and Evaluative Reading I+ (3) OR	
CRE111	Critical Reading for Business & Industry+ (3) OR Equivalent by assessment	3
EMT/HLR101	Cardiopulmonary Resuscitation/Basic Cardiac Life Support (0.5) OR Current American Red Cross or American Heart Association Basic Life Support Health Care Provider validation	0.5

Required Courses: 8 Credits

EMT/FSC104	Basic Emergency Medical Technology +	8
------------	--------------------------------------	---

Please Note: The Basic Emergency Medical Technology certificate requires a G.P.A. of 2.5.

Department Chairperson: Dr. K. Lewis

Emergency Communications & Deployment

Certificate of Completion – CCL 5775

2 Credits

Tactical methods of communication, interview, interrogation, assessment, and deployment. Communication devices include radio, telephone, computer-aided dispatch; mobile digital transmitter. Highlights of human anatomy, physiology disease profiles, and approach to interventions in life-threatening situations. Persuasive delivery of pre-arrival instructions, most dispatch communications, basic life support techniques for all age groups. Communication with law enforcement on all levels within the community and the state. Contribution to research, quality assurance, and prevention. Education and training to help student function as an emergency dispatch professional.

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

Program Prerequisites: None.

Required Courses: 2 Credits

EMT/HLR101	CPR: Basic Cardiac Life Support	0.5
EMT/FSC116	Emergency Medical Communications (EMD)+	1.5

Department Chairperson: Dr. K. Lewis

Intermediate Emergency Medical Technology

Certificate of Completion – CCL 5271

25 Credits

The Certificate of Completion in Intermediate Emergency Medical Technology is designed to provide advanced techniques of emergency care, stabilization, and immobilization of victims of illness and injury. The techniques of emergency care include but are not limited to assessment, detailed physical examination, recognition and documentation of signs and symptoms of illness and injury, critical thinking and diagnosis intervention, and the evaluation of the interventions. The techniques of assessment include but are not limited to electrocardiographic rhythm identification, administration of oxygen, defibrillation, synchronized cardioversion, transcutaneous pacing, and advanced airway techniques. The techniques for immobilization of the victim include but are not limited to use of specific immobilization devices, peripheral intraosseous and central intravenous techniques, and preparation and care during transportation.

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

Admission Criteria: Prior to being considered for and accepted into the program, students must complete specified exams and an oral interview with the EMT/FSC department. Additionally, students must have a recommendation from a referring agency. Finally, students should seek department advisement on completing program prerequisites prior to acceptance into the program.

Program Prerequisites: 21 Credits

BIO160	Introduction to Human Anatomy & Physiology +	4
EMT/FSC104	Basic Emergency Medical Technology +	8
EMT235	Emergency Cardiac Care +	3
ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	3
MAT102	Mathematical Concepts/Applications + (3) OR Note: Equivalent OR Satisfactory score on District placement exam.	3

Required Courses: 25 Credits

EMT208	Intermediate Emergency Medical Technology +	16
EMT208AA	Intermediate Emergency Medical Technology Practicum +	2
EMT236	Pharmacology in an Emergency Setting +	3
EMT/FSC238	Vehicular Extrication and Patient Stabilization +	2
EMT245	Trauma Management I +	2

Please Note: The Intermediate Emergency Medical Technology certificate requires a G.P.A. of 2.5.

For additional information on PC program competencies, visit:
<http://www.dist.maricopa.edu/academic/curric/progpc.php>

For additional information on MCCCDC course competencies, visit:
<http://www.dist.maricopa.edu/academic/curric/cs.php>

Department Chairperson: Dr. K. Lewis

Secondary Basic Emergency Medical Technology Certificate of Completion – CCL 5341 9.25 Credits

This Certificate of Completion in Secondary Basic Emergency Medical Technology program is designed for students attending one of the Phoenix Union High Schools who are interested in Basic Emergency Medical Technology and meets the training requirements of the Arizona Department of Health Services. Students develop the techniques of emergency care, stabilization, and immobilization of victims of illness and injury, recognition and documentation of the signs and symptoms of illness and injury, intervention, and the evaluation of interventions. Additionally, techniques for assessment, administration of oxygen, use of specific immobilization devices, and preparation of the victim/patient for transportation are included.

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

Admission Criteria: Currently enrolled in the Phoenix Union High School District.

Program Prerequisites: None.

Required Courses: 9.25 Credits

EMT/HLR101 Cardiopulmonary Resuscitation/Basic Cardiac Life Support	0.50
SEM104AA Secondary Basic Emergency Medical Technology: Patient Assessment	0.50
SEM104AB Secondary Basic Emergency Medical Technology: Basic Life Support and Airway Management +	0.50
SEM104AC Secondary Basic Emergency Medical Technology: Soft Tissue and Environmental Emergencies +	0.50
SEM104AD Secondary Basic Emergency Medical Technology: Head, Brain, Neck, and Spine +	0.50
SEM104AE Secondary Basic Emergency Medical Technology: Shock +	0.50
SEM104AF Secondary Basic Emergency Medical Technology: Head, Chest, and Abdomen +	0.50
SEM104AG Secondary Basic Emergency Medical Technology: Medical-Legal +0.50	
SEM104AH Secondary Basic Emergency Medical Technology: Pediatrics +	0.50
SEM104AI Secondary Basic Emergency Medical Technology: Respiratory, Behavioral, Environmental, and Diabetic +	0.50
SEM104AJ Secondary Basic Emergency Medical Technology: Gynecologic or Obstetrical Emergencies +	0.50
SEM104AK Secondary Basic Emergency Medical Technology: Musculoskeletal Extremity Injuries +	0.50
SEM104AL Secondary Basic Emergency Medical Technology: Patient Movement and Ambulance Equipment +	0.50
SEM104AM Secondary Basic Emergency Medical Technology: Triage Management +	0.50

SEM104AN Secondary Basic Emergency Medical Technology: Intravenous Fluids +	0.25
SEM104AO Secondary Basic Emergency Medical Technology: Evaluations +	0.50
SEM106 Secondary Vehicular Extrication and Patient Stabilization +	1
SEM108 Secondary Trauma Patient Management +	0.50

For information on the preceding Certificate of Completion in Secondary Basic Emergency Medical Technology and SEM courses, contact the Phoenix College Emergency Medical Technology/Fire Science Department, at 602.285.7207.

HEALTH CARE – NURSING

Department Chairperson: Ms. M. Souders

Nursing

MARICOPA COMMUNITY COLLEGE DISTRICT NURSING PROGRAM (MCCDNP)

Degree/Certificate:

Certificate of Completion in Nurse Assisting
Certificate of Completion in Practical Nursing
Associate in Applied Science Degree in Nursing

Program Description:

The Maricopa Community College District Nursing Program (MCCDNP) is available at seven Maricopa Colleges. The nursing pathway provides multiple exit points for employment that begins with the Nurse-Assisting course and continues to the Practical Nurse Certificate and Registered Nurse Degree program. The nursing program provides eligibility for the students to seek certification and licensure through the Arizona State Board of Nursing. Licensure requirements are the exclusive responsibility of the Arizona State Board of Nursing.

The MCCD Nursing Program is approved by the Arizona State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway 33rd Floor, New York, New York 10006, 212.363.5555, ext. 153.

Program Offerings:

This program is offered at the following sites:

Gateway Community College	Phone# -602-392-5096
Glendale Community College	Phone# - 623-845-3210
Mesa Community College	Phone# - 480-461-7106
Mesa Community College/Boswell	Phone#-623-974-7835
Paradise Valley Community College	Phone #-602-787-7060
Phoenix College	Phone#-602-285-7427
Rio Salado College	Phone#-480-517-8569
Scottsdale Community College	Phone#-480-423-6225

Waiver of Licensure/Certification Guarantee:

Admission or graduation from the MCCD Nursing Program does not guarantee obtaining a license or certificate to practice nursing. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

All nurse and nursing assistant applicants for certification and licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-331-8111). All students must submit a copy of a fingerprint clearance card with their application for the Maricopa Community College District Nursing Program.

Health Declaration:

It is essential that Nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

Health & Safety Requirements for MCCD Nursing Program:

1. Students must submit a completed Health and Safety Documentation Checklist and maintain current status throughout the program.
2. Students must submit CPR card for Health Care Provider and maintain current status throughout the program.
3. Health Declaration Form signed by a licensed health care provider.
4. Negative urine drug screen.

Grade Requirements:

Student must obtain a C grade or better or pass in P/Z graded courses in all courses in program.

Course Fee Information:

Please see class schedule for course fees information.

University Transfer Students

For students planning a University Program
Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

NURSING PROGRAM REQUIREMENTS

THE NURSE ASSISTING PATHWAY

The nurse assisting pathway is designed to prepare students to complete the Nurse Assistant Certification through the Arizona State Board of Nursing to practice in a health care agency as a certified nurse assistant. Completion of the nurse assistant

program of study provides job ready skills as a nursing assistant. Students may apply to the Nursing Program after completing the prerequisite courses and admission requirements.

Certificate of Completion in Nurse Assisting: 8 Credits Major Code: 5963

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

Admission Criteria:

Application and acceptance into the program, High School graduate or GED, current Health Care Provider CPR card required before beginning courses. All students must submit a copy of a fingerprint clearance card with their application for the Maricopa Community College District Nursing Program.

Program Prerequisites: None.

Required Courses: 8 Credits

HCC130	Fundamentals of Health Care Delivery (3)	OR	
HCC130AA	Health Care Today (.5)	AND	
HCC130AB	Workplace Behavior in Health Care (.5)	AND	
HCC130AC	Personal Wellness and Safety (.5)	AND	
HCC130AD	Communication and Team Work in the Health Care Organizations (.5)	AND	
HCC130AE	Legal Issues in Health Care (.5)	AND	
HCC130AF	Decision Making in Health Care Setting (.5)		3
HCC145AA	Medical Terminology for Health Care Workers I		1
NUR156	Nurse Assisting +		2
NUR157	Nurse Assisting Lab +		2

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

PRACTICAL NURSE PATHWAY

Following completion of the practical nurse level program of study, the student is eligible to apply for licensure as a practical nurse. Licensed Practical Nurses (L.P.N.) are employed in acute, long-term, and community-based health care agencies under the direction of a registered nurse. Practical Nurses function within their legal scope of practice and use professional standards of care in illness care and health promotion activities for clients and families across the life span.

Certificate of Completion in Practical Nursing: 49.5-62.5 Credits Major Code: 5957

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

Admission Criteria: Application and acceptance into Nursing program, High school diploma or GED. A reading score of 50% or higher and a math score of 50% or higher on the Nursing Entrance Exam (NET) must be achieved for admission. Retests can be taken only once in a 60 day period. The entire Nursing Entrance Exam (NET) must be taken on each retest. The test can be taken no more than 3 times in a 12 month period.

All students must submit a copy of a fingerprint clearance card with their application for the Maricopa Community College District Nursing Program.

Program Prerequisites: 25-38 Credits

Note: The credit hour range is subject to change depending on the student's educational experience.

BIO201	Human Anatomy and Physiology I +	4
BIO202	Human Anatomy and Physiology II +	4
BIO205	Microbiology +	4
HCC130	Fundamentals of Health Care Delivery (3) OR	
CHM130	Fundamental Chemistry + (3) AND	4
CHM130LL	Fundamental Chemistry Lab (1) OR	
	Note: One year of high school chemistry	
CRE101	Critical/Evaluative Reading +	3
	Note: Equivalent by Assessment	
ENG101/107	First Year Composition +	3
HCC130	Fundamentals of Health Care Delivery (3) OR	
HCC130AA	Health Care Today (.5) AND	
HCC130AB	Workplace Behavior in Health Care (.5) AND	
HCC130AC	Personal Wellness and Safety (.5) AND	
HCC130AD	Communication and Team Work in the Health Care Organizations (.5) AND	
HCC130AE	Legal Issues in Health Care (.5) AND	
HCC130AF	Decision Making in Health Care Setting (.5)	3
HCC145AA	Medical Terminology for Health Care Workers I	1
MAT120	Intermediate Algebra + (5) OR	
MAT121	Intermediate Algebra + (4) OR	
MAT122	Intermediate Algebra + (3) OR	3-5
	Note: Higher Level Math Class	
NUR156	Nurse Assisting (2) AND	
NUR157	Nurse Assisting (2) Lab OR	
	Current CNA	4
PSY101	Psychology	3

REQUIRED COURSES: 24.5 Credits

FON241	Principles of Human Nutrition +	3
HCR240	Human Pathophysiology + (4) OR	
HCR240AA	Human Pathophysiology I + (2) AND	
HCR240AB	Human Pathophysiology II + (2)	4
NUR161	Nursing Process and Critical Thinking I +	3
NUR163	Health Assessment and Health Promotion I +	1
NUR167	Pharmacology and Medication Admin I +	1
NUR169	Nursing Science I +	3
NUR181	Nursing Process and Critical Thinking II	3
NUR185	Developing the Nurse's Role I +	1
NUR187	Pharmacology and Medication Admin II +	1.5
NUR189	Nursing Science II +	4

REGISTERED NURSE PATHWAY

The Associate in Applied Science (AAS) degree in Nursing Program graduate is eligible to apply for licensure as a Registered Nurse (RN). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, chronic and community based health care settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

Associate in Applied Science in Nursing
74.5-87.5 Credits Major code: 3812

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

Admission Criteria:

High School diploma or GED, application and acceptance in the Nursing program. A reading score of 50% or higher and a math score of 50% or higher on the Nursing Entrance Exam (NET) must be achieved for admission. Retests can be taken only once in a 60 day period. The entire Nursing Entrance Exam (NET) must be taken on each retest. The test can be taken no more than 3 times in a 12 month period.

The Health Education Systems, Inc. (HESI) test will be administered to all prospective advanced placement students seeking admission into Blocks 3 or 4. A score of 800 or higher is required in order to be granted advanced placement into either of these blocks. A score of less than 800 will result in placement into either Block 1 or 2. The final decision rests with the Nursing Program Chair at the college to which the student is accepted.

All students must submit a copy of a fingerprint clearance card with their application for the Maricopa Community College District Nursing Program.

Program Prerequisites: 25-38 Credits

Note: The credit hour range is subject to change depending on student's educational experience.

BIO201	Human Anatomy and Physiology I +	4
BIO202	Human Anatomy and Physiology II +	4
BIO205	Microbiology +	4
CHM130	Fundamental Chemistry + (3) AND	
CHM130LL	Fundamental Chemistry Lab (1) OR	
	Note: One year of high school chemistry.	4
CRE101	Critical/Evaluative Reading I + OR	
	Note: Equivalent by Assessment.	3
ENG101/107	First Year Composition +	3
HCC130	Fundamentals of Health Care Delivery (3) OR	
HCC130AA	Health Care Today (.5) AND	
HCC130AB	Workplace Behavior in Health Care (.5) AND	
HCC130AC	Personal Wellness and Safety (.5) AND	
HCC130AD	Communication and Team Work in the Health Care Organizations (.5) AND	
HCC130AE	Legal Issues in Health Care (.5) AND	
HCC130AF	Decision Making in Health Care Setting (.5)	3
HCC145AA	Medical Terminology for Health Care Workers I	1
MAT120	Intermediate Algebra + (5) OR	
MAT121	Intermediate Algebra + (4) OR	
MAT122	Intermediate Algebra + (3) OR	3-5
	Note: Higher Level Math Course	
NUR156	Nurse Assisting (2) AND	
NUR157	Nurse Assisting Lab (2) OR	
	Current CNA	4
PSY101	Psychology	3

REQUIRED COURSES: 44.5 Credits

FON241	Principles of Human Nutrition +	3
HCR240	Human Pathophysiology (4) + OR	
HCR240AA	Human Pathophysiology I (2) + AND	
HCR240AB	Human Pathophysiology II (2) +	4
NUR161	Nursing Process and Critical Thinking I +	3
NUR163	Health Assessment and Health Promotion I +	1
NUR167	Pharmacology and Medication Admin I +	1
NUR169	Nursing Science I +	3
NUR181	Nursing Process and Critical Thinking II +	3

NUR185	Developing the Nurse's Role I +	1
NUR187	Pharmacology and Medication Admin II +	1.5
NUR189	Nursing Science II +	4
NUR261	Nursing Process and Critical Thinking III +	3
NUR263	Health Assessment and Health Promotion II +	1
NUR267	Pharmacology & Medication Admin III +	1
NUR269	Nursing Science III +	5
NUR281	Nursing Process and Critical Thinking IV +	3
NUR285	Developing the Nurse's Role II +	1
NUR289	Nursing Science IV +	6

General Education Requirements: 5 Credits

CORE:

First-Year Composition

Note: Met by ENG101 in Program Prerequisites area.

ENG102 First-Year Composition + 3

Oral Communication

Note: Waived 0

Critical Reading

Note: Met by CRE101 + in Program Prerequisites area. 0

Mathematics

Note: Met by MAT120 OR MAT121 OR MAT122 OR higher Level Math Course in Program Prerequisites area. 0

DISTRIBUTION: 2 Credits

Humanities and Fine Arts

Any approved general studies course in the Humanities and Fine Arts area. 2

Social and Behavioral Sciences

Note: Met by PSY101 in the Program Prerequisites area. 0

Natural Sciences

Note: Met by BIO201 + AND BIO202 + in the Program Prerequisites areas. 0

HEALTH CARE – THERAPEUTIC MASSAGE

Department Chairperson: Ms. L. Ligon

Program Director: Ms. D. Geddis

Therapeutic Massage

Associate in Applied Science – AAS 3144

66-70 Credits

Program changes not available at time of printing. Consult with Academic Advisement.

This degree program is designed to provide students with the philosophical foundation and technical skills required to perform therapeutic massage. Students are prepared to manage a private massage practice and/or work in collaboration with other health field professionals. Completers of this degree program will be qualified to apply for licensure as massage therapists in the Phoenix metropolitan area.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Students must attend an orientation prior to making an application to the program and receive advisement from the Program Director. A special application must be completed to be officially accepted in the program. Contact the Program Director or Advisement to obtain the Therapeutic Massage Program packet.

Admission Criteria: High school diploma or GED. Completion of Program Prerequisites. Proof of current immunization: MMR (Measles, Mumps, and Rubella), TB (tuberculosis skin test), varicella, and HEB (Hepatitis vaccine). CPR Certification at the Health Care Provider level. Completion of the Fitness Declaration Form. Pass a drug screening. Successfully complete an interview process. Acceptance into Therapeutic Massage Program.

Program Prerequisites: 11-15 Credits

Note: The credit range is subject to change depending on the student's educational experiences.

Option 1: 11 Credits

Note: HCC courses are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

BIO160	Introduction to Human Anatomy and Physiology	4
WED151	Introduction to Alternative Medicine	3
WED165	Overview of Massage Therapy	2
WED215	Self-Care for Health Care Professionals	2

Option 2: 15 Credits

BIO160	Introduction to Human Anatomy and Physiology	4
HCC130	Fundamentals in Health Care Delivery	3
HCC145AA	Medical Terminology for Health Care Workers I	1
WED151	Introduction to Alternative Medicine	3
WED165	Overview of Massage Therapy	2
WED215	Self-Care for Health Care Professionals	2

Required Courses: 24 Credits

MGT253	Owning and Operating a Small Business	3
WED230	Therapeutic Massage Practices I +	6
WED231	Therapeutic Massage Practices II +	6
WED232	Therapeutic Massage Practices III +	6
WED250	Clinical Practicum +	3

Restricted Electives: 10 Credits

Note: Students must select a minimum of one (1) course from each category.

Category I:

Note: Select a minimum of one (1) course from Category I.

HES100	Healthful Living	3
HES271	Prevention and Treatment of Athletic Injuries	3
WED297AC	Special Topics: Therapeutic Massage	3

Category II:

Note: Select a minimum of one (1) course from Category II. Permission of Program Director is required.

WED210	Sports Massage +	2
WED262	Acupressure/Shiatsu I +	2
WED264	Acupressure/Shiatsu II +	2
WED297AB	Special Topics: Therapeutic Massage	2

Category III:**Note:** Select a minimum of one (1) course from Category III.

WED156	Humor and Play	1
WED162	Meditation and Wellness	1
WED170	Principles of Homeopathy	1
WED172	Herbal Remedies	1
WED176	Flower Essences	1
WED218	Aromatherapy	1
WED297AA	Special Topics: Therapeutic Massage	1

Category IV:**Note:** Select a minimum of one (1) course from Category IV.

PED101AO	Aikido (1) OR	
PED102AO	Aikido (1) OR	
PED201AO	Aikido (1) OR	
PED202AO	Aikido (1)	1
PED101VR	Tai Chi (1) OR	
PED102VR	Tai Chi (1) OR	
PED201VR	Tai Chi (1) OR	
PED202VR	Tai Chi (1)	1
PED101YJ	Physical Activities: Yoga (1) OR	
PED102YJ	Physical Activities: Yoga (1) OR	
PED201YJ	Physical Activities: Yoga (1) OR	
PED202YJ	Physical Activities: Yoga (1)	1
PED/WED121	Physical Conditioning for Massage Therapists	1

General Education Requirements: 21 Credits**Core:** 15 Credits**First-Year Composition:**

Any approved General Education courses in the First-Year Composition area. + 6

Oral Communication:

COM110	Interpersonal Communication (3) OR	
COM230	Small Group Communication + (3)	3

Critical Reading:

Any approved General Education course in the Critical Reading area. + 3

Mathematics:

Any approved General Education course in the Mathematics area. + 3

Distribution: 6 Credits**Humanities & Fine Arts:**

Any approved General Education course in the Humanities and Fine Arts Area. 3

Social and Behavioral Sciences:

REC120	Leisure and the Quality of Life	3
--------	---------------------------------	---

Natural Sciences:**Note:** Met by BIO160, in Program Prerequisites area. 0**Department Chairperson:** Ms. L. Ligon**Program Director:** Ms. D. Geddis**Therapeutic Massage****Certificate of Completion – CCL 5144****41-45 Credits***Program changes not available at time of printing. Consult with Academic Advisement.*

This certificate program is designed to provide students with the philosophical foundation and technical skills required to perform therapeutic massage. Students are prepared to manage a private massage practice and/or work in collaboration with

other health field professionals. Completers of this certificate program will be qualified to apply for licensure as massage therapists in the Phoenix metropolitan area.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Students must attend an orientation prior to making an application to the program and receive advisement from the Program Director. A special application must be completed to be officially accepted in the program. Contact the Program Director or Advisement to obtain the Therapeutic Massage Program packet.**Admission Criteria:** High school diploma or GED. Completion of Program Prerequisites. Proof of current immunization: MMR (Measles, Mumps, and Rubella), TB (tuberculosis skin test), varicella, and HEB (Hepatitis vaccine). CPR Certification at the Health Care Provider level. Completion of the Fitness Declaration Form. Pass a drug screening. Successfully complete an interview process. Acceptance into Therapeutic Massage Program.**Program Prerequisites:** 11-15 Credits**Note:** The credit hour range is subject to change depending on the student's educational experiences.**Option 1:** 11 Credits**Note:** HCC courses are waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

BIO160	Introduction to Human Anatomy and Physiology	4
WED151	Introduction to Alternative Medicine	3
WED165	Overview of Massage Therapy	2
WED215	Self-Care for Health Care Professionals	2

Option 2: 15 Credits

BIO160	Introduction to Human Anatomy and Physiology	4
HCC130	Fundamentals in Health Care Delivery	3
HCC145AA	Medical Terminology for Health Care Workers I	1
WED151	Introduction to Alternative Medicine	3
WED165	Overview of Massage Therapy	2
WED215	Self-Care for Health Care Professionals	2

Required Courses: 24 Credits

MGT253	Owning and Operating a Small Business	3
WED230	Therapeutic Massage Practices I +	6
WED231	Therapeutic Massage Practices II +	6
WED232	Therapeutic Massage Practices III +	6
WED250	Clinical Practicum +	3

Restricted Electives: 6 Credits**Note:** Students must select a minimum of one (1) course from each category.**Category I:****Note:** Select a minimum of one (1) course from Category I.

HES100	Healthful Living	3
HES271	Prevention and Treatment of Athletic Injuries	3
WED297AC	Special Topics: Therapeutic Massage	3

Category II:

Note: Select a minimum of one (1) course from Category II. Permission of Program Director required.

WED210	Sports Massage +	2
WED262	Acupressure/Shiatsu I +	2
WED264	Acupressure/Shiatsu II +	2
WED297AB	Special Topics: Therapeutic Massage +	2

Category III:

Note: Select a minimum of one (1) course from Category III.

PED101AO	Aikido (1) OR	
PED102AO	Aikido (1) OR	
PED201AO	Aikido (1) OR	
PED202AO	Aikido (1)	1
PED101VR	Tai Chi (1) OR	
PED102VR	Tai Chi (1) OR	
PED201VR	Tai Chi (1) OR	
PED202VR	Tai Chi (1)	1
PED101YJ	Physical Activities: Yoga (1) OR	
PED102YJ	Physical Activities: Yoga (1) OR	
PED201YJ	Physical Activities: Yoga (1) OR	
PED202YJ	Physical Activities: Yoga (1)	1
PED/WED121	Physical Conditioning for Massage Therapists	1
WED156	Humor and Play	1
WED162	Meditation and Wellness	1
WED170	Principles of Homeopathy	1
WED172	Herbal Remedies	1
WED176	Flower Essences	1
WED218	Aromatherapy	1
WED297AA	Special Topics: Therapeutic Massage	1

Required Courses: 33 Credits

Note: Students must earn a grade of "C" or better in each course in the Required Courses area.

AJS101	Introduction to Criminal Justice	3
AJS109	Substantive Criminal Law	3
AJS201	Rules of Evidence	3
AJS210	Constitutional Law	3
AJS212	Juvenile Justice Procedures	3
AJS225	Criminology	3
AJS230	The Police Function	3
AJS240	The Correction Function	3
AJS260	Procedural Criminal Law	3
AJS270	Community Relations	3
AJS275	Criminal Investigation I	3

Restricted Electives: 6 - 9 Credits

Notes: Students must earn a grade of "C" or better in each course in the Restricted Electives area. Any AJS courses other than the AJS courses listed in the program's Required Courses area. SOC245 recommended.

AJS++	Any AJS course(s)	3-9
SOC++	Any SOC course(s), except SOC101	3-9
JAS++	Any JAS course(s)	3-9

General Education: 25 Credits**Core: 15 Credits**

First Year Composition: Any approved General Education course in the First-Year Composition area. 6

Oral Communication: Any approved General Education course in the Oral Communication area. 3

Critical Reading: CRE101 Critical and Evaluative Reading I + OR Equivalent by assessment 3

Mathematics: Any approved General Education course in the Mathematics area. 3

Distribution: 10 Credits

Humanities Fine Arts: Any approved General Education course in the Humanities and Fine Arts area.

Note: Recommend AJS123. 3

Social & Behavioral Sciences:

SOC101 Introduction to Sociology 3

Natural Sciences: Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Dr. C. Viera

Program Director: Mr. R. Wilson

Administration of Justice – Comprehensive**Certificate of Completion – CCL 5008****18 Credits**

The Certificate of Completion (CCL) in Administration of Justice - Comprehensive program is designed to provide students with a supplemental body of courses to broaden the preparation for a variety of positions in the justice fields. Students who have previously received a degree in different fields of study will be assisted in entering careers in the justice fields beyond the entry levels.

Program Notes: Additional programs are available in the Administration of Justice field. Contact the Advisement Center for details. Students must earn a grade of "C" or better in all courses required within the program.

HUMAN SERVICES

HUMAN SERVICES – ADMINISTRATION OF JUSTICE

Department Chairperson: Dr. C. Viera

Program Director: Mr. R. Wilson

Administration of Justice**Associate in Applied Science – AAS 3400****64-67 Credits**

The Administration of Justice curriculum is designed to prepare students for careers in the fields of law enforcement, probation, parole, security, and related criminal justice fields along with related technical occupations. It provides practitioners in the Administration of Justice field with the opportunity for academic growth and development in their specialized fields and prepares them to continue their education at a four-year institution.

Program Notes: Students planning to transfer should contact the Transfer and/or Advisement Centers to obtain the requirements for the university for which you plan to attend.

Program Prerequisites: None.

Program Prerequisites: None.

Required Courses: 18 Credits

AJS201	Rules of Evidence	3
AJS212	Juvenile Justice Procedures	3
AJS225	Criminology	3
AJS260	Procedural Criminal Law	3
AJS270	Community Relations	3
AJS275	Criminal Investigation I	3

Department Chairperson: Dr. C. Viera
Program Director: Mr. R. Wilson

Administration of Justice – Fundamentals

Certificate of Completion – CCL 5007

16 Credits

The Certificate of Completion (CCL) in Administration of Justice - Fundamentals program is designed to provide students with a basic core of courses in the essential areas of the justice disciplines. Students who have previously received a degree in different fields of study will be assisted in entering careers in the justice fields.

Program Notes: Additional programs are available in the Administration of Justice field. Contact the Advisement Center for details. Students must earn a grade of "C" or better in all courses required within the program.

Program Prerequisites: None.

Required Courses: 16 Credits

AJS101	Introduction to Criminal Justice	3
AJS109	Substantive Criminal Law	3
AJS210	Constitutional Law	3
AJS230	The Police Function	3
AJS240	The Corrections Function	3
AJS271	Special Populations + (1) OR	
AJS289++	Any module (1) OR	
AJS290++	Any module + (1)	1

Department Chairperson: Dr. C. Viera
Program Director: Mr. R. Wilson

Crime and Accident Scene Photography

Certificate of Completion – CCL 5012

10 Credits

This program is designed to prepare students for entry level positions in the field of crime and accident scene photography. Additional courses in the field of evidence technology can be taken to complete other programs.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program. Additional options are available in the field of evidence technology. Consult catalog, Department Chair and/or the Advisement Center for details.

Program Prerequisites: None.

Required Courses: 10 Credits

AJS101	Introduction to Criminal Justice	3
AJS241	Police Photography	3
AJS275	Criminal Investigation I	3
AJS290BN	Courtroom Testimony Seminar	1

Department Chairperson: Dr. C. Viera
Program Director: Mr. R. Wilson

Evidence Technology

Associate in Applied Science – AAS 3404

64-67 Credits

The Evidence Technology program is designed to prepare students for entry level positions in the fields of forensics technology. It provides practitioners in the field of evidence technology with the opportunity for academic growth and development in their specialized fields.

Program Notes: Students planning to transfer to a four-year college or university should contact the Advisement Center for specific information about the general education requirements.

Program Prerequisites: None.

Required Courses: 31 Credits

Note: Students must earn a grade of "C" or better in each course in the Required Course area.

AJS101	Introduction to Criminal Justice	3
AJS109	Substantive Criminal Law	3
AJS201	Rules of Evidence	3
AJS210	Constitutional Law	3
AJS213	Evidence Technology /Fingerprints (3) OR	
AJS213AB	Fingerprint Classification I (1) AND	
AJS213AC	Fingerprint Classification II + (1) AND	
AJS213AD	Latent Development and Identification (1)	3
AJS215	Criminalistics: Physical Evidence	3
AJS216	Criminalistics: Biological Evidence	3
AJS241	Police Photography +	3
AJS260	Procedural Criminal Law	3
AJS275	Criminal Investigation I	3
AJS290BN	Courtroom Testimony Seminar	1

Restricted Electives: 8-11 Credits

Note: Students must earn a grade of "C" or better in each course in the Restricted Elective Course area.

AJS++	Any AJS course(s) not listed in the Required Courses area	3-11
JAS++	Any JAS course(s)	3-11
SOC++	Any SOC course(s)	3-11

General Education: 25 Credits

Note: Students planning to transfer to a four-year college or university should contact the Advisement Center for specific information about the general education requirements.

CORE: 15 Credits

First-Year Composition:	Any approved General Education course in the First-Year Composition area.	6
Oral Communication:	Any approved General Education course in the Oral Communication area.	3
Critical Reading:	CRE101 Critical and Evaluative Reading I + (3) OR equivalent by assessment	3
Mathematics:	Any approved General Education course in the Mathematics area.	3

DISTRIBUTION: 10 Credits**Humanities & Fine Arts:**

Any approved General Education course in the Humanities & Fine Arts area.

AJS123 recommended. 3

Social & Behavioral Sciences:

SOC101 Introduction to Sociology 3

Natural Sciences:

CHM130 Fundamental Chemistry + 3

CHM130LL Fundamental Chemistry Lab + 1

Department Chairperson: Dr. C. Viera**Program Director: Mr. R. Wilson****Evidence Technology****Certificate of Completion – CCL 5877****19 Credits**

The Evidence Technology curriculum is designed to prepare students for careers in the fields of forensics technology. It provides practitioners in the Evidence Technology field with the opportunity for academic growth and development in their specialized fields.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program. Additional options are available in the field of evidence technology. Consult catalog, Department Chair and/or the Advisement Center for details. Students planning to transfer to a four-year college or university should contact the Advisement Center for specific information about the general education requirements.

Program Prerequisites: None.**Required Courses:** 19 Credits

AJS101 Introduction to Criminal Justice 3

AJS213 Evidence Technology/Fingerprints (3) OR

AJS213AB Fingerprint Classification I (1) AND

AJS213AC Fingerprint Classification II + (1) AND

AJS213AD Latent Development and Identification (1) 3

AJS215 Criminalistics: Physical Evidence 3

AJS216 Criminalistics: Biological Evidence 3

AJS241 Police Photography 3

AJS275 Criminal Investigation I 3

AJS290BN Courtroom Testimony Seminar 1

Department Chairperson: Dr. C. Viera**Program Director: Mr. R. Wilson****Fingerprint Classification and Identification****Certificate of Completion – CCL 5010****10 Credits**

The Certificate of Completion in Fingerprint Classification and Identification is designed to prepare students for entry level positions in the field of fingerprint classification and identification.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program. Additional options are available in the field of evidence technology. Consult catalog, Department Chair and/or the Advisement Center for details.

Program Prerequisites: None.**Required Courses:** 10 Credits

AJS101 Introduction to Criminal Justice 3

AJS213 Evidence Technology/Fingerprints (3) OR

AJS213AB Fingerprint Classification I (1) AND

AJS213AC Fingerprint Classification II + (1) AND

AJS213AD Latent Development and Identification (1) 3

AJS275 Criminal Investigation I 3

AJS290BN Courtroom Testimony Seminar 1

Department Chairperson: Dr. C. Viera**Program Director: Mr. R. Wilson****Justice Agencies Support****Associate in Applied Science – AAS 3833****67-70 Credits**

The Associate in Applied Science (AAS) in Justice Agencies Support is designed to prepare students for careers in administrative support positions in justice and other governmental agencies. Further, it provides civil servants already in these fields with the opportunity for academic growth, personal and professional development in supervisory and managerial skills.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program. Students planning to transfer to a four-year college or university should contact the Advisement Center for specific information about the general education requirements. The Justice Agencies Support program also provides certificates in Justice Agencies Support – Levels I and II.

Program Prerequisites: None.**Required Courses:** 36 Credits

JAS101 Introduction to Justice & Government Agency Administration 3

JAS102 Principles of Management for Justice & Government Agencies I 3

JAS110 Basic Principles of Government Fiscal Administration + 3

JAS115 Basic Principles of Human Resources Mgt. for Justice & Government Agencies + 3

JAS150 Organizational Behavior in Justice & Government Agencies + 3

JAS200 Principles of Management for Justice & Government Agencies II + 3

JAS225 Statistics for Social Research/Justice & Government + 3

JAS250 Managing Individuals in Groups for Justice & Government Agencies + 3

BPC110 Computer Usage and Applications 3

SOC101 Introduction to Sociology 3

SOC140 Racial and Ethnic Minorities 3

SOC251 Social Problems + 3

Restricted Electives: 9-12 Credits

CFS257 Working with Families with Diverse Needs 3

SOC157 Sociology of Marriage and Family 3

SOC245 Social Deviance + 3

SWU171 Introduction to Social Welfare + 3

WST100 Women and Society	3
WST105 Women of Color in America	3
WST120 Gender, Class, and Race	3

General Education: 22 Credits

Core: 15 Credits

First Year Composition: Any approved General Education course in the First-Year Composition area. 6

Oral Communication: Any approved General Education course in the Oral Communication area. 3

Critical Reading: Any approved General Education course in the Critical Reading area. 3

Mathematics: Any approved General Education course in the Mathematics area. 3

Distribution: 7 Credits

Humanities and Fine Arts: Any approved General Education course in the Humanities and Fine Arts area. Recommended: AJS123. 3

Social & Behavioral Sciences: Met by SOC101 in Required Courses area. 0

Natural Sciences: Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Dr. C. Viera

Program Director: Mr. R. Wilson

Justice Agencies Support – Level I

Certificate of Completion – CCL 5004

18 Credits

The Certificate of Completion (CCL) in Justice Agencies Support – Level I is designed to prepare students with a basic core of courses in administrative support topics for civil service positions in justice and other governmental agencies. Students who have previously received a degree in a different field of study will be facilitated in entering careers in civil service beyond the entry levels.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program. Students completing the CCL in Justice Agencies Support – Level I, may take additional courses to complete the CCL in Justice Agencies Support – Level II (18 credits) and the AAS in Justice Agencies Support (67-70 credits).

Program Prerequisites: None.

Required Courses: 18 Credits

JAS101 Introduction to Justice & Government Agency Administration	3
JAS102 Principles of Management for Justice & Government Agencies I	3
JAS150 Organizational Behavior in Justice & Government Agencies +	3
BPC110 Computer Usage and Applications	3
SOC101 Introduction to Sociology	3
SOC140 Racial and Ethnic Minorities	3

Department Chairperson: Dr. C. Viera

Program Director: Mr. R. Wilson

Justice Agencies Support – Level II

Certificate of Completion – CCL 5006

18 Credits

The Certificate of Completion (CCL) in Justice Agencies Support – Level II is designed to prepare students with a supplemented body of courses in administrative support topics to enhance the preparation for civil service positions in justice and other governmental agencies. Students who have previously received a degree in a different field of study will be facilitated in entering careers at first-line management and supervisory levels.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program. Students completing the CCL in Justice Agencies Support II, may take additional courses to complete the AAS in Justice Agencies Support (67-70 credits).

Program Prerequisites: 21 Credits

Completion of the Certificate of Completion in Justice Agencies Support – Level I (5004) AND MAT102 + OR equivalent as indicated by assessment OR satisfactory completion of higher level Mathematics course.	18
	3

Required Courses: 18 Credits

JAS110 Basic Principles of Government Fiscal Administration +	3
JAS115 Basic Principles of Human Resources Mgt . for Justice & Government Agencies +	3
JAS200 Principles of Management for Justice & Government Agencies II +	3
JAS225 Statistics for Social Research/Justice & Government +	3
JAS250 Managing Individuals in Groups for Justice & Government Agencies +	3
SOC251 Social Problems +	3

HUMAN SERVICES – AGING SERVICES/GERONTOLOGY

Department Chairperson: Dr. R. Pfefferbaum

Assisted Living: Directed Care Services

Certificate of Completion – CCL 5931

0.75 Credit

This certificate program meets the training requirements of the Arizona Department of Health Services for caregivers of directed care services in assisted living facilities.

Program Notes: Academic advisement is critical to the successful completion of program prerequisites and corequisites. Students with transferable credits are strongly encouraged to seek academic advisement.

Admission Criteria: None.

Program Prerequisites: 1-2 Credits
 Certificate of Completion in Assisted Living:
 Personal Care Services (5929)(2) OR
 Certificate of Completion in Assisted Living:
 Personal Care Services for Certified Nursing
 Assistants (5108) (1) 1-2
 OR
 Provide sufficient documentation of State approved
 training AND/OR
 Equivalent college course(s) completed AND
 Permission of Department

Required Courses: 0.75 Credit
 GRN106 Directed Care Services + 0.75

Department Chairperson: Dr. R. Pfefferbaum

Assisted Living: Management Certificate of Completion – CCL 5771 0.5 Credit

This certificate program meets the training requirements of the Arizona Department of Health Services for managers of assisted living facilities.

Program Notes: Academic advisement is critical to the successful completion of program prerequisites and corequisites. Students with transferable credits are strongly encouraged to seek academic advisement.

Admission Criteria: None.

Program Prerequisites: 0-0.75 Credit
 Certificate of Completion in Assisted Living: Directed Care
 Services (5931) (0.75) OR
 Provide sufficient documentation of State approved training
 AND/OR
 Equivalent college course(s) completed AND
 Permission of Department. 0-0.75

Required Courses: 0.5 Credit
 GRN108 Management of Assisted Living Facilities + 0.5

Department Chairperson: Dr. R. Pfefferbaum

Assisted Living: Personal Care Services Certificate of Completion – CCL 5929 2 Credits

This certificate program meets the training requirements of the Arizona Department of Health Services for caregivers of personal care services in assisted living facilities.

Program Notes: Academic advisement is critical to the successful completion of program prerequisites and corequisites. Students with transferable credits are strongly encouraged to seek academic advisement.

Program Prerequisites: 1.25 Credits
 Certificate of Completion in Assisted Living: Supervisory Care
 Services (5927) (1.25)

OR
 Provide sufficient documentation of State approved training
AND/OR
 Equivalent college course(s) completed) AND
 Permission of Department 1.25

Required Courses: 2 Credits
 GRN104 Personal Care Services + 2

Department Chairperson: Dr. R. Pfefferbaum

Assisted Living: Personal Care Services for Certified Nursing Assistants Certificate of Completion – CCL 5108 1 Credit

This certificate program meets the training requirements of the Arizona Department of Health Services for Arizona Certified Nursing Assistants (CNAs) who work as caregivers of personal care services in assisted living facilities.

Program Notes: Academic advisement is critical to the successful completion of the program prerequisites and corequisites. Students with transferable credits are strongly encouraged to seek academic advisement.

Admission Criteria: Current/valid Nursing Assistant Certificate from the state of Arizona required.

Program Prerequisites: 1.25 Credits
 Certificate of Completion in Assisted Living: Supervisory
 Care Services (5927) (1.25) OR
 Provide sufficient documentation of State approved training
AND/OR Equivalent college course(s) completed AND
 Permission of Department 1.25

Required Courses: 1 Credit
 GRN104AA Personal Care Services for Certified
 Nursing Assistants + 1

Department Chairperson: Dr. R. Pfefferbaum

Assisted Living: Supervisory Care Services Certificate of Completion – CCL 5927 1.25 Credits

This certificate program meets the training requirements of the Arizona Department of Health Services for caregivers of supervisory care services in assisted living facilities.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 1.25 Credits
 GRN102 Supervisory Care Services 1.25

Department Chairperson: Dr. R. Pfefferbaum

Fiduciary Practices

Certificate of Completion – CCL 5330

4 Credits

This certificate program provides initial training for fiduciary practice in Arizona. Includes guidelines for and standards of practice based on Arizona legal and professional foundations.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 4 Credits

FPA101	Principles of Fiduciary Practice	1
FPA275++	Practicum in Fiduciary Practice +	3

Department Chairperson: Dr. R. Pfefferbaum

Gerontology

Associate in Applied Science – AAS 3769

61 Credits

The Associate in Applied Science in Gerontology provides an overview of the aging process from social, psychological, and biological perspectives. Normal aging along with common problems associated with aging are explored. The students gain experience in different settings/activities to enhance skills.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15 Credits

Certificate of Completion in Gerontology:		
Foundations (5718)		12
BPC110	Computer Usage and Applications	3

Restricted Electives: 21 Credits

NOTE: Students will choose one of the following for a total of 21 credits.

Certificate of Completion in Gerontology:
Eldercare/5306 (21)

OR

Certificate of Completion in Gerontology:
Program Development/5314 (21)

OR

Certificate of Completion in Gerontology:
Aging Services Management/5719 (21)

OR

Certificate of Completion in Gerontology:
Generalist/5320 (21)

General Education: 25 Credits

CORE: 15 Credits

First-Year Composition:

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

Oral Communication:

Any approved general education course in the Oral Communication area. 3

Critical Reading:

Any approved general education course in the Critical Reading area. 3

Mathematics:

Any approved general education course in the Mathematics area. 3

DISTRIBUTION: 10 Credits

Humanities and Fine Arts:

Any approved general education course in the Humanities and Fine Arts area. 3

Social and Behavioral Sciences:

Any approved general education course in the Social and Behavioral Sciences area. 3

Natural Sciences:

BIO160 Introduction to Human Anatomy and Physiology 4

Department Chairperson: Dr. R. Pfefferbaum

Gerontology: Aging Services Management

Certificate of Completion – CCL 5719

21 Credits

The Certificate of Completion in Gerontology: Aging Services Management provides practical in-depth consideration of management issues including strategies for personnel management; techniques for addressing executive management issues, and practice creating, interpreting, and using budgets. Addresses public policy and mechanisms for influencing it. Includes practical application in budget creation, interpretation, and use as well as preparation of written proposals for aging services.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program. The same GRN prefixed course cannot be used to satisfy both the Required Courses and the Restricted Electives areas, EXCEPT GRN275++.

Admission Criteria: None.

Program Prerequisites: 12-21 Credits

GRN121	Psychosocial Aspects of Aging	3
GRN122	Overview of Aging Services	3
GRN123	Health and Biophysical Aspects of Aging	3
GRN124	Fundamentals of Service Delivery	3
MAT102	Mathematical Concepts/Applications + (3) OR Equivalent course	3

AND

Current English and Reading assessment reflecting eligibility for:

CRE101	Critical and Evaluative Reading I OR Equivalent course	3
--------	---	---

ENG101 First-Year-Composition (3) OR
 ENG107 First-Year-Composition for ESL (3) OR 3
 Equivalent course

OR

Permission of Program Director

Required Courses: 18 Credits

GRN236 Law and the Elderly+ 3
 GRN240 Public Policy and Advocacy + 3
 GRN242 Management and Supervision + 3
 GRN246 Executive Management and Leadership
 in Aging Services + 3
 GRN248 Fiscal Management and Fund
 Development + 3
 GRN275C+ Practicum in Gerontology: Management + (1-3)
 (any module[s] for a total of 3 credits) 3

Restricted Electives: 3 Credits

Note: GRN250AA, GRN250AB, and GRN260 may be repeated with change of topic/application.

FPA+++++ Any approved FPA prefixed courses + 1-3
 GRN+++++ Any approved GRN prefixed courses + .5-3

Department Chairperson: Dr. R. Pfefferbaum

Gerontology: Eldercare**Certificate of Completion – CCL 5306****21 Credits**

The Certificate of Completion in Gerontology: Eldercare provides practical in-depth consideration of concerns associated with the therapeutic care of elders in the home, community, and institutional settings, including dementia care, activity programming, and legal issues. The students gain experience in different settings/activities to enhance skills.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program. The same GRN course cannot be used to satisfy both the Required Courses and the Restricted Electives areas, EXCEPT GRN275A+. Students must complete a total of 21 credits to complete this program.

Admission Criteria: None.

Program Prerequisites: 12-18

OPTION 1: 12 Credits

Current English and Reading assessment reflecting eligibility for:

CRE101 Critical and Evaluative Reading I
 ENG101 First-Year-Composition OR
 ENG107 First-Year-Composition for ESL
 Certificate of Completion in Gerontology: Foundations
 (5718) (12) OR
 GRN121 Psychosocial Aspects of Aging 3
 GRN122 Overview of Aging Services 3
 GRN123 Health and Biophysical Aspects of Aging 3
 GRN124 Fundamentals of Service Delivery 3

OR**OPTION 2:** 18 Credits

CRE101 Critical and Evaluative Reading I + OR
 Equivalent course 3
 ENG101 First-Year Composition + OR

ENG107 First-Year Composition for ESL + OR
 Equivalent course 3

Certificate of Completion in Gerontology:
 Foundations (5718) (12) OR

GRN121 Psychosocial Aspects of Aging 3
 GRN122 Overview of Aging Services 3
 GRN123 Health and Biophysical Aspects of Aging 3
 GRN124 Fundamentals of Service Delivery 3

Required Courses: 15-19 Credits

Note: Students must complete the appropriate number of credits in the Restricted Electives area to align with Required Courses Option pursued for a program total of 21 credits.

OPTION 1: 18.25-19.25 Credits

GRN102 Supervisory Care Services 1.25
 GRN104 Personal Care Services + 2
 GRN202 Activity Programming for Aging Services + 3
 GRN226 Alzheimer's Disease and Dementia + 3
 GRN230 Therapeutic Environments for Dementia
 Care + 3
 GRN236 Law and the Elderly + 3
 GRN270 Caregiving in Assisted Living Facilities + (1)
AND/OR
 GRN275A+ Practicum in Gerontology: Eldercare + (1-3) 3-4

OPTION 2: 17.25-18.25 Credits

Current Arizona Certified Nurse Assistant (CNA) certificate

GRN102 Supervisory Care Services 1.25
 GRN104AA Personal Care Services for CNAs 1
 GRN202 Activity Programming for Aging Services + 3
 GRN226 Alzheimer's Disease and Dementia + 3
 GRN230 Therapeutic Environments for Dementia
 Care + 3
 GRN236 Law and the Elderly + 3
 GRN270 Caregiving in Assisted Living Facilities + (1)
AND/OR
 GRN275A+ Practicum in Gerontology: Eldercare + (1-3) 3-4

OPTION 3: 15-16 Credits

Current Arizona Certified Nurse Assistant (CNA) certificate

GRN202 Activity Programming for Aging Services + 3
 GRN226 Alzheimer's Disease and Dementia + 3
 GRN230 Therapeutic Environments for Dementia
 Care + 3
 GRN236 Law and the Elderly + 3
 GRN270 Caregiving in Assisted Living Facilities + (1)
AND/OR
 GRN275A+ Practicum in Gerontology: Eldercare + (1-3) 3-4

OPTION 4: 19-20 Credits

NUR156 Nurse Assisting + (2) **AND**
 NUR157 Nurse Assisting Lab + (2) **OR**
 Equivalent courses from a regionally accredited institution of higher education recognized by Maricopa County Community College District. 4

GRN202 Activity Programming for Aging Services + 3
 GRN226 Alzheimer's Disease and Dementia + 3
 GRN230 Therapeutic Environments for Dementia
 Care + 3
 GRN236 Law and the Elderly + 3
 GRN270 Caregiving in Assisted Living Facilities + (1)
AND/OR
 GRN275A+ Practicum in Gerontology: Eldercare + (1-3) 3-4

Restricted Electives: 2-6

Note: Students must complete the appropriate number of credits in the Restricted Electives area to align with Required Courses Option pursued for a program total of 21 credits.

FPA+++++ Any approved FPA prefix courses + 1-3

GRN+++++ Any approved GRN prefix courses + 0.5-6

Note: GRN250AA, GRN250AB, and GRN260 may be repeated with change of topic/application.

Department Chairperson: Dr. R. Pfefferbaum

Gerontology: Foundations**Certificate of Completion – CCL 5718****12 Credits**

The Certificate of Completion in Gerontology: Foundations provides instruction in core concepts in aging and service delivery with a focus on health promotion.

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

Admission Criteria: None.

Program Prerequisites: Completion of District Placement Exam in English, reading, and mathematics.

Required Courses: 12 Credits

GRN121 Psychosocial Aspects of Aging	3
GRN122 Overview of Aging Services	3
GRN123 Health and Biophysical Aspects of Aging	3
GRN124 Fundamentals of Service Delivery	3

Department Chairperson: Dr. R. Pfefferbaum

Gerontology: Generalist**Certificate of Completion – CCL 5320****21 Credits**

The Certificate of Completion in Gerontology: Generalist provides practical in-depth consideration of a variety of issues in gerontology and the provision of aging services, including dementia care, activity programming, legal aspects of aging, and public policy and advocacy. The students gain experience in different settings/activities to enhance skills.

Program Notes: Students must earn a grade of "C" or better in all courses required within program. The same GRN prefix course cannot be used to satisfy both the Required Courses and the Restricted Electives areas, EXCEPT GRN275++.

Admission Criteria: None.

Program Prerequisites: 12-18 Credits

OPTION 1: 12 Credits

Current English and Reading assessment reflecting eligibility for:

CRE101 Critical and Evaluative Reading I
ENG101 First-Year-Composition OR
ENG107 First-Year-Composition for ESL

Certificate of Completion in Gerontology: Foundations (5718) (12) OR

GRN121 Psychosocial Aspects of Aging	3
GRN122 Overview of Aging Services	3
GRN123 Health and Biophysical Aspects of Aging	3
GRN124 Fundamentals of Service Delivery	3

OPTION 2: 18 Credits

CRE101 Critical and Evaluative Reading I + OR Equivalent course	3
ENG101 First-Year Composition (3) + OR	
ENG107 First-Year Composition for ESL (3) + OR Equivalent course	3

Certificate of Completion in Gerontology: Foundations (5718) (12) OR

GRN121 Psychosocial Aspects of Aging	3
GRN122 Overview of Aging Services	3
GRN123 Health and Biophysical Aspects of Aging	3
GRN124 Fundamentals of Service Delivery	3

Required Courses: 15 Credits

GRN202 Activity Programming for Aging Services+	3
GRN226 Alzheimer's Disease and Dementia +	3
GRN236 Law and the Elderly +	3
GRN240 Public Policy and Advocacy +	3
GRN275++ Practicum in Gerontology +	

Note: Any module[s] for a total of 3 credits 3

Restricted Electives: 6 Credits

FPA+++++ Any approved FPA prefix courses+	1-3
GRN+++++ Any approved GRN prefix courses +	0.5--3
Note: EXCEPT courses used to satisfy that satisfy the Required Courses area.	

Department Chairperson: Dr. R. Pfefferbaum

Gerontology: Program Development**Certificate of Completion – CCL 5314****21 Credits**

The Certificate of Completion in Gerontology: Program Development provides practical in-depth analysis of activity programming for older adults and special populations. Addresses management issues and provides practice reading and interpreting budgets. The students gain experience in different settings/activities to enhance skills.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program. The same GRN course cannot be used to satisfy both the Required Courses and the Restricted Electives areas, EXCEPT GRN275B+.

Admission Criteria: None.

Program Prerequisites: 12-18 Credits

OPTION 1: 12 Credits

Current English and Reading assessment reflecting eligibility for:

CRE101 Critical and Evaluative Reading I
ENG101 First-Year-Composition OR
ENG107 First-Year-Composition for ESL

Certificate of Completion in Gerontology: Foundations (5718) (12) OR

GRN121 Psychosocial Aspects of Aging	3
GRN122 Overview of Aging Services	3
GRN123 Health and Biophysical Aspects of Aging	3
GRN124 Fundamentals of Service Delivery	3

OR

OPTION 2: 18 Credits

CRE101 Critical and Evaluative Reading I + OR Equivalent course	3
ENG101 First-Year Composition + OR	
ENG107 First-Year Composition for ESL + OR Equivalent course	3

Certificate of Completion in Gerontology: Foundations (5718) (12) OR

GRN121 Psychosocial Aspects of Aging	3
GRN122 Overview of Aging Services	3
GRN123 Health and Biophysical Aspects of Aging	3
GRN124 Fundamentals of Service Delivery	3

Required Courses: 16 Credits

GRN202 Activity Programming for Aging Services +	3
GRN226 Alzheimer's Disease and Dementia	3
GRN230 Therapeutic Environments for Dementia Care +	3
GRN242 Management and Supervision +	3
GRN248AA Fiscal Management and Fund Development I +	1
GRN275B+ Practicum in Gerontology: Program Development +	
Note: Any module[s] for a total of 3 credits	3

Restricted Electives: 5 Credits

FPA++++ Any approved FPA prefix courses +	1-3
GRN++++ Any approved GRN prefix courses +	0.5-3

HUMAN SERVICES — INTERPRETER PREPARATION/SIGN LANGUAGE

Department Chairperson: Ms. E. O'Brien

Program Director: Ms. K. Hilder

Interpreter Preparation

Associate in Applied Science — AAS 3332

93-95 Credits

This degree program includes general education coursework as well as an emphasis of skills in American Sign Language (ASL) and spoken English. In addition, knowledge of Deaf culture, intercultural communication, ethics, laws, and professional behavior for interpreters is provided. Both theoretical and practical training prepares students for entrance into the field of interpreting, serving both deaf and hearing consumers in a variety of settings.

Program Notes: Admission into the Interpreter Preparation Program is available to a limited number of applicants. Students accepted into the program begin the following fall semester. See an academic advisor for application requirements and procedures.

Admission Criteria: Students must have a high school diploma, or GED, or equivalent. Students must complete program prerequisites and be accepted into the interpreting program. Application must be received by May 1 to be considered for acceptance into the interpreting program.

Program Prerequisites: 42 Credits

Certificate of Completion in Deaf Studies (5333) 42

Required Courses: 24-26 Credits

COM225 Public Speaking +	3
IPP215 ASL to English Consecutive Interpreting +	2
IPP216 ASL to English Simultaneous Interpreting +	3
IPP218 English to ASL Consecutive Interpreting +	2
IPP219 English to ASL Simultaneous Interpreting +	3
IPP220 Interactive Interpreting I +4	
IPP221 Interactive Interpreting II +	3
CWE198AA Career Work Experience (1) OR	
IPP229 Interpreter Preparation Internship Seminar + (1) AND	
IPP230AA Interpreter Preparation Program Internship + (1) OR	
IPP230AB Interpreter Preparation Program Internship + (2)	1-3
SLG242 Educational Interpreting +	3

Restricted Electives: 8 Credits

COM110++ Interpersonal Communication (3) OR

Note: Any module, OR

COM263 Elements of Intercultural Communication + (3)	3
CPD102AD Eliminating Self-Defeating Behavior (2) OR	
CPD102AH Stress Management (2)	2
HCC145 Medical Terminology for Health Care Workers (3) OR	
OAS181 Medical Office: Vocabulary (3)	3
EDU221 Introduction to Education	3
Note: EDU221 requires a minimum of 30 hours of field experience in an elementary or secondary classroom environment.	
EDU225 Foundations of Approaches to Serving English Language Learners	3
IPP229 Interpreter Preparation Internship Seminar + (1) AND	
IPP230AA Interpreter Preparation Program Internship + (1) OR	
IPP230AB Interpreter Preparation Program Internship + (2) OR	
IPP230AC Interpreter Preparation Program Internship + (3) OR	
IPP230AD Interpreter Preparation Program Internship + (4)	2-5
PSY101 Introduction to Psychology	3
SOC101 Introduction to Sociology	3

Free Electives: None.

General Education: 19 Credits

CORE: 9 Credits

First-Year Composition:

Met by ENG101 or ENG107 in Program Prerequisites.

ENG102 First-Year Composition + (3) OR	
ENG108 First-Year Composition for ESL + (3)	3

Oral Communication:

COM100 Introduction to Human Communication	3
--	---

Critical Reading:

Met by CRE101 + in Program Prerequisites 0

Mathematics:MAT102 Mathematical Concepts / Applications + (3) OR
Equivalent as indicated by assessment) OR
Satisfactory completion of a higher level
mathematical course. 3**DISTRIBUTION:** 10 Credits**Humanities & Fine Arts:**Any approved general education course in the Humanities
and Fine Arts area. 3**Social and Behavioral Sciences:**ASB102 Introduction to Cultural and Social
Anthropology 3**Natural Sciences:**Any approved general education course in the Natural
Sciences area. 4

Certificates may contain different course requirements.

Please Note: The Interpreter Preparation degree requires a
G.P.A. of 2.5.**Department Chairperson: Ms. E. O'Brien****Program Director: Ms. K. Hilder****Interpreter Preparation****Certificate of Completion – CCL 5332****32-34 Credits**

This certificate program emphasizes skills in both American Sign Language (ASL) and spoken English as well as knowledge of Deaf culture, intercultural communication, ethics, laws, and professional behavior for interpreters. Both theoretical and practical training prepares students for entrance into the interpreting field, serving both deaf and hearing consumers in a variety of settings.

Program Notes: Admission into the Interpreter Preparation Program is available to a limited number of applicants. Students accepted into the program begin the following fall semester. See an academic advisor for application requirements and procedures.

Admission Criteria: Students must have a high school diploma, or GED, or equivalent. Students must complete program prerequisites and be accepted into the interpreting program. Application must be received by May 1 to be considered for acceptance into the interpreting program.

Program Prerequisites: 42 Credits

Certificate of Completion in Deaf Studies (5333) 42

Required Courses: 24-26 Credits

COM225	Public Speaking +	3
IPP215	ASL to English Consecutive Interpreting +	2
IPP216	ASL to English Simultaneous Interpreting +	3
IPP218	English to ASL Consecutive Interpreting +	2
IPP219	English to ASL Simultaneous Interpreting +	3
IPP220	Interactive Interpreting I +4	
IPP221	Interactive Interpreting II +	3

CWE198AA	Career Work Experience (1) OR	
IPP229	Interpreter Preparation Internship Seminar + (1) AND	
IPP230AA	Interpreter Preparation Program Internship + (1) OR	
IPP230AB	Interpreter Preparation Program Internship + (2)	1-3
SLG242	Educational Interpreting +	3

Restricted Electives: 8 Credits

COM110++	Interpersonal Communication (3) OR Note: Any module, OR	
COM263	Elements of Intercultural Communication + (3)	3
CPD102AD	Eliminating Self-Defeating Behavior (2) OR	
CPD102AH	Stress Management (2)	2
EDU221	Introduction to Education Note: EDU221 requires a minimum of 30 hours of field experience in an elementary or secondary classroom environment.	3
EDU225	Foundations of Approaches to Serving English Language Learners	3
HCC145	Medical Terminology for Health Care Workers (3) OR	
OAS181	Medical Office: Vocabulary (3)	3
IPP229	Interpreter Preparation Internship Seminar + (1) AND	
IPP230AA	Interpreter Preparation Program Internship + (1) OR	
IPP230AB	Interpreter Preparation Program Internship + (2) OR	
IPP230AC	Interpreter Preparation Program Internship + (3) OR	
IPP230AD	Interpreter Preparation Program Internship + (4)	1-5
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3

Please Note: The Interpreter Preparation certificate requires a
G.P.A. of 2.5.**Department Chairperson: Ms. E. O'Brien****Program Director: Ms. K. Hilder****Deaf Studies****Certificate of Completion – CCL 5333****42 Credits**

This certificate program is designed to provide students with basic sign language skills and an overview of issues related to Deaf and Hard of Hearing individuals. It is primarily designed for individuals who are preparing for or are already employed in business, industry, or public service who have daily contact with the general public. This program will not prepare the individual as an interpreter; it will enhance the ability to provide services to many deaf individuals.

Program Notes: G.P.A.: 3.0. Students must earn a grade of "B" or better in CRE101, (ENG101 or ENG107), SLG120 (if chosen as a Restricted Elective), SLG202, SLG203, SLG204, and SLG205.

Admission Criteria: High school diploma, or GED, or equivalent.

Program Prerequisites: None.

Required Courses: 40 Credits

CRE101 Critical and Evaluative Reading I + (3) OR

Note: Exemption by assessment 3

CWE198AA Career Work Experience 1

ENG101 First-Year Composition + (3) OR

ENG107 First-Year Composition for ESL + (3) 3

SLG101 American Sign Language I 4

SLG102 American Sign Language II + 4

SLG103 Introduction to Deafness 1

SLG200 Issues and Aspects of Deafness + 3

SLG201 American Sign Language III + 4

SLG202 American Sign Language IV + 4

SLG203 American Sign Language V + 4

SLG204 Comparative Linguistics: ASL/English + 3

SLG205 Introduction to Interpreting + 3

SLG212 Deaf Culture + 3

Restricted Electives: 2 Credits

SLG110 Fingerspelling I + 2

SLG120 Fingerspelling II + 2

Please Note: The Deaf Studies certificate requires a G.P.A. of 3.0.

HUMAN SERVICES — FIRE SCIENCE

Department Chairperson: Dr. K. Lewis

Program Director: Mr. D. Segebarth

Students wishing to apply for the AAS program in Fire Science must speak to an EMT/Fire Science advisor.

Fire Science

Associate in Applied Science — AAS 3847

64 Credits

Practical firefighting, hazardous materials, related operations, and fire service management are emphasized in this program with history and theory used where necessary to assist professionals to cope with current challenges in the field. This curriculum is designed to (1) provide training for professional fire service personnel in order that they may most efficiently perform their duties, (2) prepare people for a career in Fire Service or a related field, and (3) provide people with a better understanding of fire and related hazards and challenges faced in providing public safety services.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program. If pursuing Bachelor's degree program, contact department advisor.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 21 Credits

FSC105 Hazardous Materials/First Responder 3

FSC108 Fundamentals of Fire Prevention 3

FSC113 Introduction to Fire Suppression 3

FSC131 Introduction to Urban Technical Rescue 3

FSC202 Supervisory Training for Firefighters 3

FSC204 Firefighting Tactics and Strategy + 3

FSC208 Firefighter Safety and Building Construction + 3

Restricted Electives: 18 Credits

Note: Students should select 18 credit hours from the following courses in consultation with a department advisor.

ACC111 Accounting Principles I (3) AND

ACC112 Accounting Principles II + (3) 6

ACC212 Managerial Accounting + 3

EMT/FSC104 Basic Emergency Medical Technology + 8

EMT/FSC238 Vehicular Extrication and Patient

Stabilization + 2

FSC101 Intro to Fire Service Selection 3

FSC102 Fire Department Operations + 1

FSC106 Introduction to Fire Protection 3

FSC114 Hazardous Materials First on the Scene/

Awareness Level 0.5

FSC117 Fire Apparatus 3

FSC118 Fire Hydraulics 3

FSC134 Fitness & Conditioning/Firefighters 3

FSC135 Fire Service Information Management 3

FSC152 Engine Company Officer 1

FSC205 Command Strategies for Major Emergencies + 3

FSC209 Fire Investigation 3

FSC214 Human Resource Management in Fire

Service + 3

FSC221 Ladder Company Officer 1

GBS/LAS206 Business Law (UCC) 3

Free Electives: None.

General Education: 25 Credits

Core: 15 Credits

First-Year Composition:

Any approved General Education courses in the First-Year Composition area. + 6

Oral Communication:

COM100 Introduction to Human Communication 3

Critical Reading:

Any approved General Education course in the Critical Reading area. + 3

Mathematics:

Any approved General Education course in the Mathematics area. + 3

Distribution: 10 Credits

Humanities and Fine Arts:

Any approved General Education course in the Humanities & Fine Arts area. 3

Social and Behavioral Sciences:

Any approved General Education course in the Social and Behavioral Sciences area. Recommend:

SOC101 Introduction to Sociology OR

SOC140 Racial and Ethnic Minorities 3

Natural Sciences:

Any approved General Education course in the Natural Sciences area. + Recommend: BIO101 General Biology (non-

Majors): Selected Topics OR

CHM130 Fundamental Chemistry AND

CHM130LL Fundamental Chemistry Lab OR

PHY101 Introduction to Physics 4

Department Chairperson: Dr. K. Lewis
Program Director: Mr. D. Segebarth

Students wishing to apply for the CCL program in Fire Science must speak to an EMT/Fire Science advisor.

Fire Science

Certificate of Completion – CCL 5063

37 Credits

Practical firefighting, hazardous materials, related operations, and fire service management are emphasized in this program with history and theory used where necessary to assist professionals to cope with current challenges in the field. This curriculum is designed to (1) provide training for professional fire service personnel in order that they may most efficiently perform their duties, (2) prepare people for a career in Fire Service or a related field, and (3) provide people with a better understanding of fire and related hazards and challenges faced in providing public safety services.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 21 Credits

FSC105	Hazardous Materials/First Responder	3
FSC108	Fundamentals of Fire Prevention	3
FSC113	Introduction to Fire Suppression	3
FSC131	Introduction to Urban Technical Rescue	3
FSC202	Supervisory Training for Firefighters	3
FSC204	Firefighting Tactics and Strategy +	3
FSC208	Firefighter Safety and Building Construction +	3

Restricted Electives: 16 Credits

Note: Students should select 16 credit hours from the following courses in consultation with a department advisor.

EMT/FSC104	Basic Emergency Medical Technology +	8
EMT/FSC238	Vehicular Extrication and Patient Stabilization +	2
FSC101	Introduction to Fire Service Selection	3
FSC102	Fire Department Operations +	11
FSC106	Introduction to Fire Protection	3
FSC114	Hazardous Materials First on the Scene/Awareness Level	0.5
FSC117	Fire Apparatus	3
FSC118	Fire Hydraulics	3
FSC134	Fitness & Conditioning/Firefighters	3
FSC135	Fire Service Information Management	3
FSC152	Engine Company Officer	1
FSC205	Command Strategies for Major Emergencies +	3
FSC209	Fire Investigation	3
FSC214	Human Resource Management in Fire Service +	3
FSC221	Ladder Company Officer	1
GBS/LAS206	Business Law (UCC)	3

HUMAN SERVICES – MILITARY SCIENCE

Department Chairperson: Ms. C. Kakar

MILITARY/AEROSPACE – RESERVE OFFICERS TRAINING CORPS (ROTC)

Through an arrangement with Arizona State University at Tempe, students at Phoenix College can take freshman and sophomore year classes in ROTC. Students register for the classes at Phoenix College and take the courses at Arizona State University. The goal of the ROTC classes is to provide a foundation of military knowledge and skills needed by junior officers in the military. Students may take ROTC credit in (Army) Military Science or (Air Force) Aerospace Studies. For further information, see below or contact Army ROTC at (480) 965-3318 or Air Force ROTC at (480) 965-3181. Please Note: Purpose, qualifications, and requirements for Army ROTC differ slightly from the AFROTC information outlined below. For complete Army ROTC information, check the ASU Bulletin General Catalog under Military Science.

Purpose: The Department of Aerospace Studies curriculum consists of the general military course and history for freshmen and sophomores (AES 101, 102, 201, 202) and the Professional Officer Course for juniors and seniors (AES 301, 302, 401, 402).

General Qualifications. A man or woman entering Air Force Reserve Officer Training Corps (AFROTC) must be the following: (1) a citizen of the United States (noncitizens may enroll, but must obtain citizenship before commissioning); (2) of sound physical condition; and (3) at least 17 years of age for scholarship appointment or admittance to the Professional Officer Course (POC). Additionally, scholarship recipients must be able to fulfill commissioning requirements by age 25. If designated for flying training, the student must be able to complete all commissioning requirements prior to age 26 and a half; other categories must be able to complete all commissioning requirements before age 30.

Four-Year Program (GMC and POC). A formal application is not required for students entering the four-year program. A student may enter the program by simply registering for one of the general military course (GMC) classes at the same time and in the same manner as other courses. GMC students receive two semester hours of credit for each AES 100 and 200 class completed a total of eight semester hours. GMC students not on AFROTC scholarship incur no military obligation. Each candidate for commissioning must pass an Air Force aptitude test and a physical examination and be selected by a board of Air Force officers. If selected, the student then enrolls in the POC the last two years of the Air Force ROTC curriculum. Students attend a four-week field training course at an Air Force base normally between the sophomore and junior year. Upon successful completion of the POC and the college requirements for a degree, the student is commissioned in the U.S. Air Force as a second lieutenant. The new officer then enters active duty or may be granted an educational delay to pursue graduate work.

Two-Year Program (POC). The basic requirement for entry into the two-year program is that the student have two academic years of college work remaining, either at the undergraduate or graduate level. Applicants seeking enrollment in the two-year program must pass an Air Force aptitude and medical examination and be selected by a board of Air Force officers.

After successfully completing a six-week field training course at an Air Force base, the applicant may enroll in the professional officer course in the AFROTC program. Upon completion of the POC and the college requirements for a degree, the student is commissioned.

Qualifications for Admittance to the Professional Officer Course (POC). (1) The four-year student must successfully complete the general military course and the four-week field training course. (2) The two-year applicant must complete a six-week field training course. (3) All students must pass the Air Force Officer Qualifying Test (AFOQT). (4) All students must pass the Air Force physical examination. (5) All students must maintain the minimum GPA required by the college.

Pay and Allowances. POC members in their junior and senior years receive \$200 per month for a maximum of 20 months of POC attendance. Students are also paid to attend field training. In addition, uniforms, housing, and meals are provided during field training at no cost to the student. Students are reimbursed for travel to and from field training.

Scholarships. AFROTC offers scholarships annually to outstanding young men and women on a nationwide competitive basis. Scholarships cover full college tuition for resident and non-resident students and provide an allowance for books, fees, supplies, and equipment, and a monthly tax-free allowance of \$200. Scholarships are available on a four-, three-, and two-year basis. To qualify for the four-year scholarship, a student must be a U.S. citizen and submit an application before December 1 of the senior year in high school. Interested students should consult their high school counselors or call AFROTC at ASU for application forms to be submitted to: HQ, AFROTC, Maxwell AFB, Alabama 36112-6633. Male and female students enrolled in AFROTC at ASU are eligible for three- and two-year scholarships. Those students interested must apply through the Department of Aerospace Studies. Consideration is given to academic grades, the score achieved on the AFOQT, and physical fitness. A board of officers considers an applicant's personality, character and leadership potential.

Flight Screening Program (FSP). A cadet designated to enter U.S. Air Force Undergraduate Pilot Training after graduation participates in FSP after the junior year in college. This program trains and motivates pilot candidates.

HUMAN SERVICES — RECREATION & LEISURE

Department Chairperson: Ms. L. Ligon
Program Director: Mr. S. Geddis

Recreational Resources & Facilities Management **Associate in Applied Science — AAS 3818** **64 Credits**

The Recreational Resources and Facilities Management program provides skills and knowledge that can be applied to current or future employment in the management of resources and facilities areas within the recreation industry. Upon completion of the degree, students can seek employment involved with the management of golf courses, athletic fields, sports complexes, parks, community centers, resort grounds, and community villages.

Students enrolled in this degree program are offered two tracks from which to choose their area of interest. One track focuses on resource and facilities management while the other stresses pro shop operation. Completion of this degree program will allow students the opportunity to transfer to a selected four-year institution to earn a degree in Recreation and Tourism Management or a degree in Superintendent Management.

Program Notes: High School Diploma or GED recommended. Students must earn a grade of "C" or better in all courses required within the program. Students must select either the Recreational Resources and Facilities Management Track or the Pro Shop Management Track to complete the program requirements. Contact Program Director for transfer information.

Program Prerequisites: 3 Credits
MAT082 Basic Arithmetic (3) OR
(Note: equivalent by assessment.)

3

Required Courses: 33 Credits

Note: Students must select either the Recreational Resources and Facilities Management Track or the Pro Shop Management Track for a total of 33 credits to complete the Required Courses area.

Common Courses: 9 Credits

HES154	First Aid/Cardiopulmonary Resuscitation	3
REC120	Leisure and the Quality of Life	3
GCO/REC271AC	Recreational Resources & Facilities Management Internship +	3

Note: Students must select either the Recreational Resources and Facilities Management Track or the Pro Shop Management Track for a total of 33 credits to complete the Required Courses area.

Recreational Resources and Facilities

Management Track: 24 Credits

GCO/REC131	Horticulture	2
GCO/REC132	Landscape Management	2
GCO/REC133	Soil Management	2
GCO/REC134	Irrigation and Water Management	2
GCO/REC135	Fertilizers	2
GCO/REC136	Integrated Pest Control	2
GCO/REC137	Turfgrass Management	2
GCO/REC145	Equipment Mechanics and Shop Management	3
GCO/REC146	Equipment Maintenance and Repair	3
GCO/REC212	Turf and Irrigation Practicum +	1
GCO/REC213	Horticulture Practicum +	1
GCO/REC214	Pesticide Practicum +	1
GCO/REC215	Equipment Maintenance & Repair Practicum +	1

OR

Pro Shop Management Track: 24 Credits

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Info Systems (3)	3
FON206	Food Service Management	3
GBS131	Business Calculations	3
GBS151	Introduction to Business	3
MGT253	Owning and Operating a Small Business	3
MKT267	Principles of Salesmanship	3
GCO/REC138	Clubfitting/Repair	1

GCO/REC139	Pro Shop Merchandising	1
GCO/REC 211	Pro Shop Management Practicum +	1
REC250	Recreation Leadership	3

Restricted Electives: 9 Credits

Note: Select courses from the corresponding Track. Students should consult with the Program Director before selecting electives.

Recreational Resources and Facilities Track: 9 Credits

BPC110	Computer Usage and Applications (3)	OR
CIS105	Survey of Computer Information Systems (3)	3
FON206	Food Service Management	3
MKT267	Principles of Salesmanship	3
REC210	Leisure Delivery Systems	3
REC250	Recreation Leadership	3
GCO/REC138	Clubfitting/Repair	1
GCO/REC139	Pro Shop Merchandising	1
GCO/REC144	Sharpening and Grinding Equipment	1
GCO/REC 211	Pro Shop Management Practicum +	1
WLD101	Welding I	3

Pro Shop Management Track: 9 Credits

(**Note:** REC210 Leisure Delivery Systems is recommended.)

REC210	Leisure Delivery Systems	3
GCO/REC131	Horticulture	2
GCO/REC132	Landscape Management	2
GCO/REC133	Soil Management	2
GCO/REC134	Irrigation and Water Management	2
GCO/REC135	Fertilizers	2
GCO/REC136	Integrated Pest Control	2
GCO/REC137	Turfgrass Management	2
GCO/REC144	Sharpening and Grinding Equipment	1
GCO/REC145	Equipment Mechanics & Shop Mgt.	3
GCO/REC146	Equipment Maintenance and Repair	3
GCO/REC212	Turf and Irrigation Practicum +	1
GCO/REC213	Horticulture Practicum +	1
GCO/REC214	Pesticide Practicum +	1
GCO/REC215	Equipment Maintenance and Repair Practicum +	1

General Education: 22 Credits

Core: 15 Credits

First-Year Composition:

Any approved General Education courses in the First-Year Composition area. 6

Oral Communication:

Any approved General Education course in the Oral Communication area. 3

Critical Reading:

Any approved General Education course in the Critical Reading area OR

Note: equivalent by assessment. 3

Mathematics:

MAT102 Mathematical Concepts/Applications+ (3) OR

Note: equivalent by assessment. OR

Note: Satisfactory completion of a higher level mathematical course. 3

Distribution: 7 Credits**Humanities and Fine Arts:**

Any approved General Education course in the Humanities and Fine Arts area. 3

Social and Behavioral Sciences:

Note: Met by REC120, in Required Courses area. 0

Natural Sciences:

Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Ms. L. Ligon

Program Director: Mr. S. Geddis

Recreational Resources & Facilities Management: Equipment Maintenance & Repair

Certificate of Completion – CCL 5777

17 Credits

This certificate program is designed to prepare persons interested in upgrading their current workplace skills or seeking employment in the area of equipment maintenance and repair related to recreational resources and facilities.

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

Program Prerequisites: 3 Credits

MAT082 Basic Arithmetic (3) OR
Note: equivalent by assessment. 3

Required Courses: 17 Credits

HES154	First Aid/ Cardiopulmonary Resuscitation	3
REC120	Leisure and the Quality of Life	3
GCO/REC144	Sharpening and Grinding Equipment	1
GCO/REC145	Equipment Mechanics and Shop Management	3
GCO/REC146	Equipment Maintenance and Repair +	3
GCO/REC215	Equipment Maintenance and Repair Practicum +	1
WLD101	Welding I	3

Department Chairperson: Ms. L. Ligon

Program Director: Mr. S. Geddis

Recreational Resources & Facilities Management: Horticulture

Certificate of Completion – CCL 5779

21 Credits

This certificate program is designed to prepare persons interested in upgrading their current workplace skills or seeking employment in the area of horticulture related to recreational resources and facilities.

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

Program Prerequisites: 3 Credits

MAT082 Basic Arithmetic (3) OR
Note: equivalent by assessment. 3

Required Courses: 21 Credits

HES154	First Aid/ Cardiopulmonary Resuscitation	3
REC120	Leisure and the Quality of Life	3
GCO/REC131	Horticulture	2
GCO/REC132	Landscape Management	2
GCO/REC133	Soil Management	2

GCO/REC134	Irrigation and Water Management	2
GCO/REC135	Fertilizers	2
GCO/REC136	Integrated Pest Control	2
GCO/REC137	Turfgrass Management	2
GCO/REC213	Horticulture Practicum +	1

Department Chairperson: Ms. L. Ligon
Program Director: Mr. S. Geddis

Recreational Resources & Facilities Management: Pesticides

Certificate of Completion – CCL 5781

15 Credits

This certificate program is designed to prepare persons interested in upgrading their current workplace skills or seeking employment in the area of pesticides related to recreational resources and facilities.

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

Program Prerequisites: 3 Credits

MAT082 Basic Arithmetic (3) OR

Note: equivalent by assessment. 3

Required Courses: 15 Credits

HES154	First Aid/Cardiopulmonary Resuscitation	3
REC120	Leisure and Quality of Life	3
GCO/REC131	Horticulture	2
GCO/REC133	Soil Management	2
GCO/REC136	Integrated Pest Control	2
GCO/REC137	Turfgrass Management	2
GCO/REC214	Pesticide Practicum +	1

Department Chairperson: Ms. L. Ligon
Program Director: Mr. S. Geddis

Recreational Resources & Facilities Management: Pro Shop Management

Certificate of Completion – CCL 5783

18 Credits

This certificate program is designed to prepare persons interested in upgrading their current workplace skills or seeking employment in the area of pro shop management related to recreational facilities.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. + indicates that a course has prerequisites and/or corequisites.

Program Prerequisites: 3 Credits

MAT082 Basic Arithmetic (3) OR

Note: equivalent by assessment. 3

Required Courses: 18 Credits

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
FON206	Food Service Management	3
MKT267	Principles of Salesmanship	3
REC120	Leisure and the Quality of Life	3
REC250	Recreation Leadership	3
GCO/REC138	Clubfitting/Repair	1

GCO/REC139	Pro Shop Merchandising	1
GCO/REC211	Pro Shop Management Practicum+	1

Department Chairperson: Ms. L. Ligon
Program Director: Mr. S. Geddis

Recreational Resources & Facilities Management: Turf & Irrigation

Certificate of Completion – CCL 5785

23 Credits

This certificate program is designed to prepare persons interested in upgrading their current workplace skills or seeking employment in the area of turf and irrigation related to recreational resources.

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

Program Prerequisites: 3 Credits

MAT082 Basic Arithmetic (3) OR

Note: equivalent by assessment. 3

Required Courses: 23 Credits

REC120	Leisure and Quality of Life	3
GCO/REC131	Horticulture	2
HES154	First Aid/ Cardiopulmonary Resuscitation	3
GCO/REC133	Soil Management	2
GCO/REC134	Irrigation and Water Management	2
GCO/REC136	Integrated Pest Control	2
GCO/REC137	Turfgrass Management	2
GCO/REC145	Equipment Mechanics and Shop Management	3
GCO/REC146	Equipment Maintenance and Repair +	3
GCO/REC212	Turf and Irrigation Practicum +	1

LAW-RELATED

Department Chairperson: Ms. E. Soderman
Program Director: Mr. S. Hauert

Legal Assisting

Associate in Applied Science – AAS 3384

64 Credits

Program changes not available at time of printing. Consult with Academic Advisement.

The Legal Assisting Program prepares students for entry-level employment in law offices. A legal assistant, or paralegal, is qualified by education, training, or work experience to work for a law office, corporation, governmental agency, or other entity, performing specifically delegated substantive legal work for which a lawyer is responsible. The curriculum provides students with practical legal skills enabling them to draft legal documents with minimum supervision. Students also are familiarized with fundamental concepts of substantive areas such as torts and business law. In addition, emphasis is placed on the development of effective written and oral communication skills, team work, critical thinking skills, computer proficiency, and legal research techniques. Legal theory and related practical applications are integrated

throughout the program. Students also learn how to manage practical ethical dilemmas commonly encountered as working paralegals, including learning how to avoid the unauthorized practice of law by non-lawyers. Those students with no prior law-related experience are strongly encouraged to participate in the internship program to enhance their chances of securing employment upon graduation. Students enrolled in the Legal Assisting Program may earn a Certificate of Completion or an Associate in Applied Science degree. A Verification of Eligibility form is required to enroll in the program.

The Legal Assisting Program is approved by the American Bar Association (ABA) (750 N. Lakeshore, Chicago, Illinois 60611).

Program Notes: A maximum of 15 credits will be accepted as transfer credit. Transfer of legal specialty courses will be accepted only from regionally accredited institutions that were approved by the American Bar Association (ABA) at the time the courses were completed and which were completed with a grade of "B" or higher. Students must complete a minimum of 18 credits in legal specialty courses as defined by the ABA. Some courses required by this program may not be valid if taken more than eight (8) years ago. Consult with the Legal Studies Program Advisor for complete information.

Admission Criteria: Students wishing to enroll in the Legal Assisting Program must complete a Verification of Eligibility form to be officially accepted in the program. Contact a Legal Studies advisor.

Must have current English and Reading assessment reflecting eligibility for ENG101 or ENG107 and CRE101 OR a grade of "C" or better in ENG101 First-Year Composition or equivalent and CRE101 Critical and Evaluative Reading OR permission of department. Must be high school graduate or equivalent with transcripts or equivalent on file with Admissions and Records Office to be eligible for the degree program.

Program Prerequisites: 3 Credits

BPC110 Computer Usage and Applications (3) OR
Equivalent OR Permission of department chair or
program director.

Required Courses: 27 Credits

Notes: Students must earn a grade of "C" or better in all courses in the Required Courses area. Students must complete a minimum of 18 credits in legal specialty courses as defined by the ABA.

LAS101	Introduction to Law	3
LAS109	Legal Procedures I +	3
LAS110	Legal Procedures II +	3
LAS131	Legal Writing I +	3
LAS203	Ethics and Professional Practice +	3
LAS204	Business Law for Legal Assistants +	3
LAS211	Legal Research +	3
LAS212	Insurance and Tort Law +	3
LAS229	Computerized Law Office and Litigation Support +	3

Restricted Electives: 6 Credits

Notes: Students must earn a grade of "C" or better in each course in the Restricted Electives area.

LAS100	Introduction to Paralegalism	1
LAS115	Criminal Trial Procedure I +	3

LAS208	Probate +	3
LAS216	Real Estate Transactions +	3
LAS217	Family Law +	3
LAS218	Administrative Law +	3
LAS220	Legal Assisting Internship Seminar +	1
LAS221AA	Legal Assisting Internship + (1) OR	
LAS221AB	Legal Assisting Internship + (2) OR	
LAS221AC	Legal Assisting Internship + (3)	1-3
LAS225	Legal Research, Analysis, and Writing +	3
LAS237	Legal Interviewing, Investigation, and Report Writing +	3
LAS261	Bankruptcy +	3
OAS225	Legal Document Preparation +	2
SPA237	Spanish Legal Terminology +	3

Free Electives: 6 Credits

General Education: 25 Credits

CORE: 15 Credits

First Year Composition:

Any approved General Education courses in the First Year Composition (ENG) area. 6

Oral Communication:

Any approved General Education course in the Oral Communication (COM) area. 3

Critical Reading:

CRE101 Critical and Evaluative Reading I OR
equivalent by assessment. 3

Mathematics:

Any approved General Education course in the Mathematics (MAT) area. 3

DISTRIBUTION: 10 Credits

Humanities & Fine Arts:

Any approved General Education course in the Humanities and Fine Arts area. 3

Social & Behavioral Sciences:

Any approved General Education course in the Social and Behavioral Sciences area. 3

Natural Sciences:

Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Ms. E. Soderman

Program Director: Mr. S. Hauert

Legal Assisting

Certificate of Completion – CCL 5384

33 Credits

Program changes not available at time of printing. Consult with Academic Advisement.

The Legal Assisting Program prepares students for entry-level employment in law offices. A legal assistant or paralegal, is qualified by education, training, or work experience to work for a law office, corporation, governmental agency, or other entity performing specifically delegated substantive legal work for which a lawyer is responsible. The curriculum provides students with practical legal skills enabling them to draft legal documents with minimum supervision. Students also are familiarized with fundamental concepts of substantive areas such as torts and business law. In addition, emphasis is placed on the development of effective written and oral

communication skills, team work, critical thinking skills, computer proficiency and legal research techniques. Legal theory and related practical applications are integrated throughout the program. Students also learn how to manage practical ethical dilemmas commonly encountered as working paralegals, including learning how to avoid the unauthorized practice of law by non-lawyers. Those students with no prior law-related experience are strongly encouraged to participate in the internship program to enhance their chances of securing employment upon graduation. Students enrolled in the Legal Assisting Program may earn a Certificate of Completion or an Associate in Applied Science degree. A Verification of Eligibility form to enroll in the program is required.

The Legal Assisting Program is approved by the American Bar Association (ABA) (American Bar Association, 750 N. Lakeshore, Chicago, Illinois 60611)

Program Notes: A maximum of 15 credits will be accepted as transfer credits. Transfer of legal specialty courses will be accepted only from regionally accredited institutions that were approved by the American Bar Association at the time the courses were completed and which were completed with a grade of "B" or higher. Students must complete a minimum of 18 credits in legal specialty courses as defined by the American Bar Association (ABA). Some courses required by this program may not be valid if taken more than eight (8) years ago. Consult with the Legal Assisting Program Advisor for complete information.

Admission Criteria: Students wishing to enroll in the Legal Assisting Program must complete a Verification of Eligibility form to be officially accepted in the program. Contact the Legal Studies Advisor. Must have current English and Reading assessment reflecting eligibility for ENG101 or ENG107 and CRE101 OR a grade of "C" or better in ENG101 First-Year Composition or equivalent and CRE101 Critical and Evaluative Reading OR permission of department. Must be high school graduate, or equivalent with transcripts on file with Admissions and Records Office to be eligible for the degree program.

Program Prerequisites: 3 Credits

BPC110 Computer Usage and Application (3) OR
Equivalent, OR Permission of department chair
or program director. 3

Required Courses: 27 Credits

Note: Students must earn a grade of "C" or better in all courses in the Required Courses area. Students must complete a minimum of 18 credits in legal specialty courses as defined by the ABA.

LAS101	Introduction to Law	3
LAS109	Legal Procedures I +	3
LAS110	Legal Procedures II +	3
LAS131	Legal Writing I +	3
LAS203	Ethics and Professional Practice +	3
LAS204	Business Law for Legal Assistants +	3
LAS211	Legal Research +	3
LAS212	Insurance and Tort Law +	3
LAS229	Computerized Law Office and Litigation Support +	3

Restricted Electives: 6 Credits

Note: Students must earn a grade of "C" or better in all courses in the Restricted Electives area.

LAS100	Introduction to Paralegalism	1
LAS115	Criminal Trial Procedure +	3
LAS208	Probate +	3
LAS216	Real Estate Transactions +	3
LAS217	Family Law +	3
LAS218	Administrative Law +	3
LAS220	Legal Assisting Internship Seminar +	1
LAS221AA	Legal Assisting Internship + (1) OR	
LAS221AB	Legal Assisting Internship + (2) OR	
LAS221AC	Legal Assisting Internship + (3)	1-3
LAS225	Legal Research, Analysis and Writing +	3
LAS237	Legal Interviewing, Investigating, and Report Writing +	3
LAS261	Bankruptcy +	3
OAS225	Legal Document Preparation +	2
SPA237	Spanish Legal Terminology +	3

Department Chairperson: Mrs. K. Green

Program Director: Dr. L. Kurth

Legal Secretarial

Associate in Applied Science – AAS 3202

61 Credits

Career opportunities for legal secretaries continue to grow and develop. New technology makes a great impact upon this career area. Today's legal secretaries must be knowledgeable in various areas of law, document preparation, legal office procedures, and legal ethics, and be highly proficient in keyboarding, word processing, transcribing, and proofreading. The degree and certificate programs have been designed with the assistance of professional legal secretaries in our community to provide the educational background necessary for you to become a successful legal support professional.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Credit will not be awarded for both a course and its modular equivalency.

Admission Criteria: A high school diploma or GED equivalency is required. An application for admission to the Legal Secretarial Program can be obtained from the Legal Studies Advisor. Must have current English and Reading assessment reflecting eligibility for

ENG101 or ENG107 and CRE101 OR
a grade of "C" or better in ENG101 First-Year Composition or equivalent and
CRE101 Critical and Evaluative Reading I OR
Permission of Program Director

Program Prerequisites: 6 Credits

Ability to type 35 wpm OR
OAS101++ Computer Typing I: Keyboard and Formatting (3)
OR Modular equivalents OR
Permission of Program Director AND 3
OAS106++ Basic Machine Transcription (3) OR 3
Modular equivalents OR
Permission of Program Director.

Required Courses: 36 Credits

BPC110	Computer Usage and Applications	3
BPC/OAS135DK	Word: Level I +	2
BPC/OAS235DK	Word Level II +	2
LAS101	Introduction to Law	3
OAS102++	Computer Typing II: Document Production + Note: Or modular equivalents	3
OAS103++	Computer Typing: Skill Building + Note: Or modular equivalents	1
OAS108++	Business English Note: Or modular equivalents	3
OAS121	Techniques of Proofreading +	1
OAS125	Introduction to the Professional Office	3
OAS201	Computer Typing III: Advanced Document Production +	3
OAS218	Law Office Procedures+	3
OAS220++	Professional Legal Secretary + Note: Or modular equivalents	4
OAS225	Legal Document Preparation +	2
OAS238	Advanced Machine Transcription/Legal +	3

Restricted Electives: None.

Free Electives None.

General Education: 25 Credits

Core: 15 Credits

First Year Composition:

Any approved General Education courses in the First Year Composition area. 6

Oral Communication:

Any approved General Education course in the Oral Communication area. 3

Critical Reading:

Any approved General Education course in the Critical Reading area. 3

Mathematics:

Any approved General Education course in the Mathematics area. 3

Distribution: 10 Credits

Humanities and Fine Arts:

Any approved General Education course in the Humanities and Fine Arts area. 3

Social and Behavioral Sciences:

Any approved General Education course in the Social and Behavioral Sciences area. 3

Natural Sciences:

Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Mrs. K. Green

Legal Secretarial**Certificate of Completion – CCL 5202****36 Credits**

Career opportunities for legal secretaries continue to grow and develop. New technology makes a great impact upon this career area. Today's legal secretaries must be knowledgeable in various areas of law, document preparation, legal office procedures, and legal ethics, and be highly proficient in keyboarding, word processing, transcribing, and proofreading. The degree and certificate programs have been designed with

the assistance of professional legal secretaries in our community to provide the educational background necessary for you to become a successful legal support professional.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program. Credit will not be awarded for both a course and its modular equivalency.

Admission Criteria: A high school diploma or GED equivalency is required. An application for admission to the Legal Secretarial Program can be obtained from the Legal Studies Advisor. Must have current English and Reading assessment reflecting eligibility for ENG101 or ENG107 and CRE101 OR a grade of "C" or better in ENG101 First-Year Composition or equivalent and CRE101 Critical and Evaluative Reading OR Permission of Program Director.

Program Prerequisites: 6 Credits

Ability to type 35 wpm OR

OAS101++ Computer Typing I: Keyboarding and Formatting (3) OR Modular equivalents OR Permission of Program Director, AND 3

OAS106++ Basic Machine Transcription (3) OR Permission of Program Director 3

Required Courses: 36 Credits

BPC110	Computer Usage and Applications	3
BPC/OAS135DK	Word: Level I	2
BPC/OAS235DK	Word: Level II	2
LAS101	Introduction to Law	3
OAS102++	Computer Typing II: Document Production Note: Or modular equivalents	3
OAS103++	Computer Typing: Skill Building + Note: Or modular equivalents	1
OAS108++	Business English Note: Or modular equivalents	3
OAS121	Techniques of Proofreading +	1
OAS125	Introduction to the Professional Office	3
OAS201	Computer Typing III: Advanced Document Production +	3
OAS218	Law Office Procedures +	3
OAS220++	Professional Legal Secretary + Note: Or modular equivalents	4
OAS225	Legal Document Preparation +	2
OAS238	Advanced Machine Transcription/Legal	3

Restricted Electives: None.

TECHNOLOGY & TRADE INDUSTRIAL

Department Chairperson: Dr. J. Mireles

Architectural Drafting**Associate in Applied Science – AAS 3500****66-69 Credits**

The Architectural Drafting Associate of Applied Science (AAS) program provides students with the background, knowledge, and skills required to begin a career in architectural drafting and computer-aided design. Students gain on-the-board studio

skills as well as computer-aided drafting skills. They develop the flexibility to adapt to constantly changing technologies which affect the architectural and building trades industry.

Program graduates have a variety of career possibilities, including positions with residential and commercial builders, construction companies, cost estimators, facilities-planning offices, architect's and designer's offices, building supply centers, the pre-engineered metal building industry, engineering firms, and structural steel detailing firms.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program. Students planning to transfer to a four-year college or university should contact the Industrial Technology faculty or the Advisement Center for specific information on transfer requirements.

Program Prerequisites: 1 Credit

BPC/CIS121AE Windows Operating System: Level I (1) OR
BPC/CIS121AG Windows 98 - Level I (1) OR 1
Equivalent, OR
Departmental Approval

Required Courses: 35-37 Credits

CET211	Strength of Materials +	3
MAT187	Precalculus+ (5) OR	
MAT151	College Algebra/Functions + (4) AND	
MAT182	Plane Trigonometry+ (3)	5-7
DFT121	Introduction to Architectural Drafting+	3
DFT122	Residential Architectural Drafting+	3
DFT123	Commercial Architectural Drafting+	3
DFT221	Architectural Rendering: Pen & Ink, Technical Techniques+	3
DFT223	Structural Steel Detailing+	3
DFT224	Landscape Architectural Drafting+	3
DFT252AA	Computer Aided Drafting I: AutoCAD+	3
DFT254AA	Computer Aided Drafting II: AutoCAD+	3
DFT257AD	Architectural CAD: Architectural Desktop+	3

Restricted Electives: 9-10 Credits

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

BLT120	Techniques of Building Inspection+	3
BLT124	Designing for the Americans with Disabilities Act (ADA)	3
BLT130	Applied Building Codes+	4
BLT200	Construction Management: Field Operations+	3
CET101	Surveying I+	3
CET171	Construction Contracts	3
DFT126	Building Trades Blueprint Reading	3
DFT131	Civil Drafting I+	3
DFT222	Architectural Rendering: Color, Freehand Techniques +	3
DFT256AA	Computer Aided Drafting III: AutoCAD+	3
GTC121	Construction Estimating I	3

General Education: 22 Credits

Core: 12 Credits

First-Year Composition:

Any approved General Education course in the First-Year Composition area. 6

Oral Communication:

Any approved General Education course in the Oral Communication area. 3

Critical Reading:

Any approved General Education course in the Critical Reading area OR
Equivalent as indicated by assessment. 3

Mathematics:

Met by (MAT151+ AND MAT182+), or MAT187+ in Required Courses area. 0

Distribution: 10 Credits

Humanities and Fine Arts:

Any approved General Education course in the Humanities and Fine Arts area.
Recommended: ARH100 or ARH101 or INT115 or INT120. 3

Social & Behavioral Sciences:

Any approved General Education course in the Social & Behavioral Sciences area. 3

Natural Sciences:

PHY101 Introduction to Physics + 4

Department Chairperson: Dr. J. Mireles

Architectural Drafting

Certificate of Completion – CCL 5500

35-37 Credits

The Architectural Drafting program provides students with the background, knowledge, and skills required to begin a career in architectural drafting and computer-aided design. Students gain on-the-board studio skills as well as computer-aided drafting skills. They develop the flexibility to adapt to constantly changing technologies which affect the architectural and building trades industry.

Program completers have a variety of career possibilities, including positions with residential and commercial builders, construction companies, cost estimators, facilities-planning offices, architect's and designer's offices, building supply centers, the pre-engineered metal building industry, engineering firms, and structural steel detailing firms.

Program Notes: Students planning to transfer to a four-year college or university should contact the Industrial Technology faculty or the Advisement Center for specific information on transfer requirements. Students must earn a grade of "C" or better in all courses required within the program.

Program Prerequisites: 1 Credit

BPC/CIS121AE Windows Operating System: Level I (1) OR
BPC/CIS121AG Windows 98 - Level I (1) OR 1
Equivalent, OR Departmental Approval

Required Courses: 35-37 Credits

CET211	Strength of Materials +	3
MAT187	Precalculus + (5) OR	
MAT151	College Algebra/Functions + (4) AND	
MAT182	Plane Trigonometry + (3)	5-7
DFT121	Introduction to Architectural Drafting	3
DFT122	Residential Architectural Drafting +	3
DFT123	Commercial Architectural Drafting +	3
DFT221	Architectural Rendering: Pen & Ink, Technical Techniques +	3
DFT223	Structural Steel Detailing +	3
DFT224	Landscape Architectural Drafting +	3

DFT252AA Computer Aided Drafting I: AutoCAD +	3
DFT254AA Computer Aided Drafting II: AutoCAD +	3
DFT257AD Architectural CAD: Architectural Desktop +	3

Department Chairperson: Dr. J. Mireles

Building Safety & Construction Technology

Associate in Applied Science – AAS 3832

66-68 Credits

The Associate of Applied Science degree in Building Safety and Construction Technology is designed to prepare students for positions as building inspectors for local municipalities and construction companies. The building inspector's work involves face-to-face relationships with building contractors, trades people, architects, engineers, homeowners, and other members of the general public. A thorough knowledge of building codes and construction methods accompanied by good communication and judgement skills is emphasized throughout the program.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program. Students planning to transfer to a four-year college or university should contact the Industrial Technology faculty or the Advisement Center for specific information on transfer requirements.

Program Prerequisites: 1 Credit

BPC/CIS121AE Windows Operating System: Level I (1) OR	
BPC/CIS121AG Windows 98 - Level I (1) OR	1
Equivalent, OR	
Departmental Approval	

Required Courses: 44-46 Credits

BLT120 Techniques of Building Inspection	3
BLT122 Basic Engineering for Building Inspectors and Contractors I +	3
BLT124 Designing for the Americans with Disabilities Act (ADA)	3
BLT126 Soil Mechanics +	3
BLT128 Mechanical Codes	3
BLT129 Materials of Construction	3
BLT130 Applied Building Codes	4
BLT131 Applied Electric Codes	4
BLT132 Applied Plumbing Codes	4
BLT200 Construction Management: Field Operations +	3
DFT126 Building Trades Blueprint Reading	3
DFT252AA Computer-Aided Drafting I: AutoCAD	3
MAT187 Precalculus + (5) OR	
MAT151 College Algebra/Functions + (4) AND	
MAT182 Plane Trigonometry + (3)	5-7

Restricted Electives: None.

General Education: 22 Credits

Core: 12 Credits

First-Year Composition:

Any approved General Education course in the First-Year Composition area.

6

Oral Communication:

Any approved General Education course in the Oral Communication area.

3

Critical Reading:

Any approved General Education course in the Critical Reading area OR

Equivalent as indicated by assessment.

3

Mathematics:

Met by (MAT151 and MAT182), or

MAT187 in Required Courses area.

0

Distribution: 10 Credits

Humanities and Fine Arts:

Any approved General Education course in the Humanities and Fine Arts area.

3

Social/Behavioral Sciences:

Any approved General Education course in the Social & Behavioral Sciences area.

3

Natural Sciences:

Any approved General Education course in the Natural Sciences area.

4

Department Chairperson: Dr. J. Mireles

Building Safety & Construction Technology

Certificate of Completion – CCL 5432

44-46 Credits

The Certificate of Completion in Building Safety and Construction Technology program is designed to prepare students for positions as building inspectors for local municipalities and construction companies. The building inspector's work involves face-to-face relationships with building contractors, trades people, architects, engineers, homeowners, and other members of the general public. A thorough knowledge of building codes and construction methods accompanied by good communication and judgement skills is emphasized throughout the program.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program. Students planning to transfer to a four-year college or university should contact the Industrial Technology faculty or the Advisement Center for specific information on transfer requirements.

Program Prerequisites: 1 Credit

BPC/CIS121AE Windows Operating System: Level I (1) OR	
BPC/CIS121AG Windows 98 - Level I (1) OR	1
Equivalent, OR	
Departmental Approval	

Required Courses: 44-46 Credits

BLT120 Techniques of Building Inspection	3
BLT122 Basic Engineering for Building Inspectors & Contractors I +	3
BLT124 Designing for the Americans with Disabilities Act (ADA)	3
BLT126 Soil Mechanics +	3
BLT128 Mechanical Codes	3
BLT129 Materials of Construction	3
BLT130 Applied Building Codes	4
BLT131 Applied Electric Codes	4
BLT132 Applied Plumbing Codes	4
BLT200 Construction Management: Field Operations +	3
DFT126 Building Trades Blueprint Reading	3
DFT252AA Computer-Aided Drafting I: AutoCAD +	3

MAT187	Precalculus + (5) OR	
MAT151	College Algebra/Functions + (4) AND	
MAT182	Plane Trigonometry (3)	5-7

Department Chairperson: Dr. J. Mireles

Civil Engineering Technology

Associate in Applied Science – AAS 3308

69-71 Credits

The Associate in Applied Science in Civil Engineering Technology is a program of study which provides a diverse knowledge of science, mathematics, surveying, construction methods and materials, and computer aided drafting. Students in this program receive training that enables them to draw plans and prepare specifications, to estimate materials needed and their costs, to use the transit, level, and other surveying instruments, to prepare topographic maps, to inspect jobs, and to supervise construction.

Program graduates are prepared for entry-level positions as civil engineering technicians, civil drafters, inspectors, surveyor's aides, traffic engineering technicians, and highway design technicians.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program. Students planning to transfer to a four-year college or university should contact the Industrial Technology faculty or the Advisement Center for specific information on transfer requirements.

Program Prerequisites: 4-6 Credits

BPC/CIS121AE	Windows Operating System: Level I (1) OR	
BPC/CIS121AG	Windows 98 - Level I (1) OR	1
	Equivalent, OR Departmental Approval AND	
MAT120	Intermediate Algebra + (5) OR	
MAT122	Intermediate Algebra + (3) OR	
	Equivalent, OR a satisfactory score on the	
	District placement exam.	3-5

Required Courses: 47-49 Credits

BLT126	Soil Mechanics +	3
CET101	Surveying I +	3
CET102	Surveying II +	3
CET103	Construction Methods I	3
CET105	Highway Technology	3
CET171	Construction Contracts (3) OR	
GTC121	Construction Estimating I (3)	3
CET201	Boundary Control & Legal Principles I +	3
CET202	Boundary Control & Legal Principles II +	3
CET211	Strength of Materials +	3
CET241	Fundamentals of Traffic Engineering	3
MAT151	College Algebra/Functions + (4) AND	
MAT182	Plane Trigonometry + (3) OR	
MAT187	Precalculus + (5)	5-7
DFT121	Introduction to Architectural Drafting	3
DFT126	Building Trades Blueprint Reading	3
DFT131	Civil Drafting I +	3
DFT252AA	Computer Aided Drafting I: AutoCAD +	3

Restricted Electives: None.

General Education: 22 Credits

Core: 12 Credits

First-Year Composition:

Any approved General Education course in the First-Year Composition area. 6

Oral Communication:

Any approved General Education course in the Oral Communication area. 3

Critical Reading:

Any approved General Education course in the Critical Reading area OR
Equivalent as indicated by assessment 3

Mathematics:

Met by (MAT151 and MAT182), or
MAT187 in Required Courses area. 0

Distribution: 10 Credits

Humanities and Fine Arts:

Any approved General Education course in the Humanities and Fine Arts area. 3

Social & Behavioral Sciences:

Any approved General Education course in the Social and Behavioral Sciences area. 3

Natural Sciences:

PHY101 Introduction to Physics + 4

Department Chairperson: Dr. J. Mireles

Civil Engineering Technology

Certificate of Completion – CCL 5297

47-49 Credits

The Certificate of Completion in Civil Engineering Technology is a program of study which provides a diverse knowledge of science, mathematics, surveying, construction methods and materials, and computer aided drafting. Students in this program receive training that enables them to draw plans and prepare specifications, to estimate materials needed and their costs, to use the transit, level, and other surveying instruments, to prepare topographic maps, to inspect jobs, and to supervise construction. Program completers are prepared for entry-level positions as civil engineering technicians, civil drafters, inspectors, surveyor's aides, traffic engineering technicians, and highway design technicians.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program. Students planning to transfer to a four-year college or university should contact the Industrial Technology faculty or the Advisement Center for specific information on transfer requirements.

Program Prerequisites: 1 Credit

BPC/CIS121AE	Windows Operating System: Level I (1) OR	
BPC/CIS121AG	Windows 98 - Level I (1) OR	1
	Equivalent, OR	
	Departmental Approval	

Required Courses: 47-49 Credits

BLT126	Soil Mechanics +	3
CET101	Surveying I +	3
CET102	Surveying II +	3
CET103	Construction Methods I	3
CET105	Highway Technology	3

CET171	Construction Contracts (3) OR	
GTC121	Construction Estimating I (3)	3
CET201	Boundary Control & Legal Principles I +	3
CET202	Boundary Control & Legal Principles II +	3
CET211	Strength of Materials +	3
CET241	Fundamentals of Traffic Engineering	3
MAT187	Precalculus + (5) OR	
MAT151	College Algebra/Functions + (4) AND	
MAT182	Plane Trigonometry + (3)	5-7
DFT121	Introduction to Architectural Drafting	3
DFT126	Building Trades Blueprint Reading	3
DFT131	Civil Drafting I +	3
DFT252AA	Computer Aided Drafting I: AutoCAD +	3

Department Chairperson: Dr. J. Mireles

Computer-Aided Drafting

Certificate of Completion – CCL 5650

18 Credits

The Computer Aided Drafting (CAD) certificate program is designed to develop two and three dimensional CAD skills along with competence in CAD customization and management.

Completion of the certificate prepares students for entry level positions as CAD drafters and offers career advancement opportunities for persons currently employed in design/drafting positions.

Program Notes: Students planning to transfer to a four-year college or university should contact the Industrial Technology faculty or the Advisement Center for specific information on transfer requirements. Students must earn a grade of “C” or better in all courses required within the program.

Program Prerequisites: 1 Credit

BPC/CIS121AE Windows Operating System: Level I (1) OR
BPC/CIS121AG Windows 98 - Level I (1) OR 1
Equivalent, OR
Departmental Approval

Required Courses: 18 Credits

DFT121	Introduction to Architectural Drafting	3
DFT122	Residential Architectural Drawing +	3
DFT252AA	Computer Aided Drafting I: AutoCAD +	3
DFT254AA	Computer Aided Drafting II: AutoCAD +	3
DFT256AA	Computer Aided Drafting III: AutoCAD +	3
DFT257AD	Architectural CAD: Architectural Desktop +	3

Department Chairperson: Dr. J. Mireles

Construction Management

Certificate of Completion – CCL 5115

28 Credits

The Certificate of Completion in Construction Management primarily prepares construction industry people to assume leadership and middle management positions with construction companies, architectural and engineering firms, and land developers. The program emphasizes hands-on skills in construction estimating, scheduling, communicating, supervising and managing construction personnel, equipment

and documents. Completers are prepared for entry-level positions as estimators, project coordinators, project managers, construction superintendents, and job site administrators.

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

Admission Criteria: None.

Program Prerequisites: Credits: 6

MAT102 Mathematical Concepts/Applications + OR
Equivalent as indicated by assessment, OR
Satisfactory completion of a higher level mathematics course, AND 3
CRE101 Critical and Evaluative Reading I +, OR
Equivalent as indicated by assessment 3

Required Courses: Credits 28

BLT120	Techniques of Building Inspection	3
BLT124	Designing for the Americans with Disabilities Act (ADA)	3
BLT130	Applied Building Codes	4
BLT200	Construction Management: Field Operations +	3
CET103	Construction Methods	3
CET171	Construction Contracts	3
DFT126	Building Trades Blueprint Reading	3
GTC121	Construction Estimating I	3
GTC123	Construction Estimating II	3

Department Chairperson: Dr. J. Mireles

Surveying Technology

Associate in Applied Science – AAS 3011

61 Credits

The Associate in Surveying Technology is a program of study designed to provide students with skills for surveying positions of responsible charge in the field or office of local municipalities or consulting firms. Students in this program receive education and training that enables them to perform multiple surveying tasks related to boundaries, construction, and mapping.

Program graduates are prepared for entry-level positions as survey instrument persons or survey technicians.

Program Notes: . Students must earn a grade of “C” or better for all courses required within the program. Students planning to transfer to a four-year college or university should contact the Industrial Technology faculty or the Advisement Center for specific information on transfer requirements.

Admission Criteria: None.

Program Prerequisites: 7 Credits

MAT151	College Algebra/Functions + (4) OR Equivalent, or a satisfactory score on the District placement exam.	4
MAT172	Finite Math + (3) OR	
GBS220	Quantitative Methods in Business + (3)	3

Required Courses: 39 Credits

CET101	Surveying I +	3
CET102	Surveying II +	3
CET150	Introduction to Geodesy and Map Projection +	3
CET201	Boundary Control & Legal Principles I +	3
CET202	Boundary Control & Legal Principles II +	3
CET205	Photogrammetry +	3
CET250	Public Land Surveying System +	3
CET257	Route and Construction Surveying +	3
DFT121	Introduction to Architectural Drafting	3
DFT131	Civil Drafting I +	3
DFT252AA	Computer-Aided Drafting I: AutoCAD +	3
GBS221	Business Statistics	3
MAT182	Plane Trigonometry	3

Restricted Electives: None.**General Education Requirements:** 22 Credits**CORE:** 12 Credits**First-Year Composition:**

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

Oral Communication:

Any approved general education course in the Oral Communication area 3

Critical Reading:

Any approved general education course in the Critical Reading area + OR 3

Equivalent as indicated by assessment.

Mathematics:**Note:** Met by MAT182 in Required Courses area. 0**DISTRIBUTION:** 10 Credits**Humanities & 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:

PHY101 Introduction to Physics + 4

Department Chairperson: Dr. J. Mireles**Surveying Technology****Certificate of Completion – CCL 5203****39 Credits**

The Certificate of Completion in Surveying Technology is a program of study designed to provide students with skills for surveying positions of responsible charge in the field or office of local municipalities or consulting firms. Students in this program receive education and training that enables them to perform multiple surveying tasks related to boundaries, construction, and mapping.

Program graduates are prepared for entry-level positions as survey instrument persons or survey technicians.

Program Notes: Students must earn a grade of "C" or better for all courses required within the program. Students planning to transfer to a four-year college or university should contact the Industrial Technology faculty or the Advisement Center for specific information on transfer requirements.

Admission Criteria: None.**Program Prerequisites:** 7 Credits

MAT151	College Algebra/Functions + (4) OR Equivalent, or a satisfactory score on the District placement exam.	4
MAT172	Finite Math + (3) OR	
GBS220	Quantitative Methods in Business + (3)	3

Required Courses: 39 Credits

CET101	Surveying I +	3
CET102	Surveying II +	3
CET150	Introduction to Geodesy and Map Projection +	3
CET201	Boundary Control & Legal Principles I +	3
CET202	Boundary Control & Legal Principles II +	3
CET205	Photogrammetry +	3
CET250	Public Land Surveying System +	3
CET257	Route and Construction Surveying +	3
DFT121	Introduction to Architectural Drafting	3
DFT131	Civil Drafting I +	3
DFT252AA	Computer-Aided Drafting I: AutoCAD +	3
GBS221	Business Statistics +	3
MAT182	Plane Trigonometry +	3

Department Chairperson: Dr. J. Mireles**Welding****Certificate of Completion – CCL 5080****24 Credits**

The Certificate of Completion in Welding is designed to prepare students for entry level positions in the manufacturing and welding industries as well as to provide updated skills to currently employed welders. Certification exams for the American Welding Society (A.W.S.) are incorporated into the advanced classes. Program completers may obtain positions in almost any industry requiring arc, metallic inert gas (mig), or tungsten inert gas (tig) welding skills.

Program Requirements: + indicates course has prerequisites and/or corequisites. Students must earn a grade of "C" or better in each course in the Required Courses area.

Admission Criteria: None.**Program Prerequisites:** None.**Required Courses:** 24 Credits

WLD101	Welding I	3
WLD106	Arc Welding	5
WLD150	Welding Blueprint Reading	3
WLD201	Welding II +	3
WLD206	Advanced Weld - Heliarc and Wire Feed +	5
WLD208	Advanced Arc Welding - Certification +	5

ACADEMIC CERTIFICATES

Department Chairperson: Dr. A. Celozza
Program Director: Dr. P. Dimas

American Indian Studies

Academic Certificate — AC 6208

24 Credits

The Southwest Studies Program applies a broad, interdisciplinary approach to the study of the peoples and places of the American Southwest. Three certificates in American Indian Studies, Chicano-Chicana Studies, and Southwest Studies are available. Certificates may be attained independently of any degree program, but students may also apply course credits toward a degree.

The American Indian Studies Certificate explores the unique experiences of the American Indian people living in the Southwest and provides students the opportunity to study the cultures, values, histories, and contemporary lives of the indigenous people of North America. The Certificate includes courses that investigate their language, literature, arts, philosophy, religions, and politics.

Program Notes: + indicates course has prerequisites and/or corequisites. ++ indicates any module.

Admission Criteria: None.

Program Prerequisites: 6 Credits

ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	3
CRE101	Critical and Evaluative Reading I +(3) OR Equivalent as indicated by assessment	3

Required Courses: 12 Credits

AIS101	Survey of American Indian Issues	3
AIS/SOC160	American Indian Law	3
AIS/HIS170	American Indian History of the Southwest	3
AIS213/REL203	American Indian Religions +	3

Restricted Electives: 12 Credits

AIS+++++	Any AIS course + Except AIS101, AIS/SOC160, AIS/HIS170 and AIS213/REL203.	1-3
ASB235	Southwest Archaeology	3
BIO109	Natural History of the Southwest	3
BIO110	Lab for Natural History of the Southwest +	1
ENH259	American Indian Literature	3
GCU221	Arizona Geography	3
HIS105	Arizona History	3
HIS106	Southwest History	3
HIS145	History of Mexico	3
NAV+++++	Any NAV course +	1-3
SPH245	Hispanic Heritage in the Southwest	3

Department Chairperson: Dr. A. Celozza
Program Director: Dr. P. Dimas

Chicana & Chicano Studies

Academic Certificate — AC 6207

24 Credits

The Southwest Studies Program applies a broad, interdisciplinary approach to the study of the peoples and places of the American Southwest. Three certificates in American Indian Studies, Chicana and Chicano Studies, and Southwest Studies are available. Certificates may be attained independently of any degree program, but students may also apply course credits toward a degree.

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

Program Notes: + indicates course has prerequisites and/or corequisites. ++ indicates any module.

Admission Criteria: None.

Program Prerequisites: 6 Credits

ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	3
CRE101	Critical and Evaluative Reading I + (3) OR Equivalent as indicated by assessment	3

Required Courses: 15 Credits

CCS101	Chicano and Chicana Studies +	3
HIS103	United States History to 1870 (3) OR	
HIS104	United States History 1870 to Present (3)	3
HIS109	Mexican American History and Culture	3
HIS209	The Chicano in 20th Century America	3
SPH245	Hispanic Heritage in the Southwest	3

Restricted Electives: 9 Credits

BIO109	Natural History of the Southwest	3
BIO110	Lab for Natural History of the Southwest +	1
CCS+++++	Any CCS course except CCS101.	1-3
HIS105	Arizona History	3
HIS106	Southwest History	3
HIS145	History of Mexico	3
SOC142	Sociology of the Chicano Community	3
SOC242	Latino Community Organization +	3
SPA202	Intermediate Spanish II + Or equivalent	4

Department Chairperson: Dr. N. Matte

Program Directors: Mr. J. Allen and Ms. K. Cross

Creative Writing

Academic Certificate — AC 5242

24 Credits

This program is designed to provide students and professional writers with access to a community of writers and creative writing activities, instruction, and guidance from established

authors, and ongoing support in improving their writing skills, and marketing their work. As students take courses in the program, they will build a portfolio of original work that may be used to seek admittance to a bachelor's or master's level creative writing program, or that may include work to be submitted for publication. The program offers classes, workshops, and other activities such as readings and contests, which are accessible to writers of all levels regardless of academic or professional standing. The program serves many students, especially women, minorities, seniors, and working adults, who are under-represented in traditional creative writing programs because of cultural, dialect or language differences, scheduling difficulties, financial need, or lack of academic experience. Completion of the certificate does not lead to a particular degree program, but may aid students in their pursuit of a career in the writing professions, and in their continued enjoyment of writing for personal growth.

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

Admission Criteria: Students wishing to enroll in the Creative Writing program must complete a formal application; contact Program Director.

Program Prerequisites: None.

Required Courses: 21 Credits

Notes: ENG210 may be substituted for CRW150 with permission of Program Director.

CRW150 Introduction to Creative Writing (3) OR	
CRW155 Bilingual Creative Writing (3)	3
CRW200 Intermediate Screenwriting (1)	2
Note: CRW200 must be repeated for a total of two (2) credits.	
CRW201 Portfolio	1

Note: Students must complete six (6) credits from Series I and nine (9) credits from Series II in consultation with a Program Director.

Series I

Note: Students must complete two (2) of the following courses for a total of six (6) credits.

CRW120 Introduction to Writing Children's Literature	3
CRW160 Introduction to Writing Poetry	3
CRW170 Introduction to Writing Fiction	3
CRW180 Introduction to Writing Nonfiction	3
CRW190 Introduction to Screenwriting	3
THE118 Playwriting +	3

Series II

Note: Students must complete three (3) of the following courses for a total of nine (9) credits.

CRW220 Intermediate Writing Children's Literature +	3
CRW261 Topics in Writing: Poetry +	3
CRW270 Intermediate Fiction Writing +	3
CRW271 Topics in Writing: Fiction +	3
CRW272 Planning and Structuring the Novel +	3
CRW273 Writing the Novel +	3
CRW274 Revising the Novel +	3
CRW281 Topics in Writing: Non-Fiction +	3
CRW290 Intermediate Screenwriting +	3
CRW291 Topics in Writing: Plays +	3

Restricted Electives: 3 Credits

CRW+++++

Note: Any CRW course(s) except courses used to satisfy Required Courses Area.

ENG217 Personal and Exploratory Writing +	3
ENG219 Life Stories +	3
ENG235 Magazine Article Writing	3
ENG236 Magazine Writer's Workshop	3
ENG/THE260 Film Analysis	3
ENH+++++	

Note: any English Humanities course.	3
HUM/THE210 Contemporary Cinema	3
THE220 Modern Drama	3
COM/THP241 Performance of Literature	3
COM/THP243 Interpreters Theatre	3

Department Chairperson: Dr. A. Celozo

Program Director: Dr. A. Celozo

International Studies

Academic Certificate – AC 6213

34-35 Credits

Students enrolled in the International Studies Certificate will have the opportunity to broaden their horizons and their understanding of our increasingly interdependent global society. The Certificate approaches broad cultural issues and includes a strong emphasis on world politics and religions. It also includes developing proficiency in cross-cultural communications and the capacity to navigate world cultures. Proficiency in a modern language is also an integral part of the Certificate.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program. Study abroad credit may replace courses identified as electives with the approval of the Program Director or Department Chairperson.

Admission Criteria: None.

Program Prerequisites: 6 Credits

ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	3
CRE101	Critical and Evaluative Reading I + (3) OR Equivalent as indicated by assessment	3

Required Courses: 25 Credits

HIS/PHI/REL243 World Religions	3
POS120 World Politics	3
POS125 Issues in World Politics (3) OR	
POS140 Comparative Government (3)	3

Any Foreign Language courses with prefixes ARB, CHI, FRE, GER, GRK, HEB, ITA, JPN, POR, RUS, SPA, OR Equivalent (Note: Completion of one foreign language is recommended, e.g., SPA101 and SPA102, OR SPA101AA and SPA102AA)

8

Any advanced Foreign Language courses with prefixes ARB, CHI, FRE, GER, GRK, HEB, ITA, JPN, POR, RUS, SPA OR Equivalent (Note: Completion of one foreign language is recommended, e.g., SPA201 and SPA202, OR SPA201AA and SPA202AA) 8

Restricted Electives: 9-10 Credits

(Note: Study abroad credit may replace courses identified as electives with the approval of the Program Director or Department Chairperson.)

ASB102	Intro to Cultural and Social Anthropology	3
BIO105	Environmental Biology	4
COM263	Elements of Intercultural Communication	3
ECN111	Macroeconomics	3
ECN112	Microeconomics	3
GCU121	World Geography I: Eastern Hemisphere	3
GCU122	World Geography II: Western Hemisphere	3
GPH111	Introduction to Physical Geography	4
HIS101	History of Western Civilization Middle Ages to 1789	3
HIS102	History of Western Civilization 1789 to Present	3
HIS110	World History to 1500	3
HIS111	World History 1500 to the Present	3
HIS113	History of Eastern Civilization to 1850	3
HIS114	History of Eastern Civilization 1850 to Present	3
HIS145	History of Mexico	3
IBS101	Introduction to International Business	3
POS180	United Nations Study	3

Free Electives: None.

General Education: None.

Department Chairperson: Mr. R. Reyes

Music

Academic Certificate – AC 6205

44.5-45.5 Credits

The Academic Certificate is intended for the student who would like to obtain acknowledgment for completion of music courses and is not designed to prepare students for employment. While the completion of the certificate does not lead to a particular degree, it does provide and enhance the development of musicianship for enjoyment and personal growth. This program provides the student with fundamental musical skills covering a variety of topics, including theory, performance, composition, and history. As students complete courses in the program, they will build a performance repertoire and/or portfolio of original compositions that may be used to seek admittance to a bachelor's-level music program.

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

Admission Criteria: Prior approval of Music Department Director is mandatory.

Program Prerequisites: 2-3 Credits

MTC100	Fundamentals of Music (2) OR	
MTC101	Introduction to Music Theory (3) OR Permission of instructor.	2-3

Required Courses: 40.5-41.5 Credits

MHL140	Survey of Music History (3) OR	3
MHL143	Music in World Cultures	3
MTC105	Music Theory I +	3
MTC106	Aural Perception I +	1
MTC155	Music Theory II +	3
MTC156	Aural Perception II +	1
MTC205	Music Theory III +	3
MTC206	Aural Perception III +	1
MTC255	Music Theory IV +	3
MTC256	Aural Perception IV +	1
MUP102++	Any MUP102 Private Instruction course.	2
MUP110	Concert Music	0.5
MUP131	Class Piano I (2) AND	
MUP132	Class Piano II + (2) AND	
MUP231	Class Piano III + (2) AND	
MUP232	Class Piano IV + (2) OR	
MUP133	Class Voice I (2) AND	
MUP134	Class Voice II + (2) AND	
MUP233	Class Voice III + (2) AND	
MUP234	Class Voice IV + (2) OR	
MUP225	Class Guitar I (2) AND	
MUP226	Class Guitar II (2) AND	
MUP227	Class Guitar III + (2) AND	
MUP228	Class Guitar IV (2)	8
MUP152++	Any MUP152 Private Instruction course.	2
MUP153	A Cappella Choir + (2) OR	
MUP162	Band (2)	2
MUP202++	Any MUP202 Private Instruction course.	2
MUP252++	Any MUP252 Private Instruction course. (2) OR	
MTC240	Composition (3)	2-3

Restricted Electives: 4 Credits

Note: Students should select courses in consultation with the program director. Students should select MHL, MTC, MUC and MUP prefix courses not listed in the Required Courses area.

MHL+++++	Any Music History/Literature course.	1-4
MTC+++++	Any Music Theory/Composition course.	1-4
MUC+++++	Any Music Commercial/Business course.	1-4
MUP+++++	Any Music: Performance course.	1-4

Please Note: The Music certificate requires a G.P.A. of 3.0.

Department Chairperson: Dr. A. Celozza

Program Director: Dr. P. Dimas

Southwest Studies

Academic Certificate – AC 6209

25 Credits

The Southwest Studies Program applies a broad, interdisciplinary approach to the study of the peoples and places of the American Southwest. Three certificates in American Indian Studies, Chicano-Chicana Studies, and Southwest Studies are available. Certificates may be attained independently of any degree program, but students may also apply course credits toward a degree.

Students enrolled in the Southwest Studies Certificate will study the environment of the region and how people have historically related to that environment. The Certificate approaches the cultural issues more broadly and includes a stronger emphasis on the ecology, geography, and political history of the region.

Program Notes: + indicates course has prerequisites and/or corequisites. ++ indicates any module.

Admission Criteria: None.

Program Prerequisites: 6 Credits

ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	3
CRE101	Critical and Evaluative Reading I + (3) OR	
	Equivalent as indicated by assessment	3

Required Courses: 13 Credits

BIO109	Natural History of the Southwest	3
BIO110	Lab for Natural History of the Southwest +	1
GCU221	Arizona Geography	3
HIS105	Arizona History	3
HIS106	Southwest History	3

Restricted Electives: 12 Credits

AIS/HIS170	American Indian History of the Southwest	3
ASB235	Southwest Archaeology	3
BIO105	Environmental Biology	4
ENH112	Chicano Literature	3
EDU230	Cultural Diversity in Education	3
ENH259	American Indian Literature	3
ENH260	Literature of the Southwest	3
HIS109	Mexican-American History and Culture	3
HIS145	History of Mexico	3
POS220	U.S. and Arizona Constitution	3
SPH245	Hispanic Heritage in the Southwest	3

HONORS

Department Chairperson: Dr. M. Gibney

CLASSICAL STUDIES PROGRAM

The Classical Studies Program is a rigorous, humanities-based curriculum for students wishing to transfer to top colleges nationwide. Students are introduced to the Western cultural tradition of the Greeks and Romans. Required classes include four semesters of Latin or Greek, two semesters of great books, three semesters of the History of Western Civilization, and a political philosophy course. Two-thirds of the course work leading to the Associate of Arts degree must be Honors classes. Course work may be pursued in a variety of disciplines, and students may pursue any academic major in conjunction with the Classical Studies Program. Call 602.285.7305 for more information.

Department Chairperson: Dr. M. Gibney

HONORS PROGRAM

The Phoenix College Honors Program is dedicated to challenging its students with small classes, where active participation is expected. As much as possible, Phoenix College emphasizes the interdisciplinary approach, where connections are made across academic disciplines and across cultures. Phoenix College aims to educate the whole person, helping students to realize their potential by affording them opportunities for growth both in and outside of the classroom.

Entrance to the Honors Program is open both to incoming students who have recently graduated from high school, as well as continuing students who are currently enrolled at PC. Entering freshmen in the top 15% of their high school class are eligible to apply. Another pathway for incoming students is by achieving high scores on the ASSET tests (check with the Honors Office for details). A third pathway designed for current PC students requires a cumulative G.P.A. of at least 3.25 for 12 or more credit hours in courses numbered 100 or above in the MCCC system.

To graduate with Honors Program designation, Honors students must complete at least 15 semester hours of Honors courses at Phoenix College and maintain a cumulative GPA of 3.5. After the first semester, students have the option of taking one class as an Honors Contract class, in which the student and professor sign a contract outlining an enrichment project that must be completed to earn Honors credit. This can only be done once, and is not permitted during the first year of Honors eligibility. (Check with the Honors Office for complete requirements.) Call 602.285.7305 for more information.

A partial listing of Honors courses follows. Honors offerings may change from year to year: check with the Honors Office to verify.

BPC110	Computer Usage and Applications	3
CFS157	Marriage and Family Life	3
CFS176	Child Development	3
CIS105	Survey of Computer Information Systems	3
COM100	Introduction to Human Communication	3
COM225	Public Speaking +	3
DHE212	Dental Hygiene Theory II +	3
DHE213	Dental Hygiene Clinic II +	3
DHE225	Periodontics +	3
DHE229	Community Oral Health +	3
DHE232	Dental Hygiene Theory III +	3
DHE233	Dental Hygiene Clinic III +	3
ECN111	Macroeconomic Principles	3
ECN112	Microeconomic Principles	3
ENG101	First-Year Composition +	3
ENG102	First-Year Composition +	3
ENH204	Introduction to Contemporary Literature	3
GBS151	Introduction to Business	3
GRK101	Elementary Classical Greek I3	
GRK102	Elementary Classical Greek II +	3
HIS100	History of Western Civilization to Middle Ages	3
HIS101	History of Western Civilization Middle Ages to 1789	3
HIS102	History of Western Civilization 1789 to Present	3
HIS109	Mexican-American History and Culture	3
HUM209	Women and Films	3
INT115	Historical Architecture and Furniture	3
INT120	Twentieth Century Architecture & Furniture	3
LAT101	Elementary Latin I	4
LAT102	Elementary Latin II +	4
LAT201	Intermediate Latin I +	4
LAT202	Intermediate Latin II +	4
MAT151	College Algebra/Functions +	4
MGT251	Human Relations in Business	3
PHI101	Introduction to Philosophy	3
PHI103	Introduction to Logic	3

PHI105	Introduction to Ethics	3
POS140	Comparative Government	3
PSY101	Introduction to Psychology	3
SBU200	Society and Business	3
TEC105	Clothing Selection	3
TEC106	History of Fashion	3

TRANSFER PROGRAMS

The program to be followed at Phoenix College depends upon the requirements of the four-year institution to which the student plans to transfer and the specific major of the student. Students should consult the catalog of the institutions to which they expect to transfer. Faculty and academic advisors will assist students in their selection of courses for transfer.

Contact Ms. K. Harrison, PC Transfer Center.
Information: 602.285.7110
Appointments: 602.285.7862

See page 103 for a brief list of transfer pathways to Arizona State University, Northern Arizona, and the University of Arizona.

Associate in Transfer Partnership

Associate in Transfer Partnership (ATP) degrees for Phoenix College are available in the following areas at the ASU campuses indicated. Contact the appropriate department for information.

<u>Department</u>	<u>ASU Campus/Major Code</u>
Business	Accountancy ASU - Main / 9104 ASU - West / 9204
	General Business ASU - Main / 9106
	Global Business ASU - West / 9207
Business	Computer Information Systems ASU - Main / 9105
Cultural & Applied Social Sciences	Social Work ASU - Main / 9100 ASU - West / 9200
Health Enhancement	Exercise & Wellness ASU -East / 9127
	Kinesiology ASU -Main / 9109
	Recreation (Therapeutic Recreation Emphasis) ASU -Main / 9122
	Recreation (Community & Urban Recreation Emphasis) ASU -Main / 9123

<u>Department</u>	<u>ASU Campus/Major Code</u>
Health Enhancement (cont'd)	Recreation (Natural Resource Recreation Emphasis) ASU -Main / 9124
	Recreation (Nonprofit/Youth & Human Service Leadership & Management Emphasis) ASU -Main / 9125
Industrial Technology	Construction ASU - Main / 9120
	Housing & Urban Development ASU - Main / 9108
Liberal Arts	American Indian Studies ASU - Main / 9121
	Elementary Education ASU - Main / 9101 ASU - West / 9201
Nursing	Nursing ASU - Main / 9107
Psychology	Psychology (B.A.) ASU - Main / 9102 ASU - West / 9202
	Psychology (B.S.) ASU - Main / 9103 ASU - West / 9203

Department Chairperson: Dr. J. Mireles

Construction

MCCCD/ASU Main

Associate in Transfer Partnership – ATP 9120 63 Credits

The courses below in bold print have prerequisites which must also be met. All courses must be completed with a grade of "C" or higher in order to transfer. A minimum 2.25 GPA is required from resident community college transfer students to be admitted to the professional program in Construction. See Ira A. Fulton School of Engineering for details. Participation in a summer field internship activity is required for all students between the second and third year of the program. See Del E. Web School of Construction for details.

NOTE: If the General Building Concentration student takes REA179 or REA180 at MCCCD in addition, the upper division credits remaining to be taken at ASU will be only 48 and the student will have to take an additional upper division Construction Technical Elective to meet the requirement of 50 upper division credits. The course evaluation as listed in the Course Equivalency Guide (CEG) is valid for the academic year in which the student satisfactorily completes the course. A course evaluation may be subject to changes in subsequent issues of the CEG due to changes in the university or community college curriculum. Thus, prior to registering for any community college course, students must always check the CEG to identify the current equivalency of the courses they are planning to take.

Prefix/No	Course Title/Cr	Trans Cr	ASU Equiv.
ACC230	Uses of Accounting Info I (3)	3	Elective
BLT200	Construction Mgt: Field Op (3)	3	CON371
CET101	Surveying I (3) OR		CON341
CET102	Surveying II (3) OR		CON341
CET245	Plane Surveying I (3)	3	CON341
CET211	Strength of Materials (3)	3	CON223
COM225	Public Speaking (3)	3	COM225 [L]
ECE102	Engineering Analysis Tool/Tech (2) AND		
ECE103	Engineering Problem Solve/Design (2) OR		ECE100 [CS]
ECE102	Engineering Analysis Tool/Tech (2) AND		
ECE103AB	Engineering Problem Solve/Design (2) OR		ECE100 [CS]
ECE102AA	Engineering Analysis Tools/Tech (2) AND		
ECE103	Engineering Problem Solve/Design (2) OR		ECE100 [CS]
ECE102AA	Engineering Analysis Tools/Tech (2) AND		
ECE103AB	Engineering Problem Solve/Design (2)		ECE100 [CS]
ECE211	Engineering Mech-Statics (3)	3	CON221
ECN111	Macroeconomics Principles (3)	3	ECN111 [SB]
ECN112	Microeconomic Principles (3)	3	ECN112 [SB]
ENG101	First Year Composition (3) AND		ENG101
ENG102	First Year Composition (3) OR		ENG102
ENG107	First Year Composition for ESL (3) AND		ENG107
ENG108	First Year Composition for ESL (3)	6	ENG108
GBS221	Business Statistics (3) OR		STP226 [CS]
JAS225	Stats Soc Research/Jus-Govt (3) OR		STP226 [CS]
MAT167	Elements of Statistics (3)	3	STP226 [CS]
GTC121	Construction Estimating I (3) OR		
GTC123	Construction Estimating II (3)	3	CON383
HFA260	Blueprints and Firestopping (5) OR		
PCM153	Sketching & Plan Reading (5) OR		
PCM154	Architectural Drawing and Blueprint Reading (5)	1	Elective
MAT220	Analytical Geometry & Calculus (5) OR		MAT270 [MA]
MAT221	Calc w/ Analytical Geometry I (4)	4	MAT270 [MA]
PHY111	General Physics I (4)	4	PHY111 [SQ] & PHY113 [SQ]
PHY112	General Physics II (4)	4	PHY112 [SQ] & PHY114 [SQ]
	Humanities & Fine Arts	6	[HU] See ATP Notes #1

Consult with an MCCCDC ATP certified advisor to select courses to meet the following requirements and to complete the minimum 60 credits but no more than a total of 64 credits. To meet the different area requirements, select courses from the current CEG Course Equivalency Guide or the ASU General Studies Guide

ATP Notes:

1. HUM125 is recommended, but any other MCCCDC course that satisfies [HU] requirements in transfer is acceptable.

Note: The ECE102 and 103 options are equivalent to ECE100 for 3 credits.

Department Chairperson: Dr. A. Celozza

Program Director: Ms. O. Cañez

EDUCATION

Students wishing to pursue a four-year degree in Education, including Elementary, Special, Bilingual, English as a Second Language (ESL), Early Childhood, and Secondary Education, may enroll in general education and lower division education requirements at Phoenix College. Transfer requirements vary at four-year institutions and most universities require a separate application to Education programs. Students are urged to seek advisement on degree requirements, course selection, and transfer process.

Education courses are available for majors and for students exploring the field of Education. Courses such as EDU221 Introduction to Education provides the opportunity for field experience. EDU230 Cultural Diversity in Education provides the opportunity to explore learning in a multicultural setting. EDU222 Introduction to the Exceptional Learner provides the opportunity for observation in a setting with children with special needs.

EDU291 Children's Literature, ENG213 Introduction to the Study of Language, MAT156 and MAT157 Mathematics for Elementary Teachers I and II, are courses offered at Phoenix College that provide the opportunity for students to value literature, understand the development of the English language, and investigate mathematical principles and processes of various teaching methodologies in a classroom. EDU170 Disaster Management for Schools, and EDU225 Foundations of Approaches to Serving English Language Learners (ELL), are also offered.

ASSOCIATE IN TRANSFER PARTNERSHIP (ATP) DEGREE

Students planning to major in Elementary Education at ASU Main or ASU West may follow requirements for the Associate in Transfer Partnership Degree program. This degree does not guarantee admission to the Elementary Education program at ASU Main or ASU West, however it assures students that the program of study will parallel the lower division requirements for students. Advisement is an essential element of the ATP process and students are responsible for periodic meetings with their Phoenix College advisor and, if necessary, a university advisor. Advisors can assist students with the selection of courses that will meet lower division requirements at any four-year institution. See pages 93-94 for complete requirements.

Visit the following Web site for more information:

<http://www.dist.maricopa.edu/academic/curric/curricrpts.php>

ASSOCIATE IN ARTS IN ELEMENTARY EDUCATION (AAEE) DEGREE (See Page 84)

The AAEE is designed for the student who plans to transfer to an Elementary Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide. The degree has two major components:

- I. MCCCDC General Education
Arizona General Education Curriculum for Arts (AGEC A)
MCCCDC Additional Requirements
- II. Elementary Education Requirements
Education Foundations
Electives for Arizona Professional Teacher Standards

Visit the following Web site for more information:

<http://www.dist.maricopa.edu/academic/curric/curricrpts.php>

Department Chairperson: Dr. J. Mireles

Housing & Urban Development

MCCCD/ASU Main

Associate in Transfer Partnership – ATP 9108

60-64 Credits

Program Notes: Courses in bold print have prerequisites which must also be met. All courses must be completed with a grade of “C” or higher in order to transfer. The course evaluation as listed in the Course Equivalency Guide (CEG) is valid for the academic year in which the student satisfactorily completes the course. A course evaluation may be subject to changes in subsequent issues of the CEG due to changes in the university or community college curriculum. Thus, prior to registering for any community college course, students must always check the CEG to identify the current equivalency of the courses they are planning to take.

Prefix/No	Course Title/Cr	Trans Cr	ASU Equiv.
ACC230	Uses of Accounting Info I (3)	3	ACC230 (Note #1)
AGL189	Landscape Design I (3) OR	3	PLA161/DEC(AGB)
DFT121	Intro to Architectural Drafting (3) OR	3	HUD161
DFT224	Landscape Architectural Drafting (3)	3	PLA261
ENG101	First-Year Composition (3) OR		ENG101
ENG107	First-Year Composition/ESL (3) AND		ENG107
ENG102	First-Year Composition (3) OR		ENG102
ENG108	First-Year Composition/ESL (3)	6	ENG108
MAT150	College Algebra/Functions (5) OR		
MAT151	College Algebra/Functions (4) OR		
MAT151AA	College Algebra/Functions I (1) AND		
MAT151AB	College Algebra/Functions II (1) AND		
MAT151AC	College Algebra/Functions III (1) AND		
MAT151AD	College Algebra/Functions IV (1) OR		
MAT152	College Algebra/Functions (3) OR		MAT117 [MA]
REA179	Real Estate Principles I (3) OR		REA380
REA180	Real Estate Principles II (3) OR		REA380
REA281	Principles of Real Estate Law (3) OR		Elective (Note #2)
REA281AA	Land & Development (0.75) AND		Elective (Note #2)
REA281AB	Regulations & Trusts (0.75) AND		Elective (Note #2)
REA281AC	Contracts, Agency & Insurance (0.75) AND		Elective (Note #2)
REA281AD	Rights & Title (0.75) OR		Elective (Note #2)
REA282	Real Estate Finance (3) OR		Elective (Note #2)
REA282AA	Money & Lenders (0.75) AND		Elective (Note #2)
REA282AB	Lending and Products (0.75) AND		Elective (Note #2)
REA282AC	Regulation & Default (0.75) AND		Elective (Note #2)
REA282AD	Alternate Financing/Mathematics (0.75) OR		Elective (Note #2)
REA284	Real Estate Appraisal (3) OR		Elective (Note #2)
REA284AA	Valuation & Property Types (0.75) AND		Elective (Note #2)
REA284AB	Residential Market Analysis (0.75) AND		Elective (Note #2)
REA284AC	Residential Cost Appraisal (0.75) AND		Elective (Note #2)
REA284AD	Income Capitalization (0.75) OR		Elective (Note #2)
REA285	Real Estate Selling (3) OR		Elective (Note #2)
REA286	Advanced Real Estate Appraisal (3) OR		Elective (Note #2)
REA288	Real Estate Investment Strategy (3) OR		Elective (Note #2)
REA290AA	Real Estate Seminar: Appraisals, Management & Taxes (1.5) AND		Elective (Note #2)
REA290AB	Real Estate Seminar: Zoning, Financing, & Contracts (1.5) OR		Elective (Note #2)
REA291	Legal Aspects of Real Estate Financing (3) OR		Elective (Note #2)
REA292	Legal Aspects of Tenant/Real Estate (3) OR		Elective (Note #2)
REA292AA	Lease Types and Format (0.5) OR		Elective (Note #2)
REA292AB	Lease Provisions and Variations (0.7) OR		Elective (Note #2)
REA292AC	Statutory Provisions and Liability (0.6) OR		Elective (Note #2)
REA292AD	Landlord Rights and Obligations (0.7) OR		Elective (Note #2)
REA292AE	Commercial Default and Litigation (0.5) OR		Elective (Note #2)
REA295	Real Estate Brokerage (3)	3	See Note #2

Consult with an MCCCD ATP certified advisor to select courses to meet the following requirements and to complete the minimum 60 credits **but no more than a total of 64 credits**. To meet the different area requirements, select courses from the current CEG Course Equivalency Guide or the ASU General Studies Guide

Cultural Diversity	3	Cultural Diversity [C]
Historical Awareness	3	Historical Awareness [H]
Humanities & Fine Arts	3	Humanities & Fine Arts [HU]
Literacy	3	Literacy [L]
Natural Sciences	8	8[SQ] or 4[SQ] + 4[SG] See Note #3
Social Behavioral	6	Social Behavioral [SB] See Note #3

Statistics	3	Statistics [CS]
Electives	7	Elective Credits

ATP Notes:

- ACC230 transfers to ASU as ACC230 for HUD ATP majors only. MCCCD must certify completion of ATP on the transcript to ensure equivalency to ACC230 upon transfer.
- The student may take any REA course, or module of REA courses, listed above equal to 3 credit hours.
- The following courses are recommended to satisfy [SB] and [SQ] requirements:
SB REQUIREMENT
 ECN111 OR ECN112ECN111 [SB] or ECN112 [SB]
SQ REQUIREMENT
 GPH112 AND GPH113GPH111 [SQ]

Department Chairperson: Ms. M. Souders

Nursing

MCCCD/ASU Main

Associate in Transfer Partnership – ATP 9107

Nursing (B.S.) Major

(Not intended for Associate Degree RNs)

Program Notes: Courses in bold print have prerequisites which must also be met. All courses must be completed with a grade of “C” or higher in order to transfer. In order to graduate with a BSN degree in 120 credit hours, students may apply no more than 56 community college credit hours. Completion of the 56 credits listed in this ATP which includes the completion of AGECA A, certified at time of transfer to ASU, and a minimum of 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 will exempt the student from Arizona State University admission requirements. The student should contact an ASU Nursing advisor during the student’s first semester at MCCCD. Completion of the Nursing ATP does not guarantee admission to ASU’s Professional Program in Nursing. Students will still need to apply to the Professional Nursing Program at ASU. See an ASU Nursing advisor for further information. To be eligible to receive the Nursing ATP, the student must take an additional four (4) credit hours of any transferable course work from a Maricopa college, or transfer four (4) credit hours from ASU or another nationally accredited institution of higher education to MCCCD for a degree total of 60 credits. Contact a MCCCD certified ATP advisor for additional information. The course evaluation as listed in the Course Equivalency Guide (CEG) is valid for the academic year in which the student satisfactorily completes the course. A course evaluation may be subject to changes in subsequent issues of the CEG due to changes in the university or community college curriculum. Thus, prior to registering for any community college course, students must always check the CEG to identify the current equivalency of the courses they are planning to take.

Prefix/No.	Course Title/Cr.	Trans. cr.	ASU Equiv.
BIO201	Human Anatomy / Physiology I (4)	4	BIO201 [SG]
BIO202	Human Anatomy / Physiology II (4)	4	BIO202
BIO205	Microbiology (4)	4	MIC205 [SG] & MIC206 [SG]

continued on the next page

CHM130	Fundamental Chemistry (3) AND		
CHM130LL	Fundamental Chemistry Lab (1)	4	CHM101 [SQ]
ENG101	First-Year Composition (3) AND		ENG101
ENG102	First-Year Composition (3) OR		ENG102
ENG107	First-Year Composition/ESL (3) AND		ENG107
ENG108	First-Year Composition/ESL (3)	6	ENG108

FON241	Principles of Human Nutrition (3)	3	NTR241
HCR210	Clinical Health Care Ethics (3)	3	HCR210 [HU]
HCR220	Health Care Organizations (3)	3	HCR220
HCR230	Culture & Health (3)	3	HSA220
HCR240	Human Pathophysiology (4) OR		HCR230 [C,G]
HCR240AA	Human Pathophysiology I (2) AND		HCR240
HCR240AB	Human Pathophysiology II (2)	4	DEC (NUR)
PHI103	Introduction to Logic (3)	4	DEC (NUR)
PSY101	Introduction to Psychology (3)	3	PHI103
PSY230	Introduction to Statistics (3)	3	[L/HU]
PSY240	Developmental Psychology (3) OR	3	PGS101 [SB]
CFS205	Human Development (3)	3	PSY230 [CS]
Humanities or Social Behavioral		3	CDE232 [SB]
			CDE232 [SB]
			A course that satisfies either Humanities & Fine Arts [HU] requirements
Mathematical Studies		3	A course that satisfies [MA] requirements

Department Chairperson: Dr. M. Gibney

PSYCHOLOGY

For Personal, Social & Occupational Development or for a Career in Psychology - Psychology courses are available day and evening. They are designed for students who wish to take psychology courses for their own personal, social, or occupational development or who wish to pursue an advanced degree. Psychology graduates do not qualify for immediate employment in psychology. Most courses transfer to universities as equivalent courses, General Education, elective credit, or departmental elective credit.

Careers In Psychology - Psychologists are concerned with the scientific study of behavior. Psychology is a beneficial major or minor for students interested in education, business, journalism, medicine, law, social work, management, or any of the human service fields such as nursing, child care, medical technology, law enforcement or real estate. Professional positions in the field of psychology require a master's or doctoral degree. Employment for individuals with graduate degrees will be growing in counseling, clinical and business settings. Related areas are personnel management, public relations, sports and recreation, speech pathology, educational psychology, vocational rehabilitation, gerontology, business management, and computer science. Employment in colleges and universities remains competitive.

Psychology Majors - You may graduate from Phoenix College with an Associate in Arts (AA) Degree, and major in psychology at a four year college or university. Psychology majors are strongly encouraged to consult with a psychology department faculty member for advisement. Transfer requirements for majors in Psychology differ at various colleges and universities. Accurate advisement now will reduce transfer problems later. In addition to specific psychology courses, psychology majors are usually required to take some courses in related areas such as mathematics, computer science, and a foreign language. General Education areas are always required. General Education areas are usually in English Composition, Oral Communication, Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, and Natural Sciences. There may be other requirements in addition to these. Contact the four year college or university for details.

Associate in Transfer Partnership Degrees - Students planning to major in Psychology at ASU Main or ASU West have the option of enrolling in the Associate in Transfer Partnership Degree (ATP) program. The ATP does not assure admission to the psychology program at ASU Main or ASU West, however students participating in the ATP program will be treated in the same manner as students who have taken the equivalent courses at ASU campuses in terms of course evaluation and course changes. Students selecting this option must participate in a special advisement process and should contact Dr. Gibney in the Psychology Department or the Phoenix College Advisement Center for details.

Suggested Core Psychology Courses for Majors

PSY101 Introduction to Psychology	3
PSY230 Introduction to Statistics +	3
PSY231 Laboratory for Statistics +	1
PSY290 Research Methods +	4

Students majoring in Psychology should choose no more than 6 credit hours from the following list of electives.

PSY215 Introduction to Sport Psychology +	3
PSY218 Health Psychology +	3
PSY235 Psychology of Gender Differences +	3
PSY240 Developmental Psychology +	3
PSY250 Social Psychology +	3
PSY266 Abnormal Psychology +	3
PSY277 Psychology of Human Sexuality +	3

Additional Transfer Options

Additional Transfer Options are available in the following areas. Contact the appropriate department for information.

Department Chairperson: Mr. R. Reyes

ART

"College Art" is used to designate the curriculum students should follow if they expect to transfer after two years to a four-year college or university with an Associate in Arts (AA) degree. The courses which are offered at Phoenix College include the customarily required subjects for the first two years of a four-year curriculum. Students planning to take their first two years of work at a community college should take only those courses in art that are offered as lower division level courses at the college or university to which they plan to transfer. Entering students should always consult the catalog of the college or university to which they plan to transfer so they can determine the specific requirements and select courses accordingly. A student may find that the courses required for the Associate in Arts degree would not fulfill the requirements necessary for the program of study at the university. In that case, it would not be advisable to pursue such a degree.

Note: For specific transfer information on the programs at the three Arizona universities refer to respective university catalogs and review the general transfer statements or see an art advisor.

Degree/Certificate Associate in Arts Transfer Program.

Description This is a core curriculum designed for an art major planning to transfer to a university. Students are advised to have 18 hours in Art providing an Associate in Arts Degree is desired to transfer to a university.

Opportunities: Designed for students planning a career in art that requires a baccalaureate degree.

Program: The Associate in Arts programs provide the basic core of art courses including some studio, theory and art history which cover the first two years of most four-year programs in art. Students should not carry more than 16 credits if two studio classes are taken, or not more than 12 credits if three studio classes are taken.

Availability: Day or Evening

Transferability: All Art courses transfer but some may only be used as departmental elective credits.

Degree Requirements: 60-64 credits minimum

Note: The following courses would be acceptable at most four-year schools for lower division credit. Additional hours of art, if chosen, should best suit his/her needs in the chosen program of study.

Core Recommendations: 18 Credits

ART112	Two-Dimensional Design	3
ART115	Three-Dimensional Design+	3
ARH101	Prehistoric Through Gothic Art	3
ARH102	Renaissance Through Contemporary Art	3
ART113	Color+	3
ART111	Drawing I (3) OR	
ART131	Photography I(3) *	3

General Education Requirements: 42 Credits

*Indicates course to be taken by transfer students majoring in Photography.

Department Chairperson: Dr. A. Celozza

AMERICAN INDIAN STUDIES

60-64 Credits Suggested

American Indian Studies

The area of American Indian Studies (AIS) provides a multidisciplinary understanding of the history and present situation of the indigenous peoples of North America. AIS courses emphasize American Indian history, culture, language, literature, arts, philosophy, religion, politics, and sovereignty.

Students wishing to transfer to a four-year degree institution with a major and/or minor in American Indian Studies may enroll in transferrable general education and lower division AIS courses at Phoenix College. Students are advised to check with a Phoenix College academic advisor, as well as the transfer institution, before enrolling in any of the following courses.

SUGGESTED COURSES: 60-64 Credits

Social and Behavioral Sciences: 9 credits

AIS101	Survey of Native American Issues	3
AIS/SOC141	Sovereign Indian Nations	3
AIS170	American Indian History of the Southwest	3

Humanities: 7 credits

ENH259	American Indian Literature	3
HUM105AB	Cultural Perspectives: Native-American Ideas/Values	1
PHI/REL246	Am Indian Euroamerican Comparative World Views	3

Restricted Electives: 12-15 credits

AIS110	Navajo Government	3
AIS112	American Indian Policy	3
AIS160	American Indian Law	3
AIS/MGT203	Fundamental Economic Development for Indigenous Nations	3
CPD103BE	Native American Cultural Pride and Awareness	2
ENH260	Literature of the Southwest	3
HIS106	Southwest History	3

Natural Sciences: 8 credits

BIO109	Natural History of the Southwest	3
BIO110	Lab for Natural History of the Southwest	1
CHM107	Chemistry and Society	3
CHM107LL	Chemistry and Society Lab	1

Literacy: 3 credits

REL203/AIS213	American Indian Religions	3
---------------	---------------------------	---

Suggested General Education: 19 credits

ENG101/107	First-Year Composition +	3
ENG102/108	First-Year Composition +	3
CRE101	Critical and Evaluative Reading I +	3
COM100	Intro to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM230	Small Group Communication + (3) 3	
COM263	Elements/Intercultural Communication + (3) 3	
MAT151	College Algebra/Functions +	4
CIS105	Survey of Computer Information Systems	3

Note: An Associate in Transfer Partnership degree in American Indian Studies major is available with ASU Main. Visit the following Web site for more information:

<http://www.dist.maricopa.edu/academic/curric/curricrpts.php>

Department Chairperson: Mrs. C. Cloud

BUSINESS

The Department of Business offers curriculums of four general types:

- That which provides the first two years of regular four-year college bachelor's degree programs.
- That which provides the business student with a broad general education with reference to business.
- That which provides specialized two-year training in four areas:
 - Accounting
 - Banking and Finance
 - Computer Information Systems
 - General Business
- That which provides courses for job upgrading in selected areas for adults.

Please see a Program Director or the Department Chair to ensure that you are completing the appropriate coursework.

For additional information on PC program competencies, visit:

<http://www.dist.maricopa.edu/academic/curric/progpc.php>

For additional information on MCCCDC course competencies, visit:

<http://www.dist.maricopa.edu/academic/curric/cs.php>

Department Chairperson: Mrs. C. Cloud

BUSINESS ADMINISTRATION

FIRST TWO YEARS OF A PLANNED FOUR-YEAR BACHELOR'S DEGREE PROGRAM

'Business Administration' is used to designate the curriculum students should follow if they expect to transfer after two years to a four-year college or university and be graduated with a degree in Business Administration. The courses which are offered at Phoenix College include the normally required subjects for the first two years of a four-year curriculum in Business Administration. In most colleges and universities, the work of the first two years is quite similar, although some minor differences do exist. Within a specific College of Business or Department of Business, regardless of whether a student plans to major in upper division accounting, advertising, economics, finance, or some other area of Business Administration, the work of the first two years is essentially the same.

The following 'Statement of Policy' regarding transfer credits from community colleges was agreed upon and accepted at a meeting on April 1, 1974, attended by representatives of the colleges of business administration of four state universities in Arizona and representatives from the departments of business of twelve community colleges in Arizona.

GENERAL STATEMENT

Undergraduate programs in business administration in universities normally concentrate the professional courses in the last two years of a four-year program. Only a limited amount of work in business courses is offered below the junior year. The objective of this policy is to permit the student to acquire a foundation of work in the basic arts and sciences as a prerequisite for professional courses in business.

All business programs accredited by the American Association of Collegiate Schools of Business require the students to take a minimum of 40 percent of the four years' work in the arts and sciences, including work in mathematics. Students desiring a four-year degree are advised to take a majority of their work during the first two years in the arts and sciences, including a strong background in mathematics.

Students planning to take their first two years of work at a community college or at another four-year college should take only those courses in business and economics that are offered as lower division level courses at any of the three State universities. Full lower-division transfer credit will be granted for all courses equivalent to those specified as lower division level courses at any one of the three four-year universities in Arizona. These lower-division courses are numbered 100 through 299 at the University of Arizona, Arizona State University, Main and West, and Northern Arizona University. A maximum of 30 hours of business and economics courses from community colleges will be accepted toward a Bachelor's degree in Business Administration. Professional business courses taught in the junior and senior year at the four State Universities may not be completed at a two-year college for transfer credit in the business core or major (field of specialization). The introductory course in business law will be accepted as an exception to this policy. Such courses may be utilized in the free elective category subject to the 30-hour limitation. Courses taught in the upper-division business core at the three State universities must be

completed at the degree-granting institution unless transferred from an accredited four-year school.

SUGGESTED COURSES

The following general pattern of courses is recommended for students completing their first two years' work in a community college and who plan to transfer to one of Arizona's universities without loss of credit.

Maximum pre-professional courses: 30 Credits

Accounting (6), Economics (6), Quantitative Analysis & Statistics (6), Business Law (3), Lower-Division Business Electives (9)

Maximum General Education: 30-35 Credits

English, Mathematics, Science, Humanities, Communication, Social Sciences

Note: Policy varies at the three State Universities: refer to respective university catalogs and review general transfer statements. Entering students should always consult their advisors and the catalog of the college or university to which they plan to transfer so they can determine the specific requirements of the four-year college or university of their choice. For specific transfer information, students planning to transfer to a state university should contact a business advisor for the proper course check sheet.

PRE-LAW IN BUSINESS ADMINISTRATION

A pre-law student may pursue a program of study in the field of liberal arts or in the field of BUSINESS ADMINISTRATION. Students planning to meet their pre-law requirements by taking a business administration curriculum should see both the pre-law advisor and the business administration advisor before completing enrollment.

Department Chairperson: Ms. J. Arquette

CHEMISTRY

The Chemistry Department suggests these courses for students preparing to pursue a bachelor of science degree in chemistry at a four-year institution. Successful completion of this curriculum satisfies the requirements of the Arizona Associate in Science (AS) Chemistry degree, and should qualify students to transfer with junior status, but specific requirements may vary. Students should seek advisement from any institution to which they intend to transfer.

Recommended Courses:	Credits
CHM151 General Chemistry I +	3
CHM151LL General Chemistry I Lab +	
CHM154 General Chemistry II with Qualitative Analysis +	3
CHM154LL General Chemistry II with Qualitative Analysis Lab +	2
CHM235 General Organic Chemistry I +	3
CHM235LL General Organic Chemistry I Lab +	1
CHM238 General Organic Chemistry II +	3
CHM238LL General Organic Chemistry IIB Lab +	2
MAT221 Calculus with Analytic Geometry I +	4
MAT231 Calculus with Analytic Geometry II +	4
MAT241 Calculus with Analytic Geometry III +	4

MAT262	Differential Equations +	3
PHY115	University Physics I + (5)	5
PHY116	University Physics II + (5)	5

The Chemistry Department suggests students take the following course: CIS162 C: Level I+ (or equivalent course in programming to solve problems).

Students who wish to complete an AS are urged to consult with a Phoenix College academic advisor to plan an appropriate program of study. MCCCDC degree and transfer options information is available beginning on page 74 of this catalog.

Department Chairperson: Ms. E. O'Brien

COMMUNICATION

For Professional, Academic, or Personal Development

Communication courses are available during the day, evening, and on weekends. Courses are designed to meet general education requirements for an Associate in Arts (AA) degree and/or equivalent transfer requirements for universities. Courses may also be taken for academic or personal development.

Careers in Communication

Communication majors today find high rates of employment in a wide variety of fields including public relations, law, teaching, consulting, human resources, mediation, and business. A communication degree provides a person with skills highly desired in today's economy, which include writing, listening, and public speaking; critical thinking; research; and small group collaboration. Professional positions in communication usually require a Bachelor's or post-graduate degree. The outlook for communication majors remains high in this age of information.

Communication Majors

A student may graduate with an AA Degree at Phoenix College. It is required, however, that communication majors transfer to a four-year college or university to obtain a bachelors degree in communication. Communication majors are strongly encouraged to meet with Doris Sleeper, Communication advisor at Phoenix College, in order to meet the requirement needs of your chosen four-year institution. Accurate advisement now will avoid transfer problems later. For details, contact Ms. Sleeper at 602.285.7861 in the Advisement Center.

Associate in Arts

60-64 Credits

Common Lower Division/General Elective Recommendations:

COM259	Business Communication +	3
COM271	Voice and Diction	3
COM281	Communication Activities	0-4
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3
	Any Foreign Language (101,102,201,202)	8-16

General Education Requirements: 40-47 Credits

Core Areas: 38 Credits

First-Year Composition:

ENG101	First Year Composition +	
ENG102	First Year Composition +	6

Literacy and Critical Inquiry

COM225	Public Speaking (required)	3
--------	----------------------------	---

Mathematical Studies

MAT151	College Algebra/Functions + (3) OR satisfactory completion of a higher level mathematics course AND	
CIS105	Survey of Computer Information Systems (3)	6

Humanities and Fine Arts:

THE111	Introduction to Theatre	
COM241	Performance of Literature (required)	6

Social and Behavioral Sciences:

COM100	Introduction to Human Communication (required)	
COM230	Small Group Communication (required)	6

Natural Sciences: Any approved General Education course in the Natural Sciences area 8

Awareness Areas:

COM263	Intercultural Communication (required)	3
--------	--	---

MCCCDC Additional Requirements:

Oral Communication:

COM110	Interpersonal Communication	3
--------	-----------------------------	---

Critical Reading:

CRE101	Critical and Evaluative Reading I+ (3) OR equivalent by assessment	0-3
--------	--	-----

Other:

COM222	Argumentation (ASU West transfers only)	3
--------	---	---

Department Chairperson: Mr. D. Speed

ENGINEERING

Engineering is the profession in which a knowledge of the mathematical and natural sciences gained by study, experience, and practice is applied with judgment to develop ways to utilize, economically, the materials and forces of nature for the benefit of mankind. Engineering education requires four or more years of study to attain the skills required to become a member of this profession. Phoenix College offers the first two years of core courses along with additional prerequisites which may be transferred into engineering programs offered at four-year institutions. Phoenix College works directly with all of the Arizona universities to ensure that the lower division courses taken here will transfer directly into their engineering programs.

The basic mathematics and science requirements are rigidly prescribed in engineering curricula. Students attending Phoenix College for lower division courses should complete the courses listed below for transfer to a four-year engineering program. In addition, students may complete the lower division general education requirements.

Suggested Courses: Credits

CHM151	General Chemistry I & Lab+	4
CHM152	General Chemistry II & Lab+	4
ECE102	Engineering Analysis Tools & Techniques	2
ECE211	Engineering Mechanics-Statics+	3
ECE212	Engineering Mechanics-Dynamics+	3
ECN111	Macroeconomic Principles	3
ENG101	First Year Composition+	3
ENG102	First Year Composition+	3

MAT151	College Algebra/Functions +	4
MAT182	Plane Trigonometry+	3
MAT220	Analytic Geometry & Calculus I+	5
MAT230	Analytic Geometry & Calculus II+	5
MAT241	Calculus with Analytic Geometry III+	4
MAT262	Differential Equations+	3
PHY111	General Physics I+	4
PHY112	General Physics II+	4
PHY121	University Physics I: Mechanics+	4
PHY131	University Physics II: Electricity/Magnetism+	4
•	Civil Engineers should take ECE241 Plane Surveying+.	
•	Chemical and Metallurgical Engineering students should take CHM151, CHM154, CHM235, and CHM236.	
•	Mining and Petroleum Engineering students should take CHM151, CHM154, CHM235, CHM236 and GLG140.	

It is suggested that students plan their engineering curriculum and general education electives in consultation with an engineering advisor.

Department Chairperson: Dr. K. Lewis
Program Director: Mr. D. Segebarth

FIRE SCIENCE

MCCCD TRANSFER TO OTTAWA UNIVERSITY

This Associate in Applied Science in Fire Science degree is recommended for those educational customers wishing to transfer to Ottawa University in the Bachelor of Arts in Fire Service Management program or to Arizona State University East. The 64 semester credit units for the degree include a) 25 credits in General Education, b) 18 credits in Restricted Electives, and c) 21 credits in the Required Core Courses for Fire Science.

Courses in General Education and Restricted Electives should be chosen carefully so the following prerequisites can be met.

<i>Fundamentals of Fire Prevention</i>	<i>FSC108</i>
<i>Supervisory Training for Firefighters</i>	<i>FSC202</i>
<i>Command Strategies for Major Emergencies</i>	<i>FSC205</i>
<i>Financial Accounting</i>	<i>ACC211</i>
<i>Managerial Accounting</i>	<i>ACC212</i>
<i>Business Law (UCC)</i>	<i>GBS206</i>
<i>Business Law (General Corporate)</i>	<i>GBS/LAS207</i>
<i>Computer (Any Fundamentals Course)</i>	<i>BPC/CIS</i>

Department Chairperson: Dr. A. Celozza

LIBERAL ARTS & SCIENCES

This option is suggested for those students planning for a Bachelor of Arts or a Bachelor of Science Degree. It is a four-year curriculum path, with the first two years (lower division) given at Phoenix College. The requirements for the Bachelor of Arts and Bachelor of Science degrees are similar in that both call for a considerable distribution of studies; yet they also permit specialization, and require sufficient emphasis in major fields to insure some degree of mastery. The distinction between the curriculums offered for the two degrees generally lies in the fact that for the Bachelor of Arts degree, emphasis is placed on a broader humanistic program, whereas for the Bachelor of

Science, greater emphasis is placed on a special scientific field. Upper-division work (last two years), which the student will begin on transferring to a four-year college/university, is usually concerned with mastery in the field of a student's technical or professional interest. Major and minor requirements are usually made in reference to this field of concentration.

The Bachelor of Arts degree is granted usually to students who major in English, art, foreign language, social science, and similar subject fields; the Bachelor of Science degree is given for work in mathematics and sciences. Students should decide as soon as possible which degree they intend to work toward, since there may be significant differences in requirements. It would be equally valuable for students to decide on the college at which they would continue their upper-division work, and to carefully consult the catalog of that college, in order to conform with the specific requirements of the school to which they intend to transfer. Students should confer with an advisor prior to registering. Please see transfer information on pages 74 and 103.

Department Chairperson: Mr. R. Reyes

MUSIC

All courses in the Music Department are open to all students. One does not have to be a music major in order to take private lessons or take courses in the department. The faculty cordially invites every student of Phoenix College to take some music as an elective and to enjoy the benefits of recitals and concerts offered. Band, Choir and Orchestra Scholarships are available to music majors as well as non-music majors. Contact the Music Department for information. Music majors are entitled to some private instruction fee waivers — see Department Chairperson.

Department Chairperson: Ms L. Ligon

PHYSICAL EDUCATION

Phoenix College offers both a general and a transfer curriculum in Physical Education, Health and Recreation. Students who wish to transfer should see an advisor for easy transition to four-year institutions.

Suggested Courses:	Credits:	
HES100	Healthful Living	3
PED200	Introduction to Exercise Science and Physical Education	3
PED101,102, 201, 202	Physical Activities	10
WED110	Principles of Physical Fitness/Wellness	3
BIO201	Human Anatomy & Physiology I +	4
BIO202	Human Anatomy & Physiology II +	4
HES154	First Aid/Cardiopulmonary Resuscitation	3
HES271	Prevention and Treatment/Athletic Injuries	3
PED262	Sports Officiating (<i>inquire about modules</i>)	3

General Education Requirements must also be met. Students should select courses in consultation with a department advisor.

Department Chairperson: Mr. D. Speed

PHYSICS

The following curriculum is suggested for those students planning an advanced degree with a major in physics. It is designed to correlate with the lower division programs at four-year colleges and universities. Students should consult a department advisor regarding General Education Requirements.

Suggested Courses for Physics majors:

CHM151 General Chemistry I + Lab+	4
CHM154 General Chemistry with Qual + Lab+	4
MAT221 Calculus with Analytic Geometry I +	4
MAT231 Calculus with Analytic Geometry II +	4
MAT241 Calculus with Analytic Geometry III +	4
MAT262 Differential Equations +	3
PHY121 University Physics I: Mechanics +	4
PHY131 University Physics II: Electricity/Magnetism +	4

Department Chairperson: Ms M. Souders

PRE-NURSING

For Students Planning a University Program

Students who are planning to earn the Bachelor of Science in Nursing Degree may obtain much of their first two years of course work at Phoenix College. The following courses are suggested for meeting requirements for admission to a baccalaureate nursing program. Prospective students should check the catalog of the school to which they plan to transfer.

CAUTION: Frequent communication with an advisor is the best safeguard when selecting first and second year courses. Requirements may change from year to year.

Suggested Courses:	Credits
BIO201 Human Anatomy & Physiology I+ ❖ ❁	4
BIO202 Human Anatomy & Physiology II+ ❖ ❁	4
BIO205 Microbiology+ ❖ ❁	4
CHM130 Fundamental Chem + &	
CHM130LL Fundamental Chem Lab + ❖ ❁	4
CHM230 Fundamental Organic Chem + &	
CHM230LL Fund Organic Chem Lab + ❖ ❁	4
ENG101 First Year Composition+ (3) OR ❖ ❁	
ENG107 First Year Composition for ESL**+ (3) ❖ ❁	3
ENG102 First Year Composition+ (3) OR ❖ ❁	
ENG108 First Year Composition for ESL**+ (3) ❖ ❁	3
FON241 Principles of Human Nutrition ❁	3
Humanities/Fine Arts Elective – See Advisor	
MAT150 College Algebra/Functions + (5) OR	

MAT151	College Algebra/Functions + (4) OR	
MAT152	College Algebra/Functions + (3) ❖ ❁	3-5
PSY101	Introduction to Psychology ❖ ❁	3
PSY240	Developmental Psychology ❖ ❁	3

❖	U of A
❁	NAU
**	ENG107 and ENG108 only accepted at NAU if embedded in AGECE.

For information on Pre-Professional programs of study, contact the Phoenix College Advisement Center (602.285.7110)

PRE-PROFESSIONAL

A general curriculum is suggested for those students preparing to enter the fields of Dentistry, Medical Technology, Medicine, Optometry, Osteopathy, Pharmacy, Podiatry, and Physical Therapy.

The courses listed in the suggested curriculum include minimum requirements for students who wish to enter professional schools. Students should check the catalogs of each school they are interested in for specific entrance requirements, since there are differences among schools. Many professional schools will have additional requirements for admission to be taken during the student's four years of undergraduate work, such as analytical or physical chemistry, genetics or embryology, calculus, etc.

The student should bear in mind that many professional schools, although not actually requiring a baccalaureate degree, rarely accept a student who has not already earned such a degree. The programs leading to such degrees have specific course requirements which must be met.

PRE-MEDICAL COURSE REQUIREMENTS

Suggested natural science courses include:

BIO181, BIO182 General Biology (Majors) I-II+	8
CHM151 General Chemistry I and Lab I+	4
CHM152 General Chemistry II and Lab + OR (4)	
CHM154 General Chem II with Qual & Lab+ (5)	4-5
CHM235 General Organic Chemistry I & Lab +	4
CHM236 General Organic Chemistry IIA & Lab +	4
PHY111, PHY112 General Physics I and II+	8

Calculus and/or Biochemistry may be required at some medical schools.

Completion of a bachelor's degree MAY require up to 16 credits of a foreign language. Other General Education Requirements must be met. Consult an advisor for degree requirements.

ADVISEMENT NOTE: For Pre-Professional Programs, CHM130 is highly recommended as preparation for CHM151, and plan for prerequisites.

PRE-PHARMACY COURSE REQUIREMENTS**for Transfer to College of Pharmacy,
University of Arizona**

BIO181, BIO182 General Biology (Majors) I-II +	8
BIO205 Microbiology+	4
CHM151 General Chemistry I and Lab I +	4
CHM152 General Chemistry II and Lab II + OR	4
CHM154 General Chem II with Qual + Lab +	5
CHM235 General Organic Chemistry I & Lab +	4
CHM236 General Organic Chemistry IIA & Lab +	4
ECN111 Macroeconomic Principles, or	
ECN112 Macroeconomic Principles	3
ENG101 & ENG102 First Year Composition + OR	
ENG107 & ENG108 First Year Composition for ESL +	6
MAT212 Brief Calculus +	3
PHY111 & PHY112 General Physics I & II +	8

There are additional General Education requirements. Consult an advisor for more information and other transfer options.

PRE-PHYSICAL THERAPY**for transfer to Northern Arizona**

1. Completion of a baccalaureate degree. There is no preference given to any particular major.
2. Completion of the required prerequisite science courses by the end of the spring semester (or quarter) prior to commencing the program.
These courses include:
 - a. one year of laboratory and lecture-based anatomy and physiology courses (BIO201+ and BIO202+);
 - b. one year of laboratory and lecture-based inorganic chemistry (CHM151/LL+ and CHM152/LL+);
 - c. one year of laboratory and lecture-based college level physics (PHY111+ and PHY112+);
 - d. one semester of organic chemistry (no lab requirement) (CHM235+);
 - e. one semester of biochemistry (no lab requirement); (**Note:** Combined survey courses of Organic and Biochemistry are not acceptable.);
 - f. one semester of general psychology (PSY101).

PRE-VETERINARY COURSE REQUIREMENTS

Suggested courses below include minimum requirements only. Many schools have additional, special requirements, and students should check the catalog for each school in which they are interested. Although a bachelor of science degree is not required for admission to Colleges of Veterinary Medicine, it is rather unusual to be admitted after completing only the 90-96 semester hour requirement.

General Course Requirements:

Biology – 8 hours - General Biology (Majors) I-II, Microbiology, Genetics, Embryology
Chemistry – 18 hours - General, Organic, Biochemistry
English – 6 hours
Mathematics – variable, but may include up to 6 hours, including calculus
Physics – 8 hours
Electives – variable, but may include up to 9 hours in Humanities/Fine Arts & 9 hours in Social Sciences

Suggested Courses:

BIO181 General Biology (Majors) I +	4
BIO182 General Biology (Majors) II +	4
CHM151 General Chemistry I and Lab +	4
CHM152 General Chemistry II and Lab (4) + OR	
CHM154 General Chem II with Qual & Lab+ (5)	4-5
CHM235 Organic Chemistry I and Lab +	4
CHM236 Organic Chemistry II and Lab +	4
ENG101 First Year Composition +	3
ENG102 First Year Composition +	3
Social Sciences or Humanities and Fine Arts Electives	6

Consult an advisor for more information and other transfer options.

ADVISEMENT NOTE: For Pre-Professional Programs, CHM130 is highly recommended as preparation for CHM151, and plan for prerequisites.

Department Chairperson: Ms. E. O'Brien

THEATRE

The Theatre curriculum covers the following fields: oral interpretation, stagecraft, study of the great playwrights and their works, acting and play production. Students who enroll in this curriculum do so for both cultural and vocational purposes.

Several plays are staged during the year in both traditional and experimental forms. Students desiring to work in these major productions should arrange their schedules so they will be free to rehearse at the times scheduled. Auditions are held for each production and all students in the College are eligible whether or not they are in drama classes. Plays are produced in conjunction with the John Paul Theatre Troupe, the College drama organization.

Theatre Majors

Students intending to transfer to a university to complete a degree in theatre arts should consult that university's catalog to insure compliance with transfer requirements.

You may graduate from Phoenix College with an Associate in Arts Degree, and major in theatre at a four-year college or university. Theatre majors are strongly encouraged to consult with a theatre department faculty member for advisement. Transfer requirements for majors in theatre differ at various colleges and universities. Accurate advisement now will reduce transfer problems later.

It is highly recommended that all theatre majors complete the required courses as indicated for transfer to any of the three state universities, particularly ASU. Failure to complete the lower division required theatre courses may result in the student being denied entry into their major field of concentration until lower division course requirements are met. Theater majors must meet with Doris Sleeper, Theatre Advisor. Ms. Sleeper may be reached at 602.285.7861 or in the Advisement Center.

Department Chairperson: Ms. E. O'Brien

Theatre

Associate in Arts – AA

60-64 Credits

Common Lower Division/General Elective Requirements *

THE111	Introduction to Theatre	3
THP112	Acting I	3
THP115	Theatre Makeup	3
THP131	Stage Movement	3
THP201AB	Theatre Production II	2
THP212	Acting II +	3
THP213	Introduction to Technical Theatre	3
THP216	Beginning Stage Lighting +	3
THE220	Modern Drama +	3
THP271	Voice and Diction	3

***Note:** The listed courses are required of all transfer students to gain admission into core study at ASU. Students transferring without these requirements will not be allowed admission into the core until these deficiencies are satisfied.

THP214	Directing Techniques + (recommended)	3
THP215	Advanced Makeup Techniques + (recommended)	3
THP241	Performance of Literature + (recommended)	3

General Education Requirements: 44 Credits

First-Year Composition:

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

Literacy and Critical Inquiry

THE220	Modern Drama +	3
--------	----------------	---

Mathematical Studies

MAT151	College Algebra/Functions + (4) OR	
MAT152	College Algebra/Functions + (3) OR	
	equivalent as indicated by assessment OR satisfactory completion of a higher level mathematics course OR Computer/Statistics/Quantitative Applications	6

Humanities and Fine Arts:

THE111	Introduction to Theatre (recommended)	
THE205	Introduction to Cinema (recommended)	
	Any approved General Education course in the Humanities and Fine Arts area	6

Social and Behavioral Sciences:

PSY101	Introduction to Psychology (recommended)	
COM230	Small Group Communication + (recommended)	
	Any approved General Education course in the Social and Behavioral Sciences area.	6

Natural Sciences: Any approved General Education courses in the Natural Sciences area. 8

Awareness Areas:

Cultural Diversity in the U.S. and Global Awareness

COM263	Elements of Intercultural Communication	
--------	---	--

Historical Awareness

INT115	Historical Architecture and Furniture (3) OR	
HIS201	History of Women in America (3)	3

MCCCD Additional Requirements:

Oral Communication:

COM225 Public Speaking + (3)

Critical Reading:

CRE101 Critical and Evaluative Reading I+ (3) OR equivalent by assessment

6

Phoenix College Transfer Center

Offering information and services for students interested in researching transfer options.

The Transfer Center provides:

- University and transfer information and materials for Arizona public and private institutions
- Materials and assistance for out-of-state transfer
- Phoenix College (MCCCD) transfer degrees
- On-campus visits with university representatives
- Pre-professional advising
- Transfer Student Ombudsperson to assist with difficulties in transfer
- World Wide Web transfer information resources

Call 602.285.7110 for Information and
602.285.7862 for Appointments

Located in the Learning Center Building

New Courses Pending Governing Board Approval

(not available at time of catalog printing)

(not inclusive)

<u>Department</u>	<u>Contact Number</u>
Communication, American Sign Language, Theatre & Film	602.285.7319
IPP208 Advanced American Sign Language Discourse IPP250AA Special Topics: Interpreter Preparation IPP250AB Special Topics: Interpreter Preparation IPP250AC Special Topics: Interpreter Preparation	
Emergency Medical Technology / Fire Science	602.285.7207
FSC101AA Intoduction to Fire Service Selection: Application Process FSC101AB Intoduction to Fire Service Selection: Selection Process and Resumes FSC101AC Intoduction to Fire Service Selection: Interview Process FSC101AD Intoduction to Fire Service Selection: Fire Station Culture/Observation FSC101AE Intoduction to Fire Service Selection: Life Long Learning FSC134AA Fitness and Conditioning for Firefighters: Physical Requirements FSC134AB Fitness and Conditioning for Firefighters: Physical and Mental Principles FSC134AC Fitness and Conditioning for Firefighters: Physical and Mental Performance FSC134AD Fitness and Conditioning for Firefighters: Task Development FSC134AE Fitness and Conditioning for Firefighters: Pre-employment SFS101AA Secondary Intoduction to Fire Service Selection: Application Process SFS101AB Secondary Intoduction to Fire Service Selection: Selection Process and Resumes SFS101AC SecondaryIntoduction to Fire Service Selection: Interview Process SFS101AD SecondaryIntoduction to Fire Service Selection: Fire Station Culture/Observation SFS101AE SecondaryIntoduction to Fire Service Selection: Life Long Learning SFS134AA Fitness and Conditioning for Firefighters: Physical Requirements SFS134AB Fitness and Conditioning for Firefighters: Physical and Mental Principles SFS134AC Fitness and Conditioning for Firefighters: Physical and Mental Performance SFS134AD Fitness and Conditioning for Firefighters: Task Development SFS134AE Fitness and Conditioning for Firefighters: Pre-employment	
Foreign Language	602.285.7845
NAV102 Elementary Navajo II NAV201 Intermediate Navajo I NAV202 Intermediate Navajo II	
Health Enhancement	602.285.7295
HCE122 Practicum: Phlebotomy and Specimen Processing HCE280 Medical Assisitng Program Review	
Reading	602.285.7319
RDG071 Basic Reading	

For more information on these new courses, consult with Academic Advisement, or with the department.

For the course description, visit: <http://www.dist.maricopa.edu/academic/curric/>