PHOENIX COLLEGE PROGRAMS

2000 Dalby Building
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<tr>
<th>Department</th>
<th>Chairperson</th>
<th>Contact Number</th>
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</thead>
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<tr>
<td>Applied Business</td>
<td>Chairperson: Kathryn Green, 602.285.7357</td>
<td>602.285.7845</td>
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<tr>
<td>Art/Photography/Music/Anthropology</td>
<td>Chairperson: Roman Reyes, 602.285.7281</td>
<td>602.285.7277</td>
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<tr>
<td></td>
<td>Programs in Computer &amp; Media Arts, Photography, Music.</td>
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<tr>
<td>Biology</td>
<td>Chairperson: Mark Rosati, 602.285.7101</td>
<td>602.285.7100</td>
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<tr>
<td></td>
<td>Programs in Accounting, Banking/Finance, Business, Computer Systems, General Business-Insurance, Home Inspection, and Real Estate</td>
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<tr>
<td>Chemistry</td>
<td>Chairperson: Jeanne Arquette, 602.285.7338</td>
<td>602.285.7138</td>
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<tr>
<td></td>
<td>Programs in Interpreter Preparation, Sign Language.</td>
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<tr>
<td>Counseling</td>
<td>Chairperson: Queta Chavez, 602.285.7392</td>
<td>602.285.7392</td>
</tr>
<tr>
<td></td>
<td>Programs in Administration of Justice, Evidence, Justice Agencies Support; African-American &amp; Women’s Studies.</td>
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</tr>
<tr>
<td>Dental Programs</td>
<td>Kristin Anderson, 602.285.7324</td>
<td>602.285.7320</td>
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<td></td>
<td>Programs in Dental Assisting, Dental Hygiene, Dental Office Management.</td>
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<td>Programs in Emergency Medical Technology, Fire Science, Terrorism Preparedness.</td>
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</tr>
<tr>
<td>English/Humanities</td>
<td>Chairperson: Nancy Matte, 602.285.7347</td>
<td>602.285.7807</td>
</tr>
<tr>
<td></td>
<td>Program in Creative Writing.</td>
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</tr>
<tr>
<td>Foreign Language</td>
<td>Chairperson: Trino Sandoval, 602.285.7416</td>
<td>602.285.7845</td>
</tr>
<tr>
<td>Gerontology</td>
<td>Chairperson: Rose Pfefferbaum, 602.285.7587</td>
<td>602.285.7350</td>
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<tr>
<td></td>
<td>Programs in Gerontology.</td>
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<tr>
<td></td>
<td>Programs in Health Care, Therapeutic Massage, Recreation.</td>
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## Phoenix College Instructional Departments & Chairpersons

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<th>Contact Number</th>
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<tr>
<td>Health Information Management</td>
<td>Bonnie Petterson, 602.285.7149  Programs in Health Information, Medical Billing &amp; Coding</td>
<td>602.285.7350</td>
</tr>
<tr>
<td>Industrial Technology</td>
<td>Jesse Mireles, 602.285.7222  Programs in Drafting, Construction, Engineering, Welding.</td>
<td>602.285.7350</td>
</tr>
<tr>
<td>Legal Studies</td>
<td>Edlyn Soderman, 602.285.7382; Scott Hauert, 602.285.7354  Programs in Legal Assisting.</td>
<td>602.285.7216</td>
</tr>
<tr>
<td>Library</td>
<td>Elizabeth Saliba, 602.285.7748</td>
<td>602.285.7457</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Cleopatra Martinez, 602.285.7390</td>
<td>602.285.7151</td>
</tr>
<tr>
<td>Nursing</td>
<td>Margaret Souders, 602.285.7133  Programs in Nursing.</td>
<td>602.285.7121</td>
</tr>
<tr>
<td>Physics</td>
<td>Donald Speed, 602.285.7244</td>
<td>602.285.7350</td>
</tr>
<tr>
<td>Reading</td>
<td>Cindy Ortega, 602.285.7768</td>
<td>602.285.7959</td>
</tr>
</tbody>
</table>
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 MCCCDO 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 [ ● ]

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Fashion Design [ ● ] Page 123
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Audio Production Technologies [ ● * ] Page 129
Computer Graphic Design [ ● * ] Page 130
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Media Arts: Desktop Publishing [ ● * ] Page 132
Media Arts: Digital Animation [ ● * ] Page 133
Media Arts: Digital Imaging [ ● * ] Page 133
Media Arts: Web Page Design [ ● * ] Page 134
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For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php
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Welding [★]
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(Note: Consult with Academic Advisement for new programs available.)

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Page 203
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Page 204
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Southwest Studies [★★★]
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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

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 fields 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 Success

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/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)
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 MCCCDD 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

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
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 (1) AND
CFS177AB Parent/Child Interaction: Elementary (1) AND

CFS256 Management in the Family 3
CFS257 Working with Families with Diverse Needs 3
CFS258 Working with Families with Diverse Needs+ 3
CFS264AA Child & Family Studies Internship+ (1) OR
CFS264AB Child & Family Studies Internship+ (2) OR
CFS264AC Child & Family Studies Internship+ (3) OR
CFS256 Management in the Family 3
CFS257 Working with Families with Diverse Needs 3
CFS258 Working with Families with Diverse Needs+ 3
CFS264AA Child & Family Studies Internship+ (1) OR
CFS264AB Child & Family Studies Internship+ (2) OR
CFS264AC Child & Family Studies Internship+ (3) OR
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 Parenting 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:
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

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, interfacing, 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
TEC136  Fashion Marketing  3
TEC137  Fashion Illustration III  3
TEC138  Fashion Illustration IV  3
TEC224  Fashion Writing  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 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
GSBS131 Business Calculations 3
GSBS205 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

Certificate of Completion — CCL 5366

35 Credits

Department Chairperson: Mrs. S. Phillips
Program Director: Chef S. Robinson

Culinary Studies

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 & 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

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) 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

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

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 interior design coursework 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
- 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

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.
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
MUC129 Studio Music Recording III + (3) 3
MTC195 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
MUC129 Studio Music Recording III + (3) 3
MTC195 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/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: 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
BPC138AB  Macintosh Desktop Design & Publishing (3) 3
JRN133  Development of Small Publications 3
MKT253  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
BPC138AB  Macintosh Desktop Design & Publishing (3) 3
JRN133  Development of Small Publications 3
MKT253  Owning & Operating a Small Business 3
MKT263  Advertising Principles 3

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

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

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  
ART177 Computer-Photographic Imaging + (3) 3  
ART255AA Self Promotion 1  
ART255AB The Portfolio + 1  
ART289 Computer Illustration + 3  
ART297AB Computer Graphic Design Internship + 2  
MTT140 Survey of Multimedia Technology + 2  
ELT/MMT292 Multimedia Update + 1  
COM259 Communication in Business & Professions + 3  
ENG111 Technical Writing + 3  
MTT/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

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

For additional information on MCCCD 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
ENGL1 Technical Writing + 3
MMT/VPT216 Multimedia Project Management 3
MGIT229 Management and Leadership I (3) or
MGIT251 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)
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

Program Notes: None.

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
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
MTT140 Survey of Multimedia Technology + 2
ELT/MMT292 Multimedia Update + 1
MTT/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
ENGI11 Technical Writing + 3
MVT216 Multimedia Project Management 3
MGTT29 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, ARH110, 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
MUC115 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 +  3
SBTS230 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  3
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:
ENGL01 First-Year Composition (3) + or
ENGL07 First Year Composition for ESL (3) + AND
ENGL02 First-Year Composition (3) + or
ENGL08 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
ENGL01 First Year Composition (3) + OR
ENGL07 First Year Composition for ESL (3) + 3
GSBS131 Business Calculations 3
GSBS151 Introduction to Business 3
GSBS233 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
GSBS110 Human Relations in Business and Industry 3
GSBS114 Principles of Quality Service 3
GSBS131 Business Calculations 3
GSBS151 Introduction to Business 3
GSBS205 Legal, Ethical & Regulatory Issues
in Business 3
GSBS233 Business Communication+ 3

Restricted Electives: 12 Credits
ACC230 Uses of Accounting Information I+ 3
CIS117DM Microsoft Access: Database Management 3
CIS133DA The Internet/Web Wide Web 3
CIS159 Visual Basic Programming I+ 3
GSBS206 Business Law (UCC) 3
GSBS207 Business Law (General Corporate) 3
GSBS220 Quantitative Methods in Business+ 3
GSBS221 Business Statistics+ 3
GSBS261 Investments I 3
GSBS270AC Business Internship 3
REA179 Real Estate Principles I 3

General Education Requirements: 23-24 Credits
Core: 13-14 Credits
First-Year Composition:
ENGL01 First-Year Composition (3) + OR
ENGL07 First-Year Composition for ESL (3) + AND
ENGL02 First-Year Composition (3) + OR
ENGL08 First-Year Composition for ESL (3) + 6
Oral Communication:
COM100 Introduction to Human Communication (3) OR
COM230 Small Group Communication (3) OR
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

Program Prerequisites:
ECN112 Microeconomic Principles (3) OR
ECN111 Macroeconomic Principles (3) OR
Social & Behavioral Sciences:
Humanities and Fine Arts area. 3

Required courses include an introduction to business concepts, 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

Program Prerequisites: None.

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
Note: Or modular equivalent 3
BPC/CIS117D+ Database Management
Note: Or modular equivalent 3
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

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

Program Prerequisites: None.

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

Notes: 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
MAT152 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

This 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
CNT105 Survey of Computer Information Systems 3
CNT126AA UNIX Operating System: Level I 1
CNT159 Visual Basic Programming I + 3
CNT162++ Any C Programming Language course + 3
CNT190 Introduction to Local Area Networks + 3

Restricted Electives: 6 Credits

CIS170DM 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. 12

CIS162AB C++: Level I + (3) OR
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

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
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
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.

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

Programming & System Analysis
Associate in Applied Science — AAS 3844
65 Credits

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

Program Notes: 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

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.

ACCI11 Accounting Principles I 3
ACCI12 Accounting Principles II (3) + AND
ACCI212 Managerial Accounting (3) + OR
ACCI230 Uses of Accounting Information I (3) +AND
ACCI240 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
- CIS114E 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 Operator Inspector
Certificate of Completion — CCL 5386
30 Credits
The Certificate ofCompletion (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

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

**Restricted Electives:** None.

**Free Electives:** None.

**General Education:** None.

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**BUSINESS — INSURANCE**

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

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**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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS105 Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GBS114 Principles of Quality Service</td>
<td>3</td>
</tr>
<tr>
<td>GBS131 Business Calculations</td>
<td>3</td>
</tr>
<tr>
<td>GBS151 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>GBS205 Legal, Ethical &amp; Regulatory Issues in Business</td>
<td>3</td>
</tr>
<tr>
<td>GBS233 Business Communication +</td>
<td>3</td>
</tr>
<tr>
<td>GBS258 Principles of Property and Liability Insurance</td>
<td>3</td>
</tr>
<tr>
<td>GBS263 Personal Insurance +</td>
<td>3</td>
</tr>
<tr>
<td>GBS264 Commercial Insurance +</td>
<td>3</td>
</tr>
</tbody>
</table>

**Restricted Electives:** 12 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC111 Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>ACC230 Uses of Accounting Information I +</td>
<td>3</td>
</tr>
<tr>
<td>CIS114DE Excel Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>CIS117DM Microsoft Access: Database Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS133DA The Internet/World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>GBS110 Human Relations in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>GBS206 Business Law (UCC)</td>
<td>3</td>
</tr>
<tr>
<td>GBS207 Business Law (General Corporate)</td>
<td>3</td>
</tr>
<tr>
<td>GBS220 Quantitative Methods in Business +</td>
<td>3</td>
</tr>
<tr>
<td>GBS221 Business Statistics +</td>
<td>3</td>
</tr>
<tr>
<td>GBS226 Investments I</td>
<td>3</td>
</tr>
<tr>
<td>GBS270AC Business Internship +</td>
<td>3</td>
</tr>
<tr>
<td>REA179 Real Estate Principles I</td>
<td>3</td>
</tr>
</tbody>
</table>

**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

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

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**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.

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

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**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

**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.
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
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

Program Prerequisites: None.

Required Courses: 16 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
GCS205 Legal, Ethical, & Regulatory Issues in Business  3
GCS233 Business Communication +  3

Note: ENG101 or ENG107 with a grade of "C" or better or permission of department/division is a prerequisite to GCS233.

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 & 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

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
GCS205 Legal, Ethical, & Regulatory Issues in Business  3
GCS233 Business Communication +  3

Note: ENG101 or ENG107 with a grade of "C" or better or permission of department/division is a prerequisite to GCS233.

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 & 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

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: 33 Credits

ACC111 Accounting Principles I  3
BPC110 Computer 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

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: 33 Credits

ACC111 Accounting Principles I  3
BPC110 Computer 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

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.
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 I 3
- MGT230 Management and Leadership II + 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: 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:
Any approved General Education course in the Social and Behavioral Sciences area.
(Recommended PSY & SOC) 3

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

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

For additional information on MCCCD 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
MKT259 Management Seminar +  1
MKT267 Principles of Salesmanship  3
MKT263 Advertising Principles 3
MKT271 Principles of Marketing  3

Restricted Electives: 3-6 Credits
Note: Students should select from the following courses in consultation with a department advisor:
GBS205 Legal, Ethical, & Regulatory Issues in Business  3
MGT230 Management and Leadership II +  3
MKT259 Management Seminar +  1
MKT260AAManagement 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

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
BPC110 Computer Usage and Applications 3

MGT/BTO148 Office Ethics and Culture  2
MGT229 Management and Leadership I 3
MKT230 Management and Leadership II + 3
MGT251 Human Relations in Business  3
MKT259 Management Seminar +  1
MKT260AAManagement Internship + 3
MKT267 Principles of Salesmanship  3
MKT271 Principles of Marketing  3
SB5220 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
MKT276 Personnel/Human Resource 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 + 1
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

Director.

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

Certificate of Completion — CCL 5676

Office Support II

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 I I + 2

Restricted Electives: None.
**EDUCATION**

**Department Chairperson:** Dr. A. Celaza  
**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

**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. Celaza  
**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
- EDU296WCCooperative 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
EDU296W    Cooperative 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. Celoz
Program Director: Ms. O. Cañiz

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.

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 +
EDU296W    Cooperative Education + 3
+++++    Any Foreign Language 4

Track 2: ESL Teacher Aide: 13 Credits
EDU210    Methods for Working with the ESL Student +
EDU245    Internship in Bilingual/ESL Education +
ENG213    Introduction to the Study of Language +
+++++    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 +
EDU245    Internship in Bilingual/ESL Education +
ENG213    Introduction to the Study of Language +
SPA103    Elementary Spanish for Spanish Speakers I +

Track 4: Special Education Teacher Aide: 13 Credits
EDU222    Introduction to the Exceptional Learner 3
EDU206    Classroom Strategies for the Exceptional Learner 3
EDU296W    Cooperative Education +
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.

**LEVEL I – Common Competencies**

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**

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**

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**

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**

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

**Examples of Level III Health Care Pathways**

<table>
<thead>
<tr>
<th>Program Competencies</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Hygiene (PC, RSC)</td>
<td>Dental Office Management (PC)</td>
</tr>
<tr>
<td>Diagnostic Medical Ultrasound (GWCC)</td>
<td>Direct Care Practice (MCC)</td>
</tr>
<tr>
<td>Health Information Technology (PC)</td>
<td>Health Services Management (GWCC)</td>
</tr>
<tr>
<td>Histology Technician (PC)</td>
<td>Medical Assisting (MSC, PC, SWSC/EMCC)</td>
</tr>
<tr>
<td>Medical Radiography (GWCC)</td>
<td>Nuclear Medicine Technology (GWCC)</td>
</tr>
<tr>
<td>Nursing (GCC, GWCC, MCC, PC, PVCC, RSC, SCC)</td>
<td>Physical Therapist Assisting (GWCC)</td>
</tr>
<tr>
<td>Respiratory Care (GWCC)</td>
<td>Practical Nursing (GCC, GWCC, MCC, MSC, PC, PVCC, RSC, SCC, SWSC/EMCC)</td>
</tr>
<tr>
<td>Surgical Technology (GWCC)</td>
<td>Therapeutic Massage (CGCC, PC)</td>
</tr>
</tbody>
</table>

**Subject to change**

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.

Examples of Level II Health Care Pathways:

- Community Health Advocate/Diabetes (MCC)
- Dental Office Management (PC)
- Direct Care Practice (MCC)
- Health Information Technology (PC)
- Health Unit Coordinating (GWCC)
- Hospital Central Service (GWCC)
- Medical Assisting (MSC, PC, SWSC/EMCC)
- Medical Coding: Hospital-Based (PC)
- Medical Transcription (GWCC, SWSC/EMCC)
- Nurse Assisting (EMCC, GCC, GWCC, MCC)
- MSC, PC, PVCC, RSC, SCC, SWSC/EMCC
- Surgical Technology (GWCC)
- Therapeutic Massage (CGCC, PC)

Examples of Level III Health Care Pathways:

- Dental Office Management (PC)
- Direct Care Practice (MCC)
- Health Services Management (GWCC)
- Medical Assisting (MSC, PC, SWSC/EMCC)
- Nuclear Medicine Technology (GWCC)
- Physical Therapist Assisting (GWCC)
- Practical Nursing (GCC, GWCC, MCC, MSC, PC, PVCC, RSC, SCC, SWSC/EMCC)
- Therapeutic Massage (CGCC, PC)

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.
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-A, 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 rescue 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
The credit hour range is subject to change depending on the student's educational experiences.

Option 1: 7 Credits
Note: HCC courses, HCC130, HCC130AA-AC, 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

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-AC, 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.

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

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.
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) OR
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) OR
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

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

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.

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.

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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

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

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


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
Equivalents 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
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

Program 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 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 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

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
FON110 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
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/CIS111AA Computer Keyboarding 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

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.

Department Chairperson: Dr. B. Petterson
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 (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

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
BIOI56 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 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

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. Patterson
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
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
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HCE226 Administrative Procedures</td>
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</tr>
<tr>
<td>HCE227 Insurance, Billing and Coding</td>
<td>3</td>
</tr>
<tr>
<td>HCE/BPC229 Automated Computer System for Medical Office Management</td>
<td>1</td>
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<tr>
<td>HCE274 Administrative Medical Assisting Externship</td>
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### Option 2: 14 Credits

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HCC130 Fundamentals in Health Care Delivery</td>
<td>3</td>
</tr>
<tr>
<td>HCC145 Medical Terminology for Health Care Workers</td>
<td>3</td>
</tr>
<tr>
<td>HCE226 Administrative Procedures</td>
<td>3</td>
</tr>
<tr>
<td>HCE227 Insurance, Billing and Coding</td>
<td>3</td>
</tr>
<tr>
<td>HCE/BPC229 Automated Computer System for Medical Office Management</td>
<td>1</td>
</tr>
<tr>
<td>HCE274 Administrative Medical Assisting Externship</td>
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**Restricted Electives:** 2 Credits

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

**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++

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Computer Typing I: Keyboarding and Formatting (3) OR Modular equivalents OR Permission of Program Director</td>
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### Required Courses: 34 Credits

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIO160 Introduction to Human Anatomy and Physiology</td>
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<tr>
<td>OAS102++ Computer Typing II: Document Production</td>
<td>3</td>
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<tr>
<td>OAS103AA Computer Typing: Skill Building</td>
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<td>OAS106++ Basic Machine Transcription</td>
<td>3</td>
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<tr>
<td>OAS108++ Business English</td>
<td>3</td>
</tr>
<tr>
<td>OAS181++ Medical Office: Vocabulary</td>
<td>3</td>
</tr>
<tr>
<td>OAS201 Computer Typing III: Advanced Document Production</td>
<td>3</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HCC204 Clinical Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>OAS/BPC135D+ Word Processing Software</td>
<td>2</td>
</tr>
<tr>
<td>OAS237 Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>OAS241 Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>OAS242 Medical Transcription III</td>
<td>3</td>
</tr>
<tr>
<td>OAS118++ <strong>Note:</strong> Any 10-Key by Touch course</td>
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</tbody>
</table>

#### Clerical Track: 14 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC/CIS121AE Windows Operating System: Level I</td>
<td>1</td>
</tr>
<tr>
<td>BPC/OAS229 Automated Computer System for Medical Office Management</td>
<td>1</td>
</tr>
<tr>
<td>BPC/OAS135DD WordPerfect: Level I</td>
<td>2</td>
</tr>
<tr>
<td>BPC/OAS235DD WordPerfect: Level II</td>
<td>2</td>
</tr>
</tbody>
</table>
 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 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
- OAS101++ Computer Typing I: Keyboarding and Formatting (3) OR Modular equivalents OR Permission of Program Director.
- OAS102++ Computer Typing II: Document Production
  Note: any D module 2
- OAS102++ Computer Typing II: Document Production
  Note: any D module 2
- OAS118++ 10-Key by Touch
  Note: any modular equivalents 1
- OAS121 Techniques of Proofreading 1
- OAS125 Introduction to the Professional Office 3
- OAS/BPC123D+ Level II Word Processing Software
  Note: any D module 2
- OAS/BPC123D+ Level II Word Processing Software
  Note: any D module 2
- 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.

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

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

Mathematics:
Any approved General Education course in the Mathematics area.

Distribution: 6 Credits

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

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

Natural Sciences:
Note: Met by BIO160, in Required Courses area.

Program 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: any modular equivalents 2

OAS102++ Computer Typing II: Document Production
Note: any modular equivalents 3

OAS103++ Computer Typing: Skill Building +
OAS106++ Basic Machine Transcription
**Note:** Or modular equivalents 3

OAS108++ Business English
**Note:** Or modular equivalents 3

OAS125 Introduction to the Professional Office
3

OAS181++ Medical Office: Vocabulary
**Note:** Or modular equivalents 3

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.

**Required Courses:** 31 Credits

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO160</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HCC204</td>
<td>Clinical Pathophysiology +</td>
<td>3</td>
</tr>
<tr>
<td>OAS102++</td>
<td>Computer Typing II: Document Production +</td>
<td>3</td>
</tr>
<tr>
<td>OAS103AA</td>
<td>Computer Typing: Skill Building I +</td>
<td>1</td>
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<tr>
<td>OAS106++</td>
<td>Basic Machine Transcription +</td>
<td>3</td>
</tr>
<tr>
<td>OAS108++</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>OAS/BPC135D+</td>
<td>Word Processing Software +</td>
<td>2</td>
</tr>
<tr>
<td>OAS181++</td>
<td>Medical Office: Vocabulary</td>
<td>3</td>
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<tr>
<td>OAS201</td>
<td>Computer Typing III: Advanced Document Production +</td>
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<td>OAS237</td>
<td>Medical Transcription I +</td>
<td>3</td>
</tr>
<tr>
<td>OAS241</td>
<td>Medical Transcription II +</td>
<td>3</td>
</tr>
</tbody>
</table>

**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
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 a 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

HEALTH CARE — DENTAL

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 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.
BIOI60 Introduction to Anatomy and Physiology 4
ENG101 First-Year Composition + (3) OR
ENG107 First-Year Composition for ESL + (3) 3
HCC/RESI09 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
HCC130A Health Care Today (0.5) AND
HCC130A  Workplace Behaviors in Health Care (0.5) AND
HCC130AC  Personal Wellness and Safety (0.5) AND
HCC130ACommunication and Teamwork in Health Care Organizations (0.5) AND
HCC130AE  Legal Issues in Health Care (0.5) AND
HCC145A  Medical Terminology for Health Care Workers I +
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 Pharmocology  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. 3
Critical Reading:
Any approved General Education course in the Critical Reading area. 3

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

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 (0.5) 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
HCC130A 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 MCCCD 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.

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

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

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
HCC109 CPR for Health Care Provider OR Current CPR certification at the health care provider or professional rescuer level 0.5
HCC110 Fundamentals in Health Care Delivery (3) OR HCC110A Health Care Today (0.5) AND HCC110B Workplace Behavior in Health Care (0.5) AND HCC110C Personal Wellness and Safety (0.5) AND HCC110D Communication and Teamwork in Health Care Organizations (0.5) AND HCC110E Legal and Ethical Issues in Health Care (0.5) AND HCC110F Decision Making in the Health Care Setting (0.5) 3
HCC115AA Medical Terminology for Health Care Workers I + 1

Health Care
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 CDPM-A, 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 (0.5) 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
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)
BIO201 Human Anatomy and Physiology I + 4
BIO202 Human Anatomy and Physiology II + 4
CRE101 Critical and Evaluative Reading I + (3) OR
CRE11 Critical Reading for Business and Industry + (3) OR
Note: Equivalent as indicated by assessment 3
MAT102 Mathematical Concepts/Applications + (3) OR
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 MCCCD 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 intravenous 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 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 MAT112 Mathematical Concepts/Applications + (3) OR 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.
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
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.

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.
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

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. Sauders

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. Licensing 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 of school requirements for graduation.
Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

All nurse 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) OR
CHM130LL Fundamental Chemistry Lab (1) OR
CRE101 Critical/Evaluative Reading + 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 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
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
CRE101 Critical/Evaluative Reading + 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 Class
NUR156 Nurse Assisting Lab (2) OR
NUR157 Nurse Assisting (2) Lab 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

The credit hour range is subject to change depending on student’s educational experience.
Waived 0

Select a minimum of one (1) course from Category II.

Select a minimum of one (1) course from Category I.

Students must earn a grade of “C” or better in

Students must select a minimum of one (1) course from

The credit range is subject to change depending on the

Met by CRE101 + in Program Prerequisites area. 0

Met by BIO201 + AND BIO202 + in the Program

HCC courses are waived for students who have

program will be qualified to apply for licensure as massage

a private massage practice and/or work in collaboration with

perform therapeutic massage. Students are prepared to manage

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

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.

General Education Requirements: 5 Credits

CORE:

First-Year Composition

Note: Met by ENGI01 in Program Prerequisites area.

ENG102 First-Year Composition + 3

Oral Communication

Note: Waived

Critical Reading

Note: Met by CRE101 + in Program Prerequisites area.

Mathematics

Note: Met by MAT120 OR MAT121 OR MAT122 OR higher Level Math Course in Program Prerequisites area.

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

11 Credits

HES100 Healthful Living 3

WED215 Self-Care for Health Care Professionals 2
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 3
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
**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.

**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. 3

Note: Recommend AJS123.

- Social & Behavioral Sciences: 3
- Natural Sciences: Any approved General Education course in the Natural Sciences area. 4

**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.
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
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:
- 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

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:
- 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
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 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 + 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

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

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)

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.

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

Required Courses: 2 Credits
GRN104 Personal Care Services + 2

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

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

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 1 OR Equivalent course 3
ENGI01 First-Year-Composition (3) OR
ENGI07 First-Year-Composition for ESL (3) OR 3

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
GRN275A+ Practicum in Gerontology: Eldercare + (1-3) 3-4

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 + 1-3

Department Chairperson: Dr. R. Pfeifferbaum

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
ENGI01 First-Year-Composition OR
ENGI07 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
ENGI01 First-Year Composition OR

ENGI07 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.

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**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

**Required Electives:** 6 Credits

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

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

**Certification Notes:**
- Any approved FPA prefix courses + 1-3
- Any approved GRN prefix courses + 0.5-6
- 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.

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**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

- CRE101 Critical and Evaluative Reading I
- ENG101 First-Year-Composition OR
- ENG107 First-Year-Composition for ESL

**OPTION 2:** 18 Credits

- ENG101 Critical and Evaluative Reading I + OR
- ENG107 First-Year-Composition OR

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**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

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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
GRN248FA 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

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 3
Equivalent as indicated by assessment) OR
Satisfactory completion of a higher level mathematical course.

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 in 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+ Intermediate 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 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
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: SOCI101 Introduction to Sociology OR
SOCI140 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
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FSC105</td>
<td>Hazardous Materials/First Responder</td>
<td>3</td>
</tr>
<tr>
<td>FSC108</td>
<td>Fundamentals of Fire Prevention</td>
<td>3</td>
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<td>FSC113</td>
<td>Introduction to Fire Suppression</td>
<td>3</td>
</tr>
<tr>
<td>FSC113</td>
<td>Introduction to Urban Technical Rescue</td>
<td>3</td>
</tr>
<tr>
<td>FSC202</td>
<td>Supervisory Training for Firefighters</td>
<td>3</td>
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<tr>
<td>FSC204</td>
<td>Firefighting Tactics and Strategy</td>
<td>3</td>
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<tr>
<td>FSC208</td>
<td>Firefighter Safety and Building</td>
<td>3</td>
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</tbody>
</table>

**Restricted Electives:** 16 Credits

**Note:** Students should select 16 credit hours from the following courses in consultation with a department advisor.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EMT/FSC104</td>
<td>Basic Emergency Medical Technology</td>
<td>2</td>
</tr>
<tr>
<td>EMT/FSC238</td>
<td>Vehicular Extrication and Patient Stabilization</td>
<td>2</td>
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<tr>
<td>FSC101</td>
<td>Introduction to Fire Service Selection</td>
<td>3</td>
</tr>
<tr>
<td>FSC102</td>
<td>Fire Department Operations</td>
<td>11</td>
</tr>
<tr>
<td>FSC106</td>
<td>Introduction to Fire Protection</td>
<td>3</td>
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<tr>
<td>FSC114</td>
<td>Hazardous Materials First on the Scene/</td>
<td>0.5</td>
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<td></td>
<td>Awareness Level</td>
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<tr>
<td>FSC117</td>
<td>Fire Apparatus</td>
<td>3</td>
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<tr>
<td>FSC118</td>
<td>Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FSC134</td>
<td>Fitness &amp; Conditioning/Firefighters</td>
<td>3</td>
</tr>
<tr>
<td>FSC135</td>
<td>Fire Service Information Management</td>
<td>3</td>
</tr>
<tr>
<td>FSC152</td>
<td>Engine Company Officer</td>
<td>1</td>
</tr>
<tr>
<td>FSC205</td>
<td>Command Strategies for Major Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>FSC209</td>
<td>Fire Investigation</td>
<td>3</td>
</tr>
<tr>
<td>FSC214</td>
<td>Human Resource Management in Fire Service</td>
<td>3</td>
</tr>
<tr>
<td>FSC221</td>
<td>Ladder Company Officer</td>
<td>1</td>
</tr>
<tr>
<td>GBS/LAS206</td>
<td>Business Law (UCC)</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 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.

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 3
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/REC211  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/REC211  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. Goddis

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 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: 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. Goddis

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. Goddis

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: 23Credits
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

Department Chairperson: Ms. S. Sodeman
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

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
BPCI10 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.

LAS110 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 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
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. Mireses

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
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-job 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
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
Students must earn a grade of “C” or better in MAT151 College Algebra/Functions + (4) AND MAT187 Precalculus + (5) OR 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 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 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
**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.

<table>
<thead>
<tr>
<th>Program Prerequisites: 4-6 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC/CIS121AE Windows Operating System: Level I (1) OR</td>
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<tr>
<td>Equivalent, OR Departmental Approval AND</td>
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<tr>
<td>MAT120 Intermediate Algebra + (5) OR</td>
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<tr>
<td>MAT122 Intermediate Algebra + (3) OR Equivalent, OR a satisfactory score on the District placement exam.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Courses: 47-49 Credits</th>
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</thead>
<tbody>
<tr>
<td>BLT126 Soil Mechanics +</td>
</tr>
<tr>
<td>CET101 Surveying I +</td>
</tr>
<tr>
<td>CET102 Surveying II +</td>
</tr>
<tr>
<td>CET103 Construction Methods I</td>
</tr>
<tr>
<td>CET105 Highway Technology</td>
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<tr>
<td>CET171 Construction Contracts (3) OR</td>
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<tr>
<td>GTC121 Construction Estimating I (3)</td>
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<tr>
<td>CET201 Boundary Control &amp; Legal Principles I +</td>
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<tr>
<td>CET202 Boundary Control &amp; Legal Principles II +</td>
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<tr>
<td>CET211 Strength of Materials +</td>
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<tr>
<td>CET241 Fundamentals of Traffic Engineering</td>
</tr>
<tr>
<td>MAT151 College Algebra / Functions + (4) AND</td>
</tr>
<tr>
<td>MAT182 Plane Trigonometry + (3) OR</td>
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<tr>
<td>MAT187 Precalculus + (5) OR</td>
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<tr>
<td>DFT121 Introduction to Architectural Drafting</td>
</tr>
<tr>
<td>DFT126 Building Trades Blueprint Reading</td>
</tr>
<tr>
<td>DFT131 Civil Drafting I +</td>
</tr>
<tr>
<td>DFT252AA Computer Aided Drafting: AutoCAD +</td>
</tr>
</tbody>
</table>

**Restricted Electives:** None.

<table>
<thead>
<tr>
<th>General Education: 22 Credits</th>
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</thead>
<tbody>
<tr>
<td>Core: 12 Credits</td>
</tr>
<tr>
<td>First-Year Composition: Any approved General Education course in the First-Year Composition area.</td>
</tr>
<tr>
<td>Oral Communication: Any approved General Education course in the Oral Communication area.</td>
</tr>
<tr>
<td>Critical Reading: Any approved General Education course in the Critical Reading area OR Equivalent as indicated by assessment</td>
</tr>
<tr>
<td>Mathematics: Met by (MAT151 and MAT182), or MAT187 in Required Courses area.</td>
</tr>
<tr>
<td>Distribution: 10 Credits</td>
</tr>
<tr>
<td>Humanities and Fine Arts: Any approved General Education course in the Humanities and Fine Arts area.</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences: Any approved General Education course in the Social and Behavioral Sciences area.</td>
</tr>
<tr>
<td>Natural Sciences: PHY101 Introduction to Physics +</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Program Prerequisites: 1 Credit</th>
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<tbody>
<tr>
<td>BPC/CIS121AE Windows Operating System: Level I (1) OR</td>
</tr>
<tr>
<td>BPC/CIS121AG Windows 98 - Level I (1) OR Equivalent, OR Departmental Approval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Courses: 47-49 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLT126 Soil Mechanics +</td>
</tr>
<tr>
<td>CET101 Surveying I +</td>
</tr>
<tr>
<td>CET102 Surveying II +</td>
</tr>
<tr>
<td>CET103 Construction Methods I</td>
</tr>
<tr>
<td>CET105 Highway Technology</td>
</tr>
</tbody>
</table>

| Core: 12 Credits |
| First-Year Composition: Any approved General Education course in the First-Year Composition area. |
| Oral Communication: Any approved General Education course in the Oral Communication area. |
| Critical Reading: Any approved General Education course in the Critical Reading area OR Equivalent as indicated by assessment |
| Mathematics: Met by (MAT151 and MAT182), or MAT187 in Required Courses area. |
| Distribution: 10 Credits |
| Humanities and Fine Arts: Any approved General Education course in the Humanities and Fine Arts area. |
| Social & Behavioral Sciences: Any approved General Education course in the Social and Behavioral Sciences area. |
| Natural Sciences: PHY101 Introduction to Physics + |
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
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: Credits 7
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

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

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.
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 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 + 4
Or equivalent

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
students wishing to enroll in the creative ENG210 may be substituted for CRW150 with students must earn a grade of “C” or better in students must complete six (6) credits from series I and students must complete three (3) of the following courses any CRW course(s) except courses used to satisfy 6 Credits CRW200 must be repeated for a total of two (2) credits. 25 Credits None. 3 Credits

academic 204 • Phoenix College 2005-2006 Catalog

CRW290 Intermediate Screenwriting + 3 CRW281 Topics in Writing: Non-Fiction + 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. 1-3 ENG217 Personal and Exploratory Writing + 3 ENG219 Life Stories + 3 ENG235 Magazine Article Writing 3 ENG236 Magazine Writer’s Workshop 3 ENG/THED60 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. Celeza
Program Director: Dr. A. Celeza

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 /REL 243 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

Required Courses Area. 1-3 ENG217 Personal and Exploratory Writing + 3 ENG219 Life Stories + 3 ENG235 Magazine Article Writing 3 ENG236 Magazine Writer’s Workshop 3 ENG/THED60 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

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.


Restrictive electives: 3 credits CRW+++++
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

**Musical Certificate — AC 6205 44.5-45.5 Credits**

The Musical 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. Celoz
**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)
- CRE101 Critical and Evaluative Reading I + (3) OR
- Equivalent as indicated by assessment

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ENG101</td>
<td>First-Year Composition</td>
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</tr>
<tr>
<td>ENG107</td>
<td>First-Year Composition for ESL</td>
<td>3</td>
</tr>
<tr>
<td>CRE101</td>
<td>Critical and Evaluative Reading</td>
<td>3</td>
</tr>
</tbody>
</table>

### Required Courses
13 Credits
- BIO109 Natural History of the Southwest
- BIO110 Lab for Natural History of the Southwest +
- GCU221 Arizona Geography
- HIS105 Arizona History
- HIS106 Southwest History

### Restricted Electives
12 Credits
- ABS/HIS170 American Indian History of the Southwest
- ASB235 Southwest Archaeology
- BIO105 Environmental Biology
- ENH112 Chicano Literature
- EDU230 Cultural Diversity in Education
- ENH259 American Indian Literature
- ENH260 Literature of the Southwest
- HIS109 Mexican-American History and Culture
- HIS145 History of Mexico
- POS220 U.S. and Arizona Constitution
- SPH245 Hispanic Heritage in the Southwest

### Honors Program
- MGT251 Human Relations in Business
- INT120 Twentieth Century Architecture & Furniture
- INT115 Historical Architecture and Furniture
- LAT202 Intermediate Latin I +
- LAT201 Intermediate Latin I
- LAT202 Intermediate Latin II +
- LAT102 Elementary Latin II +
- HUM209 Women and Films
- HST109 Mexican-American History and Culture
- HUM209 Women and Films
- INT115 Historical Architecture and Furniture
- INT120 Twentieth Century Architecture & Furniture
- LAT101 Elementary Latin I
- LAT102 Elementary Latin II +
- LAT201 Intermediate Latin I +
- LAT202 Intermediate Latin II +
- MAT151 College Algebra/Functions +
- MGT251 Human Relations in Business
- PHI101 Introduction to Philosophy
- PHI103 Introduction to Logic

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 MCCCD 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>BPC110</td>
<td>Computer Usage and Applications</td>
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<tr>
<td>CFS175</td>
<td>Marriage and Family Life</td>
<td>3</td>
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<tr>
<td>CFS176</td>
<td>Child Development</td>
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<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
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<tr>
<td>COM100</td>
<td>Introduction to Human Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM225</td>
<td>Public Speaking +</td>
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<tr>
<td>DHE212</td>
<td>Dental Hygiene Theory II +</td>
<td>3</td>
</tr>
<tr>
<td>DHE213</td>
<td>Dental Hygiene Clinic II +</td>
<td>3</td>
</tr>
<tr>
<td>DHE225</td>
<td>Periodontics +</td>
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<tr>
<td>DHE229</td>
<td>Community Oral Health +</td>
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<td>DHE232</td>
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<td>DHE233</td>
<td>Dental Hygiene Clinic III +</td>
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<td>Macroeconomic Principles</td>
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<td>ECN112</td>
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<td>ENG102</td>
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<td>ENH204</td>
<td>Introduction to Contemporary Literature</td>
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<td>GBS151</td>
<td>Introduction to Business</td>
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<td>GRK101</td>
<td>Elementary Classical Greek 13</td>
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<td>GRK102</td>
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<td>HIS100</td>
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<td>HIS101</td>
<td>History of Western Civilization to Middle Ages to 1789</td>
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<td>HIS102</td>
<td>History of Western Civilization 1789 to Present</td>
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<td>HIS109</td>
<td>Mexican-American History and Culture</td>
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<td>HUM209</td>
<td>Women and Films</td>
<td>3</td>
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<tr>
<td>INT115</td>
<td>Historical Architecture and Furniture</td>
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<td>INT120</td>
<td>Twentieth Century Architecture &amp; Furniture</td>
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<td>LAT101</td>
<td>Elementary Latin I</td>
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<td>LAT102</td>
<td>Elementary Latin II +</td>
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<td>LAT201</td>
<td>Intermediate Latin I +</td>
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<td>LAT202</td>
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<td>MGT251</td>
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<td>PHI101</td>
<td>Introduction to Philosophy</td>
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<tr>
<td>PHI103</td>
<td>Introduction to Logic</td>
<td>3</td>
</tr>
</tbody>
</table>
TRANFER 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.

<table>
<thead>
<tr>
<th>Department</th>
<th>ASU Campus/Major Code</th>
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<tbody>
<tr>
<td>Business</td>
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<td>Cultural &amp; Applied Social Sciences</td>
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<td>ASU - Main / 9100</td>
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<td>ASU - West / 9200</td>
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<td>Health Enhancement</td>
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<td>Kinesiology</td>
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<td>Recreation</td>
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<td></td>
<td>(Therapeutic Recreation Emphasis)</td>
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<td>ASU - Main / 9122</td>
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<tr>
<td></td>
<td>Recreation</td>
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<td></td>
<td>(Community &amp; Urban Recreation Emphasis)</td>
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<td></td>
<td>ASU - Main / 9123</td>
</tr>
</tbody>
</table>

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.
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. MCCCD General Education
   Arizona General Education Curriculum for Arts (AGEC A)
   MCCCD 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
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.

### 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 AGEC 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.

### Statistics

- **Statistics**
  - 3 Statistics [CS]

### Electives

- **Electives**
  - 7 Elective Credits

### ATM Notes

1. ACC230 transfers to ASU as ACC230 for HLD ATP majors only. MCCCD must certify completion of ATM on the transcript to ensure equivalency to ACC230 upon transfer.

2. The student may take any REA course, or module of REA courses, listed above equal to 5 credit hours.

3. The following courses are recommended to satisfy [SB] and [SQ] requirements:
   - **SB REQUIREMENT**
     - ECN111 OR ECN112
   - **SQ REQUIREMENT**
     - GPH112 AND GPH113

### Department Chairperson: Ms. M. Saunders
Principles of Human Nutrition (3)  3
HCR210  Clinical Health Care Ethics (3)  3
HCR220  Health Care Organizations (3)  3
HCR230  Culture & Health (3)  3
HCR240  Human Pathophysiology I (4 OR)  4
HCR250A  Human Pathophysiology I (2) AND  DEC (NUR)  
HCR260B  Human Pathophysiology II (2)  4
PSY101  Introduction to Logic (3)  4
PSY101  Introduction to Psychology (3)  3
PSY230  Introduction to Statistics (3)  3
PSY240  Developmental Psychology (3 OR)  3
CFS205  Human Development (3)  3
Humans or Social Behavioral  3

Mathematical Studies  3

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY230</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSY231</td>
<td>Laboratory for Statistics</td>
<td>1</td>
</tr>
<tr>
<td>PSY290</td>
<td>Research Methods</td>
<td>4</td>
</tr>
<tr>
<td>PSY215</td>
<td>Introduction to Sport Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY218</td>
<td>Health Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY235</td>
<td>Psychology of Gender Differences</td>
<td>3</td>
</tr>
<tr>
<td>PSY240</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY250</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY266</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY277</td>
<td>Psychology of Human Sexuality</td>
<td>3</td>
</tr>
</tbody>
</table>

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 customary 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 to determine the specific requirements. A student may find that the courses required for the Associate in Arts degree will 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. Calaza

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 3
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) OR
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:

A. That which provides the first two years of regular four-year college bachelor's degree programs.

B. That which provides the business student with a broad general education with reference to business.

C. That which provides specialized two-year training in four areas:
   1. Accounting
   2. Banking and Finance
   3. Computer Information Systems
   4. General Business

D. 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.
'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:**

- CHM151 General Chemistry I + 3
- CHM151LL General Chemistry I Lab +1
- 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 II Lab + 2
- MAT221 Calculus with Analytic Geometry I + 4
- MAT231 Calculus with Analytic Geometry II + 4
- MAT241 Calculus with Analytic Geometry III + 4
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. MCCCD 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:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM259</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM271</td>
<td>Voice and Diction</td>
<td>3</td>
</tr>
<tr>
<td>COM281</td>
<td>Communication Activities</td>
<td>0-4</td>
</tr>
<tr>
<td>PSY101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Any Foreign Language (101,102,201,202)</td>
<td>8-16</td>
<td></td>
</tr>
</tbody>
</table>

**General Education Requirements:** 40-47 Credits

**Core Areas:** 38 Credits

**First-Year Composition:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>First Year Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG102</td>
<td>First Year Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

**Suggested Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM151</td>
<td>General Chemistry I &amp; Lab+</td>
<td>4</td>
</tr>
<tr>
<td>CHM152</td>
<td>General Chemistry II &amp; Lab+</td>
<td>4</td>
</tr>
<tr>
<td>ECE102</td>
<td>Engineering Analysis Tools &amp; Techniques</td>
<td>2</td>
</tr>
<tr>
<td>ECE211</td>
<td>Engineering Mechanics-Statics+</td>
<td>3</td>
</tr>
<tr>
<td>ECE212</td>
<td>Engineering Mechanics-Dynamics+</td>
<td>3</td>
</tr>
<tr>
<td>ECN111</td>
<td>Macroeconomic Principles</td>
<td>3</td>
</tr>
<tr>
<td>ENG101</td>
<td>First Year Composition+</td>
<td>3</td>
</tr>
<tr>
<td>ENG102</td>
<td>First Year Composition+</td>
<td>3</td>
</tr>
</tbody>
</table>

**Literacy and Critical Inquiry**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM225</td>
<td>Public Speaking (required)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Mathematical Studies**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT151</td>
<td>College Algebra/Functions + (3)</td>
<td>OR</td>
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</table>

**Humanities and Fine Arts:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE111</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>COM241</td>
<td>Performance of Literature (required)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Social and Behavioral Sciences:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM100</td>
<td>Introduction to Human Communication (required)</td>
<td>3</td>
</tr>
<tr>
<td>COM230</td>
<td>Small Group Communication (required)</td>
<td>6</td>
</tr>
</tbody>
</table>

**Natural Sciences:** Any approved General Education course in the Natural Sciences area 8

**Awareness Areas:**

- COM263 Intercultural Communication (required) 3

**MCCCD Additional Requirements:**

**Oral Communication:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM110</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Critical Reading:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRE101</td>
<td>Critical and Evaluative Reading I+ (3) OR equivalent by assessment</td>
<td>0-3</td>
</tr>
</tbody>
</table>

**Other:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM222</td>
<td>Argumentation (ASU West transfers only)</td>
<td>3</td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM151</td>
<td>General Chemistry I &amp; Lab+</td>
<td>4</td>
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<td>CHM152</td>
<td>General Chemistry II &amp; Lab+</td>
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<tr>
<td>ECE102</td>
<td>Engineering Analysis Tools &amp; Techniques</td>
<td>2</td>
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<tr>
<td>ECE211</td>
<td>Engineering Mechanics-Statics+</td>
<td>3</td>
</tr>
<tr>
<td>ECE212</td>
<td>Engineering Mechanics-Dynamics+</td>
<td>3</td>
</tr>
<tr>
<td>ECN111</td>
<td>Macroeconomic Principles</td>
<td>3</td>
</tr>
<tr>
<td>ENG101</td>
<td>First Year Composition+</td>
<td>3</td>
</tr>
<tr>
<td>ENG102</td>
<td>First Year Composition+</td>
<td>3</td>
</tr>
</tbody>
</table>

**Transfer Programs**
MAT151 College Algebra/Functions + 
MAT182 Plane Trigonometry+ 
MAT220 Analytic Geometry & Calculus I+ 
MAT230 Analytic Geometry & Calculus II+ 
MAT241 Calculus with Analytic Geometry III+ 
MAT262 Differential Equations+ 
PHY111 General Physics I+ 
PHY112 General Physics II+ 
PHY121 University Physics I: Mechanics+ 
PHY131 University Physics II: Electricity/Magnetism+ 
- 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.

- Fundamentals of Fire Prevention: FSC108  
- Supervisory Training for Firefighters: FSC202  
- Command Strategies for Major Emergencies: FSC205  
- Financial Accounting: ACC211  
- Managerial Accounting: ACC212  
- Business Law (UCC): GBS206  
- Business Law (General Corporate): GBS/LAS207  
- Computer (Any Fundamentals Course): BPC/CIS

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:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES100</td>
<td>Healthful Living</td>
</tr>
<tr>
<td>PED200</td>
<td>Introduction to Exercise Science and Physical Education</td>
</tr>
<tr>
<td>PED101,102, 201, 202 Physical Activities</td>
<td>10</td>
</tr>
<tr>
<td>WED110</td>
<td>Principles of Physical Fitness/Wellness</td>
</tr>
<tr>
<td>BIO201</td>
<td>Human Anatomy &amp; Physiology I+</td>
</tr>
<tr>
<td>BIO202</td>
<td>Human Anatomy &amp; Physiology II+</td>
</tr>
<tr>
<td>HES154</td>
<td>First Aid/Cardiopulmonary Resuscitation</td>
</tr>
<tr>
<td>HES271</td>
<td>Prevention and Treatment/Athletic Injuries</td>
</tr>
<tr>
<td>PED262</td>
<td>Sports Officiating (inquire about modules)</td>
</tr>
</tbody>
</table>

General Education Requirements must also be met. Students should select courses in consultation with a department advisor.
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:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO201</td>
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</tr>
<tr>
<td>BIO202</td>
<td>4</td>
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<tr>
<td>BIO205</td>
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<tr>
<td>CHM130</td>
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</tr>
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<td>CHM130LL</td>
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<tr>
<td>CHM230</td>
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<td>CHM230LL</td>
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<td>ENG101</td>
<td>3</td>
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<tr>
<td>ENG102</td>
<td>3</td>
</tr>
<tr>
<td>ENG107</td>
<td>3</td>
</tr>
<tr>
<td>ENG108</td>
<td>3</td>
</tr>
<tr>
<td>FON241</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Fine Arts Elective – See Advisor</td>
<td>3</td>
</tr>
<tr>
<td>MAT150</td>
<td>3</td>
</tr>
</tbody>
</table>

**Department Chairperson: Mr. D. Speed**

**PHYSICS**

MAT151 College Algebra/Functions + (4) OR  
MAT152 College Algebra/Functions + (3)  
PSY101 Introduction to Psychology 3  
PSY240 Developmental Psychology 3

- U of A  
- NAU  
- ENG107 and ENG108 only accepted at NAU if embedded in AGEC.

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 II & 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.

**ADVICEMENT NOTE:** For Pre-Professional Programs, CHM130 is highly recommended as preparation for CHM151, and plan for prerequisites.
Biology – 8 hours  - General Biology (Majors) I-II,
Suggested courses below include minimum requirements only.
1. Completion of a baccalaureate degree.  There is no
an advisor for more information and other transfer options.
There are additional General Education requirements.  Consult
PHY111 & PHY112 General Physics I & II +  8
PHY111 & PHY112 General Physics I & II +  8
ECN111 Macroeconomic Principles, or
ECN112 Microeconomic 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-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
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 Microeconomic 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

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.

ADVICEMENT 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.
Transfer Programs

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)

<table>
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<tr>
<th>Department</th>
<th>Contact Number</th>
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<tbody>
<tr>
<td>Communication, American Sign Language, Theatre &amp; Film</td>
<td>602.285.7319</td>
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<tr>
<td>IPP208 Advanced American Sign Language Discourse</td>
<td></td>
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<tr>
<td>IPP250AA Special Topics: Interpreter Preparation</td>
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<tr>
<td>IPP250AB Special Topics: Interpreter Preparation</td>
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<tr>
<td>IPP250AC Special Topics: Interpreter Preparation</td>
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<tr>
<td>Emergency Medical Technology / Fire Science</td>
<td>602.285.7207</td>
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<tr>
<td>FSC101AA Introduction to Fire Service Selection: Application Process</td>
<td></td>
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<tr>
<td>FSC101AB Introduction to Fire Service Selection: Selection Process and Resumes</td>
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<tr>
<td>FSC101AC Introduction to Fire Service Selection: Interview Process</td>
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<tr>
<td>FSC101AD Introduction to Fire Service Selection: Fire Station Culture/Observation</td>
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<tr>
<td>FSC101AE Introduction to Fire Service Selection: Life Long Learning</td>
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<tr>
<td>FSC134AA Fitness and Conditioning for Firefighters: Physical Requirements</td>
<td></td>
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<tr>
<td>FSC134AB Fitness and Conditioning for Firefighters: Physical and Mental Principles</td>
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<tr>
<td>FSC134AC Fitness and Conditioning for Firefighters: Physical and Mental Performance</td>
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<tr>
<td>FSC134AD Fitness and Conditioning for Firefighters: Task Development</td>
<td></td>
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<td>FSC134AE Fitness and Conditioning for Firefighters: Pre-employment</td>
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<tr>
<td>SFS101AA Secondary Introduction to Fire Service Selection: Application Process</td>
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<tr>
<td>SFS134AE Fitness and Conditioning for Firefighters: Pre-employment</td>
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<tr>
<td>Foreign Language</td>
<td>602.285.7845</td>
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<tr>
<td>NAV102 Elementary Navajo II</td>
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<tr>
<td>NAV201 Intermediate Navajo I</td>
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<tr>
<td>NAV202 Intermediate Navajo II</td>
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<tr>
<td>Health Enhancement</td>
<td>602.285.7295</td>
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<tr>
<td>HCE122 Practicum: Phlebotomy and Specimen Processing</td>
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<tr>
<td>HCE280 Medical Assisting Program Review</td>
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<tr>
<td>Reading</td>
<td>602.285.7319</td>
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<tr>
<td>RDG071 Basic Reading</td>
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</tbody>
</table>

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/