

# Scottsdale Community College

## Academic Catalog Archive

### 2022-2023

This document is an archival record of the academic programs offered during the 2021-2022 academic year. It is a printable option of the online catalog for accreditation organizations, agencies and college offices for data collection, evaluation purposes and referencing. The information and links presented in this archive may no longer be accurate. For current catalog information, refer to the online version of the academic catalog.

Corrections or additions to the Academic Catalog Archive 2022-2023 program information, as of August 2022, may be provided in a future addendum. For inquiries or questions, please contact [curriculum@scottsdalecc.edu](mailto:curriculum@scottsdalecc.edu).



**SCOTTSDALE  
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit [www.maricopa.edu/non-discrimination](http://www.maricopa.edu/non-discrimination).

## **About this Document**

To navigate this version of the Academic Catalog refer to the table of contents and the bookmarks provided. The table of contents provides a listing of resources in the order in which they appear in this document. Keyword searches may be used as an additional way of locating resources within this document.

Along with information about Scottsdale Community College and Maricopa Community Colleges common policies, this document contains program descriptions and requirements for transfer degrees, career and technical degrees and certificates of completion, academic certificates, and the Scottsdale Teacher Education Partnership (STEP) program.

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## About Scottsdale Community College

Scottsdale Community College is student centered, with a focus on active, engaged and intellectually rigorous learning. The college is known for high quality, accessible educational opportunities and innovative teaching, learning and support services. SCC serves approximately 10,000 students a year, offering more than 100 degrees and 60 certificates of completion in diverse occupational areas. SCC is a leader in Developmental Education, Open Education Resources, Undergraduate Research, and Service Learning, all designed to improve and facilitate student success.

Through a partnership with the Salt River Pima-Maricopa Indian Community, SCC is honored to be the only two-year public higher education institution located on Native American Land. The college has a robust Native American Indian support program and is establishing an Indigenous Scholars Institute to better serve our growing Native American student population, and to encourage all students to understand and appreciate the history, contributions and future of our Indigenous peoples.

SCC, for the third consecutive time, was among only 150 community colleges nationally to be eligible for the prestigious Aspen Award for Community College Excellence. SCC also holds the honor of being a winner of the Scottsdale Chamber of Commerce Sterling Award in the Big Business category, has been named a Bellwether Finalist for Community College Innovation, and is a Veteran's Supportive Campus. In 2016, SmartAsset named SCC the fourth Best Community College in the U.S.

### ***Student success is our number one priority.***

The student is the center of everything we do. At SCC you have the freedom to find balance between academics and extra-curricular involvement. Whether through athletics, student organizations, or partnerships with the community, there are countless ways to get involved. SCC's dedicated faculty and staff members are eager to help you create your own path to an enriching educational experience and successful future.

## The Maricopa Community Colleges

- Chandler-Gilbert Community College, 2626 East Pecos Road, Chandler, AZ 85225; 480.732.7000
- Estrella Mountain Community College, 3000 North Dysart Road, Avondale, AZ 85392; 623.935.8000
- GateWay Community College, 108 North 40<sup>th</sup> Street, Phoenix, AZ 85034; 602.286.8000
- Glendale Community College, 6000 West Olive Avenue, Glendale, AZ 85302; 623.845.3000
- Mesa Community College, 1833 West Southern Avenue, Mesa, AZ 85202; 480.461.7000
- Paradise Valley Community College, 18401 North 32<sup>nd</sup> Street, Phoenix, AZ 85032; 602.787.6500
- Phoenix College, 1202 West Thomas Road, Phoenix, AZ 85013; 602.285.7500
- Rio Salado College, 2323 West 14<sup>th</sup> Street, Tempe, AZ 85281; 480.517.8000
- Scottsdale Community College, 9000 East Chaparral Road, Scottsdale, AZ 85256; 480.423.6000
- South Mountain Community College, 7050 South 24<sup>th</sup> Street, Phoenix, AZ 85042; 602.243.8000
- Maricopa County Community College District, 2411 West 14<sup>th</sup> Street, Tempe, AZ 85281; 480.731.8000

# SCC Vision, Mission and Values

## VISION

Scottsdale Community College will be a premier educational and cultural center that serves the needs of its diverse communities by providing innovative and creative opportunities to learn, grow and archive.

## MISSION

Scottsdale Community College improves the quality of life in our communities by providing challenging, supportive, and distinctive learning experiences. We are committed to offering high-quality, collaborative, affordable, and accessible opportunities that enable learners to achieve lifelong educational, professional, and personal goals.

SCC fulfills this mission by:

- Delivering rigorous and relevant instruction
- Providing outstanding support to students, faculty, and staff
- Encouraging an open and dynamic exchange of learning among the college, tribal nations, and local and world communities
- Promoting civic responsibility, sustainability, and global engagement
- Fostering personal growth and connectedness

## VALUES

### Excellence

We value excellence in all areas because it optimizes the ability to compete and achieve distinction academically, professionally, and personally. By setting high standards, SCC maximizes effectiveness and improves the quality of life for all. We honor our communities by expecting and recognizing exemplary performance.

### Learning

We value learning because it broadens our experience and promotes lifelong growth and success. We are committed to providing opportunities for students, employees, and members of our communities to learn and to develop personally and professionally.

### Integrity

We value integrity because it leads to a culture of respect and trust, resulting in a supportive environment in which people can thrive. SCC strives for integrity through decision making which is ethical, data informed, fiscally sound, and strategic. We uphold academic freedom. We expect personal responsibility and accountability from all individuals.

### Innovation

We value a culture of innovation because we must anticipate and address the evolving needs of our communities. By encouraging and supporting appropriate risk taking and creative problem solving, we meet these needs and solidify our reputation as a premier community college.

**Inclusiveness**

We value inclusiveness because we all benefit by embracing a diversity of voices, viewpoints, and experiences. SCC cultivates success when individuals from a wide variety of backgrounds are respected and empowered to contribute.

**Connectedness**

We value connectedness because it creates a sense of belonging and establishes a community of learners. Through effective communication and collaboration among students, faculty, staff, and community members, we build a collective identity as well as the mutual understanding and respect necessary to achieve our mission.

## Academic Accreditation

Scottsdale Community College is a regionally-accredited institution through the Higher Learning Commission. In January, 2017, SCC successfully completed the HLC's Open Pathway reaffirmation of accreditation process. The college submitted its assurance argument and evidence files, and hosted a Peer Review visit as part of this process. The purpose is to report and provide evidence of how we are meeting the criteria of accreditation.

The Higher Learning Commission, in a letter dated June 19, 2017, provided formal notification to SCC that its accreditation is continued, with the next Reaffirmation of Accreditation in 2026-27.

For additional information regarding accreditation, assessment, and other areas related to academic accountability, contact the Commission at (800) 621-7440, or view the [website](#).

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411  
(800) 621-7440/inquiry@hlcommission.org

For information about SCC's most recent reaffirmation of accreditation process, visit the [Accreditation website](#).

### eLearning: 100% Online Degrees and Certificates

Starting in Fall 2020, the Higher Learning Commission has accredited Scottsdale Community College to offer associate degree and certificate programs 100 percent online. SCC is offering the following degree and certificate programs 100% online, providing students with expanded flexibility in how they wish to obtain a higher education.

#### Degree Programs

- [Administration of Justice Studies](#)
- [Anthropology](#)
- [Computer Science](#)
- [Economics](#)
- [Elementary Education](#)
- [General Business](#)
- [History](#)
- [Hospitality: Hotel Management](#)
- [Information Technology](#)
- [Management](#)
- [Marketing](#)
- [Organizational Management](#)
- [Political Science](#)
- [Retail Management](#)
- [Sociology](#)
- [Visual Communication](#)
- [Web Design/Development](#)
- [ABUS-Transfer to University Business Program](#)

## Certificate Programs

- Accounting
- Administration of Justice
- Business Administration Fastrack
- Corrections
- Culinary Fundamentals
- Data Analytics
- Entrepreneurial Studies Level I
- General Business
- Hospitality: Hotel Management
- Linux
- Management
- Marketing
- Organizational Leadership
- Programming and System Analysis Level I
- Retail Management
- Social Media Marketing
- Visual Communication: Design
- Web Development
- Web Foundations

## Online Support Services

SCC provides an array of student and academic services including Advising, Testing Options, Tutoring and Library/Research to support these online courses. For additional information, contact your [advisor](#) or the related [instructional division](#).

## Last Date of Attendance

34 CFR 668.22(i)(3)

*Date of determination at an institution required to take attendance (online programs).*

## Programs with Specialized Accreditation

Scottsdale Community College offers individual degrees and certificates accredited or approved by their respective authoritative agencies. For questions about their accreditation process, contact these organizations directly.

### **Culinary**

The Culinary Arts Associate in Applied Science Degree is accredited by the Education Foundation Accrediting Commission of the American Culinary Federation through December 31, 2022.

#### **American Culinary Federation**

##### **Education Foundation Accrediting Commission**

180 Center Place Way

St. Augustine, FL 32095

[www.afchefs.org](http://www.afchefs.org)

904-824-4468

### **Nursing**

The Maricopa Community College District Nursing Program (MCCDNP) is offered at Scottsdale Community College. Housed in the Health and Sciences Building (HES), MCCDNP at SCC is accredited by the Accreditation Commission for Education in Nursing (ACEN) through Spring 2026 and is approved by the Arizona State Board of Nursing; [info@acennursing.org](mailto:info@acennursing.org).

#### **Accreditation Commission for Education in Nursing**

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

[www.acenursing.org](http://www.acenursing.org)

404-975-5000

#### **Arizona State Board of Nursing**

1740 W. Adams Street, Suite 2000

Phoenix, AZ 85007

[www.azbn.gov](http://www.azbn.gov)

602-771-7800



## College Leadership and Administration

Scottsdale Community College is one of the ten colleges that make up the Maricopa Community College District. The District Leadership consist of a Chancellor, Vice Chancellors, and a Governing Board. The College is led by President Chris Haines and the President's Cabinet.

The President's Cabinet is guided by the College's [Vision, Mission and Values](#), providing leadership that is designed to serve the needs of the College's diverse student population, its employees and the community at large. Along with the Office of the President, Scottsdale Community College has administrative units to lead academic affairs, student services, information technology services, and all operational aspects of the college.

The President's Cabinet includes the following:

- Eric Leshinskie, President, eric.leshinskie@scottsdalecc.edu, 480-423-6310
- Colleen Charleston-O'Neill, Vice President of Administration, colleen.oneill@scottsdalecc.edu, 480-423-6161
- Dr. Donna Young, Vice President of Student Affairs, donna.young@scottsdalecc.edu, 480-423-6300
- Dr. Edmond Lamperez (Interim), Vice President of Academic Affairs, edmond.lamperez@scottsdalecc.edu, 480-423-6317
- Vargha Mohebbi, Associate Vice President/CIO, vargha.mohebbi@scottsdalecc.edu, 480-423-6311
- Tony Miele (Interim), Associate Vice President, anthony.miele@scottsdalecc.edu, 480-423-6003
- Yolanda Espinoza, Dean of Enrollment Services, yolanda.espinoza@scottsdalecc.edu, 480-423-6163
- Larissa Train, Dean of Student Affairs, larissa.train@scottsdalecc.edu, 480-423-6300
- Dr. Kathleen Iudicello, Dean of Instruction, kathleen.iudicello@scottsdalecc.edu, 480-423-6317
- Dr. Miguel Lucas(Interim), Dean of Instruction, miguel.lucas@scottsdalecc.edu, (480) 423-6524
- Melanie Burm, Director of External Affairs, melanie.burm@scottsdalecc.edu, 480-423-6102
- Eric Sells, Public Relations Marketing Manager, eric.sells@scottsdalecc.edu, 480-425-6637

## Governing Board

The Maricopa County Community College District's Governing Board has seven seats, including five elected positions from geographical districts within Maricopa County and two at-large positions representing the entire county. Board members serve staggered four-year terms.

### Board Members

Ms. Marie Sullivan, President, District 3

Current term expires December 31, 2022

Ms. Jacqueline Smith, J.D., Member, District 1

Current term expires December 31, 2024

Ms. Jean McGrath, Member, District 4

Current term expires December 31, 2022

Dr. Tom Nerini, Secretary, District 5

Current term expires December 31, 2024

Ms. Susan Bitter Smith, Member, District 2

Current term expires December 31, 2024

Dr. Linda Thor, Member At-large,

Current term expires December 31, 2024

Ms. Kathleen Winn, Member At-large

Current term expires December 31, 2022

Lynn Burnette, Student Member

Current term expires June 30, 2023

### Contact

Members of the Governing Board may be contacted by mail at:

Maricopa Community Colleges

2411 W. 14<sup>th</sup> Street

Tempe, AZ 85281

To inquire, contact the Governing Board Assistant at 480-731-8889.

## Academic Divisions

### BEHAVIORAL SCIENCES, COUNSELING, AND SOCIAL SCIENCES

Chair: Dr. Mark Klobas/480.423.6420

mark.klobas@scottsdalecc.edu

AIS	American Indian Studies
ASB	Anthropology (Cultural)
ASM	Anthropology
CPD	Counseling and Personal Development
ECH	Early Childhood Development
ECN	Economics
EDU	Education
EPD	Education Professional Development
FYE	First Year Experience
GCU	Cultural Geography
GIS	Geographic Information Science
GPH	Physical Geography
HIS	History
PHI	Philosophy
POS	Political Science
PSY	Psychology
REL	Religious Studies
SOC	Sociology

### BUSINESS AND COMPUTER INFORMATION SYSTEMS

Director: Mr. Dan Combellick/480.423.6282

dan.combellick@scottsdalecc.edu

ACC	Accounting
BPC	Business-Personal Computers
CIS	Computer Information Systems
CLD	Cloud Computing
CNT	Cisco Network Technology
EPS	Entrepreneurial Studies
GBS	General Business
IBS	International Business
INS	Insurance Studies
MGT	Management
MKT	Marketing
MST	Microsoft Networking Technology
REA	Real Estate
SBU	Society and Business

## ENGLISH, WORLD LANGUAGES AND INFORMATION STUDIES

Chair: Dr. Cynthia Kiefer/480.423.6452

cindy.kiefer@scottsdalecc.edu

ASL	American Sign Language
CRE	Critical Reading
CRW	Creative Writing
ENG	English
ENH	English Humanities
ESL	English as a Second Language
FRE	French
HON	Honors
IFS	Information Studies
JRN	Journalism
MCO	Mass Communications
RDG	Reading
SPA	Spanish
WAC	Writing Across Curriculum

## FINE ARTS

Chair: Mr. Ted Uran/480.423.6334

ted.uran@scottsdalecc.edu

ADA	Advertising Arts
ARH	Art Humanities
ART	Art
COM	Communication
FMT	Film, Media and Theatre
HUM	Humanities
LDR	Leadership
MHL	Music: History and Literature
MTC	Music: Theory/Composition
MUC	Music: Commercial/Business
MUP	Music: Performance (Private Instruction)
THE	Theatre
THF	Theatre and Film
THP	Theatre Performance/Production

## HEALTH SCIENCES

Chair: Ms. Karryn Allen/480.423.6600

karryn.allen@scottsdalecc.edu

DAH	Dance Humanities
DAN	Dance
EXS	Exercise Science
FON	Food and Nutrition
HCC	Health Core Curriculum
HCR	Health Care Related
HES	Health Science
IPH	Integrated Public Health
NCE	Nursing: Continuing Education
NUR	Nursing Science
PED	Physical Education
PHT	Pharmacy Technology
REC	Recreation
WED	Wellness Education

## MATHEMATICS, COMPUTER SCIENCE, AND ENGINEERING

Chair: Dr. Donna Slaughter/480.423.6123

donna.slaughter@scottsdalecc.edu

CSC	Computer Science
ECE	Engineering Science
EEE	Electrical Engineering
MAT	Mathematics

## NATURAL SCIENCES

Chair: Dr. Patricia Ashby/480.423.6033

patricia.ashby@scottsdalecc.edu

AST	Astronomy
BIO	Biology
CHM	Chemistry
ENV	Environmental Sciences
GLG	Geology
PHY	Physics
SSH	Sustainability/Social Sciences and Humanities
SUS	Sustainability/Natural Sciences

## OCCUPATIONAL ARTS AND SCIENCES

Chair: Mr. Charles Cooper/480.423.6436

charles.cooper@scottsdalecc.edu

AJS Administration of Justice Studies

ARC Architecture

CUL Culinary Arts

EQS Equine Science

FOR Forensic Science

INT Interior Design

HRM Hotel Restaurant Management

## Academic Calendar

REGISTRATION — Go to [SCC's website](#) for registration and drop/add information.

The dates listed below which are directly related to instruction refer to the traditional academic year. Some courses may be offered over time periods for which these dates are not applicable. Most dates are based on the [Maricopa County Community College District Academic Calendar](#) and are subject to change without notice.

### Summer Semester – 2022

Classes Begin	Tuesday	May 31
Observance of Independence Day (campus closed)	Monday	July 4
Summer Semester Ends	Thursday	August 4

### Fall Semester – 2022 *(Open registration began for all students on Monday, March 21, 2022.)*

Classes Begin (In Person)	Saturday	August 20
Online Classes Begin	Monday	August 22
Observance of Labor Day (campus closed)	Monday	September 5
<i>Spring 2023 Priority Registration for Currently Enrolled Students</i>	<i>Monday</i>	<i>October 3</i>
Last Day to File Application for December 2022 Graduation	Friday	*
<i>Spring 2023 Open Registration Begins</i>	<i>Monday</i>	<i>October 10</i>
Last Day for Student Withdrawal without Instructor's Signature	+	
Last Day Student Initiated Withdrawal Accepted	++	
Observance of Veterans' Day (campus closed)	Friday	November 11
Thanksgiving Holiday Recess (campus closed)	Thursday–Sunday	November 24-27
Last Day of Classes	Sunday	December 11
**Final Exams	Monday–Friday	December 12-16
Fall Semester Ends	Friday	December 16
Mid-Year Recess Begins (campus closed December 25 through January 2)	Saturday	December 17

### Spring Semester – 2023 *(Open registration begins for all students on Monday, October 10, 2022.)*

Classes Begin (In Person)	Saturday	January 14
Observance of Martin Luther King, Jr. Holiday (campus closed)	Monday	January 16
Online Classes Begin	Tuesday	January 17
Observance of Presidents' Day (campus closed)	Monday	February 20
Last Day to File Application for May 2023 Graduation	Friday	*
<i>Summer/Fall 2023 Priority Registration for Currently Enrolled Students</i>	<i>Monday</i>	<i>March 6</i>
Last Day for Student Withdrawal without Instructor's Signature	+	
Last Day Student Initiated Withdrawal Accepted	++	
Spring Break (campus closed March 16-19)	Monday–Sunday	March 13-19
<i>Summer/Fall 2023 Open Registration Begins</i>	<i>Monday</i>	<i>March 20</i>
Last Day of Classes	Sunday	May 7

**Final Exams	Monday–Friday	May 8-12
Commencement	Friday	May 12
Spring Semester Ends	Friday	May 12
Observance of Memorial Day (campus closed)	Monday	May 29

**Summer Semester – 2023** *(Open registration begins for all students on Monday, March 20, 2023.)*

Classes Begin	Tuesday	May 30
Observance of Independence Day (campus closed)	Tuesday	July 4
Summer Semester Ends	Thursday	August 3

*\*Last day to file for graduation is subject to change. Please contact SCC's Admissions and Records Office.*

*\*\*Classes meeting on Friday evening only, Saturday only or Sunday only will have final examinations during their last regular class meeting.*

*+See your student schedule in [myMaricopa](#) for the Last Day to Withdraw without Instructor's Signature for each class in which you are enrolled.*

*++ Refer to the Important Deadlines for Students section in this publication or on [SCC's website](#) to determine the Last Day Student Initiated Withdrawal will be accepted.*



## Student Resources

### Admissions 480.423.6100

The [SCC Admissions, Registration & Records Office](#) is located in the Student Services Building. This office provides information and services concerning the following:

If you need assistance our Admission Office provides the following services:

- Assists with admission to the college
- Registers students for classes and processes schedule changes
- Determines residency for tuition purposes
- Responds to requests for Scottsdale academic transcripts
- Responds to requests for enrollment verifications
- Processes repeats
- Processes telephone number, address, and name changes
- Determines Athletic Eligibility
- Evaluates credits from prior learning such as Advanced Placement, Articulated Programs, College Level Examination, College Level Examination Program, Transfer Credit, and Military Service
- Evaluates credits and determines eligibility for graduation

The admissions policy and process is different for international students attending school with an F or B Student Visa. For more information, please visit [International Students](#).

Photo ID is required for all transactions.

See **My.maricopa.edu Online Student Center** for information on how to access many of these services. The Admissions, Registration & Records Office is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.

### Advisement (Academic and Career) 480.423.6539

The mission of the [Academic and Career Advisement](#) is to assist students in the creation of education plans to achieve their academic, career and life goals. We promote a proactive approach that engages students in their development and success.

The Advisement Center provides academic information and advisement for all students. Assistance is available to aid the student in defining academic goals, choosing an educational program, selecting appropriate courses, learning about majors and degrees, exploring career possibilities, graduation, transferring to other colleges, and job search assistance.

Advising offers students an opportunity to meet one-on-one with a concerned faculty or staff member to make decisions about college and to receive referrals to a wide variety of campus resources.

Students are strongly encouraged to seek advisement prior to registering for each semester. To prepare for advisement, students should gather their transcripts, placement test scores and any other information that might be relevant to their educational planning. Academic and Career Advisement is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.

### **American Indian Program 480.423.6531**

The [American Indian Program Office](#) provides assistance to American Indian students enrolled at Scottsdale Community College through three program components which include Support Services, Curriculum Development and Indian Community Outreach.

Students can obtain special services such as college counseling, financial aid and scholarship advisement and general assistance through the Support Services component. The Curriculum component provides the American Indian Program and Instructional Divisions the opportunity to collaborate in different areas such as in American Indian Studies, Sustaining and Advancing Indigenous Nations, Hoop of Learning, Jr. ACE and programs responsive to tribal education needs. The American Indian Program Office also provides outreach services to surrounding Indian communities and coordinates activities. The American Indian Program sponsors the Indigenous Student Association.

The American Indian Program Office is located in the Indigenous Cultural Center, ICC203, and is open Monday through Thursday from 8:00 a.m. to 5:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m.; closed on Friday.

### **Bookstore/Follett 480.423.6554**

Textbooks can be rented or purchased online from [SCC's Bookstore](#). Contact the Bookstore for hours of operation.

### **Campus Tours 480.423.6450**

Scottsdale Community College offers student-guided walking [tours of campus](#) for prospective students. Each campus tour includes SCC academic buildings and student service offices. Tours last approximately 75 minutes.

Campus tours are available through the SCC Outreach and Recruitment office (we also offer a [virtual campus tour](#)). Please view our [tour calendar](#) to view dates and times of our campus tours. We are also able to accommodate larger group tours at an alternate time. To schedule a group tour, please submit a [Group Campus Tour Request](#) online.

Please contact Outreach and Recruitment if you have any questions regarding campus tours at 480-423-6450, or [outreach@scottsdalecc.edu](mailto:outreach@scottsdalecc.edu).

## Center for Civic & Global Engagement 480.423.6590

The [Center for Civic & Global Engagement \(CCGE\)](#) creates meaningful programs on campus to help SCC's students become civically-engaged and globally-aware citizens of the world.

CCGE oversees the Council of Student Leaders, the formation of student clubs and organizations, voter registration, student IDs, transit passes and student accident insurance. The programs and special events for this year can be found on the website listed above.

STUDENT ID CARDS are now available through our online process! [Please complete this online form](#) to request a new or replacement student ID card. Students do not have to request a student ID card every semester. From July 6- 31, ID cards will be printed and mailed on a weekly basis. Beginning Monday, August 9, 2021, ID cards will be printed and mailed on a daily basis. Eligibility:

- Students must be enrolled in the semester for which the ID card is requested.
- Students must upload a photo ID authentication and a photo. Acceptable forms of ID can be found on [Photo ID Requirements](#). Photos used for the ID card must meet photo ID requirements which can be found on the Student ID Request form.

## Clubs/Organizations for Students 480.423.6590

Participation in various clubs and organizations on campus provides students an opportunity to acquire leadership, planning and social skills that are important for successful living. The Center for Civic & Global Engagement maintains a list of active clubs and organizations. Or, you can stop by to find out how to start an organization of your very own! To see a complete listing or to join a club, [click here](#).

### [SCC Clubs/Organizations](#)

Artie's Community for Service (ACeS)  
Collegiate DECA @ SCC  
Council of Student Leaders  
Hospitality & Tourism Club  
Indigenous Student Association  
Latino Student Association  
Male Empowerment Network (M.E.N.)  
Music Industry Club  
Phi Theta Kappa  
SCC ASID (Interior Design)  
SCC Christian Student Club  
SCC Chess Club  
SCC Film Club  
SCC Fitness & Nutrition Club  
SCC Outdoor Adventure Club  
SCC Robotics Club  
SCC Student Nurses' Assoc.  
SCC Veterans Association  
Sexuality & Gender Alliance (SAGA)  
Sonoran Desert Club  
Women Rising

## Council of Student Leaders 480.423.6590

The [Council of Student Leaders](#) exists to preserve student rights, serve student needs, provide funding for student activities, and to serve as the official voice of the student body. It includes eight executive officers, ten students-at-large and numerous club representatives. Or consider representing SCC in the Maricopa Student Senate! Interested students should stop by the Center for Civic & Global Engagement, SC-185, to pick up an application, call (480) 423-6590, or [visit our website](#) for more information.

As a student member of the Council, students learn valuable leadership skills, plan special projects, and serve as a representative of and to the SCC campus. They meet new people and gain new experiences. They work on committees and volunteer in our community. They not only change the lives of others but also their own. Most importantly, they do all this and more, and HAVE FUN doing it!

## Counseling Services 480.423.6524

[Counseling Services](#) faculty are available to help students who wish to improve the quality of their academic and personal lives. We offer:

- Mentoring, coaching, and guidance
- [Career counseling](#)
- Goal setting, time management, and study techniques
- Emergency grants and basic needs support
- Community referrals
- [First Year Experience/Personal development classes](#)
- Free [wellbeing workshops](#)

## Culinary Arts Dining Rooms 480.423.6284

The [Culinary Arts Department](#) operates student-run dining facilities for both lunch and dinner during the fall and spring semesters. Located in the Applied Sciences Building on the northeast area of campus, the Artichoke Grill features an à la carte luncheon menu Wednesday through Friday from 11:30 a.m. to 1:00 p.m. with prices ranging from \$3.50 to \$7.95. The Desert Oasis is open Wednesday through Friday from 6:00 p.m. to 7:30 p.m. and serves a complete four-course menu ranging from \$26-\$30 plus beverage and tax. Our menus, which change weekly, feature American Regional culinary creations. [Click here for weekly menus.](#)

Both The Artichoke Grill and The Desert Oasis are available for individual dining as well as private group functions. Reservations are recommended and can be made by calling the phone number listed above or go to [Open Table](#).

## Disability Resources and Services 480.423.6517

[Disability Resources and Services \(DRS\)](#) provides information and services to students with any documented disability (including temporary ones), who are attending classes at Scottsdale Community College. Disability Resources and Services strives to empower students, foster independence, and promote achievement of realistic career and educational goals.

Students who wish to receive academic accommodations are required to contact the DRS office and follow an intake eligibility process prior to receiving accommodations. Appropriate documentation must be presented to DRS

verifying the existence of a disability as defined under Section 504 of the Federal Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990; and establishing a clear connection between the accommodations being requested and the effects of the disability. The DRS office, along with the campus community, will assist students to discover, develop, and demonstrate their full potential and abilities.

We are currently working remotely and available during business hours via phone 480-423-6517 and email [drs@scottsdalecc.edu](mailto:drs@scottsdalecc.edu). Hours of operation are Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 8:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday (ending August 7th, 2020).

## **Facility Scheduling 480.423.6506**

[Facility Scheduling Services](#) is responsible for coordinating the use of non-academic campus facilities, such as public conference rooms and outdoor spaces. Any individual or organization wishing to hold events on the SCC campus may begin by [submitting a Reservation Request](#). All requests must be received no later than twenty (20) business days prior to the event.

Any student club wishing to schedule a meeting, event or fundraiser on the SCC campus should first consult with the Club Advisor, who can then submit an online Facility Reservation Request using the [25Live Scheduling System](#).

[Click here to view the Campus Events Calendar](#).

## **Financial Aid and Scholarships**

### **[MCCCD Answer Center 480-731-8900](#)**

The [student financial aid](#) program is designed to provide assistance to students from federal, state, institutional, and private funding sources. The program also provides information about sources of funding and application procedures to assist students and their families in meeting college expenses.

Student financial aid may be provided in the form of grants, scholarships, employment, and loans. The Financial Aid Office can provide complete scholarship and financial aid information, or information can be accessed on [SCC's website](#).

Financial aid applications are required to be submitted annually. The Free Application for Federal Student Aid covers the school year which includes the Fall Semester, Spring Semester, and Summer Sessions.

Hours of operation and availability of in-person services may vary, please visit the [Financial Aid website](#) for more details.

## **Food Services 480.423.6240**

Scottsdale Community College contracts with Sodexo to provide food services on the campus. The SCC Cafeteria is located on the north side of the Student Center Building. Visit the [Cafeteria website](#) for hours of operation.

## **Vending Machines**

Vending machines are available throughout the campus to provide soft drinks, snacks, sandwiches, salads, and candy. If money is lost in any of the machines, contact the Food Service Manager in the cafeteria.

## Honors Program 480.423.6525

[SCC Honors](#) offers motivated students a pathway to enhance their competitive advantage for future academic and professional goals. Through rigorous curriculum and quality co-curricular activities, SCC Honors promotes academic excellence and offers several scholarship opportunities. The program is for students who enjoy intellectual challenges and desire to become critical thinkers, effective communicators, and strong leaders.

Students are challenged to:

- participate in shared learning;
- discuss ideas rationally and logically;
- express thoughts clearly; and
- relate national and international issues with those being discussed in class.

[Click here for information](#) about Honors classes and the Honors Program application.

Email [honors@scottsdalecc.edu](mailto:honors@scottsdalecc.edu) for office hours or consult with an academic advisor in Academic and Career Advisement (480) 423-6539.

## Housing 480.423.6590

Scottsdale Community College has no residence halls. Out-of-town students will need to make their own arrangements for housing in one of the nearby cities where ample rental units are available. Questions regarding housing may be directed to the Center for Civic & Global Engagement.

## Information Desk 480.423.6000

The Scottsdale Community College operator transfers calls campus-wide to faculty and staff.

## Library Services 480.423.6651

The [SCC Library](#) is the focal point for information services on the SCC campus. The collection includes books, periodicals, reference works, online databases, and DVDs to support campus instruction. The Library strives to facilitate quality library instruction and service focusing on student success, information literacy, and teaching and learning excellence.

The SCC Library's web site provides access to several resources, including the online catalog which contains the holdings of the Maricopa Community College Libraries. There is a large selection of proprietary databases of magazine and journals, and newspaper articles. Students may access all library databases from off-campus. Research assistance is available in person or by 24/7 chat [through our webpage](#),

To check-out library materials, you must show a photo ID with a current address; or students may use an SCC student ID or a Fitness Center ID. The loan period for most materials is 28 days. Fines accrue for reserve materials and limited loan items.

Photocopiers are available. Study rooms can be reserved in advance.

The library is [open virtually 24/7](#). Please call or check the website for in-person, holiday, intersession and summer hours.

## Mailboxes 480.423.6645

Faculty and support staff mailboxes are located in the copy center in the southwest corner of the library building in Room LIB482. Material to be mailed or distributed may be left with a copy center team member including intercampus mail. Outgoing mail may also be purchased on a convenience basis. Call the copy and mail center during its hours of operation. Call or visit [SCC's website](#) for more information.

## Media Services 480.423.6652

[SCC's Media Center](#) assists faculty, staff and students with services to enhance teaching and learning including calculators for rent, duplication and video transfer services for DVD's, CD's, and VHS tapes as well as scanning from print, overhead transparencies and 35mm slides. Color prints and large format poster printing are also available. The Media Center is located in the IT building on the east side of campus, Room 120. Call (480) 423-6652 for more information, or visit the website.

## My Maricopa Online Student Center: Support Hotline 1.888.994.4433

At [My Maricopa](#) students can do the following:

- Apply for admissions
- Register for courses
- Add/drop courses
- Check class schedule
- Check fee balance and pay fees
- Address verification/correction
- Request official transcripts
- View unofficial transcript
- Check holds
- View financial aid
- Check student grades
- Check course availability
- Track degree progress

If you need assistance with the [My Maricopa website](#), contact the 24-hour technical support hotline at 1-888-994-4433 or visit SCC's Welcome Center. The Welcome Center is located in the Student Center Building (SC 118). Hours of operation and availability of in-person services may vary, please visit the [SCC Welcome Center website](#) for more details.

## mySCC Any Time, Place or Device

SCC Service Desk 800-423-6273 (Option 3)

[mySCC](#) allows any SCC student to access PC-based applications from almost any computing device.

- Mac users? No problem!
- Linux users? No problem!

- Old computer? No problem!
- Dial-up connection? No problem!

mySCC extends SCC's computer labs beyond the limitations of the physical buildings. All students have equal access to applications, data, and network resources. Currently, there are over 200 different software applications available via mySCC.

Besides applications, students also have access to data files in both their home directory and shared folders.

## **Psi Gamma Chapter of Phi Theta Kappa 480.423.6525**

Psi Gamma is the Scottsdale Community College chapter of Phi Theta Kappa, the honor society for two-year colleges. Phi Theta Kappa offers an exhilarating and inspiring atmosphere for educational enhancement. Active membership stimulates personal growth, provokes the mind and sets a standard for the student's future. Every other year Phi Theta Kappa selects a new study topic and expects its members to participate in related activities and explore them in depth.

An invitation to join is extended to currently enrolled students who have accumulated at least 12 credit hours of 100 or above level classes and have attained a grade point average of 3.5 or higher.

The standards of Phi Theta Kappa are set forth in the four hallmarks: scholarship, leadership, service and fellowship. Psi Gamma is pleased that its efforts in the four hallmarks have resulted in recognition at various regional and international conventions as one of the top chapters in the country.

Psi Gamma is active on the campus, in the community, in the Arizona region and at the international levels. Activities include conducting meetings twice a month, participating in the Honors Forum, as well as community service projects, blood drives and bone marrow testing. Psi Gamma members attend regional camping trips, leadership and regional conventions, the Honors Institutes and International Convention. There is something interesting for everyone, but most rewarding is the friendship that will be developed with other students. Contact the [Honors Office](#) for more information.

## **Service Desk 480.423.6274 (Option 3)**

**SCC IT** 480.423.6274 (Option 3)

The [SCC IT HelpDesk](#) provides faculty, staff, and students, (both on and off campus) a primary point of contact within SCC for college-supported technology services and technical assistance. HelpDesk personnel can be reached by phone or e-mail at [helpdesk.its@scottsdalecc.edu](mailto:helpdesk.its@scottsdalecc.edu).

Hours of operation and in-person services may vary, visit our website for up-to-date details.

**Maricopa IT** 1.888.994.4433 (If using an SCC campus phone, dial 9 first to access outside line.)

Are you having trouble logging in or navigating your [My Maricopa Student Center](#)? Contact Maricopa's Help Desk by calling or submitting a help desk ticket. In order to better serve you, you will need to have the following ready: Your MEID (username), full name, phone number, e-mail address, campus, and description of the problem. Technical support is available 24 hours every day.



## **Service-learning & Leadership 480.423.6545, email: [serve.learn.lead@scottsdalecc.edu](mailto:serve.learn.lead@scottsdalecc.edu)**

The Service-learning & Leadership Office was created to help students take their learning to the next level by facilitating opportunities to connect classroom instruction to real-world experience through two main methods: (1) service-learning; and (2) leadership lessons. In each of these venues, students will work to develop as more engaged and aware citizens by addressing needs within our local and global communities.

## **Student Accident Insurance 480.423.6590**

Each student is covered by a student accident insurance policy paid for by student activity fees. This policy provides for medical care and treatment in case of accident while on campus, while participating in athletic events, while riding in college vehicles en route to participate in intercollegiate competition, or while participating in any college-sponsored event, either on or off campus.

For information on student accident insurance plans, and/or student accident and sickness plans beyond the above-mentioned circumstances visit the [Student Accident Insurance website](#) or contact the Center for Civic & Global Engagement office. Hours of operation and availability of in-person services may vary; visit the [Center for Civic & Global Engagement website](#) for more details.

## **Student Business Services 480.423.6148, email: [sbs@scottsdalecc.edu](mailto:sbs@scottsdalecc.edu)**

The [Student Business Services](#) office provides students with a variety of payment options and can answer questions regarding payments, refunds, pay to print, financial aid disbursements, book advances, transcripts, and tuition/fee charges.

The payment methods accepted include:

- Cash
- Check, money order, cashier's check – made payable to SCC
- Visa, MasterCard, American Express, Discover Card
- Tuition waivers
- Fee waivers
- Third-party authorizations
- Military tuition authorizations
- Student payment plan

### **A picture ID is required for all transactions.**

The Student Business Services office is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m.; closed on Friday.

## Student Orientation Sessions

[SCC's Orientation](#) is designed to prepare you for achieving your goals and to help you discover and learn about the many resources that SCC has to offer.

### Pre-Orientation

Our online pre-orientation introduces students, parents, and community to the programs we offer at SCC and how to become a student at SCC. Through a series of videos, we introduce you to our campus resources, explain academic pathways, introduce financial aid options, and share a little about our campus life and engagement.

- Available to anyone, at any time, and at your own pace.
- Discover our campus resources.
- Learn about next steps to getting registered at SCC.

### Artie's Welcome – On Demand

Artie's Fall Welcome is for all new students and those returning to SCC after a hiatus.

- Artie's Fall Welcome takes place right before each semester begins.
- Learn about the specifics of your program.
- Meet the faculty who teach in your program.

## Student TechCenter 480.423.6261

The [Student TechCenter](#) provides support for all currently enrolled students and has Windows 7, Windows XP and Apple computers, printers and scanners. Lab personnel are able to help with user accounts and passwords, accessing the SCC wireless network and mySCC, and general computer and application questions. Collaboration rooms can be reserved for group work. The lab is located in the Information Technology Building, Room IT100. For information on hours of operation, please call or visit the link above.

## Testing Center 480.423.6433

The [Testing Center](#) assists students in understanding their course placement. Students can place into courses through multiple placement measures, i.e., high school GPA, ACT, SAT, or GED scores. Students who do not meet the requirements of these measures can take the EdReady assessment and remediation tool online at [Maricopa.edready.org](http://Maricopa.edready.org)

In addition, we provide course placement exams for English as a Second Language students with the CELSA exam, and course makeup and accommodated exams. There is no charge for these services. Students must bring valid school, state, or federal photo identification and their eight-digit Maricopa student ID number for testing services. Testing is available by appointment only; please contact us at [testing@scottsdalecc.edu](mailto:testing@scottsdalecc.edu).

Other exams and services, such as the HESI A2 Nursing Entrance Exam are also available. Fees are applicable for these services; please contact the Testing Center for more information.

The Testing Center is located in the Student Center Building (SC-150). Hours of operation and availability of in-person services may vary, please visit our website for more detailed information.

## **Transit Service 480.312.7250**

Students and visitors requiring public transportation to the campus can call (480) 312-7250 for current information on arrival and departure times for the free Scottsdale Trolley. Information on trolley and bus service is also available on [City of Scottsdale](#) and [Valley Metro](#) websites.

## **Tutoring Services**

### **Accounting/Statistics Learning Center (BUS 112)**

480.425.6717

The [Accounting/Statistics Learning Center](#) is located in the Business School (BUS) building, Room 112. Free tutoring services are available for students currently enrolled at SCC in the following courses:

- ACC111 Principles of Accounting I
- ACC112 Principles of Accounting II
- ACC211 Financial Accounting
- ACC212 Managerial Accounting
- GBS221 Business Statistics

Proof of current enrollment is required. The Center cannot accommodate students who are enrolled in other courses or who attend courses at other colleges.

The center's hours change periodically. For the most up-to-date hours, please visit our website.

### **Math Tutor Center (CM 441A)**

480.423.6145

The [Math Tutor Center](#) hours vary by semester. For the most up-to-date hours, please visit our website.

Services offered:

- Drop-in tutoring for math and physics in an open study lab with Math help always available; check tutor schedule for Physics
- Computers/software/printing
- Calculator assistance/programs/check out for hourly use in the center only
- Math DVD/video tutorials
- Text, solution manuals, and study guides available for use in the center only

Please Note: SCC Student ID is required to check out resources for use in the Math Tutor Center.

### **Natural Sciences Tutoring Center (NS 107)**

480.425.6726 - NSTutoringCenter@scottsdalecc.edu

The [Natural Sciences Tutoring Center](#) provides free academic support to students enrolled in natural science courses at Scottsdale Community College.

### **Online Assistance**

- Drop-in tutoring for biology, chemistry, nursing, and physics
- A Canvas course with videos, practice exercises, and study guides
- A YouTube channel with online exam reviews

### **On-Campus Assistance**

- Drop-in tutoring for astronomy, biology, chemistry, geology, nursing, and physics
- Computers/software/printing
- Biology and chemistry models
- Text, solution manuals, and study guides available for use in the center

Please Note: An SCC Student ID is required to check out resources for use in the Natural Sciences Tutoring Center.

For current hours and tutoring schedules, please visit our [website](#) or enroll in our [Canvas course](#).

### **Social/Behavioral Sciences Learning Center (SBE 158)**

480.382.6239 (call/text) or 480.423.6223 (call/voice message)

The primary focus of the Social/Behavioral Sciences Learning Center is to help students develop the skills to become independent, effective, and efficient learners. Tutoring is available for American Indian Studies, Anthropology, Climatology, Economics (Micro and Macro), Education, Geography (Physical and Cultural), Meteorology, Philosophy (Logic), Psychology, Religion, and Sociology. All SBLC services are free to currently enrolled SCC students.

### **Remote Assistance**

- Tutoring by phone, text, and video chat
- Assistance with homework, labs, exams, essays, and other assignments
- Tech support for Canvas, Microsoft Teams, and other software

### **On-Campus Assistance**

- Individual and group tutoring
- Two reservable study rooms with laptops and 55" monitors
- Assistance with homework, labs, test preparation, essays, research papers, and APA documentation
- Guidance for computer-based assignments and tutorials (Canvas, NCSS/SPSS, WebAssign)
- 17 PC computers – updated and fast internet access with laser printer
- Makeup exams/quizzes for SB courses
- Secure lockers for personal items
- Textbooks and digital media available for most SB courses (use in the SBLC only)

Click here for [SBLC Hours of Operation and Tutoring Calendar](#)

Click here for [SBLC Tutor Request Form](#)

## Writing Center (LC 379)

480.423.6416 – [writingcenter@scottsdalecc.edu](mailto:writingcenter@scottsdalecc.edu)

The [Writing Center's](#) services are free to all currently enrolled SCC students and include the following:

### Tutoring Services (online and on campus)

- One-to-one, real-time tutoring for English, Communications, Spanish, and reading or writing for any subject
- Online review of writing assignments for any class in English or Spanish (Electronic Essay Review Service)
- Spanish tutor help with developing grammar, pronunciation, and conversation skills
- Small group conversation practice for ESL and Spanish
- EdReady test preparation and skills review
- Tech help with Canvas, My Maricopa, online meeting software, student email, Turnitin, etc.

### Computer Lab

- Computers, printers, and scanner available to all students
- Techs on-site to provide help with Canvas, My Maricopa, student email, Turnitin, etc.
- Private rooms for recording video/audio assignments
- Spanish grammar and pronunciation drills

### Other Services

- Reference materials for help with research papers and other writing assignments
- Group meeting rooms

The Writing Center is located in the Language and Communication Building, Room LC 379. For more information about English, ESL, Reading, Communications, and Spanish tutoring hours and services, please call the Writing Center at the number listed above or visit the [website](#).

## Veteran Services 480.423.6562

Scottsdale Community College is certified by the Arizona Department of Veterans' Services (ADVS) as a Veteran Supportive Campus and strongly supports Veteran Services on campus through orientations, peer mentoring and other programs designed for student veterans. As a Veteran you are invited to avail yourself of these services as the first step in achieving your college objectives.

[Veteran Services](#) provides the appropriate certification and referrals for all necessary SCC and community services. Veterans, Dependents, and Military Personnel are provided an essential line of communication for Department of Veterans Affairs/Veterans Administration inquiries, educational benefit information, pertinent legislative news and the necessary advising to ensure a smooth transition to the college environment for all Veterans, Dependents, and Military Personnel.

RECIPIENTS SHOULD NOTE: "Campus Policy and VA Compliance Regulations" will differ regarding Academic Standards, Enrollment Restrictions, Residency Status, etc.

All G.I. Bill® Educational Benefits recipients must report to SCC's Veterans Office on a semester basis for V.A. benefits certification. The office is located in the Student Services Building, and is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.

## Volunteerism and Community Service 480.423.6545

Volunteerism gives students valuable knowledge while providing community organizations with needed human resources. [SCC's Service-learning and Leadership Office](#) makes these experiences available for the individual, a group and the entire college. For students, volunteering is an important way to distinguish themselves from other job, scholarship and university applicants. Many of these entities now require volunteerism in order to be eligible for consideration, and almost all see volunteerism as evidence that applicants are able to apply learning and give back to their communities. A complete list for the upcoming academic year can be found by visiting the office or its website.

For students who want to try their own hands at planning and facilitating a volunteer experience, the Service-learning and Leadership Office works with faculty to coordinate courses with related opportunities embedded in them and advises a student club, Artie's Community for Service (ACeS). Or, if students would like to learn more about leadership and social change in an academic setting, the office offers a three-credit hour could, HON201 Leadership Development : Historical and Contemporary Perspectives. The class is usually scheduled for 14 weeks in both the fall and spring terms. To participate or learn more about volunteerism at SCC, contact the Service-learning and Leadership Office.

## Voter Registration

Mail-in applications are available from the Admissions (SS136), Academic and Career Advisement (SC130), and the Center for Civic & Global Engagement (SC185) offices, in both English and Spanish. [Click here for online registration.](#)

## Welcome Center 480.423.6700

The [SCC Welcome Center](#) staff provides general information and assists new students in getting started successfully at SCC.

Our staff can help students...

- Get started at SCC and understand the New Student Registration Steps at SCC
  - Set up or re-set their Student ID Number, Maricopa Enterprise ID (MEID) and Password
  - Navigate through the My.maricopa.edu website
  - Apply for Financial Aid
  - Utilize online services to adjust class schedule
  - Check and/or forward Maricopa Email account
  - Review tuition summary and payment deadlines
  - Set-up Payment Plan
  - Understand the Student Center page and To-Do lists/Message Center
  - Send Transcripts
- ...and more!

The Welcome Center also offers a computer lab for designated enrollment activities, and we are here to assist new and continuing students with using the online enrollment resources to get started and register for classes. The

Welcome Center is located in the Student Center Building (SC 118). Hours of operation and availability of in-person services may vary, please visit our website for more details.

# Campus Policies

## Bookstore Policies

### Check Writing

1. The check must be written for the exact amount of the purchase payable to the SCC Bookstore, and only in-state checks are accepted.
2. A current Arizona driver's license must be presented with your bank's imprinted personal check.
3. Your current street address and telephone number must be printed on the check.
4. When using a parent's check, the account holder's driver license number and expiration date must be written across the top of check.
5. Returned checks are sent to FedChex for collection.
6. In addition, the Bookstore accepts cash, MasterCard, Visa, American Express and Discover Card.

### Bookstore Refund Policy

1. All refunds must be accompanied by the original sales receipt.
2. New and used textbooks may be returned for full refund within seven (7) days from the start of the fall and spring semesters.
3. After the seven-day period, textbooks may be returned for a full refund within two (2) days of purchase.
4. Textbooks may be returned for the full refund seven (7) days from and including the official start of each summer session.
5. No refunds are allowed on new or used textbooks purchased within the last two (2) weeks of classes and the week of finals during any semester or summer session.
6. Digital items may be returned for a full refund within 14 days of activation, or 30 days from purchase if not yet activated.

### Buyback Policy

Bookstore will not buy back books if:

1. Instructor has not authorized re-use of book or has not indicated it will be used next term.
2. Bookstore is overstocked.
3. Publisher has a new edition and prior edition has no value.
4. Book is too ragged and in an unsalable condition.
5. Book has a limited nationwide demand.

A campus ID is required for buyback. Buyback quotes are not given over the phone.

### Textbook Rentals

1. Rented textbooks are due the last day of finals by closing time.
2. Damaged, lost, or stolen rentals will be converted to purchase.
3. You may write and highlight in rented textbooks to a reasonable degree.
4. Rented textbooks not checked-in or converted to a purchase by the due date are considered past due, and you will be automatically charged the non-return fee.

### Online Orders

Pick-up orders placed online must be picked up within 21 days. Order confirmation number is required.



## Contact the Bookstore

Call 480.423.6553; email Michelle Peshlakai, Manager, at [0178mgr@follett.com](mailto:0178mgr@follett.com); or visit the [Bookstore's website](#).

## Bulletin Board Policy

All materials posted on college bulletin boards must be approved by the individual departments that oversee them. The bulletin boards located in the cafeteria hallway must be stamped for approval by the Office of Student Experience and Leadership (SC 185). Materials that have not been approved will be removed.

## College Police Policies

The SCC Police Department is a law enforcement agency that operates onsite 24 hours a day, 7 days a week, 365 days a year. Police officers or civilian police personnel assigned to Scottsdale Community College (SCC) are available on campus every day to provide assistance or information, either in person or by phone. The SCC Police office is located at the northeast corner of the Library building in LIB-450 and the phone number is (480) 423-6175. The MCCCDCentral Dispatch Center phone number is (480) 784-0900, and the emergency phone number is (480) 784-0911. Visit the College Police website for more information on SCC campus and MCCCDC safety policies including: parking procedures, access to campus facilities, crime reporting, and contact information. The college Police office is open 24 hours, seven days a week.

## Accidents on Campus

It is important that the College Police Department be notified of accidents that take place in the classroom or any other area of the college as soon as possible. All accidents must be documented by College Police. The situation will also be assessed with the intent of referring students/staff for further medical attention. Accidents shall be documented on the "Accident Investigation Form" and injuries to staff shall be documented by the member's supervisor on the "Supervisor's Report of Injury" form.

## After Hours

Students are not allowed inside College buildings after normal classroom hours without a staff person physically present.

## Campus Hours

The SCC campus opens every day at 6:00 a.m. and closes at 11:00 p.m.

## Emergency Evacuation Procedures

When a building fire alarm sounds, or another emergency exists requiring the evacuation of a building, all persons must immediately exit the building in an orderly manner.

Contact College Police by dialing (480) 784-0911 or by using a "Blue Light" security phone. If emergency personnel are required, call "9-1-1" immediately from an outside location away from the building; then remain clear of the building so that emergency personnel can safely approach the scene.

## Emergency Vehicle Assistance

The Police Department will assist persons with vehicles requiring "jump starts." Contact College Police at (480) 423-6175.

## Lost and Found

The College Police Department is responsible for lost and found property on the SCC campus. If you have lost or found an item, please contact College Police in Room LIB-450, northeast corner of the Library Building, or call (480) 423-6175.

## Parking Regulations

The following parking regulations are those most frequently encountered on the SCC campus. A complete copy of the District Parking and Traffic Regulations is available from the College Police Department or the Dean of Student Services office.

1. Parking is permitted within designated parking areas. Student parking permits are not required.
2. Parking is not permitted on grass, unpaved areas or on sidewalks.
3. Vehicles parking in STAFF parking spaces must display a valid permit.
4. Parking in HANDICAPPED parking spaces is reserved for vehicles displaying valid permits or license plates.
5. The maximum speed limit in parking lots is 15 MPH.
6. Parking or leaving a vehicle unattended in a red curb fire lane is prohibited.
7. Pull-through or back-in parking is prohibited.

Students who violate the Traffic and Parking Regulations may be fined and/or disciplined in accordance with the guidelines established by the MCCCDD Governing Board. See the [Tuition and Fee Schedule \(Appendix S-4\)](#) for the list of parking violations and fines at:

## Campus Crime Statistics

The Annual Safety and Crime Report is prepared to inform you of Scottsdale Community College's campus crime statistics for the three previous years as well as security policies and steps you can take to enhance your personal safety. The report may be accessed from the [College Police section of the SCC website](#).

## Fundraising Policy

All clubs/organizations planning fundraising events on campus must complete and submit a Fundraiser Registration Form found on the Office of Student Experience and Leadership [club resources](#) page and must be submitted no later than two weeks before the event is to take place. **No project or event may take place until the Fundraiser Registration Form has been approved.**

The Office of Student Experience and Leadership is located on the north side of the Student Center Building, Room 185 (next to the Cafeteria), and is open Monday through Thursday from 8:00 a.m. to 5:00 p.m.; Friday from 10:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m.; closed on Friday. Please call (480) 423-6590 for additional information.

## Weapons on Campus

With the exception of campus police officers and other state certified police officers, the possession or use of a firearm on campus is strictly forbidden. The Maricopa Community College District Governing Board promulgated the weapons policy under ARS §13-2911C. Anyone violating the policy is subject to arrest under ARS §13-2911 and/or subject to applicable college disciplinary procedures.

Scottsdale Community College is located on the Salt River Pima-Maricopa Indian Community reservation. SRPMIC ordinance prohibits firearms on the reservation, except those owned by community members and Arizona State Certified Law Enforcement Officers.

# Maricopa Community Colleges (MCCCD)

## 2022-2023 Graduation/General Education Policies

### 2.3.9 General Graduation Requirements

Note: Also see Catalog Under Which a Student Graduates ([AR 2.2.5](#))

#### Earning a Certificate or Degree

The Maricopa Community Colleges offers certificates and degrees in a variety of areas. Each certificate and degree has specified program requirements for graduation. See certificate and degree information for specific program requirements. It is the student's responsibility to be aware of these requirements.

Candidates for graduation must satisfy the following requirements:

- Complete the minimum number of credits required for the certificate or degree. For degrees, at least 15 credits must be completed at the awarding college. For certificates that are 15 or more credits, at least 6 credits must be completed at the awarding college. For certificates that are 14 or fewer credits, at least half of the credits must be completed at the awarding college. Exceptions to this institutional residency policy must have prior written approval of the program director, department/division chair, or designee and documentation of rationale and approval included as part of application to graduate.
- All new to Maricopa students who declare an Associate degree, an Associate in Applied Science degree, or intend transfer to a college/university to complete a Bachelor's degree, will be required to successfully complete a first-year experience course (FYE101 or FYE103) within the first two semesters at a MCCCD college.
- Meet the general education, program requirements, and electives for the certificate or degree required. Requirements can be satisfied by MCCCD coursework, prior learning assessment, and transfer credit. No more than 45 credit hours can be accepted and applied to a degree using transfer credit and/or prior learning assessment. Transfer credit and prior learning assessment does not count as hours in residence for graduation requirements. Exceptions to this institutional policy must have prior written approval of the program director, department/division chair, or designee and documentation of rationale and approval included as part of application to graduate.
- Earn a minimum cumulative grade point average (GPA) of 2.0 on a four-point grading scale in all letter-graded courses (100-level and above) (completed in residence and accepted in transfer) used to fulfill requirements at the college granting the degree or certificate. Some awards may specify additional GPA requirements.
- Remove all deficiencies (e.g. incomplete grades, missing transcripts, national test results, etc.) on the record to use those courses toward program completion.
- Fulfill any financial obligations with the college. File a Petition for Graduation with the Admissions & Records/Enrollment Services Office.

AutoAward Policy: MCCCD has an auto-award program that identifies some students who have completed a degree or certificate and never submitted a Petition for Graduation (e.g. [Reverse Transfer](#)). However, this program is limited and students should not depend on it for graduation. The Petition for Graduation should always be submitted when a student is intending to graduate.

#### Maricopa Nursing Program

For the Maricopa Nursing program, the cumulative GPA for awarding purposes is calculated based on courses required for the degree or certificate taken at any Maricopa campus and includes pre-requisites, co-requisites, and nursing blocks. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

### **Graduation with Honors**

All courses used to fulfill graduation and degree requirements, including courses from other institutions are used in the grade point average calculation (GPA) at graduation. Degree-seeking students who have distinguished themselves with GPAs 3.50 and higher are recognized with the following graduation honors:

- 3.50 to 3.69 graduation “with distinction”
- 3.70 to 3.89 graduation “with high distinction”
- 3.90 to 4.0 graduation “with highest distinction”

Certificate programs are not eligible for institutional honors.

***AMENDED through the Administrative Regulation Process, May 24, 2022***

***AMENDED through the Administrative Regulation Process, June 24, 2021***

***AMENDED by Direct Approval from the Chancellor, December 6, 2019***

***AMENDED through the Administrative Regulations Approval Process, June 5, 2017***

### **2.2.5 Catalog under Which a Student Graduates**

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a public community college and/or public university in the state of Arizona.

The rules for maintaining continuous enrollment are:

- A semester in which a student earns course credit will be counted toward continuous enrollment.
- Noncredit courses, audited courses, or courses from which the student withdraws do not count toward continuous enrollment.
- Failure to enroll in three consecutive regular (fall or spring) semesters breaks continuous enrollment; however, enrollment in the intervening summer terms may be used to maintain continuous enrollment status.
- If continuous enrollment is not maintained, the student must fulfill the requirements for graduation specified in the catalog in effect for the academic year in which they re-enroll or any subsequent catalog of their continuous enrollment.
- Students who initially enrolled or re-enrolled during a summer term must follow the annual catalog of the subsequent academic year or any subsequent catalog of their continuous enrollment.

### **AGE OF CREDIT**

In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than ten years old is applicable to completion of certificate and degree requirements at the discretion of the designated individuals at the college. The college may accept such coursework, reject it, or request that the student revalidate its substance. The ten-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

\*Please note that the above language is guided by statewide practices.

***AMENDED through the Administrative Regulation Process, June 24, 2021***

## MCCCD Arizona General Education Curriculum (AGEC) – A, B, S

### Description

The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGEC) is a general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. Generally, the MCCCD AGEC transfers as a block without loss of credit. The AGEC-A and AGEC-B require a minimum of 35\* credit hours, and the AGEC-S requires a minimum of 36\* credit hours.

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

There are three types of AGECS in MCCCD: AGEC-A, AGEC-B, and AGEC-S. As described below, these AGECS are also a component of most MCCCD associate degrees and comparable degrees at other Arizona public community colleges. The AGEC-A defines the general education requirements in the Associate in Arts (AA), Associate in Arts, Elementary Education (AAEE), and the Associate in Arts, Fine Arts (AAFA) degrees. The AGEC-B defines the general education requirements in the Associate in Business-General Requirements (ABUS-GR) and Associate in Business-Special Requirements (ABUS-SR) degrees. The AGEC-S defines the general education requirements in the Associate in Science (AS) degree.

As described in more detail below, all AGECS require designated courses in First Year Composition [FYC], Literacy and Critical Inquiry [L], Mathematical Studies [MA/CS] (Exception: The AGEC-S does not require CS.), Social-Behavioral Sciences [SB], Humanities, Design and Fine Arts [HU], and Natural Science [SQ/SG]. Students must satisfy two Awareness areas: Cultural Diversity in the U.S. and either Global Awareness or Historical Awareness.

### Purpose of the AGECS

AGECS were designed to articulate with different academic majors, and their particular requirements vary accordingly. In some major-specific pathways, students are allowed to choose from a broad list of courses to satisfy the AGEC requirements; for others the courses are more restricted or even specified. Additional information on academic majors at the Arizona public universities can be accessed via the [AZTRANSFER.COM](http://AZTRANSFER.COM) website.

1. The **AGEC-A** is designed to satisfy requirements in many liberal arts majors as well as other majors that articulate with an Associate in Arts degree (e.g., social sciences, fine arts, humanities, elementary education). AGEC-A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement.
2. The **AGEC-B** is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGEC-B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.
3. The **AGEC-S** is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements such as many in the sciences, technology, engineering and mathematics. AGEC-S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement, and a minimum of eight credits of either university chemistry, university physics, general biology for majors, or physical and historical geology to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six to ten additional credits of Subject Options composed of math and/or science appropriate to their major.

## Academic Policies that Govern the AGEC-A, -B, -S

- Requires completion of at least 35 credit hours\* (AGEC-A, AGEC-B) and 36 credit hours\* (AGEC-S) in courses numbered 100 and above and that a minimum of 12 of those credits be taken at one or any combination of the MCCCDC colleges. See First Year Composition [FYC] notes in the following AGEC descriptions and footer for credit minimum exceptions.\*
- All MCCCDC courses applied to the AGEC must be completed with a grade of "C" or better.
- All MCCCDC courses applied to the AGEC must be accepted for transfer credit as a direct equivalent, departmental elective, or general elective credit at ASU, NAU, and UAZ according to the Course Equivalency Guide for the academic year in which the course was taken. Courses applied exclusively to the Bachelor of Applied Science are ineligible for inclusion in the AGEC.
- A single course can simultaneously count toward one or more Awareness Areas and other AGEC requirements. For example, a course in world geography can be used to satisfy [SB] and [G] requirements. While multiple requirements can be met with a single course, the credits for that course are only counted one time toward the required minimum total for the AGEC. Except as detailed below for the AGEC-S, a single course cannot be used to satisfy more than one AGEC requirement, with the exception of Awareness Areas.
- The AGEC-A and AGEC-B require a minimum of 35\* credits and the AGEC-S requires a minimum of 36\* credits, however, the AGEC credit count within the total credits for a degree may be lower than these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCCDC's Additional Requirements may also be shared with other AGEC Requirements. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.

## Transfer Credit from Institutions Outside of MCCCDC

- Credits transferred from outside of MCCCDC must be a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better.
- External courses evaluated either as equivalent to an MCCCDC course or as elective credit may be applied toward the minimum credits for degree completion.
- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCDC direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System composed of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCCDC equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Credit awarded at a Maricopa Community College through prior learning assessment in non-traditional setting is transferable to the other colleges in the MCCC district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGEC.



## Completion and Transfer

- Completion of the AGEC with a minimum grade point average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.
- Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree. For some majors, the statewide Common Course matrix, AZTransfer Pathway Guides and/or University Transfer Guides posted on the AZTransfer website can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

## AGEC Requirements

Descriptions and definitions of the requirements for each of the three AGECS follow. The following website identifies the courses that apply to the different requirements within each AGEC: [AGEC matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the **Find a Class** tool on maricopa.edu and on each MCCC college's website.

*Note that for students pursuing an associate degree with a specific emphasis (for example: Associate in Arts, Emphasis in History, Associate in Arts, Fine Arts, Emphasis in Theatre, Associate in Science, Emphasis in Physics), the AGEC course requirements are usually more prescriptive. Students pursuing a major-specific pathway should consult the [Program \(Degree\) Search](#) for specific degree and AGEC requirements. Consultation with an academic advisor about course selection is always recommended.*

## Arizona General Education Curriculum – Arts (AGEC-A) Credits 35 (min)\*

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*, however, the AGEC credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)\* within an associate degree provided that all requirements listed below are completed.

Courses applied to meet AGEC-A requirements vary by emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

- |  |            |
|--|------------|
| A. First-Year Composition [FYC]  | <b>6*</b>  |
| ENG101 OR ENG107   | (3)*       |
| AND ENG102 OR ENG108   | (3)*       |
| B. Literacy and Critical Inquiry [L]   | <b>3</b>   |
| C. Mathematical Applications [MA]  | <b>3-6</b> |
| Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher [MA]-approved general education course. |            |

D. Computer/Statistics/Quantitative Applications [CS]	<b>3</b>
E. Humanities, Arts and Design [HU]	<b>6</b>
Students are encouraged to choose course work from more than one discipline.	
F. Social-Behavioral Sciences [SB]	<b>6</b>
Students are encouraged to choose course work from more than one discipline.	
G. Natural Sciences [SQ/SG]	<b>8</b>
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.	
H. Awareness Areas	<b>0-6</b>
Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC matrix for current course values.)	
1. Cultural Diversity in the United States [C]	(0-3)
2. Global Awareness [G] OR Historical Awareness [H]	(0-3)

**Arizona General Education Curriculum – Business (AGEC-B) Credits 35 (min)\***

The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*, however, the AGEC credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)\* within an associate degree provided that all requirements listed below are completed.

Courses applied to meet AGEC-B requirements vary by emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC]	<b>6*</b>
ENG101 OR ENG107	(3)*
AND ENG102 OR ENG108	(3)*
B. Literacy and Critical Inquiry [L]	<b>3</b>
C. Mathematical Applications [MA]	<b>3-5</b>
MAT212 Brief Calculus OR	(3)
MAT213 Brief Calculus OR	(4)
Higher [MA] designated course	(3-5)
D. Computer/Statistics/Quantitative Applications [CS]	<b>3</b>
CIS105 Survey of Computer Information Systems	

- |  |            |
|--|------------|
| E. Humanities, Arts and Design [HU]  | <b>6</b>   |
| Students are encouraged to choose course work from more than one discipline.   |            |
| F. Social-Behavioral Sciences [SB]   | <b>6</b>   |
| ECN211 Macroeconomics AND ECN212 Microeconomics  |            |
| G. Natural Sciences [SQ/SG]  | <b>8</b>   |
| The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement. |            |
| H. Awareness Areas   | <b>0-6</b> |
| Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC matrix for current course values.)   |            |
| 1. Cultural Diversity in the United States [C]   | (0-3)      |
| 2. Global Awareness [G] OR Historical Awareness [H]  | (0-3)      |

**Arizona General Education Curriculum – Science (AGEC-S) Credits 36 (min)\***

The AGEC-S requires a minimum of 36 credits (33 if FYC is met by single transfer course)\*, however, the AGEC credit count within the total credits for a degree may be lower if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Credits count once toward the total for the degree. Therefore, the AGEC-S may be met with fewer than 36 credits (fewer than 33 if FYC is met by single transfer course)\* within an associate degree provided that all requirements listed below are completed.

Courses applied to meet AGEC-S requirements vary by emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

- |   |            |
|---|------------|
| A. First-Year Composition [FYC]   | <b>6*</b>  |
| ENG101 OR ENG107  | (3)*       |
| AND ENG102 OR ENG108  | (3)*       |
| B. Literacy and Critical Inquiry [L] ( <i>zero credits only if shared with HU or SB</i> )   | <b>0-3</b> |
| Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.) |            |
| C. Mathematical Applications [MA]   | <b>4-5</b> |

Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a prerequisite.

D. Humanities, Arts and Design [HU] 6

For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)

E. Social-Behavioral Sciences [SB] 6

For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)

F. Natural Sciences [SQ/SG] 8

Students must complete eight (8) credits of General Chemistry, University Physics, General Biology for Majors, or Physica and Historical Geology. Consult specific requirements of university transfer major for guidance.

[(CHM150 or CHM151) & CHM151LL] or  
CHM150AA or CHM151AA General Chemistry I  
AND  
[CHM152 & CHM152LL] or CHM152AA General Chemistry II

**OR**

PHY115 or PHY121 University Physics I  
AND  
PHY116 or PHY131 University Physics II

**OR**

BIO181 or BIO181XT General Biology (Majors) I  
AND  
BIO182 or BIO182XT General Biology (Majors) II

**OR**

GLG101IN Introduction to Geology I - Physical or  
GLG101 Introduction to Geology I - Physical Lecture and  
GLG103 Introduction to Geology I - Physical Lab  
AND  
GLG102IN Introduction to Geology II - Historical or  
GLG102 Introduction to Geology II - Historical Lecture and  
GLG104 Introduction to Geology II - Historical Lab

G. Subjects Options - Math/Science 6-10

Refer to transfer resources, including academic advisement and transfer guides, to select six (6) to ten (10) additional math and/or science credits that meet requirements for selected major.

Select Mathematics course(s) [MAT] above Calculus I and/or

Computer Science course(s) [CSC] and/or

Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO (except BIO174), CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY)

H. Awareness Areas

**0-6**

Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See [AGEC matrix](#) for current course values.)

1. Cultural Diversity in the United States [C] (0-3)
2. Global Awareness [G] OR Historical Awareness [H] (0-3)

## **AGEC Area Requirements Descriptions/Definitions**

### ***First-Year Composition (FYC)***

First-Year Composition courses emphasize skills necessary for college-level expository writing, including correct grammar and punctuation, logical organization of ideas, and identification of supporting documentation.

### ***Literacy and Critical Inquiry [L]***

In the [L] course students, typically at the sophomore level, gather, interpret, and evaluate evidence and express their findings in writing or speech. This course includes a series of graded written or spoken formal assignments.

Literacy is defined broadly as communicative competence in written and oral discourse; critical inquiry is defined as the gathering, interpreting, and evaluating of evidence. Building on the proficiency attained in traditional First-Year Composition courses, the Literacy and Critical Inquiry [L] requirement sustains and extends students' ability to thoughtfully use and critically analyze written and/or spoken language.

### ***Mathematical Applications [MA]***

The Mathematical Studies requirement is intended to ensure that students have requisite skill in mathematics appropriate for their discipline and can apply mathematical analysis in their chosen fields.

### ***Computer/Statistics/Quantitative Applications [CS]***

AGEC-A and AGECE-B require a course that emphasizes the use of statistics, other mathematical methods, computer programming languages and/or software in the interpretation of data and in describing and analyzing quantitative relationships.

### ***Humanities, Arts and Design [HU]***

The study of the humanities and the disciplines of art and design deepen awareness of the complexities of the human condition and its diverse histories and cultures. Courses in the humanities are devoted to the production of human thought and imagination, particularly in philosophical, historical, religious and artistic traditions. Courses with an emphasis in fine arts and design are devoted to the study of aesthetic experiences and the processes of artistic creation. They may also feature a design emphasis in which material culture is studied as a product of human thought and imagination.

### ***Social-Behavioral Sciences [SB]***

Social-Behavioral Sciences provide scientific methods of inquiry and empirical knowledge about human behavior, both within society and within individuals. This area of emphasis in general education curriculum may include study of such disciplines as anthropology, economics, history, political science, psychology, or sociology. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a complex and evolving world.

### ***Natural Sciences [SQ/SG]***

In addition to an understanding of basic scientific principles and concepts, courses in the Natural Sciences are designed to help students appreciate, from firsthand laboratory and/or field research experience, the nature of science as a process that embraces curiosity, inquiry, testing, and communication to better understand natural phenomena. At least one of the two natural science courses must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

## **AWARENESS AREAS**

Students must satisfy two Awareness areas: Cultural Diversity in the U.S. and either Global Awareness or Historical Awareness. Courses can satisfy other AGECE requirements and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.

### ***Cultural Diversity in the United States [C]***

The contemporary "culture" of the United States involves the complex interplay of many different cultures that exist side by side in various states of harmony and conflict. U.S. history involves the experiences not only of different groups of European immigrants and their descendants, but also of diverse groups of American Indians, Hispanic Americans, African Americans and Asian Americans--all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view one. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

The objective of the Cultural Diversity area requirement is to promote awareness of and appreciation for cultural diversity within the contemporary United States. This is accomplished through the study of the cultural, social, or scientific contributions of women and minority groups, examination of their experiences in the United States, or exploration of successful or unsuccessful interactions between and among cultural groups.

### ***Global Awareness [G]***

Human organizations and relationships have evolved from being family and village centered to the modern global interdependence that is apparent in many disciplines--for example, contemporary art, business, engineering, music, and the natural and social sciences. Many serious local and national problems are world issues that require solutions which exhibit mutuality and reciprocity. These problems occur in a wide variety of activities, such as food supply, ecology, health care delivery, language planning, information exchange, economic and social developments, law, technology transfer, and even philosophy and the arts. The Global Awareness Area recognizes the need for an understanding of the values, elements, and social processes of cultures other than the culture of the United States. The Global Awareness Area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare.

Courses that satisfy the global awareness option in the requirements are of one or more of the following types:

1. Area studies that are concerned with an examination of culture-specific elements of a region of the world;
2. The study of a non-English language;
3. Studies of international relationships, particularly those in which cultural change is facilitated by such factors as social and economic development, education, and the transfer of technology; and
4. Studies of cultural interrelationships of global scope such as the global interdependence produced by problems of world ecology.

### ***Historical Awareness [H]***

The Historical Awareness Area option in the requirements aims to develop a knowledge of the past that can be useful in shaping the present and future. Because historical forces and traditions have created modern life and lie just beneath its surface, historical awareness is an aid in the analysis of present-day problems. Also, because the historical past is a source of social and national identity, historical study can produce intercultural understanding by tracing cultural differences to their origins. Even the remote past may have instructive analogies for the present.

The Historical Awareness Area consists of courses that are historical in method and content. In this area, the term "history" designates a sequence of past events or a narrative whose intent or effect is to represent such a sequence.

The requirement presumes that these are human events and that history includes all that has been felt, thought, imagined, said, and done by human beings. History is present in the languages, art, music, literature, philosophy, religion, and the natural sciences, as well as in the social science traditionally called history.



## General Academic Policies for Associate Degrees Designed for University Transfer

### The following academic policies govern the associate degrees designed for university transfer:

Associate in Arts (AA); Associate in Arts, Elementary Education (AAEE); Associate in Arts, Fine Arts (AAFA); Associate in Business-General Requirements (ABUS-GR); Associate in Business-Special Requirements (ABUS-SR); and Associate in Science (AS). **Note that academic policies that govern the Associate in General Studies (AGS) and Associate in Applied Science (AAS) degrees are listed separately, with the requirements for each of those degrees.**

- The graduation policies within the general catalog must be satisfied (administrative regulation 2.3.9). First Year Experience required (FYE101 Or FYE103)
- Minimum semester credits for completion vary slightly by degree and specific emphasis (when applicable). Refer to the [Program \(Degree\) Search](#) for credit minimums for individual degree programs.
- Credits completed toward these minimums must be in courses numbered 100 or above with a grade of "C" or better. These credits must include a minimum of 35\* in satisfaction of the requirements of the Arizona General Education Curriculum (AGEC) along with a maximum of 6 credits towards MCCC's Additional Requirements.
- Detailed degree requirements are maintained by the Center for Curriculum and Transfer Articulation (CCTA); refer to the [Program \(Degree\) Search](#).

### General Education Requirements

- The AGEC requirements include a designated number of courses approved for each of the following areas:
  - First Year Composition [FYC],
  - Mathematical Applications [MA]
  - Computer/Statistics/Quantitative Applications [CS] (CS not required for Associate in Science)
  - Literacy and Critical Inquiry [L],
  - Humanities, Arts and Design [HU],
  - Social-Behavioral Sciences [SB], and
  - Natural Sciences (Science Quantitative [SQ], Science General [SG]).
  - Awareness Areas: Cultural Diversity in the U.S. [C]
  - Awareness Areas: Global [G] or Historical [H] Awareness
- .Note that there are three different AGECS each aligning with a different subset of associate degrees--AGEC-A for the AA, AAEE, and AAFA degrees; AGEC-B for the ABUS-GR and ABUS-SR degrees; and AGEC-S for the AS degree. For some types of AGECS/Associate degrees, students are allowed to choose from a broad list of courses; for others the courses are more restricted or even specified.
- A single course can simultaneously count toward one or more areas in the following. Awareness Areas of [C]; and/or [H]/[G] may be shared with AGEC requirements. MCCC's Additional Requirements e.g. Oral Communication and Critical Reading may be shared with other AGEC requirements. For example, CRE101 may be used to satisfy both the MCCC's Reading Requirement and [L] in the AGEC core. For some degree types, other lower division courses can be used to meet the degree requirements.

- While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree. Except for the AGEC-S, a single course cannot be used to satisfy more than one AGEC core requirement, with the exception of Awareness Areas. For example, a course cannot be used to satisfy [HU] and [SB], but a course can be used to meet [HU] and [C], [G] and/or [H].
- The AGEC-A and AGEC-B require a minimum of 35 credits\* and the AGEC-S requires a minimum of 36 credits\*, however, the AGEC credit count within the total credits for a degree may be under these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCC'D's Additional Requirements may also be shared with AGEC Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.
- All MCCC'D courses applied to the AGEC must be completed with a grade of "C" or better. All MCCC'D courses applied to the AGEC must be accepted for transfer credit as a direct equivalent, departmental elective, or general elective credit at ASU, NAU, and UAZ according to the Course Equivalency Guide for the academic year in which the course was taken. Courses applied exclusively to the Bachelor of Applied Science are ineligible for inclusion in the AGEC.

### **Coursework beyond General Education**

- For some degree types, the additional coursework required to complete the degree is specified while others offer the student more latitude. See degree checksheets for more complete description. Consultation with an academic advisor about course selection is always recommended.
- Oral Communication and Critical Reading are MCCC'D Additional Requirements required for Associate in Arts; Associate in Arts, Elementary Education; Associate in Arts, Fine Arts; and Associate in Science degrees. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for acceptable options to meet these requirements for individual degree programs.
- Within the Restricted Electives, course recommendations are made for specific transfer institutions. Students should select a transfer plan (group of courses) based on their intended transfer institution. However, not all transfer institutions are reflected in these recommendations. Therefore, students may instead meet the minimum number of Restricted Elective credits using a combination of courses from the transfer plans listed. Restricted Electives should be selected in consultation with an academic, faculty, or program advisor.
- Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language. Students should consult with an academic advisor to discuss options to complete these requirements.
- General Electives may need to be selected to meet the minimum total credits required for the degree. Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives, (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: [aztransfer.com](http://aztransfer.com), [curriculum.maricopa.edu](http://curriculum.maricopa.edu), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291-Children's Literature) covers identical content and its credits can only be counted once toward requirements.

## Transfer Credit from Institutions Outside of MCCC

- Credits transferred from outside of MCCC must be at a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better.
- External courses evaluated either as equivalent to an MCCC course or as elective credit may be applied toward the minimum credits for degree completion.
- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCC direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System composed of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCC equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Credit awarded at a Maricopa Community College through prior learning assessment is transferable to the other colleges in the district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGEC, and no more than 30 credits (including up to 20 toward AGEC) may be applied toward a degree.

## Completion and Transfer

- Completion of the AGEC with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.
- While MCCC's associate degrees are designed to facilitate a seamless transfer to other Arizona institutions, courses may be transferable and/or meet associate degree requirements, but may not necessarily meet the specific requirements of a particular degree, major, or area of emphasis at another institution.

Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree and within their allowed transferable credit limit. For some majors, the statewide Common Course matrix and AZTransfer Major Guides at [aztransfer.com](http://aztransfer.com) and/or university transfer guides can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

\*Credit minimums may be lower if students have transfer credit from ASU, NAU or UAZ for a single course that meets First Year Composition in full. See notes on individual degree policies.

## Associate in Arts (AA) Degree

### Description

The Maricopa County Community College District Associate in Arts (AA) degree requires a minimum of 60 semester credits for the program of study; minimum total credits vary by specific emphasis (for example, Associate in Arts, Emphasis in Psychology). Refer to the [Program \(Degree\) Search](#) for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 and grades of “C” or higher are required to earn the degree. The AA degree is governed by the MCCCDC General Academic Policies for Associate Degrees Designed for University Transfer.

The Associate in Arts degree includes the following components:

- I. Program Prerequisites (if applicable, for versions with an emphasis only)
- II. Required Courses (for versions with an emphasis only)
- III. Restricted Electives (for versions with an emphasis only)
- IV. Arizona General Education Curriculum for Arts (AGEC-A)
- V. MCCCDC Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

### Purpose of the Degree

The Associate in Arts (AA) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Liberal Arts or programs of study other than business or science. Generally, the degree will transfer as a block without loss of credit to Arizona’s public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCDC Associate in Arts (AA) will apply to general university graduation requirements of the majors that align with the AA degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the AA with majors at the Arizona public universities can be accessed via the [AZTRANSFER.COM](http://AZTRANSFER.COM) website.

### Degree Requirements

The requirements for the Associate in Arts (AA) follow. No versions of the Associate in Arts require fewer than a minimum of 60 credits; however, minimum credits for the AA vary by specific emphasis. Refer to the [Program \(Degree\) Search](#) for credit minimums by emphasis. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-A](#) and the [AGEC matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the “Find a Class” tool at [Maricopa](#) and on each MCCCDC college’s website.

### Requirements

### Credits

#### I. Program Prerequisites

**Number Varies**

Program prerequisites for the Associate in Arts degree vary by specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the Program (Degree) Search for specific courses and credit minimums by emphasis.

#### II. Required Courses

**Number varies**

Students must complete FYE101 (1) OR FYE103 (3) and select the required courses for the specific Associate in Arts degree emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific courses and credit minimums by emphasis.

**III. Restricted Electives** **Number varies**

Restricted electives for the Associate in Arts degree vary by specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the [Program \(Degree\) Search](#) for specific courses and credit minimums by emphasis.

**IV. Arizona General Education Curriculum–Arts (AGEC-A)** **up to 44**

The AGECA requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*, however, prerequisite/required/restricted elective courses may also meet AGECA requirements and credits count once toward the total for the degree. Therefore, the AGECA may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)\* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGECA requirements vary by emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well other AGECA requirements, Required Course(s) or Restricted Elective(s). AGECA designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGECA matrix for each course's value(s) in the semester it is taken.

- A. First-Year Composition [FYC] **6\***  
 ENG101 OR ENG107 (3)\*  
 AND ENG102 OR ENG108 (3)\*
- B. Literacy and Critical Inquiry [L] **3**
- C. Mathematical Applications [MA] **3-6**  
 Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187) or higher [MA]-approved general education course.
- D. Computer/Statistics/Quantitative Applications [CS] **3**
- E. Humanities, Arts and Design [HU] **6**  
 Students are encouraged to choose course work from more than one discipline.
- F. Social-Behavioral Sciences [SB] **6**  
 Students are encouraged to choose course work from more than one discipline.
- G. Natural Sciences [SQ/SG] **8**  
 The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.
- H. Awareness Areas **0-6**  
 Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGECA matrix for current course values.)
- 1. Cultural Diversity in the United States [C] (0-3)
- 2. Global Awareness [G] OR Historical Awareness [H] (0-3)

**V. MCCCDC Additional Requirements** **0-6**

As noted below, courses in this area may also be applied toward AGEC-A Core Area requirements.

A. Oral Communication (0-3)

COM100 [SB] Introduction to Human Communication OR  
COM110 [SB] Interpersonal Communication OR  
COM225 [L] Public Speaking OR  
COM230 [SB] Small Group Communication (3 credits) OR  
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR  
COM110AA & COM110AB & COM110AC [SB] (3 credits)

B. Critical Reading (0-3)

Students may demonstrate proficiency through assessment.  
CRE101 [L] Critical Reading OR equivalent as indicated by assessment

**VI. General Electives** **0-25**

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: [AZTRANSFER.COM](http://AZTRANSFER.COM) and [MCCCDC Transfer Partners](http://MCCCDC Transfer Partners), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

**TOTAL** **60-64\***

\*\*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

## Associate in Arts, Elementary Education (AAEE) Degree

### Description

The Maricopa County Community College District Associate in Arts, Elementary Education (AAEE) degree requires a minimum of 60 semester credits for the program of study. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. The AAEE degree is governed by the [MCCCD General Academic Policies for Transfer Degrees](#).

The Associate in Arts, Elementary Education degree includes the following components:

- I. Required Courses
- II. Restricted Electives
- III. Arizona General Education Curriculum for Arts (AGEC-A)
- IV. MCCCD Additional Requirements (Oral Communication and Critical Reading)

### Purpose of the Degree

The Associate in Arts, Elementary Education (AAEE) degree is designed for the student who plans to transfer to an Elementary Education, Early Childhood, Multicultural/Multilingual, or Special Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide. Generally, the degree transfers as a block without loss of credit to Arizona's public universities, and in most cases, its required courses apply to graduation requirements for these Education majors.

### Degree Requirements

The requirements for the Associate in Arts in Elementary Education follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-A](#) and the [AGEC matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool at [Maricopa](#) and on each MCCCD college's website.

### Requirements

	<b>Credits</b>
<b>I. Required Courses</b>	<b>18-20</b>
EDU221 Introduction to Education	(3)
EDU222 Introduction to the Exceptional Learner	(3)
EDU230 Cultural Diversity in Education	(3)
FYE101 OR FYE103 Introduction To College, Career And Personal Success	(1-3)
MAT256 Investigating Quantity: Number, Operations, and Numeration Systems	(4)
MAT257 Investigating Geometry, Probability, and Statistics	(4)
<b>II. Restricted Electives</b>	<b>8</b>
A total of 8 semester credits is required to satisfy the Electives for Arizona Professional Teacher Standards: 3 credits in an additional Education course and 5 credits in Content Area Electives.	
Courses must transfer to all public Arizona universities as elective credit, departmental elective, or equivalent to a university course as indicated in the Arizona Course Equivalency Guide in effect when the course is taken. Courses identified as non-transferable in the Arizona Course Equivalency Guide cannot be used to satisfy this requirement.	

Select one additional EDU course (other than EDU221, EDU222, EDU230 or EDU250) (3)

Recommended:

EDU110 Education in Film

EDU220 Introduction to Serving English Language Learners (ELL)

EDU236 Classroom Relationships

EDU/HUM/STO292 The Art of Storytelling

Choose any combination from the following list of courses and prefixes to total five (5) credits of additional coursework. Course(s) selected must be different from those used to fulfill a requirement of the AGEC-A and/or those used to fulfill Required Courses.

Content Area Electives: Select 5 credits from the following: (5)

ARH+++ Any ARH Art Humanities course(s)

ART+++ Any ART Art course(s)

BPC+++ Any BPC Business-Personal Computers course(s)

CFS/ECH176 Child Development

CFS205 Human Development

CIS+++ Any CIS Computer Information Systems course(s)

ECN+++ Any ECN Economics course(s)

EDU+++ Any EDU Education course(s) (except EDU221, EDU222, EDU230, and EDU250)

EED215 Early Learning: Health, Safety, Nutrition and Fitness

ENG+++ Any ENG English course(s)

ENH+++ Any ENH English Humanities course(s)

GCU+++ Any GCU Cultural Geography course(s)

GPH+++ Any GPH Physical Geography course(s)

HIS+++ Any HIS History course(s)

MAT+++ Any MAT Mathematics course(s) 140 or higher (except MAT256 and MAT257)

MHL+++ Any MHL Music: History/Literature course(s)

MTC+++ Any MTC Music: Theory/Composition course(s)

POS+++ Any POS Political Science course(s)

THE+++ Any THE Theatre course(s)

THF+++ Any THF Theatre and Film course(s)

THP+++ Any THP Theatre Performance/Production course(s)

Any Foreign Language course(s)

Any Natural Science course(s)

III. **Arizona General Education Curriculum–Arts (AGEC-A) 35-44\***

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*, however, prerequisite/required/restricted elective courses may also meet AGEC-A requirements and credits count once toward the total for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)\* as long as all requirements listed in this section (III) are completed.

Courses applied to meet AGEC-A requirements vary by emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.



- A. First-Year Composition [FYC] **6\***  
 ENG101 OR ENG107 (3)\*  
 AND ENG102 OR ENG108 (3)\*
- B. Literacy and Critical Inquiry [L] – COM225 Public Speaking **3**
- C. Mathematical Applications [MA] **3-6**  
 Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher approved general education course in the Mathematical Applications [MA] area for which MAT15+ is a prerequisite. (Note that MAT182, MAT206, MAT256, MAT257 do NOT meet this requirement.)
- D. Computer/Statistics/Quantitative Applications [CS] **3**  
 BPC110 Computer Usage and Applications OR  
 CIS105 Survey of Computer Information Systems
- E. Humanities, Arts and Design [HU] **6**  
 Note that some of these courses also have Awareness Areas designations and can be used to satisfy [G] and/or [H] requirement as well as [HU]. (AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)
- 1) Select one of the following ARH, DAH, MHL or THE courses (3)
- ARH100 Introduction to Art OR
  - ARH101 Prehistoric through Gothic Art OR
  - ARH102 Renaissance through Contemporary Art OR
  - DAH100 Introduction to Dance OR
  - DAH201 World Dance Studies OR
  - DAH250 Dance in Popular Culture OR
  - MHL140 Survey of Music History OR
  - MHL145 American Jazz and Popular Music OR
  - MHL146 Survey of Broadway Musicals OR
  - MHL153 Rock Music and Culture OR
  - THE111 Introduction to Theatre OR
  - THE220 Modern Drama
- AND
- 2) Select one of the following EDU, ENH or HUM courses (3)
- EDU/ENH291 Children's Literature (Recommended) OR
  - ENH110 Introduction to Literature OR
  - ENH241 American Literature Before 1860 OR
  - ENH242 American Literature After 1860 OR
  - HUM250 Ideas and Values in the Humanities: Early Civilizations to the Renaissance OR
  - HUM251 Ideas and Values in the Humanities: Renaissance to the Contemporary World
- F. Social-Behavioral Sciences [SB] **6**  
 Note that some of these courses also have Awareness Areas designations and can be used to satisfy [G] and/or [H] requirement as well as [SB]. (AGEC

designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)

1) Select one of the following US History/Government courses\* (3)

These courses satisfy the United States Constitution requirement for state teacher certification.

GCU/POS113 United States and Arizona Social Studies OR

HIS103 United States History to 1865 OR

POS110 American National Government

AND

2) Select one of the following CFS, ECH, GCU, ECN, HIS or PSY courses (3)

CFS205 Human Development OR

CFS/ECH176 Child Development OR

ECN211 Macroeconomic Principles OR

ECN212 Microeconomic Principles OR

GCU121 World Geography I: Eastern Hemisphere OR

GCU122 World Geography II: Western Hemisphere OR

HIS104 United States History 1865 to Present OR

PSY101 Introduction to Psychology

(CFS/ECH176 recommended)

G. Natural Sciences [SQ/SG] 8

The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of four credits each. At least four (4) credits must be designated as SQ-Science Quantitative. Eight (8) credits of SG-Science General will not satisfy this requirement.

1) Life Sciences: Select four (4) credits of SQ or SG in Biology (BIO) (4)

AND

2) Physical Sciences or Earth/Space Sciences: Select four (4) credits of SQ or SG from one of the following prefixes: (4)

AGS, ASM, AST, CHM, GPH, GLG, PHS, or PHY

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

H. Awareness Areas 0-3

Cultural Diversity in the United States [C] (0)

Met by EDU222 and EDU230 in Required Courses.

Global Awareness [G] OR Historical Awareness [H] (0-3)

May be met by [HU] and/or [SB] course depending on specific courses selected. (AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)

<b>IV. MCCCDC Additional Requirements</b>	<b>0-3</b>
These requirements may be shared with other AGECE requirements. See the AGECE matrix on <a href="http://aztransfer.com">aztransfer.com</a> for course designations.	
A. Oral Communication	(0)
Met by COM225 in Required Courses.	
B. Critical Reading	(0-3)
Students may demonstrate proficiency through assessment.	
CRE101 [L] Critical Reading OR equivalent as indicated by assessment	

**TOTAL** **60-64\*\***

\*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

\*\*State certification requirements include courses on the constitutions of US and Arizona. Taking GCU/POS113 for [SB] fulfills this requirement completely. Students who instead take HIS103 or POS110 for [SB] should consider taking POS221 as a Content Area Elective so they have completed study of both constitutions. POS220 meets state certification requirements for both constitutions but does not meet [SB].

\*\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

## Associate in Arts, Fine Arts (AAFA) Degree

### Description

The Maricopa County Community College District Associate in Arts, Fine Arts (AAFA) degree requires a minimum of 60 semester credits for the program of study; however, minimum total credits for the AAFA vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. The AAFA degree is governed by the [MCCCD General Academic Policies](#) for associate degrees designed for university transfer.

The Associate in Arts, Fine Arts degree includes the following components:

- I. Program Prerequisites (if applicable, for versions with an emphasis only)
- II. Required Courses (for versions with an emphasis only)
- III. Restricted Electives (for versions with an emphasis only)
- IV. Arizona General Education Curriculum for Arts (AGEC-A)
- V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

### Purpose of the Degree

The Associate in Arts, Fine Arts (AAFA) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

In most cases, courses used to satisfy the MCCCD Associate in Arts, Fine Arts (AAFA) will apply to general university graduation requirements of the majors that align with AAFA degree; however, students need to pay attention to any specific requirements of their intended focus at the university to be sure they select courses that will meet them. Information regarding the articulation of the AAFA degree with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

### Degree Requirements

The requirements for the Associate in Arts, Fine Arts (AAFA) follow. No versions of the AAFA require fewer than a minimum of 60 credits; however, minimum total credits for the AAFA vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the [Program \(Degree\) Search](#) at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums by emphasis. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-A](#) and the [AGEC matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the "Find a Class" tool on [maricopa.edu](http://maricopa.edu) and on each MCCCD college's website.

### Requirements

### Credits

- |   |                      |
|---|----------------------|
| <b>I. Program Prerequisites</b>   | <b>Number Varies</b> |
| Program prerequisites for the Associate in Arts, Fine Arts degree vary by specific emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> for specific courses and credit minimums by emphasis. |                      |
| <b>II. Required Courses</b>   | <b>Number varies</b> |
| Students must complete FYE101 or FYE103 and select the required (major-specific) courses for the Associate in Arts Fine Arts degree by the specific emphasis (Art, Dance, Music, Musical  |                      |

Theatre, Theatre). Refer to the Program (degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

**III. Restricted Electives** **Number varies**

Restricted electives for the Associate in Arts, Fine Arts degree vary by specific emphasis, and are not required for versions of the degree without a specific emphasis. (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.

**IV. Arizona General Education Curriculum–Arts (AGEC-A)** **up to 44**

The AGECA requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*. However, prerequisite/required/restricted elective courses may also meet AGECA requirements and credits count once toward the total for the degree. Therefore, the AGECA may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)\* as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGECA requirements vary by emphasis (Art, Dance, Music, Musical Theatre, Theatre). Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Area designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGECA requirements, Required Course(s) or Restricted Elective(s). AGECA designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGECA matrix for each course's value(s) in the semester it is taken.

- |  |            |
|--|------------|
| A. First-Year Composition [FYC]  | <b>6*</b>  |
| ENG101 OR ENG107   | (3)*       |
| AND ENG102 OR ENG108   | (3)*       |
| B. Literacy and Critical Inquiry [L]   | <b>3</b>   |
| C. Mathematical Applications [MA]  | <b>3-6</b> |
| Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre calculus (MAT187) or higher [MA]-approved general education course. |            |
| D. Computer/Statistics/Quantitative Applications [CS]  | <b>3</b>   |
| E. Humanities, Arts and Design [HU]  | <b>6</b>   |
| F. Social-Behavioral Sciences [SB]   | <b>6</b>   |
| Students are encouraged to choose course work from more than one discipline.   |            |
| G. Natural Sciences [SQ/SG]  | <b>8</b>   |

The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.

- H. Awareness Areas **0-6**  
 Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)
1. Cultural Diversity in the United States [C] (0-3)
  2. Global Awareness [G] OR Historical Awareness [H] (0-3)

**V. MCCC Additional Requirements 0-6**

These requirements may be shared with other AGEC requirements. See the AGEC matrix on [aztransfer.com](http://aztransfer.com) for course designations.

- A. Oral Communication (0-3)

***Refer to emphasis area (Art, Dance, Music, Musical Theatre, Theatre) for specific COM course required from the following:***

COM100 [SB] Introduction to Human Communication OR  
 COM110 [SB] Interpersonal Communication OR  
 COM225 [L] Public Speaking OR  
 COM230 [SB] Small Group Communication (3 credits) OR  
 COM100AA & COM100AB & COM100AC [SB] (3 credits) OR  
 COM110AA & COM110AB & COM110AC [SB] (3 credits)

- B. Critical Reading (0-3)  
 Students may demonstrate proficiency through assessment.  
 CRE101 [L] Critical Reading OR equivalent as indicated by assessment

**VI. General Electives 0-25**

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: [aztransfer.com](http://aztransfer.com), [maricopa.edu/transfer/partners](http://maricopa.edu/transfer/partners), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

\*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

## Associate in Science (AS) Degree

### Description

The Maricopa County Community College District Associate in Science (AS) degree requires a minimum of 60 semester credits for the program of study; minimum total credits vary by specific emphasis (for example, Associate in Science, Emphasis in Physics). Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums for individual degree programs by emphasis. A minimum grade point average of 2.0 is required to earn the degree. The AS degree is governed by the [MCCCD General Academic Policies for Transfer Degrees](#).

The Associate in Science degree includes the following components:

- I. Program Prerequisites (if applicable, for versions with an emphasis only)
- II. Required Courses (for versions with an emphasis only)
- III. Restricted Electives (for versions with an emphasis only)
- IV. Arizona General Education Curriculum for Science (AGEC-S)
- V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

### Purpose of the Degree

The Associate in Science (AS) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors with more stringent mathematics and mathematics-based science requirements. Generally, the degree will transfer as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCD Associate in Science (AS) will apply to general university graduation requirements of the majors that align with the AS degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the AS with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

It is recommended that students select courses that meet more than one general education and/or awareness area requirement. Doing so will maximize the number of math and science electives the student can take as part of his/her Associate in Science degree.

### Special Academic Policies that Govern the Associate in Science Degree

- The AGECS does not require a course with [CS] Computer/Statistics designation.
- Unlike the AGECA and AGECS, the same course is allowed to satisfy the ([L] and [HU]) or ([L] and [SB]) areas of the AGECS's Core Area. The credits for such a "shared" course are only counted one time toward the required minimum for the degree.

### Degree Requirements

The requirements for the Associate in Science (AS) follow. No versions of the Associate in Science require at least 60 credits; for major-specific pathways within the degree, prescribed courses and minimum credits for categories within the degree, as well as the total, vary. Refer to the [Program \(Degree\) Search](#) for credit minimums for major-specific pathways within the degree. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGECS](#) and the [AGEC matrix](#). Courses

available for both Areas during a current or upcoming semester can also be found using the “Find a Class” tool on each MCCCDC college’s website.

## Requirements

## Credits

- |  |                      |
|--|----------------------|
| <b>I. Program Prerequisites</b>  | <b>Number Varies</b> |
| <p>Program prerequisites for the Associate in Science degree vary by specific emphasis, and are not required for the version of the degree without a specific emphasis. Refer to the <a href="#">Program (Degree) Search</a> for specific courses and credit minimums by emphasis.</p>   |                      |
| <b>II. Required Courses</b>  | <b>Number varies</b> |
| <p>Students must complete FYE 101 (1) or FYE 103 (3) and select the required courses for the specific Associate in Science degree emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.</p>  |                      |
| <b>III. Restricted Electives</b>   | <b>Number varies</b> |
| <p>Restricted electives for the Associate in Science degree vary by specific emphasis, and are not required for version of the degree without a specific emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by emphasis.</p>   |                      |
| <b>IV. Arizona General Education Curriculum–Science (AGEC-S)</b>   | <b>up to 56</b>      |
| <p>The AGECS requires a minimum of 36 credits (33 if FYC is met by single transfer course)*, however, prerequisite/required/restricted elective courses may also meet AGECS requirements and credits count once toward the total for the degree. Therefore, the AGECS may be met with fewer than 36 credits (33 if FYC is met by single transfer course)* as long as all requirements listed in this section (IV) are completed.</p> |                      |

Courses applied to meet AGECS requirements vary by emphasis. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGECS requirements, Required Course(s) or Restricted Elective(s). AGECS designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See [AGECS matrix](#) for each course's value(s) in the semester it is taken.

- |  |              |
|--|--------------|
| A. First-Year Composition [FYC]  | <b>6*</b>    |
| ENG101 OR ENG107   | (3)*         |
| AND ENG102 OR ENG108   | (3)*         |
| B. Literacy and Critical Inquiry [L] (zero only if shared with HU or SB)   | <b>0-3**</b> |
| <p>Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGECS designations are subject to change. See <a href="#">AGECS matrix</a> for each course's value(s) in the semester it is taken.)</p> |              |



- C. Mathematical Applications [MA] **4-5**  
 Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a prerequisite.
- D. Humanities, Arts and Design [HU] **6**  
 For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Area designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)
- E. Social-Behavioral Sciences [SB] **6**  
 For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)
- F. Natural Sciences [SQ/SG] **8**  
 Students must complete eight (8) to ten (10) credits of General Chemistry, University Physics, General Biology for Majors, or Physical and Historical Geology. Consult specific requirements of university transfer major for guidance.  
 [(CHM150 or CHM151) & CHM151LL] or  
 CHM150AA or CHM151AA General Chemistry I  
 AND  
 [CHM152 & CHM152LL] or CHM152AA General Chemistry II  
**OR**  
 PHY115 or PHY121 University Physics I  
 AND  
 PHY116 or PHY131 University Physics II  
**OR**  
 BIO181 or BIO181XT General Biology (Majors) I  
 AND  
 BIO182 or BIO182XT General Biology (Majors) II  
**OR**  
 GLG101IN Introduction to Geology I - Physical or  
 GLG101 Introduction to Geology I - Physical Lecture and  
 GLG103 Introduction to Geology I - Physical Lab  
**AND**  
 GLG102IN Introduction to Geology II - Historical or  
 GLG102 Introduction to Geology II - Historical Lecture and  
 GLG104 Introduction to Geology II - Historical Lab

G. Subjects Options – Math/Science **6-10**

Refer to transfer resources, including academic advisement and transfer guides, to select six (6) to ten (10) additional math and/or science credits that meet requirements for selected major.

Select Mathematics course(s) [MAT] above Calculus I and/or

Computer Science course(s) [CSC] and/or Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO (except BIO174), CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY)

A. Awareness Areas **0-6**

Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)

1. Cultural Diversity in the United States [C] (0-3)

2. Global Awareness [G] OR Historical Awareness [H] (0-3)

V. **MCCCD Additional Requirements** **0-6**

Some courses in this area have [SB] and [L] designations and may also be applied to the corresponding AGEC requirements. See the AGEC matrix on aztransfer.com for course designations.

A. Oral Communication (0-3)

COM100 [SB] Introduction to Human Communication OR  
COM110 [SB] Interpersonal Communication OR  
COM225 [L] Public Speaking OR  
COM230 [SB] Small Group Communication (3 credits) OR  
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR  
COM110AA & COM110AB & COM110AC [SB] (3 credits)

B. Critical Reading (0-3)

Students may demonstrate proficiency through assessment.  
CRE101 [L] Critical Reading OR equivalent as indicated by assessment

VI. **General Electives** **0-28**

Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible at [AZTRANSFER.COM](http://AZTRANSFER.COM) and [MCCCD Transfer Partners](http://MCCCD Transfer Partners), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

**TOTAL****60-64\*\*\***

\*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

\*\* (0 only if shared with HU or SB)

\* 64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

## Associate in Business, General Requirements (ABUS-GR) Degree

### Description

The Maricopa County Community College District Associate in Business General Requirements (ABUS-GR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. The Associate in Business–General Requirements degree is governed by the [MCCCD General Academic Policies for Transfer Degrees](#).

This degree provides the first two years of a four-year curriculum for students who wish to specialize in business. For a comprehensive list of bachelor's degrees at Arizona's public universities, refer to the [AZTransfer Business Matrix](#). With a bachelor's degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management.

The Associate in Business–General Requirements degree includes the following components:

- I. Required Courses
- II. Restricted Electives
- III. Arizona General Education Curriculum for Business (AGEC-B)
- IV. General Electives (if needed to reach minimum credits for degree)

### Purpose of the Degree

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

### Special Academic Policies that Govern the ABUS-GR Degree

- The ABUS-GR does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)
- A single course can be used to satisfy multiple areas within the degree simultaneously:(Awareness Area(s), other AGECE-B requirements), Required Courses (Common Lower Division Requirements), and/or Restricted Electives (Business Electives)). Credits are counted once toward the total for the degree.

### Degree Requirements

The courses required for the Associate in Business General Requirements follow. The following websites identify the courses that apply to the different General Education Areas: [AGEC-B](#) and the [AGEC Matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool on each MCCCD college's website.

## Requirements

## Credits

### I. Required Courses

22-28

Accounting

(6-9)

ACC111 Accounting Principles **AND**  
ACC230 Uses of Accounting Information I **AND**  
ACC240 Uses of Accounting Information II

**OR**

ACC211 Financial Accounting **AND**  
ACC212 Managerial Accounting

**OR**

ACC111 Accounting Principles I **AND**  
ACC112 Accounting Principles II **AND**  
ACC212 Managerial Accounting

Some of the following courses can be used to satisfy both this requirement and an AGEC-B requirement. AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

ECN211 [SB] Macroeconomic Principles (3)  
ECN212 [SB] Microeconomic Principles (3)  
FYE101 OR FYE103 Introduction To College, Career And Personal Success (1-3)  
GBS205 Legal, Ethical, and Regulatory Issues in Business (3)  
GBS221 Business Statistics (3)

Quantitative Methods (3-4)  
GBS220 Quantitative Methods in Business **OR**  
MAT217 or MAT218 Mathematical Analysis for Business

Note: Students planning to transfer to ASU's W.P. Carey School of Business BS program should take MAT217 or MAT218.

Students planning to transfer to ASU's W.P. Carey School of Business BA program may take GBS220, MAT217, or MAT218.

Students planning to transfer to the University of Arizona should take GBS220.

### II. Restricted Electives

0-6

Complete six (6) credits from the following options. Some courses may be used to satisfy both Restricted Elective and Arizona General Education Curriculum (AGEC) requirements simultaneously. See the AGEC matrix on [aztransfer.com](#) for course designations. AGEC designations are subject to change. See AGEC matrix for each course's value(s) in the semester it is taken.

CIS114DE Excel Spreadsheet (3)  
CIS133DA Internet/Web Development Level I (3)  
CIS162AD C#: Level I (3)  
GBS110 Human Relations in Business and Industry **OR**  
MGT251 Human Relations in Business (3)  
GBS151 Introduction to Business (Recommended) (3)  
GBS220 Quantitative Methods in Business (3)

*(If course used to satisfy Required Courses, it cannot be used to satisfy Restricted Electives.)*

GBS233 Business Communication	(3)
IBS101 Introduction to International Business	(3)
MGT253 Owning and Operating a Small Business	(3)
MKT271 Principles of Marketing	(3)
PAD100 21st Century Public Policy and Service	(3)
REA179 Real Estate Principles I	(3)
REA180 Real Estate Principles II	(3)
REA201 Real Estate Principles I and II	(6)
SBU200 Society and Business	(3)

**III. Arizona General Education Curriculum–Business (AGEC-B) 29-37\***

The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*, however, Required and Restricted elective courses may also meet AGEC-B requirements and credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 (fewer than 32 if FYC is met by single transfer course)\* credits as long as all requirements listed in this section (III) are completed.

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements, Required Course(s) or Restricted Elective(s). AGEC designations are subject to change. Courses may meet more than one requirement but are only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC] **6\***

ENG101 OR ENG107 (3)\*

AND ENG102 OR ENG108 (3)\*

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

*(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)*

C. Mathematical Applications [MA] **(3-5)**

MAT212 Brief Calculus OR (3)

MAT213 Brief Calculus OR (4)

Higher [MA] designated course (3-5)

D. Computer/Statistics/Quantitative Applications [CS] **3**

CIS105 Survey of Computer Information Systems

E. Humanities, Arts and Design [HU] **6**

Students are encouraged to choose course work from more than one discipline.

F. Social-Behavioral Sciences [SB] **0**

Met by Required Courses ECN211 AND ECN212.

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

The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.

- A. Awareness Areas **0-6**
- Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)
1. Cultural Diversity in the United States [C] (0-3)
  2. Global Awareness [G] OR Historical Awareness [H] (0-3)

Students transferring to ASU to major in business should complete courses from the following list (up to the 64 credit transfer maximum) to meet W.P. Carey School of Business requirements. If students do not take these prior to transfer, they may need to take additional credits to meet ASU graduation requirements:

Any course that transfers to ASU in the SOC prefix and carries the [SB] designation  
 Any course that transfers to ASU in the PSY prefix and carries the [SB] designation  
 COM100 Introduction to Human Communication (3) OR  
 COM225 Public Speaking (3) OR  
 COM230 Small Group Communication (3) OR  
 COM259 Communication in Business and Professions (3)

Note: COM requirements vary by business major. Check ASU MAPP or major map for acceptable options.

**IV. General Electives 0-12**

Select courses 100-level or higher if needed to complete a minimum of 62 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona’s public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HIS ELC for a history elective), or general electives (GEN ELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: [aztransfer.com](http://aztransfer.com), [curriculum.maricopa.edu](http://curriculum.maricopa.edu), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

**TOTAL 62\*\***

\*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona’s public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

## Associate in Business, Special Requirements (ABUS-SR) Degree

### Description

The Maricopa County Community College District Associate in Business, Special Requirements (ABUS-SR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 and grades of "C" or higher are required to earn the degree. This degree provides the first two years of a four-year curriculum for students who wish to pursue Computer Information Systems majors at Arizona's public universities. With a bachelor's degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, computer information systems, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management. The Associate in Business-Special Requirements degree is governed by the [MCCCD General Academic Policies for Transfer Degrees](#).

The Associate in Business-Special Requirements degree includes the following components:

- I. Required Courses
- II. Arizona General Education Curriculum for Business (AGEC-B)
- III. General Electives (if needed to reach minimum credits for degree)

### Purpose of the Degree

The Associate in Business Special Requirements (ABUS-SR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for Business' Computer Information Systems majors at Arizona's public universities. Other Business majors should follow the Associate in Business General Requirements (ABUS-GR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

### Special Academic Policies that Govern the ABUS-SR Degree

- The ABUS-SR does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other Associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)
- A single course can be used to satisfy multiple areas within the degree simultaneously: Awareness Area(s), other AGECE-B requirements, and/or Required Courses (Common Lower Division Requirements). Credits are counted once toward the total for the degree.

### Degree Requirements

The courses required for the Associate in Business Special Requirements follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGECE-B](#) and the [AGECE Matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool on each MCCCD college's website.



## Requirements

## Credits

### I. Required Courses

28-34

Accounting

(6-9)

ACC111 Accounting Principles **AND**  
ACC230 Uses of Accounting Information I **AND**  
ACC240 Uses of Accounting Information II

**OR**

ACC211 Financial Accounting **AND**  
ACC212 Managerial Accounting

**OR**

ACC111 Accounting Principles I **AND**  
ACC112 Accounting Principles II **AND**  
ACC212 Managerial Accounting

Some of the following courses can be used to satisfy both this requirement and an AGEC-B requirement. AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

ECN211 [SB] Macroeconomic Principles. (3)

ECN212 [SB] Microeconomic Principles (3)

FYE101 OR FYE103 Introduction To College, Career And Personal Success (1-3)

GBS205 Legal, Ethical, and Regulatory Issues in Business (3)

GBS221 Business Statistics (3)

CIS162AD C#: Level I (3)

CIS250 Management of Information Systems (3)

Quantitative Methods (3-4)

GBS220 Quantitative Methods in Business **OR**

MAT217 or MAT128 Mathematical Analysis for Business

*Note: Students planning to transfer to ASUs W.P. Carey School of Business BS program should take MAT217 or MAT218.*

*Students planning to transfer to ASUs W.P. Carey School of Business BA program may take GBS220, MAT217, or MAT218.*

*Students planning to transfer to the University of Arizona should take GBS220.*

### II. Arizona General Education Curriculum–Business (AGEC-B)

29-37\*

The AGEC-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)\*, however, Required and Restricted elective courses may also meet AGEC-B requirements and credits count once toward the total for the degree. Therefore, the AGEC-B may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course)\* as long as all requirements listed in this section (II) are completed.

Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGEC requirements or Required Course(s). AGEC designations are subject to change. Courses may meet more than one requirement but are

only counted once toward the total credits for the degree. See AGEC matrix for each course's value(s) in the semester it is taken.

- A. First-Year Composition [FYC] **6\***
  - ENG101 OR ENG107 (3)\*
  - AND ENG102 OR ENG108 (3)\*
- B. Literacy and Critical Inquiry [L] **3**

*(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)*
- C. Mathematical Applications [MA] **(3-5)**
  - MAT212 Brief Calculus OR (3)
  - MAT213 Brief Calculus OR (4)
  - Higher [MA] designated course (3-5)
- D. Computer/Statistics/Quantitative Applications [CS] **3**
  - CIS105 Survey of Computer Information Systems
- E. Humanities, Arts and Design [HU] **6**

Students are encouraged to choose course work from more than one discipline.
- F. Social-Behavioral Sciences [SB] **0**

Met by Required Courses ECN211 AND ECN212.
- G. Natural Sciences [SQ/SG] **8**

The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.
- H. Awareness Areas **0-6**

Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)

  - 1. Cultural Diversity in the United States [C] (0-3)
  - 2. Global Awareness [G] OR Historical Awareness [H] (0-3)

Students transferring to ASU to major in business should complete courses from the following list (up to the 64 credit transfer maximum) to meet W.P. Carey School of Business requirements. If students do not take these prior to transfer, they may need to take additional credits to meet ASU graduation requirements:

- Any course that transfers to ASU in the SOC prefix and carries the [SB] designation
- Any course that transfers to ASU in the PSY prefix and carries the [SB] designation
- COM100 Introduction to Human Communication (3) OR
- COM225 Public Speaking (3) OR
- COM230 Small Group Communication (3) OR
- COM259 Communication in Business and Professions (3)

Note: COM requirements vary by business major. Check ASU MAPP or major map for acceptable options.

### III. General Electives

0-6

Select courses 100-level or higher if needed to complete a minimum of 62 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: [AZTRANSFER.COM](http://AZTRANSFER.COM) and [MCCCD Transfer Partners](http://MCCCD Transfer Partners), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

### TOTAL

62\*\*

\*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

\*\*64 semester credits is the maximum accepted toward most degree programs at Arizona's public universities. Some exceptions apply; consult with an academic advisor for additional transfer pathways.

## Associate in General Studies (AGS) Degree

### Description

The Maricopa County Community College District Associate in General Studies (AGS) degree requires 60-64 semester credits in courses numbered 100 and above. The degree includes the following components:

- I. General Education (minimum of 38 credits)
  - Core curriculum (requires a grade of "C" or better)
  - Distribution courses (requires a grade of "D" or better)
- II. General Electives (enough additional courses numbered 100 or above, passed with a grade of "D" or better, to bring total credits to at least 60)

### Purpose of the Degree

The Associate in General Studies (AGS) degree is recommended for students whose educational goals require flexibility. The degree allows students to apply any course numbered 100 or above, including some that are not transferable to the Arizona public universities and may not be transferable to other universities, toward the credits required for the degree. Therefore, for students who intend to transfer to another college or university in the future to pursue a bachelor's degree, this degree may be less appropriate than other associate degrees offered (Associate in Arts; Associate in Arts, Elementary Education; Associate in Fine Arts; Associate in Business-General Requirements; Associate in Business-Special Requirements; Associate in Science; and all emphases under these degrees), by the Maricopa Community Colleges.

### Academic Policies that Govern the Associate in General Studies Degree

- The graduation policies within the general catalog must be satisfied (Administrative Regulation 2.3.9).
- A single course can simultaneously count towards a Core Area and a Distribution requirement. Courses that meet this criterion are bold print and underscored in the Core areas and Distribution areas (on the course list at the conclusion of this document). For example, CRE101 may be used to satisfy both the Literacy and Critical Inquiry requirement [L] of Distribution area and the Core Curriculum's Critical Reading area. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area..
- Credits transferred from outside of MCCCDC must be at a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be transferred if documentation collected by the community college indicates that this was the only grading option available to the student and that the Pass grade ("P") is equivalent to a "C" or better.
- Completion of the AGS with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. However, meeting all AGS minimums does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment. Furthermore, because the AGS is not designed to align with the requirements for bachelor degrees, not all credits may be transferable and students may have deficiencies in lower division (100- and 200-level) courses for a particular major.

### Summary of Degree Requirements

Details on how to identify courses approved for each of the different categories is described following the outline.

FYE101 Introduction to College, Career and Personal Success (1) OR 1-3

FYE103 Exploration of College, Career and Personal Success (3)

**I. MCCC General Education 35-48\***

**Core Areas 13-19**

1. First-Year Composition [FYC] 6\*

ENG101 OR ENG107 AND  
ENG102 OR ENG108

2. Mathematics 3-6

3. Computer Usage 1

4. Oral Communication 3

**COM100** Introduction to Human Communication OR

**COM110** Interpersonal Communication OR

**COM225** Public Speaking OR

**COM230** Small Group Communication (3 credits) OR

**COM100AA & COM100AB & COM100AC** (3 credits) OR

**COM110AA & COM110AB & COM110AC** (3 credits)

5. Critical Reading 0-3

Students may demonstrate proficiency through assessment.

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

**Distribution Areas 22-29**

1. Humanities, Arts and Design 9

Students are encouraged to choose course work from more than one discipline.

2. Social-Behavioral Sciences 6-9

Students are encouraged to choose course work from more than one discipline.

Social-Behavioral Sciences requirements may be met with 6 credits only if COM100, COM110, or COM230 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet Oral Communication and Social-Behavioral Science requirements.

3. Natural Sciences 7-8

Two lecture courses and one corresponding laboratory course are to be selected. Credits for lecture and lab components may be combined or each may carry separate credit. For appropriate course selection students should consult with an academic advisor.

4. Literacy and Critical Inquiry 0-3

Literacy requirement may be met with 0 credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet [Oral Communication and Literacy] or [Critical Reading and Literacy and Critical Inquiry] requirements.

## II. General Electives

13-26

Select additional courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

### Associate in General Studies Total Credits

60-64

All courses listed meet AGS requirements as specified. Courses in Purple Italic Underline also meet Arizona General Education Curriculum AGECE requirements.

Courses in bold print and underscored simultaneously count towards a Core Area and a Distribution requirement.

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

First-Year Composition (6 credits)\*

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

Oral Communication (3 credits)

COM Communication 100, 100AA & 100AB & 100AC, 110, 110AA & 110AB & 110AC, 225, 230

Critical Reading (3 credits)

CRE Critical Reading 101 or Equivalent as indicated by assessment

Mathematics (3 credits)

MAT Mathematics 112, 114, 115, 120, 121, 122, 126, 140, 141, 142, 145, 146, 150, 150&182, 151, 151&182, 152, 152&182, 155, 155&182, 156, 156&182, 172, 187, 206, 212, 213, 217, 218, 220, 221, 225, 227, 230, 231, 240, 241, 256, 257, 261, 276, 277,

Equivalent course/ Satisfactory completion of a higher level Mathematics course.

Computer Usage (1 credit)

Computer-related course or demonstration of comparable computer skills. Additional courses may be approved by individual colleges. Students should contact their advisor for college-specific courses satisfying the requirement.

ACC Accounting 115

ADA Advertising Arts 169, 175, 177, 183, 283, 289

AJS Administration of Justice Studies 205

ARC Architecture 243, 244, 245

ART Art 100, 169, 170, 173, 175, 177, 179, any 180++ course, 183, 283, 289

BIO Biology 283

BPC Business-Personal Computers Any BPC Course(s), including 110

CIS Computer Information Systems Any CIS Course(s), including 105, 162AB, 162AD, 163AA (and except 159, 162AC, 217AM, 259, )

- CSC Computer Science Any CSC Course(s), including [100AA](#), [100AB](#), [110](#), [110AA](#), [110AB](#), [120](#), [150](#), [150AA](#), [180](#), [180AA](#), [180AB](#), [181](#), [181AA](#), [181AB](#), [182](#), [182AA](#), [205](#), [205AA](#), [205AB](#), [205AC](#), [205AD](#), [283](#) (and except 200, 200AA, 200AB, 210, 210AA, 210AB)
- CTR Court Reporting 101, 102
- DFT Drafting Technology [105AA\\*\\*](#), 254AA  
*\*\*Must be taken with [CSC100AA](#) or AB to meet AGEC value*
- ECH Early Childhood Education 238
- EDU Education [115](#)
- EED Early Education [115](#)
- EEE Electrical Engineering [120](#)
- ELE Electronic 131, 181, 241, 243, 245
- ELT Electronic Technology 131, 243
- ENG English 100AE
- FON Food & Nutrition 100
- GBS General Business [221](#)
- GIS Geographic Information Science [205](#), [211](#)
- HRM Hotel Restaurant Management 126
- JRN Journalism 133
- LAS Paralegal Studies 229
- MAT Mathematics [206](#)
- MTC Music Theory/Composition [180](#), 191
- NET Networking Technology 181
- OAS Office Automation Systems 111AA
- PSY Psychology [230](#)
- SWU Social Work [225](#)

### **AGS General Education Distribution (28-29 credits– grade of “D” or better)**

Humanities, Arts and Design (9 credits)

Students are encouraged to choose courses from more than one discipline.

- AHU Arabic Humanities [245](#)
- AIS American Indian Studies [213](#)
- AJS Administration of Justice Studies [123](#)
- ARH Art Humanities Any ARH Course(s), including [100](#), [101](#), [102](#), [109](#), [110](#), [112](#), [115](#), [118](#), [145](#), [201](#), [203](#), [204](#), [217](#), 216, 240, 250
- ART Art [131](#)
- ASB Anthropology [211](#), [214](#), [220](#), [222](#), [223](#), [253](#)
- CCS Chicana and Chicano Studies [101](#)
- COM Communication [241](#)
- CON Construction [101](#) (formerly [CNS101](#))
- DAH Dance Humanities [100](#), [201](#), [250](#), [255](#)
- EDU Education [230](#) (eff. Spring '22), [291](#), [292](#), [294](#)
- ENG English [200](#), [213](#), [218](#)
- ENH English Humanities Any ENH Course(s), including [110](#), [111](#), [112](#), [113](#), [114](#), [117](#), [130](#), [140AA](#), [190](#), [201](#), [202](#), [204](#), [206](#), [214](#), [221](#), [222](#), [230](#), [231](#), [232](#), [235](#), [241](#), [242](#), [245](#), [251](#), [253](#), [254](#), [255](#), [256](#), [259](#), [260](#), [275](#), [277](#), [277AG](#), [277AA-AK](#), [280](#), [284](#), [285](#), [291](#), [294](#), [295](#) (and except 250)
- FRE French [265](#)

GST Game Studies [202](#)  
 HCR Health Care Related [210](#)  
 HIS History [101, 102, 103, 108, 110, 111, 113, 114, 203, 212, 251, 252](#)  
 HON Honors [190](#)  
 HUM Humanities Any HUM course(s), including 100, [101, 107, 108, 190AA, 190AB, 190AC, 190AD, 190AE, 190AF, 190AG, 190AH, 190AI, 201, 202, 205, 206, 209, 210, 211AA, 211AE, 212, 213, 214, 215, 216, 220, 235, 245, 250, 251, 260, 261, 292](#), 295 (and except 120, 225)  
 INT Interior Design [115, 120](#)  
 LAT Latin [201, 202](#)  
 MHL Music: History/Literature [140, 143, 145, 146, 153, 155, 194, 204, 241, 242, 295](#)  
 PHI Philosophy Any PHI Course(s), including [101, 103, 104, 105, 201, 212, 213](#), 214, 215, [216, 218, 224, 233AA, 233AB, 233AC, 244, 245, 250, 251](#), 282AC  
 REL Religious Studies Any REL Course(s), [100, 101, 151, 200, 202, 203, 205, 206, 207, 210, 211, 212, 213, 214, 218, 223, 225, 230, 240, 244, 245, 248, 250, 251, 270, 271, 277, 292, 294, 295, 282AA-AC, 290, 291](#)  
 SLC Studies in Language & Culture [201, 202](#)  
 SPA Spanish [241, 242, 265, 266](#)  
 SPH Spanish Humanities [241, 245](#)  
 SSH Sustainability/Social Sciences and Humanities [111](#)  
 STO Storytelling [292, 294](#)  
 SWU Social Work [183](#)  
 TEC Textiles and Clothing [105](#)  
 THE Theater [111, 220](#)  
 THF Theatre and Film [205, 206, 210](#)  
 THP Theater/Performance/Production [217, 241](#)  
 WST Women's Studies [209, 284, 285, 290](#)

#### Social-Behavioral Sciences (6-9 credits)

Students are encouraged to choose courses from more than one discipline. Social-Behavioral Sciences requirements may be met with 6 credits only if COM100, COM110, or COM230 is shared between Core and Distribution (see Academic Policies section). The credits are only counted once, but may be applied to meet Oral Communication and Social-Behavioral Science requirements.

AFR African American Studies [202, 203, 204](#)  
 AIS American Indian Studies [101, 140, 141, 160](#)  
 AJS Administration of Justice Studies [101, 119, 200, 225, 258, 270](#)  
 ASB Anthropology [100, 102, 202, 211, 222, 223, 226, 230, 235, 252](#)  
 ASM Anthropology [104/275](#)  
 BHS Behavioral Health Services Technology [150, 210](#)  
 CCS Chicana and Chicano Studies [202](#)  
 CFS Child/Family Studies [112, 157, 159, 176, 205, 235, 259](#)  
 COM Communication [100, 100AA&100AB&100AC, 110, 110AA&110AB&110AC, 163, 230, 250, 263](#)  
 CPD [180](#)  
 ECH Early Childhood Education [176](#)  
 ECN Economics [160, 211, 212, 213, 250](#)  
 EDU Education [221, 222](#)  
 EED Early Education [200, 205, 222](#)  
 EMT Emergency Medical Technology [258](#)



- ENG English [213](#)
- FOR Forensic Science [275](#)
- FSC Fire Science Technology [258](#)
- GCU Cultural Geography [102, 113, 121, 122, 141, 221](#)
- HES Health Science [100](#)
- HIS History any HIS Course(s), including [100, 101, 102, 103, 104, 105, 106, 108, 109, 113, 114, 140, 145, 173, 190, 201, 203, 204, 209, 240, 241, 242, 273, 277](#) (and except 111, 170, 251, 252)
- HON Honors [201](#)
- HUM Humanities [235](#)
- IBS International Business [109](#)
- IFS Information Studies [201, 210, 213](#)
- MCO Mass Communications [120](#)
- MGT Management [229, 230](#)
- PAD Public Administration [200](#)
- POS Political Science Any POS course(s), including [100, 101, 110, 113, 114, 115, 120, 125, 130, 140, 180, 210, 221, 222, 223, 281AB, 282AA-AC, 285](#)
- PSY Psychology [101, 123, 132, 156, 157, 215, 218, 225, 235, 240, 241, 243, 250, 260, 262, 266, 277, 280, 292](#)
- REC Recreation [120](#)
- SBU Society and Business [200](#)
- SLC Studies in Language & Culture [201](#)
- SOC Sociology Any SOC course(s), including [101, 110, 130, 141, 157, 180, 212, 220, 241, 251, 266, 270](#) (and except 143, 245, 253, 265)
- SSH Sustainability/Social Sciences and Humanities [111](#)
- SUS Sustainability/Natural Sciences [110](#)
- SWU Social Work [171, 182, 250, 258, 295](#)
- TEC Textiles and Clothing [105](#)
- WED Wellness Education [110](#)
- WST Women's Studies [100, 161](#)
- YAQ Yaqui Indian History and Culture [100](#)

Natural Sciences (7-8 credits)

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

- AGS Agricultural Science [164, 260](#)
- ASB Anthropology [231](#)
- ASM Anthropology [104, 265, 275](#)
- AST Astronomy [101, 106, 111, 112](#)
- BIO Biology [100, 101, 102, 105, 107, 108, 109, 111, 145, 149AF, 149AH, 149AK, 149AL, 149AM, 149AN, 156, 156XT, 160, 181, 181XT, 182, 182XT, 201, 201XT, 202, 205, 241](#)
- CHM Chemistry [107&107LL, 130&130LL, 130AA, 150&151LL, 150AA, 151&151LL, 151AA, 152&152LL, 152AA, 154&154LL, 230&230LL](#)
- CON Construction [106 \(formerly CNS106\)](#)
- ENV Environmental Sciences [101](#)
- FON Food and Nutrition [241&241LL](#)
- FOR Forensic Science [105, 106, 275](#)
- GLG Geology [101&103, 101IN, 102&104, 102IN, 105, 106, 110&111, 110IN, 121, 140, 229AB-AC, 230AA-AC, 231AA-AD, 280, 281, 282AA](#)
- GPH Physical Geography [111&112, 113, 211, 212&214, 213&215](#)
- PHS Physical Science [110, 115, 120](#)
- PHY Physics [101, 101AA, 111, 111AA, 112, 115, 116, 121, 131](#)

PSY Psychology [275](#), [290AB](#), [290AC](#)

Literacy and Critical Inquiry (0-3 credits)

Literacy requirements may be met with 0 credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section). The credits are only counted once, but may be applied to meet [Critical Reading and Literacy and Critical Inquiry] or [Oral Communication and Literacy and Critical Inquiry] requirements.

AIS American Indian Studies [203](#), [213](#)

COM Communication [222](#), [225](#), [241](#)

CPD Counseling and Personal Development [160](#)

CRE Critical Reading [101](#), [201](#)

CUL Culinary Arts [223](#)

DAH Dance Humanities [255](#)

EDU Education [282AC](#)

ENG English [111](#), [200](#), [215](#), [216](#), [217](#), [218](#)

ENH English Humanities [241](#), [254](#), [255](#), [277AG](#)

EXS Exercise Science [290](#)

FON Food and Nutrition [225](#)

GBS General Business [233](#)

GPH Physical Geography [267](#)

HUM Humanities [225](#), [235](#), [250](#), [251](#)

IFS Information Studies [201](#)

JRN Journalism [201](#), [234](#)

MCO Mass Communications [220](#)

MHL Music: History/Literature [204](#)

PHI Philosophy [103](#), [218](#), [224](#), [244](#)

POS Political Science [115](#)

PSY Psychology [290AB](#), [290AC](#)

REL Religious Studies [203](#), [205](#), [207](#), [244](#)

SLC Studies in Language & Culture [202](#)

THE Theatre [220](#)

THP Theatre Performance/Production [241](#)

Elective Courses (15-22 credits) May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas.

\*First-Year Composition may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

## Associate in Applied Science (AAS) Degree

### Description

The Associate in Applied Science (AAS) degree requires at least 60 credits in its program of study. The exact number of credits for a specific degree is identified as part of the presentation of its requirements on the web or in the college catalog.

### Purpose of the Degree

The Maricopa County Community College District Associate in Applied Science (AAS) degree is recommended for students who wish to gain a depth of technical expertise in a particular workforce-related area of study. The AAS degree options vary at the different MCCCDC colleges and can be searched [alphabetically](#) or by [field of interest](#). Requirements for each degree can be found on the linked web pages and in the corresponding college(s)'s catalog.

### Academic Policies that Govern the AAS Degree

- Requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (\*) following the course number defines requirements with an effective begin term of spring;
- All courses must be completed with a grade of C or higher; any additional requirements such as grades of B or higher or minimum grade point average requirements are listed on individual degrees and certificates;
- The graduation policies within the general catalog must be satisfied (Administrative Regulation 2.3.9).
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements.
- Requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog;
- Accepts one of the courses that is cross-referenced with other courses.

## AAS General Education Core (12-15 credits)\*

Demonstrate college-level skills in the following areas:

First-Year Composition (6 credits)\*

ENG English [101/107] & [102/108/111]

Oral Communication (3 credits)

COM Communication 100/100AA & 100AB  
& 100AC/110/110AA & 110AB & 110AC/225/230

Critical Reading (3 credits)

CRE Critical Reading 101 or Equivalent as  
indicated by assessment

Mathematics (3 credits)

MAT Mathematics 112/114/115/120/121/122/126  
140/141/142/145/146/150/  
MAT150&182/151/MAT151&182/  
152/152&182/155/155&182/  
156/156&182/172/187/206/212/213/217/218/220/221/  
225/227/230/231/240/241/256/257/261/276/277/  
equivalent course/Satisfactory completion of a higher  
level mathematics course

## AAS General Education Distribution (9-10 credits)

Humanities, Arts and Design (2-3 credits)

AHU Arabic Humanities 245

AIS American Indian Studies 213

AJS Administration of Justice Studies 123

ARH Art Humanities Any ARH Course(s)

ART Art 131

ASB Anthropology 211/214/220/222/223/253

CCS Chicana and Chicano Studies 101

COM Communication 241

CON Construction 101 (formerly CNS 101)

DAH Dance Humanities 100/201/250/255

EDU Education 230 (Eff. Spring '22)/291/292/294

ENG English 200/213/218

ENH English Humanities Any ENH Course(s)

FRE French 265

GST Game Studies 202

HCR Health Care Related 210

HIS History 101/102/103/108/110/111/113/114/203/212/251/252

HON Honors 190

HUM Humanities Any HUM course(s) (except 120, 225)

INT Interior Design 115/120

LAT Latin 201/202

MHL Music: History/Literature 140/143/145/146/153/155/194/  
204/241/242/295

PHI Philosophy Any PHI Course(s)

REL Religious Studies Any REL Course(s)

SLC Studies in Language & Culture 201/202

SPA Spanish 241/242/265/266

SPH Spanish Humanities 241, 245

SSH Sustainability/Social Sciences and Humanities 111  
 STO Storytelling 292/294  
 SWU Social Work 183  
 TEC Textiles and Clothing 105  
 THE Theatre 111/220  
 THF Theatre and Film 205/206/210  
 THP Theatre Performance/Production 217, 241  
 WST Women's Studies 209/284/285/290

Social-Behavioral Sciences (3 credits)

AFR African American Studies 202/203/204  
 AIS American Indian Studies 101/140/141/160  
 AJS Administration of Justice Studies 101/200/225/258/270  
 ASB Anthropology 100/102/202/211/222/223/  
 226/230/235/252  
 ASM Anthropology 104/275  
 BHS Behavioral Health Services Technology 150, 210  
 CCS Chicana and Chicano Studies 202  
 CFS Child/Family Studies 112/157/159/176/205/  
 235/259  
 COM Communications 100/100AA&100AB&100AC/  
 110/110AA&110AB & 110AC/ 163/230/250/263  
 CPD Counseling and Personal Development 180  
 ECH Early Childhood Education 176  
 ECN Economics Any ECN course(s)  
 EDU Education 221/222  
 EED Early Education 200/205/222  
 EMT Emergency Medical Technology 258  
 ENG English 213  
 FOR Forensic Science 275  
 FSC Fire Science 258  
 GCU Cultural Geography 102/113/121/122/141/221  
 HES Health Science 100  
 HIS History Any HIS course(s) (except 111, 170, 251, 252)  
 HON Honors 201  
 HUM Humanities 235  
 IBS International Business 109  
 IFS Information Studies 201, 210, 213  
 MCO Mass Communications 120  
 MGT Management 229/230  
 PAD Public Administration 200  
 POS Political Science Any POS course(s)  
 PSY Psychology 101/123/132/156/157/215/218/ 225/235/240/241/243/250/260/262/266/277/280/292  
 REC Recreation 120  
 SBU Society and Business 200  
 SLC Studies in Language & Culture 201  
 SOC Sociology Any SOC course(s) (except 143, 245, 253, 265)  
 SSH Sustainability/Social Sciences and Humanities 111  
 SUS Sustainability/Natural Sciences 110  
 SWU Social Work 171/182/250/258/295  
 TEC Textiles and Clothing 105  
 WED Wellness Education 110  
 WST Women's Studies 100/161  
 YAQ Yaqui Indian History and Culture 100

Natural Sciences (4 credits)

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

- AGS Agricultural Science 164, 260
- ASB Anthropology (Soc/Behv. Science) 231
- ASM Anthropology (Science/Math) 104/265/275
- AST Astronomy 101/106/111/112
- BIO Biology 100/101/102/105/107/108/109/111/145/  
149AN/156/156XT/160/181/181XT/182/182XT/201/  
201XT/202/205/241
- CHM Chemistry 107&107LL/130&130LL/130AA/ 150AA/150&151LL/151AA/151&151LL/152AA/  
152&152LL/154&154LL/230&230LL
- CON Construction 106 (formerly CNS106)
- ENV Environmental Sciences 101
- FON Food and Nutrition 241&241LL
- FOR Forensic Science 105/106/275
- GLG Geology Any GLG course(s)
- GPH Physical Geography 111&112/113/211/212&214/ 213&215
- PHS Physical Science 110/115/120
- PHY Physics 101/101AA/111/111AA/112/115/116/ 121/131
- PSY Psychology 275/290AB/290AC

\* FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

## Academic Certificate (AC)

### Purpose of the Academic Certificate

The Maricopa County Community College District Academic Certificate (AC) is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in a specific area of emphasis in an academic discipline. While this program of study can result in proficiency in the specified skills and competencies, as well as mastery of a body of knowledge, it is not designed to prepare someone for employment in a specific occupation. The coursework for an Academic Certificate may be from a variety of disciplines or it can be discipline specific. There is no required general studies component to an Academic Certificate; however, the program may include some courses that have specific general studies designations such as Humanities, Arts and Design [HU], Social-Behavioral Sciences [SB], Literacy and Critical Inquiry [L], or Cultural Awareness [C]. (See [AGEC matrix](#) for current course values.)

### Academic Policies that Govern the Academic Certificate:

- Although the program of study for an Academic Certificate (AC) does not have a mandated minimum number of credit hours, most ACs require approximately 12-39 credit hours in courses numbered 100 and above;
- Requires a cumulative GPA of 2.0 or better in required courses for completion;
- Follows the graduation policies listed in the college's general catalog for the appropriate catalog year;
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291-Children's Literature) covers identical content and its credits can only be counted once toward certificate requirements;
- Although ACs may include a subset of coursework required in particular transfer degrees, the intent of an AC is not to align with any specific university major. There is no presumption of block transfer to another college or university;
- May have admission criteria established by the college if and when appropriate;
- Generally offered at a limited number of colleges. For a listing of all ACs available in the district and their affiliated college(s) see the [CCTA website](#).

*NOTE: Scottsdale Community College offers the following Academic Certificates: American Indian Studies and Sustainability.*

### Sustainability

Major: **6240N** Primary College: **Chandler-Gilbert Community College**  
 Catalog Year: **2022-2023** Program Availability: **CG, GC, MC, PV, RS, SC, SM**  
 Effective Term: **2021 Fall** Field of Interest: **Science, Technology, Engineering and Mathematics**  
 Award: **AC**  
 Total Credits: **15-18** Instructional Council: **Sustainability (91)**  
 CIP Code: **03.0104** GPA: **2.0**

SOC Code: **Upon completion of a bachelor's degree, students may pursue a career as:**

**11-1011.03 Chief Sustainability Officers**

**11-9199.02 Compliance Managers**

**19-2041.00 Environmental Scientists and Specialists, Including Health**

**13-1199.05 Sustainability Specialists**

**Description:** The Academic Certificate (AC) in Sustainability is interdisciplinary and builds a strong academic expertise within a student's desired focus area of Sustainability. The focus areas are established within and among the foundational pillars of Sustainability (social - environmental - economic).

**Program Notes:**

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

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

**Program Prerequisites: None**

**Required Courses**

SSH111 Sustainable Cities 3 **Credits: 6**  
 SUS110 Sustainable World 3

**Restricted Electives**

Students must select three focus area classes **Credits: 9-12**

ASM104 Bones, Stones, and Human Evolution 4  
 BIO105 Environmental Biology 4

CHM107 Chemistry and Society (3) and  
 + CHM107LL Chemistry and Society Laboratory (1) 4

COM263 Elements of Intercultural Communication 3  
 FON135 Sustainable Cooking 3  
 ECN212 Microeconomic Principles 3  
 EPS150 Introduction to Entrepreneurship 3  
 ENV101 Introduction to Environmental Science 4

GLG110 Geological Disasters and the Environment (3) and  
 GLG111 Geological Disasters and the Environment Lab (1) 4

GPH113 Introduction to Physical Geography 4



PHI216 Environmental Ethics 3  
PSY132 Psychology and Culture 3  
SBU200 Society and Business 3  
SUS100 Introduction to Sustainability 3  
SCT100 Introduction to Sustainable Built Environments 3

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### Learning Outcomes

1. Explore the sustainable interaction between human and natural systems. (SUS110)
2. Analyze the concept of sustainable development within local, regional, and global contexts. (SSH111)

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 23, 2021

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All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

# Career and Technical Degrees, Certificates and Programs of Study

## Field of Interest Descriptions

Fields of Interest organize degrees and certificates that share similar areas of study, allowing you to identify your skills and interests to find a career path that's best for you.

[Click here to watch Maricopa Community Colleges' Fields of Interest Overview](#)

### Applied Technology Field of Interest

The Applied Technology Field of Interest programs give you the hands-on skills you need to design, develop, or repair high-tech equipment and processes. Students studying in these areas often find work after completing introductory classes and are able to expand their knowledge, skills, and education while earning a livable wage.

Maricopa Community Colleges offers programs in automotive repair, HVAC, airline operations, CAD, construction, welding, electronics repair, electrical technologies, and much more. Classes are scheduled to accommodate both full-time and working students and align to industry standards.

### Behavioral Science and Human Services Field of Interest

If you are motivated to help people, serve your community, and improve the lives of those in need, consider the Behavioral Science and Human Services Field of Interest. Professionals in this field typically work with community members to identify problems and create and implement solutions.

If you aspire to be a first responder, work in the court system, or provide counseling or social work/advocacy services, this Field of Interest offers you the training you need. Some Behavioral Science and Human Services students may go directly into positions as EMTs, paralegals, or behavioral health technicians, while others may pursue a bachelor's degree at a four-year institution.

### Business, Entrepreneurialism, and Management Field of Interest

Because our global economy starts with the small business on the corner and extends to the world's most valuable companies, we've designed our business pathway to give you the knowledge and experience you need to be an economic and social leader at every level of your career.

The Business Field of Interest is designed for students who have an interest in business management and administration, finance, hospitality and tourism, culinary arts, and marketing. Programs and majors in this pathway lead to careers in accounting, management, sales, marketing, human resources, owning and operating a small business, and customer service.

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

As technology evolves and data management systems become increasingly complex, the demand for highly skilled technology professionals continues to grow.

In the Computer and Information Technology Field of Interest, you can explore careers in gaming, programming, technology support, web design and development, cybersecurity, and more. Maricopa Community Colleges offers advanced laboratories, modern equipment, internships, and flexible and specialized classes where you will learn about computing hardware and software, web-based platforms, networks, telecommunications systems, and other innovative technology. Maricopa Community Colleges also makes it easy for you to transfer to a four-year program through our partnerships with over 40 colleges and universities nationwide.

## **Culture and Society Field of Interest**

Programs in the Culture and Society Field of Interest are focused on acquiring a deep understanding of humanity, society, and human expression. These programs foster critical and analytical thinking and create flexible problem solvers who are ready to tackle complex global issues.

Our Culture and Society programs are also designed for easy transfer to a four-year college, and our students are prepared for a broad range of careers, including marketing, post-secondary teaching, law, translation, government law agencies, and private and government research groups and think tanks.

## **Education Field of Interest**

If you love learning and want to help students discover their potential, the Education Field of Interest is for you. With so many Education certificates and degrees to choose from at Maricopa Community Colleges, you're sure to discover one that excites you.

Specialize in early childhood education, K-12 education, multicultural education, eLearning design, and more. While studying education can prepare you to be a classroom instructor at virtually any academic level, becoming a teacher isn't your only career option. You can also learn to design instructional media and materials, work as a school administrator, become a librarian, or provide needed training for workers re-entering the workforce. No matter which path you choose, a background in education can prepare you for a rewarding – and meaningful – career.

## **Health Sciences Field of Interest**

If you want to help people live better, safer, healthier lives, consider the Health Sciences Field of Interest (FOI).

Our Health Sciences degrees and certificates are designed to give you comprehensive training for health-related work in the hospital, healthcare, or exercise and fitness settings. In addition to preparing you for employment, the Health Sciences FOI also fully prepares you to transfer to a four-year program. So, whether you want to be a nurse, an EMT, a physical therapist, or a personal trainer, Maricopa Community Colleges' programs give you the flexibility you need to pursue your goals.

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

If you want to work in a lab, design electronics, become a pharmacist or doctor, or play with numbers all day, then the Science, Technology, Engineering, and Mathematics (STEM) Field of Interest might be right for you. Maricopa Community Colleges' STEM degrees and certificates can help you prepare for a career where you can use your skills

to solve problems and discover new frontiers. STEM careers involve critical thinking and creative problem solving through research and design.

Maricopa Community Colleges can get you started on the path to becoming a doctor, pharmacist, science researcher, data scientist/statistician, physicist, engineer, and more. You can also earn certificates in biotechnology and biosciences, electrical engineering, nanotechnology, and more. Many of the skills you'll acquire in your STEM coursework can be applied to a variety of fields, like computer science, healthcare, and even sports medicine.

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

If you are a creative thinker and like to communicate ideas through visual art, design, dance, music, or theatre, the Visual and Performing Arts Field of Interest may be the right choice for you.

Maricopa Community Colleges' Visual and Performing Arts students gain hands-on foundational skills in their chosen mode of expression, including studio art, fashion design, interior design, acting, theatre production, vocal and instrumental performance, and film and audio production. They also develop cultural awareness and the communication, creative, and critical thinking skills necessary for success in a variety of fields. Students in the Visual and Performing Arts FOI may seek direct employment as artists, musicians, designers, actors or audio producers, or they may pursue a bachelor's or graduate-level degree for a career in teaching, art direction, theatre production, fashion or interior design, media arts, and film.

## Associate in Applied Science (AAS) Degrees and Certificates of Completion (CCL)

List of Programs	Degree/ Certificate	Field of Interest
Accounting	AAS	Business, Entrepreneurialism, and Management
Accounting	CCL	Business, Entrepreneurialism, and Management
Administration of Justice	CCL	Behavioral Science and Human Services
Administration of Justice Studies	AAS	Behavioral Science and Human Services
Amazon Web Services Cloud Associate	CCL	Computer and Information Technology
Amazon Web Services Cloud Practitioner	CCL	Computer and Information Technology
Amazon Web Services Cloud Specialist	CCL	Computer and Information Technology
Architectural Technology	AAS	Applied Technology
Architectural Technology	CCL	Applied Technology
Business Administration Fastrack	CCL	Business, Entrepreneurialism, and Management
Cannabis Business Fundamentals	CCL	Business, Entrepreneurialism, and Management
Cisco Certified Network Professional: Enterprise	CCL	Computer and Information Technology
Cisco Certified Network Professional: Enterprise Adv. Routing Svcs	CCL	Computer and Information Technology
Cisco Certified Network Professional: Enterprise Core	CCL	Computer and Information Technology
Cisco Network Administration and Security	CCL	Computer and Information Technology
Cisco Network Administration: CCNA	CCL	Computer and Information Technology
Cisco Network Administration: CCNP	CCL	Computer and Information Technology
Commercial Baking and Pastry	CCL	Business, Entrepreneurialism, and Management
Commercial Real Estate	CCL	Business, Entrepreneurialism, and Management
Computer System Configuration and Support	CCL	Computer and Information Technology
Computer System Configuration and Support, Linux	CCL	Computer and Information Technology
Computer System Configuration and Support, Network	CCL	Computer and Information Technology
Computer System Configuration and Support, Security	CCL	Computer and Information Technology
Corrections	CCL	Behavioral Science and Human Services
Crime Scene Investigation	CCL	Behavioral Science and Human Services
Culinary Arts	AAS	Business, Entrepreneurialism, and Management
Culinary Arts I	CCL	Business, Entrepreneurialism, and Management
Culinary Arts II	CCL	Business, Entrepreneurialism, and Management
Culinary Fundamentals	CCL	Business, Entrepreneurialism, and Management
Cyber Engineering	CCL	Computer and Information Technology
Cybersecurity	AAS	Computer and Information Technology

## Associate in Applied Science (AAS) Degrees and Certificates of Completion (CCL)

Cybersecurity Fundamentals	CCL	Computer and Information Technology
Dance Performance and Technology	AAS	Visual and Performing Arts
Dance Performance and Technology	CCL	Visual and Performing Arts
Data Analytics	CCL	Computer and Information Technology
Database Development	CCL	Computer and Information Technology
Desktop Support	CCL	Computer and Information Technology
Editing	CCL	Visual and Performing Arts
Enrolled Agent	CCL	Business, Entrepreneurialism, and Management
Entrepreneurial Studies Level I	CCL	Business, Entrepreneurialism, and Management
Entrepreneurial Studies Level II	CCL	Business, Entrepreneurialism, and Management
Equine Science	AAS	Science, Technology, Engineering and Math
Equine Science	CCL	Science, Technology, Engineering and Math
Exercise Science: Health, Fitness and Sports Performance	AAS	Health Sciences
Fingerprint Identification and Photography	CCL	Behavioral Science and Human Services
Forensic Science	AAS	Behavioral Science and Human Services
Foundations of Recreation Management	CCL	Health Sciences
General Business	AAS	Business, Entrepreneurialism, and Management
General Business	CCL	Business, Entrepreneurialism, and Management
Hospitality: Golf Management	AAS	Business, Entrepreneurialism, and Management
Hospitality: Golf Management	CCL	Business, Entrepreneurialism, and Management
Hospitality: Hotel Management	AAS	Business, Entrepreneurialism, and Management
Hospitality: Hotel Management	CCL	Business, Entrepreneurialism, and Management
Hospitality: Meeting and Event Management	CCL	Business, Entrepreneurialism, and Management
Hospitality: Restaurant Management	AAS	Business, Entrepreneurialism, and Management
Hospitality: Restaurant Management	CCL	Business, Entrepreneurialism, and Management
Hospitality: Spa and Wellness Center Management	CCL	Business, Entrepreneurialism, and Management
Hospitality: Spa and Wellness Center Management	AAS	Business, Entrepreneurialism, and Management
Hospitality: Tourism Development and Management	AAS	Business, Entrepreneurialism, and Management
Hospitality: Tourism Development and Management	CCL	Business, Entrepreneurialism, and Management
Human Resources Management	CCL	Business, Entrepreneurialism, and Management
Information Technology	AAS	Computer and Information Technology
Integrated Public Health: Community Health Work	CCL	Health Sciences
Interior Design	AAS	Visual and Performing Arts

## Associate in Applied Science (AAS) Degrees and Certificates of Completion (CCL)

Interior Design Kitchen and Bath	CCL	Visual and Performing Arts
Interior Design Professional	CCL	Visual and Performing Arts
Interior Design Technology	CCL	Visual and Performing Arts
Interior Merchandising and Home Staging	CCL	Visual and Performing Arts
iOS App Development	CCL	Computer and Information Technology
Law Enforcement	CCL	Behavioral Science and Human Services
Linux Associate	CCL	Computer and Information Technology
Linux System Administration	CCL	Computer and Information Technology
Management	AAS	Business, Entrepreneurialism, and Management
Management	CCL	Business, Entrepreneurialism, and Management
Marketing	CCL	Business, Entrepreneurialism, and Management
Marketing and Sales	AAS	Business, Entrepreneurialism, and Management
Microsoft Desktop Associate	CCL	Computer and Information Technology
Microsoft Office Professional	CCL	Computer and Information Technology
Microsoft Office Specialist	CCL	Computer and Information Technology
Mobile App Development	AAS	Computer and Information Technology
Mobile App Development	CCL	Computer and Information Technology
Motion Picture Production	CCL	Visual and Performing Arts
Motion Picture, Television, and New Media Production	AAS	Visual and Performing Arts
Network and Systems Administration	AAS	Computer and Information Technology
Nurse Assisting	AAS	Health Sciences
Nursing	AAS	Health Sciences
Nutrition for Personal Trainers and Coaches	CCL	Health Sciences
Organizational Leadership	CCL	Business, Entrepreneurialism, and Management
Organizational Management	AAS	Business, Entrepreneurialism, and Management
Personal Trainer	CCL	Health Sciences
Personal Trainer: Advanced	CCL	Health Sciences
Practical Nursing	CCL	Health Sciences
Programming and Systems Analysis	AAS	Computer and Information Technology
Programming and Systems Analysis Level I	CCL	Computer and Information Technology
Programming and Systems Analysis Level II	CCL	Computer and Information Technology
Real Estate: Prelicense	CCL	Business, Entrepreneurialism, and Management
Recreation Management	AAS	Health Sciences

## Associate in Applied Science (AAS) Degrees and Certificates of Completion (CCL)

Recreation Management	CCL	Health Sciences
Red Hat Linux Administrator	CCL	Computer and Information Technology
Red Hat Linux Engineer	CCL	Computer and Information Technology
Retail Management	AAS	Business, Entrepreneurialism, and Management
Retail Management	CCL	Business, Entrepreneurialism, and Management
Risk Management and Insurance	AAS	Business, Entrepreneurialism, and Management
Risk Management and Insurance	CCL	Business, Entrepreneurialism, and Management
Screenwriting	CCL	Visual and Performing Arts
Securities Industry Essentials	CCL	Business, Entrepreneurialism, and Management
Security Industry Essentials: Pre-licensure	CCL	Business, Entrepreneurialism, and Management
Social Media Marketing	CCL	Business, Entrepreneurialism, and Management
Sustaining and Advancing Indigenous Nations	AAS	Culture and Society
Sustaining and Advancing Indigenous Nations	CCL	Culture and Society
Technical Theatre	CCL	Visual and Performing Arts
Technical Theatre: Properties	CCL	Visual and Performing Arts
Technical Theatre: Stage Crew Technician	CCL	Visual and Performing Arts
Visual Communication	AAS	Visual and Performing Arts
Visual Communication: Creative Branding	CCL	Visual and Performing Arts
Visual Communication: Design	CCL	Visual and Performing Arts
Visual Communication: Digital Process Management	CCL	Visual and Performing Arts
VMware Foundations	CCL	Computer and Information Technology
VMware Systems Administrator	CCL	Computer and Information Technology
Web App Development	CCL	Computer and Information Technology
Web Design	CCL	Computer and Information Technology
Web Design/Development	AAS	Computer and Information Technology
Web Development	CCL	Computer and Information Technology
Web Foundations	CCL	Computer and Information Technology
Yoga Instruction	CCL	Health Sciences



## Accounting

Major: **3149** Primary College: **Phoenix College**  
 Catalog Year: **2022-2023** Program Availability: **CG EM GC GW MC PC PV RS SC SM**  
 Effective Term: **2022 Fall** Field of Interest: **Business, Entrepreneurialism and Management**  
 Award: **AAS**  
 Total Credits: **62-73** Instructional Council: **Business/Management (03)**  
 CIP Code: **52.0301** GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**13-2011.01 Accountants**  
**43-3011.00 Bill and Account Collectors**  
**43-3031.00 Bookkeeping, Accounting, and Auditing Clerks**  
**13-2031.00 Budget Analysts**  
**13-2041.00 Credit Analysts**  
**13-2081.00 Tax Examiners and Collectors, and Revenue Agents**  
**13-2082.00 Tax Preparers**

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

### Learning Outcomes

1. Apply effective oral, written, and visual business communication skills. (GBS120, GBS233, [FYC], (COM))
2. Use basic mathematics and accounting principles to report the financial position of an organization. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC212, ACC219, ACC221, ACC222, ACC230, ACC240, ACC+++++, GBS131, GBS220, GBS221, GBS261, [MA])
3. Apply current technology to specific business tasks. (ACC115, CIS105, CIS114DE)
4. Evaluate the legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (ACC111, ACC121, ACC221, ECN211, ECN212, GBS151, GBS205, MGT101, MGT175, MGT229, SBU200, [HU])
5. Demonstrate critical thinking through written and oral formats. (ACC+++++, GBS120, GBS151, GBS205, GBS220, GBS233, SBU200, [FYC], [HU], [SG/SQ], (COM),(CRE))
6. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (GBS151, GBS205, MGT101, MGT175, MGT229)
7. Apply principles and practices of accounting to analyze and interpret general purpose financial statements. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC212, ACC219, ACC221, ACC222, ACC230, ACC240, ACC+++++)
8. Apply basic rules of financial accounting to business transactions. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC212, ACC219, ACC221, ACC222, ACC230, ACC240, ACC+++++)
9. Apply basic rules of managerial accounting to business decision making. (ACC212, ACC240)
10. Apply appropriate procedures to prepare individual, partnership, and corporate taxes, including tax reporting for income, payroll, sales, and personal property. (ACC105, ACC121, ACC221, ACC222)
11. Demonstrate an understanding of compliance in accounting, reporting and tax. (ACC105, ACC121, ACC221, ACC222, GBS205)
12. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

Students must earn a grade of C or better in all courses in the program.  
Consultation with an Academic Advisor is recommended for course selection.

**This program replaces:**

[AAS/3130 Accounting-Specialized Para-Professional](#)

[AAS/3131 Accounting Paraprofessional](#)

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**Program Prerequisites: None**

**Required Courses**

ACC111 Accounting Principles I (3) AND **Credits: 34-39**  
+ ACC230 Uses of Accounting Information I (3) AND  
+ ACC240 Uses of Accounting Information II (3)  
OR  
ACC111 Accounting Principles I (3) AND  
+ ACC112 Accounting Principles II (3) AND  
+ ACC212 Managerial Accounting (3)  
OR  
ACC211 Financial Accounting (3) AND  
+ ACC212 Managerial Accounting (3) 6-9

ACC105 Payroll, Sales and Property Taxes (3) OR  
+ ACC222 Payroll Accounting (3) 3

ACC115 Computerized Accounting 3

ACC121 Individual Tax Preparation (3) OR  
+ ACC221 Tax Accounting (3) 3

+ ACC219 Intermediate Accounting I 3

CIS114DE Excel Spreadsheet 3  
CIS105 Survey of Computer Information Systems 3

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

GBS151 Introduction to Business 3  
GBS205 Legal, Ethical, and Regulatory Issues in Business 3

GBS120 Workplace Communication Skills (3) OR  
+ GBS233 Business Communication (3) 3

**Restricted Electives**

Students must select six (6) credits from the list below:

**Credits: 6**

ACC+++ Any additional ACC Accounting course(s) except ACC111, ACC112, ACC211, ACC212, ACC230, ACC240 0-6  
 GBS131 Business Calculations 3  
 + GBS220 Quantitative Methods in Business 3  
 + GBS221 Business Statistics 3  
 GBS261 Investments I 3

MGT101 Techniques of Supervision (3) OR  
 MGT175 Business Organization and Management (3) OR  
 MGT229 Management and Leadership I (3) 3

## General Education Requirements

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<b>General Education Requirement</b>	<b>Credits: 22-28</b>
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<b>General Education Core</b>	<b>Credits: 12-18</b>
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<b>First-Year Composition</b>	<b>Credits: 6</b>
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+ 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

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<b>Oral Communication</b>	<b>Credits: 3</b>
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COM100 Introduction to Human Communication (3) OR  
 COM110 Interpersonal Communication (3) OR  
 + COM225 Public Speaking (3) OR  
 COM230 Small Group Communication (3) 3

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<b>Critical Reading</b>	<b>Credits: 0-3</b>
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+ CRE101 College Critical Reading and Critical Thinking (3) OR  
 Equivalent by assessment 0-3

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<b>Mathematics</b>	<b>Credits: 3-6</b>
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Any approved general education course from the Mathematics area. 3-6

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<b>General Education Distribution</b>	<b>Credits: 10</b>
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<b>Humanities, Arts and Design</b>	<b>Credits: 3</b>
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Any approved general education course from the Humanities, Arts and Design [HU] area. 3

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

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

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

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Any approved general education course from the Natural Sciences area.

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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## Accounting

Major: **5665** Primary College: **Phoenix College**  
 Catalog Year: **2022-2023** Program Availability: **CG EM GC GW MC PC PV RS SC SM**  
 Effective Term: **2021 Spring** Field of Interest: **Business, Entrepreneurialism and Management**  
 Award: **CCL**  
 Total Credits: **24-27** Instructional Council: **Business/Management (03)**  
 CIP Code: **52.0301** GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**43-3011.00 Bill and Account Collectors**  
**43-3031.00 Bookkeeping, Accounting, and Auditing Clerks**  
**13-2041.00 Credit Analysts**  
**13-2081.00 Tax Examiners and Collectors, and Revenue Agents**

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

### Learning Outcomes

1. Use basic mathematics and accounting principles to report the financial position of an organization. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC212, ACC221, ACC222, ACC230, ACC240)
2. Apply current technology to specific business tasks. (ACC115, CIS105, CIS114DE)
3. Evaluate the legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (ACC111, ACC121, ACC221, GBS151)
4. Demonstrate critical thinking through written and oral formats. (GBS151)
5. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (GBS151)
6. Apply principles and practices of accounting to analyze and interpret general purpose financial statements. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC212, ACC221, ACC222, ACC230, ACC240)
7. Apply basic rules of financial accounting to business transactions. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC212, ACC221, ACC222, ACC230, ACC240)
8. Apply basic rules of managerial accounting to business decision making. (ACC212, ACC240)
9. Apply appropriate procedures to prepare individual, partnership, and corporate taxes, including tax reporting for income, payroll, sales, and personal property. (ACC105, ACC121, ACC221, ACC222)
10. Demonstrate an understanding of compliance in accounting, reporting and tax. (ACC105, ACC121, ACC221, ACC222)

### Program Notes

Students must earn a grade of C or better in all courses in the program.  
 + indicates course has prerequisites and/or corequisites  
 Consultation with an Academic Advisor is recommended for course selection.

**This program replaces:**

**[CCL/5156 Accounting Specialized Para-Professional](#)**  
**[CCL/5157 Bookkeeping](#)**

**Program Prerequisites: None**

**Required Courses**

ACC111 Accounting Principles I (3) AND  
+ ACC230 Uses of Accounting Information I (3) AND  
+ ACC240 Uses of Accounting Information II (3)

**Credits: 24-27**

OR

ACC111 Accounting Principles I (3) AND  
+ ACC112 Accounting Principles II (3) AND  
+ ACC212 Managerial Accounting (3)

OR

ACC211 Financial Accounting (3) AND  
+ ACC212 Managerial Accounting (3) 6-9

ACC105 Payroll, Sales and Property Taxes (3) OR  
+ ACC222 Payroll Accounting (3) 3

ACC121 Individual Tax Preparation (3) OR  
+ ACC221 Tax Accounting (3) 3

ACC115 Computerized Accounting 3  
CIS114DE Excel Spreadsheet 3  
CIS105 Survey of Computer Information Systems 3  
GBS151 Introduction to Business 3

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 26, 2019

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

### Administration of Justice Studies

Major: **3181**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **AAS**

Total Credits: **61-65**

CIP Code: **43.0104**

Initiating College: **Rio Salado College**

Program Availability: **CG, EM, GC, MC, PC, PV, RS, SC, SM**

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

Instructional Council: **Administration of Justice Studies (01)**

GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**23-1012.00 Judicial Law Clerks**

**33-1012.00 First-Line Supervisors of Police and Detectives**

**33-3011.00 First-Line Supervisors of Correctional Officers**

**33-3012.00 Correctional Officers and Jailers**

**33-3021.00 Detectives and Criminal Investigators**

**33-3021.01 Police Detectives**

**33-3021.02 Police Identification and Records Officers**

**33-3021.03 Criminal Investigators and Special Agents**

**33-3051.04 Customs and Border Protection Officers**

**33-3021.06 Intelligence Analysts**

**33-3051.00 Police and Sheriff's Patrol Officers**

**33-3051.01 Police Patrol Officers**

**33-3052.00 Transit and Railroad Police**

**33-9032.00 Security Guards**

**43-5031.00 Police, Fire, and Ambulance Dispatchers**

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

#### Learning Outcomes

1. Synthesize multiple sources of information to make timely assessments. (AJS101, AJS113, AJS123, AJS162, AJS200, AJS201, AJS205, AJS210, AJS230, AJS240, AJS255, AJS/EMT/FSC/SWU258, AJS270, AJS275, AJS290BN, BPC110, CIS105, CIS114DE, PSY101, REC120, SOC101, SWU171, (COM), (CRE), [FYC], [MA], [SG], [SQ])
2. Solve problems through logical and sound reasoning. (AJS101, AJS109, AJS113, AJS123, AJS162, AJS201, AJS205, AJS210, AJS212, AJS225, AJS230, AJS240, AJS255, AJS/EMT/FSC/SWU258, AJS260, AJS270, AJS275, AJS290BN, BPC110, CIS105, CIS114DE, PSY101, REC120, SOC101, SWU171, (COM), (CRE), [FYC], [MA], [SG], [SQ])
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS101, AJS113, AJS162, AJS201, AJS205, AJS210, AJS212, AJS230, AJS240, AJS255, AJS/EMT/FSC/SWU258, AJS270, AJS275, AJS290BN, BPC110, CIS105, CIS114DE, PSY101, REC120, SOC101, SWU171, (COM), (CRE), [FYC], [MA], [SG], [SQ])
4. Communicate in the language common to the criminal justice system. (AJS101, AJS109, AJS113, AJS162, AJS201, AJS205, AJS210, AJS212, AJS225, AJS230, AJS240, AJS255, AJS/EMT/FSC/SWU258, AJS270, AJS275, AJS290BN, (COM), (CRE), [FYC])
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS101, AJS113, AJS123, AJS162, AJS200, AJS201, AJS210, AJS212, AJS230, AJS240, AJS255, AJS/EMT/FSC/SWU258,

AJS290BN, PSY101, REC120, SOC101, SWU171, (COM), (CRE), [FYC]

6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations. (AJS101, AJS109, AJS113, AJS123, AJS162, AJS200, AJS201, AJS210, AJS212, AJS225, AJS230, AJS240, AJS255, AJS/EMT/FSC/SWU258, AJS260, AJS290BN, (CRE), [FYC], [MA])

7. Utilize technology to collect, analyze and communicate data. (AJS101, AJS113, AJS162, AJS200, AJS201, AJS210, AJS230, AJS240, AJS255, AJS/EMT/FSC/SWU258, AJS270, AJS275, AJS290BN, BPC110, CIS105, CIS114DE, PSY101, SOC101, (COM), (CRE), [FYC], [MA], [SG], [SQ])

8. Practice professional standards appropriate to the field of criminal justice. (AJS101, AJS109, AJS113, AJS119, AJS123, AJS162, AJS201, AJS210, AJS230, AJS240, AJS255, AJS/EMT/FSC/SWU258, AJS260, AJS270, AJS275, AJS290BN, PSY101, REC120, SOC101, SWU171, (COM), (CRE), [FYC], [SG], [SQ])

9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS101, AJS109, AJS113, AJS119, AJS123, AJS162, AJS201, AJS210, AJS230, AJS240, AJS255, AJS/EMT/FSC/SWU258, AJS260, AJS270, AJS275, AJS290BN, PSY101, REC120, SOC101, SWU171, (CRE), [FYC], [SG], [SQ])

10. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

#### This program replaces:

[AAS/3012 Administration of Justice Studies](#)

[AAS/3057 Administration of Justice](#)

[AAS/3137 Administration of Justice](#)

[AAS/3396 Administration of Justice Studies](#)

[AAS/3397 Administration of Justice](#)

[AAS/3398 Administration of Justice Studies](#)

#### Program Prerequisites: None

### Required Courses

AJS101 Introduction to Criminal Justice 3

**Credits: 28-30**

AJS109 Substantive Criminal Law 3

AJS123 Ethics and the Administration of Justice 3

AJS200 Current Issues in Criminal Justice (3) OR

AJS/EMT/FSC/SWU258 Victimology and Crisis Management (3) 3

AJS212 Juvenile Justice Procedures 3

AJS225 Criminology 3

AJS230 The Police Function 3

AJS240 The Correction Function 3

AJS260 Procedural Criminal Law 3

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) 1-3

### Restricted Electives



**Credits: 12-13**

AJS113 Criminal Justice Crime Control Policies and Practices 3  
(Fulfills ASU transfer requirement)  
AJS119 Computer Applications in Justice Studies 3  
(Fulfills NAU transfer requirement)  
AJS162 Domestic Violence 3  
(Fulfills Victimology certificate requirement)  
AJS201 Rules of Evidence 3  
(Fulfills Legal Studies certificate requirement)  
AJS205 Effective Communication and Report Writing in Criminal Justice 3  
(Fulfills Corrections, Law Enforcement and Legal Studies certificate requirement)  
AJS210 Constitutional Law 3  
(Fulfills Legal Studies certificate requirement and NAU transfer requirement)  
AJS255 The Criminal Justice System Handling of the Mentally Ill 3  
(Fulfills Corrections and Victimology certificate requirement)  
AJS270 Community Relations 3  
(Fulfills GCU transfer requirement)  
AJS275 Criminal Investigation I 3  
(Fulfills Corrections and Law Enforcement certificate requirement and GCU transfer requirement)  
AJS290BN Courtroom Testimony Seminar 1

AJS++++ Any AJS Administration of Justice Studies course not listed under Required Courses area  
(3) OR

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3  
(BPC110 or CIS105 fulfills transfer requirement)

CIS114DE Excel Spreadsheet 3  
(Fulfills NAU transfer requirement)

PSY101 Introduction to Psychology (3) OR  
SOC101 Introduction to Sociology (3) 3  
(Fulfills ASU transfer requirement)

REC120 Leisure and the Quality of Life 3  
(Fulfills ASU transfer requirement)  
SWU171 Introduction to Social Work 3  
(Fulfills ASU transfer requirement)

### General Electives

Select additional courses 100-level or higher to complete the minimum total program credits required for **Credits: 0-5** this degree.

Select courses not already listed in Required Courses, Restrictive Electives, or General Education requirements. Consult with an AJS faculty advisor, program director, and/or academic advisor to identify coursework that best aligns with academic and professional goals.

Recommend the following for transfer:  
Any course with an [HU] and [G] general education designation

## General Education Requirements

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**General Education Requirement****Credits: 16-22**

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

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**First-Year Composition****Credits: 6**

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- + 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****Credits: 3**

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- COM100 Introduction to Human Communication (3) OR
  - COM110 Interpersonal Communication (3) OR
  - + COM225 Public Speaking (3) OR
  - COM230 Small Group Communication (3)
- Recommend COM225 for students intending to transfer
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**Critical Reading****Credits: 0-3**

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

**Mathematics****Credits: 3-6**

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- + MAT140 College Mathematics (5) OR
  - + MAT141 College Mathematics (4) OR
  - + MAT142 College Mathematics (3) OR
  - MAT145 College Mathematics with Review (5) OR
  - MAT146 College Mathematics with Review (6) OR
- Any higher approved general education course in the Mathematics area (3-6)
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**General Education Distribution****Credits: 4**

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**Humanities, Arts and Design****Credits: 0**

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Met by AJS123 in the Required Courses area

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**Social-Behavioral Sciences****Credits: 0**

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Met by AJS200 or AJS/EMT/FSC/SWU258 Required Courses area

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

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Any approved general education course from the Natural Sciences area.

Recommended for transfer:

FOR105 Forensic Science: Physical Evidence (4) OR

FOR106 Forensic Science: Biological Evidence (4) OR

any course with the [SQ] general education designation (4)

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### **Administration of Justice**

Major: **5007N**  
Catalog Year: **2022-2023**  
Effective Term: **2019 Fall**  
Award: **CCL**  
Total Credits: **15**  
CIP Code: **43.0104**

Initiating College: **Mesa Community College**  
Program Availability: **CG, EM, GC, MC, PC, PV, RS, SC, SM**  
Field of Interest: **Behavioral Sciences and Human Services**

Instructional Council: **Administration of Justice Studies (01)**  
GPA: **2.0**

SOC Code: **33-1012.00, 33-1012.00, 33-3052.00, 33-3021.00, 33-3021.02, 33-3051.01, 33-3051.00, 33-3012.00, 33-9032.00, 33-3051.04, 33-3021.00, 33-3021.06, 33-3031.00, 33-3021.03, 43-5031.00**

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

#### **Learning Outcomes**

1. Synthesize multiple sources of information to make timely assessments. (AJS101, AJS123, AJS230, AJS240)
2. Solve problems through logical and sound reasoning. (AJS101, AJS109, AJS123, AJS230, AJS240, AJS260)
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS101, AJS230, AJS240)
4. Communicate in the language common to the criminal justice system. (AJS101, AJS109, AJS230, AJS240)
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS101, AJS123, AJS230, AJS240)
6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations. (AJS101, AJS109, AJS123, AJS230, AJS240, AJS260)
7. Utilize technology to collect, analyze and communicate data. (AJS101, AJS230, AJS240)
8. Practice professional standards appropriate to the field of criminal justice. (AJS101, AJS109, AJS123, AJS230, AJS240, AJS260)
9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS101, AJS109, AJS230, AJS240, AJS260)

#### **Program Notes**

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

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

**This program replaces:**

[CCL/5008 Administration of Justice - Comprehensive](#)

[CCL/5327 Justice Studies](#)

[CCL/5837 Administration of Justice](#)

[CCL/5861N Justice Studies](#)

**Program Prerequisites: None**

**Required Courses**

AJS101 Introduction to Criminal Justice 3

**Credits: 15**

AJS109 Substantive Criminal Law (3) or  
AJS260 Procedural Criminal Law (3) 3

AJS123 Ethics and the Administration of Justice 3  
AJS230 The Police Function 3  
AJS240 The Correction Function 3

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 11, 2018

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### Amazon Web Services Cloud Associate

Major: **5330N**

Catalog Year: **2022-2023**

Effective Term: **2021 Spring**

Award: **CCL**

Total Credits: **3-6**

CIP Code: **11.0902**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**15-1299.00 Computer Occupations, All Other**

Primary College: **Glendale Community College**

Program Availability: **CG GC GW MC PC PV SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.00**

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

#### Learning Outcomes

1. Integrate Amazon Web Services cloud technologies and services to transform IT Systems. (CLD110, CLD120)
2. Configure Amazon Web Services cloud systems for high availability, fault tolerance, and scalability. (CLD110, CLD120)
3. Utilize the appropriate tools and services to provide multi-layered security for content in the cloud. (CLD110, CLD120)
4. Design well-architected cloud solutions to meet business needs. (CLD110, CLD120)
5. Configure storage, compute, database, networking resources and troubleshoot to improve performance and evaluate metrics for applications. (CLD110, CLD120)

#### Program Notes

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: BPC, CIS, CLD, CNT, ITS, and MST.

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

**Program Prerequisites: None**

#### Required Courses

CLD110 Amazon Web Services Cloud Foundations (3)

**Credits: 3-6**

OR

Certificate of Completion in Amazon Web Services Cloud Practitioner (5141N) (3)

OR

AWS Certified Cloud Practitioner certification badge (0)

OR

Permission of Program Director (0) 0-3

**(CCL/5141N is not eligible for Title IV Federal Financial Aid.)**

+ CLD120 Amazon Web Services Cloud Architect Associate 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 22, 2021

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

### Amazon Web Services Cloud Practitioner

Major: **5141N**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **3**

CIP Code: **11.0902**

Primary College: **Glendale Community College**

Program Availability: **CG GC GW MC PC PV SC SM**

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

Instructional Council: **Occupational Administrators (53)**

GPA: **2.0**

SOC Code: **Students with this Certificate of Completion and requisite industry experience can pursue careers as:**

**43-9011.00 Computer Operators**

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

#### Learning Outcomes

1. Define the different types of cloud services and their benefits including economic advantages. (CLD110)
2. Execute a variety of cloud services within Amazon Web Services (AWS). (CLD110)
3. Manage basic cloud security. (CLD110)
4. Design basic cloud service architectures using industry best practices. (CLD110)

#### Program Notes

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

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Program Prerequisites: None**

#### Required Courses

CLD110 Amazon Web Services Cloud Foundations 3

**Credits: 3**

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 23, 2021



All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

### **Amazon Web Services Cloud Specialist**

Major: **5331N**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **3-9**

CIP Code: **11.0902**

SOC Code: **Upon completion of this certificate, students may pursue a career as an:  
15-1299.00 Computer Occupations, All Other**

Primary College: **Glendale Community College**

Program Availability: **CG GC GW MC PC PV SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.00**

**Description:** The Certificate of Completion (CCL) in Amazon Web Services (AWS) Cloud Specialist builds the requisite knowledge and skills to perform core Amazon Web Services (AWS) services in a manner that is based on compute, data, security and requirements as well as AWS best practices. Students select a specialization in either Developer or SysOps. Developer focuses on developing, deploying and debugging cloud based applications using AWS. SysOps focuses on deploying, managing and operating scalable, highly available, and fault tolerant systems on AWS.

Students will have hands-on opportunities to manage cloud systems/architectures for real world-scenarios. Students with the requisite prior experience in the field who complete this CCL can pursue employment in a variety of information technology jobs.

This CCL also helps to prepare students for industry-standard certification as either AWS Certified Developer - Associate or AWS Certified SysOps Administrator - Associate based on their emphasis.

#### **Learning Outcomes**

1. Integrate Amazon Web Services (AWS) cloud technologies and services to transform IT Systems. (CLD110, CLD120, CLD130, CLD140)
2. Configure AWS cloud systems for high availability, fault tolerance, and scalability. (CLD110, CLD120, CLD140)
3. Utilize the appropriate tools and services to provide multi-layered security for content in the cloud. (CLD110, CLD120)
4. Design well-architected cloud solutions to meet business needs. (CLD110, CLD120, CLD140)
5. Configure storage, compute, database, networking resources and troubleshoot to improve performance and evaluate metrics for applications. (CLD110, CLD120, CLD140)
6. Develop, deploy and debug cloud based applications using AWS. (CLD130)
7. Deploy, manage and operate scalable, highly available, and fault tolerant systems on AWS. (CLD140)

#### **Program Notes**

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the CCL to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

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

**Program Prerequisites: None**

**Required Courses**

CLD110 Amazon Web Services Cloud Foundations (3) OR  
AWS Cloud Practitioner Certification (0) OR  
Permission of Program Director (0) 0-3

**Credits: 3-9**

+ CLD120 Amazon Web Services Cloud Architect Associate (3) OR  
AWS Certified Solutions Architect - Associate certification (0) OR  
Permission of Program Director (0) 0-3

Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor.

Specialization 1: AWS Certified Developer - Associate  
+CLD130 Amazon Web Services Cloud Developing 3

Specialization 2: AWS Certified SysOps Administrator - Associate  
+ CLD140 Amazon Web Services Cloud Operations 3

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 22, 2021

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

### **Architectural Technology**

Major: **3708**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **AAS**

Total Credits: **62-70**

CIP Code: **15.1303**

Initiating College: **Scottsdale Community College**

Program Availability: **SC**

Field of Interest: **Applied Technology**

Instructional Council: **Drafting (24)**

GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**17-3011.01 Architectural and Civil Drafters**

**17-3019.00 Drafters, All other**

**Description:** The Associate in Applied Science (AAS) in Architectural Technology program is designed to provide the informational, attitudinal, and technical skills required for an entry-level position as a Computer Aided Drafting (CAD) operator in Architectural or Interior Design offices or related fields. Students develop two-dimensional (2D) and three-dimensional (3D) drawings and models utilizing industry standard CAD, Revit, and Building Information Modeling (BIM) software, and learn presentation methods and construction documentation conventions. A Certificate of Completion (CCL) in Architectural Technology (5708) is fully embedded within this AAS.

#### **Learning Outcomes**

1. Apply current standards in dimensioning, symbology, linetypes, lineweights, drawing notes for working drawings, design related drawings to read, interpret, and produce construction documents and portfolio-quality working drawings. (ARC141, ARC142, ARC243, ARC244, ARC245, ARC/INT250, ARC251, ARC265/INT251, ARC270, [MA]).
2. Use the latest 2D, 3D, and 3D parametric modeling CAD software to develop technical drawings and solid models in a manner that is efficient and compliant with standard industry practices. (ARC141, ARC142, ARC243, ARC244, ARC245, ARC/INT250, ARC251, ARC265/INT251, ARC270, [MA])
3. Utilize BIM concepts in project development. (ARC/INT250, ARC251, ARC270)
4. Employ the principles and theory of construction processes and properties of materials. (ARC141, ARC142, ARC243, ARC244, ARC245, ARC/INT250, ARC251, ARC265/INT251, ARC270, [MA])
5. Apply construction industry codes and standards. (ARC141, ARC142, ARC243, ARC244, ARC245, ARC/INT250, ARC251, ARC265/INT251, ARC270, [MA])
6. Produce sketches, multi-view layouts, sections, details, working drawings, and building components schedules. (ARC141, ARC142, ARC243, ARC244, ARC245, ARC/INT250, ARC251, ARC265/INT251, ARC270, [MA])
7. Utilize traditional modeling techniques and 3D printing for project conceptualization. (ARC/INT250, ARC251, ARC270)
8. Communicate with others in verbal and in written form to collaboratively solve complex problems within the discipline. (ARC141, ARC142, ARC243, ARC244, ARC245, ARC/INT250, ARC251, ARC265/INT251, ARC270, (COM), (CRE), [FYC], [HU], [MA], [SB], [SG], [SQ])
9. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

#### **Program Notes**

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

**Program Prerequisites: None**

#### **Required Courses**

ARC141 Architectural CAD I: Introduction 3  
 + ARC142 Architectural CAD II: Plans and Elevations 3  
 + ARC243 Architectural CAD III: Site Plans and Sections 3  
 + ARC244 Architectural CAD IV: Structural Systems 3  
 + ARC245 Architectural CAD V: Mechanical and Electrical Systems 3  
 + ARC/INT250 Basic Revit 3  
 ARC251 Intermediate Revit 3  
 ARC265/INT251 Sketchup I: Introduction to Sketchup 3  
 + ARC270 Architectural Technology Synthesis 3

**Credits: 28-30**

FYE101 Introduction to College, Career and Personal Success (1) OR  
 FYE103 Exploration of College, Career and Personal Success (3) 1-3

### Restricted Electives

Students must select an additional twelve (12) credit hours from the following course options. Selected courses will not apply to both Required Courses and Restricted Electives areas.

**Credits: 12**

+ ARC+++++ Any ARC Architecture courses except courses used to satisfy the Required Courses area. 1-9  
 + ARC296++ Any Cooperative Education courses 1-4  
 ARH100 Introduction to Art 3  
 ART111 Drawing I 3  
 BLT+++++ Any BLT Building Safety and Construction Technology course 3  
 + CAD+++++ Any CAD Computer-Aided Drafting courses 1-6  
 CIS+++++ Any CIS Computer Information Systems Adobe Photoshop course 1-3  
 CNS+++++ Any CNS Construction course 3  
 + DFT+++++ Any DFT Drafting Technology courses 1-6  
 INT115 Historical Architecture and Furniture 3  
 INT120 Modern Architecture and Furniture 3

### General Education Requirements

**General Education Requirement**

**Credits: 22-28**

**General Education Core**

**Credits: 12-18**

**First-Year Composition**

**Credits: 6**

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

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**Oral Communication****Credits: 3**

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COM100 Introduction to Human Communication (3) OR  
COM110 Interpersonal Communication (3) OR  
+ COM225 Public Speaking (3) OR  
COM230 Small Group Communication (3) 3

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

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

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**Mathematics****Credits: 3-6**

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

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**General Education Distribution****Credits: 10**

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**Humanities, Arts and Design****Credits: 3**

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Any approved general education course from the Humanities, Arts and Design [HU] area. (ARH100 in Restricted Electives area would satisfy this category; however, an additional 3 credits of Restricted Electives would then have to be taken.)

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

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

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

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Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area.

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### Architectural Technology

Major: **5708**

Catalog Year: **2022-2023**

Effective Term: **2020 Fall**

Award: **CCL**

Total Credits: **27**

CIP Code: **15.1303**

Initiating College: **Scottsdale Community College**

Program Availability: **College-Specific: SC**

Field of Interest: **Applied Technology**

Instructional Council: **Drafting (24)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**17-3011.01 Architectural and Civil Drafters**

**17-3019.00 Drafters, All other**

**Description:** The Certificate of Completion (CCL) in Architectural Technology program is designed to provide the informational, attitudinal, and technical skills required for an entry-level position as a Computer Aided Drafting (CAD) operator in Architectural or Interior Design offices or related fields. Students develop two-dimensional (2D) and three-dimensional (3D) drawings and models utilizing industry standard CAD, Revit, and Building Information Modeling (BIM) software, and learn presentation methods and construction documentation conventions. Students may apply these courses towards the Associate in Applied Science (AAS) in Architectural Technology (3708).

#### Learning Outcomes

1. Apply current standards in dimensioning, symbology, linetypes, lineweights, drawing notes for working drawings, design related drawings to read, interpret, and produce construction documents and portfolio-quality working drawings. (ARC141, ARC142, ARC243, ARC244, ARC245, ARC/INT250, ARC251, ARC265/INT251, ARC270)
2. Use the latest 2D, 3D, and 3D parametric modeling CAD software to develop technical drawings and solid models in a manner that is efficient and compliant with standard industry practices. (ARC141, ARC142, ARC243, ARC244, ARC245, ARC/INT250, ARC251, ARC265/INT251, ARC270)
3. Utilize BIM concepts in project development. (ARC/INT250, ARC251, ARC270)
4. Employ the principles and theory of construction processes and properties of materials. (ARC141, ARC142, ARC243, ARC244, ARC245, ARC/INT250, ARC251, ARC265/INT251, ARC270)
5. Apply construction industry codes and standards. (ARC141, ARC142, ARC243, ARC244, ARC245, ARC/INT250, ARC251, ARC265/INT251, ARC270)
6. Produce sketches, multi-view layouts, sections, details, working drawings, and building components schedules. (ARC141, ARC142, ARC243, ARC244, ARC245, ARC/INT250, ARC251, ARC265/INT251, ARC270)
7. Utilize traditional modeling techniques and 3D printing for project conceptualization. (ARC/INT250, ARC251, ARC270)
8. Communicate with others in verbal and in written form to collaboratively solve complex problems within the discipline. (ARC141, ARC142, ARC243, ARC244, ARC245, ARC/INT250, ARC251, ARC265/INT251, ARC270)

#### Program Notes

A grade of C or better is required for all courses within the program.

+ indicates course has prerequisites and/or corequisites.

**Program Prerequisites: None**

#### Required Courses

ARC141 Architectural CAD I: Introduction 3

**Credits: 27**

+ ARC142 Architectural CAD II: Plans and Elevations 3

- + ARC243 Architectural CAD III: Site Plans and Sections 3
  - + ARC244 Architectural CAD IV: Structural Systems 3
  - + ARC245 Architectural CAD V: Mechanical and Electrical Systems 3
  - + ARC/INT250 Basic Revit 3
  - ARC251 Intermediate Revit 3
  - ARC265/INT251 Sketchup I: Introduction to Sketchup 3
  - + ARC270 Architectural Technology Synthesis 3
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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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**Business Administration Fastrack**

Major: **5152** Primary College: **Scottsdale Community College**  
 Catalog Year: **2022-2023** Program Availability: **GC MC PC SC**  
 Effective Term: **2022 Fall** Field of Interest: **Business, Entrepreneurialism and Management**  
 Award: **CCL**  
 Total Credits: **27** Instructional Council: **Business/Management (03)**  
 CIP Code: **52.0101** GPA: **2.00**  
 SOC Code: **Upon completion of this certificate, students may pursue a career as:**  
**11-1021.00 General and Operations Manager**  
**11-3012.00 Administrative Services Managers**

**Description:** The Certificate of Completion (CCL) in Business Administration Fastrack program provides opportunities for individuals to update, upgrade, or develop essential business skills. The program’s focus is preparing students for job advancement and career opportunities in today’s business environment as defined by industry practitioners. Each course includes learning activities and projects which may be offered in an accelerated five-week or eight-week format. Additional features of the program include: student directed learning stressing the dynamic business environment, communication skills, leadership development, and performing effectively within a team environment.

**Program Notes:**

Students must earn a grade of C or better in all courses in the program.  
 + indicates course has prerequisites and/or corequisites.

**Program Prerequisites: None**

**Required Courses**

ACC110 Understanding and Using Accounting Systems (3) OR ACC111 Accounting Principles I (3) 3	<b>Credits: 27</b>
BPC110 Computer Usage and Applications (3) OR CIS105 Survey of Computer Information Systems (3) 3	
GBS120 Workplace Communication Skills 3	
GBS151 Introduction to Business 3	
GBS205 Legal, Ethical, and Regulatory Issues in Business 3	
MGT126 Customer Service Skills and Strategies 3	
MGT175 Business Organization and Management 3	
MGT251 Human Relations in Business 3	
MKT271 Principles of Marketing 3	

**Program Competencies**

1. Use basic accounting principles to develop and maintain business financial records. (ACC110, ACC111)
2. Create and use effective oral, written, and visual business communication skills. (GBS120)
3. Analyze external environmental factors in terms of their impact on a business, domestically and globally. (GBS151, GBS205)

4. Analyze legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (GBS205)
  5. Recommend techniques for measuring, managing, and monitoring internal and external customer expectations and services. (MGT126)
  6. Evaluate human relations problems as they arise in work situations. (GBS151, MGT175, MGT251)
  7. Apply basic principles and techniques of management to recruit, select, hire, train, supervise, and evaluate employees. (MGT251)
  8. Evaluate marketing strategies as presented in case studies. (MKT271)
  9. Apply current technology to specific business tasks. (BPC110, CIS105)
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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2019

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### **Cannabis Business Fundamentals**

Major: **5929N** Primary College: **Scottsdale Community College**  
 Catalog Year: **2022-2023** Program Availability: **SC**  
 Effective Term: **2022 Fall** Field of Interest: **Business, Entrepreneurialism and Management**  
 Award: **CCL**  
 Total Credits: **9** Instructional Council: **Business/Management (03)**  
 CIP Code: **52.0201** GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**  
**11-1021.00 General and Operations Managers**  
**41-1011.00 First-Line Supervisors of Retail Sales Workers**  
**41-2031.00 Retail Salespersons**

**Upon completion of additional education, students may pursue a career as:**  
**11-2021.00 Marketing Managers**  
**11-2022.00 Sales Managers**  
**11-3071.04 Supply Chain Managers**

**Description:** The Certificate of Completion (CCL) in Cannabis Business Fundamentals will cover topics including industry history and trends, social equity, product descriptions, career opportunities, economics, marketing, supply chain management, dispensary business planning, funding resources, regulatory environments, growing, extracting, and retailing. Upon completion of this certificate, prospective students may pursue a variety of cannabis business careers.

**Program Notes:**

**This program is not eligible for Title IV Federal Financial Aid.**  
 Students must earn a grade of C or better in each course in the program.

**Program Prerequisites: None**

**Required Courses**

CAN101 Introduction to the Cannabis Industry 3	<b>Credits: 9</b>
CAN110 Social Equity and Current Issues in the Cannabis Industry 1	
+ CAN120 Legal and Regulatory Environment in the Cannabis Industry 3	
+ CAN125 Supply Chain Management in the Cannabis Industry 2	

**Learning Outcomes**

1. Describe federal cannabis laws, policies, rules, and regulations. (CAN101, CAN120)
2. Describe state cannabis laws, and policies, rules, and regulations. (CAN101, CAN120)
3. Discuss the culture and social equity impact of the cannabis business. (CAN101, CAN110, CAN120)
4. Discuss cannabis business planning. (CAN101, CAN110, CAN120)
5. Describe cannabis industry careers. (CAN101)
6. Explain hiring and managing practices for a cannabis business. (CAN101)
7. Describe consumer behavior and demands specific to the cannabis industry. (CAN101)
8. Explain sales practices within the industry. (CAN101)
9. Describe the cannabis business supply chain stages. (CAN101, CAN120, CAN125)

10. Discuss marketing planning for a cannabis business. (CAN101)

11. Examine accounting, finance and funding planning in the cannabis industry. (CAN101)

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: March 22, 2022

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## **Cisco Certified Network Professional: Enterprise Advanced Routing and Services**

Major: **5187N**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **8**

CIP Code: **11.0901**

Initiating College: **Mesa Community College**

Program Availability: **CG GC GW MC PV SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.00**

SOC Code: **Students with this Certificate of Completion and requisite industry experience can pursue careers as:**

**15-1212.00 Information Security Analysts**

**15-1244.00 Network and Computer Systems Administrators**

**15-1231.00 Computer Network Support Specialists**

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

### **Learning Outcomes**

1. Configure, manage, and troubleshoot Cisco intermediary network devices applying industry best practices and standards. (CNT250, CNT250AA, CNT250AB)
2. Design, configure, and troubleshoot a network using advanced routing. (CNT250, CNT250AA, CNT250AB)
3. Configure, manage, secure, troubleshoot and integrate advanced routing protocols and tunneling in a complex scalable internetwork. (CNT250, CNT250AA, CNT250AB)
4. Configure and troubleshoot route maps, conditional forwarding, and route redistribution. (CNT250, CNT250AA, CNT250AB)
5. Implement a selection of WAN tunneling protocols. (CNT250, CNT250AA, CNT250AB)
6. Describe IPV6 first-hop security features. (CNT250, CNT250AA, CNT250AB)
7. Troubleshoot security threats to a network. (CNT250, CNT250AA, CNT250AB)
8. Troubleshoot device management and management tools. (CNT250, CNT250AA, CNT250AB)

### **Program Notes**

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

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

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### Admission Criteria

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

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

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

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**Program Prerequisites: None**

### Required Courses

- + CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR **Credits: 8**
  - + CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND
  - + CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8
- 

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 23, 2020

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**Cisco Certified Network Professional: Enterprise Core**

Major: **5189N**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **8**

CIP Code: **11.0901**

Initiating College: **Mesa Community College**

Program Availability: **CG GC GW MC PV SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.00**

SOC Code: **Students with this Certificate of Completion and requisite industry experience can pursue careers as:**

**15-1212.00 Information Security Analysts**

**15-1244.00 Network and Computer Systems Administrators**

**15-1231.00 Computer Network Support Specialists**

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

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

### Learning Outcomes

1. Configure, manage, and troubleshoot Cisco intermediary network devices applying industry best practices and standards. (CNT240, CNT240AA, CNT240AB)
2. Design, configure, and troubleshoot a campus network using advanced and multi-layer switching technologies and automation. (CNT240, CNT240AA, CNT240AB)
3. Configure Layer 2 and Layer 3 traffic forwarding. (CNT240, CNT240AA, CNT240AB)
4. Configure and troubleshoot wireless technologies. (CNT240, CNT240AA, CNT240AB)
5. Explain multicast protocols and Quality of Service (QoS) models. (CNT240, CNT240AA, CNT240AB)
6. Configure different routing protocols and various overlay tunnels. (CNT240, CNT240AA, CNT240AB)
7. Explain the characteristics of scalable network architectures. (CNT240, CNT240AA, CNT240AB)
8. Analyze how fabric networks allow traditional networks to be more manageable and secure. (CNT240, CNT240AA, CNT240AB)
9. Configure and troubleshoot enterprise networks. (CNT240, CNT240AA, CNT240AB)
10. Explain the purpose and characteristics of network and server virtualization. (CNT240, CNT240AA, CNT240AB)
11. Explain common network programmability concepts and programmatic methods of management. (CNT240, CNT240AA, CNT240AB)
12. Apply basic programming and automation. (CNT240, CNT240AA, CNT240AB)

### Program Notes

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

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

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### Admission Criteria

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

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

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

**Program Prerequisites: None**

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### Required Courses

- + CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR **Credits: 8**
- + CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND
- + CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 23, 2020

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### **Cisco Certified Network Professional: Enterprise**

Major: **5190**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **16**

CIP Code: **11.0901**

Primary College: **Paradise Valley Community College**

Program Availability: **CG GW MC PV SC**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.00**

SOC Code: **Students with this Certificate of Completion and requisite industry experience can pursue careers as:**

**15-1212.00 Information Security Analysts**

**15-1244.00 Network and Computer Systems Administrators**

**15-1231.00 Computer Network Support Specialists**

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

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

#### **Learning Outcomes**

1. Configure, manage, and troubleshoot Cisco intermediary network devices applying industry best practices and standards. (CNT240, CNT240AA, CNT240AB)
2. Design, configure, and troubleshoot a campus network using advanced and multi-layer switching technologies and automation. (CNT240, CNT240AA, CNT240AB)
3. Configure Layer 2 and Layer 3 traffic forwarding. (CNT240, CNT240AA, CNT240AB)
4. Configure and troubleshoot wireless technologies. (CNT240, CNT240AA, CNT240AB)
5. Explain multicast protocols and Quality of Service (QoS) models. (CNT240, CNT240AA, CNT240AB)
6. Configure different routing protocols and various overlay tunnels. (CNT240, CNT240AA, CNT240AB)
7. Explain the characteristics of scalable network architectures. (CNT240, CNT240AA, CNT240AB)
8. Analyze how fabric networks allow traditional networks to be more manageable and secure. (CNT240, CNT240AA, CNT240AB)
9. Configure and troubleshoot enterprise networks. (CNT240, CNT240AA, CNT240AB)
10. Explain the purpose and characteristics of network and server virtualization. (CNT240, CNT240AA, CNT240AB)
11. Explain common network programmability concepts and programmatic methods of management. (CNT240, CNT240AA, CNT240AB)
12. Apply basic programming and automation. (CNT240, CNT240AA, CNT240AB)

13. Configure, manage, and troubleshoot Cisco intermediary network devices applying industry best practices and standards. (CNT250, CNT250AA, CNT250AB)
14. Design, configure, and troubleshoot a network using advanced routing. (CNT250, CNT250AA, CNT250AB)
15. Configure, manage, secure, troubleshoot and integrate advanced routing protocols and tunneling in a complex scalable internetwork. (CNT250, CNT250AA, CNT250AB)
16. Configure and troubleshoot route maps, conditional forwarding, and route redistribution. (CNT250, CNT250AA, CNT250AB)
17. Implement a selection of WAN tunneling protocols. (CNT250, CNT250AA, CNT250AB)
18. Describe IPV6 first-hop security features. (CNT250, CNT250AA, CNT250AB)
19. Troubleshoot security threats to a network. (CNT250, CNT250AA, CNT250AB)
20. Troubleshoot device management and management tools. (CNT250, CNT250AA, CNT250AB)

### Program Notes

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### Admission Criteria

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

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

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

**Program Prerequisites: None**

### Required Courses

- + CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR **Credits: 16**
- + CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND
- + CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8
  
- + CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR
- + CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND
- + CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 23, 2020

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### **Cisco Network Administration and Security**

Major: **5036**

Catalog Year: **2022-2023**

Effective Term: **2021 Fall**

Award: **CCL**

Total Credits: **16-19**

CIP Code: **11.0901**

Primary College: **Mesa Community College**

Program Availability: **CG EM GC GW MC PV SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**15-1244.00 Network and Computer Systems Administrators**

**15-1212.00 Information Security Analysts**

**15-1231.00 Computer Network Support Specialists**

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

#### **Learning Outcomes**

1. Demonstrate knowledge of network terminology, media, topologies, reference and protocol models including Ethernet. (CIS105, CNT140AB)
2. Describe and demonstrate network segmentation including IP addressing and subnetting. (CNT140AB, CNT150AB)
3. Configure, manage, and troubleshoot Cisco intermediary network devices applying industry best practices and standards. (CNT140AB, CNT150AB, CNT160AB)
4. Design, configure, manage, and troubleshoot Local Area Networks (LANs) applying industry best practices and standards. (CNT150AB, CNT160AB)
5. Monitor, detect, analyze, and mitigate a variety of security threats applying industry best practices, tools, and standards. (CNT202, CNT205)
6. Demonstrate knowledge of establishing a secure network. (CNT202, CNT205)
7. Describe and configure security tools including access control lists, firewalls, VPNs, Intrusion Prevention Systems (IPS), and Authorization Authentication and Accounting (AAA). (CNT202, CNT205)

#### **Program Notes**

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Program Prerequisites: None**

**Required Courses**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of the Program Director (0) 0-3

**Credits: 16-19**

CNT140AB Introduction to Networks 4  
+ CNT150AB Switching, Routing, and Wireless Essentials 4  
+ CNT160AB Enterprise Networking, Security, and Automation 4  
  
+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR  
+ CNT205 Cisco Certified Network Associate Security (4) 4

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

### **Cisco Network Administration: CCNA**

Major: **5969N**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **12-15**

CIP Code: **11.0901**

Primary College: **Estrella Mountain Community College**

Program Availability: **CG, EM, GC, GW, MC, PC, PV, SC, SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**15-1244.00 Network and Computer Systems Administrators**

**15-1231.00 Computer Network Support Specialists**

**Upon completion of an associate degree, students may pursue a career as:**

**15-1211.00 Computer Systems Analysts**

**15-1212.00 Information Security Analysts**

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

#### **Learning Outcomes**

1. Demonstrate knowledge of network terminology, media, topologies, reference and protocol models including Ethernet. (CIS105, CNT140AB)
2. Describe and demonstrate network segmentation including IP addressing and subnetting. (CNT140AB, CNT150AB)
3. Configure, manage, and troubleshoot Cisco intermediary network devices applying industry best practices and standards. (CNT140AB, CNT150AB, CNT160AB)
4. Design, configure, manage, and troubleshoot Local Area Networks (LANs) applying industry best practices and standards. (CNT150AB, CNT160AB)

#### **Program Notes**

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

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**This program replaces: [CCL/5967 Networking Technology: Cisco](#)**

**Program Prerequisites: None**

**Required Courses**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director (0) 0-3

**Credits: 12-15**

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

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 24, 2022

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### **Cisco Network Administration: CCNP**

Major: **5037**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **28-31**

CIP Code: **11.0901**

Primary College: **Mesa Community College**

Program Availability: **CG, GC, MC, SC, SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.00**

SOC Code: **Students with this Certificate of Completion and requisite industry experience can pursue careers as:**

**15-1212.00 Information Security Analysts**

**15-1244.00 Network and Computer Systems Administrators**

**15-1231.00 Computer Network Support Specialists**

**Upon completion of an associate degree, students may pursue a career as:**

**15-1211.00 Computer Systems Analysts**

**15-1299.08 Computer Systems Engineers/Architects**

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

#### **Learning Outcomes**

1. Demonstrate knowledge of network terminology, media, topologies, reference and protocol models including Ethernet. (CIS105, CNT140AB)
2. Describe and demonstrate network segmentation including IP addressing and subnetting. (CNT140AB, CNT150AB)
3. Configure, manage, and troubleshoot Cisco intermediary network devices applying industry best practices and standards. (CNT140AB, CNT150AB, CNT160AB, CNT240, CNT240AA, CNT240AB, CNT250, CNT250AA, CNT250AB)
4. Design, configure, manage, and troubleshoot Local Area Networks (LANs) applying industry best practices and standards. (CNT150AB, CNT160AB)
5. Configure, manage, secure, troubleshoot and integrate advanced routing protocols in a complex scalable internetwork. (CNT250, CNT250AA, CNT250AB)
6. Design, configure, and troubleshoot a campus network using advanced and multi-layer switching technologies and automation. (CNT240, CNT240AA, CNT240AB)

#### **Program Notes**

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be



applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**This program replaces:**

[CCL/5328 Network Administration: Cisco Network Professional](#)

[CCL/5526 Information Technology: Cisco Networking](#)

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**Program Prerequisites: None**

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Required Courses	
CIS105 Survey of Computer Information Systems (3) OR Permission of program director (0) 0-3	<b>Credits: 28-31</b>
CNT140AB Introduction to Networks 4 + CNT150AB Switching, Routing, and Wireless Essentials 4 + CNT160AB Enterprise Networking, Security, and Automation 4	
+ CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR + CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND + CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8	
+ CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR + CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND + CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8	

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 24, 2022

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### **Commercial Baking and Pastry**

Major: **5788**  
Catalog Year: **2022-2023**  
Effective Term: **2023 Spring**  
Award: **CCL**  
Total Credits: **18-20**  
CIP Code: **12.0501**

Initiating College: **Estrella Mountain Community College**  
Program Availability: **EM, PC, SC**  
Field of Interest: **Business, Entrepreneurialism and Management**  
Instructional Council: **Hospitality (58)**  
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:  
51-3011.00 Bakers**

**Upon completion of an associate degree, students may pursue a career as:**  
**35-1011.00 Chefs and Head Cooks**  
**35-1012.00 First-Line Supervisors of Food Preparation and Serving Workers**  
**35-2011.00 Cooks, Fast Food**  
**35-2012.00 Cooks, Institution and Cafeteria**  
**35-2013.00 Cooks, Private Household**  
**35-2014.00 Cooks, Restaurant**  
**35-2015.00 Cooks, Short Order**  
**35-2019.00 Cooks, All Other**  
**35-2021.00 Food Preparation Workers**  
**51-3011.00 Bakers**

**Description:** The Certificate of Completion (CCL) in Commercial Baking and Pastry is designed to train students for entry-level positions in diverse food service operations. The program focuses on the preparation of classic and modern desserts, artisan and specialty breads, breakfast pastries, decorative showpieces and special occasion cakes. Students are exposed to all areas of a professional baking environment that includes baking techniques, safety and sanitation, food service management, professionalism and ethics, teamwork and communication.

#### **Program Competencies**

1. Utilize classical and modern techniques in the effective production of savory and sweet baked/pastry products. (CUL113, CUL127, CUL137, CUL215, CUL217, CUL219)
2. Apply national standards to the safe and sanitary handling of food and industrial kitchen equipment. (CUL113, CUL115, CUL119, CUL127, CUL137, CUL215, CUL217, CUL219)
3. Practice professional and ethical behavior in the hospitality industry. (CUL113, CUL115, CUL119, CUL127, CUL137, CUL215, CUL217, CUL219)
4. Demonstrate effective communication skills to facilitate teamwork and time management. (CUL113, CUL115, CUL119, CUL127, CUL137, CUL215, CUL217, CUL219)
5. Compose multiple flavors, textures, and colors into savory and sweet baked/pastry products that are marketable to the appropriate food sector and reflective of industry trends. (CUL113, CUL115, CUL119, CUL127, CUL137, CUL215, CUL217, CUL219)

#### **Program Notes**

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

Students with transfer credits must meet with an advisor to initiate the review process.

Students must obtain a Maricopa County Food Handlers Card before the start of required courses, and must maintain the card throughout the program.

## Admission Criteria

Students must meet with an Academic/Career Advisor.

Placement into college-ready level English, Reading, and Math or completion of equivalent coursework.

**Program Prerequisites: None**

## Required Courses

CUL113 Commercial Baking Techniques 3

**Credits: 18-20**

CUL115 Food Service Sanitation, Safety and Stewarding (2) OR  
ServSafe food protection manager certification (0) 0-2

CUL119 Baking Theory and Retail Operations 3  
+ CUL127 Classical Desserts 3  
+ CUL137 Specialty Breads and Breakfast Pastry 3

+ CUL215 Advanced Pastry Arts (3) OR  
+ CUL217 Wedding Cake Production (3) 3

+ CUL219 Professional Pastry Techniques 3

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 24, 2022

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### Commercial Real Estate

Major: **5229N**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **CCL**  
 Total Credits: **7**  
 CIP Code: **52.1501**

Primary College: **South Mountain Community College**  
 Program Availability: **GC MC RS SC SM**  
 Field of Interest: **Business, Entrepreneurialism and Management**

Instructional Council: **Business/Management (3)**  
 GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**  
**41-9022.00 Real Estate Sales Agents**  
**41-9021.00 Real Estate Brokers**  
**11-9141.00 Property, Real Estate, and Community Association Managers**

**Description:** The Certificate of Completion (CCL) in Commercial Real Estate is designed for additional preparation for the new agent or broker and to provide specialized professional development for the experienced professional agent or broker. The CCL includes a core of classes in the foundations of commercial real estate, ethics, and the required research and computational skills in the field. The program also offers the opportunity to explore specializations within the industry. A CCL in Real Estate: Prelicense (5139N) is also available.

#### Learning Outcomes

1. Demonstrate knowledge of key features of the commercial real estate industry. (REA205, REA208, REA211, REA214, REA220, REA225, REA230, REA235)
2. Apply ethical standards in commercial real estate transactions. (REA205, REA208, REA211, REA214, REA220, REA225, REA230)
3. Conduct research relevant to environmental, regulatory, and legal compliance in the commercial real estate industry. (REA205, REA211, REA220, REA225, REA230, REA235)
4. Analyze research relevant to environmental, regulatory, and legal compliance in the commercial real estate industry. (REA205, REA211, REA220, REA225, REA230, REA235)
5. Employ the necessary financial analysis and mathematical computations required in the commercial real estate industry. (REA205, REA214, REA220, REA225, REA230, REA235)
6. Evaluate the key aspects of at least one commercial real estate industry vertical. (REA205, REA220, REA225, REA230, REA235)

#### Program Notes

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

Students must earn a grade of C or better in each course in the program.

#### Program Prerequisites

Students should have:

- an AZ real estate license OR
- completion of MCCCDC's CCL Real Estate: Prelicense (5139N) or its equivalent OR
- a real estate license from another state OR
- have completed pre licensure coursework from another approved Arizona real estate school

**Credits:**

#### Required Courses

- REA205 Introduction to Commercial Real Estate 2
- + REA208 Ethics in Commercial Real Estate 1
- + REA211 Compliance in Commercial Real Estate 1
- + REA214 Finance in Commercial Real Estate 1

**Credits: 5**

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### Restricted Electives

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Students must select two of the following options:

**Credits: 2**

- + REA220 Multiunit Properties in Commercial Real Estate 1
  - + REA225 Industrial Properties in Commercial Real Estate 1
  - + REA230 Land Properties in Commercial Real Estate 1
  - + REA235 Commercial Real Estate Essential Tools 1
- 

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 22, 2022

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### **Computer System Configuration and Support, Linux**

Major: **5039N**

Catalog Year: **2022-2023**

Effective Term: **2020 Fall**

Award: **CCL**

Total Credits: **9-12**

CIP Code: **11.1006**

Initiating College: **Estrella Mountain Community College**

Program Availability: **CG, EM, GC, GW, MC, PC, PV, SC, SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career with the following job fields:**

**15-1232.00 Computer User Support Specialists**

**43-9011.00 Computer Operators**

**49-2011.00 Computer, Automated Teller, and Office Machine Repairers**

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

#### **Learning Outcomes**

1. Assess computer hardware and software using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, troubleshooting, and service. (BPC170, BPC270, CIS105, CIS126DL, CIS126RH)
2. Demonstrate proficiency in word processing, spreadsheet, database, and presentation applications. (CIS105)
3. Assess operating systems using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, troubleshooting, and service. (BPC270, CIS105, CIS126DL, CIS126RH)

#### **Program Notes**

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

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Program Prerequisites: None**

#### **Required Courses**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of program director (0) 0-3

**Credits: 9-12**

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2020

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All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

### Computer System Configuration and Support, Network

Major: **5044N** Initiating College: **Estrella Mountain Community College**  
 Catalog Year: **2022-2023** Program Availability: **CG EM GC GW MC PC PV RS SC SM**  
 Effective Term: **2020 Fall** Field of Interest: **Computer and Information Technology**  
 Award: **CCL**  
 Total Credits: **9-13** Instructional Council: **Computer Information Systems (12)**  
 CIP Code: **11.1006** GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

- 15-1244.00 Network and Computer Systems Administrators**
- 15-1231.00 Computer Network Support Specialists**
- 15-1232.00 Computer User Support Specialists**
- 43-9011.00 Computer Operators**
- 49-2011.00 Computer, Automated Teller, and Office Machine Repairers**

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

**Program Notes:**

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

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**This program replaces:** [CCL/5909 Computer Hardware and Network Support](#)

**Program Prerequisites: None**

**Required Courses**

CIS105 Survey of Computer Information Systems (3) OR **Credits: 9-13**  
 Permission of program director (0) 0-3

- + BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
- + BPC270 A+ Exam Prep: Operating System Configuration and Support 3



+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

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### Learning Outcomes

1. Assess computer hardware and software using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, troubleshooting, and service. (BPC170, BPC270, CIS105)
  2. Demonstrate proficiency in word processing, spreadsheet, database, and presentation applications. (CIS105)
  3. Assess operating systems using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, troubleshooting, and service. (BPC270, CIS105)
  4. Explain networking concepts including topologies, IP addressing, protocols, and basic design. (CIS190, CNT140AB)
  5. Demonstrate the skills required to install, configure, administer and troubleshoot a data network. (CIS190, CNT140AB)
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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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### **Computer System Configuration and Support, Security**

Major: **5040N** Initiating College: **Estrella Mountain Community College**  
Catalog Year: **2022-2023** Program Availability: **CG EM GC GW MC PC PV RS SC SM**  
Effective Term: **2020 Fall** Field of Interest: **Computer and Information Technology**  
Award: **CCL**  
Total Credits: **9-19** Instructional Council: **Computer Information Systems (12)**  
CIP Code: **11.1006** GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career with the following job fields:**

**15-1212.00 Information Security Analysts**

**15-1150.00 Computer User Support Specialists**

**43-9011.00 Computer Operators**

**49-2011.00 Computer, Automated Teller, and Office Machine Repairers**

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

#### **Learning Outcomes**

1. Assess computer hardware and software using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, and service. (BPC170, BPC270, CIS105, CIS126DL, CIS126RH, CIS190, CNT140AB)
2. Assess operating systems using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, and service. (BPC270, CIS105, CIS126DL, CIS126RH)
3. Integrate social and ethical responsibility in decision-making and actions. (CIS250, CIS270, CIS271DB, ITS110)
4. Manage administrative access and user security policies within systems. (CIS250, CIS270, CIS271DB, ITS110)

#### **Program Notes**

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

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**This program replaces: [CCL/5841 Microsoft Technical Specialist](#)**

**Program Prerequisites: None**

**Required Courses**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director (0) 0-3

**Credits: 9-19**

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

Select from one of the following areas of specialization.

Specialization 1: Credits 3-6

+ CIS270 Essentials of Network and Information Security (3)

OR

+ ITS110 Information Security Fundamentals (3) AND

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) 3-6

Specialization 2: Credits 9-10

CNT140AB Introduction to Networks (4) OR

CIS190 Introduction to Networking (3) 3-4

CIS250 Management of Information Systems 3

+ CIS271DB Information Security Essentials 3

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2020

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

### Computer System Configuration and Support

Major: **5038N**

Catalog Year: **2022-2023**

Effective Term: **2020 Fall**

Award: **CCL**

Total Credits: **6-9**

CIP Code: **47.0104**

Initiating College: **Estrella Mountain Community College**

Program Availability: **CG EM GC GW MC PC PV RS SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career with the following job fields:**

**15-1232.00 Computer User Support Specialists**

**43-9011.00 Computer Operators**

**49-2011.00 Computer, Automated Teller, and Office Machine Repairers**

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

#### Learning Outcomes

1. Assess computer hardware and software using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, troubleshooting, and service. (BPC170, BPC270, CIS105)
2. Demonstrate proficiency in word processing, spreadsheet, database, and presentation applications. (CIS105)
3. Assess operating systems using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, troubleshooting, and service. (BPC270, CIS105)

#### Program Notes

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

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Program Prerequisites: None**

#### Required Courses

CIS105 Survey of Computer Information Systems (3) OR

Permission of program director (0) 0-3

**Credits: 6-9**

- + BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
  - + BPC270 A+ Exam Prep: Operating System Configuration and Support 3
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+ indicates course has prerequisites and/or corequisites.  
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 26, 2019

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## Corrections

Major: **5776N**

Catalog Year: **2022-2023**

Effective Term: **2019 Fall**

Award: **CCL**

Total Credits: **15**

CIP Code: **43.0102**

Initiating College: **Mesa Community College**

Program Availability: **CG, EM, GC, MC, PC, PV, RS, SC, SM**

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

Instructional Council: **Administration of Justice Studies (01)**

GPA: **2.00**

SOC Code: **Upon completion of this program, students may pursue a career as:**

**33-3012.00 Correctional Officers and Jailers**

**33-9032.00 Security Guards**

**33-3021.00 Detectives and Criminal Investigators**

**33-3051.04 Customs and Border Protection Officers**

**33-3021.06 Intelligence Analysts**

**Description:** The Certificate of Completion (CCL) in Corrections program is designed for students intending to pursue careers in various correctional components of the justice system, including parole, probation, jail, and prisons. Focus is broader learning about the correction function in the context of overall administration of justice system.

### Learning Outcomes

1. Synthesize multiple sources of information to make timely assessments. (AJS101, AJS123, AJS240, AJS255, AJS275)
2. Solve problems through logical and sound reasoning. (AJS101, AJS123, AJS205, AJS212, AJS240, AJS255, AJS275)
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS101, AJS212, AJS240, AJS255, AJS275)
4. Communicate in the language common to the criminal justice system. (AJS101, AJS212, AJS240, AJS255, AJS275)
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS101, AJS123, AJS212, AJS240, AJS255)
6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations. (AJS101, AJS123, AJS212, AJS240, AJS255)
7. Utilize technology to collect, analyze and communicate data. (AJS101, AJS240, AJS255, AJS275)
8. Practice professional standards appropriate to the field of criminal justice. (AJS101, AJS123, AJS240, AJS255, AJS275)
9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS101, AJS123, AJS240, AJS255, AJS275)

### Program Notes

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

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

**Program Prerequisites: None**

### Required Courses

AJS101 Introduction to Criminal Justice 3

**Credits: 15**

AJS123 Ethics and the Administration of Justice (3) OR

AJS255 The Criminal Justice System Handling of the Mentally Ill (3) 3

AJS212 Juvenile Justice Procedures 3

AJS240 The Correction Function 3

AJS205 Effective Communication and Report Writing in Criminal Justice (3) OR

AJS275 Criminal Investigation I (3) 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: January 22, 2019

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### **Crime Scene Investigation**

Major: **5964**

Catalog Year: **2022-2023**

Effective Term: **2021 Spring**

Award: **CCL**

Total Credits: **16-18**

CIP Code: **43.0406**

Primary College: **Phoenix College**

Program Availability: **CG GC MC PC PV SC SM**

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

Instructional Council: **Administration of Justice Studies (01)**

GPA: **2.0**

SOC Code: **Upon completion of this program, students may pursue a career as:**

**19-4092.00 Forensic Science Technicians**

**13-1041.06 Coroners**

**33-1012.00 First-Line Supervisors of Police and Detectives**

**33-3021.01 Police Detectives**

**33-3021.02 - Police Identification and Records Officers**

**33-3051.00 - Police and Sheriff's Patrol Officers**

**33-3051.01 - Police Patrol Officers**

**33-3021.00 - Detectives and Criminal Investigators**

**33-3021.06 - Intelligence Analysts**

**33-3021.03 - Criminal Investigators and Special Agents**

**Description:** The Certificate of Completion (CCL) in Crime Scene Investigation is designed to develop knowledge and skills required to investigate and reconstruct crime scenes using scientific evidence and logical analysis. The program provides instruction in criminal investigation procedures, collection and preservation of physical and biological evidence, death investigation techniques, crime scene reconstruction methodology and presentation of testimony in court.

#### **Learning Outcomes**

1. Synthesize multiple sources of information to make timely assessments. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR105, FOR106)
2. Solve problems through logical and sound reasoning. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR105, FOR106)
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR105, FOR106)
4. Communicate in the language common to the criminal justice system. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR106)
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR106)
6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR105, FOR106)
7. Utilize technology to collect, analyze and communicate data. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR105, FOR106)
8. Practice professional standards appropriate to the field of criminal justice. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR105, FOR106)
9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR105, FOR106)
10. Collect, identify, classify, and analyze physical evidence related to criminal investigations. (AJS213, AJS214, AJS215, AJS219, AJS216, AJS243, AJS275, AJS290BN, FOR105, FOR106)

#### **Program Notes**



Students must earn a grade of C or better in all courses within the program.  
+ indicates course has prerequisites and/or corequisites.

**This program replaces:** [CCL/5490 Crime Scene Investigation](#)

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### Admission Criteria

None

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**Program Prerequisites: None**

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### Required Courses

AJS213 Evidence Technology/Fingerprints (3) OR **Credits: 16-18**  
AJS243 Crime Scene Reconstruction (3) 3

AJS215 Criminalistics: Physical Evidence (3) OR  
AJS219 Crime Scene Technology: Physical Evidence (3) OR  
FOR105 Forensic Science: Physical Evidence (4) 3-4

AJS216 Criminalistics: Biological Evidence (3) OR  
FOR106 Forensic Science: Biological Evidence (4) 3-4

AJS214 Evidence Technology Photography 3  
AJS275 Criminal Investigation I 3  
AJS290BN Courtroom Testimony Seminar 1

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+ indicates course has prerequisites and/or corequisites.  
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 11, 2018

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### Culinary Arts I

Major: **5155**  
 Catalog Year: **2022-2023**  
 Effective Term: **2023 Spring**  
 Award: **CCL**  
 Total Credits: **16-20**  
 CIP Code: **12.0503**

Initiating College: **Estrella Mountain Community College**  
 Program Availability: **EM, SC**  
 Field of Interest: **Business, Entrepreneurialism and Management**  
 Instructional Council: **Hospitality (58)**  
 GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**35.2013.00 - Cooks, Private Household**  
**35.2014.00 - Cooks, Restaurant**  
**35.2019.00 - Cooks, Short Order**  
**35-2019 - Cooks - All Other**  
**35-2021.00 - Food Preparation Workers**

**Upon completion of an Associate degree, students may pursue a career as:**

**35-1011.00 - Chefs and Head Cooks**  
**35-1012.00 - First-Line Supervisors of Food Preparation and Serving Workers**  
**35-2011 - Cooks, Fast Food**  
**35-2012 - Cooks, Institution and Cafeteria**  
**35-2013 - Cooks, Private Household**  
**35-2014 - Cooks, Restaurant**  
**35-2015 - Cooks, Short Order**  
**35-2019 - Cooks - All Other**  
**35-2021.00 - Food Preparation Workers**  
**51-3011.00 - Bakers**

**Description:** The Certificate of Completion (CCL) in Culinary Arts I is designed to equip students with the basic skills needed for entry-level positions in diverse food service operations. The program introduces the student to the preparation of foods for full-service, buffet, banquet, a la carte, and bakery operations. Students are exposed to many areas of professional food service including culinary techniques, safety and sanitation, purchasing and cost controls, professionalism and ethics, teamwork and communication. Students will apply their knowledge and skills in a practical learning environment. The Culinary Arts I CCL is fully embedded in the Culinary Arts II CCL and the Associate in Applied Science degree in Culinary Arts.

#### Learning Outcomes

1. Utilize classical and modern culinary techniques in the effective production of savory foods and baked/pastry products. (CUL103, CUL105, CUL113, CUL115, CUL160)
2. Apply national standards to the safe and sanitary handling of food and industrial kitchen equipment. (CUL103, CUL105, CUL113, CUL115, CUL120, CUL160)
3. Practice comprehensive procedures for back of house operations that address purchasing, inventory, cost controls, and nutritional guidelines. (CUL103, CUL105, CUL113, CUL115, CUL120, CUL160)
4. Practice professional and ethical behavior in the hospitality industry. (CUL103, CUL105, CUL113, CUL115, CUL120, CUL160)
5. Demonstrate effective communication skills to facilitate teamwork, customer service, and time management. (CUL103, CUL105, CUL113, CUL120, CUL160)
6. Compose multiple flavors, textures, and colors into food products that are marketable to the appropriate food sector and reflective of industry trends. (CUL103, CUL105, CUL113, CUL115, CUL120, CUL160)

#### Program Notes

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

Students with transfer credits must meet with an advisor to initiate the review process.

Students must obtain a Maricopa County Food Handlers Card before the start of required courses, and must maintain the card throughout the program.

### Admission Criteria

Students must meet with an Academic/Career Advisor.

Placement into college-ready level English, Reading, and Math or completion of equivalent coursework.

**Program Prerequisites: None**

### Required Courses

CUL103 Breakfast and Cold Foods 3	<b>Credits: 12-14</b>
CUL105 Principles of Professional Cooking 3	
CUL113 Commercial Baking Techniques (3) OR	
CUL160 Bakery I (3) 3	
CUL120 Food Costing, Purchasing and Inventory Control 3	
CUL115 Food Service Sanitation, Safety and Stewarding (2) OR	
ServSafe food protection manager certification 0 - 2	

### Restricted Electives

Students must complete 2-6 credits of Restricted Electives to meet a minimum of 16 total program credits. **Credits: 2-6**

CUL+++++ Any CUL Culinary Arts course(s) except courses used to satisfy Required Courses  
FRE+++++ Any FRE French course(s)  
HRM+++++ Any HRM Hotel Restaurant Management course(s)  
MGT+++++ Any MGT Management course(s)  
SPA+++++ Any SPA Spanish course(s)  
FON+++++ Any FON Food and Nutrition course(s) except courses used to satisfy Required Courses

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 24, 2022

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## Culinary Arts II

Major: <b>5363</b>	Initiating College: <b>Estrella Mountain Community College</b>
Catalog Year: <b>2022-2023</b>	Program Availability: <b>EM SC</b>
Effective Term: <b>2023 Spring</b>	Field of Interest: <b>Business, Entrepreneurialism and Management</b>
Award: <b>CCL</b>	
Total Credits: <b>36-38</b>	Instructional Council: <b>Hospitality (58)</b>
CIP Code: <b>12.0503</b>	GPA: <b>2.0</b>

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**35-1011.00 Chefs and Head Cooks**  
**35-1012.00 First-Line Supervisors of Food Preparation and Serving Workers**  
**35-2011.00 Cooks, Fast Food**  
**35-2012.00 Cooks, Institution and Cafeteria**  
**35-2013.00 Cooks, Private Household**  
**35-2014.00 Cooks, Restaurant**  
**35-2015.00 Cooks, Short Order**  
**35-2019.00 Cooks - All Other**  
**35-2021.00 Food Preparation Workers**  
**51-3011.00 Bakers**

**Upon completion of an associate degree, students may pursue a career as:**  
**11-9051.00 Food Service Manager**

**Description:** The Certificate of Completion (CCL) in Culinary Arts II is designed to train students for entry-level positions in diverse food service operations. The program focuses on the preparation of casual and upscale cuisine for full-service, buffet, banquet, a la carte, and bakery operations. Students are exposed to all areas of professional food service including culinary techniques, safety and sanitation, food service management, professionalism and ethics, teamwork and communication. Students will apply their knowledge and skills in a practical dining environment. This CCL is fully embedded in the Associate in Applied Science (AAS) in Culinary Arts (3564).

### Learning Outcomes

1. Utilize classical and modern culinary techniques in the effective production of savory foods and baked/pastry products. (CUL103, CUL105, CUL113, CUL127, CUL130, CUL160, CUL201, CUL203, CUL205, CUL213, CUL230, CUL260)
2. Apply national standards to the safe and sanitary handling of food and industrial kitchen equipment. (CUL103, CUL105, CUL113, CUL115, CUL127, CUL130, CUL160, CUL170, CUL201, CUL203, CUL205, CUL213, CUL230, CUL260, CUL270)
3. Practice comprehensive procedures for front and back of house operations that address purchasing, inventory, cost controls, menu planning, nutritional guidelines, and staffing. (CUL103, CUL105, CUL113, CUL115, CUL120, CUL127, CUL130, CUL160, CUL170, CUL201, CUL203, CUL205, CUL213, CUL223, CUL230, CUL260, CUL270, FON100)
4. Practice professional and ethical behavior in the hospitality industry. (CUL103, CUL105, CUL113, CUL115, CUL120, CUL127, CUL130, CUL160, CUL170, CUL201, CUL203, CUL205, CUL213, CUL223, CUL230, CUL260, CUL270)
5. Demonstrate effective critical thinking and communication skills to facilitate teamwork, customer service, and time management. (CUL103, CUL105, CUL113, CUL127, CUL130, CUL160, CUL170, CUL201, CUL203, CUL205, CUL213, CUL230, CUL260, CUL270)
6. Compose multiple flavors, textures, and colors into food and beverage products that are marketable to the appropriate food sector and reflective of industry trends. (CUL103, CUL105, CUL113, CUL127, CUL130, CUL160, CUL170, CUL201, CUL203, CUL205, CUL213, CUL230, CUL260, CUL270, FON100)

### Program Notes

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

Students with transfer credits must meet with an advisor to initiate the review process.

Students must obtain a Maricopa County Food Handlers Card before the start of required courses, and must maintain the card throughout the program.

\*SCC Culinary Arts Program:

SCC students must enroll concurrently in all courses in a block, regardless of previously completed coursework.

At SCC, a special fee of \$875.00 is required each semester in addition to the regular tuition and registration fees.

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### Admission Criteria

Students must meet with an Academic/Career Advisor.

Placement into college-ready level English, Reading, and Math or completion of equivalent coursework.

\*SCC Culinary Arts Program:

Students applying to the Scottsdale Community College Culinary Program will need to submit a formal application prior to setting up a kitchen tour and interview.

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**Program Prerequisites: None**

### Required Courses

CUL103 Breakfast and Cold Foods 3

**Credits: 36-38**

CUL105 Principles of Professional Cooking 3

CUL115 Food Service Sanitation, Safety and Stewarding (2) OR  
ServSafe Food Protection Manager Certification 0-2

CUL120 Food Costing, Purchasing and Inventory Control 3

CUL130 Savory Foods I (6) OR  
+ CUL203 American Regional Cuisine (3) AND  
+ CUL205 French Cuisine (3) 6

CUL113 Commercial Baking Techniques (3) OR  
CUL160 Bakery I (3) 3

CUL170 Dining Room Operations I 3

+ CUL230 Savory Foods II (6) OR  
+ CUL201 International Cuisine (3) AND  
+ CUL213 Buffet Catering (3) 6

+ CUL127 Classical Desserts (3) OR  
+ CUL260 Bakery II (3) 3

CUL223 Food Service Management (3) OR

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+ CUL270 Dining Room Operations II (3) 3

FON100 Introductory Nutrition 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 24, 2022

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### Culinary Arts

Major: **3564**  
 Catalog Year: **2022-2023**  
 Effective Term: **2023 Spring**  
 Award: **AAS**  
 Total Credits: **61-69**  
 CIP Code: **12.0503**

Initiating College: **Estrella Mountain Community College**  
 Program Availability: **EM, SC**  
 Field of Interest: **Business, Entrepreneurialism and Management**  
 Instructional Council: **Hospitality (58)**  
 GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**11-9051.00 Food Service Managers**  
**35-1011.00 Chefs and Head Cooks**  
**35-1012.00 First-Line Supervisors of Food Preparation and Serving Workers**  
**35-2011.00 Cooks, Fast Food**  
**35-2012.00 Cooks, Institution and Cafeteria**  
**35-2013.00 Cooks, Private Household**  
**35-2014.00 Cooks, Restaurant**  
**35-2015.00 Cooks, Short Order**  
**35-2019.00 Cooks, All Other**  
**35-2021.00 Food Preparation Workers**  
**51-3011.00 Bakers**

**Description:** The Associate in Applied Science (AAS) in Culinary Arts degree is designed to train students for entry-level positions in diverse food service operations. The program focuses on the preparation of casual and upscale cuisine for full-service, buffet, banquet, a la carte, and bakery operations. Students are exposed to all areas of professional food service including culinary techniques, safety, and sanitation, food service management, professionalism and ethics, teamwork and communication. Students will apply their knowledge and skills in a practical dining environment. Certificates of Completion (CCL) in Culinary Arts I (5155) and Culinary Arts II (5363) are fully embedded in this AAS. Additionally, graduates may pursue university transfer.

### Learning Outcomes

1. Utilize classical and modern culinary techniques in the effective production of savory foods and baked/pastry products. (CUL103, CUL105, CUL113, CUL127, CUL130, CUL160, CUL201, CUL203, CUL205, CUL213, CUL230, CUL260, (CRE), [HU], [MA], [SB], [SG], [SQ])
2. Apply national standards to the safe and sanitary handling of food and industrial kitchen equipment. (CUL103, CUL105, CUL113, CUL115, CUL127, CUL130, CUL160, CUL170, CUL201, CUL203, CUL205, CUL213, CUL230, CUL260, CUL270, (CRE), [SG], [SQ])
3. Practice comprehensive procedures for front and back of house operations that address purchasing, inventory, cost controls, menu planning, nutritional guidelines, and staffing. (CUL103, CUL105, CUL113, CUL115, CUL120, CUL127, CUL130, CUL160, CUL170, CUL201, CUL203, CUL205, CUL213, CUL223, CUL230, CUL260, CUL270, FON100, (CRE), [MA], [SG], [SQ])
4. Practice professional and ethical behavior in the hospitality industry. (CUL103, CUL105, CUL113, CUL115, CUL120, CUL127, CUL130, CUL160, CUL170, CUL201, CUL203, CUL205, CUL213, CUL223, CUL230, CUL260, CUL270, [SG], [SQ])
5. Demonstrate effective critical thinking and communication skills to facilitate teamwork, customer service, and time management. (CUL103, CUL105, CUL113, CUL127, CUL130, CUL160, CUL170, CUL201, CUL203, CUL205, CUL213, CUL230, CUL260, CUL270, (COM), (CRE), [FYC], [HU], [SB], [SG], [SQ])
6. Compose multiple flavors, textures, and colors into food and beverage products that are marketable to the appropriate food sector and reflective of industry trends. (CUL103, CUL105, CUL113, CUL127, CUL130, CUL160,

CUL170, CUL201, CUL203, CUL205, CUL213, CUL230, CUL260, CUL270, FON100, (CRE), [MA], [SG], [SQ])  
7. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

Students with transfer credits must meet with an advisor to initiate the review process.

Students must obtain a Maricopa County Food Handlers Card before the start of required courses, and must maintain the card throughout the program.

\*SCC Culinary Arts Program:

SCC students must enroll concurrently in all courses in a block, regardless of previously completed coursework.

At SCC, a special fee of \$875.00 is required each semester in addition to the regular tuition and registration fees.

### Admission Criteria

Students must meet with an Academic/Career Advisor.

Placement into college-ready level English, Reading, and Math or completion of equivalent coursework.

\*SCC Culinary Arts Program:

Students applying to the Scottsdale Community College Culinary Program will need to submit a formal application prior to setting up a kitchen tour and interview.

### Program Prerequisites: None

### Required Courses

CUL103 Breakfast and Cold Foods 3

**Credits: 37-41**

CUL105 Principles of Professional Cooking 3

CUL115 Food Service Sanitation, Safety and Stewarding (2) OR

ServSafe Food Protection Manager Certification 0-2

CUL120 Food Costing, Purchasing and Inventory Control 3

CUL130 Savory Foods I (6) OR

+ CUL203 American Regional Cuisine (3) AND

+ CUL205 French Cuisine (3) 6

CUL113 Commercial Baking Techniques (3) OR

CUL160 Bakery I (3) 3

CUL170 Dining Room Operations I 3

+ CUL230 Savory Foods II (6) OR

+ CUL201 International Cuisine (3) AND

+ CUL213 Buffet Catering (3) 6



+ CUL127 Classical Desserts (3) OR  
+ CUL260 Bakery II (3) 3

CUL223 Food Service Management (3) OR  
+ CUL270 Dining Room Operations II (3) 3

FON100 Introductory Nutrition 3

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

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### Restricted Electives

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CUL+++++ Any CUL Culinary Arts course(s) except courses used to satisfy Required Courses **Credits: 0-5**  
FRE+++++ Any FRE French course(s)  
HRM+++++ Any HRM Hotel Restaurant Management course(s)  
MGT+++++ Any MGT Management course(s)  
SPA+++++ Any SPA Spanish course(s)  
FON+++++ Any FON Food and Nutrition course(s) except courses used to satisfy Required Courses

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### General Education Requirements

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<b>General Education Requirement</b>	<b>Credits: 22-28</b>
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<b>General Education Core</b>	<b>Credits: 12-18</b>
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<b>First-Year Composition</b>	<b>Credits: 6</b>
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+ 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

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<b>Oral Communication</b>	<b>Credits: 3</b>
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Any approved general education course from the Oral Communication (COM) area.

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<b>Critical Reading</b>	<b>Credits: 0-3</b>
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+ CRE101 College Critical Reading and Critical Thinking (3) OR  
equivalent as indicated as assessment. 0-3

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<b>Mathematics</b>	<b>Credits: 3-6</b>
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Any approved general education course from the Mathematics area. 3-6

Recommend MAT14+ or MAT15+ for students seeking university transfer.

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**General Education Distribution**

**Credits: 10**

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**Humanities, Arts and Design**

**Credits: 3**

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

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**Social-Behavioral Sciences**

**Credits: 3**

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

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**Natural Sciences**

**Credits: 4**

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Any approved general education course from the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area.

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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## **Culinary Fundamentals**

Major: **5532**                                    Initiating College: **Scottsdale Community College**  
 Catalog Year: **2022-2023**                Program Availability: **SC**  
 Effective Term: **2022 Fall**                Field of Interest: **Business, Entrepreneurialism and Management**  
 Award: **CCL**  
 Total Credits: **16**                            Instructional Council: **Hospitality (58)**  
 CIP Code: **12.0505**                         GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**35-2013.00 Cooks, Private Household**  
**35-2014.00 Cooks, Restaurant**  
**35-2019.00 Cooks, Short Order**

**Upon completion of an associate degree, students may pursue a career as:**

**35-1011.00 Chefs and Head Cooks**  
**35-1012.00 First-Line Supervisors of Food Preparation and Serving Workers**  
**35-2011.00 Cooks, Fast Food**  
**35-2012.00 Cooks, Institution and Cafeteria**  
**35-2013.00 Cooks, Private Household**  
**35-2014.00 Cooks, Restaurant**  
**35-2015.00 Cooks, Short Order**  
**35-2019.00 Cooks, All Other**  
**35-2021.00 Food Preparation Workers**  
**51-3011.00 Bakers**

**Upon completion of a bachelor`s degree, students may pursue a career as:**

**11-9051.00 Food Service Managers**  
**35-1011.00 Chefs and Head Cooks**  
**35?-1012.00 First-Line Supervisors of Food Preparation and Serving Workers**  
**35-2013.00 Cooks, Private Household**  
**35-2014.00 Cooks, Restaurant**  
**35-2019.00 Cooks, Short Order**

**Description:** The Certificate of Completion (CCL) in Culinary Fundamentals is designed to develop basic skills in culinary arts for personal interest. The program provides instruction in culinary concepts, terminology, kitchen safety and sanitation, equipment usage, basic nutrition, scaling, food costing, and theory and practice in the production of culinary products. Courses emphasize fundamental cooking techniques and preparation of savory foods, breakfast items, salads, sandwiches, dressings, breads and pastries. Some of these CCL credits will apply to the Associate in Applied Science (AAS) degree in Culinary Arts (3564). Students seeking entry-level credentials for professional food service positions should speak with an academic and career advisor.

### Suggested Course Plan Sequenced by Semester

#### **Program Notes:**

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

Students are required to obtain a Maricopa County Food Handlers Card before the start of in-person culinary arts courses.

**Program Prerequisites: None**

### Required Courses

CUL101 Culinary Basics 3  
CUL102 Hot Foods 3  
CUL103 Breakfast and Cold Foods 3  
CUL104 Bakery and Pastry 3

**Credits: 12**

### Restricted Electives

CUL+++++ Any CUL Culinary Arts prefixed course(s) except courses used to satisfy Required Courses **Credits: 4**  
1-4

### Learning Outcomes

1. Utilize classical and modern culinary techniques in the effective production of savory foods and baked/pastry products. (CUL101, CUL102, CUL103, CUL104)
2. Practice national standards for the safe and sanitary handling of food and kitchen equipment. (CUL101, CUL102, CUL103, CUL104)
3. Describe procedures for back of house operations that address purchasing, inventory, cost controls, and nutritional guidelines. (CUL101, CUL102, CUL103, CUL104)
4. Practice professional and ethical behavior in the hospitality industry. (CUL101, CUL102, CUL103, CUL104)
5. Demonstrate effective communication skills to facilitate teamwork and time management. (CUL101, CUL102, CUL103, CUL104)
6. Compose multiple flavors, textures, and colors into products that are reflective of industry trends. (CUL101, CUL102, CUL103, CUL104)

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2019

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## Cyber Engineering

Major: **5149**

Catalog Year: **2022-2023**

Effective Term: **2021 Fall**

Award: **CCL**

Total Credits: **42-46**

CIP Code: **11.1003**

Initiating College: **South Mountain Community College**

Program Availability: **CG EM GC MC PC PV RS SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**15-1212.00 Information Security Analysts**

**15-1244.00 Network and Computer Systems Administrators**

**15-1231.00 Computer Network Support Specialists**

**Upon completion of a bachelor's degree, students may pursue a career as:**

**11-3021.00 Computer and Information Systems Managers**

**15-1241.00 Computer Network Architects**

**Description:** The Certificate of Completion (CCL) in Cyber Engineering program is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cyber Engineering program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

### Learning Outcomes

1. Explain the fundamental components, concepts, and application of cybersecurity principles. (BPC270, CIS105, CIS126DL, CIS126RH, CIS156, CIS162++, CIS227, CIS238DL, CIS238RH, CIS250, CIS262++, CIS270, CIS271DB, CIS272DB, ITS110, MST150++)
2. Describe cyber defense tools, methods, and components. (CIS156, CIS190, CIS270, CIS271DB, CIS272DB, CNT140AB, ITS110, ITS240)
3. Apply cyber defense methods to prepare a system to repel attacks. (CIS156, CIS270, CIS271DB, CIS272DB, ITS110, ITS240)
4. Analyze common security failures and identify specific design principles that have been violated. (CIS270, CIS271DB, CIS272DB, ITS110)
5. Understand the interaction between security and system usability and the importance for minimizing the effects of security mechanisms. (CIS270, CIS271DB, CIS272DB, ITS110)
6. Apply appropriate protocols, tools, and techniques to maximize security in the network environment. (CIS119DO, CIS156, CIS162++, CIS190, CIS227, CIS262++, CIS270, CIS271DB, CIS272DB, CIS276++, CNT140AB, ITS110, ITS240)
7. Describe the fundamental concepts, technologies, components, vulnerabilities, and issues related to networks. (CIS105, CIS119DO, CIS190, CIS238RH, CIS238DL, CIS270, CIS271DB, CIS272DB, CIS276++, CNT140AB, ITS110)
8. Identify and describe basic security issues of operating systems. (BPC270, CIS105, CIS126DL, CIS126RH, CIS238DL, CIS238RH, CIS270, CIS271DB, CIS272DB, ITS110, ITS240, MST150++)
9. Identify perpetrators, their resources, and their motivations in cyberspace. (CIS111, CIS270, CIS271DB, CIS272DB, ITS110, ITS120, ITS240)

10. Compare and contrast offensive and defensive resources used in cybersecurity ecosystems/environment. (CIS270, CIS271DB, CIS272DB, ITS110, ITS240)
11. Delineate differences between the moral, behavioral, ethical, and legal ramifications found in the cybersecurity world. (CIS105, CIS111, CIS156, ITS120)
12. Apply knowledge of regulatory and legal requirements to ensure compliance. (CIS111, ITS120, ITS240)
13. Apply risk analysis methodologies to identify potential vulnerabilities, associated impacts, and recommend appropriate responses. (CIS111, CIS238DL, CIS238RH, CIS270, CIS271DB, CIS272DB, ITS110, ITS120, ITS240)

### Program Notes

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### Program Prerequisites: None

### Required Courses

The following courses are required and included in the CCL in Cybersecurity Fundamentals

**Credits: 42-46**

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR  
ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

+ CIS270 Essentials of Network and Information Security (3)  
OR

+ CIS271DB Information Security Essentials (3) AND

+ CIS272DB Information Security Principles (3)

OR

+ ITS110 Information Security Fundamentals (3) 3-6

+ ITS240 Ethical Hacking and Network Defense 3

The following courses are required in the CCL in Cyber Engineering

+ CIS119DO Introduction to Oracle: SQL (3) OR

+ CIS276++ Any SQL Database course (3) 3

+ CIS162++ Any C Programming: Level I course 3

CIS227 Assembler Language 3

+ CIS238DL Linux System Administration (3) OR

+ CIS238RH Red Hat System Administration II (3) 3

+ CIS250 Management of Information Systems 3

+ CIS262++ Any C Programming: Level II course 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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### Cybersecurity Fundamentals

Major: **5154** Initiating College: **South Mountain Community College**  
 Catalog Year: **2022-2023** Program Availability: **CG EM GC GW MC PC PV RS SC SM**  
 Effective Term: **2021 Fall** Field of Interest: **Computer and Information Technology**  
 Award: **CCL**  
 Total Credits: **24-31** Instructional Council: **Computer Information Systems (12)**  
 CIP Code: **11.1003** GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**15-1212.00 Information Security Analysts**  
**15-1244.00 Network and Computer Systems Administrators**  
**15-1231.00 Computer Network Support Specialists**

**Upon completion of a bachelor's degree, students may pursue a career as:**

**11-3021.00 Computer and Information Systems Managers**  
**15-1241.00 Computer Network Architects**

**Description:** The Certificate of Completion (CCL) in Cybersecurity Fundamentals is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to provide applied skills necessary for government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

#### Learning Outcomes

1. Explain the fundamental components, concepts, and application of cybersecurity principles. (BPC270, CIS105, CIS126DL, CIS126RH, CIS156, CIS270, CIS250, CIS271DB, CIS272DB, ITS110, MST150++)
2. Describe cyber defense tools, methods, and components. (CIS156, CIS190, CIS270, CIS250, CIS271DB, CIS272DB, CNT140AB, ITS110, ITS240)
3. Apply cyber defense methods to prepare a system to repel attacks. (CIS156, CIS270, CIS250, CIS271DB, CIS272DB, ITS110, ITS240)
4. Analyze common security failures and identify specific design principles that have been violated. (CIS270, CIS271DB, CIS272DB, ITS110)
5. Understand the interaction between security and system usability and the importance for minimizing the effects of security mechanisms. (CIS270, CIS250, CIS271DB, CIS272DB, ITS110)
6. Apply appropriate protocols, tools, and techniques to maximize security in the network environment. (CIS156, CIS190, CIS270, CIS250, CIS271DB, CIS272DB, CNT140AB, ITS110, ITS240)
7. Describe the fundamental concepts, technologies, components, vulnerabilities, and issues related to networks. (CIS105, CIS190, CIS270, CIS250, CIS271DB, CIS272DB, CNT140AB, ITS110)
8. Identify and describe basic security issues of operating systems. (BPC270, CIS105, CIS126DL, CIS126RH, CIS270, CIS250, CIS271DB, CIS272DB, ITS110, ITS240, MST150++)
9. Identify perpetrators, their resources, and their motivations in cyberspace. (CIS111, CIS270, CIS250, CIS271DB, CIS272DB, ITS110, ITS120, ITS240)
10. Compare and contrast offensive and defensive resources used in cybersecurity ecosystems/environment. (CIS270, CIS250, CIS271DB, CIS272DB, ITS110, ITS240)



11. Delineate differences between the moral, behavioral, ethical, and legal ramifications found in the cybersecurity world. (CIS105, CIS111, CIS156, ITS120)
12. Apply knowledge of regulatory and legal requirements to ensure compliance. (CIS111, ITS120, ITS240)
13. Apply risk analysis methodologies to identify potential vulnerabilities, associated impacts, and recommend appropriate responses. (CIS111, CIS270, CIS271DB, CIS272DB, ITS110, ITS120, ITS240)

### Program Notes

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**This program replaces:** [CCL/5530 Information Technology: Network and Cyber Security](#)

**Program Prerequisites: None**

### Required Courses

- |   |                              |
|---|------------------------------|
| <p>+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR<br/>MST150++ Any Microsoft Windows course (3) 3</p> <p>CIS105 Survey of Computer Information Systems 3</p> <p>CIS111 Ethics in Information Technology (3) OR<br/>ITS120 Legal, Ethical and Regulatory Issues (3) 3</p> <p>CIS126DL Linux Operating System (3) OR<br/>CIS126RH Red Hat System Administration I (3) 3</p> <p>+ CIS156 Python Programming: Level I 3</p> <p>+ CIS190 Introduction to Networking (3) OR<br/>CNT140AB Introduction to Networks (4) 3-4</p> <p>+ CIS250 Management of Information Systems (3) 0-3<br/>Only students taking CIS271DB would be required to take CIS250.</p> <p>+ CIS270 Essentials of Network and Information Security (3)<br/>OR<br/>+ CIS271DB Information Security Essentials (3) AND<br/>+ CIS272DB Information Security Principles (3)<br/>OR<br/>+ ITS110 Information Security Fundamentals (3) 3-6</p> <p>+ ITS240 Ethical Hacking and Network Defense 3</p> | <p><b>Credits: 24-31</b></p> |
|---|------------------------------|

+ indicates course has prerequisites and/or corequisites.  
++ indicates that any suffixed course may be selected.

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## Cybersecurity

Major: <b>3197</b>	Initiating College: <b>Estrella Mountain Community College</b>
Catalog Year: <b>2022-2023</b>	Program Availability: <b>CG, EM, GC, GW, MC, PC, PV, RS, SC, SM</b>
Effective Term: <b>2022 Fall</b>	Field of Interest: <b>Computer and Information Technology</b>
Award: <b>AAS</b>	
Total Credits: <b>62-77</b>	Instructional Council: <b>Computer Information Systems (12)</b>
CIP Code: <b>11.1003</b>	GPA: <b>2.0</b>

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**15-1122.00 Information Security Analysts**  
**15-1142.00 Network and Computer Systems Administrators**  
**15-1152.00 Computer Network Support Specialists**

**Upon completion of a bachelor's degree, students may pursue a career as:**

**11-3021.00 Computer and Information Systems Managers**  
**15-1241.00 Computer Network Architects**

**Description:** The Associate in Applied Science (AAS) in Cybersecurity is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. Certificates of Completion (CCLs) are also available in the following areas: Cybersecurity Fundamentals, Cyber Operations, Linux System Administration, Microsoft, Cisco Networking CCNA Security, Cyber Engineering, and Critical Infrastructure.

### Learning Outcomes

1. Explain the fundamental components, concepts, and application of cybersecurity principles. (BPC170, BPC270, BPC274, CIS105, CIS126DL, CIS126RH, CIS143, CIS156, CIS162++, CIS201, CIS202, CIS203, CIS227, CIS238DL, CIS238RH, CIS239DL, CIS240DL, CIS240RH, CIS250, CIS262++, CIS270, CIS271DB, CIS271DL, CIS271RH, CIS272DB, CIS275DL, ITS110, ITS291, ITS292, MST150++, MST160, CLD110 [FYC])
2. Describe cyber defense tools, methods, and components. (CIS156, CIS190, CIS270, CIS271DB, CIS272DB, CNT140AB, CNT150AB, ITS110, ITS240, ITS291, ITS292, (COM), (CRE))
3. Apply cyber defense methods to prepare a system to repel attacks. (CIS156, CIS201, CIS202, CIS203, CIS270, CIS271DB, CIS272DB, CIS290AC, CIS298AC, CNT150AB, CNT160AB, CNT202, CNT205, ITS110, ITS240, [SG], [SQ])
4. Analyze common security failures and identify specific design principles that have been violated. (BPC274, CIS121AH, CIS201, CIS202, CIS203, CIS270, CIS271DB, CIS272DB, CNT202, CNT205, ITS110, MST260, CLD120)
5. Understand the interaction between security and system usability and the importance for minimizing the effects of security mechanisms. (BPC274, CIS201, CIS202, CIS203, CIS270, CIS271DB, CIS272DB, CNT160AB, ITS110, MST260, CLD120)
6. Apply appropriate protocols, tools, and techniques to maximize security in the network environment. (CIS119DO, CIS156, CIS162++, CIS190, CIS201, CIS202, CIS203, CIS227, CIS262++, CIS270, CIS271DB, CIS272DB, CIS276++, CIS290AC, CIS298AC, CNT140AB, CNT150AB, CNT160AB, CNT202, CNT205, ITS110, ITS240, ITS291, ITS292, [MA], [SG], [SQ])
7. Describe the fundamental concepts, technologies, components, vulnerabilities, and issues related to networks. (BPC170, CIS105, CIS119DO, CIS143, CIS190, CIS201, CIS202, CIS238DL, CIS238RH, CIS270, CIS271DB,

- CIS272DB, CIS276++, CNT140AB, CNT150AB, CNT160AB, CNT202, CNT205, ITS110, (COM))
8. Identify and describe basic security issues of operating systems. (BPC270, BPC274, CIS105, CIS121AH, CIS126DL, CIS126RH, CIS201, CIS238DL, CIS238RH,, CIS239DL, CIS240DL, CIS240RH, CIS270, CIS271DB, CIS271DL, CIS271RH, CIS272DB, CIS275DL, ITS110, ITS240, MST150++, MST160, CLD110)
  9. Identify perpetrators, their resources, and their motivations in cyberspace. (BPC274, CIS111, CIS143, CIS203, CIS270, CIS271DB, CIS272DB, CIS290AC, CIS298AC, ITS110, ITS120, ITS240, MST160, CLD110)
  10. Compare and contrast offensive and defensive resources used in cybersecurity ecosystems/environment. (CIS201, CIS202, CIS203, CIS270, CIS271DB, CIS272DB, CIS290AC, CIS298AC, ITS110, ITS240, (COM), (CRE), [FYC])
  11. Delineate differences between the moral, behavioral, ethical, and legal ramifications found in the cybersecurity world. (CIS105, CIS111, CIS143, CIS156, ITS120, (CRE) [FYC], [HU], [SB], [SG], [SQ])
  12. Apply knowledge of regulatory and legal requirements to ensure compliance. (CIS111, CIS143, CIS202, CIS290AC, CIS298AC, ITS120, ITS240, (CRE), [FYC])
  13. Apply risk analysis methodologies to identify potential vulnerabilities, associated impacts, and recommend appropriate responses. (BPC274, CIS111, CIS143, CIS121AH, CIS201, CIS202, CIS203, CIS238DL, CIS238RH, CIS270, CIS271DB, CIS272DB, CIS290AC, CIS298AC, CNT150AB, CNT160AB, CNT202, CNT205, ITS110, ITS120, ITS240, ITS291, ITS292, MST160, MST260, CLD110, CLD120 [MA])
  14. Communicate professionally in formal and informal situations to diverse audiences. (BPC270, CIS105, CIS111, CIS143, CIS156, CIS201, CIS202, CIS203, CIS270, CIS271DB, CIS271DL, CIS271RH, CIS272DB, CIS275DL, CIS290AC, CIS298AC, ITS110, ITS120, ITS240, (COM), [FYC], [HU], [SB], [SG], [SQ])
  15. Collaborate with others to solve cybersecurity problems. (CIS105, CIS111, CIS143, CIS201, CIS202, CIS203, CIS270, CIS271DB, CIS271DL, CIS271RH, CIS272DB, CIS275DL, CIS290AC, CIS298AC, ITS110, ITS120, ITS240, ITS291, ITS292, (COM), [SG], [SQ])
  16. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

This program replaces:

AAS/3097 Information Technology: Network and Cyber Security  
 AAS/3160 IT and Power Systems Security

### Program Prerequisites: None

### Required Courses

- |   |                              |
|---|------------------------------|
| <p>+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR<br/>         MST150++ Any Microsoft Windows course (3) 3<br/>         (MST150++ required for Cloud System Administration specialization and Critical Infrastructure specialization)</p> <p>CIS105 Survey of Computer Information Systems 3</p> <p>CIS111 Ethics in Information Technology (3) OR<br/>         ITS120 Legal, Ethical and Regulatory Issues (3) 3</p> | <p><b>Credits: 25-31</b></p> |
|---|------------------------------|

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4  
(CNT140AB required for Cisco Network Administration and Security specialization and Critical Infrastructure specialization)

+ CIS271DB Information Security Essentials (3) AND  
+ CIS272DB Information Security Principles (3) OR  
+ CIS270 Essentials of Network and Information Security (3) OR  
+ ITS110 Information Security Fundamentals (3) 3-6  
(ITS110 required for Cyber Operations specialization; CIS271DB AND CIS272DB required for Critical Infrastructure specialization)

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

+ ITS240 Ethical Hacking and Network Defense 3

### Restricted Electives

Students must complete 12-18 credits from the following list of courses. Courses that are required for a specialization in Cyber Operations, Linux System Administration, Cloud System Administration, Cisco Network Administration and Security, Cyber Engineering, and/or Critical Infrastructure are noted. Courses cannot be repeated for credit.

**Credits:  
12-18**

Specialization I: Cyber Operations

Credits: 17

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ CIS238DL Linux System Administration (3) OR  
+ CIS238RH Red Hat System Administration II (3) 3

+ CIS290AC Computer Information Systems Internship (3) OR  
+ CIS298AC Special Projects (3) 3

+ ITS291 Computer Forensics Foundations 4  
+ ITS292 Advanced Computer Forensics 4

Specialization II: Linux System Administration

Credits: 15

+ CIS238DL Linux System Administration (3) OR  
+ CIS238RH Red Hat System Administration II (3) 3

+ CIS239DL Linux Shell Scripting 3

+ CIS240DL Linux Network Administration (3) OR

+ CIS240RH Red Hat System Administration III (3) 3

+ CIS271DL Linux Security (3) OR

+ CIS271RH Red Hat System Administration IV (3) 3

+ CIS275DL Linux Capstone 3

#### Specialization III: Cloud System Administration

Credits: 15-16

+ BPC274 Advanced Server Computer Maintenance: Server+ Prep 3

CIS121AH Microsoft PowerShell/Command Line Operations 3

+ CIS239DL Linux Shell Scripting 3

+ MST160 Azure Administrator (4), OR

+ CLD110 Amazon Web Services Cloud Foundations (3) 3-4

+ MST260 Microsoft Azure Cloud Development and Operations (3), OR

+ CLD120 Amazon Web Services Cloud Architect Associate (3) 3

#### Specialization IV: Cisco Network Administration and Security

Credits: 12

+ CNT150AB Switching, Routing, and Wireless Essentials 4

+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR

+ CNT205 Cisco Certified Network Associate Security (4) 4

#### Specialization V: Cyber Engineering

Credits: 18

+ CIS119DO Introduction to Oracle: SQL (3) OR

+ CIS276++ Any SQL Database course (3) 3

+ CIS162++ Any C Programming: Level I course 3

(Students intending to transfer to U of A South should take CIS162 C Programming)

+ CIS227 Assembler Language 3

+ CIS238DL Linux System Administration (3) OR

+ CIS238RH Red Hat System Administration II (3) 3

+ CIS250 Management of Information Systems 3

+ CIS262++ Any C Programming: Level II course 3

#### Specialization VI: Critical Infrastructure

Credits: 16

+ CIS143 Introduction to Critical Infrastructure Protection 3

+ CIS201 Introduction to Operational Technology 3

+ CIS202 Introduction to Smart Grid Security 3

- + CIS203 Principles of the Risk Management Framework 3
- + CNT150AB Switching, Routing, and Wireless Essentials 4

### General Electives

Select additional courses 100-level or higher to complete the minimum total program credits required for this degree. It is recommended to select from the Restricted Elective options. Consult with a faculty advisor, program director, and/or academic advisor to identify coursework that best aligns with academic and professional goals. **Credits: 0-3**

### General Education Requirements

<b>General Education Requirement</b>	<b>Credits: 22-28</b>
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<b>General Education Core</b>	<b>Credits: 12-18</b>
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<b>First-Year Composition</b>	<b>Credits: 6</b>
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- + 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) 3

<b>Oral Communication</b>	<b>Credits: 3</b>
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- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- + COM225 Public Speaking (3) OR
- COM230 Small Group Communication (3) 3

COM100 required for students intending to transfer to ASU West to earn a Bachelor of Science in Applied Computing (Cybersecurity).

<b>Critical Reading</b>	<b>Credits: 0-3</b>
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- + CRE101 College Critical Reading and Critical Thinking (3) OR
- Equivalent as indicated by assessment (0) 0-3

<b>Mathematics</b>	<b>Credits: 3-6</b>
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Any approved general education course in the Mathematics area. 3-6

<b>General Education Distribution</b>	<b>Credits: 10</b>
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<b>Humanities, Arts and Design</b>	<b>Credits: 3</b>
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Any approved general education course(s) in the Humanities, Arts and Design area.

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**Social-Behavioral Sciences**

**Credits: 3**

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Any approved general education course(s) in the Social-Behavioral Sciences area.

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**Natural Sciences**

**Credits: 4**

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Any approved general education course(s) from the Natural Sciences area.

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

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### Dance Performance and Technology

Major: **3019**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **AAS**

Total Credits: **61-75**

CIP Code: **50.0301**

Initiating College: **Scottsdale Community College**

Program Availability: **College-Specific: SC**

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

Instructional Council: **Dance (39)**

GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**27-2031.00 Dancers**

**27-2032.00 Choreographers**

**25-3021.00 Self Enrichment Teacher**

**27-4015.00 Lighting Technicians**

**27-4031.00 Camera Operators, Television, Video, and Motion Picture**

**27-4032.00 Film and Video Editors**

**27-2012.00 Producers and Directors**

**27-1013.00 Fine Artists, Including Painters, Sculptors, and Illustrators**

**27-4014.00 Sound Engineering Technicians**

**Description:** The Associate in Applied Science (AAS) in Dance Performance and Technology degree is designed for students who plan to enter the field of dance as performers, choreographers, teachers, and multimedia technicians. The program provides classes in dance theory, performance, production, multimedia and the application of video and computer technology to dance. Students are offered the opportunity to demonstrate this knowledge by producing a short dance performance focusing on dance and camera techniques, lighting design, sound design, choreography for camera and non-linear editing techniques. A Certificate of Completion (CCL) in Dance Performance and Technology is also available.

#### Learning Outcomes

1. Demonstrate technical proficiency by incorporating kinesthetic and somatic principles of movement in various dance styles. (BIO160, BIO201, DAN102AA, DAN102AB, DAN131, DAN132, DAN133, DAN134, DAN135, DAN136, DAN150, DAN155, DAN170, DAN202AA, DAN202AB, DAN221, DAN231, DAN231AA, DAN232, DAN232AA, DAN233, DAN234AA, DAN235AA, DAN236, DAN250, DAN255, DAN280)
2. Apply and analyze artistic elements including intention, movement quality, breath, connection, phrasing, self-awareness, and musicality while performing. (BIO160, BIO201, DAN102AA, DAN102AB, DAN131, DAN132, DAN133, DAN134, DAN135, DAN136, DAN150, DAN155, DAN170, DAN202AA, DAN202AB, DAN221, DAN231, DAN231AA, DAN232, DAN232AA, DAN233, DAN234AA, DAN235AA, DAN236, DAN250, DAN255, DAN264, DAN272, DAN280)
3. Correlate historical and cultural knowledge of various dance styles and approaches to movement practices and performance. (DAH190, DAH250, DAH255, DAN102AA, DAN102AB, DAN131, DAN132, DAN133, DAN134, DAN135, DAN136, DAN150, DAN155, DAN191, DAN202AA, DAN202AB, DAN221, DAN231, DAN231AA, DAN232, DAN232AA, DAN233, DAN234AA, DAN235AA, DAN236, DAN250, DAN255, DAN264, DAN280, [HU], [SB])
4. Use critical and creative thinking skills in the composition of one or more of the following: music, digital art, lighting design, dance for the camera and choreography. (CRE101, DAN150, DAN155, DAN192, DAN221, DAN250, DAN255, DAN264, DAN272, DAN280, [FYC], [MA], (COM))
5. Critically analyze and evaluate choreography, technique, and performance and be able to communicate feedback using thoughtful written and oral dialogue. (DAH250, DAH255, DAN102AA, DAN102AB, DAN131, DAN132, DAN133, DAN134, DAN135, DAN136, DAN150, DAN155, DAN170, DAN191, DAN202AA, DAN202AB, DAN210, DAN221, DAN231, DAN231AA, DAN232, DAN232AA, DAN233, DAN234AA, DAN235AA, DAN236, DAN250, DAN255, DAN264, DAN272, DAN280, EDU222, [FYC], [L], (COM))
6. Integrate choreography with production elements in professional-level dance performance. (DAN150, DAN155,

DAN210, DAN221, DAN250, DAN255, DAN264, DAN272, DAN280, EDU222)

7. Practice self-awareness, emotional intelligence, and effective interpersonal skills in group communication and collaboration. (BIO160, BIO201, CRE101, DAH190, DAH250, DAH255, DAN102AA, DAN102AB, DAN131, DAN132, DAN133, DAN134, DAN135, DAN136, DAN150, DAN155, DAN170, DAN191, DAN192, DAN193, DAN202AA, DAN202AB, DAN210, DAN221, DAN231, DAN231AA, DAN232, DAN232AA, DAN233, DAN234AA, DAN235AA, DAN236, DAN250, DAN255, DAN264, DAN272, DAN280, DAN282AA, EDU222, [FYC], [MA], (COM))

8. Synthesize the process of learning and the role of personal motivation to set and achieve educational goals. (BIO160, BIO201, DAH190, DAH250, DAH255, DAN102AA, DAN102AB, DAN131, DAN132, DAN133, DAN134, DAN135, DAN136, DAN150, DAN155, DAN170, DAN191, DAN192, DAN193, DAN202AA, DAN202AB, DAN210, DAN221, DAN231, DAN231AA, DAN232, DAN232AA, DAN233, DAN234AA, DAN235AA, DAN236, DAN250, DAN255, DAN264, DAN272, DAN280, DAN282AA, [FYC], [L], [SB])

9. Engage in dance career exploration and develop skills and materials for self promotion and employment. (DAH190, DAN150, DAN155, DAN210, DAN250, DAN255, DAN264, DAN272, DAN280, DAN282AA, DAN298AA, (COM))

10. Demonstrate ethical and professional behavior appropriate to the field of dance. (DAH190, DAH201, DAH250, DAH255, DAN102AA, DAN102AB, DAN131, DAN132, DAN133, DAN134, DAN135, DAN136, DAN150, DAN155, DAN170, DAN191, DAN192, DAN193, DAN202AA, DAN202AB, DAN210, DAN221, DAN231, DAN231AA, DAN232, DAN232AA, DAN233, DAN234AA, DAN235AA, DAN236, DAN250, DAN255, DAN264, DAN272, DAN280, DAN282AA, EDU222, [FYC], (COM))

11. Use dance to encourage civic and community engagement. (DAH190, DAH201, DAH250, DAH255, DAN150, DAN155, DAN193, DAN210, DAN221, DAN250, DAN255, DAN264, DAN272, DAN280, DAN282AA, DAN298AA, [FYC], [HU])

12. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

P/Z classes do not apply to the degree.

Students must enroll in three of the following styles of technique each semester: Ballet, Modern, Jazz and Hip Hop. Students must attain a level 4 in the following styles of technique before they can graduate: Ballet, Modern, Jazz and Hip Hop.

### Program Prerequisites: None

### Required Courses

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

**Credits: 38-  
47**

### THEORY COURSES

Credits: 22

DAH190 Discovering Dance Careers 1

+ DAN170 Dance Kinesiology 3

DAN191 Viewing Dance 1

DAN192 Digital Music for Dancers 1

DAN193 Professional Promotion for Dancers 1

DAN210 Dance Production I 3

DAN221 Rhythmic Awareness I 3

DAN264 Choreography I 3

- + DAN272 Dance Technology 3
- + DAN280 Dance Practicum 2
  
- + DAN282AA Service-Learning Experience in Dance (1) OR
- + DAN298AA Special Projects (1) 1

#### TECHNIQUE COURSES

Credits: 14-20

- DAN131 Ballet I (1) 1-2
- + DAN134 Ballet II (1) 1-2
- + DAN231 Ballet III (1) 1-2
- + DAN231AA Ballet III: Intensive (2) 2-4
- + DAN234AA Ballet IV: Intensive (2) 2-4

- DAN132 Modern Dance I (1) 1-2
- + DAN135 Modern Dance II (1) 1-2
- + DAN232 Modern Dance III (1) 1-2
- + DAN232AA Modern Dance III: Intensive (2) 2-4
- + DAN235AA Modern Dance IV: Intensive (2) 2-4

- DAN133 Jazz Dance I (1) 1-2
- + DAN136 Jazz Dance II (1) 1-2
- + DAN233 Jazz Dance III (1) 1-2
- + DAN236 Jazz Dance IV (1) 1-2

- DAN102AA Hip Hop I (1) 1-2
- + DAN102AB Hip Hop II (1) 1-2
- + DAN202AA Hip Hop III (1) 1-2
- + DAN202AB Hip Hop IV (1) 1-2

#### PERFORMANCE COURSES

Credits: 1-2

Admittance into performance classes is by audition only.

- DAN150 Dance Performance I (1) OR
- + DAN155 Dance Performance II (1) OR
- + DAN250 Dance Performance III (1) OR
- + DAN255 Dance Performance IV (1) 1-2

Note: A minimum of 38 Required Course credits may be needed to complete the minimum total program credits required for this degree. Consult with an Academic Advisor.

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### General Education Requirements

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**General Education Requirement**

**Credits: 22-28**

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

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**First-Year Composition****Credits: 6**

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- + 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****Credits: 3**

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- COM110 Interpersonal Communication (3) OR
  - + COM225 Public Speaking (3) 3
- 

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

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- + CRE101 College Critical Reading and Critical Thinking (3) OR
  - Equivalent as indicated by assessment (0) 0-3
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**Mathematics****Credits: 3-6**

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- + MAT140 College Mathematics (5) OR
  - + MAT141 College Mathematics (4) OR
  - + MAT142 College Mathematics (3) OR
  - MAT145 College Mathematics with Review (5) OR
  - MAT146 College Mathematics with Review (6) OR
  - Satisfactory completion of higher level math course (3-6) 3-6
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**General Education Distribution****Credits: 10**

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**Humanities, Arts and Design****Credits: 3**

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- DAH201 World Dance Studies (3) OR
  - + DAH250 Dance in Popular Culture (3) OR
  - + DAH255 Hip Hop: Arts, Aesthetic and Culture (3) 3
- 

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

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- EDU222 Introduction to the Exceptional Learner 3
- 

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

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- BIO160 Introduction to Human Anatomy and Physiology (4) OR
  - + BIO201 Human Anatomy and Physiology I (4) 4
-

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### **Dance Performance and Technology**

Major: **5979**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **37-44**

CIP Code: **50.0301**

Initiating College: **Scottsdale Community College**

Program Availability: **College-Specific: SC**

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

Instructional Council: **Dance (39)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**27-2031.00 Dancers**

**27-2032.00 Choreographers**

**25-3021.00 Self Enrichment Teacher**

**27-4015.00 Lighting Technicians**

**27-4031.00 Camera Operators, Television, Video, and Motion Picture**

**27-4032.00 Film and Video Editors**

**27-2012.00 Producers and Directors**

**27-1013.00 Fine Artists, Including Painters, Sculptors, and Illustrators**

**27-4014.00 Sound Engineering Technicians**

**Description:** The Certificate of Completion (CCL) in Dance Performance and Technology is designed for students who plan to enter the field of dance as performers, choreographers, teachers and multimedia technicians. The program provides classes in dance theory, performance, production, multimedia and the application of video and computer technology to dance. Students are offered the opportunity to demonstrate this knowledge by producing a short dance performance focusing on dance and camera techniques, lighting design, sound design, choreography for camera and non-linear editing techniques. An Associate in Applied Science (AAS) in Dance Performance and Technology degree is also available.

#### **Learning Outcomes**

1. Demonstrate technical proficiency by incorporating kinesthetic and somatic principles of movement in various dance styles. (DAN102AA, DAN102AB, DAN131, DAN132, DAN133, DAN134, DAN135, DAN136, DAN150, DAN155, DAN170, DAN202AA, DAN202AB, DAN221, DAN231, DAN231AA, DAN232, DAN232AA, DAN233, DAN234AA, DAN235AA, DAN236, DAN250, DAN255, DAN280)
2. Apply and analyze artistic elements including intention, movement quality, breath, connection, phrasing, self-awareness, and musicality while performing. (DAN102AA, DAN102AB, DAN131, DAN132, DAN133, DAN134, DAN135, DAN136, DAN150, DAN155, DAN170, DAN202AA, DAN202AB, DAN221, DAN231, DAN231AA, DAN232, DAN232AA, DAN233, DAN234AA, DAN235AA, DAN236, DAN250, DAN255, DAN264, DAN272, DAN280)
3. Correlate historical and cultural knowledge of various dance styles and approaches to movement practices and performance. (DAH190, DAN102AA, DAN102AB, DAN131, DAN132, DAN133, DAN134, DAN135, DAN136, DAN150, DAN155, DAN191, DAN202AA, DAN202AB, DAN221, DAN231, DAN231AA, DAN232, DAN232AA, DAN233, DAN234AA, DAN235AA, DAN236, DAN250, DAN255, DAN264, DAN280)
4. Use critical and creative thinking skills in the composition of one or more of the following: music, digital art, lighting design, dance for the camera and choreography. (DAN150, DAN155, DAN192, DAN221, DAN250, DAN255, DAN264, DAN272, DAN280)
5. Critically analyze and evaluate choreography, technique, and performance and be able to communicate feedback using thoughtful written and oral dialogue. (DAN102AA, DAN102AB, DAN131, DAN132, DAN133, DAN134, DAN135, DAN136, DAN150, DAN155, DAN170, DAN191, DAN202AA, DAN202AB, DAN210, DAN221, DAN231, DAN231AA, DAN232, DAN232AA, DAN233, DAN234AA, DAN235AA, DAN236, DAN250, DAN255, DAN264, DAN272, DAN280)
6. Integrate choreography with production elements in professional-level dance performance. (DAN150, DAN155, DAN210, DAN221, DAN250, DAN255, DAN264, DAN272, DAN280)

7. Practice self-awareness, emotional intelligence, and effective interpersonal skills in group communication and collaboration. (DAH190, DAN102AA, DAN102AB, DAN131, DAN132, DAN133, DAN134, DAN135, DAN136, DAN150, DAN155, DAN170, DAN191, DAN192, DAN193, DAN202AA, DAN202AB, DAN210, DAN221, DAN231, DAN231AA, DAN232, DAN232AA, DAN233, DAN234AA, DAN235AA, DAN236, DAN250, DAN255, DAN264, DAN272, DAN280, DAN282AA)
8. Synthesize the process of learning and the role of personal motivation to set and achieve educational goals. (DAH190, DAN102AA, DAN102AB, DAN131, DAN132, DAN133, DAN134, DAN135, DAN136, DAN150, DAN155, DAN170, DAN191, DAN192, DAN193, DAN202AA, DAN202AB, DAN210, DAN221, DAN231, DAN231AA, DAN232, DAN232AA, DAN233, DAN234AA, DAN235AA, DAN236, DAN250, DAN255, DAN264, DAN272, DAN280, DAN282AA)
9. Engage in dance career exploration and develop skills and materials for self promotion and employment. (DAH190, DAN150, DAN155, DAN193, DAN210, DAN250, DAN255, DAN264, DAN272, DAN280, DAN282AA, DAN298AA)
10. Demonstrate ethical and professional behavior appropriate to the field of dance. (DAH190, DAN102AA, DAN102AB, DAN131, DAN132, DAN133, DAN134, DAN135, DAN136, DAN150, DAN155, DAN170, DAN191, DAN192, DAN193, DAN202AA, DAN202AB, DAN210, DAN221, DAN231, DAN231AA, DAN232, DAN232AA, DAN233, DAN234AA, DAN235AA, DAN236, DAN250, DAN255, DAN264, DAN272, DAN280, DAN282AA)
11. Use dance to encourage civic and community engagement. (DAH190, DAN150, DAN155, DAN193, DAN210, DAN221, DAN250, DAN255, DAN264, DAN272, DAN280, DAN282AA, DAN298AA)

### Program Notes

Students must earn a grade of C or better in all courses in the program.  
P/Z classes do not apply to the degree

Students must enroll in three of the following styles of technique each semester: Ballet, Modern, Jazz and Hip Hop.  
Students must attain a level 4 in the following styles of technique before they can graduate: Ballet, Modern, Jazz and Hip Hop.

### Program Prerequisites: None

### Required Courses

#### THEORY COURSES

**Credits: 37-44**

Credits: 22

- DAH190 Discovering Dance Careers 1
- + DAN170 Dance Kinesiology 3
- DAN191 Viewing Dance 1
- DAN192 Digital Music for Dancers 1
- DAN193 Professional Promotion for Dancers 1
- DAN210 Dance Production I 3
- DAN221 Rhythmic Awareness I 3
- DAN264 Choreography I 3
- + DAN272 Dance Technology 3
- + DAN280 Dance Practicum 2
  
- + DAN282AA Service-Learning Experience in Dance (1) OR
- + DAN298AA Special Projects (1) 1

#### TECHNIQUE COURSES

Credits: 14-20

DAN131 Ballet I (1) 1-2  
+ DAN134 Ballet II (1) 1-2  
+ DAN231 Ballet III (1) 1-2  
+ DAN231AA Ballet III: Intensive (2) 2-4  
+ DAN234AA Ballet IV: Intensive (2) 2-4

DAN132 Modern Dance I (1) 1-2  
+ DAN135 Modern Dance II (1) 1-2  
+ DAN232 Modern Dance III (1) 1-2  
+ DAN232AA Modern Dance III: Intensive (2) 2-4  
+ DAN235AA Modern Dance IV: Intensive (2) 2-4

DAN133 Jazz Dance I (1) 1-2  
+ DAN136 Jazz Dance II (1) 1-2  
+ DAN233 Jazz Dance III (1) 1-2  
+ DAN236 Jazz Dance IV (1) 1-2

DAN102AA Hip Hop I (1) 1-2  
+ DAN102AB Hip Hop II (1) 1-2  
+ DAN202AA Hip Hop III (1) 1-2  
+ DAN202AB Hip Hop IV (1) 1-2

#### PERFORMANCE COURSES

Credits: 1-2

Admittance into performance classes is by audition only.

DAN150 Dance Performance I (1) OR  
+ DAN155 Dance Performance II (1) OR  
+ DAN250 Dance Performance III (1) OR  
+ DAN255 Dance Performance IV (1) 1-2

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 22, 2022

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### Data Analytics

Major: **5884**  
Catalog Year: **2022-2023**  
Effective Term: **2023 Spring**  
Award: **CCL**

Primary College: **Scottsdale Community College**  
Program Availability: **CG, EM, GW, MC, PV, RS, SC**  
Field of Interest: **Computer and Information Technology**

Total Credits: **18-24**  
CIP Code: **52.1301**

Instructional Council: **Computer Information Systems (12)**  
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:  
15-2031.00 Operations Research Analysts**

**Description:** The Certificate of Completion (CCL) in Data Analytics program is designed to prepare students to model, synthesize, analyze, and present large data sets for business decision making. Courses will focus on the techniques and computer software used in industry to extract data from various data sources, model and integrate that data, and then visualize this data for business decision making and intelligence gathering.

#### Learning Outcomes

1. Use a computer spreadsheet program to create, store, modify, and print electronic spreadsheets. (CIS114DE, CIS214DA)
2. Demonstrate the skills needed to set up, maintain, and use a database management program. (CIS117DM)
3. Design and create database structures to store, retrieve, update, and display data in a relational database using SQL. (CIS214DA, CIS217AM, CIS276DA, CIS276DB)
4. Identify the fundamental characteristics and functions of modern business, including business principles, marketing, labor relations, and business risk. (GBS151)
5. Solve probability applications. (GBS220, MAT15+)
6. Distinguish between continuous and discrete variables for business intelligence. (CIS214DA, GBS220)
7. Calculate and interpret descriptive statistics for either raw or grouped data. (CIS214DA, GBS220)
8. Use descriptive and inferential statistical techniques and confidence levels for decision making when testing hypotheses. (CIS214DA, GBS220, MAT15+)
9. Use regression and correlation analysis to interpret the results. (CIS214DA, GBS220, GBS221, MAT15+)
10. Apply data modeling techniques for data visualization and informed decision making. (CIS214DA)

#### Program Notes

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

CIS214DE is not equivalent to CIS214DA for the purposes of this certificate and should not be used to complete program requirements. Students who have completed GBS221 can use this course in lieu of GBS220.

Computer Information System (CIS) courses required by this program are not applicable if taken more than eight (8) years prior to the completion of the program of study. Consult with an Academic Advisor for complete information.

**Program Prerequisites: None**

#### Required Courses

CIS114DE Excel Spreadsheet 3

**Credits: 18-24**

CIS117DM Microsoft Access: Database Management 3

+ CIS214DA Advanced Excel for Data Analytics 3

+ CIS217AM Advanced Microsoft Access: Database Management (3) OR

+ CIS276DA MySQL Database (3) OR

+ CIS276DB SQL Server Database (3) 3

GBS151 Introduction to Business 3

+ GBS220 Quantitative Methods in Business (3) OR

+ GBS221 Business Statistics (3) 3

+ MAT150 College Algebra/Functions (5) OR

+ MAT151 College Algebra/Functions (4) OR

+ MAT152 College Algebra/Functions (3) OR

+ MAT155 College Algebra/Functions with Review (5) OR

+ MAT156 College Algebra/Functions with Review (6) OR

Satisfactory District math placement (0) 0-6

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: April 26, 2022

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### Database Development

Major: **5083**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **24**

CIP Code: **11.0802**

Primary College: **Scottsdale Community College**

Program Availability: **EM MC SC**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate students may pursue a career as:  
15-1141 Database Administrators**

**Description:** The Certificate of Completion (CCL) in Database Development prepares students to design and implement the infrastructure for business solutions using database and programming tools. The program focuses on administrative tasks and building database applications using programming skills such as data collection, query techniques, and database creation. This certificate can embed into the Associate in Applied Science (AAS) degree in Information Technology.

#### Learning Outcomes

1. Solve business problems using the components of a database management system. (CIS105, CIS117DM, CIS119DO, CIS154, CIS164AB, CIS217AM, CIS276DA, CIS276DB)
2. Design a comprehensive data model using an entity-relationship (ER) diagram that reflects the business requirements. (CIS117DM, CIS119DO, CIS154, CIS217AM, CIS276DA, CIS276DB)
3. Create database structures to store, retrieve, and update data using SQL. (CIS105, CIS117DM, CIS119DO, CIS164AB, CIS217AM, CIS276DA, CIS276DB).
4. Write SQL procedures and functions to automate solutions to a variety of business problems. (CIS164AB, CIS217AM, CIS276DA, CIS276DB)
5. Develop programs using structured design and logic tools. (CIS150++, CIS156, CIS159, CIS162AD, CIS163AA)
6. Use programming language to solve a variety of business problems. (CIS105, CIS150++, CIS156, CIS159, CIS162AD, CIS163AA)
7. Evaluate business computer systems using appropriate object-oriented analysis and design methods. (CIS225AB)

#### Program Notes

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Program Prerequisites: None**

#### Required Courses

CIS105 Survey of Computer Information Systems 3

**Credits: 24**

CIS117DM Microsoft Access: Database Management (3) OR  
+ CIS154 Database Modeling and Design (3) 3

+ CIS119DO Introduction to Oracle: SQL 3

- + CIS150++ Programming Fundamentals 3
  
  - + CIS156 Python Programming: Level I (3) OR
  - + CIS159 Visual Basic Programming I (3) OR
  - + CIS162AD C#: Level I (3) OR
  - + CIS163AA Java Programming: Level I (3) 3
  
  - + CIS164AB Oracle: PL/SQL Programming (3) OR
  - + CIS276DA MySQL Database (3) OR
  - + CIS276DB SQL Server Database (3) 3
  
  - + CIS217AM Advanced Microsoft Access: Database Management 3
  - + CIS225AB Object-Oriented Analysis and Design 3
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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2020

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## Desktop Support

Major: **5043**

Catalog Year: **2022-2023**

Effective Term: **2021 Fall**

Award: **CCL**

Total Credits: **19-22**

CIP Code: **11.1006**

Primary College: **Mesa Community College**

Program Availability: **CG EM GC GW MC PC PV RS SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career with the following job fields:**

**15-1232.00 Computer User Support Specialists**

**49-2011.00 Computer, Automated Teller, and Office Machine Repairers**

**Description:** The Certificate of Completion (CCL) in Desktop Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in computer, network, and security technologies, as well as the interpersonal skills in customer service/technical support needed to be successful within the industry. Depending on course selection, this program helps prepare students for the CompTIA A+, CompTIA Network+, and/or CompTIA Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

### Learning Outcomes

1. Assess computer hardware and software using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, troubleshooting, and service. (BPC170, BPC270, CIS126DL, CIS126RH, BPC171, CIS290AA, CIS290AB, CIS290AC, CIS296WB, CIS296WC, CIS298AA, CIS298AB, CIS298AC)
2. Demonstrate effective customer service, teamwork, and communication skills in accordance with the professional and ethical conventions within the field of information technology. (CIS102DA, CIS290AA, CIS290AB, CIS290AC)
3. Demonstrate proficiency in word processing, spreadsheet, database, and presentation applications. (CIS105)
4. Assess operating systems using critical thinking, industry standard tools, and best practices to demonstrate proper installation, configuration, maintenance, troubleshooting, and service. (BPC270, CIS126DL, CIS126RH, BPC171, CIS290AA, CIS290AB, CIS290AC, CIS296WB, CIS296WC, CIS298AA, CIS298AB, CIS298AC)
5. Explain networking concepts including topologies, IP addressing, protocols, and basic design. (CIS190, CNT140AB)
6. Demonstrate the skills required to install, configure, administer and troubleshoot a data network. (CIS190, CNT140AB)

### Program Notes

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**This program replaces [CCL/5841 Microsoft Technical Specialist](#)**

**Program Prerequisites: None**

## Required Courses

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3  
CIS102DA Customer User Support 3  
CIS105 Survey of Computer Information Systems 3

**Credits: 18-19**

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4  
(Note: CNT140AB is recommended for students interested in pursuing their Cisco Network Administration Certification)

## Restricted Electives

Students must select one to three (1-3) credits from the following:

**Credits: 1-3**

BPC171 Recycling Used Computer Technology 1  
+ CIS290AA Computer Information Systems Internship 1  
+ CIS290AB Computer Information Systems Internship 2  
+ CIS290AC Computer Information Systems Internship 3  
+ CIS296WB Cooperative Education 2  
+ CIS296WC Cooperative Education 3  
+ CIS298AA Special Projects 1  
+ CIS298AB Special Projects 2  
+ CIS298AC Special Projects 3

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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### Editing

Major: <b>5981</b>	Primary College: <b>Scottsdale Community College</b>
Catalog Year: <b>2022-2023</b>	Program Availability: <b>College-Specific: SC</b>
Effective Term: <b>2020 Fall</b>	Field of Interest: <b>Visual and Performing Arts</b>
Award: <b>CCL</b>	
Total Credits: <b>41</b>	Instructional Council: <b>Theatre Arts (50)</b>
CIP Code: <b>50.0602</b>	GPA: <b>2.00</b>

SOC Code: **Upon completion of this certificate, students may pursue a career as:  
27-4032.00 Film and Video Editors**

**Upon completion of an associate degree, students may pursue a career as:**  
**27-2012.00 Producers and Directors**  
**27-2012.01 Producers**  
**27-2012.02 Directors- Stage, Motion Pictures, Television, and Radio**  
**27-2012.03 Program Directors**  
**27-2012.05 Technical Directors/Managers**  
**27-4031.00 Camera Operators, Television, Video, and Motion Picture**  
**27-4032.00 Film and Video Editors**

**Description:** The Certificate of Completion (CCL) in Editing is designed for students who plan to enter the field of Motion Picture, Television, and New Media Post-Production. Students learn theory in motion picture, television and media production and editing. They apply that knowledge by producing a variety of projects using both linear and non-linear post-production systems as well as computer-based video compositing and title animation technology. An Associate in Applied Science (AAS) in Motion Picture, Television, and New Media Production degree is also available.

#### Learning Outcomes

1. Produce cinematic works using film and digital media tools and technologies according to industry standards. (FMT100, FMT/MTC120, FMT134, FMT135, FMT136, FMT241, FMT242, FMT243, FMT280, FMT283)
2. Apply principles of story, cinematography, and editing theory in the post-production of cinematic works. (FMT/MTC120, FMT134, FMT135, FMT136, FMT241, FMT242, FMT243, FMT280, FMT283)
3. Apply principles of historical and current film genres, styles, and movements in the post-production of cinematic works. (FMT/MTC120, FMT121, FMT134, FMT135, FMT136, FMT241, FMT242, FMT243, FMT280, FMT283, HUM/THF205)
4. Apply knowledge of industry roles and techniques for the post-production of cinematic works. (FMT107, FMT/MTC120, FMT121, FMT134, FMT135, FMT136, FMT241, FMT242, FMT243, FMT280, FMT283, HUM/THF205)
5. Demonstrate collaboration and inclusivity to promote an ethical and diverse work environment. (FMT107, FMT/MTC120, FMT121, FMT134, FMT135, FMT136, FMT241, FMT242, FMT243, FMT280, FMT283)
6. Demonstrate qualifications and experience as a post-production professional in a portfolio of work. (FMT107, FMT241, FMT242)

#### 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.

**Program Prerequisites: None**

#### Required Courses

FMT100 Introduction to Production 3  
FMT107 Career Pathways in the Media 3  
+ FMT/MTC120 Introduction to Sound Design for Film and Video 3  
FMT121 Story Theory for Film, Television and Media 3  
+ FMT134 Pre-Production for Motion Picture and Television 3  
+ FMT135 Production for Motion Picture and Television 3  
+ FMT136 Post-Production for Motion Picture and Television 3  
+ FMT241 AVID Media Composer Editing 4  
+ FMT242 Professional Portfolio for Film, TV, and Media 2  
+ FMT243 Introduction to Video Compositing and Title Animation 4  
+ FMT280 The Art of Editing 3  
+ FMT283 Advanced Non-Linear Editing Techniques 4  
HUM/THF205 Introduction to Cinema 3

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**Credits: 41**

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2020

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### Enrolled Agent

Major: **5958**  
Catalog Year: **2022-2023**  
Effective Term: **2022 Fall**  
Award: **CCL**  
Total Credits: **17-18**  
CIP Code: **52.0301**

Initiating College: **South Mountain Community College**  
Program Availability: **CG GC MC PC PV RS SC SM**  
Field of Interest: **Business, Entrepreneurialism and Management**

Instructional Council: **Business/Management (03)**  
GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:  
13-2081.00 Tax Examiners and Collectors, and Revenue Agents  
13-2082.00 Tax Preparers**

**Description:** The Certificate of Completion (CCL) in Enrolled Agent program helps to prepare students for the Enrolled Agent Examination. The Internal Revenue Service (IRS) Enrolled Agent credential allows tax practitioners to represent taxpayers before the IRS when it comes to collections, audits, and appeals. Enrolled Agents' expertise in the continually changing field of taxation enables them to effectively represent taxpayers at all administrative levels within the IRS. Students who successfully complete this CCL may also seek employment as tax preparers.

#### Learning Outcomes

1. Apply accounting principles to report the financial position of an organization, prepare taxation reporting, and compliance. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC221, ACC222, ACC224, ACC230, ACC270AB, ACC270AC)
2. Prepare taxpayers case for examination. (ACC224)
3. Apply current technology to specific business tasks. (ACC115, ACC224, CIS105)
4. Evaluate the legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (ACC111, ACC121, ACC221, ACC224)
5. Apply principles and practices of accounting to analyze and interpret general purpose financial statements. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC221, ACC222, ACC230)
6. Apply basic rules of financial accounting to business transactions. (ACC105, ACC111, ACC112, ACC115, ACC121, ACC211, ACC221, ACC222, ACC230)
7. Apply appropriate procedures to prepare individual, partnership, and corporate taxes, including tax reporting for income, payroll, sales, and personal property. (ACC105, ACC121, ACC221, ACC222, ACC224, ACC270AB, ACC270AC)
8. Demonstrate an understanding of compliance in accounting, reporting and tax. (ACC105, ACC121, ACC221, ACC222, ACC224, ACC270AB, ACC270AC)

#### Program Notes

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

Consultation with an Academic Advisor is recommended for course selection.

The Volunteer Income Tax Assistance (VITA) program internship is only available in the spring semester- Contact a program adviser for more information.

**Program Prerequisites: None**

#### Required Courses

ACC111 Accounting Principles I (3) OR  
ACC211 Financial Accounting (3) 3

**Credits: 15**

ACC121 Individual Tax Preparation 3  
+ ACC221 Tax Accounting 3  
+ ACC224 Tax Practice Administration and Business Entity Analysis 3  
CIS105 Survey of Computer Information Systems 3

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### Restricted Electives

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Students should select 2-3 credits from the list below:

**Credits: 2-3**

ACC105 Payroll, Sales and Property Taxes 3  
+ ACC112 Accounting Principles II 3  
ACC115 Computerized Accounting 3  
+ ACC222 Payroll Accounting 3  
+ ACC230 Uses of Accounting Information I 3  
+ ACC270AB Accounting Internship 2  
+ ACC270AC Accounting Internship 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 26, 2019

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### Entrepreneurial Studies Level I

Major: **5819N**                      Initiating College: **Estrella Mountain Community College**  
 Catalog Year: **2022-2023**      Program Availability: **GC, GW, MC, PC, PV, RS, SC, SM**  
 Effective Term: **2019 Fall**      Field of Interest: **Business, Entrepreneurialism and Management**  
 Award: **CCL**  
 Total Credits: **10-11**              Instructional Council: **Business/Management (03)**  
 CIP Code: **52.0701**                GPA: **2.0**  
 SOC Code: **Upon completion of this certificate, students may pursue a career as:  
 11-1021 General and Operations Managers**

**Description:** The Certificate of Completion (CCL) in Entrepreneurial Studies Level I program is designed to provide students with an introduction to the entrepreneurial process. Courses include a history of entrepreneurship, current research into its impacts on society, types of business start-up opportunities, and creating a preliminary business plan, as well as securing a healthy financial future. A Certificate of Completion (CCL) in Entrepreneurial Studies Level II is also available.

#### Learning Outcomes

1. Explain entrepreneurship. (EPS150, EPS162)
2. Create planning activities required for the successful launch of a new venture. (EPS162, EPS195)
3. Identify venture opportunities. (EPS160)
4. Evaluate feasibility of venture opportunities. (EPS150, EPS160, EPS162)
5. Explore and evaluate funding opportunities. (GBS/HEC132)
6. Create opportunities through innovation. (EPS160)

#### Program Notes

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

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

**This program replaces:**

[CCL/5192N Small Business Entrepreneurship](#)

[CCL/5706N Small Business Start-Up](#)

[CCL/5892 Business Micro Finance](#)

**Program Prerequisites: None**

#### Required Courses

EPS150 Introduction to Entrepreneurship 3	<b>Credits: 10-11</b>
EPS160 New Venture Creation 2	
EPS162 Introduction to Social Entrepreneurship (3) OR	
EPS195 Business Start-Up and Planning (2) 2-3	
GBS/HEC132 Personal and Family Financial Security 3	

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2019

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### Entrepreneurial Studies Level II

Major: **5820**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **CCL**  
 Total Credits: **18-19**  
 CIP Code: **52.0701**  
 Primary College: **Mesa Community College**  
 Program Availability: **GC GW MC PC RS SC SM**  
 Field of Interest: **Business, Entrepreneurialism and Management**  
 Instructional Council: **Business/Management (03)**  
 GPA: **2.00**  
 SOC Code: **Upon completion of this certificate, students may pursue a career as:  
 11-1021 General and Operations Managers**

**Description:** The Certificate of Completion (CCL) in Entrepreneurial Studies Level II program is designed to prepare students to acquire additional skills, tools and knowledge necessary for successful venture opportunities. A Certificate of Completion (CCL) in Entrepreneurial Studies Level I is also available and fully embedded in this program.

#### Learning Outcomes

1. Explain entrepreneurship.(EPS150, EPS162)
2. Create planning activities required for the successful launch of a new venture.(EPS161, EPS162, EPS195, MGT253)
3. Identify venture opportunities.(EPS160, EPS180)
4. Evaluate feasibility of venture opportunities.(EPS150, EPS160, EPS162, EPS165)
5. Explore and evaluate funding opportunities.(GBS/HEC132, MGT253)
6. Create opportunities through innovation.(EPS160, EPS180)

#### Program Notes

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

**This program replaces:** [CCL/5892 Business Micro Finance](#)

**Program Prerequisites: None**

#### Required Courses

EPS150 Introduction to Entrepreneurship 3	<b>Credits: 18-19</b>
EPS160 New Venture Creation 2	
EPS162 Introduction to Social Entrepreneurship (3) OR	
EPS195 Business Start-Up and Planning (2) 2-3	
GBS/HEC132 Personal and Family Financial Security 3	
EPS161 New Venture Law and Finance (3) OR	
EPS180 Technology Business Planning (3) 3	
EPS165 New Venture Feasibility Analysis 2	
MGT253 Owning and Operating a Small Business 3	

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2019

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## Equine Science

Major: **3022**  
Catalog Year: **2022-2023**  
Effective Term: **2022 Fall**  
Award: **AAS**  
Total Credits: **67-75**  
CIP Code: **01.0307**

Initiating College: **Scottsdale Community College**  
Program Availability: **SC**  
Field of Interest: **Science, Technology, Engineering and Mathematics**  
Instructional Council: **Agriculture/Equine Science (02)**  
GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**45-2021.00 Animal Breeder (Horse Breeder, Stallion Manager)**

**45-1011.08 Equine Facility Manager**

**39-2011.00 Horse Trainer; Racetrack Outrider**

**39-2021.00 Horse Groomer; Horse Show Braider**

**27-2021.00 Professional Rider**

**27-4021.00 Equine Photographer**

**Upon completion of additional occupational or higher education programs, students may pursue a career as:**

**19-1011.00 Equine Scientist**

**19-1023.00 Zoologist and Wildlife Biologist**

**39-2021.00 Farrier; Equine Massage Therapist**

**27-2023.00 Horse Show Judge**

**29-2056.00 Horse Veterinary Technician**

**41-3021.00 Equine Insurance Agent**

**41-4011.00 Equine Product Sales and Marketing Representative**

**25-9021.00 Equine Extension Specialist**

**27-3022.00 Equine Journalist**

**25-2031.00 High School Equine Science Teacher**

**29-1131.00 Veterinarian**

**25-1041.00 Postsecondary Equine Science Teacher**

**33-3051.00 Mounted Police**

**33-3031.00 Fish and Game Wardens**

**19-1031.02 Land Management Supervisor**

**Description:** The Associate in Applied Science (AAS) in Equine Science degree is an innovative and balanced approach to learning, designed to prepare students for various careers in the equine industry. The program combines a broad-based curriculum of equine science classes with practical hands-on experiences. Students have the opportunity to work with renowned horse professionals while learning the skills and knowledge it takes to be a professional in the equine industry. The degree in Equine Science is also designed to prepare students to transfer to a four-year institution. The degree requires the successful completion of General Education courses including but not limited to English, Math, Humanities, and Science. A Certificate of Completion (CCL) in Equine Science is also available.

### Learning Outcomes

1. Implement safety protocols in the health, care, management, and handling of individual or groups of horses at various life stages according to industry standards. (EQS105, EQS120, EQS130, EQS140, EQS162, EQS162VT, EQS175, EQS200, EQS220, EQS225, EQS250, EQS264, EQS275, EQS280, EQS283, EQS285)
2. Apply equine related business, facilities, and event management best practices within the industry. (EQS130, EQS162, EQS162VT, EQS175, EQS200, EQS220, EQS225, EQS264, EQS275, EQS280, EQS283, EQS285, MGT253, MKT263, PSY101)
3. Utilize emerging technologies for management, marketing, research, and communication. (ASL+++++, BPC110, CIS105, EQS105, EQS120, EQS130, EQS140, EQS162, EQS162VT, EQS200, EQS220, EQS225, EQS264, EQS275, EQS280, EQS283, EQS285, MGT253, MKT110, MKT263, (CRE), PSY101, SPA+++++, (COM), [FYC], [MA])

4. Apply scientific knowledge, including health and disease, nutrition, reproduction, and anatomy and physiology, to critically evaluate the various components of equine management. (BPC110, CIS105, EQS120, EQS140, EQS162, EQS162VT, EQS175, EQS200, EQS220, EQS225, EQS250, EQS264, EQS275, EQS280, EQS283, EQS285, (CRE), PSY101, [MA], [SG], [SQ])
5. Identify legal issues and safety standards within the equine industry. (BPC110, CIS105, EQS105, EQS130, EQS140, EQS162, EQS162VT, EQS175, EQS200, EQS220, EQS225, EQS250, EQS264, EQS275, EQS280, EQS283, EQS285, MGT253, MKT110)
6. Communicate effectively both verbally and in writing with diverse populations on equine related subjects. (ASL+++++, BPC110, CIS105, EQS105, EQS120, EQS130, EQS140, EQS162, EQS162VT, EQS175, EQS200, EQS220, EQS225, EQS250, EQS264, EQS275, EQS280, EQS283, EQS285, MGT253, MKT110, SPA+++++, (COM), (CRE101), [FYC], [HU], [MA], PSY101)
7. Apply anatomical evaluation techniques to successfully manage serviceability of the equine based on form and function. (EQS105, EQS120, EQS162, EQS162VT, EQS175, EQS200, EQS220, EQS225, EQS250, EQS264, EQS275, EQS280, EQS283, EQS285)
8. Identify preventive protocols and rehabilitative modalities for continued equine health and performance. (EQS120, EQS162, EQS162VT, EQS175, EQS200, EQS220, EQS225, EQS250, EQS264, EQS275, EQS280, EQS283, EQS285)
9. Practice industry accepted professional standards and ethical behavior as a steward for equine welfare. (EQS105, EQS120, EQS130, EQS140, EQS162, EQS162VT, EQS175, EQS200, EQS220, EQS225, EQS250, EQS264, EQS275, EQS280, EQS283, EQS285, MGT253, MKT110, (COM), (CRE), PSY101, [FYC])
10. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

EQS162VT is required for Veterinary Technician students currently enrolled in Mesa Community College (MCC) Veterinary Technology Program or students currently enrolled in Scottsdale Community College (SCC) Equine Science Program on track with Mesa Community College (MCC) Veterinary Technology Program upon graduation from SCC.

Students interested in transferring to an Arizona public university can satisfy the relevant Arizona General Education Curriculum (AGEC-A) and transfer requirements by completing the following courses:

An additional course with the Humanities, Arts and Design [HU] general studies designation 3

An additional course with the Natural Science [SQ OR SG] designation 4

An additional course with the Social Behavioral [SB] designation 3

Complete MAT14+ or MAT15+ or higher 3-5 to satisfy the Mathematic General Education requirement

Students pursuing the Veterinary Technology program should complete MAT12+.

### Program Prerequisites: None

### Required Courses

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

**Credits: 42-45**

EQS105 Principles of Equine Science 3  
+ EQS120 Equine Anatomy and Physiology 4  
EQS130 Equine Business and Law 3



+ EQS140 Equine Behavior 3

EQS162 Equine and Stable Management I (2) OR

+ EQS162VT Equine Management for the Veterinary Technician (2) 2

+ EQS200 Principles of Equine Nutrition 3

+ EQS220 Equine Reproduction 3

+ EQS225 Equine Health and Disease Management 3

+ EQS250 Equine Evaluation 3

+ EQS264 Equine and Stable Management II 4

+ EQS275 Equine Lameness 4

+ EQS280 Equine Science Internship (3) OR

+ EQS285 Equine Science Practicum (2) 2-3

+ EQS283 Special Event Internship 1

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) 1-3

### Restricted Electives

ASL+++++ Any ASL American Sign Language course 4

**Credits: 3**

EQS175 Introduction to Equine Therapies 3

+ EQS283 Special Event Internship 1

MGT253 Owning and Operating a Small Business 3

MKT110 Marketing and Social Networking 3

MKT263 Advertising Principles 3

SPA+++++ Any SPA Spanish language course 3

### General Education Requirements

**General Education Requirement**

**Credits: 22-27**

**General Education Core**

**Credits: 12-17**

**First-Year Composition**

**Credits: 6**

+ ENG101 First-Year Composition (3) OR

+ ENG107 First-Year Composition for ESL (3) AND

+ ENG102 First-Year Composition (3) OR

+ ENG108 First-Year Composition for ESL (3) 6

**Oral Communication**

**Credits: 3**

COM225 Public Speaking is recommended to meet industry standards.

COM100 Introduction to Human Communication (3) OR

COM110 Interpersonal Communication (3) OR  
+ COM225 Public Speaking (3) OR  
COM230 Small Group Communication (3) 3

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**Critical Reading**

**Credits: 0-3**

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+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment 0-3

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**Mathematics**

**Credits: 3-5**

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+ Any approved general education course from the Mathematics area. 3-5

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**General Education Distribution**

**Credits: 10**

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**Humanities, Arts and Design**

**Credits: 3**

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

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**Social-Behavioral Sciences**

**Credits: 3**

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PSY101 Introduction to Psychology 3

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**Natural Sciences**

**Credits: 4**

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

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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## Equine Science

Major: **5025**  
Catalog Year: **2022-2023**  
Effective Term: **2020 Fall**  
Award: **CCL**  
Total Credits: **44-45**  
CIP Code: **01.0307**

Initiating College: **Scottsdale Community College**  
Program Availability: **SC**  
Field of Interest: **Science, Technology, Engineering and Mathematics**

Instructional Council: **Agriculture/Equine Science (02)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**45-2021.00 Animal Breeder (Horse Breeder, Stallion Manager)**  
**45-1011.08 Equine Facility Manager**  
**39-2011.00 Horse Trainer; Racetrack Outrider**  
**39-2021.00 Horse Groomer; Horse Show Braider**  
**27-2021.00 Professional Rider**  
**27-4021.00 Equine Photographer**

**Upon completion of additional occupational or higher education programs, students may pursue a career as:**

**19-1011.00 Equine Scientist**  
**19-1023.00 Zoologist and Wildlife Biologist**  
**39-2021.00 Farrier; Equine Massage Therapist**  
**27-2023.00 Horse Show Judge**  
**29-2056.00 Horse Veterinary Technician**  
**41-3021.00 Equine Insurance Agent**  
**41-4011.00 Equine Product Sales and Marketing Representative**  
**25-9021.00 Equine Extension Specialist**  
**27-3022.00 Equine Journalist**  
**25-2031.00 High School Equine Science Teacher**  
**29-1131.00 Veterinarian**  
**25-1041.00 Postsecondary Equine Science Teacher**  
**33-3051.00 Mounted Police**  
**33-3031.00 Fish and Game Wardens**  
**19-1031.02 Land Management Supervisor**

**Description:** The Certificate of Completion (CCL) in Equine Science is an innovative and balanced approach to learning, designed to prepare students for various careers in the equine industry. The program combines a broad-based curriculum of equine science classes with practical hands-on experiences. Students have the opportunity to work with renowned horse professionals while learning the skills and knowledge it takes to be a professional in the equine industry. An Associate in Applied Science (AAS) in Equine Science is also available.

### Learning Outcomes

1. Implement safety protocols in the health, care, management, and handling of individual or groups of horses at various life stages according to industry standards. (EQS105, EQS120, EQS130, EQS140, EQS162, EQS162VT, EQS175, EQS200, EQS220, EQS225, EQS250, EQS264, EQS275, EQS280, EQS283, EQS285)
2. Apply equine related business, facilities, and event management best practices within the industry. (EQS130, EQS162, EQS162VT, EQS175, EQS200, EQS220, EQS225, EQS264, EQS275, EQS280, EQS283, EQS285, MGT253, MKT263)
3. Utilize emerging technologies for management, marketing, research, and communication. (ASL+++++, EQS105, EQS120, EQS130, EQS140, EQS162, EQS162VT, EQS200, EQS220, EQS225, EQS264, EQS275, EQS280, EQS283, EQS285, MGT253, MKT110, MKT263, BPC110, CIS105, SPA+++++)
4. Apply scientific knowledge, including health and disease, nutrition, reproduction, and anatomy and physiology, to

- critically evaluate the various components of equine management. (EQS120, EQS140, EQS162, EQS162VT, EQS175, EQS200, EQS220, EQS225, EQS250, EQS264, EQS275, EQS280, EQS283, EQS285, BPC110, CIS105)
5. Identify legal issues and safety standards within the equine industry. (BPC110, CIS105, EQS105, EQS130, EQS140, EQS162, EQS162VT, EQS175, EQS200, EQS220, EQS225, EQS250, EQS264, EQS275, EQS280, EQS283, EQS285, MGT253, MKT110)
6. Communicate effectively both verbally and in writing with diverse populations on equine related subjects. (ASL+++++, BPC110, CIS105, EQS105, EQS120, EQS130, EQS140, EQS162, EQS162VT, EQS175, EQS200, EQS220, EQS225, EQS250, EQS264, EQS275, EQS280, EQS283, EQS285, MGT253, MKT110, SPA+++++)
7. Apply anatomical evaluation techniques to successfully manage serviceability of the equine based on form and function. (EQS105, EQS120, EQS162, EQS162VT, EQS175, EQS200, EQS220, EQS225, EQS250, EQS264, EQS275, EQS280, EQS283, EQS285)
8. Identify preventive protocols and rehabilitative modalities for continued equine health and performance. (EQS120, EQS162, EQS162VT, EQS175, EQS200, EQS220, EQS225, EQS250, EQS264, EQS275, EQS280, EQS283, EQS285)
9. Practice industry accepted professional standards and ethical behavior as a steward for equine welfare. (EQS105, EQS120, EQS130, EQS140, EQS162, EQS162VT, EQS175, EQS200, EQS220, EQS225, EQS250, EQS264, EQS275, EQS280, EQS283, EQS285, MGT253, MKT110)

### Program Notes

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

+ indicates course has prerequisites and/or corequisites.

++ indicates any suffixed courses.

EQS162VT is required for Veterinary Technician students currently enrolled in Mesa Community College (MCC) Veterinary Technology Program or students currently enrolled in Scottsdale Community College (SCC) Equine Science Program on track with Mesa Community College (MCC) Veterinary Technology Program upon graduation from SCC.

### Program Prerequisites: None

### Required Courses

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

**Credits: 41-42**

EQS105 Principles of Equine Science 3  
+ EQS120 Equine Anatomy and Physiology 4  
EQS130 Equine Business and Law 3  
+ EQS140 Equine Behavior 3

EQS162 Equine and Stable Management I (2) OR  
+ EQS162VT Equine Management for the Veterinary Technician (2) 2

+ EQS200 Principles of Equine Nutrition 3  
+ EQS220 Equine Reproduction 3  
+ EQS225 Equine Health and Disease Management 3  
+ EQS250 Equine Evaluation 3  
+ EQS264 Equine and Stable Management II 4  
+ EQS275 Equine Lameness 4

+ EQS280 Equine Science Internship (3) OR

+ EQS285 Equine Science Practicum (2) 2-3

+ EQS283 Special Event Internship 1

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### Restricted Electives

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ASL+++++ Any ASL American Sign Language course(s) 4

**Credits: 3**

EQS175 Introduction to Equine Therapies 3

+ EQS283 Special Event Internship 1

MGT253 Owning and Operating a Small Business 3

MKT110 Marketing and Social Networking 3

MKT263 Advertising Principles 3

SPA+++++ Any Spanish language course 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: April 23, 2019

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### **Exercise Science: Health, Fitness, and Sports Performance**

Major: **3059**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **AAS**

Primary College: **Glendale Community College**

Program Availability: **CG, GC, MC, PV, SC, SM**

Field of Interest: **Health Sciences**

Instructional Council: **Exercise Science, Health & Physical Education, Recreation & Wellness (32)**

Total Credits: **62-74.5**

CIP Code: **31.0507**

GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:  
39-9031.00 Fitness Trainers and Aerobics Instructors**

**Description:** The Associate in Applied Science (AAS) in Exercise Science: Health, Fitness, and Sports Performance prepares students for the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy of Sports Medicine (NASM) and the American Council on Exercise (ACE) personal trainer certifications. The curriculum is designed to prepare students for employment in positions such as personal training within health and fitness clubs, wellness centers, and public and private recreation facilities. The curriculum includes the foundational courses required for the Certificate of Completion (CCL) in Personal Training coupled with advanced hands-on courses required for the CCL in Personal Training: Advanced that foster the development of critical thinking, leadership, and communication skills important for developing, implementing and leading exercise programs. This curriculum also provides a good foundation for transfer to a four-year bachelor program. Students who complete this AAS also qualify for the CCL in Personal Training and Personal Training: Advanced. An Associate in Arts (AA), Emphasis in Exercise Science is also available for students interested in continuing their studies in this field.

#### **Learning Outcomes**

1. Apply a fundamental understanding of the relevant scientific concepts of human anatomy and physiology, biomechanics and psychology. (BIO160, BIO181++, BIO201++, EXS101, EXS125, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, EXS275++, FON100, FON241, PSY101)
2. Locate and evaluate relevant scholarly literature. (EXS101, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS290, FON100, FON241, HES100, [FYC], (COM), (CRE))
3. Conduct advanced evidence-based assessments of health and human movement. (EMT101, EXS101, EXS125, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, HES106, [MA])
4. Design evidence-based physical activity programs tailored to client goals and needs. (EXS101, EXS125, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, EXS275++, FON100, FON241, HES100, PED101ST, [MA])
5. Implement evidence-based physical activity programs tailored to client goals and needs. (EXS101, EXS125, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, EXS275++, FON100, FON241, PED101ST)
6. Apply theories of motivation and behavior change to develop and implement basic strategies for improving exercise adoption and adherence. (EXS101, EXS215, EXS217, EXS257, EXS270++, EXS275++, HES100, PSY101)
7. Adapt instructional techniques to ensure client safety and goal attainment. (EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, EXS275++, HES210, PED101ST, PED101++)
8. Apply industry standards of care to mitigate risk and ensure the safety of clients. (EMT101, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, HES106, HES210)
9. Communicate through a variety of written and spoken modalities within diverse contexts. (EMT101, EXS101, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, EXS275++, HES100, HES106, HES210, [FYC], (COM), (CRE), [HU])
10. Demonstrate industry-accepted professional, ethical, and business standards. (EMT101, EXS101, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, EXS275++, HES106, PED101ST, PED101++, [FYC],

(COM), (CRE), [HU])

11. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

### Program Prerequisites: None

### Required Courses

+ BIO181++ General Biology (Majors) I (4) OR  
One (1) year of high school biology (0) 0-4

**Credits: 46-52.5**

BIO160 Introduction to Human Anatomy and Physiology (4) OR  
+ BIO201++ Human Anatomy and Physiology I (4) 4

EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5)  
OR  
HES106 Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR  
Current CPR/AED certification (0) 0-0.5

EXS101 Introduction to Exercise Science 3  
+ EXS125 Introduction to Exercise Physiology 3  
+ EXS146 Introduction to Exercise Testing 1  
+ EXS215 Resistance Training and Recovery Techniques 3  
+ EXS217 Cardiorespiratory and Flexibility Training 3  
+ EXS246 Advanced Exercise Testing 2  
+ EXS255 Program Design: Muscular Fitness and Performance 3  
+ EXS257 Program Design: Cardiorespiratory Fitness 3

Student must complete three (3) credits from the following EXS internship course options:

+ EXS270 Exercise Science Internship (3) OR  
+ EXS270AA Exercise Science Internship (1) AND  
+ EXS270AB Exercise Science Internship (2)  
OR  
+ EXS275 Sport Science Internship (3) OR  
+ EXS275AA Sport Science Internship (1) AND  
+ EXS275AB Sport Science Internship (2)  
OR  
+ EXS270AA Exercise Science Internship (1) AND  
+ EXS275AB Sport Science Internship (2)  
OR  
+ EXS270AB Exercise Science Internship (2) AND  
+ EXS275AA Sport Science Internship (1) 3

EXS290 Introduction to Evidence Based Practice 3

FON100 Introductory Nutrition (3) OR

FON241 Principles of Human Nutrition (3) 3

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) 1-3

HES100 Healthful Living 3

HES210 Cultural Aspects of Health and Illness 3

PED101ST Strength Training 1

PED101BC Boot Camp (1) OR

PED101BS Body Sculpting (1) OR

PED101CY Cycling - Indoor (1) OR

PED101GF Group Fitness/Aerobics (1) OR

PED101KB Kickboxing (1) OR

PED101LD Latin Dancing (1) OR

PED101PC Physical Conditioning (1) OR

PED101PS Pilates (1) OR

PED101SR Stretch and Relaxation (1) OR

PED101TC Tai Chi (1) OR

PED101TX Suspension Training (1) OR

PED101YG Gentle Yoga (1) OR

PED101YH Hatha Yoga (1) OR

PED101YO Yoga (1) OR

PED101YP Power Yoga (1) OR

PED101YR Restorative Yoga (1) OR

PED101ZU Zumba Fitness (1) 1

PSY101 Introduction to Psychology 3

### Restricted Electives

Complete one (1) credit from one of the following course options not already selected in the Required Courses area. Choose a course that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor as needed. **Credits: 1**

EXS+++++ Any EXS Exercise Science course 1

FON+++++ Any FON Food and Nutrition course 1

HES+++++ Any HES Health Science course 1

PED+++++ Any PED Physical Education course 1

IFS110 Critical Research for College Success 1

### General Education Requirements

**General Education Requirement** **Credits: 15-21**

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

**First-Year Composition** **Credits: 6**



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

**Credits: 3**

- COM100 Introduction to Human Communication (3) OR
  - COM110 Interpersonal Communication (3) OR
  - + COM225 Public Speaking (3) OR
  - COM230 Small Group Communication (3) 3
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**Critical Reading**

**Credits: 0-3**

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

**Credits: 3-6**

- + MAT140 College Mathematics (5) OR
  - + MAT141 College Mathematics (4) OR
  - + MAT142 College Mathematics (3) OR
  - MAT145 College Mathematics with Review (5) OR
  - MAT146 College Mathematics with Review (6)
  - OR
  - + MAT150 College Algebra/Functions (5) OR
  - + MAT151 College Algebra/Functions (4) OR
  - + MAT152 College Algebra/Functions (3) OR
  - + MAT155 College Algebra/Functions with Review (5) OR
  - + MAT156 College Algebra/Functions with Review (6) OR
  - Higher level course in the Mathematical Applications [MA] area (3-6) 3-6
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**General Education Distribution**

**Credits: 3**

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**Humanities, Arts and Design**

**Credits: 3**

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

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**Social-Behavioral Sciences**

**Credits: 0**

Met by HES100 in Required Courses.

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**Natural Sciences**

**Credits: 0**

Met by BIO160 or BIO201++ in Required Courses.

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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## Fingerprint Identification and Photography

Major: **5010N**

Catalog Year: **2022-2023**

Effective Term: **2020 Summer**

Award: **CCL**

Total Credits: **10**

CIP Code: **43.0406**

SOC Code: **33-1012.00, 33-3021.01, 33-3021.02, 33-3051.01, 33-3051.00, 33-3021.00 33-3021.06, 33-3021.03, 19-4092.00, 13-1041.06**

Primary College: **Phoenix College**

Program Availability: **CG GC MC PC PV SC SM**

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

Instructional Council: **Administration of Justice Studies (01)**

GPA: **2.0**

**Description:** The Certificate of Completion (CCL) in Fingerprint Identification and Photography is designed to prepare students for entry level positions in the field of fingerprint classification and identification. It is one pathway to the Associate in Applied Science (AAS) in Forensic Science.

### Learning Outcomes

1. Synthesize multiple sources of information to make timely assessments. (AJS101, AJS213, AJS214, AJS290BN)
2. Solve problems through logical and sound reasoning. (AJS101, AJS213, AJS214, AJS290BN)
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS101, AJS213, AJS214, AJS290BN)
4. Communicate in the language common to the criminal justice system. (AJS101, AJS213, AJS214, AJS290BN)
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS101, AJS213, AJS214, AJS290BN)
6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations (AJS101, AJS213, AJS214, AJS290BN)
7. Utilize technology to collect, analyze and communicate data. (AJS101, AJS213, AJS214, AJS290BN)
8. Practice professional standards appropriate to the field of criminal justice. (AJS101, AJS213, AJS214, AJS290BN)
9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS101, AJS213, AJS214, AJS290BN)
10. Collect, identify, classify, and analyze physical evidence related to criminal investigations. (AJS101, AJS213, AJS214, AJS290BN)

### Program Notes

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

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

This program is not eligible for Title IV Federal Financial Aid.

+ indicates course has prerequisites and/or corequisites.

**This program replaces:**

[CCL/5012N Crime and Accident Scene Photography](#)

[CCL/5655 Evidence Technology](#)

[CCL/5753 Crime Scene Technology](#)

[CCL/5877 Evidence Technology](#)

**Program Prerequisites: None**

## Required Courses

AJS101 Introduction to Criminal Justice 3

**Credits: 10**

AJS213 Evidence Technology/Fingerprints 3

AJS214 Evidence Technology/Photography 3

AJS290BN Courtroom Testimony Seminar 1

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 11, 2018

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### Forensic Science

Major: **3183**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **AAS**

Total Credits: **61-68**

CIP Code: **43.0406**

Initiating College: **Mesa Community College**

Program Availability: **CG GC MC PC PV SC SM**

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

Instructional Council: **Administration of Justice Studies (01)**

GPA: **2.0**

SOC Code: **19-4092.00, 13-1041.06, 33-1012.00, 33-3021.01, 33-3021.02, 33-3051.00, 33-3051.01, 33-3021.00, 33-3021.06, 33-3021.03**

**Description:** The Associate in Applied Science (AAS) in Forensic Science provides the student with a specialization in forensic investigation as it relates to crime. The curriculum presents a specialized scope of knowledge about photography, collection and preservation of evidence, and investigative strategies. The program provides students with an important knowledge base for investigative specialization in a wide range of disciplines and careers. This degree pathway also provides students with the opportunity to complete two Certificates of Completion (CCL) in Crime Scene Investigation, and Fingerprint Identification and Photography.

#### Learning Outcomes

1. Synthesize multiple sources of information to make timely assessments. (AJS101, AJS123, AJS210, AJS213, AJS214, AJS215, AJS216, AJS219, AJS260, ASM/FOR275, AJS290BN, BPC110, [FYC], [MA], [SQ])
2. Solve problems through logical and sound reasoning. (AJS101, AJS109, AJS123, AJS210, AJS213, AJS214, AJS215, AJS216, AJS219, AJS260, ASM/FOR275, AJS290BN, BPC110, CIS105, [COM], [FYC], [MA], [SQ])
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS101, AJS210, AJS213, AJS214, AJS215, AJS216, AJS219, AJS260, ASM/FOR275, AJS290BN, BPC110, CIS105, [COM], [FYC], [MA], [SQ])
4. Communicate in the language common to the criminal justice system. (AJS101, AJS109, AJS210, AJS215, AJS219, AJS213, AJS214, AJS216, AJS260, ASM/FOR275, AJS290BN, [COM], [FYC], [MA], [SQ])
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS101, AJS123, AJS210, AJS213, AJS214, AJS215, AJS216, AJS219, AJS260, ASM/FOR275, AJS290BN, [COM], [FYC], [SQ])
6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations. (AJS101, AJS109, AJS123, AJS210, AJS213, AJS214, AJS215, AJS216, AJS219, AJS260, ASM/FOR275, AJS290BN, [FYC], [MA], [SQ])
7. Utilize technology to collect, analyze and communicate data. (AJS101, AJS210, AJS213, AJS214, AJS215, AJS216, AJS219, AJS260, ASM/FOR275, AJS290BN, BPC110, CIS105, [COM], [FYC], [MA], [SQ])
8. Practice professional standards appropriate to the field of criminal justice. (AJS101, AJS109, AJS123, AJS210, AJS213, AJS214, AJS215, AJS216, AJS219, AJS260, ASM/FOR275, AJS290BN, [COM], [FYC], [SQ])
9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS101, AJS109, AJS210, AJS213, AJS214, AJS215, AJS216, AJS219, AJS260, ASM/FOR275, AJS290BN, [FYC], [MA], [SQ])
10. Collect, identify, classify, and analyze physical evidence related to criminal investigations. (AJS101, AJS213, AJS214, AJS215, AJS216, AJS219, ASM/FOR275, AJS290BN, [FYC], [MA], [SQ])
11. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

#### Program Notes

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

**This program replaces:**

[AAS/3041 Forensic Science: Crime Lab](#)

[AAS/3404 Forensic Technology](#)

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**Program Prerequisites: None**

**Required Courses**

AJS101 Introduction to Criminal Justice 3 **Credits: 32-44**

AJS123 Ethics and the Administration of Justice 3

AJS275 Criminal Investigation I 3

AJS290BN Courtroom Testimony Seminar 1

AJS215 Criminalistics: Physical Evidence (3) OR

AJS219 Crime Scene Technology: Physical Evidence (3) OR

FOR105 Forensic Science: Physical Evidence (4) 3-4

AJS216 Criminalistics: Biological Evidence (3) OR

FOR106 Forensic Science: Biological Evidence (4) 3-4

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) 1-3

Students should select courses from one of the following specializations based on career goals.

**Specialization 1: Crime Scene (15 credits)**

AJS109 Substantive Criminal Law 3

AJS210 Constitutional Law 3

AJS213 Evidence Technology/ Fingerprints 3

AJS214 Evidence Technology/Photography 3

AJS260 Procedural Criminal Law 3

**Specialization 2: Lab Science (23 credits)**

ASM/FOR275 Forensic Anthropology 4

+ CHM151 General Chemistry I 3

+ CHM151LL General Chemistry I Laboratory 1

+ CHM152 General Chemistry II 3

+ CHM152LL General Chemistry II Laboratory 1

+ PHY111 General Physics I 4

+ PHY112 General Physics II 4

Any course with the HU, C and G general education designations (3) OR

Any course with the HU, C and H general education designations (3) 3

**Restricted Electives**

Students must complete three (3) credits of restricted electives.

**Credits: 3**

Students interested in Specialization 1: Crime Scene  
 CIS105 Survey of Computer Information Systems (3) OR  
 BPC110 Computer Usage and Applications (3) OR  
 AJS+++++ Any AJS Administration of Justice Studies course not listed in the required courses area.  
 (3) 3

Students interested in Specialization 2: Lab Science  
 CIS105 Survey of Computer Information Systems (3) OR  
 BPC110 Computer Usage and Applications (3) 3

### General Electives

Students must choose zero 0-14 additional credits of General Elective courses. Total number of General Electives required will largely depend upon specialization selected. **Credits: 0-14**

### General Education Requirements

<b>General Education Requirement</b>	<b>Credits: 12-24</b>
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<b>General Education Core</b>	<b>Credits: 12-20</b>
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<b>First-Year Composition</b>	<b>Credits: 6</b>
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+ ENG101 First-Year Composition (3) OR  
 + ENG107 First-Year Composition for ESL (3) AND  
 + ENG102 First-Year Composition (3) OR  
 + ENG108 First-Year Composition for ESL (3)

<b>Oral Communication</b>	<b>Credits: 3</b>
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+ COM225 Public Speaking 3

<b>Critical Reading</b>	<b>Credits: 0-3</b>
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+ CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent by assessment

<b>Mathematics</b>	<b>Credits: 3-8</b>
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For Specialization 1: Crime Scene  
 + MAT140 College Mathematics (5) OR  
 + MAT141 College Mathematics (4) OR  
 + MAT142 College Mathematics (3)  
 OR higher course with an [MA] general education designation 3-5

For Specialization 2: Lab Science  
 + MAT150 College Algebra/Functions (5) OR  
 + MAT151 College Algebra/Functions (4) OR

+ MAT152 College Algebra/Functions (3) AND  
+ MAT182 Plane Trigonometry (3) OR  
+ MAT187 Precalculus (5)  
OR higher course with an [MA] general education designation 3-8

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**General Education Distribution**

**Credits: 0-4**

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**Humanities, Arts and Design**

**Credits: 0**

Met by AJS123 in Required Courses area

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**Social-Behavioral Sciences**

**Credits: 0**

Met by AJS101 in Required Courses area

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**Natural Sciences**

**Credits: 0-4**

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Recommended for Specialization 1 Crime Scene:  
+ CHM130 Fundamental Chemistry (3) AND  
+ CHM130LL Fundamental Chemistry Laboratory (1) OR  
+ CHM151 General Chemistry I (3) AND  
+ CHM151LL General Chemistry I Laboratory (1) OR  
FOR105 Forensic Science: Physical Evidence (4) OR  
FOR106 Forensic Science: Biological Evidence (4) 0-4

For Specialization 2 Lab Science: met by CHM151 and CHM151LL

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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**Foundations of Recreation Management**

Major: **5470N**  
Catalog Year: **2021-2022**  
Effective Term: **2022 Spring**

Initiating College: **Scottsdale Community College**  
Program Availability: **College-Specific**  
Field of Interest: **Health Sciences**

Award: **CCL**

Instructional Council: **Exercise Science, Health & Physical Education, Recreation & Wellness (32)**

Total Credits: **12**

GPA: **2.0**

CIP Code: **31.0301**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

- 39-9032.00 Recreation Workers**
- 39-3091.00 Amusement and Recreation Attendants**
- 39-7011.00 Tour Guides and Escorts**
- 39-1013.00 First-Line Supervisors of Gambling Services Workers**
- 11-9071.00 Gambling Managers**

**With additional education, students may pursue a career as:**

- 19-1031.03 Park Naturalists**
- 19-4071.00 Forest and Conservation Technicians**
- 33-3031.00 Fish and Game Wardens**
- 39-1014.00 First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services**
- 29-1125.00 Recreational Therapists**

**Description:** The Certificate of Completion (CCL) in Foundations of Recreation Management is designed to introduce students to the expanding field of recreation. The micro certificate provides a foundation in the study of play, recreation, and leisure across the lifespan. Students gain knowledge of the programming and delivery of recreation services and develop communication, group facilitation, management and leadership skills. A Certificate of Completion (CCL) and an Associate in Applied Science (AAS) in Recreation Management are available.

**Program Notes:**

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

Students must earn a grade of C or better in each course in the program.

**Program Prerequisites: None**

**Required Courses**

REC120 Leisure and the Quality of Life 3	<b>Credits: 12</b>
REC210 Leisure Delivery Systems 3	
REC230 Recreational Programming 3	
REC250 Recreational Leadership 3	

**Learning Outcomes**

1. Facilitate recreation using the conceptual foundations of play, recreation, and leisure throughout the human lifespan. (REC120, REC230, REC250)
2. Compare and contrast the major factors involved in the delivery of leisure services in nonprofit, commercial, government, and therapeutic sectors. (REC120, REC210)

3. Analyze safety guidelines and procedures associated with recreational services. (REC230, REC250)
  4. Evaluate career opportunities in the field of recreation and leisure. (REC120, REC210)
  5. Demonstrate the basics of supervision including planning, organizing, staffing, leading, and evaluating. (REC230, REC250)
  6. Apply various operational strategies for planning, implementing and evaluating a recreational event or program. (REC210, REC230, REC250)
  7. Practice using the theoretical frameworks, skills and attributes characteristic of recreation management. (REC250)
  8. Demonstrate effective communication skills in diverse public and interpersonal settings. (REC120, REC210, REC250)
  9. Explain the differences in effective customer service in the planning and delivery of recreational services in nonprofit, commercial, government, and therapeutic settings. (REC210)
  10. Discuss ethical and legal principles, protocols, and practice in the delivery of leisure and recreation services. (REC230)
  11. Interpret budgets related to recreational programs. (REC210, REC230, REC250)
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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 22, 2021

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### General Business

Major: **3148**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **AAS**

Primary College: **Phoenix College**  
 Program Availability: **CG EM GC GW MC PC PV RS SC SM**  
 Field of Interest: **Business, Entrepreneurialism and Management**  
 Instructional Council: **Business/Management (03)**

Total Credits: **62-69**  
 CIP Code: **52.0101**

GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

- 11-1021.00 General and Operations Managers**
- 11-3012.00 Administrative Services Managers**
- 11-9199.07 Security Managers**
- 11-3071.02 Storage and Distribution Managers**
- 11-3071.01 Transportation Managers**
- 11-2022.00 Sales Managers**
- 13-1199.00 Business Operations Specialists, All Other**
- 13-1041.08 Customs Brokers**
- 13-1199.04 Business Continuity Planners**

**Description:** The Associate in Applied Science (AAS) in General Business program is designed to meet the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve the student's business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program may aid a student in recognizing a specific business field to be pursued in future studies. A Certificate of Completion (CCL) in General Business is available.

### Program Competencies

1. Apply effective oral, written, and visual business communication skills. (GBS120, GBS233, (COM), [FYC])
2. Demonstrate critical thinking through written and oral formats. (GBS120, GBS151, GBS205, GBS233, EPS++, GBS++, SBU200, (COM), [FYC], [HU], [SG], [SQ])
3. Use basic mathematics and accounting principles to manage the financial health of an organization. (ACC111, ACC++, [MA])
4. Apply current technology to specific business tasks. (CIS105, CIS114DE, CIS117DM, CIS133DA)
5. Apply functions of modern business, including business principles, marketing, labor relations, and risk analysis to business situations. (GBS151, GBS++, IBS++, MGT175, MGT251, MGT++, SBS++)
6. Analyze legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (ACC111, ECN211, ECN212, GBS151, GBS205, MGT175, MGT251, MKT271, SBU200, [HU])
7. Apply basic principles and techniques of management to recruit, select, hire, train, supervise, and evaluate employees. (GBS151, MGT175, MGT251)
8. Evaluate organizational structures and the functions of planning, organizing, leading, and controlling in a business setting (GBS151, MGT175, MGT251, MGT++)
9. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (GBS151, GBS205, MGT175, MGT251, MKT271, MKT++, REA++)
10. Analyze marketing research to create marketing plans and forecasts. (GBS151, MGT175, MGT251, MKT271, MKT++)
11. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

This program replaces: [AAS/3051 General Business Specialized](#)

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**Program Prerequisites: None**

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**Required Courses**

ACC111 Accounting Principles I 3 **Credits: 22-24**  
CIS105 Survey of Computer Information Systems 3

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

GBS120 Workplace Communication Skills (3) OR  
+ GBS233 Business Communication (3) 3

GBS151 Introduction to Business 3  
GBS205 Legal, Ethical and Regulatory Issues in Business 3

MGT175 Business Organization and Management (3) OR  
MGT251 Human Relations in Business (3) 3

MKT271 Principles of Marketing 3

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**Restricted Electives**

Students should select 18 credits from the following courses/subjects. Any 100/200 level **Credits: 18** courses in the following subjects can be used, except courses used to satisfy the Required Courses area.

ACC+++ Any ACC Accounting course(s)  
CIS114DE Excel Spreadsheet 3  
CIS117DM Microsoft Access: Database Management 3  
CIS133DA Internet/Web Development Level I 3  
EPS+++ Any EPS Entrepreneurial Studies course(s)  
GBS+++ Any GBS General Business course(s)  
IBS+++ Any IBS International Business course(s)  
MGT+++ Any MGT Management course(s)  
MKT+++ Any MKT Marketing course(s)  
REA+++ Any REA Real Estate course(s)  
SBS+++ Any SBS Small Business Management course(s)

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**General Education Requirements**

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**General Education Requirement**

**Credits: 22-27**

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<b>General Education Core</b>	<b>Credits: 12-17</b>
<b>First-Year Composition</b>	<b>Credits: 6</b>
+ ENG101 First-Year Composition (3) OR + ENG107 First-Year Composition for ESL (3) AND + ENG102 First-Year Composition (3) OR + ENG108 First-Year Composition for ESL (3)	
<b>Oral Communication</b>	<b>Credits: 3</b>
COM100 Introduction to Human Communication (3) COM110 Interpersonal Communication (3) + COM225 Public Speaking (3) OR COM230 Small Group Communication (3) 3	
<b>Critical Reading</b>	<b>Credits: 0-3</b>
+ CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent by assessment 0-3	
<b>Mathematics</b>	<b>Credits: 3-5</b>
Any approved general education course from the Mathematics area.	
<b>General Education Distribution</b>	<b>Credits: 10</b>
<b>Humanities, Arts and Design</b>	<b>Credits: 3</b>
Any approved general education course in the Humanities, Arts and Design area.	
<b>Social-Behavioral Sciences</b>	<b>Credits: 3</b>
ECN211 Macroeconomic Principles (3) OR ECN212 Microeconomic Principles (3) OR SBU200 Society and Business (3) 3	
<b>Natural Sciences</b>	<b>Credits: 4</b>
Any approved general education course in the Natural Sciences area.	

+ indicates course has prerequisites and/or corequisites.  
++ indicates that any suffixed course may be selected.

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### General Business

Major: **3148**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **AAS**  
 Total Credits: **62-69**  
 CIP Code: **52.0101**

Primary College: **Phoenix College**  
 Program Availability: **CG EM GC GW MC PC PV RS SC SM**  
 Field of Interest: **Business, Entrepreneurialism and Management**  
 Instructional Council: **Business/Management (03)**  
 GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**11-1021.00 General and Operations Managers**  
**11-3012.00 Administrative Services Managers**  
**11-9199.07 Security Managers**  
**11-3071.02 Storage and Distribution Managers**  
**11-3071.01 Transportation Managers**  
**11-2022.00 Sales Managers**  
**13-1199.00 Business Operations Specialists, All Other**  
**13-1041.08 Customs Brokers**  
**13-1199.04 Business Continuity Planners**

**Description:** The Associate in Applied Science (AAS) in General Business program is designed to meet the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve the student's business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program may aid a student in recognizing a specific business field to be pursued in future studies. A Certificate of Completion (CCL) in General Business is available.

### Program Competencies

1. Apply effective oral, written, and visual business communication skills. (GBS120, GBS233, (COM), [FYC])
2. Demonstrate critical thinking through written and oral formats. (GBS120, GBS151, GBS205, GBS233, EPS++, GBS++, SBU200, (COM), [FYC], [HU], [SG], [SQ])
3. Use basic mathematics and accounting principles to manage the financial health of an organization. (ACC111, ACC++, [MA])
4. Apply current technology to specific business tasks. (CIS105, CIS114DE, CIS117DM, CIS133DA)
5. Apply functions of modern business, including business principles, marketing, labor relations, and risk analysis to business situations. (GBS151, GBS++, IBS++, MGT175, MGT251, MGT++, SBS++)
6. Analyze legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (ACC111, ECN211, ECN212, GBS151, GBS205, MGT175, MGT251, MKT271, SBU200, [HU])
7. Apply basic principles and techniques of management to recruit, select, hire, train, supervise, and evaluate employees. (GBS151, MGT175, MGT251)
8. Evaluate organizational structures and the functions of planning, organizing, leading, and controlling in a business setting (GBS151, MGT175, MGT251, MGT++)
9. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (GBS151, GBS205, MGT175, MGT251, MKT271, MKT++, REA++)
10. Analyze marketing research to create marketing plans and forecasts. (GBS151, MGT175, MGT251, MKT271, MKT++)
11. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

This program replaces: [AAS/3051 General Business Specialized](#)

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**Program Prerequisites: None**

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**Required Courses**

ACC111 Accounting Principles I 3 **Credits: 22-24**  
CIS105 Survey of Computer Information Systems 3

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

GBS120 Workplace Communication Skills (3) OR  
+ GBS233 Business Communication (3) 3

GBS151 Introduction to Business 3  
GBS205 Legal, Ethical and Regulatory Issues in Business 3

MGT175 Business Organization and Management (3) OR  
MGT251 Human Relations in Business (3) 3

MKT271 Principles of Marketing 3

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**Restricted Electives**

Students should select 18 credits from the following courses/subjects. Any 100/200 level **Credits: 18** courses in the following subjects can be used, except courses used to satisfy the Required Courses area.

ACC+++ Any ACC Accounting course(s)  
CIS114DE Excel Spreadsheet 3  
CIS117DM Microsoft Access: Database Management 3  
CIS133DA Internet/Web Development Level I 3  
EPS+++ Any EPS Entrepreneurial Studies course(s)  
GBS+++ Any GBS General Business course(s)  
IBS+++ Any IBS International Business course(s)  
MGT+++ Any MGT Management course(s)  
MKT+++ Any MKT Marketing course(s)  
REA+++ Any REA Real Estate course(s)  
SBS+++ Any SBS Small Business Management course(s)

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**General Education Requirements**

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**General Education Requirement**

**Credits: 22-27**

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<b>General Education Core</b>	<b>Credits: 12-17</b>
<b>First-Year Composition</b>	<b>Credits: 6</b>
+ ENG101 First-Year Composition (3) OR + ENG107 First-Year Composition for ESL (3) AND + ENG102 First-Year Composition (3) OR + ENG108 First-Year Composition for ESL (3)	
<b>Oral Communication</b>	<b>Credits: 3</b>
COM100 Introduction to Human Communication (3) COM110 Interpersonal Communication (3) + COM225 Public Speaking (3) OR COM230 Small Group Communication (3) 3	
<b>Critical Reading</b>	<b>Credits: 0-3</b>
+ CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent by assessment 0-3	
<b>Mathematics</b>	<b>Credits: 3-5</b>
Any approved general education course from the Mathematics area.	
<b>General Education Distribution</b>	<b>Credits: 10</b>
<b>Humanities, Arts and Design</b>	<b>Credits: 3</b>
Any approved general education course in the Humanities, Arts and Design area.	
<b>Social-Behavioral Sciences</b>	<b>Credits: 3</b>
ECN211 Macroeconomic Principles (3) OR ECN212 Microeconomic Principles (3) OR SBU200 Society and Business (3) 3	
<b>Natural Sciences</b>	<b>Credits: 4</b>
Any approved general education course in the Natural Sciences area.	

+ indicates course has prerequisites and/or corequisites.  
++ indicates that any suffixed course may be selected.

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### Hospitality: Golf Management

Major: **3557**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **AAS**  
 Total Credits: **63-71**  
 CIP Code: **52.0901**

Primary College: **Scottsdale Community College**  
 Program Availability: **College-Specific: SC**  
 Field of Interest: **Business, Entrepreneurialism and Management**

Instructional Council: **Hospitality (58)**

GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**27-2022.00 Coaches and Scouts**  
**11-1021.00 General and Operations Managers**  
**39-9032.00 Recreation Worker**  
**41-4012.00 Sales Representatives**

**Description:** The Associate in Applied Science (AAS) in Hospitality: Golf Management is designed to prepare graduates for a variety of careers in the golf industry. The curriculum provides skills in golf coaching theory and methods, the practice of golf, club management, accounting, information systems, marketing, human resources, and hospitality law. The curriculum also fulfills the general education requirements for an Associate in Applied Science (AAS) degree. A Certificate of Completion (CCL) in Hospitality: Golf Management is fully embedded within this AAS.

#### Learning Outcomes

1. Perform the skills of golf as indicated by the rules and traditional standards. (PED101GO, EXS101, EXS215, PSY215)
2. Apply coaching theories, techniques, and practices in accordance with local governing boards of golf. (EXS101, EXS215, HES100, HES271, PSY215)
3. Utilize safety procedures and equipment within a golf management setting. (HES154, HES271)
4. Apply the principles and practices of financial and managerial accounting to analyze hospitality management financial statements. (ACC111, HRM220, HRM265, HRM295AA, HRM295AB, HRM295AC, [MA])
5. Demonstrate an understanding of the elements and current trends that comprise the hospitality industry. (HES100, HRM110, HRM145, HRM150, HRM235, HRM260, HRM270, HRM275, HRM295AA, HRM295AB, HRM295AC, REC210, ECN211, ECN212, PSY215, REC120)
6. Demonstrate the essential functions of hospitality industry management, including human resources, guest services, property management, marketing, as well as hospitality and tourism law. (HRM110, HRM235, HRM260, HRM270, HRM275, HRM280, HRM295AA, HRM295AB, HRM295AC)
7. Employ industry specific and current business technologies to inform and enhance individual and organizational performance. (ACC111, HRM150, HRM220, HRM265, HRM275, HRM295AA, HRM295AB, HRM295AC)
8. Integrate professional, ethical, and legal standards into hospitality business practice. (ACC111, HRM110, HRM145, HRM220, HRM235, HRM260, HRM265, HRM270, HRM275, HRM280, HRM295AA, HRM295AB, HRM295AC, REC210, ECN211, ECN212, REC120, (CRE), [FYC], [HU])
9. Create favorable guest experiences by using professional service management techniques in a hospitality environment. (HRM110, HRM145, HRM235, HRM270, HRM275, HRM280, HRM295AA, HRM295AB, HRM295AC, PSY101, REC210, REC120, (COM))
10. Communicate in an effective manner, consistent with the professional standards of the hospitality industry. (HRM110, HRM260, HRM275, HRM295AA, HRM295AB, HRM295AC, REC210, REC120, (COM), (CRE), [FYC])
11. Critically analyze a wide range of problems in the hospitality industry to generate applicable solutions. (ACC111, HRM220, HRM235, HRM260, HRM265, HRM270, HRM275, HRM280, HRM295AA, HRM295AB, HRM295AC, REC210,

ECN211, ECN212, PSY101, REC120, (COM), (CRE), [FYC], [HU], [MA], [SG], [SQ])

12. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

### Program Prerequisites: None

### Required Courses

ACC111 Accounting Principles I (3) OR **Credits: 36-38**

+ HRM265 Financial Management for Hospitality and Tourism (3) 3

Note: Choose accounting course in accordance with your advisor's recommendation and university transfer requirements.

EXS101 Introduction to Exercise Science 3

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) 1-3

HES100 Healthful Living 3

HES154 First Aid/Cardiopulmonary Resuscitation 3

HRM110 Introduction to Hospitality and Tourism Management 3

HRM150 Hospitality and Tourism Information Systems I 3

+ HRM220 Hospitality Managerial Accounting 3

+ HRM235 Club Management 3

+ HRM260 Hospitality Human Resource Management 3

+ HRM270 Hospitality Marketing 3

PED101GO Golf 1

REC210 Leisure Delivery Systems 3

### Restricted Electives

EXS215 Resistance Training and Recovery Techniques 3

**Credits: 6**

HES271 Sports Medicine Foundations 3

HRM145 Events Management 3

HRM275 Restaurant Management 3

+ HRM280 Hospitality and Tourism Law 3

+ HRM295AA Hospitality Internship (1) OR

+ HRM295AB Hospitality Internship (2) OR

+ HRM295AC Hospitality Internship (3) 1-3

Check with Program Chair to discuss eligibility and scheduling; all internships need to be approved.

+ PSY215 Sports Psychology 3

### General Education Requirements

<b>General Education Requirement</b>	<b>Credits: 22-28</b>
<b>General Education Core</b>	<b>Credits: 12-18</b>
<b>First-Year Composition</b>	<b>Credits: 6</b>
+ ENG101 First-Year Composition (3) OR + ENG107 First-Year Composition for ESL (3) AND + ENG102 First-Year Composition (3) OR + ENG108 First-Year Composition for ESL (3) 6	
<b>Oral Communication</b>	<b>Credits: 3</b>
Any approved general education course from the Oral Communication area. Choose Communication course in accordance with your Advisor`s recommendation and university transfer requirements.	
<b>Critical Reading</b>	<b>Credits: 0-3</b>
+ CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment.	
<b>Mathematics</b>	<b>Credits: 3-6</b>
Any approved general education course from the Mathematics [MA] area. Choose Mathematics course in accordance with your Advisor`s recommendation and university transfer requirements.	
<b>General Education Distribution</b>	<b>Credits: 10</b>
<b>Humanities, Arts and Design</b>	<b>Credits: 3</b>
Any approved general education course from the Humanities, Arts and Design [HU] area.	
<b>Social-Behavioral Sciences</b>	<b>Credits: 3</b>
ECN211 Macroeconomic Principles (3) OR ECN212 Microeconomic Principles (3) OR PSY101 Introduction to Psychology (3) OR REC120 Leisure and the Quality of Life (3) 3	
<b>Natural Sciences</b>	<b>Credits: 4</b>

Any approved general education course from the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area.

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### Hospitality: Golf Management

Major: **5076**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **CCL**  
 Total Credits: **40**  
 CIP Code: **52.0901**

Initiating College: **Scottsdale Community College**  
 Program Availability: **College-Specific: SC**  
 Field of Interest: **Business, Entrepreneurialism and Management**

Instructional Council: **Hospitality (58)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**27-2022.00 Coaches and Scouts**  
**11-1021.00 General and Operations Managers**  
**39-9032.00 Recreation Worker**  
**41-4012.00 Sales Representatives**

**Description:** The Certificate of Completion (CCL) in Hospitality: Golf Management is designed to prepare graduates for a variety of careers in the golf industry. The curriculum provides skills in golf coaching theory and methods, the practice of golf, club management, accounting, information systems, marketing, human resources, and hospitality law. Students may apply these courses towards the Associate in Applied Science (AAS) in Hospitality: Golf Management (3557).

#### Learning Outcomes

1. Perform the skills of golf as indicated by the rules and traditional standards. (PED101GO, EXS101, EXS215, PSY215)
2. Apply coaching theories, techniques, and practices in accordance with local governing boards of golf. (EXS101, EXS215, HES100, HES271, PSY215)
3. Utilize safety procedures and equipment within a golf management setting. (HES154, HES271)
4. Apply the principles and practices of financial and managerial accounting to analyze hospitality management financial statements. (ACC111, HRM220, HRM265, HRM295AA, HRM295AB, HRM295AC)
5. Demonstrate an understanding of the elements and current trends that comprise the hospitality industry. (HES100, HRM110, HRM145, HRM150, HRM235, HRM260, HRM270, HRM275, HRM295AA, HRM295AB, HRM295AC, PSY215, REC210)
6. Demonstrate the essential functions of hospitality industry management, including human resources, guest services, property management, marketing, as well as hospitality and tourism law. (HRM110, HRM235, HRM260, HRM270, HRM275, HRM280, HRM295AA, HRM295AB, HRM295AC)
7. Employ industry specific and current business technologies to inform and enhance individual and organizational performance. (ACC111, HRM150, HRM220, HRM265, HRM275, HRM295AA, HRM295AB, HRM295AC)
8. Integrate professional, ethical, and legal standards into hospitality business practice. (ACC111, HRM110, HRM145, HRM220, HRM235, HRM260, HRM265, HRM270, HRM275, HRM280, HRM295AA, HRM295AB, HRM295AC, REC210)
9. Create favorable guest experiences by using professional service management techniques in a hospitality environment. (HRM110, HRM145, HRM235, HRM270, HRM275, HRM280, HRM295AA, HRM295AB, HRM295AC, REC210)
10. Communicate in an effective manner, consistent with the professional standards of the hospitality industry. (HRM110, HRM260, HRM275, HRM295AA, HRM295AB, HRM295AC, REC210)
11. Critically analyze a wide range of problems in the hospitality industry to generate applicable solutions. (ACC111, HRM220, HRM235, HRM260, HRM265, HRM270, HRM275, HRM280, HRM295AA, HRM295AB, HRM295AC, REC210)

#### Program Notes

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

**Program Prerequisites: None**

**Required Courses**

ACC111 Accounting Principles I (3) OR

+ HRM265 Financial Management for Hospitality and Tourism (3) 3

**Credits: 34**

Note: Choose accounting course in accordance with your advisor's recommendation and university transfer requirements.

EXS101 Introduction to Exercise Science 3

HES100 Healthful Living 3

HES154 First Aid/Cardiopulmonary Resuscitation 3

HRM110 Introduction to Hospitality and Tourism Management 3

HRM150 Hospitality and Tourism Information Systems I 3

+ HRM220 Hospitality Managerial Accounting 3

+ HRM235 Club Management 3

+ HRM260 Hospitality Human Resource Management 3

+ HRM270 Hospitality Marketing 3

PED101GO Golf 1

REC210 Leisure Delivery Systems 3

**Restricted Electives**

EXS215 Resistance Training and Recovery Techniques 3

HES271 Sports Medicine Foundations 3

HRM145 Events Management 3

HRM275 Restaurant Management 3

+ HRM280 Hospitality and Tourism Law 3

**Credits: 6**

+ HRM295AA Hospitality Internship (1) OR

+ HRM295AB Hospitality Internship (2) OR

+ HRM295AC Hospitality Internship (3) 1-3

+ PSY215 Sports Psychology 3

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 22, 2022

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.



**Hospitality: Hotel Management**

Major: **3086**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **AAS**

Total Credits: **62-73**

CIP Code: **52.0904**

Initiating College: **Scottsdale Community College**

Program Availability: **College-Specific: SC**

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

Instructional Council: **Hospitality (58)**

GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**11-9081.00 Lodging Managers**

**11-1021.00 General and Operations Managers**

**11-3121.00 Human Resources Managers**

**11-9051.00 Food Service Managers**

**37-1011.00 First-line supervisors of housekeeping and janitorial workers**

**Description:** The Associate in Applied Science (AAS) in Hospitality: Hotel Management is designed to prepare graduates for management careers in the hotel and resort industry. The curriculum provides professional skills in guest services, facilities management, accounting, information systems, marketing, human resources, and hospitality law and fulfills the general education requirements for an Associate in Applied Science (AAS) degree. A Certificate of Completion (CCL) in Hospitality: Hotel Management is fully embedded within this AAS.

### Learning Outcomes

1. Create favorable guest experiences by using professional service management techniques in a hospitality environment. (HRM110, HRM120, HRM130, HRM145, HRM150, HRM170, HRM235, HRM240, HRM250, HRM270, HRM275, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC, REC210, PSY101, REC120, (COM))
2. Demonstrate the essential functions of hospitality industry management, including human resources, guest services, property management, food production, marketing, as well as hospitality and tourism law. (HRM120, HRM140, HRM170, HRM235, HRM240, HRM260, HRM270, HRM275, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC)
3. Communicate in an effective manner, consistent with the professional standards of the hospitality industry. (HRM110, HRM130, HRM170, HRM260, HRM295AA, HRM295AB, HRM295AC, REC210, REC120, (COM), (CRE), [FYC], [HU])
4. Integrate professional, ethical, and legal standards into hospitality business practice. (ACC111, ACC112, ACC211, HRM110, HRM120, HRM130, HRM140, HRM142, HRM145, HRM170, HRM220, HRM230, HRM235, HRM240, HRM260, HRM265, HRM270, HRM275, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC, REC210, ECN211, ECN212, REC120, (CRE), [FYC], [HU])
5. Demonstrate an understanding of the elements and current trends that comprise the hospitality industry. (HRM110, HRM130, HRM140, HRM142, HRM145, HRM150, HRM170, HRM230, HRM235, HRM240, HRM250, HRM260, HRM270, HRM275, HRM290, HRM295AA, HRM295AB, HRM295AC, REC210, ECN211, ECN212, REC120)
6. Critically analyze a wide range of problems in the hospitality industry to generate applicable solutions. (ACC111, ACC112, ACC211, HRM120, HRM150, HRM170, HRM220, HRM235, HRM240, HRM250, HRM260, HRM265, HRM270, HRM275, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC, ECN211, ECN212, PSY101, (COM), (CRE), [FYC], [HU], [MA], [SG], [SQ])
7. Employ industry specific and current business technologies to inform and enhance individual and organizational performance. (ACC111, ACC112, ACC211, HRM150, HRM220, HRM250, HRM275, HRM295AA, HRM295AB, HRM295AC)
8. Apply the principles and practices of financial and managerial accounting to analyze hospitality management financial statements. (ACC111, ACC112, ACC211, HRM220, HRM265, HRM295AA, HRM295AB, HRM295AC, [MA])
9. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

## Program Notes

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

With only a few additional courses, students completing the Associate in Applied Science (AAS) in Hotel Management can also complete the Associate in Applied Science (AAS) in Restaurant Management.

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### Program Prerequisites: None

## Required Courses

ACC111 Accounting Principles I (3) **Credits: 34-39**

OR

ACC111 Accounting Principles I (3) AND

ACC112 Accounting Principles II (3)

OR

ACC211 Financial Accounting (3)

OR

HRM265 Financial Management for Hospitality and Tourism (3) 3-6

Note: Choose accounting course in accordance with your advisor's recommendation and university transfer requirements.

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) 1-3

HRM110 Introduction to Hospitality and Tourism Management 3

HRM120 Hotel Facility Management 3

HRM130 Guest Services Management 3

HRM140 Food Production Concepts 3

HRM150 Hospitality and Tourism Information Systems I 3

+ HRM220 Hospitality Managerial Accounting 3

+ HRM250 Hospitality and Tourism Information Systems II 3

+ HRM260 Hospitality Human Resource Management 3

+ HRM270 Hospitality Marketing 3

+ HRM280 Hospitality and Tourism Law 3

## Restricted Electives

HRM142 Wine: From Vine to Table 3

**Credits: 6**

HRM145 Events Management 3

HRM170 Hospitality in Healthcare and Life Care Management 3

HRM230 Beverage Management 3

+ HRM235 Club Management 3

+ HRM240 Commercial Food Production 3

HRM240 recommended for students transferring to NAU for BS Degree.

HRM275 Restaurant Management 3

+ HRM290 Ecotourism 3

- + HRM295AA Hospitality Internship (1) OR
- + HRM295AB Hospitality Internship (2) OR
- + HRM295AC Hospitality Internship (3) 1-3

Check with Program Chair to discuss eligibility and scheduling; all internships need to be approved.

REC210 Leisure Delivery Systems 3

## General Education Requirements

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### General Education Requirement

**Credits: 22-28**

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### General Education Core

**Credits: 12-18**

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### First-Year Composition

**Credits: 6**

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

**Credits: 3**

Any approved general education course from the Oral Communication area.  
Choose Communication course in accordance with your Advisor's recommendation and university transfer requirements.

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### Critical Reading

**Credits: 0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
  - Equivalent as indicated by assessment (0) 0-3
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### Mathematics

**Credits: 3-6**

Any approved general education course from the Mathematics [MA] area.  
Choose Mathematics course in accordance with your Advisor's recommendation and university transfer requirements.

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### General Education Distribution

**Credits: 10**

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### Humanities, Arts and Design

**Credits: 3**

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

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

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ECN211 Macroeconomic Principles (3) OR  
ECN212 Microeconomic Principles (3) OR  
PSY101 Introduction to Psychology (3) OR  
REC120 Leisure and the Quality of Life (3) 3

ECN211 OR ECN212 recommended for students intending to transfer to NAU.

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

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Any approved general education course from the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area.

Recommended: (FON241 and FON241LL) or ASM104

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### Hospitality: Hotel Management

Major: **5086**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **CCL**  
 Total Credits: **39-42**  
 CIP Code: **52.0904**

Initiating College: **Scottsdale Community College**  
 Program Availability: **College-Specific: SC**  
 Field of Interest: **Business, Entrepreneurialism and Management**

Instructional Council: **Hospitality (58)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

- 11-9081.00 Lodging Managers**
- 11-1021.00 General and Operations Managers**
- 11-3121.00 Human Resources Managers**
- 11-9051.00 Food Service Managers**
- 37-1011.00 First-line supervisors of housekeeping and janitorial workers**

**Description:** The Certificate of Completion (CCL) in Hospitality: Hotel Management is designed to prepare graduates for management careers in the hotel and resort industry. The curriculum provides professional skills in guest services, facilities management, information systems, accounting, marketing, human resources, and hospitality law. Students may apply these courses towards the Associate in Applied Science (AAS) in Hospitality: Hotel Management (3086).

#### Learning Outcomes

1. Create favorable guest experiences by using professional service management techniques in a hospitality environment. (ACC111, ACC112, ACC211, HRM110, HRM120, HRM130, HRM145, HRM150, HRM170, HRM235, HRM240, HRM250, HRM265, HRM270, HRM275, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC, REC210)
2. Demonstrate the essential functions of hospitality industry management, including human resources, guest services, property management, food production, marketing, as well as hospitality and tourism law. (ACC111, ACC112, ACC211, HRM120, HRM140, HRM170, HRM235, HRM240, HRM260, HRM270, HRM275, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC)
3. Communicate in an effective manner, consistent with the professional standards of the hospitality industry. (HRM110, HRM170, HRM260, HRM275, HRM295AA, HRM295AB, HRM295AC, REC210)
4. Integrate professional, ethical, and legal standards into hospitality business practice. (ACC111, ACC112, ACC211, HRM110, HRM120, HRM130, HRM140, HRM142, HRM145, HRM170, HRM220, HRM230, HRM235, HRM240, HRM260, HRM265, HRM270, HRM275, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC, REC210)
5. Demonstrate an understanding of the elements and current trends that comprise the hospitality industry. (HRM110, HRM130, HRM140, HRM142, HRM145, HRM150, HRM170, HRM230, HRM235, HRM240, HRM250, HRM260, HRM270, HRM275, HRM290, HRM295AA, HRM295AB, HRM295AC, REC210)
6. Critically analyze a wide range of problems in the hospitality industry to generate applicable solutions. (ACC111, ACC112, ACC211, HRM120, HRM150, HRM170, HRM220, HRM235, HRM240, HRM250, HRM260, HRM265, HRM270, HRM275, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC)
7. Employ industry specific and current business technologies to inform and enhance individual and organizational performance. (ACC111, ACC112, ACC211, HRM150, HRM220, HRM250, HRM275, HRM295AA, HRM295AB, HRM295AC)
8. Apply the principles and practices of financial and managerial accounting to analyze hospitality management financial statements. (ACC111, ACC112, ACC211, HRM220, HRM265, HRM295AA, HRM295AB, HRM295AC)

#### Program Notes

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

With only a few additional courses, students completing the Certificate of Completion (CCL) in Hotel Management can also complete the Certificate of Completion (CCL) in Restaurant Management.

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**Program Prerequisites: None**

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**Required Courses**

ACC111 Accounting Principles I (3) **Credits: 33-36**  
OR  
ACC111 Accounting Principles I (3) AND  
+ ACC112 Accounting Principles II (3)  
OR  
ACC211 Financial Accounting (3)  
OR  
+ HRM265 Financial Management for Hospitality and Tourism (3) 3-6  
Note: Choose accounting course in accordance with your advisor's recommendation and university transfer requirements.

HRM110 Introduction to Hospitality and Tourism Management 3  
HRM120 Hotel Facility Management 3  
HRM130 Guest Services Management 3  
HRM140 Food Production Concepts 3  
HRM150 Hospitality and Tourism Information Systems I 3  
+ HRM220 Hospitality Managerial Accounting 3  
+ HRM250 Hospitality and Tourism Information Systems II 3  
+ HRM260 Hospitality Human Resource Management 3  
+ HRM270 Hospitality Marketing 3  
+ HRM280 Hospitality and Tourism Law 3

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**Restricted Electives**

HRM142 Wine: From Vine to Table 3 **Credits: 6**  
HRM145 Events Management 3  
HRM170 Hospitality in Healthcare and Life Care Management 3  
HRM230 Beverage Management 3  
+ HRM235 Club Management 3  
+ HRM240 Commercial Food Production 3  
HRM275 Restaurant Management 3  
+ HRM290 Ecotourism 3  
  
+ HRM295AA Hospitality Internship (1) OR  
+ HRM295AB Hospitality Internship (2) OR  
+ HRM295AC Hospitality Internship (3) 1-3  
  
REC210 Leisure Delivery Systems 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 22, 2022

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### Hospitality: Meeting and Event Management

Major: **5918**  
 Catalog Year: **2022-2023**  
 Effective Term: **2019 Fall**  
 Award: **CCL**  
 Total Credits: **18**  
 CIP Code: **52.0907**

Initiating College: **Scottsdale Community College**  
 Program Availability: **College-Specific**  
 Field of Interest: **Business, Entrepreneurialism and Management**  
 Instructional Council: **Hospitality (58)**  
 GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**  
**13-1121.00 Meeting, Convention, and Event Planners**  
**11-1021.00 General and Operations Managers**  
**11-9199.00 Managers, All Other**

**Description:** The Certificate of Completion (CCL) in Hospitality: Meeting and Event Management program is designed to prepare students to work in the role of a meeting planner for the hospitality, corporate and non-profit industries. A professional meeting and event manager is responsible for assessing the unique needs of personal, professional and corporate clients to create and execute meetings and special events.

#### Learning Outcomes

1. Demonstrate an understanding of the elements and current trends that comprise the hospitality industry. (HRM110, HRM140, HRM142, HRM145, HRM146, HRM150, HRM230, HRM240, HRM295AA, HRM295AB, HRM295AC)
2. Apply the components of beverage management, menu development, cost control, and alcohol law for beverage operation. (HRM140, HRM142, HRM230, HRM240)
3. Manage the organization of special events from concept through completion, including planning, coordinating, designing, marketing, financing and managing risk. (HRM110, HRM145, HRM146, HRM150, INT105, MKT110)
4. Integrate professional, ethical, and legal standards into hospitality business practice. (HRM110, HRM145, HRM146, HRM295AA, HRM295AB, HRM295AC, MGT253)
5. Create favorable guest experiences by using professional service management techniques in a hospitality environment. (HRM110, HRM145, HRM146, HRM295AA, HRM295AB, HRM295AC)
6. Communicate in an effective and culturally-responsive manner, consistent with the professional standards of the hospitality industry. (HRM110, HRM145, HRM146, HRM295AA, HRM295AB, HRM295AC, MKT110)
7. Critically analyze a wide range of problems in the hospitality industry to generate applicable solutions. (HRM110, HRM145, HRM146, HRM295AA, HRM295AB, HRM295AC, MGT253)

#### Program Notes

Students must earn a grade of C or better for all courses required within the program.  
 + indicates course has prerequisites and/or corequisites.

With only a few additional courses, students completing the AAS degree or certificate in Hotel Management or Restaurant Management can also complete the Meeting and Event Management certificate.

**Program Prerequisites: None**

#### Required Courses

HRM110 Introduction to Hospitality and Tourism Management 3	<b>Credits: 15</b>
HRM140 Food Production Concepts 3	



HRM145 Events Management 3  
+ HRM146 International Meetings, Conventions and Exhibitions 3  
HRM230 Beverage Management 3

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### Restricted Electives

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HRM142 Wine: From Vine to Table 3  
HRM150 Hospitality and Tourism Information Systems I 3  
+ HRM240 Commercial Food Production 3

**Credits: 3**

+ HRM295AA Hospitality Internship (1) OR  
+ HRM295AB Hospitality Internship (2) OR  
+ HRM295AC Hospitality Internship (3) 1-3

INT105 Introduction to Interior Design 3  
MGT253 Owning and Operating a Small Business 3  
MKT110 Marketing and Social Networking 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2019

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### Hospitality: Restaurant Management

Major: **3560**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **AAS**

Total Credits: **62-70**

CIP Code: **52.0905**

Initiating College: **Scottsdale Community College**

Program Availability: **College-Specific: SC**

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

Instructional Council: **Hospitality (58)**

GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**11-9051.00 Food Service Managers**

**11-9081.00 Lodging Managers**

**11-1021.00 General and Operations Managers**

**11-3121.00 Human Resources Managers**

**Description:** The Associate in Applied Science (AAS) in Hospitality: Restaurant Management is designed to prepare graduates for management careers in restaurant and commercial food service industry. The curriculum provides professional skills in beverage management, food production, accounting, information systems, marketing, human resources, and hospitality law, and fulfills the general education requirements for an Associate in Applied Science (AAS) degree. A Certificate of Completion (CCL) in Hospitality: Restaurant Management is fully embedded within this AAS.

#### Learning Outcomes

1. Apply the components of beverage management, menu development, cost control, and alcohol law for beverage operation. (HRM230)
2. Perform the major functions involved in the effective management of a restaurant. (HRM275)
3. Create favorable guest experiences by using professional service management techniques in a hospitality environment. (HRM110, HRM145, HRM150, HRM230, HRM235, HRM240, HRM250, HRM265, HRM270, HRM275, HRM280, HRM295AA, HRM295AB, HRM295AC, PSY101, REC120, (COM))
4. Demonstrate the essential functions of hospitality industry management, including human resources, guest services, food production, marketing, as well as hospitality and tourism law. (HRM140, HRM230, HRM235, HRM240, HRM260, HRM270, HRM275, HRM280, HRM295AA, HRM295AB, HRM295AC)
5. Communicate in an effective manner, consistent with the professional standards of the hospitality industry. (HRM110, HRM230, HRM260, HRM275, HRM295AA, HRM295AB, HRM295AC, REC120, (COM), (CRE), [FYC])
6. Integrate professional, ethical, and legal standards into hospitality business practices. (ACC111, HRM110, HRM140, HRM142, HRM145, HRM220, HRM230, HRM235, HRM240, HRM260, HRM265, HRM270, HRM275, HRM280, HRM295AA, HRM295AB, HRM295AC, ECN211, ECN212, REC120, (CRE), [FYC], [HU])
7. Demonstrate an understanding of the elements and current trends that comprise the hospitality industry. (HRM110, HRM140, HRM142, HRM145, HRM150, HRM230, HRM235, HRM240, HRM250, HRM260, HRM270, HRM275, HRM295AA, HRM295AB, HRM295AC, ECN211, ECN212, REC120)
8. Critically analyze a wide range of problems in the hospitality industry to generate applicable solutions. (ACC111, HRM150, HRM220, HRM230, HRM235, HRM240, HRM250, HRM260, HRM265, HRM270, HRM275, HRM280, HRM295AA, HRM295AB, HRM295AC, ECN211, ECN212, PSY101, (COM), (CRE), [FYC], [HU], [MA], [SG], [SQ])
9. Employ industry specific and current business technologies to inform and enhance individual and organizational performance. (ACC111, HRM150, HRM220, HRM250, HRM275, HRM295AA, HRM295AB, HRM295AC)
10. Apply the principles and practices of financial and managerial accounting to analyze hospitality management

financial statements. (ACC111, HRM220, HRM265, HRM295AA, HRM295AB, HRM295AC, [MA])

11. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

With only a few additional courses, students completing the Associate in Applied Science (AAS) in Restaurant Management can also complete the Associate in Applied Science (AAS) in Hotel Management.

### Program Prerequisites: None

### Required Courses

ACC111 Accounting Principles I (3) OR

+ HRM265 Financial Management for Hospitality and Tourism (3) 3

**Credits: 34-36**

Note: Choose accounting course in accordance with your advisor's recommendation and university transfer requirements.

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) 1-3

HRM110 Introduction to Hospitality and Tourism Management 3

HRM140 Food Production Concepts 3

HRM150 Hospitality and Tourism Information Systems I 3

+ HRM220 Hospitality Managerial Accounting 3

HRM230 Beverage Management 3

+ HRM250 Hospitality and Tourism Information Systems II 3

+ HRM260 Hospitality Human Resource Management 3

+ HRM270 Hospitality Marketing 3

HRM275 Restaurant Management 3

+ HRM280 Hospitality and Tourism Law 3

### Restricted Electives

HRM142 Wine: From Vine to Table 3

**Credits: 6**

HRM145 Events Management 3

+ HRM235 Club Management 3

+ HRM240 Commercial Food Production 3

+ HRM295AA Hospitality Internship (1) OR

+ HRM295AB Hospitality Internship (2) OR

+ HRM295AC Hospitality Internship (3) 1-3

Check with Program Chair to discuss eligibility and scheduling; all internships need to be approved.

### General Education Requirements

**General Education Requirement**

**Credits: 22-28**

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

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**First-Year Composition****Credits: 6**

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- + 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
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**Oral Communication****Credits: 3**

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Any approved general education course from the Oral Communication area.  
Choose Communication course in accordance with your Advisor's recommendation and university transfer requirements.

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

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- + CRE101 College Critical Reading and Critical Thinking (3) OR
  - Equivalent as indicated by assessment (0) 0-3
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**Mathematics****Credits: 3-6**

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Any approved general education course from the Mathematics [MA] area.  
Choose Mathematics course in accordance with your Advisor's recommendation and university transfer requirements.

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**General Education Distribution****Credits: 10**

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**Humanities, Arts and Design****Credits: 3**

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

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

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- ECN211 Macroeconomic Principles (3) OR
  - ECN212 Microeconomic Principles (3) OR
  - PSY101 Introduction to Psychology (3) OR
  - REC120 Leisure and the Quality of Life (3) 3
- 

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

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Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area.

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### **Hospitality: Restaurant Management**

Major: **5560**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **39**

CIP Code: **52.0905**

Initiating College: **Scottsdale Community College**

Program Availability: **College-Specific: SC**

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

Instructional Council: **Hospitality (58)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**11-9051.00 Food Service Managers**

**11-9081.00 Lodging Managers**

**11-1021.00 General and Operations Managers**

**11-3121.00 Human Resources Managers**

**Description:** The Certificate of Completion (CCL) in Hospitality: Restaurant Management is designed to prepare graduates for management careers in the restaurant and commercial food service industry. The curriculum provides professional skills in beverage management, food production, accounting, information systems, marketing, human resources, and hospitality law. Students may apply these courses towards the Associate in Applied Science (AAS) in Hospitality: Restaurant Management (3560).

#### **Learning Outcomes**

1. Apply the components of beverage management, menu development, cost control, and alcohol law for beverage operation. (HRM230)
2. Perform the major functions involved in the effective management of a restaurant. (HRM275)
3. Create favorable guest experiences by using professional service management techniques in a hospitality environment. (HRM110, HRM130, HRM145, HRM150, HRM230, HRM235, HRM240, HRM250, HRM265, HRM270, HRM275, HRM280, HRM295AA, HRM295AB, HRM295AC)
4. Demonstrate the essential functions of hospitality industry management, including human resources, guest services, food production, marketing, as well as hospitality and tourism law. (HRM140, HRM230, HRM235, HRM240, HRM260, HRM270, HRM275, HRM280, HRM295AA, HRM295AB, HRM295AC)
5. Communicate in an effective manner, consistent with the professional standards of the hospitality industry. (HRM110, HRM230, HRM260, HRM275, HRM295AA, HRM295AB, HRM295AC)
6. Integrate professional, ethical, and legal standards into hospitality business practices. (ACC111, HRM110, HRM130, HRM140, HRM142, HRM145, HRM220, HRM230, HRM235, HRM240, HRM260, HRM265, HRM270, HRM275, HRM280, HRM295AA, HRM295AB, HRM295AC)
7. Demonstrate an understanding of the elements and current trends that comprise the hospitality industry. (HRM110, HRM130, HRM140, HRM142, HRM145, HRM150, HRM230, HRM235, HRM240, HRM250, HRM260, HRM270, HRM275, HRM295AA, HRM295AB, HRM295AC)
8. Critically analyze a wide range of problems in the hospitality industry to generate applicable solutions. (ACC111, HRM150, HRM220, HRM230, HRM235, HRM240, HRM250, HRM260, HRM265, HRM270, HRM275, HRM280, HRM295AA, HRM295AB, HRM295AC)
9. Employ industry specific and current business technologies to inform and enhance individual and organizational performance. (ACC111, HRM150, HRM220, HRM250, HRM275, HRM295AA, HRM295AB, HRM295AC)
10. Apply the principles and practices of financial and managerial accounting to analyze hospitality management financial statements. (ACC111, HRM220, HRM265, HRM295AA, HRM295AB, HRM295AC)

#### **Program Notes**

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

+ indicates course has prerequisites and/or corequisites.

With only a few additional courses, students completing the Certificate of Completion (CCL) in Restaurant Management can also complete the Certificate of Completion (CCL) in Hotel Management.

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**Program Prerequisites: None**

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**Required Courses**

ACC111 Accounting Principles I (3) OR **Credits: 33**  
+ HRM265 Financial Management for Hospitality and Tourism (3) 3

Note: Choose accounting course in accordance with your advisor's recommendation and university transfer requirements.

HRM110 Introduction to Hospitality and Tourism Management 3  
HRM140 Food Production Concepts 3  
HRM150 Hospitality and Tourism Information Systems I 3  
+ HRM220 Hospitality Managerial Accounting 3  
HRM230 Beverage Management 3  
+ HRM250 Hospitality and Tourism Information Systems II 3  
+ HRM260 Hospitality Human Resource Management 3  
+ HRM270 Hospitality Marketing 3  
HRM275 Restaurant Management 3  
+ HRM280 Hospitality and Tourism Law 3

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**Restricted Electives**

HRM142 Wine: From Vine to Table 3 **Credits: 6**  
HRM145 Events Management 3  
+ HRM235 Club Management 3  
+ HRM240 Commercial Food Production 3  
  
+ HRM295AA Hospitality Internship (1) OR  
+ HRM295AB Hospitality Internship (2) OR  
+ HRM295AC Hospitality Internship (3) 1-3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 22, 2022

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### **Hospitality: Spa and Wellness Center Management**

Major: **3079**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **AAS**  
 Total Credits: **62-70**  
 CIP Code: **52.0906**

Initiating College: **Scottsdale Community College**  
 Program Availability: **College-Specific: SC**  
 Field of Interest: **Business, Entrepreneurialism and Management**  
 Instructional Council: **Hospitality (58)**  
 GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**11-9179.02 Spa Managers**  
**11-9081.00 Lodging Managers**  
**11-1021.00 General and Operations Managers**  
**11-3121.00 Human Resources Managers**

**Description:** The Associate in Applied Science (AAS) in Hospitality: Spa and Wellness Center Management is designed to prepare graduates for management careers in the spa and wellness industry. The curriculum provides an overview of healthful living, such as meditation, wellness, and massage therapy. Graduates attain skills in guest services, accounting, information systems, marketing, human resources, and hospitality law. The curriculum also fulfills the general education requirements for an Associate in Applied Science (AAS) degree. A Certificate of Completion (CCL) in Hospitality: Spa and Wellness Center Management is fully embedded within this AAS.

#### **Learning Outcomes**

1. Promote the basic components of health and wellness, including stress management, nutrition, fitness and environmental health, in a spa and wellness center setting. (EXS101, EXS125, HES100, HRM270, HRM295AA, HRM295AB, HRM295AC, PED+++++, WED151, WED162, WED165, WED172, WED218, PSY101, REC120, (COM))
2. Utilize safety procedures and equipment within a spa and wellness center setting. (HES154)
3. Demonstrate an understanding of the elements and current trends that comprise the hospitality industry. (HRM110, HRM130, HRM145, HRM150, HRM170, HRM250, HRM260, HRM270, HRM290, HRM295AA, HRM295AB, HRM295AC, ECN211, ECN212, REC120)
4. Create favorable guest experiences by using professional service management techniques in a hospitality environment. (HRM110, HRM130, HRM145, HRM150, HRM170, HRM250, HRM270, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC, PSY101, REC120, (COM))
5. Demonstrate the essential functions of hospitality industry management, including human resources, guest services, marketing, as well as hospitality and tourism law. (HRM130, HRM260, HRM270, HRM280, HRM295AA, HRM295AB, HRM295AC)
6. Employ industry specific and current business technologies to inform and enhance individual and organizational performance. (ACC111, HRM150, HRM220, HRM250, HRM265, HRM295AA, HRM295AB, HRM295AC)
7. Integrate professional, ethical, and legal standards into hospitality business practice. (ACC111, HRM110, HRM130, HRM145, HRM150, HRM170, HRM220, HRM260, HRM265, HRM270, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC, REC120, WED162, WED165, (COM), [HU])
8. Communicate in an effective manner, consistent with the professional standards of the hospitality industry. (HRM110, HRM170, HRM260, HRM295AA, HRM295AB, HRM295AC, (COM), (CRE), [FYC])
9. Critically analyze a wide range of problems in the hospitality industry to generate applicable solutions. (ACC111, HRM150, HRM170, HRM220, HRM250, HRM260, HRM265, HRM270, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC, ECN211, ECN212, PSY101, (COM), (CRE), [FYC], [HU], [MA], [SB], [SG], [SQ])
10. Apply the principles and practices of financial and managerial accounting to analyze hospitality management



financial statements. (ACC111, HRM220, HRM265, HRM295AA, HRM295AB, HRM295AC, [MA])

11. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

### Program Prerequisites: None

### Required Courses

ACC111 Accounting Principles I (3) OR  
+ HRM265 Financial Management for Hospitality and Tourism (3) 3 **Credits: 34-36**

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

HES100 Healthful Living 3  
HES154 First Aid/Cardiopulmonary Resuscitation 3  
HRM110 Introduction to Hospitality and Tourism Management 3  
HRM130 Guest Services Management 3  
HRM150 Hospitality and Tourism Information Systems I 3  
+ HRM220 Hospitality Managerial Accounting 3  
+ HRM260 Hospitality Human Resource Management 3  
+ HRM270 Hospitality Marketing 3  
+ HRM280 Hospitality and Tourism Law 3  
WED162 Meditation and Wellness 1  
WED165 Overview of Massage Therapy 2

### Restricted Electives

EXS101 Introduction to Exercise Science 3 **Credits: 6**  
+ EXS125 Introduction to Exercise Physiology 3  
HRM145 Events Management 3  
HRM170 Hospitality in Healthcare and Life Care Management 3  
+ HRM250 Hospitality and Tourism Information Systems II 3  
+ HRM290 Ecotourism 3  
  
+ HRM295AA Hospitality Internship (1) OR  
+ HRM295AB Hospitality Internship (2) OR  
+ HRM295AC Hospitality Internship (3) 1-3

PED+++++ Any PED Physical Education course 1-2  
WED151 Introduction to Alternative Medicine 3  
WED172 Overview of Herbal Remedies 1  
WED218 Aromatherapy 1

### General Education Requirements

<b>General Education Requirement</b>	<b>Credits: 22-28</b>
<b>General Education Core</b>	<b>Credits: 12-18</b>
<b>First-Year Composition</b>	<b>Credits: 6</b>
+ ENG101 First-Year Composition (3) OR + ENG107 First-Year Composition for ESL (3) AND + ENG102 First-Year Composition (3) OR + ENG108 First-Year Composition for ESL (3) 6	
<b>Oral Communication</b>	<b>Credits: 3</b>
Any approved general education course in the Oral Communication area. Choose Communication course in accordance with your Advisor's recommendation and university transfer requirements.	
<b>Critical Reading</b>	<b>Credits: 0-3</b>
+ CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment (0) 0-3	
<b>Mathematics</b>	<b>Credits: 3-6</b>
Any approved general education course from the Mathematics [MA] area. Choose Mathematics course in accordance with your Advisor's recommendation and university transfer requirements.	
<b>General Education Distribution</b>	<b>Credits: 10</b>
<b>Humanities, Arts and Design</b>	<b>Credits: 3</b>
Any approved general education course from the Humanities, Arts and Design [HU] area.	
<b>Social-Behavioral Sciences</b>	<b>Credits: 3</b>
ECN211 Macroeconomic Principles (3) OR ECN212 Microeconomic Principles (3) OR PSY101 Introduction to Psychology (3) OR REC120 Leisure and the Quality of Life (3) 3	
<b>Natural Sciences</b>	<b>Credits: 4</b>
Any approved general education course from the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area.	

FON241 and FON241LL are recommended.

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### **Hospitality: Spa and Wellness Center Management**

Major: **5524**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **39**

CIP Code: **52.0906**

Initiating College: **Scottsdale Community College**

Program Availability: **College-Specific: SC**

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

Instructional Council: **Hospitality (58)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**11-9179.02 Spa Managers**

**11-9081.00 Lodging Managers**

**11-1021.00 General and Operations Managers**

**11-3121.00 Human Resources Managers**

**Description:** The Certificate of Completion (CCL) in Hospitality: Spa and Wellness Center Management is designed to prepare graduates for management careers in the spa and wellness industry. The curriculum provides an overview of healthful living, such as meditation, wellness, and massage therapy. Graduates attain skills in guest services, accounting, information systems, marketing, human resources, and hospitality law. Students may apply these courses towards the Associate in Applied Science (AAS) in Hospitality: Spa and Wellness Center Management (3079).

#### **Learning Outcomes**

1. Promote the basic components of health and wellness, including stress management, nutrition, fitness and environmental health, in a spa and wellness center setting. (EXS101, EXS125, HES100, HRM270, HRM295AA, HRM295AB, HRM295AC, PED+++++, WED151, WED162, WED165, WED172, WED218)
2. Utilize safety procedures and equipment within a spa and wellness center setting. (HES154)
3. Demonstrate an understanding of the elements and current trends that comprise the hospitality industry. (HRM110, HRM130, HRM145, HRM150, HRM170, HRM250, HRM260, HRM270, HRM290, HRM295AA, HRM295AB, HRM295AC)
4. Create favorable guest experiences by using professional service management techniques in a hospitality environment. (HRM110, HRM130, HRM145, HRM150, HRM170, HRM250, HRM270, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC)
5. Demonstrate the essential functions of hospitality industry management, including human resources, guest services, marketing, as well as hospitality and tourism law. (HRM130, HRM260, HRM270, HRM280, HRM295AA, HRM295AB, HRM295AC)
6. Employ industry specific and current business technologies to inform and enhance individual and organizational performance. (ACC111, HRM265, HRM150, HRM220, HRM250, HRM295AA, HRM295AB, HRM295AC)
7. Integrate professional, ethical, and legal standards into hospitality business practice. (ACC111, HRM110, HRM130, HRM145, HRM150, HRM170, HRM220, HRM260, HRM265, HRM270, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC, WED162, WED165)
8. Communicate in an effective manner, consistent with the professional standards of the hospitality industry. (HRM110, HRM170, HRM260, HRM295AA, HRM295AB, HRM295AC)
9. Critically analyze a wide range of problems in the hospitality industry to generate applicable solutions. (ACC111, HRM150, HRM170, HRM220, HRM250, HRM260, HRM270, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC)
10. Apply the principles and practices of financial and managerial accounting to analyze hospitality management financial statements. (ACC111, HRM220, HRM265, HRM295AA, HRM295AB, HRM295AC)

## Program Notes

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

### Program Prerequisites: None

## Required Courses

ACC111 Accounting Principles I (3) OR

+ HRM265 Financial Management for Hospitality and Tourism (3) 3

Note: Choose accounting course in accordance with your advisor's recommendation and university transfer requirements.

HES100 Healthful Living 3

HES154 First Aid/Cardiopulmonary Resuscitation 3

HRM110 Introduction to Hospitality and Tourism Management 3

HRM130 Guest Services Management 3

HRM150 Hospitality and Tourism Information Systems I 3

+ HRM220 Hospitality Managerial Accounting 3

+ HRM260 Hospitality Human Resource Management 3

+ HRM270 Hospitality Marketing 3

+ HRM280 Hospitality and Tourism Law 3

WED162 Meditation and Wellness 1

WED165 Overview of Massage Therapy 2

**Credits: 33**

## Restricted Electives

EXS101 Introduction to Exercise Science 3

+ EXS125 Introduction to Exercise Physiology 3

HRM145 Events Management 3

HRM170 Hospitality in Healthcare and Life Care Management 3

+ HRM250 Hospitality and Tourism Information Systems II 3

+ HRM290 Ecotourism 3

+ HRM295AA Hospitality Internship (1) OR

+ HRM295AB Hospitality Internship (2) OR

+ HRM295AC Hospitality Internship (3) 1-3

PED+++++ Any PED Physical Education course 1-2

WED151 Introduction to Alternative Medicine 3

WED172 Overview of Herbal Remedies 1

WED218 Aromatherapy 1

**Credits: 6**

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 22, 2022

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## Hospitality: Tourism Development and Management

Major: **3101**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **AAS**  
 Total Credits: **62-70**  
 CIP Code: **52.0903**

Initiating College: **Scottsdale Community College**  
 Program Availability: **College-Specific: SC**  
 Field of Interest: **Business, Entrepreneurialism and Management**  
 Instructional Council: **Hospitality (58)**  
 GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**11-1021.00 General and Operations Managers**

**39-7012.00 Travel Guides**

**11-9081.00 Lodging Managers**

**11-3121.00 Human Resources Managers**

**11-9199.00 Managers, All Other**

**Description:** The Associate in Applied Science (AAS) in Hospitality: Tourism Development and Management is designed to prepare graduates for careers in the tourism industry. The curriculum provides professional skills in tourism development and management, events and meeting management, ecotourism, information systems, marketing, human resources, financial management, and hospitality law. Graduates acquire a specific set of skills that focus on the interaction of tourism with the economy, environment, and people. The curriculum also fulfills the general education requirements for an Associate in Applied Science (AAS) degree. A Certificate of Completion (CCL) in Hospitality: Tourism Development and Management is also available.

### Learning Outcomes

1. Create favorable guest experiences by using professional service management techniques in a hospitality environment. (ACC111, HRM110, HRM145, HRM146, HRM150, HRM160, HRM235, HRM250, HRM265, HRM270, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC, REC210, REC120, (COM))
2. Demonstrate the essential functions of hospitality industry management, including human resources, guest services, property management, and hospitality and tourism law. (HRM235, HRM260, HRM270, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC)
3. Communicate in an effective manner, consistent with the professional standards of the hospitality industry. (HRM110, HRM145, HRM146, HRM260, HRM295AA, HRM295AB, HRM295AC, REC210, REC120, (COM), (CRE), [FYC])
4. Integrate professional, ethical, and legal standards into hospitality business practice. (ACC111, HRM110, HRM145, HRM146, HRM235, HRM260, HRM265, HRM270, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC, ECN211, ECN212, REC120, (CRE), [FYC], [HU])
5. Demonstrate an understanding of the elements and current trends that comprise the hospitality industry. (HRM145, HRM146, HRM150, HRM160, HRM235, HRM250, HRM260, HRM270, HRM290, HRM295AA, HRM295AB, HRM295AC, ECN211, ECN212, REC120, REC210)
6. Critically analyze a wide range of problems in the hospitality industry to generate applicable solutions. (ACC111, HRM150, HRM235, HRM250, HRM260, HRM265, HRM270, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC, ECN211, ECN212, (COM), (CRE), [MA], [SG], [SQ])
7. Organize special events from concept through completion, including planning, coordination, marketing, financing and risk management. (ACC111, HRM110, HRM145, HRM146, HRM265, HRM270)
8. Manage the planning and execution of meetings, conventions and exhibitions, including coordination, logistics, venue selection, budgeting. (ACC111, HRM145, HRM146, HRM160, HRM265, [HU])
9. Demonstrate an understanding of tourism sectors, consumer behavior, and factors that influence tourism and explain the interaction of tourism with the economy, environment and people. (HRM110, HRM160, HRM270, HRM290, ECN211, ECN212, GCU121, GCU122, PSY101, [HU])

10. Employ analytical and decision making processes essential to manage financial aspects of hospitality and tourism operations. (ACC111, HRM150, HRM160, HRM250, HRM265, [MA])
11. Relate the history and emergence of ecotourism to the establishment of policies and management practices associated with sustainable development. (HRM160, HRM270, HRM290, REC210, [SG], [SQ])
12. Manage the delivery of leisure services in public, commercial, and independent sectors, particularly in an urban setting. (HRM110, HRM160, REC210, REC120)
13. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

### Program Prerequisites: None

### Required Courses

ACC111 Accounting Principles I (3) OR **Credits: 34-36**

+ HRM265 Financial Management for Hospitality and Tourism (3) 3

Note: Choose accounting course in accordance with your advisor's recommendation and university transfer requirements.

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) 1-3

HRM110 Introduction to Hospitality and Tourism Management 3

HRM145 Events Management 3

+ HRM146 International Meetings, Conventions and Exhibitions 3

HRM150 Hospitality and Tourism Information Systems I 3

HRM160 Tourism Principles and Practices 3

+ HRM260 Hospitality Human Resource Management 3

+ HRM270 Hospitality Marketing 3

+ HRM280 Hospitality and Tourism Law 3

+ HRM290 Ecotourism 3

REC210 Leisure Delivery Systems 3

### Restricted Electives

GCU121 World Geography I: Eastern Hemisphere (3) OR **Credits: 6**

GCU122 World Geography II: Western Hemisphere (3) 3

+ HRM235 Club Management 3

+ HRM250 Hospitality and Tourism Information Systems II 3

+ HRM295AA Hospitality Internship (1) OR

+ HRM295AB Hospitality Internship (2) OR

+ HRM295AC Hospitality Internship (3) 1-3

Check with Program Chair to discuss eligibility and scheduling; all internships need to be approved.



REC120 Leisure and the Quality of Life 3

REC120 may be used as either a Restricted Elective or Social-Behavioral Science, it may not be used to satisfy both.

**General Education Requirements**

**General Education Requirement**

**Credits: 22-28**

**General Education Core**

**Credits: 12-18**

**First-Year Composition**

**Credits: 6**

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

**Oral Communication**

**Credits: 3**

Any approved general education course from the Oral Communication area.  
Choose Communication course in accordance with your Advisor's recommendation and university transfer requirements.

**Critical Reading**

**Credits: 0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
- Equivalent as indicated by assessment (0) 0-3

**Mathematics**

**Credits: 3-6**

Any approved general education course from the Mathematics [MA] area.  
Choose Mathematics course in accordance with your Advisor's recommendation and university transfer requirements.

**General Education Distribution**

**Credits: 10**

**Humanities, Arts and Design**

**Credits: 3**

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

**Social-Behavioral Sciences**

**Credits: 3**

- ECN211 Macroeconomic Principles (3) OR
- ECN212 Microeconomic Principles (3) OR

PSY101 Introduction to Psychology (3) OR  
REC120 Leisure and the Quality of Life (3) 3

REC120 [SB] recommended for students transferring to ASU. This may be used as either a Restricted Elective or Social-Behavioral Science; it may not be used to satisfy both.

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**Natural Sciences**

**Credits: 4**

Any approved general education course from the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area.

Recommended: ASM104, BIO105, BIO145, ENV101, (FON241 and FON241LL), (GLG101 and GLG103), (GLG110 and GLG111), (GPH111 and GPH112), or (GPH213 and GLG215)

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### **Hospitality: Tourism Development and Management**

Major: **5607**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **CCL**  
 Total Credits: **39**  
 CIP Code: **52.0903**

Initiating College: **Scottsdale Community College**  
 Program Availability: **College-Specific: SC**  
 Field of Interest: **Business, Entrepreneurialism and Management**  
 Instructional Council: **Hospitality (58)**  
 GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**11-1021.00 General and Operations Managers**

**39-7012.00 Travel Guides**

**11-9081.00 Lodging Managers**

**11-3121.00 Human Resources Managers**

**11-9199.00 Managers, All Other**

**Description:** The Certificate of Completion (CCL) in Hospitality: Tourism Development and Management is designed to prepare graduates for careers in the tourism industry. The curriculum provides professional skills in tourism development and management, events and meeting management, ecotourism, information systems, marketing, human resources, financial management, and hospitality law. Graduates acquire a specific set of skills that focus on the interaction of tourism with the economy, environment, and people. Students may apply these courses towards the Associate in Applied Science (AAS) in Hospitality: Tourism Development and Management (3101).

#### **Learning Outcomes**

1. Create favorable guest experiences by using professional service management techniques in a hospitality environment. (ACC111, HRM110, HRM145, HRM146, HRM150, HRM160, HRM235, HRM250, HRM265, HRM270, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC, REC120, REC210)
2. Demonstrate the essential functions of hospitality industry management, including human resources, guest services, property management, and hospitality and tourism law. (HRM235, HRM260, HRM270, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC)
3. Communicate in an effective manner, consistent with the professional standards of the hospitality industry. (HRM110, HRM145, HRM146, HRM260, HRM295AA, HRM295AB, HRM295AC, REC120, REC210)
4. Integrate professional, ethical, and legal standards into hospitality business practice. (ACC111, HRM110, HRM145, HRM146, HRM235, HRM260, HRM265, HRM270, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC, REC120)
5. Demonstrate an understanding of the elements and current trends that comprise the hospitality industry. (HRM145, HRM146, HRM150, HRM160, HRM235, HRM250, HRM260, HRM270, HRM290, HRM295AA, HRM295AB, HRM295AC, REC120, REC210)
6. Critically analyze a wide range of problems in the hospitality industry to generate applicable solutions. (ACC111, HRM150, HRM235, HRM250, HRM260, HRM265, HRM270, HRM280, HRM290, HRM295AA, HRM295AB, HRM295AC)
7. Organize special events from concept through completion, including planning, coordination, marketing, financing and risk management. (ACC111, HRM110, HRM145, HRM146, HRM265, HRM270)
8. Manage the planning and execution of meetings, conventions and exhibitions, including coordination, logistics, venue selection, budgeting. (ACC111, HRM145, HRM146, HRM160, HRM265)
9. Demonstrate an understanding of tourism sectors, consumer behavior, and factors that influence tourism and explain the interaction of tourism with the economy, environment and people. (HRM110, HRM160, HRM270, HRM290, GCU121, GCU122)
10. Employ analytical and decision making processes essential to manage financial aspects of hospitality and tourism operations. (ACC111, HRM150, HRM160, HRM250, HRM265)

11. Relate the history and emergence of ecotourism to the establishment of policies and management practices associated with sustainable development. (HRM160, HRM270, HRM290, REC210)

12. Manage the delivery of leisure services in public, commercial, and independent sectors, particularly in an urban setting. (HRM110, HRM160, REC120, REC210)

### Program Notes

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

### Program Prerequisites: None

### Required Courses

ACC111 Accounting Principles I (3) OR **Credits: 33**

+ HRM265 Financial Management for Hospitality and Tourism (3) 3

Note: Choose accounting course in accordance with your advisor's recommendation and university transfer requirements.

HRM110 Introduction to Hospitality and Tourism Management 3

HRM145 Events Management 3

+ HRM146 International Meetings, Conventions and Exhibitions 3

HRM150 Hospitality and Tourism Information Systems I 3

HRM160 Tourism Principles and Practices 3

+ HRM260 Hospitality Human Resource Management 3

+ HRM270 Hospitality Marketing 3

+ HRM280 Hospitality and Tourism Law 3

+ HRM290 Ecotourism 3

REC210 Leisure Delivery Systems 3

### Restricted Electives

GCU121 World Geography I: Eastern Hemisphere (3) OR **Credits: 6**

GCU122 World Geography II: Western Hemisphere (3) 3

+ HRM235 Club Management 3

+ HRM250 Hospitality and Tourism Information Systems II 3

+ HRM295AA Hospitality Internship (1) OR

+ HRM295AB Hospitality Internship (2) OR

+ HRM295AC Hospitality Internship (3) 1-3

REC120 Leisure and the Quality of Life 3

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 22, 2022

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

### Human Resources Management

Major: **5580**

Effective Term: **2021 Spring**

Last Admit Term: **2022 Summer**

Primary College: **Phoenix College**

Program Availability: **CG GC GW MC PC RS SC SM**

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

Award: **CCL**

Total Credits: **24**

CIP Code: **52.1001**

Instructional Council: **Business/Management (03)**

GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:  
11-3120.00 Human Resource Manager**

**Description:** The Certificate of Completion (CCL) in Human Resources Management program is designed to provide skills necessary for careers in human resources management. The program is designed to provide students a series of courses with an emphasis in management and is designed to prepare students for an entry-level position in human resources. Graduates may be employed in employment (recruiting, interviewing, and hiring), benefits administration, compensation, and employee relations.

#### Program Competencies

1. Evaluate current and historical trends in human resource management and human resource needs to develop a human resource plan. (MGT229, MGT251, MGT276, MGT286)
2. Solve basic mathematical problems including payroll, simple income tax, retirement, financial statements, and insurance. (GBS131, MAT112)
3. Apply current technology to specific business tasks. (CIS105, BPC110)
4. Create and use effective oral, written, and visual business communication skills. (GBS120)
5. Analyze legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (GBS205, MGT251, MGT276, MGT286)
6. Evaluate organizational structures and the functions of planning, organizing, leading, and controlling in a business setting. (MGT229, MGT276)
7. Apply basic principles and techniques of management to recruit, select, hire, train, supervise, and evaluate employees. (MGT229, MGT251, MGT276, MGT286)
8. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (MGT229, MGT251, MGT276, MGT286)
9. Critically evaluate the alternatives faced in business decision making to select the most effective and efficient solution. (GBS120, GBS205, MGT229, MGT251, MGT276, MGT286)
10. Evaluate and develop compensation plans. (MGT251, MGT276, MGT286)

#### Program Notes

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

**Program Prerequisites: None**

#### Required Courses

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

**Credits: 24**

GBS205 Legal, Ethical, and Regulatory Issues in Business 3

GBS131 Business Calculations (3) OR

+ MAT112 Mathematical Concepts and Applications (3) OR

Satisfactory completion of higher level Mathematics course 3

GBS120 Workplace Communication Skills 3

MGT229 Management and Leadership I 3

MGT251 Human Relations in Business 3

MGT276 Personnel/Human Resources Management 3

+ MGT286 Human Resource Employment Management 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2019

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### Information Technology

Major: **3196** Initiating College: **Mesa Community College**  
 Catalog Year: **2022-2023** Program Availability: **CG EM GC GW MC PC PV RS SC SM**  
 Effective Term: **2022 Fall** Field of Interest: **Computer and Information Technology**  
 Award: **AAS**  
 Total Credits: **61-68** Instructional Council: **Computer Information Systems (12)**  
 CIP Code: **11.0103** GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:  
15-1151 Computer User Support Specialists**

**Upon completion of a bachelor's degree, students may pursue a career as:  
11.3021 Computer and Information Systems Managers  
5-1121 Computer Systems Analysts  
15-1122 Information Security Analysts**

**Description:** The Associate in Applied Science (AAS) in Information Technology (IT) program is designed to provide students with skills to meet information technology needs across industries. This program includes instruction in the principles of computer hardware components and business software, programming, databases, networking, customer service, web development, and information systems and project management. Coursework helps prepare students for a variety of industry-recognized examinations and certifications. Students will earn one or more of the following Certificates of Completion (CCLs):

CCL/5154 Cybersecurity Fundamentals  
 CCL/5083 Database Development  
 CCL/5043 Desktop Support  
 CCL/5793 Foundations of Mobile App Development  
 CCL/5132 Microsoft Office Professional  
 CCL/5031 Microsoft System Administration  
 CCL/5048 Programming and Systems Analysis Level I  
 CCL/5183N Oracle Database Operations  
 CCL/5050N Red Hat Linux Engineer  
 CCL/5984 Web Foundations

### Learning Outcomes

1. Apply current technical concepts and practices in the core information technologies to effectively integrate IT-based solutions into the business environment. (BPC/OAS111AA, BPC170, BPC270, CIS102DA, CIS105, CIS117DM, CIS119DO, CIS119DP, CIS120DF, CIS121AH, CIS126DL, CIS126RH, CIS133DA, CIS136, CIS150++, CIS154, CIS156, CIS159, CIS162++, CIS163AA, CIS164AB, CIS165++, CIS166++, CIS190, CIS217AM, CIS235, CIS238RH, CIS240RH, CIS276DA, CIS276DB, CIS113DE, CIS114DE, CIS118DB, CIS224, CIS225AB, CIS233DA, CIS250, CIS270, CIS271DB, CIS272DB, CNT140AB, ITS110, MST150++, MST155DC, MST157DC, MST158DC, [MA])
2. Analyze business requirements to identify and define appropriate technology solutions. (BPC/OAS111AA, BPC170, BPC270, CIS102DA, CIS105, CIS113DE, CIS114DE, CIS117DM, CIS118DB, CIS119DO, CIS119DP, CIS120DF, CIS121AH, CIS126DL, CIS126RH, CIS133DA, CIS136, CIS150++, CIS154, CIS156, CIS159, CIS162++, CIS163AA, CIS164AB, CIS165++, CIS166++, CIS190, CIS217AM, CIS225AB, CIS233DA, CIS235, CIS270, CIS271DB, CIS272DB, CIS276DA, CIS276DB, CIS224, CIS238RH, CIS240RH, CIS250, CNT140AB, GBS151, ITS110, MST150++, MST155DC, MST157DC, MST158DC, [MA], [SG], [SQ])
3. Demonstrate effective written, oral, visual, and interpersonal communication skills with multiple stakeholders.



(BPC/OAS111AA, BPC170, BPC270, CIS102DA, CIS105, CIS113DE, CIS114DE, CIS117DM, CIS118DB, CIS119DO, CIS119DP, CIS120DF, CIS126DL, CIS126RH, CIS133DA, CIS136, CIS150++, CIS154, CIS156, CIS159, CIS162++, CIS163AA, CIS164AB, CIS165++, CIS166++, CIS190, CIS217AM, CIS225AB, CIS235, CIS276DA, CIS276DB, CIS224, CIS233DA, CIS250, CNT140AB, GBS151, MST150++, [FYC], (COM) [HU], [MA], [SB], [SG], [SQ])

4. Collaborate in a culturally responsive manner in a team environment. (CIS102DA, CIS118DB, CIS154, CIS224, CIS250, GBS151, [FYC], (COM), (CRE), [HU], [SB])

5. Integrate professional, social, and ethical responsibility in decision-making and actions. (BPC170, BPC270, CIS102DA, CIS105, CIS111, CIS133DA, CIS233DA, CIS235, CIS250, GBS151, ITS120, ITS240, [HU], [SB])

6. Manage ongoing documentation of information systems according to business standards. (CIS102DA, CIS111, CIS117DM, CIS118DB, CIS119DO, CIS119DP, CIS133DA, CIS136, CIS150++, CIS154, CIS156, CIS159, CIS162++, CIS163AA, CIS164AB, CIS165++, CIS166++, CIS190, CIS217AM, CIS225AB, CIS238RH, CIS240RH, CIS276DA, CIS276DB, CIS233DA, CIS224, CIS250, CNT140AB, GBS151, ITS120, ITS240)

7. Apply project management skills to ensure successful completion of projects. (CIS102DA, CIS118DB, CIS120DF, CIS136, CIS224, CIS233DA, CIS250, GBS151)

8. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

#### This program replaces:

[AAS/3023 Information Technology](#)

[AAS/3098 Information Technology: Computer Applications Specialist](#)

[AAS/3152 Computer Information Systems](#)

[AAS/3162 Computer Information Systems Technologies](#)

[AAS/3167 Computer and Information Technologies](#)

[AAS/3217 Computer Technology](#)

[AAS/3546 Business Office Computer Applications](#)

[AAS/3547 Computer Applications Technology](#)

[AAS/3548 Business Applications](#)

[AAS/3786 Computer Information Technology](#)

#### Program Prerequisites: None

### Required Courses

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) 1-3

**Credits:**

**33-41**

Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor.

Specialization 1: Cybersecurity Fundamentals Credits: 33-38

Information Technology Core Credits: 24-25

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR

MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR

+ CIS119DO Introduction to Oracle: SQL (3) OR

+ CIS276DA MySQL Database (3) OR

+ CIS276DB SQL Server Database (3) 3

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR

+ CIS250 Management of Information Systems (3) 3

Students taking CIS271DB would be required to take CIS250.

Cybersecurity Fundamentals Credits: 9-12

CIS111 Ethics in Information Technology (3) OR

+ ITS120 Legal, Ethical and Regulatory Issues (3) 3

+ CIS270 Essentials of Network and Information Security (3) OR

+ CIS271DB Information Security Essentials (3) AND

+ CIS272DB Information Security Principles (3) OR

+ ITS110 Information Security Fundamentals (3) 3-6

+ ITS240 Ethical Hacking and Network Defense 3

Related Area Credits: 0-5

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses

CIS+++++ Any CIS Computer Information Systems courses

CLD+++++ Any CLD Cloud Computing courses

CNT+++++ Any CNT Cisco Network Technology courses

ITS+++++ Any ITS Information Technology Security courses

MST+++++ Any MST Microsoft Technology courses

Specialization 2: Database Development 36-38

Information Technology Core Credits: 21-22

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) OR

MST150++ Microsoft Windows (3) 3

CIS105 Survey of Computer Information Systems 3

+ CIS119DO Introduction to Oracle: SQL 3

CIS133DA Internet/Web Development Level I 3

+ CIS156 Python Programming: Level I (3) OR

+ CIS162++ Any C Programming: Level I course (3) OR

+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR

CIS250 Management of Information Systems (3) 3

Database Development Credits: 15

CIS117DM Microsoft Access: Database Management (3) OR

+ CIS154 Database Modeling and Design (3) 3

+ CIS150++ Programming Fundamentals 3

+ CIS164AB Oracle: PL/SQL Programming (3) OR

+ CIS276DA MySQL Database (3) OR

+ CIS276DB SQL Server Database (3) 3

+ CIS217AM Advanced Microsoft Access: Database Management (3) OR

+ CIS276DB SQL Server Database (3) 3

+ CIS225AB Object-Oriented Analysis and Design 3

Related Area Credits : 0-2

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses

CIS+++++ Any CIS Computer Information Systems courses

CLD+++++ Any CLD Cloud Computing courses

CNT+++++ Any CNT Cisco Network Technology courses

ITS+++++ Any ITS Information Technology Security courses

MST+++++ Any MST Microsoft Technology courses

Specialization 3: Desktop Support Credits: 32-38

Information Technology Core Credits: 24-25

+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR

+ CIS119DO Introduction to Oracle: SQL (3) OR

+ CIS276DA MySQL Database (3) OR

+ CIS276DB SQL Server Database (3) 3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR  
+ CIS156 Python Programming: Level I (3) OR  
+ CIS162++ Any C Programming: Level I course (3) OR  
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
+ CIS250 Management of Information Systems (3) 3

Desktop Support Credits: 6

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3  
CIS102DA Customer User Support 3

Related Area Credits: 2-8

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses  
CIS+++++ Any CIS Computer Information Systems courses  
CLD+++++ Any CLD Cloud Computing courses  
CNT+++++ Any CNT Cisco Network Technology courses  
ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

Specialization 4: Foundations of Mobile App Development Credits: 33-38

Information Technology Core Credits: 21-22

CIS105 Survey of Computer Information Systems 3

+BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) OR  
MST150++ Microsoft Windows (3) 3

CIS117DM Microsoft Access: Database Management (3) OR  
+ CIS119DO Introduction to Oracle: SQL (3) OR  
+ CIS276DA MySQL Database (3) OR  
+ CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3  
+ CIS162++ Any C Programming: Level I course 3

+ CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
+ CIS250 Management of Information Systems (3) 3

Foundations of Mobile App Development Credits: 12

CIS120DF Introduction to Adobe Photoshop 3  
+ CIS165 Introduction to IOS Application Development 3  
+ CIS165DA Introduction to Android Application Development 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR  
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

Related Area Credits: 0-5

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses  
CIS+++++ Any CIS Computer Information Systems courses  
CLD+++++ Any CLD Cloud Computing courses  
CNT+++++ Any CNT Cisco Network Technology courses  
ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

Specialization 5: Microsoft Office Professional Credits: 31-38

Information Technology Core Credits: 18-19

CIS105 Survey of Computer Information Systems 3  
CIS117DM Microsoft Access: Database Management 3  
CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR  
+ CIS156 Python Programming: Level I (3) OR  
+ CIS162++ Any C Programming: Level I course (3) OR  
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

MST150++ Microsoft Windows (3) OR  
BPC270 A+ Exam Prep: Operating System Configuration and Support (3) 3

Microsoft Office Professional Credits: 11-13

BPC/OAS111AA Computer Keyboarding (1) OR  
Permission of Program Director (0) 0-1

CIS113DE Microsoft Word: Word Processing 3  
CIS114DE Excel Spreadsheet 3  
CIS118DB Desktop Presentation: PowerPoint 3

CIS124AA Project Management Software: Level I (1) AND

CIS124BA Project Management Software: Level II (1) OR  
CIS224 Project Management Microsoft Project for Windows (3) 2-3

Related Area Credits: 0-8

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses  
CIS+++++ Any CIS Computer Information Systems courses  
CLD+++++ Any CLD Cloud Computing courses  
CNT+++++ Any CNT Cisco Network Technology courses  
ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

Specialization 6: Microsoft Server 36-38

Information Technology Core: 21-22

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR  
+ CIS119DO Introduction to Oracle: SQL (3) OR  
+ CIS276DA MySQL Database (3) OR  
+ CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR  
+ CIS156 Python Programming: Level I (3) OR  
+ CIS162++ Any C Programming: Level I course (3) OR  
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
+ CIS250 Management of Information Systems (3) 3

MST150++ Microsoft Windows 3

Microsoft Server Credits: 15

CIS121AH Microsoft PowerShell/Command Line Operations 3  
+ MST155DC Installation, Storage, and Compute with Windows Server 4  
+ MST157DC Networking with Windows Server 4  
+ MST158DC Identity Management with Windows Server 2016 4

Related Area Credits: 0-2

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses  
CIS+++++ Any CIS Computer Information Systems courses  
CLD+++++ Any CLD Cloud Computing courses

CNT+++++ Any CNT Cisco Network Technology courses  
ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

Specialization 7: Oracle Database Operations 32-38  
Information Technology Core Credits: 21-22  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) OR  
MST150++ Microsoft Windows (3) 3

CIS105 Survey of Computer Information Systems 3  
+ CIS119DO Introduction to Oracle: SQL 3  
CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR  
+ CIS156 Python Programming: Level I (3) OR  
+ CIS162++ Any C Programming: Level I course (3) OR  
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
+ CIS250 Management of Information Systems (3) 3

Oracle Database Operations Credits: 9  
+ CIS119DP Oracle: Database Administration 3  
+ CIS154 Database Modeling and Design 3  
+ CIS164AB Oracle: PL/SQL Programming 3

Related Area Credits : 2-8

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses  
CIS+++++ Any CIS Computer Information Systems courses  
CLD+++++ Any CLD Cloud Computing courses  
CNT+++++ Any CNT Cisco Network Technology courses  
ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

Specialization 8: Programming and Systems Analysis Level 1 Courses: 32-38  
Information Technology Core Credits: 21-22  
CIS105 Survey of Computer Information Systems 3

+ CIS119DO Introduction to Oracle: SQL (3) OR  
+ CIS276DA MySQL Database (3) OR  
+ CIS276DB SQL Server Database (3) 3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) OR  
MST150++ Microsoft Windows (3) 3

CIS133DA Internet/Web Development Level I 3  
+ CIS150AB Object-Oriented Programming Fundamentals 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
+ CIS250 Management of Information Systems (3) 3

Programming and Systems Analysis Credits: 9  
+ CIS159 Visual Basic Programming I (3) OR  
+ CIS162++ Any C Programming: Level I course (3) OR  
+CIS163AA Java Programming: Level I (3) OR  
+ CIS165++ Any Mobile Application Development course (3) 3

+ CIS166++ Any Web Scripting course 3  
GBS151 Introduction to Business 3

Related Area Credits: 1-8

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses  
CIS+++++ Any CIS Computer Information Systems courses  
CLD+++++ Any CLD Cloud Computing courses  
CNT+++++ Any CNT Cisco Network Technology courses  
ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

Specialization 9: Redhat Linux Engineer 32-38

Information Technology Core Credits: 21-22

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR  
+ CIS119DO Introduction to Oracle: SQL (3) OR  
+ CIS276DA MySQL Database (3) OR  
+ CIS276DB SQL Server Database (3) 3

CIS126RH Red Hat System Administration I 3  
CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR  
+ CIS156 Python Programming: Level I (3) OR  
+ CIS162++ Any C Programming: Level I course (3) OR  
+ CIS163AA Java Programming: Level I (3) 3



+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
+ CIS250 Management of Information Systems (3) 3

Redhat Linux Engineer Credits: 6  
+ CIS238RH Red Hat System Administration II 3  
+CIS240RH Red Hat System Administration III 3

Related Area Credits: 5-11

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses  
CIS+++++ Any CIS Computer Information Systems courses  
CLD+++++ Any CLD Cloud Computing courses  
CNT+++++ Any CNT Cisco Network Technology courses  
ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

Specialization 10: Web Foundations Credits: 36-38

Information Technology Core Credits: 21-22  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) OR  
MST150++ Microsoft Windows (3) 3

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR  
+CIS119DO Introduction to Oracle: SQL (3) OR  
+CIS276DA MySQL Database (3) OR  
+CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR  
+ CIS156 Python Programming: Level I (3) OR  
+ CIS162++ Any C Programming: Level I course (3) OR  
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
+ CIS250 Management of Information Systems (3) 3

Web Foundation Credits: 15

- CIS120DF Introduction to Adobe Photoshop 3
- CIS136 Content Management Systems: WordPress 3
- + CIS166AA Introduction to Javascript 3
- + CIS233DA Internet/Web Development Level II 3
- + CIS235 e-Commerce 3

Related Area Credits: 0-2

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

- BPC+++++ Any BPC Business-Personal Computers courses
- CIS+++++ Any CIS Computer Information Systems courses
- CLD+++++ Any CLD Cloud Computing courses
- CNT+++++ Any CNT Cisco Network Technology courses
- ITS+++++ Any ITS Information Technology Security courses
- MST+++++ Any MST Microsoft Technology courses

Specialization 11: A related Certificate of Completion (CCL) at the discretion of the Program Director (minimum of 11 credits) AND the following core courses with permission of the Program Director.

Information Technology Core Credits: 21-22

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR

+ CIS119DO Introduction to Oracle: SQL (3) OR

+ CIS276DA MySQL Database (3) OR

+ CIS276DB SQL Server Database (3) 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) OR

MST150++ Microsoft Windows (3) 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR

+ CIS156 Python Programming: Level I (3) OR

+ CIS162++ Any C Programming: Level I course (3) OR

+ CIS163AA Java Programming: Level I (3) 3

CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (4) 3-4

CIS133DA Internet/Web Development Level I 3

+ CIS224 Project Management Microsoft Project for Windows (3) OR

CIS250 Management of Information Systems (3) 3

## General Education Requirements

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**General Education Requirement**

**Credits: 22-28**

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

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**First-Year Composition****Credits: 6**

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+ 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)

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**Oral Communication****Credits: 3**

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COM100 Introduction to Human Communication (3) OR  
COM110 Interpersonal Communication (3) OR  
+ COM225 Public Speaking (3) OR  
COM230 Small Group Communication (3) 3

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

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+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment 0-3

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**Mathematics****Credits: 3-6**

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+ MAT140 College Mathematics (5) OR  
+ MAT141 College Mathematics (4) OR  
+ MAT142 College Mathematics (3) OR  
MAT145 College Mathematics with Review (5) OR  
MAT146 College Mathematics with Review (6) OR  
Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

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**General Education Distribution****Credits: 10**

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**Humanities, Arts and Design****Credits: 3**

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Any approved general education course from the Humanities, Arts and Design [HU] area. 3

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

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Any approved general education course from the Social-Behavioral Sciences [SB] area. 3

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

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Any approved general education course from the Natural Science [SG] or [SQ] area. 4

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### **Integrated Public Health: Community Health Work**

Major: **5896** Primary College: **Paradise Valley Community College**  
Catalog Year: **2022-2023** Program Availability: **PV, SC**  
Effective Term: **2021 Fall** Field of Interest: **Health Sciences**  
Award: **CCL**  
Total Credits: **17-19** Instructional Council: **Allied Health (51)**  
CIP Code: **51.2208** GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:  
21.1094.00 Community Health Workers**

**Upon completion of an Associate degrees, students may pursue a career as:  
21-1091.00 Health Education Specialists**

**Description:** The Certificate of Completion (CCL) in Integrated Public Health: Community Health Worker program is designed to prepare individuals for entry-level employment as health navigators or community health workers. It is designed to prepare students for employment in a variety of health industries, including public health, clinics, hospitals, insurance companies, and a variety of non-profit agencies that serve the community. Students will be exposed to how to identify appropriate health resources and services for clients and to communicate with diverse populations. In addition, students will study in depth a variety of insurance coverage and government programs to help their clients optimize the benefits and resources available to them. Students will specialize in either health navigation or health care coordination to address specific community and career needs.

#### **Learning Outcomes**

1. Describe the dynamics of individual, community, and organizational health infrastructures. (IPH101)
2. Discuss local, regional, national, and global population health and health disparities. (IPH101, IPH205, IPH220)
3. Explain identified key issues facing community public health professionals. (IPH101, IPH275)
4. Communicate effectively with the health care team, diverse client populations, and their families. (COM270, HCC146, SPA117)
5. Assess the social, cultural, and behavioral factors in health. (HES100, IPH101, IPH105, IPH205)
6. Incorporate evidence-based health care practices into the assessment, planning, implementation, and evaluation of health education interventions and public health programs. (COM270, HES100, IPH205, IPH275, IPH220)
7. Exhibit behaviors and conduct that reflect safe, legal, and ethical practice. (COM270, IPH101, IPH105, IPH275, IPH220)
8. Provide information and refer clients based on the identified barriers and needs to appropriate resources and services available to the client. (COM270, HCC146, IPH105, IPH205, IPH275, SPA117, IPH220)
9. Describe the role of prevention and community collaborations in promoting healthy communities. (IPH101, IPH105)
10. Implement strategies to improve health outcomes for an individual and/or community. (HCC146, IPH101, IPH275, SPA117, IPH275, IPH220)
11. Use effective care coordination and transition management methods in acute care and ambulatory care in community settings. (COM270, IPH105, IPH275, IPH205, IPH220)
12. Facilitate client-centered care that is compassionate, appropriate, and effective for the promotion of health. (IPH105, IPH275, HCC146, IPH275, SPA117, IPH220)

#### **Program Notes**

Students must earn a grade of C or better in each course in the program.

## Admission Criteria

Formal application and acceptance into the program.

Arizona Department of Public Safety Level one fingerprint clearance card required.

Students must undergo a background check, drug screening, health, and immunization requirements.

**Program Prerequisites: None**

## Required Courses

COM270 Health Communication 3

**Credits: 15-16**

HCC146 Common Medical Terminology for Health Care Professionals (2) OR  
SPA117 Health Care Spanish I (3) 2-3

HES100 Healthful Living 3

IPH101 Introduction to Public Health 3

IPH105 Introduction to Patient Navigation 3

+ IPH275 Patient Navigator Practicum 1

## Restricted Electives

Specialization 1: Health Navigation

**Credits: 2-3**

Credits: 2

IPH205 Chronic Disease Management 2

Specialization 2: Health Care Coordination

Credits: 3

IPH220 Introduction to Mobile Integrated Health Care 3

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: April 27, 2021

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

### Interior Design

Major: **3191**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **AAS**

Total Credits: **65-73**

CIP Code: **50.0408**

Primary College: **Scottsdale Community College**

Program Availability: **PC SC**

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

Instructional Council: **Interior Design (37)**

GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**27-1025.00 Interior Designers**

**11-3013.00 Facilities Managers**

**Description:** The Associate in Applied Science (AAS) in Interior Design prepares students to work in an entry-level interior design position. The program provides both general and interior design education, which includes design, color theory and application, architectural and furniture history, drafting and computer aided design (CAD) for interior design, space planning, interior materials, rendering, and basic codes and regulations. Studio projects allow students to identify, research, solve, and present design problems. Certificates of Completion (CCL) in areas of specialization are also available and embedded within the AAS.

The AAS in Interior Design transfers to Northern Arizona University Bachelor of Science (BS) in Interior Design. NAU will accept up to 73 credits as part of this degree program. Please speak with an NAU transfer specialist for details about this transfer option.

### Learning Outcomes

1. Synthesize global design perspectives with consideration of social, cultural, economic, and ecological contexts to solve interior design problems. (INT105, INT115, INT120, INT150, INT160, INT175, INT190, INT211, INT211AA, INT211AB, INT222, INT215, INT240, INT240AA, INT240AB, COM100, COM110, PSY101, (CRE), [FYC], [SG], [SQ])
2. Apply all aspects of the design process to creatively solve design problems. (INT105, INT122, INT150, INT175, INT190, INT211, INT211AA, INT211AB, INT230, INT140, INT222, INT240, INT240AA, INT240AB, (COM), [FYC], [MA])
3. Plan complete design solutions that integrate furnishings, fixtures, finishes, and equipment. (INT175, INT190, INT230, INT100, INT222, INT215, INT240, INT240AA, INT240AB, (COM), [FYC], [MA])
4. Demonstrate knowledge of history of interiors, architecture, decorative arts, art, and related theories when solving design problems. (INT105, INT115, INT120, INT122, INT145, INT145AA, INT145AB, INT150, INT160, INT175, INT190, INT211, INT211AA, INT211AB, INT222, INT215, INT240, INT240AA, INT240AB, PSY101, (CRE), [FYC], [SG], [SQ])
5. Evaluate principles and theories of light and color, acoustics, thermal comfort, indoor air quality, space planning, and human factors in relation to environmental impact and human well-being. (INT105, INT115, INT120, INT145, INT145AA, INT145AB, INT150, INT160, INT175, INT190, INT211, INT211AA, INT211AB, ARC142, INT100, INT222, INT215, INT240, INT240AA, INT240AB, (COM), [MA])
6. Synthesize information gathered through research to generate evidence-based design solutions. (INT105, INT115, INT120, INT122, INT145, INT145AA, INT145AB, INT150, INT160, INT175, INT190, INT211, INT211AA, INT211AB, INT230, INT100, INT222, INT215, INT240, INT240AA, INT240AB, COM100, COM110, PSY101, (CRE), [FYC], [MA], [SG], [SQ])
7. Integrate knowledge of environmentally responsible and sustainable practices to solve design problems. (INT105, INT122, INT160, INT175, INT190, INT211, INT211AA, INT211AB, INT230, INT100, INT222, INT215, INT240, INT240AA, INT240AB, COM100, COM110, PSY101, (CRE), [FYC], [MA], [SG], [SQ])
8. Coordinate the schematic design of the built environment utilizing laws, codes, standards, and guidelines of interior construction and systems. (INT122, INT140, INT160, INT175, INT190, INT211, INT211AA, INT211AB, INT230,

ARC141, ARC142, INT100, INT222, INT215, INT240, INT240AA, INT240AB, (COM), [MA])

9. Express ideas and their rationale according to architecture and interior design standards through visual media including ideation, sketches, drawings, renderings, and plans. (INT122, INT140, INT160, INT175, INT190, INT211, INT211AA, INT211AB, INT230, ARC141, ARC142, INT100, INT222, INT215, INT240, INT240AA, INT240AB, (CRE), (COM), [FYC], [MA])

10. Collaborate with individuals and institutions across diverse disciplines to solve design problems. (INT105, INT140, INT160, INT175, INT190, INT211, INT211AA, INT211AB, INT230, ARC141, INT100, INT122, INT222, INT215, INT240, INT240AA, INT240AB, COM100, COM110, PSY101, (CRE), [FYC], [MA], [SG], [SQ])

11. Communicate with diverse audiences in varied settings and formats in a culturally responsive manner. (INT105, INT115, INT120, INT140, INT150, INT160, INT175, INT190, INT211, INT211AA, INT211AB, INT230, ARC141, INT100, INT122, INT222, INT215, INT240, INT240AA, INT240AB, COM100, COM110, PSY101, (CRE), [FYC], [SG], [SQ])

12. Integrate criticism in an effective manner to refine design solutions. (INT105, INT115, INT120, INT140, INT145, INT145AA, INT145AB, INT150, INT160, INT175, INT190, INT211, INT211AA, INT211AB, INT230, ARC141, INT100, INT122, INT222, INT215, INT240, INT240AA, INT240AB, COM100, COM110, PSY101, (CRE), [FYC], [MA], [SG], [SQ])

13. Comply with industry accepted professional ethics and conduct. (INT175, INT190, INT211, INT211AA, INT211AB, INT222, INT215, INT240, INT240AA, INT240AB, COM100, COM110, PSY101, (CRE))

14. Promote the impact of design on the human experience and the professional value interior designers provide in local, national, and global contexts. (INT105, INT115, INT120, INT150, INT160, INT175, INT190, INT211, INT211AA, INT211AB, ARC141, INT100, INT222, INT215, INT240, INT240AA, INT240AB, COM100, COM110, PSY101, (CRE), [FYC], [SG], [SQ])

15. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

**This program replaced:**

[AAS/3093 Interior Design](#)

[AAS/3122 Interior Design](#)

**Program Prerequisites: None**

### Required Courses

ARC141 Architectural CAD I: Introduction (3) AND  
+ ARC142 Architectural CAD II: Plans and Elevations (3)  
OR

INT100 Interior Design Drafting (3) AND  
INT140 Introduction to CAD for Interior Design (3) 6

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

INT105 Introduction to Interior Design 3  
INT115 Historical Architecture and Furniture 3  
INT120 Modern Architecture and Furniture 3  
INT122 Digital Visualization for Design 3

INT145 Drawing and Rendering (3) OR

**Credits: 46-48**



- + INT145AA Sketching and Visualization (1.5) AND
- + INT145AB Rendering (1.5) 3

- INT150 Color and Design 3
- INT160 Fabrics for Interiors 3
- + INT175 Custom Design 3
- + INT190 Space Planning 3

- + INT211 Interior Materials and Specifications (3) OR
- + INT211AA Interior Materials (1.5) AND
- + INT211AB Material and Specifications (1.5) 3

- + INT215 Professional Practices 3
- + INT230 Presentation Techniques 3

- + INT222 Residential Design (3)
- OR
- + INT240 Kitchen and Bath Design (3) OR
- + INT240AA Bath Design (1.5) AND
- + INT240AB Kitchen Design (1.5) 3

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### General Education Requirements

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#### General Education Requirement

**Credits: 19-25**

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#### General Education Core

**Credits: 12-18**

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#### First-Year Composition

**Credits: 6**

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

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#### Oral Communication

**Credits: 3**

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) 3

COM110 is recommended for students who intend to transfer to Northern Arizona University

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#### Critical Reading

**Credits: 0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
  - Equivalent as indicated by assessment
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**Mathematics****Credits: 3-6**

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+ MAT140 College Mathematics (5) OR  
+ MAT141 College Mathematics (4) OR  
+ MAT142 College Mathematics (3) OR  
+ MAT145 College Mathematics with Review (5) OR  
MAT146 College Mathematics with Review (6) OR  
Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

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**General Education Distribution****Credits: 7**

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**Humanities, Arts and Design****Credits: 0**

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Met by INT115 or INT120 in the Required Courses area

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

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PSY101 Introduction to Psychology 3

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

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

Recommended:

BIO108 Plants and Society (4)

OR

GLG101 Introduction to Geology I - Physical Lecture (3) AND

GLG103 Introduction to Geology I - Physical Lab (1)

OR

FON241 Principles of Human Nutrition (3) AND

FON241LL Principles of Human Nutrition Laboratory (1) 4

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### **Interior Design Kitchen and Bath**

Major: **5070**

Catalog Year: **2022-2023**

Effective Term: **2021 Fall**

Award: **CCL**

Total Credits: **30**

CIP Code: **50.0408**

Initiating College: **Scottsdale Community College**

Program Availability: **PC, SC**

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

Instructional Council: **Interior Design (37)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**41-2031.00 Retail Salespersons**

**41-4012.00 Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products**

**Upon completion of an associate's degree, students may pursue a career as:**

**27-1025.00 Interior Designers**

**11-3013.00 Facilities Managers**

**Description:** The Certificate of Completion (CCL) in Interior Design Kitchen and Bath is intended to provide students with the knowledge and creative skills important to planning and developing kitchen and bath design solutions. The program prepares students for entry-level career in a kitchen and bath studio including, but not limited to, kitchen and bath planning, retail sales, and wholesale sales, or to advance within related job fields. Students will study design principles and elements, color theory, drawing, space planning, industry guidelines and standards, and other factors utilized in kitchen and bath design. The program helps to prepare students for National Kitchen and Bath Association (NKBA) certifications. An Associate in Applied Science (AAS) in Interior Design is also available.

#### **Learning Outcomes**

1. Plan kitchen and bath spaces that integrate furnishings, fixtures, finishes, and equipment according to client needs. (INT105, INT145, INT145AA, INT145AB, INT190, INT211, INT211AA, INT211AB, INT230, INT240, INT240AA, INT240AB, COM100, COM263, INT115, INT120, INT150)
2. Plan kitchens and baths using the elements and principles of design. (INT105, INT145, INT145AA, INT145AB, INT150, INT190, INT211, INT211AA, INT211AB, INT230, INT240, INT240AA, INT240AB, INT115, INT120)
3. Interpret information gathered through research to generate solutions for problems related to kitchen and bath planning. (INT105, INT145, INT145AA, INT145AB, INT190, INT211, INT211AA, INT211AB, INT230, INT240, INT240AA, INT240AB, INT115, INT120, INT150, INT215, EPS150, MGT253)
4. Apply knowledge of environmentally responsible and sustainable practices to solve problems related to kitchen and bath planning. (INT105, INT190, INT211, INT211AA, INT211AB, INT230, INT240, INT240AA, INT240AB)
5. Express ideas and their rationale according to architecture, interior design, and National Kitchen and Bath Association (NKBA) standards through visual media including ideation, sketches, drawings, renderings, and plans. (ARC141, ARC142, INT100, INT105, INT122, INT140, INT145, INT145AA, INT145AB, INT190, INT211, INT211AA, INT211AB, INT230, INT240, INT240AA, INT240AB, COM100, COM263)
6. Collaborate with individuals and professionals to solve problems related INT145AA, INT145AB, to kitchen and bath planning. (ARC141, ARC142, INT100, INT105, INT122, INT140, INT190, INT211, INT211AA, INT211AB, INT230, INT240, INT240AA, INT240AB, COM100, COM263, EPS150, INT215, MGT253)
7. Integrate criticism in an effective manner to refine solutions related to kitchen and bath planning. (ARC141, ARC142, INT100, INT105, INT122, INT140, INT145, INT145AA, INT145AB, INT150, INT190, INT211, INT211AA, INT211AB, INT230, INT240, INT240AA, INT240AB, COM100, COM263, INT215)
8. Recognize industry accepted professional ethics and conduct. (INT105, INT190, INT211, INT211AA, INT211AB, INT230, INT240, INT240AA, INT240AB, INT211AA, INT211AB, EPS150, INT215, MGT253)

9. Employ estimating, budget coordination, and information management to complete a design project related to kitchens and baths. (INT211, INT211AA, INT211AB, INT240, INT240AA, INT240AB, EPS150, INT215, MGT253)

### Program Notes

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

### Program Prerequisites: None

### Required Courses

ARC141 Architectural CAD I: Introduction (3) AND **Credits: 27**  
+ ARC142 Architectural CAD II: Plans and Elevations (3) AND  
INT122 Digital Visualization for Design (3) OR  
INT100 Interior Design Drafting (3) AND  
INT122 Digital Visualization for Design (3) AND  
INT140 Introduction to CAD for Interior Design (3) 9

INT105 Introduction to Interior Design 3

INT145 Drawing and Rendering (3) OR  
+ INT145AA Sketching and Visualization (1.5) AND  
+ INT145AB Rendering (1.5) 3

+ INT190 Space Planning 3

+ INT211 Interior Materials and Specifications (3) OR  
+ INT211AA Interior Materials (1.5) AND  
+ INT211AB Material Specifications (1.5) 3

+ INT230 Presentation Techniques 3

+ INT240 Kitchen and Bath Design (3) OR  
+ INT240AA Bath Design (1.5) AND  
+ INT240AB Kitchen Design (1.5) 3

### Restricted Electives

Select one course from the following: **Credits: 3**  
COM100 Introduction to Human Communication 3  
COM263 Elements of Intercultural Communication 3  
EPS150 Introduction to Entrepreneurship 3  
INT115 Historical Architecture and Furniture 3  
INT120 Modern Architecture and Furniture 3  
INT150 Color and Design 3  
+ INT215 Professional Practices 3  
MGT253 Owning and Operating a Small Business 3

+ indicates course has prerequisites and/or corequisites.  
++ indicates that any suffixed course may be selected.

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### **Interior Design Professional**

Major: **5068**

Catalog Year: **2022-2023**

Effective Term: **2021 Fall**

Award: **CCL**

Total Credits: **21**

CIP Code: **50.0408**

Initiating College: **Scottsdale Community College**

Program Availability: **SC**

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

Instructional Council: **Interior Design (37)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**27-1025.00 Interior Designers**

**11-3013.00 Facilities Managers**

**Description:** The Certificate of Completion (CCL) in Interior Design Professional is designed for students who have an Associate in Applied Science (AAS) in Interior Design for more competitive jobs within the Interior Design industry where certification of the designer is required. The courses within the CCL help to prepare students with the necessary knowledge and skills and the total number of credit hours to be qualified to take the NCIDQ certification examination.

#### **Learning Outcomes**

1. Synthesize global design perspectives with consideration of social, cultural, economic, and ecological contexts to solve complex interior design problems. (ARC/INT250, ARC265/INT251, INT205, INT255, INT260, INT265, INT268, INT270)
2. Apply all aspects of the design process to creatively solve complex design problems. (ARC/INT250, ARC265/INT251, INT205, INT255, INT260, INT265, INT268, INT270)
3. Design solutions that integrate furnishings, fixtures, finishes, and equipment. (ARC/INT250, ARC265/INT251, INT205, INT255, INT260, INT265, INT268, INT270)
4. Integrate knowledge of history of interiors, architecture, decorative arts, art, and related theories when solving design problems. (ARC/INT250, ARC265/INT251, INT205, INT255, INT260, INT265, INT268, INT270)
5. Evaluate principles and theories of light and color, acoustics, thermal comfort, indoor air quality, space planning, and human factors in relation to environmental impact and human well-being. (ARC/INT250, ARC265/INT251, INT205, INT255, INT260, INT265, INT268, INT270)
6. Devise mathematical solutions to solve complex interior design problems. (ARC/INT250, ARC265/INT251, INT205, INT255, INT260, INT265, INT268, INT270)
7. Synthesize information gathered from diverse sources to generate iterative evidence-based design solutions. (ARC/INT250, ARC265/INT251, INT205, INT255, INT260, INT265, INT268, INT270)
8. Integrate knowledge of environmentally responsible and sustainable practices to solve complex design problems. (ARC/INT250, ARC265/INT251, INT205, INT255, INT260, INT265, INT268, INT270)
9. Construct schematic designs for built environments utilizing laws, codes, standards, and guidelines of interior construction and systems. (ARC/INT250, ARC265/INT251, INT205, INT255, INT260, INT265, INT268, INT270)
10. Illustrate complex ideas and their rationale according to architecture and interior design standards using the appropriate visual media including ideation, sketches, drawings, renderings, and plans. (ARC/INT250, ARC265/INT251, INT205, INT255, INT260, INT265, INT268, INT270)
11. Collaborate with individuals and institutions across diverse disciplines to solve multifaceted design problems. (ARC/INT250, ARC265/INT251, INT205, INT255, INT260, INT265, INT268, INT270)
12. Communicate with diverse audiences in varied settings and formats in a culturally responsive manner. (ARC/INT250, ARC265/INT251, INT205, INT255, INT260, INT265, INT268, INT270)
13. Integrate criticism in an effective manner to refine design solutions. (ARC/INT250, ARC265/INT251, INT205,

INT255, INT260, INT265, INT268, INT270)

14. Comply with industry accepted professional ethics and conduct. (ARC/INT250, ARC265/INT251, INT205, INT255, INT260, INT265, INT268, INT270)

15. Promote the impact of design on the human experience and the professional value interior designers provide in local, national, and global contexts. (ARC/INT250, ARC265/INT251, INT205, INT255, INT260, INT265, INT268, INT270)

### Program Notes

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

To pursue the Certificate of Completion (CCL) Interior Design Professional, students must have completed an Associate's in Interior Design or equivalent or be currently progressing in the Associate of Applied Science (AAS) in Interior Design at a Maricopa County Community College District (MCCCD). Students should consult with the program director for details.

### Program Prerequisites: None

### Required Courses

+ ARC/INT250 Basic Revit (3) OR ARC265/INT251 Sketchup I: Introduction to Sketchup (3) 3	<b>Credits: 21</b>
+ INT205 Residential Design 3	
+ INT255 Advanced Custom Design 3	
+ INT260 Interior Codes and Regulations 3	
+ INT265 Building Systems 3	
+ INT268 Lighting Design 3	
+ INT270 Commercial Design 3	

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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### **Interior Design Technology**

Major: **5071**

Catalog Year: **2022-2023**

Effective Term: **2021 Fall**

Award: **CCL**

Total Credits: **24**

CIP Code: **50.0408**

Initiating College: **Scottsdale Community College**

Program Availability: **PC, SC**

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

Instructional Council: **Interior Design (37)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**17-3011.00 Architectural and Civil Drafters**

**17-3019.00 Drafters, All Other**

**Upon completion of an associate`s degree students may pursue a career as:**

**17-3011.01 Architectural Drafters**

**17-3011.02 Civil Drafters**

**27-1025.00 Interior Designers**

**11-3013.00 Facilities Managers**

**Description:** The Certificate of Completion (CCL) in Interior Design Technology is designed to provide the informational, attitudinal, and technical skills required for an entry-level position as a Computer Aided Drafting (CAD) operator in an Interior Design or related office. Computer-aided design using AutoCAD, Revit, Sketchup, and the Adobe Creative Suite forms the core of this program. An Associate in Applied Science (AAS) in Interior Design and an Associate in Applied Science (AAS) in Architectural Technology are also available.

#### **Learning Outcomes**

1. Apply current architectural and interior design standards in dimensioning, symbology, linetypes, lineweights, drawing notes for working drawings, design related drawings to read, interpret, and produce construction documents and portfolio-quality working drawings. (ARC141, ARC142, ARC/INT250, ARC265/INT251, INT100, INT122, INT140, INT145, INT145AA, INT145AB, INT230)
2. Use the latest 2D, 3D, and 3D parametric modeling CAD software to develop technical drawings and solid models in a manner that is efficient and compliant with standard industry practices. (ARC141, ARC142, ARC/INT250, ARC265/INT251, INT122, INT140, INT145, INT145AA, INT145AB, INT230)
3. Utilize Building Information Modeling (BIM) concepts in project development. (ARC/INT250)
4. Produce sketches, multi-view layouts, sections, details, working drawings, and building components schedules. (ARC141, ARC142, ARC/INT250, ARC265/INT251, INT100, INT122, INT140, INT145, INT145AA, INT145AB, INT230)
5. Utilize traditional modeling techniques and 3D printing for project conceptualization. (ARC142, INT140)
6. Express ideas and their rationale according to architecture and interior design standards through visual media including ideation, sketches, drawings, renderings, and plans. (ARC141, ARC142, ARC/INT250, ARC265/INT251, INT100, INT122, INT140, INT145, INT145AA, INT145AB, INT230, COM100, COM263, INT105, INT215)
7. Collaborate with others to solve interior design problems. (ARC141, ARC142, ARC/INT250, ARC265/INT251, INT100, INT122, INT140, INT145, INT145AA, INT145AB, INT230, COM100, COM263, INT215)
8. Integrate criticism in an effective manner to refine design solutions. (ARC141, ARC142, ARC/INT250, ARC265/INT251, INT100, INT122, INT140, INT145, INT145AA, INT145AB, INT230, COM100, COM263, INT105, INT215)
9. Comply with industry accepted professional standards and conduct. (ARC141, ARC142, ARC/INT250, ARC265/INT250, INT100, INT122, INT140, INT145, INT145AA, INT145AB, INT230, EPS150, INT105, INT215, MGT253)

#### **Program Notes**



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

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**Program Prerequisites: None**

**Required Courses**

ARC141 Architectural CAD I: Introduction (3) AND **Credits: 21**  
+ ARC142 Architectural CAD II: Plans and Elevations (3) AND  
INT122 Digital Visualization for Design (3) OR  
INT100 Interior Design Drafting (3) AND  
INT122 Digital Visualization for Design (3) AND  
INT140 Introduction to CAD for Interior Design (3) 9

INT145 Drawing and Rendering (3) OR  
+ INT145AA Sketching and Visualization (1.5) AND  
+ INT145AB Rendering (1.5) 3

+ INT230 Presentation Techniques 3  
+ ARC/INT250 Basic Revit 3  
ARC265/INT251 Sketchup I: Introduction to Sketchup 3

**Restricted Electives**

Select one course from the following: **Credits: 3**  
COM100 Introduction to Human Communication 3  
COM263 Elements of Intercultural Communication 3  
EPS150 Introduction to Entrepreneurship 3  
INT105 Introduction to Interior Design 3  
+ INT215 Professional Practices 3  
MGT253 Owning and Operating a Small Business 3

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 24, 2020

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### **Interior Merchandising and Home Staging**

Major: **5429** Primary College: **Scottsdale Community College**  
Catalog Year: **2022-2023** Program Availability: **EM, PC, SC**  
Effective Term: **2021 Fall** Field of Interest: **Visual and Performing Arts**  
Award: **CCL**  
Total Credits: **21** Instructional Council: **Interior Design (37)**  
CIP Code: **50.0408** GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:  
27-1026.00 Merchandise Displayers and Window Trimmers**

**Upon completion of the associate's degree, students may pursue a career as:  
27-1025.00 Interior Designers  
11-3013.00 Facilities Managers**

**Description:** The Certificate of Completion (CCL) in Interior Merchandising and Home Staging is intended to provide students with the knowledge and creative skills important to colorizing, visual merchandising, home-staging, and selecting furnishings and accessories. The program prepares students for entry-level career as a home decorator, retail merchandiser, home stager, model home merchandiser, etc. or to advance within these job fields. Students will study design principles and elements, color theory, drawing, furniture layout, historical and modern architecture and furniture, fabrics, and other factors utilized in interior merchandising. An Associate in Applied Science (AAS) in Interior Design is also available.

#### **Learning Outcomes**

1. Design spaces that integrate furnishings, fixtures, finishes, and equipment according to client needs. (INT100, INT105, INT115, INT120, INT150, INT160, INT215)
2. Apply global design perspectives with consideration of social, cultural, economic, and ecological contexts to solve interior design problems. (INT105, INT115, INT120, INT150, INT160, INT215, MGT251, MGT253)
3. Analyze and design spaces using the elements and principles of design. (INT100, INT105, INT145, INT145AA, INT145AB, INT150, INT160)
4. Demonstrate knowledge of history of interiors, architecture, decorative arts, art, and related theories when solving design problems. (INT105, INT115, INT120, INT145, INT145AA, INT145AB, INT150, INT160, INT215)
5. Interpret information gathered through research to generate evidence-based design solutions. (INT100, INT105, INT115, INT120, INT145, INT145AA, INT145AB, INT150, INT160, INT215)
6. Apply knowledge of environmentally responsible and sustainable practices to solve design problems. (INT100, INT105, INT160, INT215)
7. Express ideas and their rationale according to architecture and interior design standards through visual media including ideation, sketches, drawings, renderings, and plans. (INT100, INT160, INT215)
8. Collaborate with individuals and institutions across diverse disciplines to solve problems. (INT100, INT105, INT160, INT215, MGT251, MGT253)
9. Communicate with diverse audiences in varied settings and formats. (INT100, INT105, INT160, INT215, MGT251, MGT253)
10. Integrate criticism in an effective manner to refine design solutions. (INT100, INT105, INT115, INT120, INT145, INT145AA, INT145AB, INT150, INT160, INT215)
11. Recognize industry accepted professional ethics and conduct. (INT215, MGT251, MGT253)
12. Express the impact of design on the human experience and the professional value interior designers provide in local, national, and global contexts. (INT100, INT105, INT115, INT120, INT150, INT160, INT215, MGT251, MGT253)

13. Employ estimating, budget coordination, and information management to complete a design project. (INT160, INT215)

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### Program Notes

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

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### Program Prerequisites: None

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### Required Courses

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INT100 Interior Design Drafting (3)

**Credits: 21**

OR

INT145 Drawing and Rendering (3) OR

+ INT145AA Sketching and Visualization (1.5) AND

+ INT145AB Rendering (1.5) 3

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

+ INT215 Professional Practices (3) OR

MGT251 Human Relations in Business (3) OR

MGT253 Owning and Operating a Small Business (3) 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 24, 2020

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### iOS App Development

Major: **5914N**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **9-12**

CIP Code: **11.0202**

Initiating College: **Mesa Community College**

Program Availability: **CG GC GW MC PC PV RS SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**15-1132.00 Software Developers, Applications**

**15-1251.00 Computer Programmers**

**Description:** The Certificate of Completion (CCL) in iOS App Development prepares students for positions in app development for the Apple iPad, iPhone, and Apple Watch series. The program emphasizes knowledge and skills required to design, develop, test, and document structured and object-oriented programs utilizing Swift and Xcode. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCLs) in Native App Development and Mobile App Development.

#### Program Competencies

1. Identify and explain common hardware components of computer systems and describe their uses. (CIS105, CIS150AB)
2. Identify different types of software, programming languages, the terminology, networking, social and ethical behaviors and their uses. (CIS105, CIS150AB, CIS165, CIS265)
3. Use the Internet to communicate, collaborate, and retrieve information. (CIS105, CIS150AB, CIS165, CIS265)
4. Explore system security and privacy issues. (CIS105, CIS150AB, CIS165, CIS265)
5. Describe the steps in planning and implementing technology solutions. (CIS105, CIS150AB, CIS165, CIS265)
6. Determine when technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems. (CIS105, CIS150AB, CIS165, CIS265)
7. Design console and graphical user interfaces and reports. (CIS150AB, CIS165, CIS265)
8. Explain, design, write, test, debug and implement custom apps using the iOS App development process. (CIS150AB, CIS165, CIS265)
9. Design a plan to convert programs from Swift types into custom model objects for web requests. (CIS165, CIS265)
10. Create networking code in an Xcode project. (CIS265)
11. Explain security restrictions and the correlation of App Transport Security (ATP) as it applies to project prototyping. (CIS165, CIS265)

#### Program Notes

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Program Prerequisites: None**

## Required Courses

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0) 0-3

**Credits: 9-12**

- + CIS150AB Object-Oriented Programming Fundamentals 3
  - + CIS165 Introduction to IOS Application Development 3
  - + CIS265 Advanced iOS Application Development 3
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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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### Law Enforcement

Major: **5987N**

Catalog Year: **2022-2023**

Effective Term: **2019 Fall**

Award: **CCL**

Total Credits: **15**

CIP Code: **43.0107**

Initiating College: **Mesa Community College**

Program Availability: **CG EM GC MC PC PV RS SC SM**

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

Instructional Council: **Administration of Justice Studies (01)**

GPA: **2.00**

SOC Code: **33-1012.00, 33-3052.00, 33-3021.01, 33-3021.02, 33-3051.00, 33-3051.00, 33-9032.00, 33-3051.04, 33-3011.00, 33-3021.00, 33-3021.06, 33-3031.00, 33-3021.03**

**Description:** The Certificate of Completion (CCL) in Law Enforcement is designed for students who are interested in pursuing a course of study specifically focused on law enforcement. The certificate program specializes in training and education related to the duties of law enforcement. The program is designed for the student with no Arizona police academy experience and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

#### Learning Outcomes

1. Synthesize multiple sources of information to make timely assessments. (AJS101, AJS123, AJS205, AJS230, AJS275)
2. Solve problems through logical and sound reasoning. (AJS101, AJS123, AJS205, AJS275)
3. Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences. (AJS101, AJS205, AJS230, AJS275)
4. Communicate in the language common to the criminal justice system. (AJS101, AJS205, AJS230, AJS275)
5. Collaborate with diverse agencies, community representatives and individuals to achieve common goals. (AJS101, AJS123, AJS230)
6. Apply the principles and processes of criminal and constitutional law, criminology theory, knowledge of the functions and components of the criminal justice system, and current issues to criminal justice operations. (AJS101, AJS123, AJS230)
7. Utilize technology to collect, analyze and communicate data. (AJS101, AJS230, AJS275)
8. Practice professional standards appropriate to the field of criminal justice. (AJS101, AJS123, AJS230, AJS275)
9. Subscribe to and practice ethical behavior appropriate to the field of criminal justice. (AJS101, AJS230, AJS275)

#### Program Notes

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

+ indicates course has prerequisites and/or corequisites.

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

**This program replaces:**

[CCL/5107 Police Science](#)

[CCL/5145N Law Enforcement](#)

**Program Prerequisites: None**

#### Required Courses

AJS101 Introduction to Criminal Justice 3

**Credits: 15**

AJS123 Ethics and the Administration of Justice 3

AJS205 Effective Communication and Report Writing in Criminal Justice 3

AJS230 The Police Function 3

AJS275 Criminal Investigation I 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 11, 2018

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### Linux Associate

Major: **5046N**

Catalog Year: **2022-2023**

Effective Term: **2020 Fall**

Award: **CCL**

Total Credits: **6-9**

CIP Code: **11.1001**

Initiating College: **Estrella Mountain Community College**

Program Availability: **CG EM GC GW MC PC PV SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career in the following job fields:**

**15-1211.00 Computer Systems Analysts**

**15-1231.00 Computer Network Support Specialists**

**Upon completion of an associate degree, students may pursue a career in the following job fields:**

**15-1212.00 Information Security Analysts**

**15-1244.00 Network and Computer Systems Administrators**

**Description:** The Certificate of Completion (CCL) in Linux Associate program is designed to help prepare students for employment or to improve current professional skills. The program includes Linux operating system basics and management including sophisticated manipulation of file structures, backup systems, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, kernel customization, and system resource control. This program helps prepare students for the Linux Professional Institute Certification (LPIC-1) and CompTIA Linux + certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

### Learning Outcomes

1. Demonstrate the ability to install Linux. (CIS126DL)
2. Create, manage, and delete user accounts, groups and permissions. (CIS126DL, CIS238DL)
3. Apply troubleshooting techniques to prevent and address system issues. (CIS105, CIS126DL, CIS238DL)
4. Monitor system functions and security through the use of a variety of system tools and logs. (CIS105, CIS126DL, CIS238DL)
5. Install and maintain software packages. (CIS105, CIS126DL, CIS238DL)
6. Describe and navigate the Linux file system hierarchy. (CIS126DL)
7. Create partitions and file systems, and manipulate access to them. (CIS126DL, CIS238DL)
8. Demonstrate configuration and troubleshooting of Linux networking, including network protocols, client and server systems. (CIS126DL, CIS238DL)
9. Configure and troubleshoot Linux security, including permissions, access control lists (ACLs), and firewalls. (CIS126DL, CIS238DL)
10. Create and maintain shell scripts. (CIS126DL, CIS238DL)

### Program Notes

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

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

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



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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**This program replaces:** [CCL/5219 Linux Associate](#)

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**Program Prerequisites: None**

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Required Courses	
CIS105 Survey of Computer Information Systems (3) OR Permission of program director (0) 0-3	<b>Credits: 6-9</b>
CIS126DL Linux Operating System 3 + CIS238DL Linux System Administration 3	

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 26, 2019

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### **Linux System Administration**

Major: **5052N**

Catalog Year: **2022-2023**

Effective Term: **2020 Fall**

Award: **CCL**

Total Credits: **15-18**

CIP Code: **11.1001**

Initiating College: **Estrella Mountain Community College**

Program Availability: **CG EM GC GW MC PC PV SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**15-1211.00 Computer Systems Analysts**

**15-1212.00 Information Security Analysts**

**15-1244.00 Network and Computer Systems Administrators**

**15-1231.00 Computer Network Support Specialists**

**Upon completion of a bachelor's degree, students may pursue a career as:**

**11-3021.00 Computer and Information Systems Managers**

**15-1241.00 Computer Network Architects**

**Description:** The Certificate of Completion (CCL) in Linux System Administration program is designed to help prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the workplace. The program includes a core of Linux classes including Linux operating system basics, system administration, network administration and network security. The courses in the program will help develop a student's knowledge and skill level in preparation for employment or to improve current professional skills. Students who complete this program may seek employment in a variety of environments. The program helps prepare students for the Red Hat Certified System Administrator (RHCSA), Red Hat Certified Engineer (RHCE), and CompTIA Linux+ certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

#### **Learning Outcomes**

1. Automate system tasks utilizing Linux shell scripting. (CIS239DL, CIS275DL)
2. Demonstrate the ability to install Linux. (CIS126DL, CIS275DL)
3. Create, manage, and delete user accounts, groups and permissions. (CIS126DL, CIS126RH, CIS238DL, CIS238RH, CIS240DL, CIS240RH, CIS275DL)
4. Apply troubleshooting techniques to prevent and address system issues. (CIS105, CIS126DL, CIS126RH, CIS238DL, CIS238RH, CIS239DL, CIS275DL)
5. Monitor system functions and security through the use of a variety of system tools and logs. (CIS105, CIS126DL, CIS126RH, CIS238DL, CIS238RH, CIS240DL, CIS240RH, CIS275DL)
6. Install and maintain software packages. (CIS105, CIS126DL, CIS126RH, CIS238DL, CIS238RH, CIS275DL)
7. Describe and navigate the Linux file system hierarchy. (CIS126DL, CIS126RH, CIS275DL)
8. Create partitions and file systems, and manipulate access to them. (CIS126DL, CIS126RH, CIS238DL, CIS238RH, CIS240DL, CIS240RH, CIS275DL)
9. Demonstrate configuration and troubleshooting of Linux networking, including network protocols, client and server systems. (CIS126DL, CIS126RH, CIS238DL, CIS238RH, CIS240DL, CIS275DL)
10. Configure and troubleshoot Linux security, including permissions, SELinux, access control lists (ACLs), digital certificates, and firewalls. (CIS126DL, CIS126RH, CIS238DL, CIS238RH, CIS240DL, CIS240RH, CIS275DL)
11. Configure automation services. (CIS240RH)
12. Create and maintain shell scripts. (CIS238RH, CIS240RH)

#### **Program Notes**

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

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**This program replaces:** [CCL/5225 Linux Networking Administration](#)

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**Program Prerequisites: None**

Required Courses	
CIS105 Survey of Computer Information Systems (3) OR Permission of program director (0) 0-3	<b>Credits: 15-18</b>

Students should select from one of the following two specializations (Linux or Red Hat Enterprise Linux):

Specialization: Linux

- CIS126DL Linux Operating System 3
- + CIS238DL Linux System Administration 3
- + CIS239DL Linux Shell Scripting 3
- + CIS240DL Linux Network Administration 3
- + CIS275DL Linux Capstone 3

Specialization: Red Hat Enterprise Linux

- CIS126RH Red Hat System Administration I 3
  - + CIS238RH Red Hat System Administration II 3
  - + CIS239DL Linux Shell Scripting 3
  - + CIS240RH Red Hat System Administration III 3
  - + CIS275DL Linux Capstone 3
- 

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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## Management

Major: **3070**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **AAS**  
 Total Credits: **62-69**  
 CIP Code: **52.0201**

Primary College: **Phoenix College**  
 Program Availability: **CG GC MC PC PV RS SC**  
 Field of Interest: **Business, Entrepreneurialism and Management**  
 Instructional Council: **Business/Management (03)**  
 GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**11-1021.00 General and Operations Managers**  
**11-2022.00 Sales Managers**  
**11-3012.00 Administrative Services Managers**  
**11-3050.00 Industrial Production Managers**  
**11-3071.00 Transportation, Storage, and Distribution Managers**  
**11-3111.00 Compensation and Benefits Managers**  
**11-9021.00 Construction Managers**  
**11-3071.04 Supply Chain Managers**  
**11-9151.00 Social and Community Service Managers**  
**11-1011.00 Chief Executives**  
**25-1011.00 Business Teachers, Postsecondary**  
**13-1111.00 Management Analysts**

**Description:** The Associate in Applied Science (AAS) in Management program is designed to provide skills for management careers. Students completing this program are better equipped to apply competencies needed for successful performance in management occupations such as manufacturing, wholesaling, retailing, and service industries. The Certificate of Completion (CCL) in Management is fully embedded in this AAS. The following Certificates of Completion (CCL) are also available based on chosen restricted electives: Human Resources Management, Project Management, Business Administration, Supervision and Management, and Organizational Leadership.

### Learning Outcomes

1. Use basic accounting principles to develop and maintain business financial records. (ACC110, ACC111, ACC112)
2. Solve basic mathematical problems including discounts, markups, interest, credit, payroll, simple income tax, depreciation, financial statement, and insurance. (ACC110, ACC111, ACC112, GBS131, [MA])
3. Apply current technology to specific business tasks. (BPC110, CIS105, CIS114DE, CIS224)
4. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (GBS151, IBS101, MKT271, MGT+++ , TQM230, TQM240)
5. Analyze legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (GBS205, SBU200)
6. Create and use effective oral, written, and visual business communication skills. (GBS120, MGT229, CRE101, (COM), [FYC], [HU])
7. Evaluate organizational structures and the functions of planning, organizing, leading, and controlling in a business setting. (GBS151, MGT229, MGT+++ , TQM230, TQM240)
8. Apply basic principles and techniques of management to recruit, select, hire, train, supervise, and evaluate employees. (GBS151, MGT251)
9. Critically evaluate the alternatives faced in business decision making to select the most effective and efficient solution. (GBS151, MGT229, MGT251, MGT+++ , TQM230, TQM240, CRE101, [MA], [SG], [SQ])
10. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

**This program replaces:**

[AAS/3054 Business Management](#)

[AAS/3780 Business Administration Fastrack](#)

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**Program Prerequisites: None**

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**Required Courses**

ACC111 Accounting Principles I 3

**Credits: 22-24**

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

GBS120 Workplace Communication Skills 3  
GBS151 Introduction to Business 3  
GBS205 Legal, Ethical, and Regulatory Issues in Business 3  
MGT229 Management and Leadership I 3  
MGT251 Human Relations in Business 3

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**Restricted Electives**

Students should select eighteen (18) credits from the following courses in consultation with a Department Advisor. Courses cannot be shared with Required Courses. **Credits: 18**

ACC110 Understanding and Using Accounting Systems (3) OR  
+ ACC112 Accounting Principles II (3) 3

CIS114DE Excel Spreadsheet 3  
CIS224 Project Management Microsoft Project for Windows 3  
GBS131 Business Calculations 3  
IBS101 Introduction to International Business 3  
MKT271 Principles of Marketing 3  
MGT+++ Any MGT Management course(s) (except courses used to satisfy Required Courses area) 3  
TQM230 Teamwork Dynamics 2  
TQM240 Project Management in Quality Organizations 3

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**General Education Requirements**

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**General Education Requirement**

**Credits: 22-27**

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**General Education Core**

**Credits: 12-17**

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**First-Year Composition****Credits: 6**

- + ENG101 First-Year Composition (3) OR
  - + ENG107 First-Year Composition for ESL (3) AND
  - + ENG102 First-Year Composition (3) OR
  - + ENG108 First-Year Composition for ESL (3) 6
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**Oral Communication****Credits: 3**

- COM100 Introduction to Human Communication (3) OR
  - COM110 Interpersonal Communication (3) OR
  - + COM225 Public Speaking (3) OR
  - COM230 Small Group Communication (3) 3
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**Critical Reading****Credits: 0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
  - Equivalent as indicated by assessment (0) 0-3
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**Mathematics****Credits: 3-5**

Any approved general education course from the Mathematics [MA] area. 3-5

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**General Education Distribution****Credits: 10**

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**Humanities, Arts and Design****Credits: 3**

Any approved general education course from the Humanities, Arts and Design [HU] area. 3

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

SBU200 Society and Business 3

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

Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area. 4

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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## Management

Major: **5729**

Catalog Year: **2022-2023**

Effective Term: **2020 Fall**

Award: **CCL**

Total Credits: **18**

CIP Code: **52.0201**

Primary College: **Phoenix College**

Program Availability: **GC, MC, PC, PV, RS, SC, SM**

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

Instructional Council: **Business/Management (03)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**11-1021.00 General and Operations Managers**

**11-2022.00 Sales Managers**

**11-3012.00 Administrative Services Managers**

**11-3050.00 Industrial Production Managers**

**Description:** The Certificate of Completion (CCL) in Management is designed to provide skills for management careers. Students completing this program are better equipped to apply competencies needed for successful performance in management occupations such as manufacturing, wholesaling, retailing, and service industries. An Associate in Applied Science (AAS) in Management is also available.

### Program Competencies

1. Use basic accounting principles to develop and maintain business financial records. (ACC111)
2. Solve basic mathematical problems including discounts, markups, interest, credit, payroll, simple income tax, depreciation, financial statement, and insurance. (ACC111)
3. Apply current technology to specific business tasks. (BPC110, CIS105)
4. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (GBS151, MGT229, MGT251)
5. Analyze legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (GBS205)
6. Create and use effective oral, written, and visual business communication skills. (MGT229)
7. Evaluate organizational structures and the functions of planning, organizing, leading, and controlling in a business setting. (GBS151, MGT229, MGT251)
8. Apply basic principles and techniques of management to recruit, select, hire, train, supervise, and evaluate employees. (GBS151, MGT251)
9. Critically evaluate the alternatives faced in business decision making to select the most effective and efficient solution. (GBS151, MGT229, MGT251)

### Program Notes

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

+ indicates course has prerequisites and/or corequisites.

**This program replaces:**

[CCL/5072 Middle Management](#)

[CCL/5088 Management](#)

[CCL/5721N Supervision and Management I](#)

[CCL/5722 Supervision and Management II](#)



**Program Prerequisites: None**

**Required Courses**

ACC111 Accounting Principles I 3

**Credits: 18**

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

GBS151 Introduction to Business 3  
GBS205 Legal, Ethical, and Regulatory Issues in Business 3  
MGT229 Management and Leadership I 3  
MGT251 Human Relations in Business 3

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 28, 2019

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

## Marketing

Major: **5094**  
 Catalog Year: **2022-2023**  
 Effective Term: **2021 Spring**  
 Award: **CCL**  
 Total Credits: **21**  
 CIP Code: **52.1401**

Primary College: **Phoenix College**  
 Program Availability: **GC GW MC PC PV SC SM**  
 Field of Interest: **Business, Entrepreneurialism and Management**  
 Instructional Council: **Business/Management (03)**  
 GPA: **2.0**

SOC Code: **Upon completion of this program, students may pursue a career as:**

**11-2011 Advertising and Promotions Managers**  
**11-2022 Sales Managers**  
**41-1011 First-Line Supervisors of Retail Sales Workers**  
**41-3011 Advertising Sales Agents**  
**41-4012 Sales Representatives, Wholesale and Manufacturing**

**Description:** The Certificate of Completion (CCL) in Marketing program meets students' needs by providing skills necessary for marketing careers. The program is designed to develop competencies essential for success in Marketing. By completing this program, students will be better equipped for successful performance in a variety of marketing/management occupations including wholesaling, retailing, professional sales, and entrepreneurship. An Associate in Applied Science (AAS) in Marketing and Sales is available.

### Learning Outcomes

1. Apply current technology to specific business tasks. (BPC110, CIS103, CIS105)
2. Apply effective oral, written, and visual business communication skills. (GBS120)
3. Demonstrate critical thinking through written and oral formats. (GBS120, GBS151)
4. Apply functions of modern business, including business principles, marketing, labor relations, and risk analysis to business situations. (GBS151)
5. Analyze legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (GBS151, MKT263, MKT267, MKT271, MKT101, MKT110, MKT268)
6. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (GBS151, MKT263, MKT267, MKT271, MKT101, MKT110, MKT268)
7. Analyze marketing research to create marketing plans and forecasts. (GBS151, MKT263, MKT267, MKT271, MKT101, MKT110, MKT268)
8. Create an ethically and socially responsible social media campaign. (MKT263, MKT267, MKT271, MKT101, MKT110, MKT268)
9. Analyze business advertising scenarios in the context of target markets. (MKT263, MKT267, MKT271, MKT101, MKT110, MKT268)
10. Evaluate customers, company, product and/or service, competitor and marketplace information in order to facilitate the selling process. (MKT263, MKT267, MKT271, MKT101, MKT110, MKT268)
11. Apply techniques for negotiating, overcoming objections, and customer service activities. (MKT263, MKT267, MKT271, MKT101, MKT110, MKT268)

### Program Notes

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

++ indicates any suffixed courses.

+ indicates course has prerequisites and/or corequisites.

**Program Prerequisites: None**

**Required Courses**

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

**Credits: 18**

GBS151 Introduction to Business 3  
GBS120 Workplace Communication Skills 3  
MKT263 Advertising Principles 3  
MKT267 Principles of Sales 3  
MKT271 Principles of Marketing 3

**Restricted Electives**

Students should select from the following courses in consultation with Department Advisor.

**Credits: 3**

CIS103 Introduction to Social Media 3  
MKT101 Introduction to Public Relations 3  
MKT110 Marketing and Social Networking 3  
MKT268 Merchandising 3

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 25, 2019

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### Marketing and Sales

Major: **3094** Primary College: **Phoenix College**  
 Catalog Year: **2022-2023** Program Availability: **GC GW MC PC PV SC**  
 Effective Term: **2022 Fall** Field of Interest: **Business, Entrepreneurialism and Management**  
 Award: **AAS**  
 Total Credits: **62-69** Instructional Council: **Business/Management (03)**  
 CIP Code: **52.1401** GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**11-2011 Advertising and Promotions Managers**

**11-2022 Sales Managers**

**41-1011 First-Line Supervisors of Retail Sales Workers**

**41-3011 Advertising Sales Agents**

**41-4012 Sales Representatives, Wholesale and Manufacturing**

**Description:** The Associate in Applied Science (AAS) in Marketing and Sales program is designed to develop competencies essential for success in marketing and personal selling. By completing this program, students will be better equipped for successful performance in a variety of marketing/management occupations, including wholesaling, retailing, professional sales, and entrepreneurship. Certificates of Completion (CCL) in Marketing and Social Media Marketing are available.

### Learning Outcomes

1. Use basic mathematics and accounting principles to manage the financial health of an organization. (ACC111, [MA])
2. Apply current technology to specific business tasks. (CIS105, BPC110, CIS103)
3. Apply effective oral, written, and visual business communication skills. (GBS120, GBS233, [FYC], (COM))
4. Demonstrate critical thinking through written and oral formats. (GBS120, GBS151, GBS205, GBS233, SBU200, [FYC], [HU], [SG], [SQ], (COM))
5. Apply functions of modern business, including business principles, marketing, labor relations, and risk analysis to business situations. (GBS151, IBS101, MGT251)
6. Analyze legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies. (ACC111, GBS151, GBS205, MGT251, MKT271, MKT+++ , SBU200, [HU])
7. Apply functions of modern business, including business principles, marketing, labor relations, and risk to business situations. (GBS151, GBS205, MGT251, MKT271, MKT+++)
8. Analyze marketing research to create marketing plans and forecasts. (GBS151, MGT251, MKT271, MKT+++)
9. Create an ethically and socially responsible social media campaign. (MKT110, MKT271, MKT263, MKT+++)
10. Analyze business advertising scenarios in the context of target markets. (MKT263, MKT271, MKT+++)
11. Evaluate customers, company, product and/or service, competitor and marketplace information in order to facilitate the selling process. (MGT126, MKT267, MKT271, MKT+++)

12. Apply techniques for negotiating, overcoming objections, and customer service activities.  
(MKT110, MKT267)

13. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field.  
(FYE101, FYE103)

### Program Notes

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

### Program Prerequisites: None

### Required Courses

ACC111 Accounting Principles I 3

**Credits: 25-27**

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

GBS151 Introduction to Business 3

GBS120 Workplace Communication Skills (3) OR  
+ GBS233 Business Communication (3) 3

MKT110 Marketing and Social Networking 3  
MKT263 Advertising Principles 3  
MKT267 Principles of Sales 3  
MKT271 Principles of Marketing 3

### Restricted Electives

Students should select 15 credits from the following courses in  
consultation with a Department Advisor.

**Credits: 15**

CIS103 Introduction to Social Media 3  
GBS205 Legal, Ethical, and Regulatory Issues in Business 3  
IBS101 Introduction to International Business 3  
MGT126 Customer Service Skills and Strategies 3  
MGT251 Human Relations in Business 3  
MKT+++ Any MKT Marketing courses except courses used to satisfy the  
Required Courses area. 3-15

### General Education Requirements

**General Education Requirement**

**Credits: 22-27**

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<b>General Education Core</b>	<b>Credits: 12-17</b>
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<b>First-Year Composition</b>	<b>Credits: 6</b>
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Any approved general education courses from the First-Year Composition area.

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<b>Oral Communication</b>	<b>Credits: 3</b>
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COM100 Introduction to Human Communication (3) OR  
COM110 Interpersonal Communication (3) OR  
+ COM225 Public Speaking (3) OR  
COM230 Small Group Communication (3) 3

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<b>Critical Reading</b>	<b>Credits: 0-3</b>
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+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment (0) 0-3

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<b>Mathematics</b>	<b>Credits: 3-5</b>
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Any approved general education course from the Mathematics area.

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<b>General Education Distribution</b>	<b>Credits: 10</b>
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<b>Humanities, Arts and Design</b>	<b>Credits: 3</b>
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Any approved general education course from the Humanities, Arts and Design area.

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<b>Social-Behavioral Sciences</b>	<b>Credits: 3</b>
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SBU200 Society and Business 3

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<b>Natural Sciences</b>	<b>Credits: 4</b>
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Any approved general education course from the Natural Sciences area. 4

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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**Microsoft Desktop Associate**

Major: **5030N**  
 Catalog Year: **2022-2023**  
 Effective Term: **2020 Fall**  
 Award: **CCL**  
 Total Credits: **3**  
 CIP Code: **11.1001**

Initiating College: **Estrella Mountain Community College**  
 Program Availability: **CG EM GC GW MC PC PV SC SM**  
 Field of Interest: **Computer and Information Technology**

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career in the following job fields:  
 15-1151 Computer User Support Specialists**

**Upon completion of an associate`s degree, students may pursue a career in the following job fields:  
 15-1121 Computer Systems Analysts  
 15-1122 Information Security Analysts  
 15-1142 Network and Computer Systems Administrators  
 15-1152 Computer Network Support Specialists**

**Description:** The Certificate of Completion (CCL) in Microsoft Desktop Associate program is designed to provide students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with how to effectively install and configure Windows operating systems. The course includes basic features of the Windows operating system, virtualization improvements, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. It is designed to prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:**

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

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

Students are encouraged, but not required, to complete CIS105, or CIS190, or CNT140AB prior to beginning this CCL. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Program Prerequisites: None**

**Required Courses**

MST150WT Installing and Configuring Microsoft Windows 10 3

**Credits: 3**

**Program Competencies**



1. Install, configure, and manage a Microsoft operating system. (MST150WT)
  2. Configure and manage resource security with permissions based access control including file system permissions. (MST150WT)
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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 26, 2019

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### Microsoft Office Professional

Major: **5132**  
Catalog Year: **2022-2023**  
Effective Term: **2021 Fall**  
Award: **CCL**  
Total Credits: **16-22**  
CIP Code: **11.0601**

Initiating College: **Mesa Community College**  
Program Availability: **CG EM GC MC PC PV RS SC SM**  
Field of Interest: **Computer and Information Technology**

Instructional Council: **Computer Information Systems (12)**  
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**  
**43-6014.00 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive**  
**43-9061.00 Office Clerks, General**  
**43-9021.00 Data Entry Keyers**

**Description:** The Certificate of Completion (CCL) in Microsoft Office Professional emphasizes training on word processing, spreadsheet, database, and presentation software for business purposes. This certificate provides students with the knowledge and skills requisite of various business settings. This certificate helps with initial preparation for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS). This certificate embeds into the Associate in Applied Science (AAS) degree in Information Technology and Certificate of Complete (CCL) in Microsoft Office Specialist.

#### Learning Outcomes

1. Discuss the role of computer information systems in developing business solutions. (CIS105)
2. Create simple macros using Visual Basic for Applications (VBA). (CIS105, CIS114DE)
3. Prepare business documents using Microsoft Word. (CIS105, CIS113DE)
4. Develop spreadsheets using Microsoft Excel. (CIS105, CIS114DE)
5. Create relational databases using Microsoft Access. (CIS105, CIS117DM)
6. Produce presentations using Microsoft PowerPoint. (CIS105, CIS118DB)
7. Manage files using the Windows Operating System. (BPC270, CIS105, CIS121AE, CIS122AE, MST150++)
8. Utilize Microsoft Project to manage business projects. (CIS124AA, CIS124BA, CIS224)
9. Integrate Microsoft applications to meet business needs. (BPC/OAS111AA, BPC270, CIS105, CIS113DE, CIS114DE, CIS117DM, CIS118DB, CIS121AE, CIS122AE, CIS224, MST150++)

#### Program Notes

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**This program replaces:**

[CCL/5146 Computer Applications: Microsoft Office Specialist/Basic](#)  
[CCL/5147 Computer Applications: Microsoft Office Specialist/Advanced](#)  
[CCL/5212 Business Office Computer Applications](#)  
[CCL/5213 Computer Usage and Applications](#)  
[CCL/5214 Computer Applications Technology](#)  
[CCL/5217 Computer Applications](#)  
[CCL/5644 Business Applications Specialist](#)

**Program Prerequisites: None**

**Required Courses**

BPC/OAS111AA Computer Keyboarding I (1) OR  
Permission of Program Director (0) 0-1

**Credits: 16-22**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director (0) 0-3

CIS113DE Microsoft Word: Word Processing 3  
CIS114DE Excel Spreadsheet 3  
CIS117DM Microsoft Access: Database Management 3  
CIS118DB Desktop Presentation: Powerpoint 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
CIS121AE Windows Operating System: Level I (1) AND  
CIS122AE Windows Operating System: Level II (1) OR  
MST150++ Microsoft Windows (3) 2-3

CIS124AA Project Management Software: Level I (1) AND  
CIS124BA Project Management Software: Level II (1) OR  
CIS224 Project Management Microsoft Project for Windows (3) 2-3

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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### **Microsoft Office Specialist**

Major: **5137**

Catalog Year: **2022-2023**

Effective Term: **2021 Fall**

Award: **CCL**

Total Credits: **25-31**

CIP Code: **11.0601**

Initiating College: **Mesa Community College**

Program Availability: **CG EM GC MC PV RS SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**43-6011.00 Executive Secretaries and Executive Administrative Assistants**

**43-6014.00 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive**

**43-9061.00 Office Clerks, General**

**43-9021.00 Data Entry Keyers**

**Upon completion of the AAS degree, students may pursue a career as:**

**15-1232.00 Computer User Support Specialists**

**Upon completion of a bachelor's degree, students may pursue a career as:**

**11-3021.00 Computer and Information Systems Managers**

**15-1211.00 Computer Systems Analysts**

**15-1212.00 Information Security Analysts**

**Description:** The Certificate of Completion (CCL) in Microsoft Office Specialist emphasizes advanced training on word processing, spreadsheet, and database software for business purposes. This certificate builds upon the knowledge and skills gained by the CCL in Microsoft Office Professional for use in various business settings. This certificate helps prepare students for the Microsoft Office Specialist (MOS) certification examinations. This certificate embeds into the Associate in Applied Science (AAS) degree in Information Technology.

#### **Learning Outcomes**

1. Discuss the role of computer information systems in developing business solutions. (CIS105)
2. Create macros using Visual Basic for Applications (VBA). (CIS105, CIS114DE, CIS213DE, CIS214DE, CIS217AM)
3. Prepare business documents in Microsoft Word using advanced word processing features. (CIS105, CIS113DE, CIS213DE)
4. Develop complex workbooks using Microsoft Excel. (CIS105, CIS114DE, CIS214DE)
5. Create advanced relational databases using Microsoft Access. (CIS105, CIS117DM, CIS217AM)
6. Produce presentations using Microsoft PowerPoint. (CIS105, CIS118DB)
7. Manage files using the Windows Operating System. (BPC270, CIS105, CIS121AE, CIS122AE, MST150++)
8. Utilize Microsoft Project to manage business projects. (CIS124AA, CIS124BA, CIS224)
9. Integrate Microsoft applications to meet multi-faceted business needs. (BPC/OAS111AA, BPC270, CIS105, CIS113DE, CIS114DE, CIS117DM, CIS118DB, CIS121AE, CIS122AE, CIS213DE, CIS214DE, CIS217AM, CIS224, MST150++)

#### **Program Notes**

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

This program replaces: [CCL/5218 Advanced Computer Usage and Applications](#)

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**Program Prerequisites: None**

### Required Courses

The following courses are required and included in Microsoft Office Professional CCL

**Credits: 25-31**

BPC/OAS111AA Computer Keyboarding I (1) OR  
Permission of Program Director (0) 0-1

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director (0) 0-3

CIS113DE Microsoft Word: Word Processing 3  
CIS114DE Excel Spreadsheet 3  
CIS117DM Microsoft Access: Database Management 3  
CIS118DB Desktop Presentation: Powerpoint 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
CIS121AE Windows Operating System: Level I (1) AND  
CIS122AE Windows Operating System: Level II (1) OR  
MST150++ Microsoft Windows (3) 2-3

CIS124AA Project Management Software: Level I (1) AND  
CIS124BA Project Management Software: Level II (1) OR  
CIS224 Project Management Microsoft Project for Windows (3) 2-3

The following courses are required in Microsoft Office Specialist CCL

CIS213DE Advanced Microsoft Word: Word Processing 3  
CIS214DE Advanced Excel Spreadsheet: Level II 3  
CIS217AM Advanced Microsoft Access: Database Management 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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### Mobile App Development

Major: **3099**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **AAS**

Total Credits: **61-67**

CIP Code: **11.0202**

Initiating College: **Mesa Community College**

Program Availability: **MC PC RS SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**15-1132.00 Software developers, applications**

**15-1251.00 Computer Programmers**

**15-1253.00 Software Quality Assurance Analysts and Testers**

**15-1254.00 Web Developers**

**Description:** The Associate in Applied Science (AAS) in Mobile App Development provides students with the design and programming skills necessary for entry-level coding, programming, and software development positions with an emphasis on mobile apps. Students will be prepared for transfer to selected BAS programs. Students will be prepared to take the App Developer with Swift Certification Level 1, Microsoft C# Software Essentials, and Associate Android Developer certifications. A Certificate of Completion (CCL) in iOS Application Development, Android Application Development, Windows Application Development, Web App Development, Native Mobile App Development, Cross-Platform App Development, Foundations of Mobile App Development and Mobile App Development are also available.

#### Learning Outcomes

1. Design and develop a complex user interface that utilizes professional UI/UX principles. (CIS133DA, CIS120DF, CIS159, CIS162AD, CIS165, CIS165DA, CIS165DB, CIS165DC, CIS265, CIS265DA)
2. Design and develop complex applications that meet the client's needs utilizing the appropriate controls for the appropriate platform. (CIS105, CIS133AA, CIS133DA, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS165DB, CIS165DC, CIS166AA, CIS166AE, CIS225, CIS233DA, CIS262AD, CIS263AA, CIS265, CIS265DA, CIS276DA, CIS276DB)
3. Develop effective, efficient, tested code that meets complex specifications. (CIS105, CIS133AA, CIS133DA, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS165DB, CIS165DC, CIS166AA, CIS166AE, CIS233DA, CIS263AA, CIS262AD, CIS265, CIS265DA, CIS276DA, CIS276DB)
4. Analyze complex problems using critical thinking skills and design program solutions. (CIS105, CIS133AA, CIS133DA, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS166AA, CIS166AE, CIS225, CIS233DA, CIS263AA, CIS262AD, CIS265, CIS265DA, CIS276DA, CIS276DB, (CRE), [FYC], [HU], [MA], [SB], [SG], [SQ])
5. Research and evaluate professional resources to effectively apply them to a complex problem. (CIS133AA, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS165DB, CIS165DC, CIS166AA, CIS166AE, CIS225, CIS263AA, CIS262AD, CIS265, CIS265DA, CIS276DA, CIS276DB, (CRE), [FYC], [HU], [SB], [SG], [SQ])
6. Communicate in varied settings, both orally and in writing, in a culturally responsive manner to function well in a diverse and collaborative team environment. (CIS225, CIS233DA, CIS263AA, CIS262AD, CIS265, CIS265DA, CIS276DA, CIS276DB, (COM), (CRE), [FYC], [HU], [MA], [SB], [SG], [SQ])
7. Practice industry accepted professional and ethical behavior. (CIS133AA, CIS166AA, CIS166AE, CIS225, CIS233DA, CIS262AD, CIS263AA, CIS265, CIS265DA, CIS276DA, CIS276DB, (COM), [HU], [SB])
8. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

#### Program Notes

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

Students should consult with a Department Advisor in arranging their schedules.

Program requirements for CCL 5193 Mobile App Development and CCL 5914N iOS Application Development may be taken in the AAS 3099 Mobile App Development. An additional CCL within mobile apps may also be earned based on course selection.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**This program replaces:** [AAS/3139 Mobile Apps Programming](#)

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### Program Prerequisites: None

#### Required Courses

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0) 0-3 **Credits: 25-30**

CIS120DF Introduction to Adobe Photoshop 3  
+ CIS133DA Internet/Web Development Level I 3  
+ CIS150AB Object-Oriented Programming Fundamentals 3

+ CIS156 Python Programming: Level I (3) OR  
+ CIS159 Visual Basic Programming I (3) OR  
+ CIS163AA Java Programming: Level I (3) 3

+ CIS162AD C#: Level I 3  
+ CIS165 Introduction to IOS Application Development 3  
+ CIS165DA Introduction to Android Application Development 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR  
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

#### Restricted Electives

Students must select one additional course from the following. Course may not apply to both Required Courses and Restricted Electives areas. **Credits: 9**

+ CIS156 Python Programming: Level I 3  
+ CIS159 Visual Basic Programming I 3  
+ CIS166AA Introduction to JavaScript 3  
+ CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) 3

Students must select two additional courses from the following. Courses may not apply to both Required

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Courses and Restricted Electives areas.

- + CIS225 Business Systems Analysis and Design 3
- + CIS233DA Internet/Web Development Level II 3
- + CIS262AD C# Level II 3
- + CIS265 Advanced iOS Application Development 3
- + CIS265DA Advanced Android Application Development 3
- + CIS276DA MySQL Database 3
- + CIS276DB SQL Server Database 3

### General Electives

Select additional courses 100-level or higher to complete the minimum total program credits required for this degree. Consult with the Program Director or an Academic Advisor. **Credits: 0-5**

### General Education Requirements

**General Education Requirement** **Credits: 22-28**

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

**First-Year Composition** **Credits: 6**

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

**Oral Communication** **Credits: 3**

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- + COM225 Public Speaking (3) OR
- COM230 Small Group Communication (3) 3

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

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

**Mathematics** **Credits: 3-6**

- + MAT140 College Mathematics (5) OR
- + MAT141 College Mathematics (4) OR
- + MAT142 College Mathematics (3) OR
- MAT145 College Mathematics with Review (5) OR
- MAT146 College Mathematics with Review (6) OR
- Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6



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**General Education Distribution****Credits: 10**

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**Humanities, Arts and Design****Credits: 3**

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

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

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

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

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Any approved general education course in the Natural Sciences area.

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### Mobile App Development

Major: **5193**

Catalog Year: **2022-2023**

Effective Term: **2021 Fall**

Award: **CCL**

Total Credits: **33-36**

CIP Code: **11.0202**

Primary College: **South Mountain Community College**

Program Availability: **MC PC PV RS SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**15-1132.00 Software Developers, Applications**

**15-1251.00 Computer Programmers**

**15-1253.00 Software Quality Assurance Analysts and Testers**

**15-1254.00 Web Developers**

**Description:** The Certificate of Completion (CCL) in Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on mobile apps. Students will be prepared to take the App Developer with Swift Certification Level 1, Microsoft C# Software Essentials, and Associate Android Developer certifications. An Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCL) in iOS Application Development, Android Application Development, Windows Application Development, Web App Development, Native Mobile App Development, Cross-Platform App Development and Foundations of Mobile App Development are also available.

#### Learning Outcomes

1. Design and develop a complex user interface that utilizes professional UI/UX principles. (CIS133DA, CIS120DF, CIS159, CIS162AD, CIS165, CIS165DA, CIS165DB, CIS165DC, CIS265, CIS265DA)
2. Design and develop complex applications that meet the client's needs utilizing the appropriate controls for the appropriate platform. (CIS105, CIS133DA, CIS133DA, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS165DB, CIS165DC, CIS166AA, CIS166AE, CIS225, CIS233DA, CIS262AD, CIS263AA, CIS265, CIS265DA, CIS276DA, CIS276DB)
3. Develop effective, efficient, tested code that meets complex specifications. (CIS105, CIS133DA, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS165DB, CIS165DC, CIS166AA, CIS166AE, CIS233DA, CIS263AA, CIS262AD, CIS265, CIS265DA, CIS276DA, CIS276DB)
4. Analyze complex problems using critical thinking skills and design program solutions. (CIS105, CIS133DA, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS166AA, CIS166AE, CIS225, CIS233DA, CIS263AA, CIS262AD, CIS265, CIS265DA, CIS276DA, CIS276DB)
5. Research and evaluate professional resources to effectively apply them to a complex problem. (CIS133DA, CIS150AB, CIS156, CIS159, CIS162AD, CIS163AA, CIS165, CIS165DA, CIS165DB, CIS165DC, CIS166AA, CIS166AE, CIS225, CIS263AA, CIS262AD, CIS265, CIS265DA, CIS276DA, CIS276DB)
6. Communicate in varied settings, both orally and in writing, in a culturally responsive manner to function well in a diverse and collaborative team environment. (CIS225, CIS233DA, CIS263AA, CIS262AD, CIS265, CIS265DA, CIS276DA, CIS276DB)
7. Practice industry accepted professional and ethical behavior. (CIS133DA, CIS166AA, CIS166AE, CIS225, CIS233DA, CIS262AD, CIS263AA, CIS265, CIS265DA, CIS276DA, CIS276DB)

#### Program Notes

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

Students should consult with a Department Advisor in arranging their schedules.

Program requirements for CCL 5914N iOS Application Development may be taken in the CCL 5193 Mobile App Development. An additional CCL within mobile apps may also be earned based on course selection.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

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**Program Prerequisites: None**

**Required Courses**

- CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0) 0-3 **Credits: 24-27**
- CIS120DF Introduction to Adobe Photoshop 3  
+ CIS133DA Internet/Web Development Level I 3  
+ CIS150AB Object-Oriented Programming Fundamentals 3
- + CIS156 Python Programming: Level I (3) OR  
+ CIS159 Visual Basic Programming I (3) OR  
+ CIS163AA Java Programming: Level I (3) 3
- + CIS162AD C#: Level I 3  
+ CIS165 Introduction to IOS Application Development 3  
+ CIS165DA Introduction to Android Application Development 3
- + CIS165DB C#/VB.NET: Windows 8 App Development (3) OR  
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

**Restricted Electives**

Students must select one additional course from the following. Course may not apply to both Required Courses and Restricted Electives areas. **Credits: 9**

- + CIS156 Python Programming: Level I 3  
+ CIS159 Visual Basic Programming I 3  
+ CIS166AA Introduction to JavaScripting 3  
+ CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) 3

Students must select two additional courses from the following. Courses may not apply to both Required Courses and Restricted Electives areas.

- + CIS225 Business Systems Analysis and Design 3  
+ CIS233DA Internet/Web Development Level II 3  
+ CIS262AD C# Level II 3  
+ CIS265 Advanced iOS Application Development 3  
+ CIS265DA Advanced Android Application Development 3  
+ CIS276DA MySQL Database 3  
+ CIS276DB SQL Server Database 3
-

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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### **Motion Picture Production**

Major: **5989**

Catalog Year: **2022-2023**

Effective Term: **2020 Fall**

Award: **CCL**

Total Credits: **45-47**

CIP Code: **50.0602**

Primary College: **Scottsdale Community College**

Program Availability: **College-Specific: SC**

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

Instructional Council: **Theatre Arts (50)**

GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**27-2012.00 Producers and Directors**

**27-2012.01 Producers**

**27-2012.02 Directors- Stage, Motion Pictures, Television, and Radio**

**27-2012.03 Program Directors**

**27-2012.04 Talent Directors**

**27-2012.05 Technical Directors/Managers**

**27-4031.00 Camera Operators, Television, Video, and Motion Picture**

**27-4032.00 Film and Video Editors**

**Description:** The Certificate of Completion (CCL) in Motion Picture Production is designed for students who plan to enter production careers in film, television, and new media. Students apply cinematography and production principles as they participate in a variety of film, television, and new media projects using industry equipment, standards, and protocols. Students receive hands-on training to produce short films and videos designed for a variety of media outlets. An Associate in Applied Science (AAS) in Motion Picture, Television, and New Media Production degree is also available.

### **Learning Outcomes**

1. Produce cinematic works using film and digital media tools and technologies according to industry standards. (FMP/FMT117, FMP/FMT151, FMP/FMT270, FMT100, FMT118, FMT/MTC120, FMT134, FMT135, FMT136, FMT217, FMT230, FMT241, FMT242, FMT248, FMT298AC)
2. Apply principles of story, cinematography, and editing theory in the development, production, and post-production of cinematic works. (FMP/FMT117, FMP/FMT151, FMP/FMT270, FMT118, FMT/MTC120, FMT121, FMT134, FMT135, FMT136, FMT217, FMT223, FMT224, FMT230, FMT241, FMT242, FMT248, FMT298AC)
3. Apply principles of historical and current film genres, styles, and movements in the development and creation of cinematic works. (FMP/FMT117, FMP/FMT151, FMP/FMT270, FMT118, FMT/MTC120, FMT121, FMT134, FMT135, FMT136, FMT217, FMT223, FMT224, FMT230, FMT241, FMT242, FMT248, FMT298AC, HUM/THF205)
4. Employ industry standards for safety and set etiquette in a production environment. (FMP/FMT117, FMP/FMT151, FMP/FMT270, FMT107, FMT118, FMT/MTC120, FMT134, FMT135, FMT136, FMT217, FMT230, FMT241, FMT242, FMT248, FMT260, FMT298AC)
5. Apply knowledge of industry roles and techniques for each stage of the production cycle, from development through distribution. (FMP/FMT117, FMP/FMT151, FMP/FMT270, FMT107, FMT118, FMT/MTC120, FMT121, FMT134, FMT135, FMT136, FMT217, FMT223, FMT224, FMT230, FMT241, FMT242, FMT248, FMT260, FMT298AC, HUM/THF205)
6. Demonstrate collaboration and inclusivity to promote an ethical and diverse work environment. (FMP/FMT117, FMP/FMT151, FMP/FMT270, FMT107, FMT118, FMT/MTC120, FMT121, FMT134, FMT135, FMT136, FMT217, FMT223, FMT224, FMT230, FMT241, FMT242, FMT248, HUM/THF205, FMT260, FMT298AC)
7. Demonstrate qualifications and experience as a film and media industry professional in a portfolio of work. (FMP/FMT270, FMT107, FMT124, FMT223, FMT224, FMT230, FMT241, FMT242, FMT248, FMT298AC)

### **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.

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**Program Prerequisites: None**

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**Required Courses**

- + FMP/FMT117 Introduction to Cinematography 3
- + FMP/FMT151 TV and New Media Production 3
- FMT100 Introduction to Production 3
- FMT107 Career Pathways in the Media 3
- FMT118 Lighting for Film, TV, and Media 3
- + FMT/MTC120 Introduction to Sound Design for Film and Video 3
- FMT121 Story Theory for Film, Television and Media 3
- + FMT134 Pre-Production for Motion Picture and Television 3
- + FMT135 Production for Motion Picture and Television 3
- + FMT136 Post-Production for Motion Picture and Television 3
- + FMT241 AVID Media Composer Editing 4
- + FMT242 Professional Portfolio for Film, TV, and Media 2
  
- + FMT248 Advanced Film Production Techniques (4) OR
- + FMT298AC Special Projects (3) 3-4
  
- HUM/THF205 Introduction to Cinema 3

**Credits: 42-43**

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**Restricted Electives**

Students must complete one of the following classes:

- + FMP/FMT270 Documentaries for Social Change 4
- + FMT217 Advanced Cinematography 3
- + FMT230 Motion Picture Directing 4
- + FMT260 Motion Picture Producing and Production Management 3

**Credits: 3-4**

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2020

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### **Motion Picture, Television, and New Media Production**

Major: **3572** Primary College: **Scottsdale Community College**  
 Catalog Year: **2022-2023** Program Availability: **SC**  
 Effective Term: **2022 Fall** Field of Interest: **Visual and Performing Arts**  
 Award: **AAS**  
 Total Credits: **61-75** Instructional Council: **Theatre Arts (50)**  
 CIP Code: **50.0602** GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

- 27-2012.00 Producers and Directors**
- 27-2012.01 Producers**
- 27-2012.02 Directors- Stage, Motion Pictures, Television, and Radio**
- 27-2012.03 Program Directors**
- 27-2012.04 Talent Directors**
- 27-2012.05 Technical Directors/Managers**
- 27-3043.00 Writers and Authors**
- 27-3043.04 Copywriters**
- 27-3043.05 Poets, Lyricists and Creative Writers**
- 27-4031.00 Camera Operators, Television, Video, and Motion Picture**
- 27-4032.00 Film and Video Editors**

**Description:** The Associate in Applied Science (AAS) in Motion Picture, Television, and New Media Production program is designed for students who plan to pursue a career in the motion picture, television, and new media industry. Students receive hands-on production training and industry exposure in a fine arts learning environment in one or more areas of specialization, which include screenwriting, motion picture production, and editing. Certificates of Completion (CCL) in Screenwriting, Motion Picture Production, and Editing are also available.

#### **Learning Outcomes**

1. Produce cinematic works using film and digital media tools and technologies according to industry standards. (FMT100, FMT134, FMT135, FMT136, FMP/FMT117, FMP/FMT151, FMP/FMT270, FMT118, FMT/MTC120, FMT241, FMT242, FMT243, FMT248, FMT280, FMT283, FMT298AC, FMT+++++, FMT217, FMT230, (CRE), [MA], [SG], [SQ])
2. Integrate principles of story, cinematography, and editing theory in the development, production, and post-production of cinematic works. (FMT121, FMT123, FMT134, FMT135, FMT136, FMP/FMT117, FMP/FMT151, FMP/FMT270, FMT118, FMT/MTC120, FMP/FMT117, FMP/FMT151, FMP/FMT270, FMT118, FMT/MTC120, FMT223, FMT224, FMT241, FMT242, FMT243, FMT248, FMT280, FMT283, FMT298AC, FMT+++++, FMT217, FMT230, (CRE), [FYC], [MA], [SB] [SG], [SQ])
3. Synthesize principles of historical and current film genres, styles, and movements in the development and creation of cinematic works. (FMT121, FMT134, FMT135, FMT136, HUM/THF205, FMP/FMT117, FMP/FMT151, FMP/FMT270, FMT118, FMT/MTC120, FMT123, FMT124, FMT223, FMT224, FMT241, FMT242, FMT243, FMT248, FMT280, FMT283, FMT298AC, FMT+++++, FMT217, FMT230, (CRE), [FYC], [SB])
4. Employ industry standards for safety and set etiquette in a production environment. (FMT134, FMT135, FMT136, FMP/FMT117, FMP/FMT151, FMT107, FMT118, FMT/MTC120, FMT241, FMT242, FMT243, FMT248, FMT280, FMT283, FMT298AC, FMT+++++, FMT217, FMT230, FMT260, (COM), [MA], [SB])
5. Apply knowledge of industry roles and techniques for each stage of the production cycle, from development through distribution. (FMT107, FMT121, FMT134, FMT135, FMT136, THF/HUM205, CRW+++++, ENH+++++, FMP/FMT117, FMP/FMT151, FMP/FMT270, FMT118, FMT/MTC120, FMT123, FMT124, FMT223, FMT224, FMT241, FMT242, FMT242AA, FMT243, FMT248, FMT280, FMT283, FMT298AC, THE118, FMT+++++, FMT217, FMT230, FMT260, (COM), (CRE), [MA], [SB])
6. Demonstrate collaboration and inclusivity to promote an ethical and diverse work environment. (FMT107, FMT121,

FMT134, FMT135, FMT136, THF/HUM205, CRW+++++, ENH+++++, FMP/FMT117, FMP/FMT151, FMP/FMT270, FMT118, FMT/MTC120, FMT123, FMT124, FMT223, FMT224, FMT241, FMT242, FMT242AA, FMT243, FMT248, FMT280, FMT283, FMT298AC, FMT+++++, FMT217, FMT230, FMT260, (COM), (CRE), [FYC], [SB])

7. Demonstrate qualifications and experience as a competitive film and media industry professional in written and oral communication. (FMT107, FMP/FMT270, FMT124, FMT223, FMT224, FMT241, FMT242, FMT242AA, FMT248, FMT293, FMT298AC, FMT+++++, FMT230, (COM), (CRE), [FYC])

8. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

### Program Prerequisites: None

### Required Courses

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

**Credits: 22-24**

#### Program Core:

FMT100 Introduction to Production 3  
FMT107 Career Pathways in the Media 3  
FMT121 Story Theory for Film, Television and Media 3  
+ FMT134 Pre-Production for Motion Picture and Television 3  
+ FMT135 Production for Motion Picture and Television 3  
+ FMT136 Post-Production for Motion Picture and Television 3  
HUM/THF205 Introduction to Cinema 3

### Restricted Electives

In addition to completing the above Program Common Core, students must select one (1) of the following three (3) specializations: **Credits: 20-26**

#### Specialization 1: SCREENWRITING

Credits: 20-22

CRW+++++ Any CRW Creative Writing course(s) for a total of three (3) credits OR  
THE118 Playwriting (3) 3

ENH+++++ Any ENH English Humanities course(s) for a total of three (3) credits 3  
+ FMT242AA Professional Portfolio in Screenwriting 2

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

#### Emphasis I: Feature

Credits: 6

+ FMT123 Feature Screenwriting: First Draft 3  
+ FMT223 Feature Screenwriting: The Rewrite 3

#### Emphasis II: Television

Credits: 6



- + FMT124 Television Screenwriting: Writers Room 3
- + FMT224 Television Screenwriting: Original TV Pilot 3

In addition to the emphasis area selected, complete two additional three (3) or four (4) credit FMT Film, Media and Theatre courses for a total of six to eight (6-8) credit hours.

**Specialization 2: MOTION PICTURE PRODUCTION**

Credits: 24-26

- + FMP/FMT117 Introduction to Cinematography 3
- FMT118 Lighting for Film, TV, and Media 3
- + FMT/MTC120 Introduction to Sound Design for Film and Video 3
- + FMP/FMT151 TV and New Media Production 3
- + FMT241 AVID Media Composer Editing 4
- + FMT242 Professional Portfolio for Film, TV, and Media 2
  
- + FMT248 Advanced Film Production Techniques (4) OR
- + FMT298AC Special Projects (3) 3-4
  
- + FMP/FMT270 Documentaries for Social Change (4) OR
- + FMT217 Advanced Cinematography (3) OR
- + FMT230 Motion Picture Directing (4) OR
- + FMT260 Motion Picture Producing and Production Management (3) 3-4

**Specialization 3: EDITING**

Credits: 20

- + FMT/MTC120 Introduction to Sound Design for Film and Video 3
- + FMT241 AVID Media Composer Editing 4
- + FMT242 Professional Portfolio for Film, TV, and Media 2
- + FMT243 Introduction to Video Compositing and Title Animation 4
- + FMT280 The Art of Editing 3
- + FMT283 Advanced Non-Linear Editing Techniques 4

**General Education Requirements**

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**General Education Requirement**

**Credits: 19-25**

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**General Education Core**

**Credits: 12-18**

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**First-Year Composition**

**Credits: 6**

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- + 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**

**Credits: 3**

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COM100 Introduction to Human Communication (3) OR  
COM110 Interpersonal Communication (3) OR  
+ COM225 Public Speaking (3) OR  
COM230 Small Group Communication (3) 3

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**Critical Reading**

**Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment 0-3

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**Mathematics**

**Credits: 3-6**

Any approved general education course from the Mathematics area.

Students who want to transfer to university recommend the following:

+ MAT140 College Mathematics (5) OR  
+ MAT141 College Mathematics (4) OR  
+ MAT142 College Mathematics (3) OR  
MAT145 College Mathematics with Review (5) OR  
MAT146 College Mathematics with Review (6) 3-6

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**General Education Distribution**

**Credits: 7**

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**Humanities, Arts and Design**

**Credits: 0**

Met by HUM/THF205 in the Required Courses area.

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**Social-Behavioral Sciences**

**Credits: 3**

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

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**Natural Sciences**

**Credits: 4**

Any approved general education course from the Natural Sciences area.

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### **Network and Systems Administration**

Major: **3189**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **AAS**

Total Credits: **61-74**

CIP Code: **11.1001**

Initiating College: **Estrella Mountain Community College**

Program Availability: **CG, EM, GC, GW, MC, PC, PV, SC, SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**15-1211.00 Computer Systems Analysts**

**15-1212.00 Information Security Analysts**

**15-1244.00 Network and Computer Systems Administrators**

**15-1231.00 Computer Network Support Specialists**

**15-1232.00 Computer User Support Specialists**

**43-9011.00 Computer Operators**

**49-2011.00 Computer, Automated Teller, and Office Machine Repairers**

**Upon completion of a bachelor's degree, students may pursue a career as:**

**11-3021.00 Computer and Information Systems Managers**

**15-1241.00 Computer Network Architects**

**Description:** The Associate in Applied Science (AAS) in Network and Systems Administration program provides students with a solid, hands-on skill set of computer, networking, and internetworking systems technology principles and desktop support. Students gain an understanding of the interaction between microcomputer software and hardware, network and internetworking operating systems software and hardware, local area network administration and management, the use of troubleshooting techniques, troubleshooting hardware and software tools, as well as interpersonal/customer service skills. Students have the opportunity to specialize in specific information technology areas based on their interests and professional goals and leading to industry recognized certifications through an embedded Certificate of Completion (CCL) including, but not limited to, Desktop (Desktop Support, Computer System Configuration and Support, Computer System Configuration and Support, Network, Computer System Configuration and Support, Security, Computer System Configuration and Support, Linux), Cisco (Cisco Network CCNA, Cisco Network CCNP, Cisco Network CCNA Security), Linux (Red Hat Linux Engineer, Linux Associate, Red Hat Linux Administrator, Linux System Administration), Microsoft (Microsoft System Administration, Microsoft Desktop Associate), and VMware (VMware Network Administrator, VMware Foundations, VMware System Administrator). Graduates may pursue employment in a variety of information technology environments and/or transfer to a university.

### **Learning Outcomes**

1. Update hardware and software as needed to maintain fully functional systems. (BPC170, BPC270, BPC274, CIS126DL, CIS126RH, CIS238DL, CIS238RH, BPC171, CIS290++, CIS296++, CIS298++, MST160, MST260, CLD110, CLD120)
2. Apply knowledge of operating systems to manage system hardware, security protocols, and software technologies. (BPC270, BPC274, CIS102DA, CIS121AB, CIS121AH, CIS126DL, CIS126RH, CIS197, CIS238DL, CIS238RH, CIS239DL, CIS240DL, CIS240RH, CIS266, CIS270, CIS271DB, CIS271DL, CIS271RH, CIS272DB, CIS275DL, CNT202, CNT205, ITS110, CIS290++, CIS296++, CIS298++, MST160, MST260, CLD110, CLD120)
3. Design, maintain, and revise systems to meet desired specifications. (BPC170, BPC270, BPC274, CIS121AB, CIS121AH, CIS126DL, CIS126RH, CIS197, CIS198, CIS238DL, CIS238RH, CIS239DL, CIS240DL, CIS240RH, CIS266, CIS270, CIS271DB, CIS271DL, CIS271RH, CIS272DB, CIS275DL, CNT140AB, CNT150AB, CNT160AB, CNT202, CNT205, CNT240, CNT240AA, CNT240AB, CNT250, CNT250AA, CNT250AB, ITS110, BPC171, CIS290++, CIS296++, CIS298++, MST160, MST260, CLD110, CLD120)
4. Manage administrative access and user security policies within systems. (BPC270, BPC274, CIS121AH, CIS126DL,

CIS126RH, CIS190, CIS197, CIS198, CIS200, CIS238DL, CIS238RH, CIS239DL, CIS240DL, CIS240RH, CIS266, CIS270, CIS271DB, CIS271DL, CIS271RH, CIS272DB, CIS275DL, CNT150AB, CNT202, CNT205, CNT240, CNT240AA, CNT240AB, CNT250, CNT250AA, CNT250AB, ITS110, MST160, MST260, CLD110, CLD120, BPC171, CIS290++, CIS296++, CIS298++)

5. Organize and prioritize workload to ensure successful completion of projects. (CIS102DA, CIS124AA, CIS124BA, CIS224, CIS250, CIS266, CIS275DL, CIS290++, BPC171, CIS296++, CIS298++, [FYC])

6. Integrate social and ethical responsibility in decision-making and actions. (CIS102DA, CIS105, CIS111, CIS250, CIS270, CIS271DB, CIS272DB, CNT202, CNT205, ITS110, BPC171, CIS290++, CIS296++, CIS298++, ITS120, CRE101, [HU], [SB])

7. Continuously adapt to an ever-changing technical environment. (BPC170, BPC270, BPC274, CIS102DA, CIS105, CIS111, CIS121AH, CIS124AA, CIS124BA, CIS126DL, CIS126RH, CIS156, CIS189, CIS190, CIS197, CIS198, CIS200, CIS224, CIS238DL, CIS238RH, CIS239DL, CIS240, CIS240DL, CIS240RH, CIS250, CIS266, CIS270, CIS271DB, CIS271DL, CIS271RH, CIS272DB, CIS275DL, CIS290++, CNT150AB, CNT160AB, CNT202, CNT205, CNT240, CNT240AA, CNT240AB, CNT250, CNT250AA, CNT250AB, ITS110, ITS120, BPC171, CIS296++, CIS298++, MST160, MST260, CLD110, CLD120)

8. Demonstrate professional behaviors and abide by norms and conventions appropriate to the field. (CIS102DA, CIS105, CIS111, CIS250, CIS270, CIS271DB, CIS272DB, CIS290++, CNT202, CNT205, CNT171, ITS110, BPC171, CIS296++, CIS298++, ITS120, CRE101, [HU], [SB])

9. Apply critical thinking skills and problem-solving to configure and troubleshoot systems to ensure proper operation. (BPC170, BPC270, BPC274, CIS102DA, CIS105, CIS121AH, CIS126DL, CIS126RH, CIS156, CIS190, CIS197, CIS198, CIS200, CIS238DL, CIS238RH, CIS239DL, CIS240, CIS240DL, CIS240RH, CIS266, CIS270, CIS271DB, CIS271DL, CIS271RH, CIS272DB, CIS275DL, CIS290++, CNT150AB, CNT160AB, CNT202, CNT205, CNT240, CNT240AA, CNT240AB, CNT250, CNT250AA, CNT250AB, ITS110, MST160, CLD110, BPC171, CIS296++, CIS298++, CRE101, [MA], [SG], [SQ])

10. Utilize effective written and oral communication with multiple stakeholders in formal and informal settings. (CIS102DA, CIS124AA, CIS124BA, CIS224, CIS250, CIS290++, CIS296++, CIS298++, CRE101, (COM), [FYC])

11. Demonstrate the ability to work with others individually and as a team. (CIS102DA, CIS124AA, CIS124BA, CIS224, CIS250, CIS290++, BPC171, CIS296++, CIS298++, CRE101, (COM), [SB])

12. Create and maintain proper documentation of design, implementation, validation, workflow processes, troubleshooting, and revisions of systems. (BPC274, CIS102DA, CIS121AH, CIS124AA, CIS124BA, CIS156, CIS224, CIS239DL, CIS240, CIS250, CIS266, CIS275DL, CIS290++, CNT140AB, CNT150AB, CNT160AB, CNT240, CNT240AA, CNT240AB, CNT250, CNT250AA, CNT250AB, BPC171, CIS296++, CIS298++, MST160, MST260, CLD110, CLD120, CRE101, [FYC], [MA], [SG], [SQ])

13. Maintain, update, and monitor networks and computer systems using automation and scripting. (BPC274, CIS121AB, CIS121AH, CIS156, CIS238DL, CIS238RH, CIS239DL, CIS240DL, CIS240RH, CNT240, CNT240AA, CNT240AB, CNT250, CNT250AA, CNT250AB, CIS271DL, CIS271RH, CIS290++, CIS296++, CIS298++, CIS266, CIS275DL, MST160, MST260, CLD110, CLD120)

14. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Students may receive credit for courses within the program based on current industry certifications.

This program replaces:  
AAS/3013 Linux Networking Administration

AAS/3095 Information Technology: Cisco Networking  
AAS/3096 Information Technology: Network Server  
AAS/3208 Networking System Administration  
AAS/3312 Computer and Networking Technology  
AAS/3778 Microsoft Networking Technology  
AAS/3794 Network Administration  
AAS/3816 Networking Technology: Cisco

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**Program Prerequisites: None**

**Required Courses**

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3  
CIS102DA Customer User Support 3  
CIS105 Survey of Computer Information Systems 3

**Credits: 31-46**

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4  
(CNT140AB is required for students on the Cisco specialization)

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

Students must also select from one of the following specializations based on their career goals.

Specialization 1: Cisco System Administration (CCNA) and Security  
Credits: 12

+ CNT150AB Switching, Routing, and Wireless Essentials 4  
+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR  
+ CNT205 Cisco Certified Network Associate Security (4) 4

Specialization 2: Cisco System Administration (CCNP)  
Credits: 24

+ CNT150AB Switching, Routing, and Wireless Essentials 4  
+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR  
+ CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND  
+ CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8

+ CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR

- + CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4)
- AND
- + CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8

Specialization 3: Linux System Administration

Credits: 15

- + CIS238DL Linux System Administration 3
- + CIS239DL Linux Shell Scripting 3
- + CIS240DL Linux Network Administration 3
- + CIS271DL Linux Security 3
- + CIS275DL Linux Capstone 3

Specialization 4: Red Hat Enterprise Linux Administration

Credits: 15

- + CIS238RH Red Hat System Administration II 3
- + CIS239DL Linux Shell Scripting 3
- + CIS240RH Red Hat System Administration III 3
- + CIS271RH Red Hat System Administration IV 3
- + CIS275DL Linux Capstone 3

Specialization 5: Cloud System Administration

Credits: 15-16

- + BPC274 Advanced Server Computer Maintenance: Server+ Prep 3
- CIS121AH Microsoft PowerShell/Command Line Operations 3
- + CIS239DL Linux Shell Scripting 3
- + MST160 Azure Administrator (4), OR
- + CLD110 Amazon Web Services Cloud Foundations (3) 3-4
- + MST260 Microsoft Azure Cloud Development and Operations (3), OR
- + CLD120 Amazon Web Services Cloud Architect Associate (3) 3

Specialization 6: VMware Network Administrator

Credits: 12

- CIS189 Virtualization and IT Solutions for Digital Businesses 3
- + CIS197 VMware ESXI Server Enterprise 3
- + CIS198 VMware vSphere: Optimize and Scale 3
- + CIS200 VMware NSX: Install, Configure, Manage 3

### Restricted Electives

Students must select enough Restricted Elective credits to meet the minimum total program credits. Students may not select the same courses used to satisfy Required Courses or specializations within the Required Courses. Consult with an Academic, Program, or Faculty Advisor to pick courses that align with your career goals.

**Credits:**  
**0-8**

Cisco Electives

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

- + CNT171 CCNA Exam Prep 1
- + CNT202 Cisco Secure Firewall Appliance Configuration (4) OR
- + CNT205 Cisco Certified Network Associate Security (4) 4
- + CNT206 Cisco Certified Network Associate Wireless 4

#### Linux Electives

- + CIS238DL Linux System Administration (3) OR
- + CIS238RH Red Hat System Administration II (3) 3
- + CIS239DL Linux Shell Scripting 3
- + CIS240DL Linux Network Administration (3) OR
- + CIS240RH Red Hat System Administration III (3) 3
- + CIS275DL Linux Capstone 3

#### Microsoft Electives

- MST+++++ Any MST Microsoft Technology course
- CIS121AB Microsoft Command Line Operations 1
- CIS121AH Microsoft PowerShell/Command Line Operations 3

#### Security Electives

- + CIS270 Essentials of Network and Information Security 3
- + CIS271DB Information Security Essentials 3
- + CIS272DB Information Security Principles 3
- + ITS110 Information Security Fundamentals 3

#### VMware Electives

- CIS189 Virtualization and IT Solutions for Digital Businesses 3
- + CIS197 VMware ESXI Server Enterprise 3
- + CIS198 VMware vSphere: Optimize and Scale 3
- + CIS200 VMware NSX: Install, Configure, Manage 3

#### Other Information Technology Electives

- + BPC171 Recycling Used Computer Technology 1-3
- CIS111 Ethics in Information Technology 3
- CIS124AA Project Management Software: Level I 1
- + CIS124BA Project Management Software: Level II 1
- + CIS156 Python Programming: Level I 3
- + CIS190 Introduction to Networking 3
- CIS224 Project Management Microsoft Project for Windows 3
- + CIS240 Local Area Network Planning and Design 3
- + CIS250 Management of Information Systems 3
- + CIS266 Network Integration Capstone 4
- + CIS290++ Computer Information Systems Internship 1-3
- + CIS296++ Cooperative Education 2-3
- + CIS298++ Special Projects 1-3
- ITS120 Legal, Ethical, and Regulatory Issues 3

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## General Education Requirements

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**General Education Requirement** **Credits:**

**22-28**

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**General Education Core** **Credits:**

**12-18**

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**First-Year Composition** **Credits:**

**6**

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+ ENG101 First-Year Composition (3) OR  
+ ENG107 First-Year Composition for ESL (3)  
AND  
+ ENG102 First-Year Composition (3) OR  
+ ENG108 First-Year Composition for ESL (3) OR  
+ ENG111 Technical and Professional Writing (3) 6  
(ENG111 does not count as an ENG Transfer option)

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**Oral Communication** **Credits:**

**3**

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COM100 Introduction to Human Communication (3) OR  
COM110 Interpersonal Communication (3) OR  
+ COM225 Public Speaking (3) OR  
COM230 Small Group Communication (3) 3

COM225 is recommended for students transferring to Northern Arizona University.

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**Critical Reading** **Credits:**

**0-3**

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+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment 0-3

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**Mathematics** **Credits:**

**3-6**

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+ MAT140 College Mathematics (5) OR  
+ MAT141 College Mathematics (4) OR  
+ MAT142 College Mathematics (3) OR  
MAT145 College Mathematics with Review (5) OR  
MAT146 College Mathematics with Review (6) OR  
Equivalent or higher level mathematics course in the Mathematical Applications area. 3-6

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**General Education Distribution** **Credits:**

**10**

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**Humanities, Arts and Design****Credits:  
3**

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

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

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

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

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

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### **Nurse Assisting**

Major: **5963N**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **2-4.5**

CIP Code: **51.3902**

Initiating College: **Scottsdale Community College**

Program Availability: **GC, GW, MC, PV, SC**

Field of Interest: **Health Sciences**

Instructional Council: **Nursing Program (42)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:  
31-1131.00 Nursing Assistants**

**Description:** The Certificate of Completion (CCL) in Nurse Assisting prepares students for employment as a nurse assistant. The program combines classroom instruction with clinical laboratory practice and long-term care and/or acute care experiences. Students who complete the program are eligible to take a written and practical certification examination if desired to meet employment requirements to be a nurse assistant. Certification/licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

The MCCCDC Nurse Assisting program is approved by the Arizona State Board of Nursing.

Waiver of Licensure/Certification Guarantee:

Admission or completion from the MCCCDC Nurse Assisting program does not guarantee obtaining a license or certificate to practice as a nurse assistant. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college of school requirements for graduation.

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

All nurse assistant applicants for certification will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. All applicants with a positive history are investigated. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-899-5150).

Health Declaration:

It is essential that students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

Health and Safety Requirements for MCCCDC Nurse Assisting Program:

1. Students must meet and maintain health and safety requirements throughout the program.
2. Admission to a Maricopa County Community College District health program requires that students be in compliance with the MCCCDC Supplemental Background Check Policy. Evidence of a current Arizona Department of Public Safety Level One Fingerprint Clearance Card is required for program application.
3. Negative urine drug screen.

**Grade Requirements:**

Student must obtain a C grade or better in all courses.

**University Transfer Students:**

For students planning a university program:

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

**THE NURSE ASSISTING PATHWAY**

The nurse assisting pathway is designed to prepare students to complete the Nurse Assistant certification/licensure through the Arizona State Board of Nursing to practice in a health care agency as a nurse assistant. Completion of the Nurse Assistant program of study provides job ready skills as a nurse assistant.

**Program Notes:**

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

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

**Admission Criteria:** Application and acceptance into the program, high school graduate or GED, and meet current health and safety course requirements.

**Program Prerequisites: None**

**Required Courses**

+ NUR158 Nurse Assisting (4.5) OR

**Credits: 2-4.5**

Advanced Placement course:

+ NCE150 Advanced Placement: Nurse Assisting (2) 2-4.5

**Learning Outcomes**

1. Safely perform nurse assisting skills to meet the needs of diverse populations. (NCE150, NUR158)
2. Perform therapeutic maintenance and preventative interventions to provide holistic nurse assistant care. (NCE150, NUR158)
3. Demonstrate effective communication skills while fostering mutual respect and shared decision making with patients, families and colleagues. (NCE150, NUR158)
4. Integrate technology to provide safe quality care and improve patient outcomes. (NCE150, NUR158)
5. Manage information confidentially, ethically, and effectively. (NCE150, NUR158)
6. Function effectively in the role and within the scope of the nurse assistant. (NCE150, NUR158)

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 24, 2022

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## Nursing

Major: **3812**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **AAS**

Total Credits: **62-75**

CIP Code: **51.3801**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**29-1141.00 Registered Nurses**

Initiating College: **Gateway Community College**

Program Availability: **CG, EM, GC, GW, MC, PC, PV, SC**

Field of Interest: **Health Sciences**

Instructional Council: **Nursing Program (42)**

GPA: **2.00**

**Description:** The Associate in Applied Science (AAS) in Nursing Program is available at eight of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Nursing Program graduates are eligible to apply for the national exam for the registered nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.

The Associate in Applied Science (AAS) Nursing Program is approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326; (404.975.5000); email: [info@acennursing.org](mailto:info@acennursing.org).

Program offerings:

This program is offered at the following sites:

Chandler-Gilbert Community College

Estrella Mountain Community College

GateWay Community College

Glendale Community College

Mesa Community College

Paradise Valley Community College

Phoenix College

Scottsdale Community College

Waiver of Licensure/Certification Guarantee:

Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

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

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCCD Healthcare/Nursing Advisor. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602.771.7800).

Health Declaration:

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities.

Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

Health and Safety Requirements for the Maricopa Nursing Program:

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

University Transfer Students:

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

## REGISTERED NURSE PATHWAY

Associate in Applied Science Degree in Nursing Program

The Associate in Applied Science (AAS) degree in Nursing graduate is eligible to apply for licensure as a Registered Nurse (RN). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, long term, and community-based healthcare settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

### Program Notes:

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

Students must complete the following general education and introductory courses with a 2.0 GPA to be added to the queue of those waiting for an available cohort space to begin the core curriculum. BIO156 or BIO181, BIO201, CHM130 and CHM130LL, CHM130AA, ENG101 or ENG107, MAT140 or MAT141 or MAT142.

Course Fee Information:

Please see class schedule for information regarding course fees.

Maricopa Nursing is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.

**Admission Criteria:** High school diploma or GED is required for the Associate in Applied Science degree in Nursing. Applicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application page containing the 'Declaration of High School Graduation or GED completion.' In some instances, high school diploma/transcripts or proof of GED completion may be required.

Formal application and admission to the program is required. There are limited spaces available in the Nursing program. Only students who have completed all of the general education and introductory courses noted above may have their name added to the queue of those waiting for an available space in a cohort.

A passing score on a nursing program admission test is required to complete an application. Successful completion of a nurse assistant course (NCE150 or NUR158 or equivalent as determined by the Nursing Director or designee) or current active AZ certification or licensure as a Nurse Assistant in good standing is required to complete an application.

Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3. The final placement decision rests with the Nursing Program Chair at the college to which the student is accepted.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was previously dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate or license as a Nursing Assistant and/or license as a Practical Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

**Program Prerequisites: None**

**Required Courses**

- + BIO156 Introductory Biology for Allied Health (4) OR **Credits: 40-48**
- + BIO181 General Biology (Majors) I (4) OR
- One year of high school biology (0) 0-4
  
- + BIO201 Human Anatomy and Physiology I 4
  
- + CHM130 Fundamental Chemistry (3) AND
- + CHM130LL Fundamental Chemistry Laboratory (1) OR
- + CHM130AA Fundamental Chemistry with Lab (4) OR
- One year of high school chemistry (0) 0-4
  
- + NUR152 Nursing Theory and Science I 9
- + NUR172 Nursing Theory and Science II 9
- + NUR252 Nursing Theory and Science III 9
- + NUR283 Nursing Theory and Science IV 9

**General Education Requirements**

**General Education Requirement** **Credits: 22-27**

**General Education Core** **Credits: 9-14**

**First-Year Composition** **Credits: 6**

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

+ ENG102 First-Year Composition (3) OR  
+ ENG108 First-Year Composition for ESL (3) 3

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**Oral Communication****Credits: 0**

Waived

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

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

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**Mathematics****Credits: 3-5**

+ MAT140 College Mathematics (5) OR  
+ MAT141 College Mathematics (4) OR  
+ MAT142 College Mathematics (3) OR  
Satisfactory completion of higher level math course 3-5

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**General Education Distribution****Credits: 13**

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**Humanities, Arts and Design****Credits: 2**

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

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

PSY101 Introduction to Psychology 3

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**Natural Sciences****Credits: 8**

+ BIO202 Human Anatomy and Physiology II (4) AND  
+ BIO205 Microbiology (4) 8

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**Program Competencies**

1. Provide advocacy and individualized care for diverse populations. (NUR152, NUR172, NUR252, NUR283)
2. Demonstrate accountability for legal and ethical behaviors that reflect standards of professional nursing practice. (NUR152, NUR172, NUR252, NUR283)
3. Coordinate nursing care for multiple patients in collaboration with health team members for the acquisition/achievement of shared outcomes. (NUR152, NUR172, NUR252, NUR283)



4. Discuss healthcare micro and macro systems and their impact on patient care. (NUR152, NUR172, NUR252, NUR283)
5. Integrate technology to provide safe quality care and improve patient outcomes, managing information confidentially and effectively. (NUR152, NUR172, NUR252, NUR283)
6. Demonstrate effective communication skills while fostering mutual respect and shared decision making with patients, families and colleagues. (NUR152, NUR172, NUR252, NUR283)
7. Function effectively within interdisciplinary teams fostering open communication, shared decision-making and team development. (NUR152, NUR172, NUR252, NUR283)
8. Provide safe, quality care while minimizing risk of harm to patients and providers. (BIO156, BIO181, BIO201, CHM130, CHM130LL, CHM130AA, NUR152, NUR172, NUR252, NUR283)
9. Demonstrate accountability for quality improvement of personal performance, patient care and health care systems. (NUR152, NUR172, NUR252, NUR283)
10. Utilize evidence-based practice to meet individualized needs across the health care continuum. (NUR152, NUR172, NUR252, NUR283)

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 22, 2022

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### Nutrition for Personal Trainers and Coaches

Major: **5302**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **CCL**  
 Total Credits: **16**  
 CIP Code: **51.0001**

Initiating College: **Scottsdale Community College**  
 Program Availability: **College-Specific: SC**  
 Field of Interest: **Health Sciences**

Instructional Council: **Nutrition (63)**  
 GPA: **2.00**

SOC Code: **Upon completion of an associate degree, students may pursue a career as:  
 29-2051.00 Dietetics Technician**

**Upon completion of a bachelor's degree, students may pursue a career as:  
 11-9179.01 Fitness and Wellness Coordinators  
 29-1031.00 Dieticians and Nutritionists**

**Description:** The Certificate of Completion (CCL) in Nutrition for Personal Trainers and Coaches provides a foundation of nutrition knowledge in a non-clinical setting. This certificate is designed for individuals interested in fitness, nutrition, wellness and health-related professions. Students acquire the knowledge and skills to work with individuals to improve well-being and promote healthy lifestyles.

#### Learning Outcomes

1. Identify required education, training and areas of practice in nutrition and dietetics. (FON125)
2. Locate peer reviewed nutrition research using various scientific databases. (IFS110)
3. Demonstrate an understanding of nutrition requirements at each stage of the life cycle. (FON241)
4. Examine basic human physiology as it relates to nutrition and exercise. (EXS125, FON210, FON241, FON247)
5. Apply current nutrition guidelines to maximize health, fitness and athletic performance. (FON210, FON241, FON241LL, FON247, FON270AA, FON298AA)
6. Apply concepts of energy balance and fuel metabolism to improve health, manage weight, and enhance athletic performance. (FON210, FON241, FON247)
7. Evaluate alternative diets in relation to standard nutrition guidelines and current peer reviewed scientific research. (FON241, FON241LL, FON247, IFS110)
8. Differentiate between anabolic, catabolic, and energy producing supplements. (FON210)
9. Determine effectiveness of nutrition supplements using current peer reviewed scientific research. (FON210, IFS110)
10. Apply nutrition principles in a professional setting. (FON270AA, FON298AA)

#### Program Notes

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

**Program Prerequisites: None**

#### Required Courses

EXS125 Introduction to Exercise Physiology 3	<b>Credits: 16</b>
FON125 Introduction to Professions in Food, Nutrition, and Dietetics 1	
+ FON210 Sports Nutrition and Supplements for Physical Activity 3	
FON241 Principles of Human Nutrition 3	
FON241LL Principles of Human Nutrition Laboratory 1	
+ FON247 Weight Management Science 3	

FON270AA Applied Nutrition Experience for Personal Trainers and Coaches (1) OR  
FON298AA Special Projects (1) 1

IFS110 Critical Research for College Success 1

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 22, 2022

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### Organizational Leadership

Major: **5731** Initiating College: **Estrella Mountain Community College**  
 Catalog Year: **2022-2023** Program Availability: **CG EM GC GW MC PC PV RS SC SM**  
 Effective Term: **2020 Fall** Field of Interest: **Business, Entrepreneurialism and Management**  
 Award: **CCL**  
 Total Credits: **18** Instructional Council: **Business/Management (03)**  
 CIP Code: **52.0213** GPA: **2.0**  
 SOC Code: **Upon completion of this certificate, students may pursue a career as:  
 11-1021.00 General and Operations Manager**

**Description:** The Certificate of Completion (CCL) in Organizational Leadership is designed to prepare students with knowledge and skills needed in today’s changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. The CCL in Organizational Leadership is fully embedded in an Associate in Applied Science (AAS) in Organizational Management.

#### Learning Outcomes

1. Create and use effective oral, written, and visual business communication skills. (GBS120)
2. Critically evaluate the alternatives faced in business decision making to select the most effective and efficient solution. (GBS110, GBS151, MGT101, MGT175, MGT229, MGT251, TQM240)
3. Recognize ethical, legal, and global dimensions in business practice and how business integrates social responsibility into operations/decision making. (BPC110, CIS105, GBS110, GBS151, MGT101, MGT175, MGT229, MGT251, TQM240)
4. Research, locate, and evaluate business information in order to support evidence-based decisions. (BPC110, CIS105, GBS110, GBS120, GBS151, GBS233, MGT101, MGT175, MGT229, MGT251, TQM240)
5. Use team collaboration to solve business problems. (BPC110, CIS105, GBS110, GBS151, MGT101, MGT229, MGT251)
6. Apply current technology to specific business tasks. (BPC110, CIS105)
7. Describe and evaluate organizational structures and the functions of planning, organizing, leading, and controlling in a business setting. (GBS151, MGT175, MGT101, MGT229, TQM240)

#### Program Notes

Students must earn a grade of C or better in all courses within the program.  
 + indicates course has prerequisites and/or corequisites.

**Program Prerequisites: None**

#### Required Courses

BPC110 Computer Usage and Applications (3) OR	<b>Credits: 18</b>
CIS105 Survey of Computer Information Systems (3) 3	
GBS110 Human Relations in Business and Industry (3) OR	
MGT251 Human Relations in Business (3) 3	
GBS120 Workplace Communication Skills 3	

GBS151 Introduction to Business 3

MGT175 Business Organization and Management (3) OR  
TQM240 Project Management in Quality Organizations (3) 3

MGT101 Techniques of Supervision (3) OR  
MGT229 Management and Leadership I (3) 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: April 23, 2019

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### Organizational Management

Major: **3727** Initiating College: **Estrella Mountain Community College**  
Catalog Year: **2022-2023** Program Availability: **CG EM GC GW MC PC PV RS SC SM**  
Effective Term: **2022 Fall** Field of Interest: **Business, Entrepreneurialism and Management**  
Award: **AAS**  
Total Credits: **61-68** Instructional Council: **Business/Management (03)**  
CIP Code: **52.1003** GPA: **2.0**  
SOC Code: **Upon completion of this degree, students may pursue a career as:  
11-1021.00 General and operations manager**

**Description:** The Associate in Applied Science (AAS) in Organizational Management program is designed with a customized curriculum specific to the student's individual needs in addition to the knowledge and skills needed in today's changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. A Certificate of Completion (CCL) in Organizational Leadership is fully embedded in this AAS.

#### Learning Outcomes

1. Create and use effective oral, written, and visual business communication skills. (GBS120, (COM), (CRE), [FYC], [HU])
2. Critically evaluate the alternatives faced in business decision making to select the most effective and efficient solution. (GBS110, GBS151, MGT101, MGT175, MGT229, MGT251, TQM240, (CRE), [MA], [SG], [SQ])
3. Recognize ethical, legal, and global dimensions in business practice and how business integrates social responsibility into operations/decision making. (BPC110, CIS105, GBS110, GBS151, MGT101, MGT175, MGT229, MGT251, TQM240, [SB])
4. Research, locate, and evaluate business information in order to support evidence-based decisions. (BPC110, CIS105, GBS110, GBS120, GBS151, MGT101, MGT175, MGT229, MGT251, TQM240, [FYC], [SB])
5. Use team collaboration to solve business problems. (BPC110, CIS105, GBS110, GBS151, MGT101, MGT229, MGT251, (COM), [HU])
6. Apply current technology to specific business tasks. (BPC110, CIS105)
7. Evaluate organizational structures and the functions of planning, organizing, leading, and controlling in a business setting. (GBS151, MGT175, MGT101, MGT229, TQM240)
8. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

#### Program Notes

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

**Program Prerequisites: None**

#### Required Courses

FYE101 Introduction to College, Career and Personal Success (1) OR **Credits: 19-22**  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

Certificate of Completion in Organizational Leadership (5731) - Requirements listed below

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

GBS110 Human Relations in Business and Industry (3) OR  
MGT251 Human Relations in Business (3) 3

GBS120 Workplace Communication Skills 3  
GBS151 Introduction to Business 3

MGT175 Business Organization and Management (3) OR  
TQM240 Project Management in Quality Organizations (3) 3

MGT101 Techniques of Supervision (3) OR  
MGT229 Management and Leadership I (3) 3

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### Restricted Electives

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Students must choose 20 industry/job related course credits from any MCCCDC occupational program and/or Academic Certificate. **Credits: 20**

Industry/job related course credits must include a minimum of 9 credits with a common subject or theme. Program of study must be approved by the business department chair or designee.

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### General Education Requirements

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<b>General Education Requirement</b>	<b>Credits: 22-27</b>
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<b>General Education Core</b>	<b>Credits: 12-17</b>
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<b>First-Year Composition</b>	<b>Credits: 6</b>
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+ 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

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<b>Oral Communication</b>	<b>Credits: 3</b>
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Any approved general education course from the Oral Communication area.

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<b>Critical Reading</b>	<b>Credits: 0-3</b>
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+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent by assessment 0-3

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**Mathematics**

**Credits: 3-5**

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Any approved general education course from the Mathematics [MA] area. 3-5

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**General Education Distribution**

**Credits: 10**

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**Humanities, Arts and Design**

**Credits: 3**

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

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**Social-Behavioral Sciences**

**Credits: 3**

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Any approved general education course from the Social-Behavioral Sciences [SB] area. 3

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**Natural Sciences**

**Credits: 4**

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Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area. 4

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### Personal Training: Advanced

Major: **5445**

Catalog Year: **2022-2023**

Effective Term: **2022**

**Fall**

Award: **CCL**

Total Credits: **30-30.5**

CIP Code: **31.0507**

Primary College: **Glendale Community College**

Program Availability: **CG, GC, MC, PV, SC, SM**

Field of Interest: **Health Sciences**

Instructional Council: **Exercise Science, Health & Physical Education, Recreation & Wellness (32)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as: 39-9031.00 Fitness Trainers and Aerobics Instructors**

**Description:** The Certificate of Completion (CCL) in Personal Training: Advanced is designed to prepare students for the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy of Sports Medicine (NASM), and the American Council on Exercise (ACE) personal trainer certifications. These certifications are generally required for employment in personal training positions and/or professional advancement within the fitness industry. The curriculum is designed to prepare students for employment in positions such as personal training within health and fitness clubs, wellness centers, and public and private recreation facilities. The curriculum includes the foundational courses required for the CCL in Personal Training coupled with advanced hands-on courses that foster the development of critical thinking and leadership skills important for developing, implementing and leading exercise programs. An Associate in Applied Science (AAS) in Exercise Science: Health, Fitness, and Sports Performance and an Associate in Arts (AA), Emphasis in Exercise Science are also available for students interested in continuing their studies in this field.

### Learning Outcomes

1. Apply a foundational understanding of the relevant scientific concepts of physiology, biomechanics and psychology. (EXS101, EXS125, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, EXS275++, FON100, FON241)
2. Locate and evaluate relevant scholarly literature. (EXS101, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, FON100, FON241)
3. Conduct advanced, evidence-based assessments of health and human movement. (EMT101, EXS101, EXS125, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, HES106)
4. Design evidence-based physical activity programs tailored to client goals and needs. (EXS101, EXS125, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, EXS275++, FON100, FON241, PED101ST)
5. Implement evidence-based physical activity programs tailored to client goals and needs. (EXS101, EXS125, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, EXS275++, FON100, FON241, PED101ST)
6. Apply theories of motivation and behavior change to develop and implement basic strategies for improving exercise adoption and adherence. (EXS101, EXS215, EXS217, EXS257, EXS270++, EXS275++)
7. Adapt instructional techniques to ensure client safety and goal attainment. (EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, EXS275++, PED101ST, PED101++)
8. Apply industry standards of care to mitigate risk and ensure the safety of clients. (EMT101, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, HES106)
9. Demonstrate communication behaviors appropriate to the field. (EMT101, EXS101, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, EXS275++, HES106)
10. Demonstrate industry-accepted professional, ethical, and business standards. (EMT101, EXS101, EXS146, EXS215, EXS217, EXS246, EXS255, EXS257, EXS270++, EXS275++, HES106, PED101ST, PED101++)

## Program Notes

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

### Program Prerequisites: None

### Required Courses

EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) **Credits: 29-29.5**  
OR  
HES106 Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR  
Current CPR/AED certification (0) 0-0.5

EXS101 Introduction to Exercise Science 3  
+ EXS125 Introduction to Exercise Physiology 3  
+ EXS146 Introduction to Exercise Testing 1  
+ EXS215 Resistance Training and Recovery Techniques 3  
+ EXS217 Cardiorespiratory and Flexibility Training 3  
+ EXS246 Advanced Exercise Testing 2  
+ EXS255 Program Design: Muscular Fitness and Performance 3  
+ EXS257 Program Design: Cardiorespiratory Fitness 3

Student must complete three (3) credits from the following EXS internship course options:

+ EXS270 Exercise Science Internship (3) OR  
+ EXS270AA Exercise Science Internship (1) AND  
+ EXS270AB Exercise Science Internship (2)  
OR  
+ EXS275 Sport Science Internship (3) OR  
+ EXS275AA Sport Science Internship (1) AND  
+ EXS275AB Sport Science Internship (2)  
OR  
+ EXS270AA Exercise Science Internship (1) AND  
+ EXS275AB Sport Science Internship (2)  
OR  
+ EXS270AB Exercise Science Internship (2) AND  
+ EXS275AA Sport Science Internship (1) 3

FON100 Introductory Nutrition (3) OR  
FON241 Principles of Human Nutrition (3) 3

PED101ST Strength Training 1

PED101BC Boot Camp (1) OR  
PED101BS Body Sculpting (1) OR  
PED101CY Cycling - Indoor (1) OR  
PED101GF Group Fitness/Aerobics (1) OR  
PED101KB Kickboxing (1) OR  
PED101LD Latin Dancing (1) OR  
PED101PC Physical Conditioning (1) OR  
PED101PS Pilates (1) OR

PED101SR Stretch and Relaxation (1) OR  
PED101TC Tai Chi (1) OR  
PED101TX Suspension Training (1) OR  
PED101YG Gentle Yoga (1) OR  
PED101YH Hatha Yoga (1) OR  
PED101YO Yoga (1) OR  
PED101YP Power Yoga (1) OR  
PED101YR Restorative Yoga (1) OR  
PED101ZU Zumba Fitness (1) 1

### Restricted Electives

Complete one (1) credit from one of the following course options not already selected in the Required Courses area. Choose a course that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor as needed. **Credits: 1**

EXS+++++ Any EXS Exercise Science course (1)  
FON+++++ Any FON Food and Nutrition course (1)  
HES+++++ Any HES Health Science course (1)  
PED+++++ Any PED Physical Education course (1)  
IFS110 Critical Research for College Success (1)

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 14, 2021

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### Personal Training

Major: **5421**  
Catalog Year: **2022-2023**

Primary College: **Glendale Community College**  
Program Availability: **CG, GC, MC, PV, SC, SM**  
Field of Interest: **Health Sciences**

Effective Term: **2022**

**Fall** Instructional Council: **Exercise Science, Health and Physical Education, Recreation and Wellness (32)**

Award: **CCL**

GPA: **2.00**

Total Credits: **18-18.5**

CIP Code: **31.0507**

SOC Code: **Upon completion of this certificate, students may pursue a career as: 39-9031.00 Fitness Trainers and Aerobics Instructors**

**Description:** The Certificate of Completion (CCL) in Personal Training is designed to prepare students for the American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Academy of Sports Medicine (NASM), and the American Council on Exercise (ACE) personal trainer certifications. These certifications are generally required for employment in personal training positions and/or professional advancement within the fitness industry. The curriculum provides students with the foundational skills needed to design and implement fitness programs appropriate to clients' goals and aligned with current industry best practices. A CCL in Personal Training: Advanced, an Associate in Applied Science (AAS) in Exercise Science: Health, Fitness, and Sports Performance, and an Associate in Arts (AA), Emphasis in Exercise Science are also available for students interested in continuing their studies in this field.

#### Learning Outcomes

1. Apply a foundational understanding of the relevant scientific concepts of physiology, biomechanics and psychology. (EXS101, EXS125, EXS146, EXS215, EXS217, FON100, FON241)
2. Locate and evaluate relevant scholarly literature. (EXS101, EXS146, EXS215, EXS217, FON100, FON241)
3. Conduct common, evidence-based assessments of health and human movement. (EMT101, EXS101, EXS125, EXS146, EXS215, EXS217, HES106)
4. Design basic, evidence-based physical activity programs for healthy and athletic populations. (EXS101, EXS125, EXS146, EXS215, EXS217 FON100, FON241, PED101ST)
5. Implement basic, evidence-based physical activity programs for healthy and athletic populations. (EXS101, EXS125, EXS146, EXS215, EXS217, FON100, FON241, PED101ST)
6. Apply a fundamental understanding of theories of motivation and behavior change to encourage exercise adoption and adherence. (EXS101, EXS215, EXS217)
7. Adapt instructional techniques to ensure client safety and goal attainment. (EXS146, EXS215, EXS217, PED101ST)
8. Apply industry standards of care to mitigate risk and ensure the safety of clients. (EMT101, EXS146, EXS215, EXS217, HES106)
9. Demonstrate communication behaviors appropriate to the field. (EMT101, EXS101, EXS146, EXS215, EXS217, HES106)
10. Demonstrate industry-accepted professional, ethical, and business standards. (EMT101, EXS101, EXS146, EXS215, EXS217, HES106, PED101ST)

#### Program Notes

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

**Program Prerequisites: None**

## Required Courses

EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) **Credits: 17-17.5**  
OR

HES106 Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR  
Current CPR/AED certification (0) 0-0.5

EXS101 Introduction to Exercise Science 3  
+ EXS125 Introduction to Exercise Physiology 3  
+ EXS146 Introduction to Exercise Testing 1  
+ EXS215 Resistance Training and Recovery Techniques 3  
+ EXS217 Cardiorespiratory and Flexibility Training 3

FON100 Introductory Nutrition (3) OR  
FON241 Principles of Human Nutrition (3) 3

PED101ST Strength Training 1

## Restricted Electives

Complete one (1) credit from one of the following course options not already selected in the Required Courses area. Choose a course that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor as needed. **Credits: 1**

EXS+++++ Any EXS Exercise Science course 1  
FON+++++ Any FON Food and Nutrition course 1  
HES+++++ Any HES Health Science course 1  
PED+++++ Any PED Physical Education course 1  
IFS110 Critical Research for College Success 1

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 14, 2021

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### Practical Nursing

Major: **5957**  
Catalog Year: **2022-2023**  
Effective Term: **2021 Spring**  
Award: **CCL**  
Total Credits: **35-45**  
CIP Code: **51.3901**  
SOC Code: **29-2061.00**

Primary College: **Scottsdale Community College**  
Program Availability: **CG EM GC GW MC PC PV SC**  
Field of Interest: **Health Sciences**  
Instructional Council: **Nursing Program (42)**  
GPA: **2.00**

**Description:** The Certificate of Completion (CCL) in Practical Nursing Program is available at seven of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Practical Nursing Program graduates are eligible to apply for the national exam for the practical nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.

The Certificate of Completion Practical Nursing Program is approved by the Arizona State Board of Nursing.

#### Program offerings:

This program is offered at the following sites:

Chandler Gilbert Community College  
Estrella Mountain Community College  
GateWay Community College  
Glendale Community College  
Mesa Community College  
Paradise Valley Community College  
Phoenix College  
Scottsdale Community College

#### Waiver of Licensure/Certification Guarantee:

Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

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

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCCDC Healthcare/Nursing Advisor. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602.771.7800).

#### Health Declaration:

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and

appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

Health and Safety Requirements for the Nursing Program:

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

University Transfer Students:

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

#### PRACTICAL NURSE EXIT OPTION

Following completion of the practical nurse level program of study, the student is eligible to apply for licensure as a practical nurse. Licensed Practical Nurses (LPN) may be employed in acute, long-term, and community-based health care settings under the direction of a registered nurse. Practical Nurses function within their legal scope of practice and use professional standards of care in illness care and health promotion activities for clients and families across the life span.

The Associate in Applied Science (AAS) Nursing Program is approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404.975.5000); email: [info@acennursing.org](mailto:info@acennursing.org).

#### Suggested Course Plan Sequenced by Semester

##### **Program Notes:**

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

##### Course Fee Information:

Please see class schedule for information regarding course fees.

MaricopaNursing is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.

**Admission Criteria:** High School diploma or GED is required for the Certificate of Completion in Practical Nursing. Applicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application page containing the 'Declaration of High School Graduation or GED completion'. In some instances, high school diploma/transcripts or proof of GED completion may be required.

Formal application and admission to the program is required; all program prerequisites must be completed prior to submission.

A passing score on a nursing program admission test is required to complete an application.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was previously dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate as a Nursing Assistant and/or license as a Practical Nurse must remain in good standing with the Board of Nursing. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

### Program Prerequisites

The credit-hour range is subject to change depending on the student's educational experience.

**Credits:  
10-20**

+ BIO156 Introductory Biology for Allied Health (4) OR

+ BIO181 General Biology (Majors) I (4) OR

One year of high school biology 0-4

+ BIO201 Human Anatomy and Physiology I 4

+ CHM130 Fundamental Chemistry (3) AND

+ CHM130LL Fundamental Chemistry Laboratory (1) OR

+ CHM130AA Fundamental Chemistry with Lab (4) OR

One year of high school chemistry 0-4

+ ENG101 First-Year Composition (3) OR

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

+ MAT140 College Mathematics (5) OR

+ MAT141 College Mathematics (4) OR

+ MAT142 College Mathematics (3) OR

Satisfactory completion of higher level mathematics course 3-5

Students that are admitted into the MaricopaNursing Program for Fall 2015 and Spring 2016, AND completed MAT120, MAT121, or MAT122 prior to Fall 2015 as an admission requirement, may complete the program without completing MAT140, MAT141, or MAT142 as a graduation requirement, by waiver of the program director.

### Required Courses

+ BIO202 Human Anatomy and Physiology II 4

+ NUR152 Nursing Theory and Science I 9

+ NUR172 Nursing Theory and Science II 9

+ NUR191 Practical Nursing Transition 3

**Credits: 25**

### Program Competencies

1. Define the most frequently used medical, diagnostic, clinical procedure, surgical, drug, laboratory, and pathological terms related to the human body. (BIO202)



2. Create an environment utilizing therapeutic communication and caring to achieve desired client outcomes. (NUR152, NUR172, NUR191)
  3. Demonstrate effective communication skills both verbally, behaviorally, and in writing with health team members, clients and their families. (NUR152, NUR172, NUR191)
  4. Provide culturally competent care to a diverse population. (NUR152, NUR172, NUR191)
  5. Demonstrate legal and ethical behaviors in all nursing activities. (NUR152, NUR172, NUR191)
  6. Apply the nursing process to provide safe client care. (NUR152, NUR172, NUR191)
  7. Apply scientific principles and clinical reasoning to safely provide evidence-based clinically competent care within the current healthcare environment. (NUR152, NUR172, NUR191)
  8. Demonstrate accountability for quality improvement in the health care system. (NUR152, NUR172, NUR191)
  9. Integrate technology to assist in providing safe, effective client care. (NUR152, NUR172, NUR191)
  10. Manage information confidentially and effectively to ensure positive client outcomes. (NUR152, NUR172, NUR191)
  11. Provide nursing care individuals and families across the lifespan that addresses the needs of diverse clients by engaging them in their healthcare decisions. (NUR191)
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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 20, 2018

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### Programming and Systems Analysis

Major: **3844**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **AAS**

Total Credits: **62-71**

CIP Code: **11.0501**

Initiating College: **Mesa Community College**

Program Availability: **CG EM GC MC PC PV RS SC**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.00**

SOC Code: **Upon completion of this program, students may pursue a career as:**

**15-1211.00 Computer Systems Analyst**

**Description:** The Associate in Applied Science (AAS) in Programming and Systems Analysis program provides an in-depth exploration of different computer language and technical skills. The AAS includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. Certificate of Completions (CCLs) in Programming and Systems Analysis Level I and Level II and iOS App Development are also available.

#### Learning Outcomes

1. Analyze business requirements using critical thinking skills. (CIS105, CIS133DA, CIS150++, CIS151, CIS159, CIS156, CIS162++, CIS163AA, CIS165++, CIS166++, CIS225++, CIS250, CIS251, CIS256, CIS259, CIS262++, CIS263AA, CIS265, GBS211, GBS151, CRE101, ECN211, ECN212, SBU200, CRE101, [FYC], [MA], [SG], [SQ])
2. Use computer systems and networks in a responsible and ethical manner. (CIS105, CIS190, CIS225++, CIS250, CNT140AB, GBS151, MST140++)
3. Design, develop and implement database solutions to effectively manage data. (CIS119DO, CIS276++)
4. Develop and implement well-structured computer programs that solve business problems. (CIS150++, CIS151, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS251, CIS259, CIS256, CIS262++, CIS263AA, CIS265, [MA])
5. Utilize the software development lifecycle for application development. (CIS150++, CIS151, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166++, CIS225++, CIS250, CIS251, CIS256, CIS259, CIS262++, CIS263AA, CIS265, [MA])
6. Test and debug computer programs. (CIS150++, CIS151, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS251, CIS259, CIS256, CIS262++, CIS263AA, CIS265, [MA])
7. Leverage the functions and architecture of an operating system to achieve business objectives. (CIS105, CIS126DL, CIS126RH, CIS165++, CIS265, MST150++)
8. Communicate professionally in formal and informal situations to diverse audiences. (CIS133DA, CIS166++, CIS225++, CIS250, CIS256, GBS211, CRE101, (COM), [FYC], [HU])
9. Write effective documentation according to industry standards. (CIS133DA, CIS150++, CIS151, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166++, CIS225++, CIS250, CIS251, CIS256, CIS259, CIS262++, CIS263AA, CIS265, CRE101, [FYC], [SG], [SQ])
10. Collaborate effectively with diverse teams. (GBS151, SBU200, CRE101, (COM), [HU])
11. Apply an understanding of characteristics and principles of business processes to software application development. (CIS133DA, CIS150++, CIS151, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166++, CIS224, CIS225++, CIS250, CIS251, CIS256, CIS259, CIS262++, CIS263AA, CIS265, GBS151, CRE101, [MA])
12. Design web-based applications using client-side and server-side scripting. (CIS133DA, CIS166++, CIS262++, CIS263AA)
13. Develop a project scope while considering factors such as customer requirements, project costs, return on investment, and internal/external business objectives. (CIS133DA, CIS150++, CIS151, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS224, CIS225++, CIS250, CIS251, CIS256, CIS259, CIS262++, CIS263AA, CIS265, GBS151,

GBS211, [MA])

14. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

Consultation with an Academic Advisor is recommended for course selection.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**This program replaces:** [AAS/3164 Computer Programming](#)

### Program Prerequisites: None

### Required Courses

CIS105 Survey of Computer Information Systems 3

GBS151 Introduction to Business 3

**Credits: 34-37**

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) OR

+ MST150++ Any Microsoft Windows course (3) 3

CIS133DA Internet/Web Development Level I 3

Students interested in pursuing an iOS Certificate of Completion (CCL) are recommended to take  
CIS150AB

+ CIS150 Programming Fundamentals (3) OR

+ CIS150AB Object-Oriented Programming Fundamentals (3) 3

+ CIS166++ Any Web Scripting course(s) 3

+ CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (4) OR

+ MST140 Microsoft Networking Essentials (3) 3-4

+ CIS225 Business Systems Analysis and Design (3) OR

+ CIS225AB Object-Oriented Analysis and Design (3) OR

+ CIS250 Management of Information Systems (3) 3

+ CIS119DO Introduction to Oracle: SQL (3) OR

+ CIS276DA MySQL Database (3) OR

+ CIS276DB SQL Server Database (3) 3

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) 1-3

Select a programming language from below that best aligns with academic and professional goals (2 courses for a total of 6 credits) in one of the following areas:

- + CIS156 Python Programming: Level I (3) AND
- + CIS256 Python Programming: Level II (3) OR
  
- + CIS159 Visual Basic Programming I (3) AND
- + CIS259 Visual Basic Programming II (3) OR
  
- + CIS162++ Any C Programming: Level I course (3) AND
- + CIS262++ Any C Programming: Level II course (3) OR
  
- + CIS163AA Java Programming: Level I (3) AND
- + CIS263AA Java Programming: Level II (3) OR
  
- + CIS165++ Any Mobile Application Development course (3) AND
- + CIS265 Advanced iOS Application Development (3) 6

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### Restricted Electives

Students may not use courses from the Required Courses Area.

**Credits: 6**

- CIS224 Project Management Microsoft Project for Windows 3
- + CIS151 Computer Game Development-Level I 3
- + CIS156 Python Programming: Level I 3
- + CIS159 Visual Basic Programming I 3
- + CIS162++ Any C Programming: Level I course 3
- + CIS163AA Java Programming: Level I 3
- + CIS165++ Any Mobile Application Development course 3
- + CIS251 Computer Game Development-Level II 3
- + CIS256 Python Programming: Level II 3
- + CIS259 Visual Basic Programming II 3
- + CIS262++ Any C Programming: Level II course 3
- + CIS263AA Java Programming: Level II 3
- + CIS265 Advanced iOS Application Development 3
- GBS211 Legal, Ethical and Regulatory Issues of the Internet Studies 3

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### General Education Requirements

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#### General Education Requirement

**Credits: 22-28**

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#### General Education Core

**Credits: 12-18**

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#### First-Year Composition

**Credits: 6**

- + ENG101 First-Year Composition (3) OR
  - + ENG107 First-Year Composition for ESL (3) AND
  - + ENG102 First-Year Composition (3) OR
  - + ENG108 First-Year Composition for ESL (3) 6
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**Oral Communication****Credits: 3**

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Any approved general education course in the Oral Communication area.

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

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+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent by assessment 0-3

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**Mathematics****Credits: 3-6**

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+ MAT150 College Algebra/Functions (5) OR  
+ MAT151 College Algebra/Functions (4) OR  
+ MAT152 College Algebra/Functions (3) OR  
+ MAT155 College Algebra/Functions with Review (5) OR  
+ MAT156 College Algebra/Functions with Review (6) 3-6

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**General Education Distribution****Credits: 10**

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**Humanities, Arts and Design****Credits: 3**

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Any approved general education courses in the Humanities, Arts and Design [HU] area. 3

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

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

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

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Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area. 4

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### **Programming and Systems Analysis Level I**

Major: **5048**

Catalog Year: **2022-2023**

Effective Term: **2021 Fall**

Award: **CCL**

Total Credits: **24**

CIP Code: **11.0501**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**15-1211.00 Computer Systems Analyst.**

Initiating College: **Mesa Community College**

Program Availability: **CG, EM, GC, MC, PC, PV, RS, SC**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.00**

**Description:** The Certificate of Completion (CCL) in Programming and Systems Analysis Level I provides an exploration of different computer language and technical skills. The CCL includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. A Certificate of Completion (CCL) in Programming and Systems Analysis Level II, Certificate of Completion (CCL) in iOS App Development and an Associate in Applied Science (AAS) in Programming and Systems Analysis are also available.

#### **Learning Outcomes**

1. Analyze business requirements using critical thinking skills. (CIS105, CIS133DA, CIS150, CIS15AB, CIS166++, GBS151, CIS156, CIS159, CIS162++, CIS163AA, CIS165++)
2. Use computer systems and networks in a responsible and ethical manner. (CIS105, GBS151)
3. Design, develop and implement database solutions to effectively manage data. (CIS119DO, CIS276DA, CIS276DB)
4. Develop and implement well-structured computer programs that solve business problems. (CIS150, CIS15AB, CIS156, CIS159, CIS162++, CIS163AA, CIS165++)
5. Utilize the software development lifecycle for application development. (CIS150, CIS15AB, CIS166++, CIS156, CIS159, CIS162++, CIS163AA, CIS165++)
6. Test and debug computer programs. (CIS150, CIS15AB, CIS159, CIS162++, CIS163AA, CIS165++)
7. Leverage the functions and architecture of an operating system to achieve business objectives. (CIS105, CIS126DL, CIS126RH, MST150++)
8. Communicate professionally in formal and informal situations to diverse audiences. (CIS133DA, CIS166++)
9. Write effective documentation according to industry standards. (CIS133DA, CIS150, CIS15AB, CIS166++, CIS156, CIS159, CIS162++, CIS163AA, CIS165++)
10. Collaborate effectively with diverse teams. (GBS151)
11. Apply an understanding of characteristics and principles of business processes to software application development. (GBS151, CIS133DA, CIS150, CIS15AB, CIS166++, CIS156, CIS159, CIS162++, CIS163AA, CIS165++)
12. Design web-based applications using client-side and server-side scripting. (CIS133DA, CIS166++)
13. Develop a project scope while considering factors such as customer requirements, project costs, return on investment, and internal/external business objectives. (GBS151, CIS133DA, CIS150, CIS15AB, CIS166++, CIS156, CIS159, CIS162++, CIS163AA, CIS165++)

#### **Program Notes**

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

Consultation with an Academic Advisor is recommended for course selection.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**This program replaces:**

**Program Prerequisites: None**

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**Required Courses**

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CIS105 Survey of Computer Information Systems 3	<b>Credits: 24</b>
+ CIS119DO Introduction to Oracle: SQL (3) OR + CIS276DA MySQL Database (3) OR + CIS276DB SQL Server Database (3) 3	
CIS126DL Linux Operating System (3) OR CIS126RH Red Hat System Administration I (3) OR + MST150++ Any Microsoft Windows course (3) 3	
CIS133DA Internet/Web Development Level I 3	
+ CIS150 Programming Fundamentals (3) OR + CIS150AB Object-Oriented Programming Fundamentals (3) 3	
+ CIS166++ Any Web Scripting course(s) 3 GBS151 Introduction to Business 3	
Select a programming language from below that best aligns with academic and professional goals (1 course for a total of 3 credits) in one of the following areas: + CIS156 Python Programming: Level I (3) OR + CIS159 Visual Basic Programming I (3) OR + CIS162++ Any C Programming: Level I course (3) OR + CIS163AA Java Programming: Level I (3) OR + CIS165++ Any Mobile Application Development course (3) 3	

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: April 27, 2021

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## Programming and Systems Analysis Level II

Major: **5962**

Catalog Year: **2022-2023**

Effective Term: **2021 Fall**

Award: **CCL**

Total Credits: **36-37**

CIP Code: **11.0501**

Initiating College: **Mesa Community College**

Program Availability: **CG, EM, GC, MC, PC, PV, RS, SC**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**15-1211.00 Computer Systems Analyst.**

**Description:** The Certificate of Completion (CCL) in Programming and Systems Analysis Level II provides an in-depth exploration of different computer language and technical skills. This CCL includes, but is not limited to the following: local area networks, team roles, and dynamics. A Certificate of Completion (CCL) in iOS App Development and an Associate in Applied Science (AAS) in Programming and Systems Analysis are available.

### Learning Outcomes

1. Analyze business requirements using critical thinking skills. (CIS105, CIS133DA, CIS150, CIS150AB, CIS151, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166++, CIS225, CIS225AB, CIS250, CIS251, CIS256, CIS259, CIS262++, CIS263AA, CIS265, GBS151, GBS211)
2. Use computer systems and networks in a responsible and ethical manner. (CIS105, CIS190, CIS225, CIS225AB, CIS250, CNT140AB, GBS151, MST140)
3. Design, develop and implement database solutions to effectively manage data. (CIS119DO, CIS276DA, CIS276DB)
4. Develop and implement well-structured computer programs that solve business problems. (CIS150, CIS150AB, CIS151, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS251, CIS256, CIS259, CIS262++, CIS263AA, CIS265)
5. Utilize the software development lifecycle for application development. (CIS150, CIS150AB, CIS151, CIS166++, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS225, CIS225AB, CIS250, CIS251, CIS256, CIS259, CIS262++, CIS263AA, CIS265)
6. Test and debug computer programs. (CIS150, CIS150AB, CIS151, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS251, CIS256, CIS259, CIS262++, CIS263AA, CIS265)
7. Leverage the functions and architecture of an operating system to achieve business objectives. (CIS105, CIS126DL, CIS126RH, CIS165++, CIS265, MST150++)
8. Communicate professionally in formal and informal situations to diverse audiences. (CIS133DA, CIS166++, CIS225, CIS225AB, CIS250, GBS211)
9. Write effective documentation according to industry standards. (CIS133DA, CIS150, CIS150AB, CIS151, CIS166++, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS225, CIS225AB, CIS250, CIS251, CIS256, CIS259, CIS262++, CIS263AA, CIS265)
10. Collaborate effectively with diverse teams. (GBS151)
11. Apply an understanding of characteristics and principles of business processes to software application development. (CIS133DA, CIS150, CIS150AB, CIS151, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166++, CIS224, CIS225, CIS225AB, CIS250, CIS251, CIS256, CIS259, CIS262++, CIS263AA, CIS265, GBS151)
12. Design web-based applications using client-side and server-side scripting. (CIS133DA, CIS166++, CIS262++ CIS263AA)
13. Develop a project scope while considering factors such as customer requirements, project costs, return on investment, and internal/external business objectives. (CIS133DA, CIS150, CIS150AB, CIS151, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166++, CIS224, CIS225, CIS225AB, CIS250, CIS251, CIS256, CIS259, CIS262++, CIS263AA, CIS265, GBS211)



## Program Notes

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

Consultation with an Academic Advisor is recommended for course selection.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

### This program replaces:

[CCL/5084 Software Development](#)

[CCL/5207 Computer Programming](#)

### Program Prerequisites: None

## Required Courses

The following courses are required and included in CCL Programming and Systems Analysis Level I

**Credits: 33-34**

CIS105 Survey of Computer Information Systems 3

+ CIS119DO Introduction to Oracle: SQL (3) OR

+ CIS276DA MySQL Database (3) OR

+ CIS276DB SQL Server Database (3) 3

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) OR

+ MST150++ Any Microsoft Windows course (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150 Programming Fundamentals (3) OR

+ CIS150AB Object-Oriented Programming Fundamentals (3) 3

+ CIS156 Python Programming: Level I (3) OR

+ CIS159 Visual Basic Programming I (3) OR

+ CIS162++ Any C Programming: Level I course (3) OR

+ CIS163AA Java Programming: Level I (3) OR

+ CIS165++ Any Mobile Application Development course (3) 3

+ CIS166++ Any Web Scripting course(s) 3

GBS151 Introduction to Business 3

The following courses are required for CCL Programming and Systems Level II

+ CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (4) OR

+ MST140 Microsoft Networking Essentials (3) 3-4

+ CIS225 Business Systems Analysis and Design (3) OR

+ CIS225AB Object-Oriented Analysis and Design (3) OR

+ CIS250 Management of Information Systems (3) 3

Select a programming language from below that best aligns with academic and professional goals (1 course for a total of 3 credits) in one of the following areas:

- + CIS256 Python Programming: Level II (3) OR
- + CIS259 Visual Basic Programming II (3) OR
- + CIS262++ Any C Programming: Level II course (3) OR
- + CIS263AA Java Programming: Level II (3) OR
- + CIS265 Advanced iOS Application Development (3) 3

### Restricted Electives

Select one of the courses below that best aligns with academic and professional goals for a total of 3 credits. **Credits:**  
Students may not choose courses they have taken from the Required Courses area. **3**

- + CIS151 Computer Game Development-Level I 3
- + CIS156 Python Programming: Level I 3
- + CIS159 Visual Basic Programming I 3
- + CIS162++ Any C Programming: Level I course 3
- + CIS163AA Java Programming: Level I 3
- + CIS165++ Any Mobile Application Development course 3
- CIS224 Project Management Microsoft Project for Windows 3
- + CIS251 Computer Game Development-Level II 3
- + CIS256 Python Programming: Level II 3
- + CIS259 Visual Basic Programming II 3
- + CIS262++ Any C Programming: Level II course 3
- + CIS263AA Java Programming: Level II 3
- + CIS265 Advanced iOS Application Development 3
- GBS211 Legal, Ethical and Regulatory Issues of the Internet Studies 3

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: April 27, 2021

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

**Real Estate: Prelicense**

Major: **5139N**                      Initiating College: **Rio Salado College**  
 Catalog Year: **2022-2023**      Program Availability: **GC, MC, PV, RS, SC, SM**  
 Effective Term: **2021 Fall**      Field of Interest: **Business, Entrepreneurialism and Management**  
 Award: **CCL**  
 Total Credits: **6.5**                      Instructional Council: **Business/Management (03)**  
 CIP Code: **52.1501**                      GPA: **2.0**  
 SOC Code: **Upon completion of this certificate, students may pursue a career as:  
 41-9022.00 Real Estate Sales Agent**

**Description:** The Certificate of Completion (CCL) in Real Estate: Prelicense introduces students to the real estate profession. This program is designed to prepare students to meet the requirements to take the Arizona State Real Estate Salesperson’s Exam. Emphasis will be placed on license laws, real and personal property, financing, purchasing, selling, renting, legal descriptions, rights and interests in property, ownership, contracts, real estate terminology and economics, investing in real estate, foreclosure, land use, and evaluation.

**Learning Outcomes**

1. Demonstrate knowledge of national and Arizona specific real estate laws, principles, and practices. (REA179, REA180, REA201)
2. Apply effective communication skills in order to collaborate with a diverse population. (REA179, REA180, REA201)
3. Utilize research and critical thinking skills to manage real estate transactions. (REA179, REA180, REA201)
4. Demonstrate successful marketing techniques. (REA179, REA180, REA201)
5. Prepare and negotiate purchase contracts. (REA290AH)

**Program Notes**

**This program is not eligible for Title IV Federal Financial Aid.**  
 Students must earn a grade of C or better for each course listed in the program.

**Program Prerequisites: None**

**Required Courses**

REA179 Real Estate Principles I (3) AND **Credits: 6.5**  
 + REA180 Real Estate Principles II (3) OR  
 REA201 Real Estate Principles I and II (6) 6  
  
 REA290AH Real Estate Seminar: Contract Writing 0.5

+ indicates course has prerequisites and/or corequisites.  
 ++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: April 27, 2021

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

**Recreation Management**

Major: **3053**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **AAS**  
 Total Credits: **61-78**  
 CIP Code: **31.0301**  
 SOC Code: **39-9032.00**

Initiating College: **Scottsdale Community College**  
 Program Availability: **SC**  
 Field of Interest: **Health Sciences**

Instructional Council: **Exercise Science, Health & Physical Education, Recreation & Wellness (32)**  
 GPA: **2.00**

**Description:** The Associate in Applied Science (AAS) in Recreation Management is designed to prepare students for entry level positions in the recreation field and provides the first half of a four-year undergraduate program of study in Recreation Management and/or Leadership. The program focuses on the positive application of play, recreation, and leisure across the life span. Along with required general education courses, the program includes foundational and practical experience in the programming and delivery of recreational services and the development of communication, group facilitation, management, leadership and technical skills.

**Program Notes:**

Students must earn a grade of C or better for all courses required within the program.  
 Students can achieve the AGEC-A by completing a second Natural Science course.  
 Note that if student completes an SG to satisfy the AAS Natural Science Requirement, an SQ must be completed to earn the AGEC-A.

**Program Prerequisites: None**

Required Courses	
BPC110 Computer Usage and Applications (3) OR CIS105 Survey of Computer Information Systems (3) 3	<b>Credits: 30-38</b>
FYE101 Introduction to College, Career and Personal Success (1) OR FYE103 Exploration of College, Career and Personal Success (3) 1-3	
HES154 First Aid/Cardiopulmonary Resuscitation (3) OR REC240 Wilderness First Responder (3) 3	
MGT101 Techniques of Supervision (3) OR MGT251 Human Relations in Business (3) 3	
REC120 Leisure and the Quality of Life 3 REC150AB Outdoor Adventure Skills 3 REC210 Leisure Delivery Systems 3 REC250 Recreation Leadership 3	
REC230 Programming of Recreation Services (3) OR HRM145 Events Management (3) 3	

- + REC282AA Volunteerism for Recreation: A Service Learning Experience (1) OR
- + REC282AB Volunteerism for Recreation: A Service Learning Experience (2) OR
- + REC282AC Volunteerism for Recreation: A Service Learning Experience (3) 1-3

Physical/Recreational Activities 4-8

Student must choose four (4) different Physical/Recreational Activities courses; students cannot count beginning and intermediate classes on the same activity as two different activities.

REC155++ Any recreational activity course(s) not used to satisfy other credits in Required course area (1-8)

PED+++++ Any physical education activity course(s) (1-8)

**Restricted Electives**

AJS101 Introduction to Criminal Justice 3	<b>Credits: 6-</b>
ARH100 Introduction to Art 3	<b>9</b>
COM263 Elements of Intercultural Communication 3	
ENH206 Nature and Environmental Literature 3	
EXS265++ Any EXS Theory of Coaching course 3	
GBS205 Legal, Ethical, and Regulatory Issues in Business 3	
GCU221 Arizona Geography 3	
HES100 Healthful Living 3	
HIS105 Arizona History 3	
HIS106 Southwest History 3	
HRM110 Introduction to Hospitality and Tourism Management 3	
EDU/HUM/STO292 The Art of Storytelling 3	
PAD100 21st Century Public Policy and Service 3	
+ PSY230 Introduction to Statistics 3	
SSH111 Sustainable Cities 3	
SWU171 Introduction to Social Work in Restricted Electives 3	

**General Electives**

Students must choose 0-4 additional credits of general elective courses. **Credits: 0-4**

Recommend the following for students desiring to complete the AGEC-A and/or to transfer:

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

Note that if student completes an SG to satisfy the AAS Natural Science Requirement, an SQ must be completed to earn the AGEC-A.

**General Education Requirements**

**General Education Requirement** **Credits: 22-27**

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

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**First-Year Composition****Credits: 6**

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- + 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
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**Oral Communication****Credits: 3**

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- + COM225 Public Speaking 3
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**Critical Reading****Credits: 0-3**

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Any approved general education course in the Critical Reading area or equivalent as indicated by assessment.

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**Mathematics****Credits: 3-5**

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- + Any approved general education course from the Mathematics area.

Recommended for students transferring to a university:

- + MAT140 College Mathematics (5) OR
  - + MAT141 College Mathematics (4) OR
  - + MAT142 College Mathematics (3) 3-5
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**General Education Distribution****Credits: 10**

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**Humanities, Arts and Design****Credits: 3**

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

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

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

Recommended for students intending to transfer to ASU:

- AJS101 Introduction to Criminal Justice (3) OR
  - AJS225 Criminology (3) OR
  - AJS270 Community Relations (3) OR
  - PAD200 Public Affairs Economics (3) OR
  - SWU171 Introduction to Social Welfare (3) 3
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**Natural Sciences****Credits: 4**

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Any approved general education course from the Natural Sciences area.

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## Learning Outcomes

1. Facilitate recreation using the conceptual foundations of play, recreation, and leisure throughout the human lifespan. (REC120, REC230, REC250, REC282AA, REC282AB, REC282AC)
2. Compare and contrast the major factors involved in the delivery of leisure services in government, commercial, and nonprofit sectors. (REC120, REC210)
3. Incorporate principles of experiential learning in the design and application of recreation services. (REC150AB, REC155++, REC230, REC240, REC282AA, REC282AB, REC282AC, HES154, PED+++++)
4. Apply safety guidelines and procedures associated with recreational services. (REC150AB, REC155++, REC230, REC240, REC282AA, REC282AB, REC282AC, HES154, PED+++++)
5. Analyze career opportunities in the field of recreation and leisure. (REC120, REC210, REC282AA, REC282AB, REC282AC, [MA])
6. Demonstrate the basics of supervision including planning, organizing, staffing, leading, and evaluating. (REC230, REC250, BPC110, CIS105, [MA])
7. Apply various operational strategies for planning, implementing and evaluating a recreational event or program. (HRM145, REC210, REC230, REC250, BPC110, CIS105, [MA])
8. Lead and facilitate diverse groups using the theoretical frameworks, skills and attributes characteristic of recreation management. (REC150AB, REC250, REC282AA, REC282AB, REC282AC, COM225, [FYC])
9. Demonstrate effective communication skills in diverse public and interpersonal settings. (REC120, REC210, REC250, REC282AA, REC282AB, REC282AC, BPC110, CIS105, COM225, MGT101, MGT251, [FYC])
10. Utilize effective customer service in the planning and delivery of recreational services. (REC210, REC282AA, REC282AB, REC282AC, MGT101, MGT251, COM225, [FYC])
11. Apply ethical and legal principles, protocols, and practice in the delivery of leisure and recreation services. (REC150AB, REC240, REC282AA, REC282AB, REC282AC, HES154)
12. Critically assess problems and make sound decisions using the theoretical foundation and analytical tools associated with recreation. (REC150AB, REC155++, REC230, REC240, REC250, REC282AA, REC282AB, REC282AC, HES154, PED+++++, [MA])
13. Demonstrate the technical skills necessary for the safe participation in recreational activities in a variety of environments. (REC120, REC150AB, REC155++, REC230, REC240, REC250, REC282AA, REC282AB, REC282AC, HES154, PED+++++)
14. Develop, manage, and evaluate budgets related to recreational programs. (REC210, REC230, REC250, REC282AA, REC282AB, REC282AC, BPC110, CIS105, [MA])
15. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### Recreation Management

Major: **5469**                      Initiating College: **Scottsdale Community College**  
 Catalog Year: **2021-2022**      Program Availability: **SC**  
 Effective Term: **2022**            Field of Interest: **Health Sciences**

**Spring**

Award: **CCL**                      Instructional Council: **Exercise Science, Health and Physical Education, Recreation and Wellness (32)**  
 Total Credits: **35-44**            GPA: **2.00**  
 CIP Code: **31.0301**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

- 39-9032.00 Recreation Worker**
- 39-3091.00 Amusement and Recreation Attendants**
- 39-7011.00 Tour Guides and Escorts**
- 39-1013.00 First-Line Supervisors of Gambling Services Workers**
- 11-9071.00 Gambling Managers**

**With additional education, students may pursue a career as:**

- 19-1031.03 Park Naturalists**
- 19-4071.00 Forest and Conservation Technicians**
- 33-3031.00 Fish and Game Wardens**
- 39-1014.00 First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services**
- 29-1125.00 Recreational Therapists**

**Description:** The Certificate of Completion (CCL) in Recreation Management is designed to prepare students with entry level skills for the expanding field of recreation. The program provides a foundation for the positive application of play, recreation, and leisure across the life span. Through classroom and experiential learning activities, students gain knowledge of and practical experience in the programming and delivery of recreation services, and develop communication, group facilitation, management and leadership skills. Participation in recreation activity courses equips students with the technical skills necessary to plan, lead and facilitate safe outdoor recreation adventures and programs.

**Program Notes:**

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

**Admission Criteria:** None

**Program Prerequisites:** None

Required Courses	
BPC110 Computer Usage and Applications (3) OR CIS105 Survey of Computer Information Systems (3) 3	<b>Credits: 29-35</b>
HES154 First Aid/Cardiopulmonary Resuscitation (3) OR REC240 Wilderness First Responder (3) 3	
MGT101 Techniques of Supervision (3) OR MGT251 Human Relations in Business (3) 3	
REC120 Leisure and the Quality of Life 3 REC150AB Outdoor Adventure Skills 3 REC210 Leisure Delivery Systems 3	



REC250 Recreation Leadership 3

REC230 Programming of Recreation Services (3) OR

HRM145 Events Management (3) 3

+ REC282AA Volunteerism for Recreation: A Service Learning Experience (1) OR

+ REC282AB Volunteerism for Recreation: A Service Learning Experience (2) OR

+ REC282AC Volunteerism for Recreation: A Service Learning Experience (3) 1-3

Physical/Recreational Activities 4-8

Student must choose four (4) different Physical/Recreational Activities courses; students cannot count beginning and intermediate classes on the same activity as two different activities.

REC155++ Any recreational activity course(s) not used to satisfy other credits in Required course area (1-8)

PED+++++ Any physical education activity course(s) (1-8)

### Restricted Electives

AJS101 Introduction to Criminal Justice 3

**Credits: 6-9**

ARH100 Introduction to Art 3

COM263 Elements of Intercultural Communication 3

ENH206 Nature and Environmental Literature 3

EXS265++ Any EXS Theory of Coaching course 3

GBS205 Legal, Ethical, and Regulatory Issues in Business 3

GCU221 Arizona Geography 3

HES100 Healthful Living 3

HIS105 Arizona History 3

HIS106 Southwest History 3

HRM110 Introduction to Hospitality and Tourism Management 3

EDU/HUM/STO292 The Art of Storytelling 3

PAD100 21st Century Public Policy and Service 3

+ PSY230 Introduction to Statistics 3

SSH111 Sustainable Cities 3

SWU171 Introduction to Social Work 3

### Learning Outcomes

1. Facilitate recreation using the conceptual foundations of play, recreation, and leisure throughout the human lifespan. (REC120, REC230, REC250, REC282AA, REC282AB, REC282AC)

2. Compare and contrast the major factors involved in the delivery of leisure services in government, commercial, and nonprofit sectors. (REC120, REC210)

3. Incorporate principles of experiential learning in the design and application of recreation services. (REC150AB, REC155++, REC230, REC240, REC282AA, REC282AB, REC282AC, HES154, PED+++++)

4. Apply safety guidelines and procedures associated with recreational services. (REC150AB, REC155++, REC230, REC240, REC282AA, REC282AB, REC282AC, HES154, PED+++++)

5. Analyze career opportunities in the field of recreation and leisure. (REC120, REC210, REC282AA, REC282AB, REC282AC)

6. Demonstrate the basics of supervision including planning, organizing, staffing, leading, and evaluating. (REC230, REC250, BPC110, CIS105)

7. Apply various operational strategies for planning, implementing and evaluating a recreational event or program. (HRM145, REC210, REC230, REC250, BPC110, CIS105)
8. Lead and facilitate diverse groups using the theoretical frameworks, skills and attributes characteristic of recreation management. (REC150AB, REC250, REC282AA, REC282AB, REC282AC)
9. Demonstrate effective communication skills in diverse public and interpersonal settings. (REC120, REC210, REC250, REC282AA, REC282AB, REC282AC, BPC110, CIS105, MGT101, MGT251)
10. Utilize effective customer service in the planning and delivery of recreational services. (REC210, REC282AA, REC282AB, REC282AC, MGT101, MGT251)
11. Apply ethical and legal principles, protocols, and practice in the delivery of leisure and recreation services. (REC150AB, REC240, REC282AA, REC282AB, REC282AC, HES154)
12. Critically assess problems and make sound decisions using the theoretical foundation and analytical tools associated with recreation. (REC150AB, REC155++, REC230, REC240, REC250, REC282AA, REC282AB, REC282AC, HES154, PED+++++)
13. Demonstrate the technical skills necessary for the safe participation in recreational activities in a variety of environments. (REC120, REC150AB, REC155++, REC230, REC240, REC250, REC282AA, REC282AB, REC282AC, HES154, PED+++++)
14. Develop, manage, and evaluate budgets related to recreational programs. (REC210, REC230, REC250, REC282AA, REC282AB, REC282AC, BPC110, CIS105)

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 26, 2019

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### **Red Hat Linux Administrator**

Major: **5049N**

Catalog Year: **2022-2023**

Effective Term: **2020 Fall**

Award: **CCL**

Total Credits: **6-9**

CIP Code: **11.1001**

Initiating College: **Estrella Mountain Community College**

Program Availability: **CG EM GC GW MC PC PV SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career in the following job fields:**

**15-1211.00 Computer Systems Analysts**

**15-1231.00 Computer Network Support Specialists**

**Upon completion of an associate degree, students may pursue a career in the following job fields:**

**15-1212.00 Information Security Analysts**

**15-1244.00 Network and Computer Systems Administrators**

**Description:** The Certificate of Completion (CCL) in Red Hat Linux Administrator program is designed to help prepare students for employment or to improve current professional skills. The program includes Red Hat Enterprise Linux system basics and management including sophisticated manipulation of file structures, backup systems, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, and system resource control. This program helps prepare students for the Red Hat Certified System Administrator (RHCSA) certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

#### **Learning Outcomes**

1. Create, manage, and delete user accounts, groups and permissions. (CIS126RH, CIS238RH)
2. Apply troubleshooting techniques to prevent and address system issues. (CIS105, CIS126RH, CIS238RH)
3. Monitor system functions and security through the use of a variety of system tools and logs. (CIS105, CIS126RH, CIS238RH)
4. Install and maintain software packages. (CIS105, CIS126RH, CIS238RH)
5. Describe and navigate the Linux file system hierarchy. (CIS126RH)
6. Create partitions and file systems, and manipulate access to them. (CIS126RH, CIS238RH)
7. Demonstrate configuration and troubleshooting of Linux networking, including network protocols, client and server systems. (CIS126RH, CIS238RH)
8. Configure and troubleshoot Linux security, including permissions, SELinux, access control lists (ACLs), and firewalls. (CIS126RH, CIS238RH)
9. Create and maintain shell scripts. (CIS238RH)

#### **Program Notes**

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

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

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**Program Prerequisites: None**

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**Required Courses**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of program director (0) 0-3

**Credits: 6-9**

CIS126RH Red Hat System Administration I 3  
+ CIS238RH Red Hat System Administration II 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 26, 2019

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### Red Hat Linux Engineer

Major: **5050N**

Catalog Year: **2022-2023**

Effective Term: **2020 Fall**

Award: **CCL**

Total Credits: **9-12**

CIP Code: **11.1001**

Initiating College: **Estrella Mountain Community College**

Program Availability: **CG EM GC GW MC PC PV SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**15-1211.00 Computer Systems Analysts**

**15-1231.00 Computer Network Support Specialists**

**15-1299.08 Computer Systems Engineers/Architects**

**Upon completion of an associate degree, students may pursue a career as:**

**15-1212.00 Information Security Analysts**

**15-1244.00 Network and Computer Systems Administrators**

**Description:** The Certificate of Completion (CCL) in Red Hat Linux Engineer program is designed to help prepare students for employment or to improve current professional skills. The program includes in depth Red Hat Enterprise Linux system networking including integrating Linux servers and workstations into a network environment with multi-platform network operating systems with a variety of open-standard and proprietary protocols. This program helps prepare students for the Red Hat Certified System Administrator (RHCSA) and Red Hat Certified Engineer (RHCE) certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

#### Learning Outcomes

1. Create, manage, and delete user accounts, groups and permissions. (CIS126RH, CIS238RH, CIS240RH)
2. Apply troubleshooting techniques to prevent and address system issues. (CIS105, CIS126RH, CIS238RH)
3. Monitor system functions and security through the use of a variety of system tools and logs. (CIS105, CIS126RH, CIS238RH, CIS240RH)
4. Install and maintain software packages. (CIS105, CIS126RH, CIS238RH)
5. Describe and navigate the Linux file system hierarchy. (CIS126RH)
6. Create partitions and file systems, and manipulate access to them. (CIS126RH, CIS238RH, CIS240RH)
7. Demonstrate configuration and troubleshooting of Linux networking, including network protocols, client and server systems. (CIS126RH, CIS238RH)
8. Configure and troubleshoot Linux security, including permissions, SELinux, access control lists (ACLs), digital certificates, and firewalls. (CIS126RH, CIS238RH, CIS240RH)
9. Configure automation services. (CIS240RH)
10. Create and maintain shell scripts. (CIS238RH, CIS240RH)

#### Program Notes

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

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**This program replaces:** [CCL/5204N Linux Professional](#)

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**Program Prerequisites: None**

Required Courses	
CIS105 Survey of Computer Information Systems (3) OR Permission of Program Director (0) 0-3	<b>Credits: 9-12</b>
CIS126RH Red Hat System Administration I 3 + CIS238RH Red Hat System Administration II 3 + CIS240RH Red Hat System Administration III 3	

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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### Retail Management

Major: **3048**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **AAS**  
 Total Credits: **62-67**  
 CIP Code: **52.0212**

Initiating College: **South Mountain Community College**  
 Program Availability: **EM, GC, MC, PC, RS, SC, SM**  
 Field of Interest: **Business, Entrepreneurialism and Management**

Instructional Council: **Business/Management (03)**  
 GPA: **2.0**

SOC Code: **Upon completion of this program, students may pursue a career as:**  
**41-1011.00 First Line Supervisor of Retail Sales**  
**11-2022.00 Sales Managers**

**Description:** The Associate in Applied Science (AAS) in Retail Management degree is designed to prepare individuals working in the retail management, food industry, and related fields, for the mid-level management position challenges of the future. The curriculum encompasses business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. Instruction will provide the background and knowledge necessary for students to develop the judgment skills they must exercise as business managers. A Certificate of Completion (CCL) in Retail Management is also available.

#### Learning Outcomes

1. Demonstrate skills in leading, negotiating, and working in harmony with others in a business setting. (MGT101, MGT229, MGT251, GBS+++ , MGT+++ , SBU200, [HU])
2. Apply fundamental concepts to perform basic computing skills and technology operations. (BPC110, CIS105)
3. Demonstrate communication principles and critical thinking through written and oral formats. (COM100, SBU200, (CRE), [FYC], [HU], [SG/SQ], GBS+++)
4. Evaluate various leadership styles and management techniques and explain their use in contemporary business settings. (MGT101, MGT229, MGT251, MGT+++ , SBU200)
5. Apply marketing principles to the development of a marketing strategy. (MKT271, MKT+++ , GBS+++)
6. Evaluate current trends in human resource management and human resource needs to develop a human resource plan. (MGT251, MGT276, MGT+++)
7. Interpret and analyze financial information and financial performance measures to make business decisions. (ACC111, ACC112, ACC211, ACC212, ACC230, ACC240, [MA])
8. Evaluate merchandising, financial planning, and strategy in the industry to make business decisions. (MGT180)
9. Create and present a strategic plan for a business, including financial strategy and financial performance measures. (MGT180)
10. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

#### Program Notes

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

**Program Prerequisites: None**

#### Required Courses

Choose one of the following three accounting sequences:  
 ACC111 Accounting Principles I (3) AND

**Credits: 28-33**

+ ACC230 Uses of Accounting Information I (3) AND  
 + ACC240 Uses of Accounting Information II (3)  
 OR  
 ACC111 Accounting Principles I (3) AND  
 + ACC112 Accounting Principles II (3) AND  
 + ACC212 Managerial Accounting (3)  
 OR  
 ACC211 Financial Accounting (3) AND  
 + ACC212 Managerial Accounting (3) 6-9

BPC110 Computer Usage and Applications (3) OR  
 CIS105 Survey of Computer Information Systems (3) 3

FYE101 Introduction to College, Career and Personal Success (1) OR  
 FYE103 Exploration of College, Career and Personal Success (3) 1-3

MGT101 Techniques of Supervision (3) OR  
 MGT229 Management and Leadership I (3) 3

MGT180 Retail Management 3

MGT251 Human Relations in Business 3  
 MGT276 Human Resources Management 3  
 MKT271 Principles of Marketing 3  
 SBU200 Society and Business 3

### Restricted Electives

Student must complete an additional nine (9) to fifteen (15) credits from GBS, MGT, and/or MKT prefixed courses (except courses used to satisfy Required Courses area) to complete the minimum total program credits required for this degree. Must include at least one MKT course.

**Credits:  
9-15**

GBS+++ Any GBS General Business course(s)  
 MGT+++ Any MGT Management course(s)  
 MKT+++ Any MKT Marketing course(s)

### General Education Requirements

**General Education Requirement**

**Credits:  
19-24**

**General Education Core**

**Credits:  
12-18**

**First-Year Composition**

**Credits: 6**

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



- + ENG102 First-Year Composition (3) OR
- + ENG108 First-Year Composition for ESL (3) OR
- + ENG111 Technical and Professional Writing (3) 6

ENG102 or ENG108 recommended for students considering pursuing a bachelors degree at an Arizona university.

**Oral Communication**

**Credits: 3**

COM100 Introduction to Human Communication 3

**Critical Reading**

**Credits:  
0-3**

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

**Mathematics**

**Credits:  
3-6**

Any approved general education course from the Mathematics area.

**General Education Distribution**

**Credits: 7**

**Humanities, Arts and Design**

**Credits: 3**

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

**Social-Behavioral Sciences**

**Credits: 0**

Met by SBU200 in Required Courses area.

**Natural Sciences**

**Credits: 4**

Any approved general education course from the Natural Sciences area.

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### Retail Management

Major: **5286**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **CCL**  
 Total Credits: **24**  
 CIP Code: **52.0212**

Initiating College: **South Mountain Community College**  
 Program Availability: **CG, EM, GC, GW, MC, PC, RS, SC, SM**  
 Field of Interest: **Business, Entrepreneurialism and Management**

Instructional Council: **Business/Management (03)**  
 GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**  
**41-1011.00 First Line Supervisor of Retail Sales**  
**11-2021.00 Marketing Managers**  
**11-2022.00 Sales Managers**

**Description:** The Certificate of Completion (CCL) in Retail Management is designed to prepare individuals working in the retail industry, and related fields, for the industry training needs in supervision and management, marketing, financial management, and business planning. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. An Associate in Applied Science (AAS) in Retail Management is also available.

#### Learning Outcomes

1. Demonstrate skills in leading, negotiating, and working in harmony with others in a business setting. (MGT101, MGT229, MGT251)
2. Apply fundamental concepts to perform basic computing skills and technology operations. (BPC110, CIS105)
3. Demonstrate communication principles and critical thinking through written and oral formats. (COM100)
4. Evaluate various leadership styles and management techniques and explain their use in contemporary business settings. (MGT101, MGT229, MGT251)
5. Apply marketing principles to the development of a marketing strategy. (MKT271)
6. Evaluate current trends in human resource management and human resource needs to develop a human resource plan. (MGT251, MGT276)
7. Interpret and analyze financial information and financial performance measures to make business decisions. (ACC111, ACC211)
8. Evaluate merchandising, financial planning, and strategy in the industry to make business decisions. (MGT180)
9. Create and present a strategic plan for a business, including financial strategy and financial performance measures. (MGT180)

#### Program Notes

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

**Program Prerequisites: None**

#### Required Courses

ACC111 Accounting Principles I (3) OR ACC211 Financial Accounting (3) 3	<b>Credits: 24</b>
BPC110 Computer Usage and Applications (3) OR CIS105 Survey of Computer Information Systems (3) 3	

COM100 Introduction to Human Communication 3

MGT101 Techniques of Supervision (3) OR  
MGT229 Management and Leadership I (3) 3

MGT251 Human Relations in Business 3  
MGT180 Retail Management 3  
MGT276 Human Resources Management 3  
MKT271 Principles of Marketing 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 22, 2021

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### Risk Management and Insurance

Major: **3172**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **AAS**

Total Credits: **62-70**

CIP Code: **52.1701**

Primary College: **Mesa Community College**

Program Availability: **MC RS SC**

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

Instructional Council: **Business/Management (03)**

GPA: **2.00**

SOC Code: **Upon completion of this associate degree, students may pursue a career as:**

**13-1031- Claims Adjuster, Examiners, and Investigators**

**13-1032- Insurance Appraisers, Auto damage**

**13-2053- Insurance Underwriters**

**41-3021- Insurance Sales Agents**

**43-9041- Insurance Claims and Policy Processing Clerks**

**11-9199.08- Loss Prevention Manager**

**13-2099.02- Risk management Specialists**

**17-21111.01- Industrial Safety and Health Engineers**

**Description:** The Associate in Applied Science (AAS) in Risk Management and Insurance program is designed to provide students with foundational skills in insurance and risk management. This program encourages development of critical thinking, leadership, and communication skills as well as techniques for planning and organizing personal and business insurance strategies. Courses offer a framework of knowledge including an introduction to the insurance industry, risk management, principles of property and liability insurance, health, life, personal, and commercial insurance. A Certificate of Completion (CCL) in Risk Management and Insurance is also available and is fully embedded in this program.

#### Learning Outcomes

1. Apply effective oral, written, and visual business communication skills. (INS100, COM+++, GBS+++, MKT+++, [FYC], (COM), (CRE))
2. Analyze risk-based scenarios using basic financial principles. (INS200, INS205, INS210, ACC+++, FIN+++, INS+++, SBS+++, [MA])
3. Apply current technology to specific business tasks. (CIS105, BPC110, CIS113DE, CIS114DE, CIS117DM, INS+++, MKT+++) )
4. Demonstrate critical thinking through written and oral formats. (INS200, INS205, INS210, GBS+++, TQM+++, [FYC], [HU], [MA], [SG/SQ], (CRE))
5. Analyze legal, regulatory, ethical and social implications of insurance decisions and their impact on various individuals, groups, and companies. (INS100, INS200, INS205, INS210, IBS+++, INS+++, MGT+++, REA+++, [HU], [SB])
6. Assess the insurance needs of individuals and businesses. (INS100, INS200, INS205, INS210, INS+++) )
7. Evaluate underwriting and claims functions in terms of their impact on profitability. (INS100, INS200, INS205, INS210, INS+++) )
8. Create a risk management plan to meet the needs of individuals and businesses. (INS205, INS210, EPS+++, INS+++) )
9. Propose the appropriate insurance coverage to various risk-based scenarios. (INS100, INS200, INS205, INS210, INS+++) )
10. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

#### Program Notes

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

**Program Prerequisites: None**

**Required Courses**

INS100 Insurance Industry Profession 3

**Credits: 16-18**

INS200 Principles of Property and Liability Insurance 3

+ INS205 Personal Insurance 3

+ INS210 Commercial Insurance 3

CIS105 Survey of Computer Information Systems (3) OR

BPC110 Computer Usage and Applications (3) 3

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) 1-3

**Restricted Electives**

Students must choose twenty-four (24) industry/job related credits from the list of Restricted Electives below.

**Credits: 24**

Students must choose 6-9 credits from:

Any INS Insurance Studies course except courses used to satisfy the Required Courses area. 6-9

AND

Students must choose a total of 15-18 credits from other Business courses listed up to the maximum number of credits allowed for each prefix.

ACC+++++ Any ACC Accounting course(s) 0-9

CIS113DE Microsoft Word: Word Processing (3) OR

CIS114DE Excel Spreadsheet (3) OR

CIS117DM Microsoft Access: Database Management (3) 0-3

COM+++++ Any COM Communication course(s) 0-3

EPS+++++ Any EPS Entrepreneurial Studies course(s) 0-6

FIN+++++ Any FIN Financial Planning course(s) 0-6

GBS+++++ Any additional GBS General Business course(s) 0-6 (Recommend GBS120 or GBS233 as one of the course options)

IBS+++++ Any IBS International Business course(s) 0-3

MGT+++++ Any MGT Management course(s) 0-6

MKT+++++ Any MKT Marketing course(s) 0-6

REA+++++ Any REA Real Estate course(s) 0-6

SBS+++++ Any SBS Small Business Management course(s) 0-6

TQM+++++ Any TQM Total Quality Management course(s) 0-6

**General Education Requirements**

<b>General Education Requirement</b>	<b>Credits: 22-28</b>
<b>General Education Core</b>	<b>Credits: 12-18</b>
<b>First-Year Composition</b>	<b>Credits: 6</b>
+ ENG101 First-Year Composition (3) OR + ENG107 First-Year Composition for ESL (3) AND + ENG102 First-Year Composition (3) OR + ENG108 First-Year Composition for ESL (3)	
<b>Oral Communication</b>	<b>Credits: 3</b>
COM100 Introduction to Human Communication (3) OR COM110 Interpersonal Communication (3) OR + COM225 Public Speaking (3) OR COM230 Small Group Communication (3) 3	
<b>Critical Reading</b>	<b>Credits: 0-3</b>
+ CRE101 College Critical Reading and Critical Thinking (3) OR Equivalent as indicated by assessment.	
<b>Mathematics</b>	<b>Credits: 3-6</b>
Any approved general education course from the Mathematics area. MAT1++ recommended.	
<b>General Education Distribution</b>	<b>Credits: 10</b>
<b>Humanities, Arts and Design</b>	<b>Credits: 3</b>
Any approved general education course in the Humanities, Arts and Design area.	
<b>Social-Behavioral Sciences</b>	<b>Credits: 3</b>
Any approved general education course in the Social-Behavioral Sciences area.	
<b>Natural Sciences</b>	<b>Credits: 4</b>
Any approved general education course in the Natural Sciences area.	

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### Risk Management and Insurance

Major: **5842**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **CCL**  
 Total Credits: **18**  
 CIP Code: **52.1701**

Primary College: **Rio Salado College**  
 Program Availability: **MC RS SC**  
 Field of Interest: **Business, Entrepreneurialism and Management**  
 Instructional Council: **Business/Management (03)**  
 GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**13-1031.00 Claims Adjuster, Examiners, and Investigators**

**13-1032.00 Insurance Appraisers, Auto damage**

**13-2053.00 Insurance Underwriters**

**41-3021.00 Insurance Sales Agents**

**43-9041.00 Insurance Claims and Policy Processing Clerks**

**11-9199.08 Loss Prevention Manager**

**13-2099.02 Risk management Specialists**

**17-21111.01 Industrial Safety and Health Engineers**

**Description:** The Certificate of Completion (CCL) in Risk Management and Insurance program is designed to provide students with foundational skills in insurance and risk management. Courses offer a framework of knowledge including an introduction to the insurance industry, risk management, principles of property and liability insurance, health, life, personal, and commercial insurance. An Associate in Applied Science (AAS) in Risk Management and Insurance is also available.

#### Learning Outcomes

1. Apply effective oral, written, and visual business communication skills. (INS100, COM+++ , GBS+++ , MKT+++)
2. Analyze risk-based scenarios using basic financial principles. (INS200, INS205, INS210, ACC+++ , FIN+++ , INS+++)
3. Demonstrate critical thinking through written and oral formats. (INS200, INS205, INS210, GBS+++ , TQM+++)
4. Analyze legal, regulatory, ethical and social implications of insurance decisions and their impact on various individuals, groups, and companies. (INS100, INS200, INS205, INS210, INS+++ , MGT+++)
5. Assess the insurance needs of individuals and businesses. (INS100, INS200, INS205, INS210, INS+++)
6. Evaluate underwriting and claims functions in terms of their impact on profitability. (INS100, INS200, INS205, INS210, INS+++)
7. Create a risk management plan to meet the needs of individuals and businesses. (INS205, INS210, INS+++)
8. Propose the appropriate insurance coverage to various risk-based scenarios. (INS100, INS200, INS205, INS210, INS+++)

#### Program Notes

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

**Program Prerequisites: None**

#### Required Courses

INS100 Insurance Industry Profession 3

**Credits: 12**

INS200 Principles of Property and Liability Insurance 3

+ INS205 Personal Insurance 3

+ INS210 Commercial Insurance 3



## Restricted Electives

Students must choose six (6) industry/job related credits from the list of Restricted Electives below.

**Credits: 6**

COM+++++ Any COM Communication course(s) 0-6  
Recommended: COM110 Interpersonal Communication 3

FIN+++++ Any FIN Financial Planning course(s) 0-6

GBS+++++ Any GBS General Business course(s) 0-6  
Recommended:  
GBS151 Introduction to Business 3 OR  
GBS205 Legal, Ethical, and Regulatory Issues in Business 3

INS+++++ Any INS Insurance Studies course(s) except courses used to satisfy Required Courses area 0-6

MGT+++++ Any MGT Management course(s) 0-6  
Recommended: MGT175 Business Organization and Management 3

MKT+++++ Any MKT Marketing course(s) 0-6  
Recommended: MKT271 Principles of Marketing 3

TQM+++++ Any TQM Total Quality Management course(s) 0-6  
Recommended: TQM101 Quality Customer Service 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: October 22, 2019

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### Screenwriting

Major: **5993**

Catalog Year: **2022-2023**

Effective Term: **2020 Fall**

Award: **CCL**

Total Credits: **41-43**

CIP Code: **50.0504**

Primary College: **Scottsdale Community College**

Program Availability: **College-Specific: SC**

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

Instructional Council: **Theatre Arts (50)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**27-2012.00 Producers and Directors**

**27-2012.01 Producers**

**27-2012.02 Directors- Stage, Motion Pictures, Television, and Radio**

**27-3043.00 Writers and Authors**

**27-4032.00 Film and Video Editors**

**Upon completion of an associate degree, students may pursue a career as:**

**27-2012.00 Producers and Directors**

**27-2012.01 Producers**

**27-2012.02 Directors- Stage, Motion Pictures, Television, and Radio**

**27-3043.00 Writers and Authors**

**27-3043.04 Copywriters**

**27-3043.05 Poets, Lyricists and Creative Writers**

**27-4032.00 Film and Video Editors**

**Description:** The Certificate of Completion (CCL) in Screenwriting is designed for students who plan to enter the field of Motion Picture/Television Production as screenwriters. Students receive hands-on training in development and writing for Motion Picture/TV Production, with an emphasis on story theory and format for features, TV and other media. An Associate in Applied Science (AAS) in Motion Picture, Television, and New Media Production degree is also available.

#### Learning Outcomes

1. Produce cinematic works using film and digital media tools and technologies according to industry standards. (FMT100, FMT134, FMT135, FMT136, FMT242AA, FMT+++++)
2. Apply principles of story, cinematography, and editing theory in the development of cinematic works. (FMT121, FMT134, FMT135, FMT136, FMT242AA, FMT123, FMT124, FMT223, FMT224, FMT+++++)
3. Apply principles of historical and current film genres, styles, and movements in the development of cinematic works. (FMT121, FMT134, FMT135, FMT136, FMT242AA, HUM/THF205, FMT123, FMT124, FMT223, FMT224, FMT+++++)
4. Apply knowledge of industry roles and techniques for development and production of cinematic works. (CRW+++++, ENH+++++, FMT107, FMT121, FMT134, FMT135, FMT136, FMT242AA, HUM/THF205, FMT123, FMT124, FMT223, FMT224, THE118, FMT+++++)
5. Demonstrate collaboration and inclusivity to promote an ethical and diverse work environment. (CRW+++++, ENH+++++, FMT107, FMT121, FMT134, FMT135, FMT136, FMT242AA, HUM/THF205, FMT123, FMT124, FMT223, FMT224, THE118, FMT+++++)
6. Demonstrate qualifications and experience as a screenwriter in a portfolio of work. (FMT107, FMT242AA, FMT124, FMT223, FMT224, FMT+++++)

#### 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.

++ indicates any suffixed courses.

**Program Prerequisites: None**

**Required Courses**

FMT100 Introduction to Production 3 **Credits: 29**  
FMT107 Career Pathways in the Media 3  
FMT121 Story Theory for Film, Television and Media 3  
+ FMT134 Pre-Production for Motion Picture and Television 3  
+ FMT135 Production for Motion Picture and Television 3  
+ FMT136 Post-Production for Motion Picture and Television 3  
+ FMT242AA Professional Portfolio in Screenwriting 2  
HUM/THF205 Introduction to Cinema 3

CRW+++++ Any CRW Creative Writing course(s) for a total of three (3) credits OR  
THE118 Playwriting (3) 3

ENH+++++ Any ENH English Humanities course(s) for a total of three (3) credits 3

**Restricted Electives**

Students must select one (1) of the following two (2) specializations: **Credits:  
12-14**

Specialization 1: Feature (Credits: 6)  
+ FMT123 Feature Screenwriting: First Draft 3  
+ FMT223 Feature Screenwriting: The Rewrite 3

Specialization 2: Television (Credits: 6)  
+ FMT124 Television Screenwriting: Writers Room 3  
+ FMT224 Television Screenwriting: Original TV Pilot 3

In addition to the specializations selected, complete two additional three (3) or four (4) credit FMT Film, Media and Theatre courses for a total of six to eight (6-8) credit hours.

+ indicates course has prerequisites and/or corequisites.  
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2020

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### Securities Industry Essentials

Major: **5907**  
 Catalog Year: **2022-2023**  
 Effective Term: **2022 Fall**  
 Award: **CCL**  
 Total Credits: **16**  
 CIP Code: **52.0803**  
 SOC Code: **41-3031.00 Securities, Commodities, and Financial Services Sales Agents**

Primary College: **Phoenix College**  
 Program Availability: **CG, MC, PC, PV, SC, SM**  
 Field of Interest: **Business, Entrepreneurialism and Management**

Instructional Council: **Business/Management (03)**  
 GPA: **2.0**

**Description:** The Certificate of Completion (CCL) in Securities Industry Essentials builds the industry knowledge and skills for individuals to prepare for careers in Financial Services. This CCL will introduce students new to or interested in financial services to the fundamental concepts of capital markets, types of products and their risks, trading, customer accounts, prohibited activities, and regulatory agencies and their functions. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of security industry jobs. This CCL also helps to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE). A Certificate of Completion (CCL) and Associate in Applied Science (AAS) in Banking and Finance are also available.

#### Learning Outcomes

1. Analyze risks, rewards, and tax benefits associated with various types of investments, alternative investments, and securities to meet client goals. (GBS120, GBS151, GBS261, GBS261LL, MGT126)
2. Demonstrate knowledge of market mechanics including participants, economic factors, and regulations as they apply to capital markets. (GBS151, GBS261, GBS261LL)
3. Identify trading mechanics and corporate actions. (GBS261, GBS261LL)
4. Explain the purpose, registration, distribution, and filing requirements of various types of offerings. (GBS261, GBS261LL)
5. Describe the regulations, rules, and prohibitive actions related to the securities industry. (GBS151, GBS261, GBS261LL)
6. Analyze the impact of monetary policy and regulation on business activity, stability in the securities market, and the economy. (GBS151, GBS261, GBS261LL)
7. Evaluate investments using a variety of sources and analysis factors. (GBS151, GBS261, GBS261LL)
8. Demonstrate professional behavior in accordance with industry standards. (GBS120, GBS151, GBS261, GBS261LL, MGT126, MKT267, MKT271)
9. Integrate ethical responsibility in decision making. (GBS120, GBS151, GBS261, GBS261LL, MKT267, MKT271)
10. Demonstrate service oriented communication skills. (GBS120, GBS261, GBS261LL, MGT126, MKT267, MKT271)
11. Use constructive feedback to improve performance. (GBS120, GBS261, GBS261LL, MGT126, MKT267, MKT271)

#### Program Notes

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

This Certificate of Completion (CCL) is intended for current or prospective securities industry professionals who are interested in expanding their knowledge in the area of financial securities to enhance their employment opportunities.

**Program Prerequisites: None**

#### Required Courses

GBS120 Workplace Communication Skills 3  
GBS151 Introduction to Business 3  
GBS261 Investments I 3  
GBS261LL Securities Industry Essentials (SIE) Exam Prep 1

**Credits: 16**

MGT126 Customer Service Skills and Strategies 3

MKT267 Principles of Sales (3) OR  
MKT271 Principles of Marketing (3) 3  
Recommend MKT267 if career goal in the field of finance is sales.

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: March 22, 2022

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**Security Industry Essentials: Pre-licensure**

Major: **5931N**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **4**

CIP Code: **52.0803**

Primary College: **Scottsdale Community College**

Program Availability: **CG, GC, GW, PC, SC**

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

Instructional Council: **Business/Management (03)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:  
41-3031.00 Securities, Commodities, and Financial Services Sales Agents**

**Description:** The Certificate of Completion (CCL) in Security Industry Essentials: Pre-licensure is designed to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE) Examination required for entry-level positions in the security industry.

**Learning Outcomes**

1. Evaluate professional behavior and ethical responsibilities in accordance with industry standards. (GBS261, GBS261LL)
2. Describe the regulations, rules, and prohibitive actions related to the securities industry. (GBS261, GBS261LL)
3. Identify trading mechanics and corporate actions. (GBS261, GBS261LL)
4. Explain the purpose, registration, distribution, and filing requirements of various types of offerings. (GBS261, GBS261LL)
5. Analyze risks, rewards, and tax benefits associated with various types of investments, alternative investments, and securities to meet client goals. (GBS261, GBS261LL)
6. Demonstrate readiness for the FINRA Securities Industry Essentials (SIE) Examination. (GBS261LL)

**Program Notes**

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

Students must earn a grade of C or better in each course in the program.

**Program Prerequisites: None**

**Required Courses**

GBS261 Investments I 3

**Credits: 4**

GBS261LL Securities Industry Essentials (SIE) Exam Prep 1

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: May 24, 2022

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### Social Media Marketing

Major: **5830**  
 Catalog Year: **2022-2023**  
 Effective Term: **2021 Fall**  
 Award: **CCL**  
 Total Credits: **17-18**  
 CIP Code: **52.1402**  
 Primary College: **Chandler-Gilbert Community College**  
 Program Availability: **CG EM GC MC PC PV SC SM**  
 Field of Interest: **Business, Entrepreneurialism and Management**  
 Instructional Council: **Business/Management (03)**  
 GPA: **2.00**  
 SOC Code: **Upon completion of this certificate, students may pursue a career as:  
 13-1161.00 Market Research Analyst and Marketing Specialists**

**Description:** The Certificate of Completion (CCL) in Social Media Marketing is designed to provide useful skills important in a variety of strategic marketing areas, e.g., social media, digital communications, integrated marketing, media relations, and brand management. An Associate in Applied Science (AAS) in Marketing and Sales is also available.

**Suggested Course Plan Sequenced by Semester:** CG, MC, PC, SC, SM

#### Learning Outcomes

1. Apply current technology to specific business tasks. (CIS103)
2. Apply effective oral, written, and visual business communication skills. (GBS120)
3. Analyze marketing research to create marketing plans and forecasts. (MKT101, MKT110, MKT271)
4. Create an ethically and socially responsible social media campaign. (MKT101, MKT110, MKT111, MKT271)
5. Differentiate social media marketing from other marketing approaches. (CIS103, MKT101, MKT110, MKT271)
6. Identify and segment populations and select appropriate, high priority social media networks. (CIS103, MKT110, MKT271)
7. Apply relevant social media marketing theories, models, and research to create a strategic social media marketing campaign. (MKT110, MKT111)
8. Document work responsibilities, research, service learning or educational experiences related to a social media marketing career field. (GBS120, MKT280AB, MKT298AB)

#### Program Notes

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

+ indicates course has prerequisite and/or corequisites.

**Program Prerequisites: None**

#### Required Courses

CIS103 Introduction to Social Media 3	<b>Credits: 15</b>
GBS120 Workplace Communication Skills 3	
MKT110 Marketing and Social Networking 3	
+ MKT111 Applied Marketing and Social Networking 3	
MKT271 Principles of Marketing 3	

#### Restricted Electives

MKT101 Introduction to Public Relations 3  
+ MKT280AB Marketing Internship 2  
+ MKT298AB Special Projects 2

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**Credits: 2-3**

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 25, 2019

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### Sustaining and Advancing Indigenous Nations

Major: **3078**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **AAS**

Total Credits: **61-65**

CIP Code: **45.0604**

Initiating College: **Scottsdale Community College**

Program Availability: **SC**

Field of Interest: **Culture and Society**

Instructional Council: **American Indian Studies (87)**

GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**11-9151.00 Social and Community Service Managers**

**11-1021.00 General and Operations Manager**

**39-1011.00 Gaming Supervisors**

**19-3051.00 Urban and Regional Planners**

**25-9021.00 Farm and Home Management Advisors**

**11-3012.00 Administrative Services Managers**

**47-4011.01 Energy Auditors**

**11-3031.02 Financial Managers, Branch or Department**

**43-3031.00 Bookkeeping, Accounting, and Auditing Clerks**

**27-3031.00 Public Relations Specialists**

**11-2031.00 Public Relations and Fundraising Managers**

**11-3071.03 Logistics Managers**

**11-9039.00 Education Administrators, All Other**

**25-4011.00 Archivists**

**25-4021.00 Librarians**

**13-1199.05 Sustainability Specialist**

**13-1199.06 Online Merchants**

**Description:** The Associate in Applied Science (AAS) in Sustaining and Advancing Indigenous Nations is designed for students who plan to work directly with an Indigenous Nation. Students are provided with instruction and academic support in courses unique to the political, legal, economic, and social status of Indigenous peoples and their respective communities. MCCCDC offers this unique program in recognition of the special political "trust relationship" between Indigenous Nations and the federal government of the United States. The program emphasizes inherent Indigenous sovereignty, self-governance, self-determination, federal Indian law, and policy that currently addresses development on Indigenous lands. The curriculum also develops skills and knowledge in business management principles, ethics, planning, leadership, organization, and operations. The AAS in Sustaining and Advancing Indigenous Nations may prepare students for careers with governmental entities, non-profit organizations, or for-profit enterprises within the sovereign jurisdiction of Indigenous Nations. A Certificate of Completion (CCL) in Sustaining and Advancing Indigenous Nations is also available.

#### Learning Outcomes

1. Analyze the various ways in which Indigenous Peoples identify and organize themselves in relation to pre- and post-colonial contact. (AIS/SOC105, AIS/SOC112, AIS/SOC141, AIS201, CPD103BE, (CRE), [SB])
2. Examine the Indigenous concept of interconnectedness with respect to the Sacred, which is holistically and organically inclusive of culture, homeland, worldview, identity, nature, and sustainability. (AIS/SOC105, AIS/SOC112, AIS/SOC141, AIS/SOC160, AIS201, AIS203, CPD103BE, (CRE), [MA], [SB], [SG], [SQ])
3. Assess the diverse political, economic, legal, cultural, and social systems of Indigenous Nations and the impact of the laws and policies of the United States on Indigenous Nations and their sovereignty. (AIS/SOC105, AIS/SOC112, AIS113, AIS/SOC141, AIS/SOC160, AIS201, AIS203, CPD103BE, (CRE), [HU], [SB], [SG], [SQ])
4. Evaluate contemporary issues that challenge Indigenous Nations. (AIS/SOC105, AIS/SOC112, AIS113, AIS/SOC141, AIS201, AIS203, CPD103BE, [HU], [SB], [SG], [SQ])

5. Communicate orally, visually, digitally, and in writing in a manner that demonstrates cross-cultural empathy, self-awareness, open-mindedness, reciprocity, and responsiveness. (AIS/SOC105, AIS/SOC112, AIS113, AIS/SOC141, AIS/SOC160, AIS201, CPD103BE, GBS233, MGT101, (COM), (CRE), [FYC])
6. Apply various business principles to recommend effective, ethical, and efficient business solutions to sustain and advance Indigenous Nations. (ACC111, AIS/SOC105, AIS/SOC112, AIS/SOC141, AIS/SOC160, AIS201, CIS105, GBS151, GBS233, MGT101, MGT175, MGT251, MGT253, MGT296WB, MGT296WC, (CRE), [MA])
7. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

### Program Notes

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

Federal Indian policy stipulates tribal preference in hiring, which should be considered in seeking employment with tribal nations and selected federal agencies.

At the start of the program, students should seek advice from prospective tribal employers for career opportunities.

### Program Prerequisites: None

### Required Courses

AIS/SOC105 Introduction to American Indian Studies 3	<b>Credits: 36-38</b>
AIS/SOC112 American Indian Policy 3 + AIS113 Proposal Writing 3	
AIS/SOC141 Sovereign Indian Nations 3	
AIS/SOC160 American Indian Law 3	
AIS201 Indigenous Nation Building 3	
AIS203 Fundamentals of Economic Development for Indigenous Nations 3	
CPD103BE Native American Cultural Pride and Awareness 2	
FYE101 Introduction to College, Career and Personal Success (1) OR FYE103 Exploration of College, Career and Personal Success (3) 1-3	
GBS151 Introduction to Business 3	
MGT253 Owning and Operating a Small Business 3	
MGT101 Techniques of Supervision (3) OR MGT175 Business Organization and Management (3) 3	
+ MGT296WC Cooperative Education 3	

### Restricted Electives

Students must select two to six (2-6) credits from the following restricted electives:	<b>Credits: 2-6</b>
ACC111 Accounting Principles I 3	
MGT251 Human Relations in Business 3	
CIS105 Survey of Computer Information Systems 3	
+ GBS233 Business Communication 3	
+ MGT296WB Cooperative Education 2	

## General Education Requirements

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**General Education Requirement****Credits: 19-25**

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

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**First-Year Composition****Credits: 6**

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+ 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

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**Oral Communication****Credits: 3**

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COM110 Interpersonal Communication (3) OR  
+ COM225 Public Speaking (3) OR  
COM230 Small Group Communication (3) 3

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

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

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**Mathematics****Credits: 3-6**

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+ MAT140 College Mathematics (5) OR  
+ MAT141 College Mathematics (4) OR  
+ MAT142 College Mathematics (3) OR  
+ MAT145 College Mathematics with Review (5) OR  
+ MAT146 College Mathematics with Review (6) OR  
Equivalent or higher level mathematics course in the Mathematics area. 3-6

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**General Education Distribution****Credits: 7**

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**Humanities, Arts and Design****Credits: 3**

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

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**Social-Behavioral Sciences****Credits: 0**

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Met by AIS/SOC141 in Required Courses area.

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**Natural Sciences**

**Credits: 4**

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Any approved general education course from the Natural Sciences area.

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### **Sustaining and Advancing Indigenous Nations**

Major: **5078**

Catalog Year: **2022-2023**

Effective Term: **2020 Fall**

Award: **CCL**

Total Credits: **20**

CIP Code: **45.0604**

Initiating College: **Scottsdale Community College**

Program Availability: **College-Specific: SC**

Field of Interest: **Culture and Society**

Instructional Council: **Ethnic Studies (92)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**11-9151.00 Social and Community Service Managers**

**39-1011.00 Gaming Supervisors**

**19-3051.00 Urban and Regional Planners**

**43-4031.02 Municipal Clerks**

**25-9021.00 Farm and Home Management Advisors**

**19-4061.01 City and Regional Planning Aides**

**47-4011.01 Energy Auditors**

**27-3031.00 Public Relations Specialists**

**11-2031.00 Public Relations and Fundraising Managers**

**21-1093.00 Social and Human Service Assistants**

**11-9039.00 Education Administrators, All Other**

**25-4011.00 Archivists**

**25-4021.00 Librarians**

**13-1199.05 Sustainability Specialist**

**13-1199.06 Online Merchants**

**Upon completion of an associate degree, students may pursue a career as:**

**11-1021.00 General and Operations Manager**

**11-3011.00 Administrative Services Managers**

**11-3031.02 Financial Managers, Branch or Department**

**43-3031.00 Bookkeeping, Accounting, and Auditing Clerks**

**11-3071.03 Logistics Managers**

**Description:** The Certificate of Completion (CCL) in Sustaining and Advancing Indigenous Nations is designed for students seeking entry-level positions with an Indigenous Nation. Students are provided with instruction and academic support in courses unique to the political, legal, economic, and social status of Indigenous peoples and their respective communities. MCCCDC offers this unique program in recognition of the special political "trust relationship" between Indigenous Nations and the federal government of the United States. The curriculum emphasizes inherent Indigenous sovereignty, self-governance, self-determination, federal Indian law, and policy that currently addresses development on Indigenous lands. An Associate in Applied Science (AAS) in Sustaining and Advancing Indigenous Nations (3078) is also available.

#### **Learning Outcomes**

1. Analyze the various ways in which Indigenous Peoples identify and organize themselves in relation to pre- and post-colonial contact. (AIS/SOC105, AIS/SOC112, AIS/SOC141, AIS201, CPD103BE, AIS+++++)
2. Examine the Indigenous concept of interconnectedness with respect to the Sacred, which is holistically and organically inclusive of culture, homeland, worldview, identity, nature, and sustainability. (AIS/SOC105, AIS/SOC112, AIS/SOC141, AIS/SOC160, AIS201, AIS203, CPD103BE, AIS+++++)
3. Assess the diverse political, economic, legal, cultural, and social systems of Indigenous Nations and the impact of the laws and policies of the United States on Indigenous Nations and their sovereignty. (AIS/SOC105, AIS/SOC112, AIS/SOC141, AIS/SOC160, AIS201, AIS203, CPD103BE, AIS+++++)

4. Evaluate contemporary issues that challenge Indigenous Nations. (AIS/SOC105, AIS/SOC112, AIS/SOC141, AIS201, AIS203, CPD103BE, MGT253, AIS+++++)

### Program Notes

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

+ indicates course has prerequisites and/or corequisites.

++ indicates any suffixed courses.

Federal Indian policy stipulates tribal preference in hiring, which should be considered in seeking employment with tribal nations and selected federal agencies.

At the start of the program, students should seek advice from prospective tribal employers for career opportunities.

### Program Prerequisites: None

### Required Courses

AIS/SOC105 Introduction to American Indian Studies 3

**Credits: 17**

AIS/SOC141 Sovereign Indian Nations 3

AIS/SOC160 American Indian Law 3

AIS201 Indigenous Nation Building 3

CPD103BE Native American Cultural Pride and Awareness 2

MGT253 Owning and Operating a Small Business 3

### Restricted Electives

Students must select three (3) credits from the following restricted electives:

**Credits: 3**

AIS/SOC112 American Indian Policy 3

AIS203 Fundamentals of Economic Development for Indigenous Nations 3

AIS+++++ Any American Indian Studies course not taken in Required Courses. 3

Note: Students may also complete the Academic Certificate (AC) in American Indian Studies (6208N) by taking:

AIS/HIS140 American Indian History (3) OR

AIS213/REL203 American Indian Religions (3) 3

AND

ENG101 First-Year Composition (3) OR

ENG107 First-Year Composition for ESL (3) 6

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: November 26, 2019

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### Technical Theatre

Major: **5462**

Catalog Year: **2022-2023**

Effective Term: **2020 Fall**

Award: **CCL**

Total Credits: **21-48**

CIP Code: **50.0502**

Initiating College: **Mesa Community College**

Program Availability: **MC, PC, SC**

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

Instructional Council: **Theatre Arts (50)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**27-1012.00 Craft Artists**

**27-2011.00 Actors**

**27-4011.00 Audio and Video Equipment Technicians**

**27-4014.00 Sound Engineering Technicians**

**39-3092.00 Costume Attendants**

**39-5091.00 Makeup Artists, Theatrical and Performance**

**47-2031.01 Construction Carpenters**

**51-9123.00 Painting, Coating, and Decorating Workers**

**Upon completion of a bachelor's degree, students may pursue a career as:**

**27-1027.00 Set and Exhibit Designers**

**Description:** The Certificate of Completion (CCL) in Technical Theatre is designed to prepare students for a wide range of careers within theatre operations and production. The curriculum includes a foundation of applied skills within technical theatre including backstage personnel skills, as well as hands-on experience working on live theatre productions and events. Students may select from a choice of specializations in audio, costuming, group/solo cosplay, hair and makeup, lighting, properties, puppetry, and set/scenic construction. Program graduates can directly enter the workforce into positions such as cosplay actor, puppeteer, sound engineer, lighting technician, carpenter, scenic painter, stage crew, stage management, wardrobe crew, costume stitcher, costume crafts apprentice, and hair/makeup artist in a range of settings including live theatre, television and film, conferences and events, attractions and shows.

Students can earn an embedded Certificate of Completion (CCL) in Stage Crew along with one additional area: Audio Technician, Costuming, Group/Solo Cosplay, Hair and Makeup, Lighting, Properties, Puppetry, and Set/Scenic construction. An Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre is also available for students interested in university transfer.

### Learning Outcomes

1. Interpret stage directions, plans, and paperwork to execute projects to specifications. (ARC141, CAD100, TEC111, THP201AA, THP201AB, THP202, THP202AA, THP202AB, THP202AC, THP203, THP206, THP213, THP216, THP263, THP296++)
2. Recognize theatre and shop roles and responsibilities. (TEC111, THF115, THF215, THF216, THP201AA, THP201AB, THP202, THP202AA, THP202AB, THP202AC, THP203, THP206, THP213, THP216, THP250, THP251, THP266, THP296++)
3. Demonstrate use of safety procedures for a variety of technical theatre activities and projects. (TEC111, THP201AA, THP201AB, THP202, THP202AA, THP202AB, THP202AC, THP203, THP206, THP208, THP209, THP213, THP216, THP251, THP267, THP296++)
4. Recognize different forms of theatrical scenery. (THP201AA, THP201AB, THP202, THP202AA, THP202AB, THP203, THP213, THP216, THP267, THP296++)
5. Operate technical theatre equipment for stage use. (MUC122, MUC197, MUC198, (THP201AA, THP201AB, THP202, THP202AA, THP202AB, THP202AC, THP203, THP213, THP216, THP251, THP296++)

6. Take accurate measurements using industry standards. (TEC111, THP201AA, THP201AB, THP202, THP202AA, THP202AB, THP202AC, THP203, THP206, THP208, THP209, THP213, THP216, THP267, THP250, THP296++)
7. Differentiate between various materials and hardware types and their uses. (TEC111, THP201AA, THP202AB, THP202, THP202AA, THP202AB, THP202AC, THP203, THP206, THP208, THP209, THP213, THP267, THP296++, WLD102)
8. Utilize shop tools for the production, maintenance, and alteration of theatrical costumes, properties, and/or set dressing to industry standards. (TEC111, THP201AA, THP201AB, THP202, THP202AA, THP202AC, THP203, THP206, THP208, THP209, THP250, THP251, THP267, THP296++, WLD102)
9. Demonstrate proficiency in the skills required in technical theatre specializations such as audio and sound, costuming, hair and makeup, cosplay, puppetry, lighting, set construction, and/or painting. (ARC141, CAD100, MUC122, MUC197, MUC198, TEC111, TEC113, TEC114, TEC115, TEC225, THF115, THF215, THF216, THP201AA, THP201AB, THP202, THP202AA, THP202AB, THP202AC, THP203, THP206, THP208, THP209, THP213, THP216, THP250, THP263, THP267, THP269, THP296++, WLD102)
10. Create professional materials to promote one`s skills and experiences within the industry. (CIS103, MKT110, THP269)
11. Analyze selected works for plot, purpose, form, characters, theme, historical, cultural, and social rules of convention. (ENG101, THE111, THE220, THP208, THP209, THP225, THP291AC)
12. Demonstrate foundational skills in design, technical, and performance practices for effective communication and persona expression across various artistic genres. (ENG101, THE220, THP112, THP151, THP208, THP209, THP219, THP225, THP291AC)

### Program Notes

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

Students should select an area of specialization based on their personal, academic, and professional goals. Students should speak to a program director or academic advisor for details.

### Program Prerequisites: None

### Required Courses

+ ENG101 First Year Composition 0-3

**Credits: 14-23**

Students who intend to take THE220 must take ENG101.

THE111 Introduction to Theatre 3

+ THE220 Modern Drama (3) OR

THP225 Visual Script Analysis (3) OR

+ THP291AC Summer Conservatory: Script Analysis (ACT) (1) 1-3

THP201AB Theatre Production II (2) OR

THP203 Technical Theatre Production (3) 2-3

THP213 Introduction to Technical Theatre 4

THP251 Safety Practices in Theatre and Film Production 1

THP266 Production Careers in Technical Theatre 1

THP269 Technical Theatre Portfolio Development 1

+ THP296++ Cooperative Education 1-4

### Restricted Electives



Students must also select and complete one of the following specialization areas in Technical Theatre based on their personal, academic, and professional goals. Speak to a program director or academic advisor for details.

**Credits:  
7-25**

Specialization 1: Audio Technician

Credits: 10-11

+ MUC122 Sound Design I 3

MUC197 Live Sound Reinforcement I 3

+ MUC198 Live Sound Reinforcement II 3

THP201AA Theatre Production I (1) OR

THP201AB Theatre Production II (2) OR

THP202 Theatre Production Projects (1) OR

THP202AB Theatre Production I Electrics (1) 1-2

Specialization 2: Cosplay I

Credits: 12-13

TEC111 Intermediate Apparel Construction (3) OR

THP206 Introduction to Costume Construction for Theatre (4) 3-4

THF115 Makeup for Stage and Screen 3

THP208 Costume Play Solo Performance Practicum 3

THP250 Stage Properties 3

Specialization 3: Cosplay II

Credits: 24-25

CIS103 Introduction to Social Media (3) OR

MKT110 Marketing and Social Networking (3) 3

TEC111 Intermediate Apparel Construction (3) OR

THP206 Introduction to Costume Construction for Theatre (4) 3-4

THF115 Makeup for Stage and Screen 3

+ THF215 Advanced Makeup Techniques for Stage and Screen 3

THF216 Wig and Hair Production for Theatre and Film 3

THP208 Costume Play Solo Performance Practicum 3

THP209 Costume Play Group Performance Practicum 3

THP250 Stage Properties 3

Specialization 4: Costuming

Credits: 8-9

THP201AA Theatre Production I (1) OR

THP201AB Theatre Production II (2) OR

THP202AC Theatre Production I Costume Shop (1) 1-2

THP206 Introduction to Costume Construction for Theatre 4

Students should work with their program advisor to select 3 credits that align with the academic/career goals

and further their development in the area of Costuming.

TEC113 Textiles: Dyeing (1) AND

TEC114 Textiles: Block Printing/Silk Screening (1) AND

TEC115 Textiles: Hand Painting (1) OR

TEC225 Pattern Design I (3)

THF115 Makeup for Stage and Screen (3) 3

Specialization 5: Hair and Makeup

Credits: 10-11

THF115 Makeup for Stage and Screen 3

+ THF215 Advanced Makeup Techniques for Stage and Screen 3

THF216 Wig and Hair Production for Theatre and Film 3

THP201AA Theatre Production I (1) OR

THP201AB Theatre Production II (2) OR

THP202AC Theatre Production I Costume Shop (1) 1-2

Specialization 6: Lighting

Credits: 7-8

THP201AA Theatre Production I (1) OR

THP201AB Theatre Production II (2) OR

THP202AB Theatre Production I Electrics (1) 1-2

THP216 Beginning Stage Lighting 3

THP263 Entertainment Industry Drafting I: 2D CAD 3

Specialization 7: Properties

Credits: 7-9

THP201AA Theatre Production I (1) OR

THP201AB Theatre Production II (2) OR

THP202AA Theatre Production I Scene Shop (1) OR

THP202AC Theatre Production I Costume Shop (1) 1-2

THP206 Introduction to Costume Construction for Theatre (4) OR

+ THP267 Painting Techniques for Film, TV and Theatre (3) 3-4

THP250 Stage Properties 3

Specialization 8: Puppetry

Credits: 14-15

THP112 Acting I (3) OR

THP151 Theatre for Youth (3) 3

THP201AA Theatre Production I (1) OR

THP201AB Theatre Production II (2) OR

THP202AA Theatre Production I Scene Shop (1) OR

THP202AC Theatre Production I Costume Shop (1) 1-2

THP206 Introduction to Costume Construction for Theatre 4

THP219 Introduction to Puppetry 3

THP250 Stage Properties 3

Specialization 9: Set/Scenic Construction

Credits: 10-11

ARC141 Architectural CAD I: Introduction (3) OR

CAD100 Fundamentals of 2D AutoCAD (3) 3

THP201AA Theatre Production I OR (1)

THP201AB Theatre Production II (2) OR

THP202AA Theatre Production I Scene Shop (1) 1-2

THP263 Entertainment Industry Drafting I: 2D CAD 3

+ THP267 Painting Techniques for Film, TV and Theatre (3) OR

WLD102 Basic Welding Metal Sculpture (3) 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: April 7, 2020

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### Technical Theatre: Properties

Major: **5098N**

Catalog Year: **2022-2023**

Effective Term: **2020 Fall**

Award: **CCL**

Total Credits: **12-14**

CIP Code: **50.0502**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**21-1012.00 Craft Artists**

Initiating College: **Mesa Community College**

Program Availability: **MC PC PV SC**

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

Instructional Council: **Theatre Arts (50)**

GPA: **2.0**

**Upon completion of this bachelor`s, students may pursue a career as:**

**27-1027.00 Set and Exhibit Designers**

**Description:** The Certificate of Completion (CCL) in Technical Theatre: Properties is designed to provide students with skills in the acquisition, construction, alteration, maintenance, and repair of properties for theatrical performances. Courses include instruction in prop construction, sewing, use of tools, and creation and maintenance of production paperwork. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

#### Learning Outcomes

1. Demonstrate proficiency in theatrical construction, basic drafting, and hand and power tool usage. (THP201AA, THP201AB, THP202AA, THP202AC, THP213, THP250, THP251)
2. Demonstrate proficiency in hand sewing, basic pattern drafting, and machine sewing. (THP201AA, THP201AB, THP202AA, THP202AC, THP206, THP213, THP250)
3. Develop and maintain properties paperwork. (THP201AA, THP201AB, THP202AA, THP202AC, THP206, THP213, THP250)
4. Take accurate measurements using industry standards. (THP201AA, THP201AB, THP202AA, THP202AC, THP206, THP213, THP250)
5. Utilize shop tools for the production, maintenance, and alteration of theatrical properties and set dressing to industry standards. (THP201AA, THP201AB, THP202AA, THP202AC, THP206, THP250, THP251)
6. Recognize shop roles and responsibilities including safety protocols. (THP201AA, THP201AB, THP202AA, THP202AC, THP206, THP250, THP251)
7. Differentiate between various materials and hardware types and their uses. (THP201AA, THP201AB, THP202AA, THP202AC, THP206, THP250)
8. Analyze and execute the basic theories and skills in theatrical painting techniques. (THP201AA, THP201AB, THP202AA, THP202AC, THP250, THP267)

#### Program Notes

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

+ indicates course has prerequisites and/or corequisites.

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

**Program Prerequisites: None**

#### Required Courses

THP201AA Theatre Production I (1) OR  
THP201AB Theatre Production II (2) OR  
THP202AA Theatre Production I Scene Shop (1) OR  
THP202AC Theatre Production I Costume Shop (1) 1-2

**Credits: 12-14**

THP206 Introduction to Costume Construction for Theatre (4) OR  
+ THP267 Painting Techniques for Film, TV and Theatre (3) 3-4

THP213 Introduction to Technical Theatre 4  
THP250 Stage Properties 3  
THP251 Safety Practices in Theatre and Film Production 1

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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### Technical Theatre: Stage Crew Technician

Major: **5099N**

Catalog Year: **2022-2023**

Effective Term: **2020 Fall**

Award: **CCL**

Total Credits: **6-7**

CIP Code: **50.0502**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**27-4011.00 Audio and Video Equipment Technicians**

Initiating College: **Mesa Community College**

Program Availability: **GC MC PC PV SC**

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

Instructional Council: **Theatre Arts (50)**

GPA: **2.0**

**Description:** The Certificate of Completion (CCL) in Technical Theatre: Stage Crew Technician is designed to provide students with skills to work on theatrical productions as part of the stage crew. The courses include instruction in general theatre knowledge and safety and provide opportunities for hands-on theatrical production experience. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

#### Learning Outcomes

1. Interpret stage directions to industry specifications. (THP201AA, THP201AB, THP202AA, THP202AB, THP213)
2. Recognize theatre roles and responsibilities including safety protocols. (THP201AA, THP201AB, THP202AA, THP202AB, THP213, THP251)
3. Demonstrate use of safety procedures for shop, rigging, lighting and handling of scenic elements. (THP201AA, THP201AB, THP202AA, THP202AB, THP213, THP251)
4. Recognize different forms of theatrical scenery. (THP201AA, THP201AB, THP202AA, THP202AB, THP213)
5. Operate basic lighting and audio equipment for stage use. (THP201AA, THP201AB, THP202AA, THP202AB, THP213, THP251)

#### Program Notes

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

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

**Program Prerequisites: None**

#### Required Courses

THP201AA Theatre Production I (1) OR  
THP201AB Theatre Production II (2) OR  
THP202AA Theatre Production I Scene Shop (1) OR  
THP202AB Theatre Production I Electrics (1) 1-2

**Credits: 6-7**

THP213 Introduction to Technical Theatre 4  
THP251 Safety Practices in Theatre and Film Production 1

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

### Visual Communication

Major: **3052**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **AAS**

Total Credits: **61-71**

CIP Code: **50.0401**

Initiating College: **Scottsdale Community College**

Program Availability: **College-Specific: SC**

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

Instructional Council: **Art (17)**

GPA: **2.00**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**11-2011.00 Advertising and Promotions Managers**

**27-1024.00 Graphic Designers**

**43-4051.00 Customer Service Representatives**

**43-9031.00 Desktop Publishers**

**51-5111.00 Prepress Technicians and Workers**

**51-5112.00 Printing Press Operators**

**51-5113.00 Print Binding and Finishing Workers**

**Upon completion of a bachelor's degree, students may pursue a career as:**

**27-1011 Art Directors**

**Description:** The Associate in Applied Science (AAS) in Visual Communication is designed to prepare students for employment and upgrade the skills of those already employed in the visual communication industry. The program focuses on design principles, technical, interpersonal, and critical thinking skills needed to communicate and complete successful visual communication projects. Students will receive hands-on specialized training for the application of specific technology to meet the unique needs of various careers, including, but not limited to graphic design, publication design, branding, illustration, digital prepress, digital press operation, estimating, production, project management, customer service, marketing, social media, creative advertising, user experience/user interface and creative direction. A Certificate of Completion (CCL) in either graphic design, creative branding or digital process management is embedded in this degree. Students may also elect to pursue standalone Certificates of Completion or transfer to a university.

### Learning Outcomes

1. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

#### Shared Outcomes

1. Develop visual concepts in response to communication problems including visual organization of information hierarchy. (ADA/ART169, ADA/ART175, ADA/ART177, ADA/ART248, ADA/ART289, ART100, ART103, ART104, ART142, ART143, ART181, ART182, ART215, ART270, ART274, ART281, ART286, ART290AA, ART290AB, ART290AC, ART296++, ART298++, (COM), (CRE), [HU], [MA], [SB])
2. Apply principles of design, history, theory, and criticism from a variety of perspectives for effective visual communication. (ADA/ART248, ARH110, ART100, ART142, ART143, ART181, ART182, ART298++ (COM))
3. Critique designs to evaluate their effectiveness, and provide critical feedback to guide improvement and success. (ADA/ART169, ADA/ART175, ADA/ART177, ART100, ART103, ART142, ART143, ART181, ART182, ART215, ART281, ART286, (COM), (CRE), [FYC], [SG], [SQ].
4. Utilize industry standard software to produce effective solutions to client-based problems. (ART103, ADA/ART169, ADA/ART175, ADA/ART177, ADA203, ADA/ART289, ART100, ART142, ART143, ART/MMT190, ART192, ART201, ART230, ART249, ART270, ART274, ART288, ART290AA, ART290AB, ART290AC, ART292, ART293, ART296++, ART298++, MKT110, MKT111, (CRE), [MA])
5. Demonstrate professional and collaborative practices in diverse settings as appropriate to the field (e.g., communication, presentation, time management, organization, and legal and ethical considerations). (ADA/ART248,



ART104, ART230, ART249, ART291, ART296++, MKT110, (COM), (CRE), [FYC], [HU], [SB])

6. Communicate design ideas and solutions that integrate diverse opinions and cultural and individual differences.

(ADA/ART169, ADA/ART175, ADA/ART177, ADA203, ADA/ART289, ARH110, ART103, ART104, ART181, ART182, ART281, ART230, ART296++, ART298++, (COM), (CRE), [HU], [SB])

7. Demonstrate the use of appropriate typography and font management. (ADA/ART169, ADA/ART175, ADA/ART177, ART103, ART104, ART181, ART182, ART/MMT190, ART192, ART215, ART230, ART270, ART274, ART281, ART286, ART288, ART290AA, ART290AB, ART290AC, ART291, MKT110)

#### Visual Communication: Design CCL

1. Utilize calibration, characterization, definitions, and profiles of digital color to ensure color consistency across outputs. (ADA/ART177, ART114, ART142, ART143, ART291, [MA], [SG], [SQ])

2. Use digital prepress concepts and techniques to design, create, and evaluate electronic files for successful output to digital devices. (ART114, ART201, ART291, ART296++, [MA])

3. Apply the fundamentals of digital marketing tools and methods for complex segments as they relate to graphic design. (ART104, ART281, ART286, ART296++, [SB])

4. Create a portfolio of work that reflects current industry practices. (ADA/ART248, ADA/ART175, ART215, (COM), (CRE), [FYC], [HU], [SB])

#### Visual Communication: Creative Branding CCL

1. Create effective marketing messages and campaigns for appropriate audiences to drive client-specific business goals. (ART104, ART/MMT190, ART192, ART230, ART296++, MKT110, MKT111, (COM), (CRE), [FYC], [HU], [SB])

2. Design effective online and offline collateral to achieve business goals. (ADA/ART169, ADA/ART175, ADA/ART177, ART103, ART104, ART142, ART143, ART181, ART182, ART/MMT190, ART192, ART215, ART230, ART296++, MKT110, MKT111, (COM), (CRE), [FYC])

3. Develop comprehensive brand standards and guidelines to maintain brand integrity. (ADA/ART169, ADA/ART175, ADA/ART177, ART103, ART104, ART142, ART181, ART182, ART215, ART291, ART296++, (CRE), [MA])

#### Visual Communication: Digital Process Management CCL

1. Estimate each function and process associated with a standard job ticket for printing using appropriate mathematical calculations for cost and time analysis. (ART227, ART249, ART296++, (COM), (CRE), [MA])

2. Map the unique digital workflows for projects through the completion process. (ADA/ART175, ART249, ART288, ART291, ART292, ART293)

3. Operate and troubleshoot the output of a file for prepress, press and post-press processes. (ADA/ART169, ADA/ART175, ART103, ART114, ART181, ART291, ART292, ART293, ART296++, [MA])

4. Calibrate an output device for correct color. (ART114, ART296++, [MA])

5. Demonstrate safe use and maintenance of equipment and consumables. (ART292, ART293, [SG], [SQ])

6. Manage the project lifecycle for internal and external stakeholders. (ADA/ART175, ART249, ART288, ART291, ART296++, (COM), (CRE))

### Program Notes

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

This degree is designed for students seeking gainful, entry-level employment within the Visual Communication field. Graduates may apply courses within this program to Bachelor of Applied Science degrees at an Arizona public university.

See the AGEC Matrix course selections. See a university transfer specialist for details.

Students who plan to transfer to a four-year university who are seeking a Bachelor of Arts (BA), Bachelor of Science (BS), or Bachelor of Fine Arts (BFA) degree can also choose to pursue the Associate in Arts, Fine Arts (AAFA) option.

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**Program Prerequisites: None**

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**Required Courses**

FYE101 Introduction to College, Career and Personal Success (1) OR FYE103 Exploration of College, Career and Personal Success (3) 1-3	<b>Credits: 34-45</b>
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Students should select one of the following Certificates of Completion in Visual Communication. Speak with an Academic Advisor or Program Director for guidance.

CCL Visual Communication: DESIGN

Credits: 39-40

- + ADA/ART169 2D Media Design 3
- + ADA/ART175 Electronic Publishing Design I 3
- + ADA/ART177 Digital Photographic Imaging I 3
- ADA/ART248 Design Self Promotion 3
- ARH110 History of Graphic Design 3

ART100 Introduction to Digital Arts (1) OR

Permission of Department (0) 0-1

- + ART103 Typography in the Digital Age 3
- ART104 Cross-Media Marketing for Designers 3
- ART114 Digital Color 3
- + ART181 Graphic Design I 3
- + ART291 Digital Prepress 3

Students should select an additional 9 credits from the following list of courses:

- + ADA/ART289 Computer Illustration 3
- ART142 Introduction to Digital Photography 3
- + ART143 Intermediate Digital Photography 3
- + ART182 Graphic Design II 3
- + ART/MMT190 Art of Web Site Design 3
- + ART201 Variable Data Printing 3
- + ART215 Advanced Electronic Publishing 3
- + ART230 Visual Brand Design 3
- + ART270 Digital Photographic Imaging II 3
- + ART274 Digital Photographic Imaging III 3
- + ART281 Graphic Design III 3
- + ART286 Graphic Design IV 3
- + ART288 PDF Portable Document Format 3
- + ART290AA Studio Art 1
- + ART290AB Studio Art 2
- + ART290AC Studio Art 3

- + ART296++ Any Cooperative Education course 1-4
- + ART298++ Any Special Projects course 1-4

CCL Visual Communication: CREATIVE BRANDING

Credits: 39-40

- + ADA/ART169 2D Media Design 3
- + ADA/ART175 Electronic Publishing Design I 3
- + ADA/ART177 Digital Photographic Imaging I 3
- ADA203 Creative Design for Advertising 3
- ADA/ART248 Design Self Promotion 3

ART100 Introduction to Digital Arts (1) OR  
Permission of Department (0) 0-1

- + ART103 Typography in the Digital Age 3
- ART104 Cross-Media Marketing for Designers 3
- + ART181 Graphic Design I 3
- + ART/MMT190 Art of Web Site Design 3
- + ART230 Visual Brand Design 3
- MKT110 Marketing and Social Networking 3

Students should select an additional 6 credits from the following list of courses:

- ART114 Digital Color 3
- ART142 Introduction to Digital Photography 3
- + ART182 Graphic Design II 3
- + ART192 Advanced Web Presentation Design 3
- + ART201 Variable Data Printing 3
- + ART215 Advanced Electronic Publishing 3
- + ART291 Digital Prepress 3
- + ART296++ Any Cooperative Education Course 1-4
- + ART298++ Any Special Projects course 1-4
- + MKT111 Applied Marketing and Social Networking 3

CCL Visual Communication: DIGITAL PROCESS MANAGEMENT

Credits: 39-40

- + ADA/ART169 2D Media Design 3
- + ADA/ART175 Electronic Publishing Design I 3
- + ADA/ART177 Digital Photographic Imaging I 3

ART100 Introduction to Digital Arts (1) OR  
Permission of Department (0) 0-1

- + ART103 Typography in the Digital Age 3
- ART114 Digital Color 3
- + ART181 Graphic Design I 3
- + ART227 Estimating for Digital Output 3
- + ART249 Visual Communication Project Management and Workflow 3
- + ART288 PDF Portable Document Format 3
- + ART291 Digital Prepress 3

- + ART292 Digital Output Prepress 3
- + ART293 Digital Output 3

Students should select an additional 3 credits from the following list of courses:

- + ART/MMT190 Art of Web Site Design 3
- + ART201 Variable Data Printing 3
- + ART296++ Any Cooperative Education course 1-4
- + ART298++ Any Special Projects course 1-4

### General Electives

Students in the Visual Communication: Design specialization may need to complete two (2) additional credits to complete the minimum total program credits required for this degree. **Credits: 0-2**

### General Education Requirements

**General Education Requirement** **Credits: 19-28**

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

**First-Year Composition** **Credits: 6**

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

**Oral Communication** **Credits: 3**

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- + COM225 Public Speaking (3) OR
- COM230 Small Group Communication (3) 3

COM225 recommended for students transferring to Northern Arizona University to meet the Literacy [L] requirement.

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

- + CRE101 College Critical Reading and Critical Thinking (3) OR
- Equivalent as indicated by assessment (0) 0-3

**Mathematics** **Credits: 3-6**

+ MAT140 College Mathematics (5) OR  
+ MAT141 College Mathematics (4) OR  
+ MAT142 College Mathematics (3) OR  
MAT145 College Mathematics with Review (5) OR  
MAT146 College Mathematics with Review (6) OR  
Any approved general education course from the Mathematical Applications [MA] area. (3-6) 3-6

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**General Education Distribution**

**Credits: 7-10**

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**Humanities, Arts and Design**

**Credits: 0-3**

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May be met by ARH110 in the Required Courses of the Graphic Design specialization.  
OR  
Any approved general education course from the Humanities, Arts and Design [HU] area.

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**Social-Behavioral Sciences**

**Credits: 3**

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

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**Natural Sciences**

**Credits: 4**

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Any approved general education course from the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area.

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+ indicates course has prerequisites and/or corequisites.  
++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### **Visual Communication: Creative Branding**

Major: **5992**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **39-40**

CIP Code: **09.0903**

SOC Code: **Upon completion of this certificate, students may pursue a career as:  
27-1024.00 Graphic Designers**

Initiating College: **Scottsdale Community College**

Program Availability: **College-Specific: SC**

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

Instructional Council: **Art (17)**

GPA: **2.00**

**Upon completion of an associate`s degree, students may pursue a career as:  
11-2011.00 Advertising and Promotions Managers**

**Description:** The Certificate of Completion (CCL) in Visual Communication: Creative Branding is designed to prepare students for employment and upgrade the skills of those already employed in the marketing industry. Coursework and experiences include necessary training in creative branding, from both the graphic design and marketing perspectives. Students will learn how to develop effective brand strategies for complex campaigns that establish affinity through strong visual and verbal messaging. Employment opportunities are available in a variety of fields including, but not limited to, advertising, creative branding, social media, strategic marketing, graphic design, and creative direction. Students interested in continuing their studies may choose to pursue the Associate in Applied Science (AAS) in Visual Communication (3052) where these courses apply.

#### **Learning Outcomes**

1. Develop visual concepts in response to communication problems including visual organization of information hierarchy. (ADA/ART169, ADA/ART175, ADA/ART177, ADA/ART248, ART100, ART103, ART104, ART181)
2. Apply principles of design, history, theory, and criticism from a variety of perspectives for effective visual communication. (ADA/ART248, ART100, ART181)
3. Critique designs to evaluate their effectiveness. (ADA/ART169, ADA/ART175, ADA/ART177, ADA/ART248, ART100, ART103, ART181)
4. Utilize industry standard software to produce effective solutions to client-based problems. (ADA/ART169, ADA/ART175, ADA/ART177, ADA203, ART100, ART103, ART/MMT190, ART230, MKT110)
5. Demonstrate professional and collaborative practices in diverse settings as appropriate to the field (e.g., communication, presentation, time management, organization, and legal and ethical considerations). (ADA/ART248, ART104, ART230, MKT110)
6. Communicate design ideas and solutions that recognize diverse opinions and cultural and individual differences. (ADA/ART169, ADA/ART175, ADA/ART177, ADA203, ART103, ART104, ART181, ART230)
7. Demonstrate the use of appropriate typography and font management. (ADA/ART169, ADA/ART175, ADA/ART177, ADA/ART248, ART103, ART104, ART181, ART/MMT190, ART230, MKT110)
8. Create effective marketing messages and campaigns to drive client-specific business goals. (ADA/ART248, ART104, ART/MMT190, ART230, MKT110)
9. Design effective online and offline collateral to achieve business goals. (ADA/ART169, ADA/ART175, ADA/ART177, ADA/ART248, ART103, ART104, ART181, ART/MMT190, ART230, MKT110)
10. Develop comprehensive brand standards and guidelines to maintain brand integrity. (ADA/ART169, ADA/ART175, ADA/ART177, ADA/ART248, ART103, ART104, ART181)

#### **Program Notes**

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

**Program Prerequisites: None**

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**Required Courses**

- + ADA/ART169 2D Media Design 3 **Credits: 33-34**  
+ ADA/ART175 Electronic Publishing Design I 3  
+ ADA/ART177 Digital Photographic Imaging I 3  
ADA203 Creative Design for Advertising 3  
ADA/ART248 Design Self Promotion 3
- ART100 Introduction to Digital Arts (1) OR  
Permission of Department (0) 0-1
- + ART103 Typography in the Digital Age 3  
ART104 Cross-Media Marketing for Designers 3  
+ ART181 Graphic Design I 3  
+ ART/MMT190 Art of Web Site Design 3  
+ ART230 Visual Brand Design 3  
MKT110 Marketing and Social Networking 3

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**Restricted Electives**

- Students should select an additional six (6) credits from the following list of courses: **Credits: 6**
- ART114 Digital Color 3  
ART142 Introduction to Digital Photography 3  
+ ART182 Graphic Design II 3  
+ ART192 Advanced Web Presentation Design 3  
+ ART201 Variable Data Printing 3  
+ ART215 Advanced Electronic Publishing 3  
+ ART291 Digital Prepress 3  
+ ART296++ Any Cooperative Education Course 1-4  
+ ART298++ Any Special Projects course 1-4  
+ MKT111 Applied Marketing and Social Networking 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 22, 2022

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### Visual Communication: Design

Major: **5983**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **39-40**

CIP Code: **50.0401**

Initiating College: **Scottsdale Community College**

Program Availability: **College-Specific: SC**

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

Instructional Council: **Art (17)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**27-1024.00 Graphic Designers**

**43-9031.00 Desktop Publishers**

**51-5111.00 Prepress Technicians and Workers**

**Upon completion of an associate`s degree, students may pursue a career as:**

**27-1024.00 Graphic Designers**

**43-9031.00 Desktop Publishers**

**51-5111.00 Prepress Technicians and Workers**

**Upon completion of a bachelor`s degree, students may pursue a career as:**

**27-1011 Art Directors**

**Description:** The Certificate of Completion (CCL) in Visual Communication: Design is designed to prepare students for employment and upgrade the skills of those already employed in the graphic communications field. Coursework and hands-on experiences build knowledge and skills including design principles, typography, complex layout, digital color, industry-standard software, marketing tools and objectives and proper file creation for successful output to multimedia and variable devices. Employment opportunities are available in a variety of fields including, but not limited to, graphic design, publication design, branding, illustration, digital prepress, user experience/user interface and creative direction. Students interested in continuing their studies may choose to pursue the Associate in Applied Science (AAS) in Visual Communication (3052) where these courses apply.

### Learning Outcomes

1. Develop visual concepts in response to communication problems including visual organization of information hierarchy. (ADA/ART169, ADA/ART175, ADA/ART177, ADA/ART289, ART100, ART103, ART104, ART142, ART143, ART181, ART182, ART215, ART270, ART274, ART281, ART286, ART290AA, ART290AB, ART290AC, ART296++, ART298++)
2. Apply principles of design, history, theory, and criticism from a variety of perspectives for effective visual communication. (ARH110, ART100, ART142, ART143, ART181, ART182, ART298++)
3. Critique designs to evaluate their effectiveness. (ADA/ART169, ADA/ART175, ADA/ART177, ART100, ART103, ART142, ART143, ART181, ART182, ART215, ART281, ART286)
4. Utilize industry standard software to produce effective solutions to client-based problems. (ADA/ART169, ADA/ART175, ADA/ART177, ADA/ART289, ART100, ART142, ART143, ART/MMT190, ART201, ART230, ART270, ART274, ART288, ART290AA, ART290AB, ART290AC, ART296++, ART298++)
5. Demonstrate professional and collaborative practices (e.g., communication, presentation, time management, organization, and legal and ethical considerations). (ADA/ART248, ART104, ART230, ART291, ART296++, ART298++)
6. Communicate design ideas and solutions that recognize diverse opinions and cultural and individual differences. (ADA/ART169, ADA/ART175, ADA/ART177, ADA/ART289, ARH110, ART103, ART104, ART181, ART182, ART230, ART281, ART286, ART296++, ART298++)
7. Demonstrate the use of appropriate typography and font management. (ADA/ART169, ADA/ART175, ADA/ART177, ART103, ART104, ART181, ART182, ART/MMT190, ART215, ART230, ART270, ART274, ART281, ART286, ART288,



ART290AA, ART290AB, ART290AC, ART291)

8. Utilize calibration, characterization, definitions, and profiles of digital color to ensure color consistency across outputs. (ADA/ART177, ART114, ART142, ART143, ART291)

9. Use digital prepress concepts and techniques to design, create, and evaluate electronic files for successful output to digital devices. (ART114, ART201, ART291, ART296++, ART298++)

10. Apply the fundamentals of digital marketing tools and methods for complex segments as they relate to graphic design. (ART104, ART201, ART281, ART286, ART296++, ART298++)

11. Create a portfolio of work that reflects current industry practices. (ADA/ART175, ADA/ART248, ART215)

### Program Notes

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

### Program Prerequisites: None

### Required Courses

+ ADA/ART169 2D Media Design 3  
+ ADA/ART175 Electronic Publishing Design I 3  
+ ADA/ART177 Digital Photographic Imaging I 3  
ADA/ART248 Design Self Promotion 3  
ARH110 History of Graphic Design 3

**Credits: 30-31**

ART100 Introduction to Digital Arts (1) OR  
Permission of Department 0-1

+ ART103 Typography in the Digital Age 3  
ART104 Cross-Media Marketing for Designers 3  
ART114 Digital Color 3  
+ ART181 Graphic Design I 3  
+ ART291 Digital Prepress 3

### Restricted Electives

Students should select an additional nine (9) credits from the following list of courses:

**Credits: 9**

+ ADA/ART289 Computer Illustration 3  
ART142 Introduction to Digital Photography 3  
+ ART143 Intermediate Digital Photography 3  
+ ART182 Graphic Design II 3  
+ ART/MMT190 Art of Web Site Design 3  
+ ART201 Variable Data Printing 3  
+ ART215 Advanced Electronic Publishing 3  
+ ART230 Visual Brand Design 3  
+ ART270 Digital Photographic Imaging II 3  
+ ART274 Digital Photographic Imaging III 3  
+ ART281 Graphic Design III 3  
+ ART286 Graphic Design IV 3  
+ ART288 PDF Portable Document Format 3  
+ ART290AA Studio Art 1  
+ ART290AB Studio Art 2  
+ ART290AC Studio Art 3

- + ART296++ Any Cooperative Education course 1-4
  - + ART298++ Any Special Projects course 1-4
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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 22, 2022

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### **Visual Communication: Digital Process Management**

Major: **5996**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **39-40**

CIP Code: **10.0305**

Initiating College: **Scottsdale Community College**

Program Availability: **College-Specific: SC**

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

Instructional Council: **Art (17)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**43-4051.00 Customer Service Representatives**

**51-5112.00 Printing Press Operators**

**51-5113.00 Print Binding and Finishing Workers**

**Description:** The Certificate of Completion (CCL) in Visual Communication: Digital Process Management is designed to prepare students for employment and upgrade the skills of those already employed in the digital printing industry. Coursework and experiences include training in the areas of proper file creation, troubleshooting and digital prepress for output, the operation and maintenance of a digital press, the operation of finishing equipment, project management, and the basics of estimating a job for digital output. Employment opportunities are available in a variety of fields including, but not limited to, digital prepress, digital press operation, binding and finishing, project management, digital workflow management, and variable data. Students interested in continuing their studies may choose to pursue the Associate in Applied Science (AAS) in Visual Communication (3052) where these courses apply.

#### **Learning Outcomes**

1. Develop visual concepts in response to communication problems including visual organization of information hierarchy. (ADA/ART169, ADA/ART175, ADA/ART177, ART100, ART181)
2. Apply principles of design, history, theory, and criticism from a variety of perspectives for effective visual communication. (ART100, ART181)
3. Critique designs to evaluate their effectiveness. (ADA/ART169, ADA/ART175, ADA/ART177, ART100, ART103, ART181)
4. Utilize industry standard software to produce effective solutions to client-based problems. (ADA/ART169, ADA/ART175, ADA/ART177, ART100, ART103, ART249, ART288, ART292, ART293)
5. Demonstrate professional and collaborative practices in diverse settings as appropriate to the field (e.g., communication, presentation, time management, organization, and legal and ethical considerations). (ART249, ART291)
6. Communicate design ideas and solutions that recognize diverse opinions and cultural and individual differences. (ADA/ART169, ADA/ART175, ADA/ART177, ART103, ART181)
7. Demonstrate the use of appropriate typography and font management. (ADA/ART169, ADA/ART175, ADA/ART177, ART103, ART181, ART288, ART291)
8. Estimate each function and process associated with a standard job ticket for printing. (ART227, ART249)
9. Map the unique digital workflows for projects through the completion process. (ADA/ART175, ART249, ART288, ART291, ART292, ART293)
10. Operate and troubleshoot the output of a file for prepress, press and post-press processes. (ADA/ART169, ADA/ART175, ART103, ART114, ART181, ART291, ART292, ART293)
11. Calibrate an output device for correct color. (ART114)
12. Demonstrate safe use and maintenance of equipment and consumables. (ART292, ART293)
13. Manage the project lifecycle for internal and external stakeholders. (ADA/ART175, ART249, ART288, ART291)

#### **Program Notes**

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

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**Program Prerequisites: None**

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**Required Courses**

- + ADA/ART169 2D Media Design 3
  - + ADA/ART175 Electronic Publishing Design I 3
  - + ADA/ART177 Digital Photographic Imaging I 3
- Credits: 36-37**

ART100 Introduction to Digital Arts (1) OR  
Permission of Department (0) 0-1

- + ART103 Typography in the Digital Age 3
- ART114 Digital Color 3
- + ART181 Graphic Design I 3
- + ART227 Estimating for Digital Output 3
- + ART249 Visual Communication Project Management and Workflow 3
- + ART288 PDF Portable Document Format 3
- + ART291 Digital Prepress 3
- + ART292 Digital Output Prepress 3
- + ART293 Digital Output 3

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**Restricted Electives**

- Students should select an additional three (3) credits from the following list of courses: **Credits: 3**
- + ART/MMT190 Art of Web Site Design 3
  - + ART201 Variable Data Printing 3
  - + ART296++ Any Cooperative Education course 1-4
  - + ART298++ Any Special Projects course 1-4

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 22, 2022

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### **VMware Foundations**

Major: **5035N**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **3**

CIP Code: **11.1001**

Initiating College: **Estrella Mountain Community College**

Program Availability: **EM GC GW MC PC SC**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**15-1244.00 Network and Computer Systems Administrators**

**Upon completion of an associate degree, students may pursue a career as:**

**15-1211.00 Computer Systems Analysts**

**15-1212.00 Information Security Analysts**

**15-1231.00 Computer Network Support Specialists**

**Description:** The Certificate of Completion (CCL) in VMware Foundations program is designed to help students prepare for VMware industry certifications and work in a variety of information technology environments including software defined data centers. The program introduces vSphere and VMware ESXi server in the enterprise and covers many aspects of virtualization for VMware ESXi server administration. It is designed to prepare students for the VMware Foundations (VCA) certification exam. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

#### **Learning Outcomes**

1. Apply virtualization concepts to hardware hierarchies. (CIS197)
2. Design, install, configure, and manage VMware environments including basic network functions. (CIS197)
3. Troubleshoot and document virtual networks. (CIS197)
4. Build an enterprise level virtual network infrastructure using industry best practices. (CIS197)

#### **Program Notes**

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

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

#### **Admission Criteria**

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the prerequisites to the courses within the Required Courses area as follows OR receive permission of the Program Director:

CIS105 Survey of Computer Information Systems 3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support (3) AND  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
MST150++ Any Windows Operation Course (3) 3-6

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (3) 3

Students also have the option to complete the full CCL in this program, VMware Network Administrator (major code 5032), that includes the prerequisites and required courses.

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**Program Prerequisites: None**

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Required Courses	
+ CIS197 VMware ESXI Server Enterprise 3	<b>Credits: 3</b>

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2020

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### **VMware Systems Administrator**

Major: **5033N**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **CCL**

Total Credits: **6**

CIP Code: **11.1001**

Initiating College: **Estrella Mountain Community College**

Program Availability: **EM GC GW MC PC SC**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.00**

SOC Code: **Upon completion of this certificate, students may pursue a career in the following job fields:**

**15-1211.00 Computer Systems Analysts**

**15-1212.00 Information Security Analysts**

**15-1244.00 Network and Computer Systems Administrators**

**15-1231.00 Computer Network Support Specialists**

**Upon completion of a bachelor's degree, students may pursue a career in the following job fields:**

**11-3021.00 Computer and Information Systems Managers**

**15-1241.00 Computer Network Architects**

**Description:** The Certificate of Completion (CCL) in VMware Systems Administrator program is designed to help students prepare for VMware industry certifications and work in a variety of information technology environments including software defined data centers. The program introduces vSphere and VMware ESXi server in the enterprise and covers many aspects of virtualization for VMware ESXi server administration. It includes advanced skills for configuring and maintaining a highly available and scalable virtual infrastructure and is designed to prepare students for the VMware VCA and VCP certification exams. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

#### **Learning Outcomes**

1. Apply virtualization concepts to hardware hierarchies. (CIS197)
2. Design, install, configure, and manage VMware environments including basic network functions. (CIS197)
3. Optimize and scale vSphere. (CIS198)
4. Troubleshoot and document virtual networks. (CIS197, CIS198)
5. Build an enterprise level virtual network infrastructure using industry best practices. (CIS197, CIS198)

#### **Program Notes**

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

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

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

#### **Admission Criteria**

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the prerequisites to the courses within the Required Courses area as follows OR receive permission of the Program Director:

CIS105 Survey of Computer Information Systems 3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support (3) AND

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR

MST150++ Any Windows Operation Course (3) 3-6

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) 3

+ CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (3) 3

Students also have the option to complete the full CCL in this program, VMware Network Administrator (major code 5032), that includes the prerequisites and required courses.

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**Program Prerequisites: None**

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Required Courses	
+ CIS197 VMware ESXI Server Enterprise 3	<b>Credits: 6</b>
+ CIS198 VMware vSphere: Optimize and Scale 3	

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 25, 2020

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### Web App Development

Major: **5835N**  
Catalog Year: **2022-2023**  
Effective Term: **2021 Fall**  
Award: **CCL**  
Total Credits: **9-12**  
CIP Code: **11.0202**  
Initiating College: **Mesa Community College**  
Program Availability: **CG GC GW MC PC PV RS SC SM**  
Field of Interest: **Computer and Information Technology**  
Instructional Council: **Computer Information Systems (12)**  
GPA: **2.0**  
SOC Code: **Upon completion of this certificate, students may pursue a career as:  
15-1254.00 Web Developers**

**Upon completion of an associate degree, students may pursue a career as:  
15-1132.00 Software Developers, Applications  
15-1251.00 Computer Programmers  
15-1253.00 Software Quality Assurance Analysts and Testers**

**Description:** The Certificate of Completion (CCL) in Web App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on web apps. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCL) in Mobile App Development and Cross-Platform App Development.

#### Learning Outcomes

1. Design and develop a user interface that utilizes professional UI/UX principles. (CIS133DA, CIS166AA, CIS233DA)
2. Design and develop applications that meet the client's needs utilizing the appropriate controls for the appropriate platform. (CIS105, CIS133DA, CIS166AA, CIS233DA)
3. Develop effective, efficient, tested code that meets specifications. (CIS105, CIS133DA, CIS166AA, CIS233DA)
4. Analyze problems using critical thinking skills and design program solutions. (CIS105, CIS133DA, CIS166AA, CIS233DA)
5. Research and evaluate professional resources to effectively apply them to a problem. (CIS133DA, CIS166AA)
6. Communicate in varied settings, both orally and in writing, in a culturally responsive manner to function well in a diverse and collaborative team environment. (CIS233DA)
7. Practice industry accepted professional and ethical behavior. (CIS133DA, CIS233DA)

#### Program Notes

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

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

Students should consult with a Department Advisor in arranging their schedules.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Program Prerequisites: None**

#### Required Courses

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0) 0-3  
**Credits: 9-12**

- + CIS133DA Internet/Web Development Level I 3
  - + CIS166AA Introduction to JavaScript 3
  - + CIS233DA Internet/Web Development Level II 3
- 

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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## Web Design

Major: **5986**

Catalog Year: **2022-2023**

Effective Term: **2021 Fall**

Award: **CCL**

Total Credits: **38-43**

CIP Code: **11.0801**

Primary College: **Mesa Community College**

Program Availability: **CG EM GC MC PV RS SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**15-1255.00 Web and Digital Interface Designers**

**27-1024.00 Graphic Designers**

**Description:** The Certificate of Completion (CCL) in Web Design provides students with comprehensive and focused studies in web design, including advanced image manipulation, vector graphics, page layout, video editing and design principles. A Certificate of Completion (CCL) in Web Development and an Associate in Applied Science (AAS) in Web Design/Development are also available.

### Learning Outcomes

1. Design websites using knowledge of computer information systems, including security, computer concepts, web delivery system architecture, and file management. (ART100, ART112, CIS105, CIS133DA, CIS136, CIS138DA, CIS166AA, CIS220DF, CIS233DA, CIS235)
2. Research, plan, design, develop, test, publish, and maintain websites. (ART100, ART112, CIS105, CIS120DA, CIS120DK, CIS133DA, CIS136, CIS138DA, CIS166AA, CIS220DF, CIS233DA, CIS235)
3. Create complex websites using current standards in Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and Javascript. (ART100, ART112, CIS105, CIS120DA, CIS120DB, CIS120DK, CIS133DA, CIS138DA, CIS166AA, CIS220DF, CIS233DA)
4. Research and utilize best practices in user interface, user experience, accessibility and search engine optimization to build complex websites. (ADA/ART183, ART100, ART112, ART181, CIS120DA, CIS120DB, CIS120DF, CIS120DK, CIS133DA, CIS136, CIS138DA, CIS220DF, CIS233DA)
5. Design and implement e-commerce solutions. (ADA/ART183, ART100, ART112, ART181, CIS105, CIS120DA, CIS120DB, CIS120DF, CIS120DK, CIS133DA, CIS136, CIS166AA, CIS220DF, CIS233DA, CIS235)
6. Construct a website using a content management system. (ADA/ART183, ART100, ART112, ART181, CIS120DA, CIS120DB, CIS120DF, CIS120DK, CIS133DA, CIS136, CIS220DF, CIS233DA)
7. Apply project management skills to prioritize projects and meet deadlines. (CIS120DA, CIS120DB, CIS120DF, CIS120DK, CIS136, CIS166AA, CIS220DF, CIS235)
8. Adhere to industry accepted professional, legal, and ethical practices. (CIS105, CIS120DB, CIS120DF, CIS133DA, CIS136, CIS220DF, CIS233DA, CIS235)
9. Communicate professionally in formal and informal situations to diverse audiences. (CIS105, CIS120DA, CIS120DB, CIS120DF, CIS120DK, CIS133DA, CIS136, CIS166AA, CIS220DF, CIS233DA, CIS235)
10. Collaborate with others to address web design challenges. (CIS133DA, CIS233DA, CIS235)
11. Create digital media content using principles of design. (ADA/ART183, ART100, ART112, ART181, CIS120DA, CIS120DB, CIS120DF, CIS120DK, CIS138DA, CIS220DF)
12. Select design elements and composition appropriate to the project. (ADA/ART183, ART100, ART112, ART181, CIS120DA, CIS120DB, CIS120DF, CIS120DK, CIS138DA, CIS220DF)

### Program Notes

Students must earn a grade of C or better in each course in the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**This program replaces:**

[CCL/5159 Web Design](#)

[CCL/5168 Web Development and Graphic Design](#)

[CCL/5172 Web Design Technologies](#)

[CCL/5344 Web Designer](#)

[CCL/5345 Advanced Web Designer](#)

[CCL/5885 Media Arts: Web Design](#)

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**Program Prerequisites: None**

**Required Courses**

The following courses are required and also fulfill the requirements for the CCL in Web Foundations:

**Credits: 36-37**

- CIS105 Survey of Computer Information Systems 3
- CIS120DF Adobe Photoshop Level I: Digital Imaging 3
- CIS133DA Internet/Web Development Level I 3
- CIS136 Content Management Systems: WordPress 3
- + CIS166AA Introduction to Javascript 3
- + CIS233DA Internet/Web Development Level II 3
- + CIS235 e-Commerce 3

The following courses are required and fulfill the requirements for the CCL in Web Design:

- ADA/ART183 Digital Graphic Arts I (3)
- OR
- ART100 Introduction to Digital Arts (1) AND
- ART181 Graphic Design I (3)
- OR
- ART112 Two-Dimensional Design (3) 3-4

CIS120DB Computer Graphics: Adobe Illustrator 3

CIS120DA Introduction to Digital Video Editing: Adobe Premiere (3) OR  
CIS120DK Introduction to Digital Video Editing (3) 3

- + CIS138DA Desktop Design and Publishing Using Adobe InDesign 3
- + CIS220DF Adobe Photoshop Level II: Advanced Digital Imaging 3

**Restricted Electives**

Select 2 to 6 credits in consultation with your program advisor to further develop skills in the areas of Adobe, Art, Social Media, Marketing, Business and/or Multimedia.

**Credits: 2-6**

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

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### Web Design/Development

Major: **3185**

Catalog Year: **2022-2023**

Effective Term: **2022 Fall**

Award: **AAS**

Total Credits: **61-74**

CIP Code: **11.0801**

Initiating College: **Mesa Community College**

Program Availability: **CG EM GC MC PC PV RS SC SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this degree, students may pursue a career as:**

**15-1254.00 Web Developers**

**15-1255.00 Web and Digital Interface Designers**

**27-1014.00 Special Effects Artist and Animators**

**27-1024.00 Graphic Designers**

**Description:** The Associate in Applied Science (AAS) in Web Design/Development prepares students to design, create, and administer interactive and professional web sites. Courses focus on "hands-on" experience with web publishing, web graphics preparation, scripting, content management systems and e-commerce solutions. The program provides students a pathway to either develop advanced skills in Web Design or Web Development. Certificates of Completion (CCLs) in Foundational Web Technologies, Web Design and Web Development are also available.

#### Learning Outcomes

1. Design websites using knowledge of computer information systems, including security, computer concepts, web delivery system architecture, and file management. (ART100, ART112, CIS105, CIS119DO, CIS126DL, CIS126RH, CIS133DA, CIS136, CIS138DA, CIS150AB, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166AA, CIS166AE, CIS220DF, CIS233DA, CIS235, CIS256, CIS262AD, CIS263AA, CIS265++, CIS276++, [MA])
2. Research, plan, design, develop, test, publish, and maintain websites. (ART100, ART112, CIS105, CIS119DO, CIS120DA, CIS120DB, CIS120DF, CIS120DK, CIS126DL, CIS126RH, CIS133DA, CIS136, CIS138DA, CIS150AB, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166AA, CIS166AE, CIS233DA, CIS235, CIS256, CIS262AD, CIS263AA, CIS265++, CIS276++, (CRE), [FYC], [MA], [SG], [SQ])
3. Create complex websites using current standards in Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and Javascript. (ART100, ART112, CIS105, CIS119DO, CIS120DA, CIS120DB, CIS120DC, CIS120DK, CIS133DA, CIS138DA, CIS150AB, CIS163AA, CIS166AA, CIS166AE, CIS220DF, CIS233DA, CIS262AD, CIS263AA, CIS265++, CIS276++, [HU], [MA], [SB])
4. Research and utilize best practices in user interface, user experience, accessibility and search engine optimization to build complex websites. (ADA/ART183, ART100, ART112, ART181, CIS119DO, CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS120DA, CIS120DK, CIS133DA, CIS136, CIS138DA, CIS166AE, CIS220DF, CIS233DA, CIS276++, (COM), (CRE), [FYC], [MA])
5. Design and implement e-commerce solutions. (ADA/ART183, ART100, ART112, ART181, CIS105, CIS119DO, CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS133DA, CIS136, CIS150AB, CIS166AA, CIS166AE, CIS220DF, CIS233DA, CIS235, CIS262AD, CIS276++, (CRE), [MA], [SG], [SQ])
6. Construct a website using a content management system. (ADA/ART183, ART100, ART112, ART181, CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS133DA, CIS136, CIS166AA, CIS166AE, CIS220DF, CIS233DA, [MA], [SG], [SQ])
7. Apply project management skills to prioritize projects and meet deadlines. (CIS120DA, CIS120DB, CIS120DF, CIS120DK, CIS136, CIS166AA, CIS220DF, CIS235, (CRE), [SG], [SQ])
8. Adhere to industry accepted professional, legal, and ethical practices. (CIS105, CIS120DB, CIS120DF, CIS133DA, CIS136, CIS220DF, CIS233DA, CIS235, [HU], [SB], [SG], [SQ])

9. Communicate professionally in formal and informal situations to diverse audiences. (CIS105, CIS120DA, CIS120DB, CIS120DF, CIS120DK, CIS133DA, CIS136, CIS166AA, CIS220DF, CIS233DA, CIS235, (COM), (CRE), [FYC], [HU], [SB], [SG], [SQ])
10. Collaborate with others to address web design challenges. (CIS133DA, CIS233DA, CIS235, (COM), [HU], [SB])
11. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field. (FYE101, FYE103)

#### Web Design Emphasis Learning Outcomes

1. Create digital media content using principles of design. (ADA/ART183, ART100, ART112, ART181, CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS138DA, CIS220DF, [FYC], [HU], [SB], [SG], [SQ])
2. Select design elements and composition appropriate to the project. (ADA/ART183, ART100, ART112, ART181, CIS120DA, CIS120DB, CIS120DC, CIS120DF, CIS120DK, CIS138DA, CIS220DF, (COM), [FYC], [HU], [SB])
3. Manipulate digital media content. (CIS120DA, CIS120DB, CIS120DF, CIS120DK, CIS136)

#### Web Development Emphasis Learning Outcomes

1. Design websites using knowledge of programming. (CIS105, CIS133DA, CIS136, CIS150AB, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166AA, CIS166AE, CIS233DA, CIS235, CIS256, CIS262AD, CIS263AA, CIS265++, (COM), [FYC], [HU], [MA], [SB], [SG], [SQ])
2. Develop and deploy secure database solutions that use web-based protocols. (CIS119DO, CIS276++)
3. Implement security solutions to diminish or counter threats against web delivery systems. (CIS119DO, CIS126RH, CIS133DA, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166AA, CIS166AE, CIS233DA, CIS235, CIS256, CIS262AD, CIS263AA, CIS265++, CIS276++, [MA], [SG], [SQ])
4. Use server-side scripting languages to create secure, dynamic web pages. (CIS133DA, CIS166AE, CIS233DA, (COM), [FYC], [MA], [SG], [SQ])

### Program Notes

Students must earn a grade of C or better in each course in the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

#### **This program replaces:**

- [AAS/3029 Web Design Technologies](#)
- [AAS/3031 Web Development](#)
- [AAS/3084 Web Developer](#)
- [AAS/3085 Web Designer](#)
- [AAS/3100 Web Development and Graphic Design](#)
- [AAS/3147 Digital Media/Multimedia Technology](#)
- [AAS/3824 Media Arts: Web Design](#)

#### **Program Prerequisites: None**

### Required Courses

In addition to the required course work students must consult with a program advisor to select one of the specializations within the Restricted Electives area. **Credits: 22-24**

- CIS105 Survey of Computer Information Systems 3
- CIS120DF Introduction to Adobe Photoshop 3
- CIS133DA Internet/Web Development Level I 3

CIS136 Content Management Systems: WordPress 3  
+ CIS166AA Introduction to Javascript 3  
+ CIS233DA Internet/Web Development Level II 3  
+ CIS235 e-Commerce 3

FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3

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### Restricted Electives

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Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor.

**Credits: 17-22**

Specialization I: Web Design

Credits: 17-22

ADA/ART183 Digital Graphic Arts I (3)

OR

ART100 Introduction to Digital Arts (1) AND

ART181 Graphic Design I (3)

OR

ART112 Two-Dimensional Design (3) 3-4

CIS120DA Introduction to Adobe Premiere (3) OR

CIS120DK Introduction to Digital Video Editing (3) 3

CIS120DB Introduction to Adobe Illustrator 3

CIS120DC Introduction to Adobe Animate (3) OR

+ CIS220DF Adobe Photoshop Level II: Advanced Digital Imaging (3) 3

+ CIS138DA Desktop Design and Publishing Using Adobe InDesign 3

Students must select 2 to 6 credits in consultation with your program advisor to further develop skills in the areas of Adobe, Art, Social Media, Marketing, Business and/or Multimedia.

Specialization II: Web Development

Credits: 18

+ CIS119DO Introduction to Oracle: SQL (3) OR

+ CIS276++ Any Database Management Systems course (3) 3

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) 3

+ CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) 3

Programming Language: Select two courses for a total of 6 credits

+ CIS150AB Object-Oriented Programming Fundamentals 3

+ CIS156 Python Programming: Level I 3

+ CIS159 Visual Basic Programming I 3



- + CIS162++ Any C Programming course 3
- + CIS163AA Java Programming: Level I 3
- + CIS165++ Any Mobile Application Development course 3
- + CIS256 Python Programming: Level II 3
- + CIS262AD C# Level II 3
- + CIS263AA Java Programming: Level II 3
- + CIS265++ Any Advanced Application Development 3

Students must select 3 credits of any course with a CIS prefix in consultation with their program advisor to further develop skills in the areas of Databases, Information Systems, Programming, and/or Operating Systems.

## General Education Requirements

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### General Education Requirement

**Credits: 22-28**

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### General Education Core

**Credits: 12-18**

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### First-Year Composition

**Credits: 6**

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

### Oral Communication

**Credits: 3**

Any approved general education course from the Oral Communication area.

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### Critical Reading

**Credits: 0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
  - Equivalent as indicated by assessment (0) 0-3
- 

### Mathematics

**Credits: 3-6**

Any approved general education course in the Mathematics Area.

(MAT140, MAT141, MAT142, MAT145, MAT146 College Mathematics) OR (MAT150, MAT151, MAT152, MAT155, MAT156 College Algebra/Functions) OR higher math course with the Mathematical Applications [MA] general education designation recommended for students intending to transfer to a four-year institution.

MAT187 Precalculus is recommended for students intending to transfer to ASU (Tempe campus) to earn a BS in Graphic Information Technology.

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**General Education Distribution****Credits: 10**

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**Humanities, Arts and Design****Credits: 3**

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

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

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

PSY101 Introduction to Psychology is recommended for students intending to transfer to ASU (Polytechnic campus) to earn a BS in Technical Communication (User Experience) or to ASU (Tempe campus) to earn a BS in Graphic Information Technology.

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

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Any approved general education course from the Natural Sciences area

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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### Web Development

Major: **5988**

Catalog Year: **2022-2023**

Effective Term: **2021 Fall**

Award: **CCL**

Total Credits: **39**

CIP Code: **11.0801**

Initiating College: **Mesa Community College**

Program Availability: **CG, EM, GC, GW, MC, PC, PV, SC, SM**

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

Instructional Council: **Computer Information Systems (12)**

GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**

**15-1254.00 Web Developers**

**15-1252.00 Software Developers**

**Description:** The Certificate of Completion (CCL) in Web Development prepares students to create and administer interactive and professional websites. The program provides students with knowledge and skills in developing dynamic websites, client and server side programs, database structures, and object-oriented design. A Certificate of Completion (CCL) in Web Design and an Associate in Applied Science (AAS) in Web Design/Development are also available.

#### Learning Outcomes

1. Design websites using knowledge of computer information systems, including security, computer concepts, web delivery system architecture, and file management. (CIS105, CIS119DO, CIS126DL, CIS126RH, CIS133DA, CIS136, CIS150AB, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166AA, CIS166AE, CIS233DA, CIS235, CIS256, CIS262AD, CIS263AA, CIS265++)
2. Research, plan, design, develop, test, publish, and maintain websites. (CIS105, CIS119DO, CIS120DF, CIS126RH, CIS133DA, CIS136, CIS150AB, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166AA, CIS166AE, CIS233DA, CIS235, CIS256, CIS262AD, CIS263AA, CIS265++)
3. Create complex websites using current standards in Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and Javascript. (CIS105, CIS119DO, CIS133DA, CIS150AB, CIS166AA, CIS166AE, CIS233DA, )
4. Research and utilize best practices in user interface, user experience, accessibility and search engine optimization to build complex websites. (CIS119DO, CIS120DF, CIS133DA, CIS136, CIS166AE, CIS233DA)
5. Design and implement e-commerce solutions. (CIS105, CIS119DO, CIS120DF, CIS133DA, CIS136, CIS150AB, CIS166AA, CIS166AE, CIS233DA, CIS235)
6. Construct a website using a content management system. (CIS120DF, CIS133DA, CIS136, CIS166AA, CIS166AE, CIS233DA)
7. Apply project management skills to prioritize projects and meet deadlines. (CIS120DF, CIS136, CIS166AA, CIS235)
8. Adhere to industry accepted professional, legal, and ethical practices. (CIS105, CIS120DF, CIS133DA, CIS136, CIS233DA, CIS235)
9. Communicate professionally in formal and informal situations to diverse audiences. (CIS105, CIS120DF, CIS133DA, CIS136, CIS166AA, CIS233DA, CIS235)
10. Collaborate with others to address web design challenges. (CIS133DA, CIS233DA, CIS235)
11. Design websites using knowledge of programming. (CIS105, CIS133DA, CIS136, CIS150AB, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166AA, CIS166AE, CIS233DA, CIS235, CIS256, CIS262AD, CIS263AA, CIS265++)
12. Manipulate digital media content. (CIS120DF)
13. Develop and deploy secure database solutions that use web-based protocols. (CIS119DO, CIS276++)
14. Implement security solutions to diminish or counter threats against web delivery systems. (CIS119DO, CIS126RH, CIS133DA, CIS156, CIS159, CIS162++, CIS163AA, CIS165++, CIS166AA, CIS166AE, CIS233DA, CIS235, CIS262AD,

CIS263AA, CIS265++, CIS276++)

15. Use server-side scripting languages to create secure, dynamic web pages. (CIS133DA, CIS166AE, CIS233DA)

### Program Notes

Students must earn a grade of C or better in each course in the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**This program replaces:**

[CCL/5051 Web Developer](#)

[CCL/5060 Web Developer](#)

[CCL/5168 Web Development and Graphic Design](#)

[CCL/5346 Web Development](#)

**Program Prerequisites: None**

### Required Courses

The following courses are required and included in the CCL in Web Foundations:

**Credits: 36**

CIS105 Survey of Computer Information Systems 3  
CIS120DF Introduction to Adobe Photoshop 3  
CIS133DA Internet/Web Development Level I 3  
CIS136 Content Management Systems: WordPress 3  
+ CIS166AA Introduction to Javascript 3  
+ CIS233DA Internet/Web Development Level II 3  
+ CIS235 e-Commerce 3

The following courses are required for the CCL in Web Development:

+ CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) 3

+ CIS119DO Introduction to Oracle: SQL (3) OR  
+ CIS276++ Any Database Management Systems course (3) 3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

Programming Language: Select two courses for a total of 6 credits

+ CIS150AB Object-Oriented Programming Fundamentals 3  
+ CIS156 Python Programming: Level I 3  
+ CIS159 Visual Basic Programming I 3  
+ CIS162++ Any C Programming course 3  
+ CIS163AA Java Programming: Level I 3  
+ CIS165++ Any Mobile Application Development course 3  
+ CIS256 Python Programming: Level II 3  
+ CIS262AD C# Level II 3  
+ CIS263AA Java Programming: Level II 3  
+ CIS265++ Any Advanced Application Development course 3

## Restricted Electives

Students should select any course with a CIS prefix in consultation with their program advisor to further develop skills in the areas of Databases, Information Systems, Programming, and/or Operating Systems. 3 **Credits: 3**

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: February 23, 2021

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All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

### Web Foundations

Major: **5984**  
Catalog Year: **2022-2023**  
Effective Term: **2021 Fall**  
Award: **CCL**  
Total Credits: **21**  
CIP Code: **11.0801**

Primary College: **Mesa Community College**  
Program Availability: **CG EM GC MC PC PV RS SC SM**  
Field of Interest: **Computer and Information Technology**  
Instructional Council: **Computer Information Systems (12)**  
GPA: **2.0**

SOC Code: **Upon completion of this certificate, students may pursue a career as:**  
**15-1254.00 Web Developers**  
**15-1255.00 Web and Digital Interface Designers**

**Description:** The Certificate of Completion (CCL) in Web Foundations introduces students to designing and developing web pages. This CCL prepares students for entry level web positions. Certificates of Completion (CCL) in Web Design and Web Development are available. An Associate in Applied Science (AAS) degree in Web Design/Development is also available.

#### Learning Outcomes

1. Integrate knowledge of computer information systems, including security, computer concepts, web delivery system architecture, and file management in web design. (CIS105, CIS133DA, CIS136, CIS166AA, CIS233DA, CIS235)
2. Explain the web development life cycle including the planning, designing, developing, testing, publishing, and maintaining of websites. (CIS133DA, CIS136, CIS166AA, CIS233DA, CIS235)
3. Create basic websites using current standards in Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and Javascript. (CIS105, CIS133DA, CIS166AA, CIS233DA)
4. Utilize best practices in user interaction, user experience, accessibility and search engine optimization to build basic websites. (CIS133DA, CIS136, CIS166AA, CIS233DA)
5. Design and implement e-commerce solutions. (CIS105, CIS235)
6. Manipulate digital media content. (CIS120DF, CIS136, CIS220DF)
7. Construct a website using a content management system. (CIS136)
8. Prioritize projects and meet deadlines. (CIS120DF, CIS136, CIS166AA, CIS220DF, CIS235)
9. Demonstrate industry accepted professional, legal, and ethical practices. (CIS105, CIS120DF, CIS133DA, CIS136, CIS233DA, CIS235)
10. Communicate professionally in formal and informal situations. (CIS105, CIS120DF, CIS133DA, CIS136, CIS166AA, CIS233DA, CIS235)
11. Explain the need for collaboration in the web industry. (CIS133DA, CIS233DA)

#### Program Notes

Students must earn a grade of C or better in each course in the program.  
Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Program Prerequisites: None**

#### Required Courses

CIS105 Survey of Computer Information Systems 3	<b>Credits: 21</b>
CIS120DF Adobe Photoshop Level I: Digital Imaging 3	

CIS133DA Internet/Web Development Level I 3  
CIS136 Content Management Systems: WordPress 3  
+ CIS166AA Introduction to Javascript 3  
+ CIS233DA Internet/Web Development Level II 3  
+ CIS235 e-Commerce 3

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 10, 2019

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

### Yoga Instruction

Major: **5446** Primary College: **Scottsdale Community College**  
Catalog Year: **2022-2023** Program Availability: **College-Specific**  
Effective Term: **2019** Field of Interest: **Health Sciences**  
**Fall** Instructional Council: **Exercise Science, Health and Physical Education, Recreation and Wellness (32)**  
Award: **CCL** GPA: **2.0**  
Total Credits: **22**  
CIP Code: **51.3602**

SOC Code: **Upon completion of this program, students may pursue a career as: 39-9031 Fitness Trainers and Aerobics Instructors**

**Description:** The Certificate of Completion (CCL) in Yoga Instruction prepares students to become qualified yoga instructors. The program provides students with a foundation in the theory, tradition and practice of yoga, knowledge of anatomy and physiology applied to yoga instruction, instructional methodology in the art and science of teaching yoga asanas, and practice teaching experience.

#### Learning Outcomes

1. Practice industry accepted professional and ethical behavior. (PED101YO, PED102YO, PED103YO, PED201YO, PED270, PED271, PED272, PED274)
2. Utilize effective written and oral communication skills in accordance with the professional conventions within the field of yoga. (PED150, PED155, PED270, PED271, PED272, PED274)
3. Utilize a range of movement techniques based in body knowledge to assess the skill level of yoga students and demonstrate appropriate movement modifications. (PED101YO, PED102YO, PED103YO, PED201YO, PED270, PED271, PED272, PED274, BIO160)
4. Analyze yoga philosophy, historical roots, current issues and trends in personal and professional yoga practice. (PED150, PED155, PED274)
5. Develop and implement individual strategies for yoga instruction grounded in established theories, philosophies and guidelines. (PED150, PED270, PED271, PED272, PED274)
6. Apply evaluative feedback from self and others to develop and refine teaching approaches and style. (PED101YO, PED102YO, PED103YO, PED201YO, PED270, PED271, PED272, PED274)

#### Program Notes

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

+ indicates course has prerequisite and/or corequisites.

Students must enroll in a Physical Activities: Yoga course each semester.

#### Program Prerequisites

PED101YO Yoga (1) OR  
PED103YO Yoga (0.5) OR  
Permission of Program Director 0-1

**Credits: 0-1**



## Required Courses

BIO160 Introduction to Human Anatomy and Physiology 4

**Credits: 19**

PED101YO Yoga (1) OR  
PED102YO Yoga - Intermediate (1) OR  
PED103YO Yoga (0.5) OR  
PED201YO Yoga - Advanced (1) 4  
A total of 4 credits of Yoga is required.

PED150 Tradition and Practice of Yoga I 2  
+ PED155 Tradition and Practice of Yoga II 2  
+ PED270 Teaching Yoga: Level I 2  
+ PED271 Teaching Yoga: Level II 2  
+ PED272 Teaching Yoga: Alignments and Adjustments 2  
+ PED274 Teaching Yoga: Practicum 1

## Restricted Electives

Students must complete at least one credit from List 1 and two credits from List 2, OR **Credits: 3** three credits from List 2.

### List 1

PED101YO Yoga (1)  
PED102YO Yoga - Intermediate (1)  
PED103YO Yoga (0.5)  
PED201YO Yoga - Advanced (1)  
PED101YK Kundalini Yoga (1)  
PED103YK Kundalini Yoga (0.5)  
PED101YP Power Yoga (1)  
PED102YP Power Yoga - Intermediate (1)  
PED103YP Power Yoga (0.5) 1

### List 2

+ PED280 Introduction to Yoga Therapy (2)  
+ PED281 Yoga Therapy - Upper Body Principles (2)  
WED162 Meditation and Wellness (1) 2-3

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: January 22, 2019

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

## **Appendix S-13: The Maricopa Community Colleges Allied Health or Nursing Program Allied Health or Nursing Assumption of Risk/Release of Liability**

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

### **Use of Confidential Information**

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

### **MCCCD Required Background Checks**

Students enrolled in an MCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCD's major clinical agency partners now mandate that any college students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCD has instituted two specific background check requirements in order for a student to enroll in a program. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in [Arizona Revised Statute § 41-1758.07](#). Additionally, students must also obtain a "pass" status on a MCCCD supplemental background check from MCCCD's authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCD's clinical experience partners.

The sole program for which the background check requirements are different is the Emergency Medical Technician program. For that program, students must have obtained a Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety. They are also required, at the time of their clinical assignments, to submit to, pay for and pass any additional background check requirements of the clinical agencies to which their EMT program places students.

Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

The MCCCD supplemental background check review may include searches of the following databases and information but MCCCD reserves the right to change the search criteria and the program background check requirements at any time without notice:

1. National Federal Health Care and Abuse Databases
2. Social Security Verification

3. Residency History
4. Arizona Statewide Criminal Records
5. Nationwide Criminal Databases
6. Nationwide Sexual Offender Registry
7. Homeland Security Search

Examples of background information that will result in a “fail” status on the supplemental background check include:

1. Social Security number does not belong to the applicant
2. Any inclusion on any registered sex offender database
3. Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists
4. Any conviction of a felony no matter what age of the convictions
5. Any warrant any state
6. Any misdemeanor conviction for the following no matter how long ago:
  - A. Violent crimes
  - B. Sex crime of any kind including non-consensual sexual crimes and sexual assault
  - C. Murder, attempted murder
  - D. Abduction
  - E. Assault
  - F. Robbery
  - G. Arson
  - H. Extortion
  - I. Burglary
  - J. Pandering
  - K. Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
  - L. Any abuse or neglect
  - M. Any fraud
  - N. Illegal drugs
  - O. Aggravated DUI
7. Any misdemeanor controlled substance conviction in last 7 years
8. Any other misdemeanor conviction within last 3 years  
EXCEPTIONS: Any misdemeanor traffic (DUI is not considered traffic).

The information that MCCCDC uses for the “pass/fail” background check is subject to change at any time without notice.

MCCCDC recommends that students carry proof of the background clearance at all times during any clinical agency learning experience.

### **Duty to Report Changes; Removal**

Students have an obligation to immediately report to the director of their program any change in the information that they supplied on forms submitted to initiate background checks relating to the allied health or nursing

program. That includes information provided to the Arizona Department of Public Safety and MCCC'D's supplemental background check vendor, as well as that related to the background check required by a clinical agency. Failure to do so will result in removal from the program. Additionally, any change in background check status that would affect the student's clearance under either MCCC'D's or a clinical agency's standards will result in removal from a program.

### **Additional Clinical Agency Background Check**

Some clinical agencies require that students assigned to their sites submit to a criminal background check covering other offenses, as well as to a drug screening. Students are required to pay for the additional agency clinical background check. A clinical agency that requires this additional background check may refuse to place a student due to information the clinical agency obtains in its background check even though that student possess a valid Level I Fingerprint Clearance Card and has obtained a "pass" status on the MCCC'D supplemental background check.

Some conditions that have resulted in students being denied placement at clinical agencies include pending criminal charges, outstanding warrants, unfinished terms of a sentence (such as unpaid fines), pattern of repeated types of arrests/convictions, and failure to disclose all past arrests/convictions when asked to do so on any background check application.

### **Inability to Place**

MCCC'D has no obligation to make repeated attempts to place a student when the reason for MCCC'D's inability to place the student is due to background check issues. Since clinical agency assignments are mandatory requirements for completion of a program, a student's inability to complete required clinical experience due to his or her background check issues will result in removal from the program.

### **Changes to Admission or Background Check Requirements**

MCCC'D may change its program admission requirements or background check requirements without notice at any time.

### **No Guarantee of Receipt of Licensure/Certificate**

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

***AMENDED by Direct Chancellor Approval, June 1, 2017***



# Nursing

# Student Handbook

# 2022-2023

**Chandler-Gilbert Community College**  
**Estrella Mountain Community College**  
**GateWay Community College**  
**Glendale Community College**  
**Mesa Community College**  
**Paradise Valley Community College**  
**Phoenix College**  
**Scottsdale Community College**

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*This Handbook prescribes standards of conduct for students enrolled in the MaricopaNursing Program. The standards are in addition to those detailed under Maricopa Community College’s Policies and Administrative Regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline. The Nursing Leadership Council (NLC) reserves the right to make program changes as needed, and to change without previous notice any information requirements and regulations published in this document.*

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District. The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.

## **I. PROGRAM INFORMATION**

### **1. DESCRIPTION**

MaricopaNursing is a consortium of nursing programs at eight of the Maricopa Community Colleges. Chandler-Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Mesa Community College, Paradise Valley Community College, Phoenix College, and Scottsdale Community College are the colleges within the MaricopaNursing consortium. In 2010, the Maricopa Community College District Nursing Program became the consortium of MaricopaNursing.

The consortium shares a common outcome-based integrated curriculum culminating in an Associate of Applied Science degree in nursing; shared agreements for academic standards including admission criteria, progress and graduation standards; shared agreements for development and implementation of student procedures and guidelines as delineated in the Nursing Student Handbook; and a shared governance model which supports the Nursing Leadership Council as the responsible party for decisions regarding nursing at Maricopa. Clinical experiences are provided in a variety of healthcare settings. Completion of the nursing courses and general education degree requirements and subsequent posting of the degree provides eligibility for students to apply for licensure as registered nurses. Licensure requirements are the exclusive responsibility of the Arizona State Board of Nursing.

Each MaricopaNursing college is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN) at 3390 Peachtree Rd NE, Suite 1400, Atlanta, GA 30326. State approval for the Nursing Programs is provided by the Arizona State Board of Nursing (AZBN) at 1740 W Adams Street, Suite 2000 Phoenix, AZ 85007

### **2. OCCUPATIONAL INFORMATION**

Graduates receiving an Associate in Applied Science (AAS) in Nursing degree are eligible to apply for licensure as a Registered Nurse (RN). The R.N. 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 healthcare settings. Registered Nurses function within the legal scope of practice and use professional standards of care when caring for clients and families across the life span. The AAS degree provides an educational foundation for articulation into the university setting.

### **3. ELIGIBILITY FOR LICENSURE**

Students completing graduation requirements for the Associate in Applied Science degree in Nursing are eligible to apply for licensure as registered nurses. Applicants for licensure in Arizona must provide evidence of citizenship or nationality. Licensure fees and requirements are determined by and are the sole responsibility of the State Boards of Nursing. For all questions about eligibility for licensure and the documents required showing eligibility, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602-771-7800.

**Felony Bar:** If a person has been convicted of a felony, the person is not eligible to apply for licensure or certification with the Arizona State Board of Nursing until 3 years after the “absolute discharge” of the sentence. “Absolute discharge from the sentence” means completion of any sentence, including imprisonment, probation, parole, community supervision or any form of court supervision. This also includes payment of all restitution, fines, fees, etc. If the conviction is reduced to a misdemeanor, or set



aside, dismissed, etc., the 3-year bar may no longer be applicable, but the Board may still consider the conduct involved, and the person’s application will be considered on a “case by case” basis.

**4. VISION**

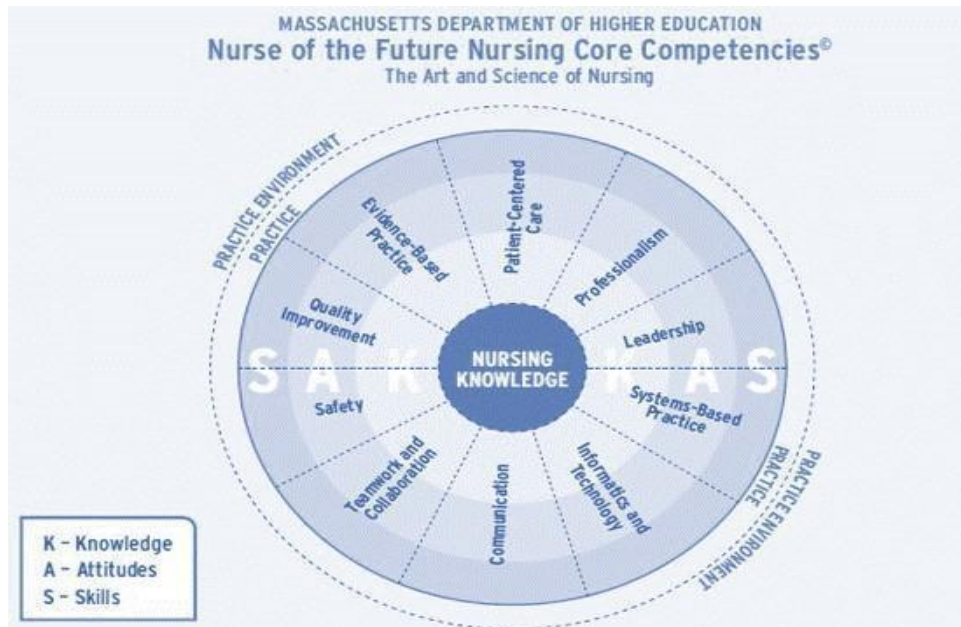
MaricopaNursing is committed to empowering novice nurses with knowledge, skills and attitudes to assume nursing roles across the healthcare system.

**5. MISSION**

Congruent with the mission of Maricopa Community Colleges, MaricopaNursing provides accessible, affordable quality nursing education that prepares graduates to serve in diverse communities.

**6. PHILOSOPHY**

MaricopaNursing is committed to preparing students for the complexities of current nursing clinical practice and is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. Demonstration of the competencies signifies preparation for successful transition into nursing practice and further professional development. MaricopaNursing supports the progression of clinical competence through a myriad of experiential learning opportunities that foster the development of clinical judgment. MaricopaNursing has adopted a constructivist framework which guides delivery of educational experiences, acknowledging the uniqueness and complexity of the individual learner and the importance of active learning and personal engagement in the process of learning.

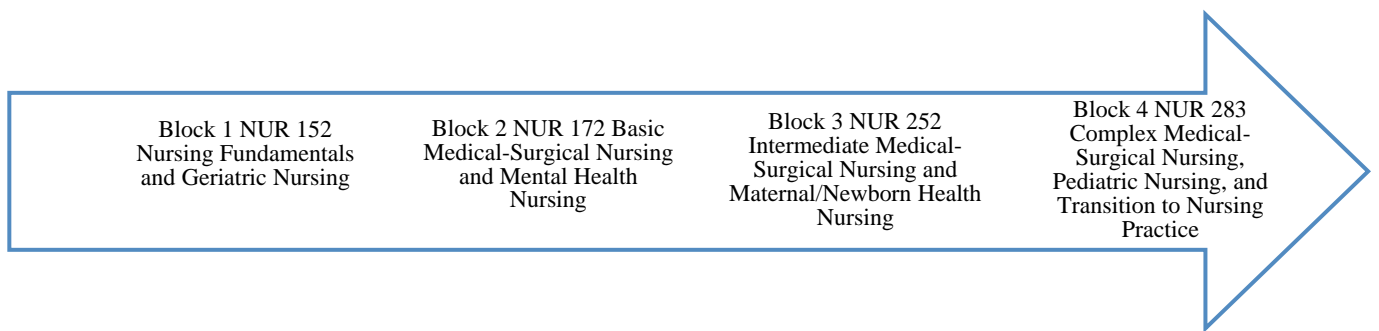


**Reference**

Massachusetts Department of Higher Education Nurse of the Future Competencies Committee. (2007). Nurse of the Future Nursing Core Competencies, version 2. Department of Higher Education: Boston, Massachusetts. Retrieved from <http://www.mass.edu/currentinit/documents/nursingcorecompetencies.pdf>

## II. PROGRAM COMPETENCIES

1. Patient-Centered Care: Provide advocacy and individualized care for diverse populations. (NUR152, NUR172, NUR252, NUR283)
2. Professionalism: Demonstrate accountability for legal and ethical behaviors that reflect standards of professional nursing practice. (NUR152, NUR172, NUR252, NUR283)
3. Leadership: Coordinate nursing care for multiple patients in collaboration with health team members for the acquisition/achievement of shared outcomes. (NUR152, NUR172, NUR252, NUR283)
4. Systems-Based Practice: Discuss healthcare micro and macro systems and their impact on patient care. (NUR152, NUR172, NUR252, NUR283)
5. Informatics and Technology: Integrate technology to provide safe quality care and improve patient outcomes, managing information confidentially and effectively. (NUR152, NUR172, NUR252, NUR283)
6. Communication: Demonstrate effective communication skills while fostering mutual respect and shared decision making with patients, families and colleagues. (NUR152, NUR172, NUR252, NUR283)
7. Teamwork and Collaboration: Function effectively within interdisciplinary teams fostering open communication, shared decision-making and team development. (NUR152, NUR172, NUR252, NUR283)
8. Safety: Provide safe, quality care while minimizing risk of harm to patients and providers. (NUR152, NUR172, NUR252, NUR283)
9. Quality Improvement: Demonstrate accountability for quality improvement of personal performance, patient care and health care systems. (NUR152, NUR172, NUR252, NUR283)
10. Evidence-Based Practice: Utilize evidence-based practice to meet individualized needs across the healthcare continuum. (NUR152, NUR172, NUR252, NUR283)



## III. PROGRAM OF STUDY – ADMISSION BEGINNING JULY 2015

General Education <u>Prerequisites</u>		<b>BLOCK 1</b>	<b>BLOCK 2</b>	<b>BLOCK 3</b>	<b>BLOCK 4</b>
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MAT 142 College Math 3 Credits	<b>ACCEPTANCE</b>	NUR152	NUR172	NUR252	NUR283
BIO156/181 or 1 yr. HS BIO Biology 201 0-4 Credits		Nursing Theory & Science I  9 Credits	Nursing Theory & Science II  9 Credits	Nursing Theory & Science III  9 Credits	Nursing Theory & Science IV  9 Credits
CHM130/130LL or 1 yr. HS CHM Chemistry 0-4 Credits		<b>CO-REQUISITE COURSES</b>			
ENG 101 or 107 First Year Composition 3 Credits		BIO202 Human Anatomy & Physiology II (Recommended Prereq to NUR172)  4 Credits	PSY101 Introduction to Psychology (Recommended Pre-req to NUR252)  3 Credits	BIO205 Microbiology (Recommended Prereq to NUR283)  4 Credits	HUM--- Humanities Elective  2 Credits
			CRE101 (Recommended Pre-req) Critical & Evaluative Reading  0-3 Credits		ENG102 or 108 First Year Composition  3 Credits
		TOTAL 13 Credits	TOTAL 12-15 Credits	TOTAL 13 Credits	TOTAL 14 Credits
<b>Prerequisite Credits = 10-20</b>	<b>Total Nursing Core Credits = 36</b> <b>General Education Co-requisite Credits = 16-19</b> <b>Total Credits for AAS in Nursing Degree = 62-75</b>				

#### IV. GENERAL INFORMATION

- ❖ Academic advisement is available at each campus.
- ❖ The nursing courses are sequential and the successful completion of each course is a prerequisite for admission to the next block.
- ❖ It is the responsibility of the student to complete all pre- and co-requisite courses prior to graduation.
- ❖ Once initial placement is offered and accepted, students may not transfer in block one to another college.
- ❖ Students must be registered for the class in order to attend.

- ❖ It is the responsibility of the student to notify the Office of Admissions and Records for withdrawals to discontinue studies in a course or at the college.
- ❖ Students will be held to Maricopa County Community College District (MCCCD) policies and procedures related to attendance (see College Catalog, Administrative Regulations, 2.3.2). Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirements as determined by the course instructor may be withdrawn. Students who fail to attend the first scheduled class meeting, or who fail to contact the instructor regarding absence before the first scheduled class meeting may, at the discretion of the instructor, be withdrawn.
- ❖ Nursing classes prepare students for safe client care and faculty expect students to attend each class, laboratory, and clinical session to develop the theoretical and practice components of the professional nursing role. It is the responsibility of the student to notify the instructor prior to absence or anticipated late arrival. Laboratory and clinical hours are often not possible to make up and students must not expect make-up time to be available. When an absence results in the inability of the student to demonstrate clinical practice objectives and meet the required hours of the course, the student will not receive a passing grade in the course.
- ❖ If an absence is necessary, the absence policy of the program includes but is not limited to:
  - Theory/didactic sections: Students are expected to attend all classes necessary to meet competencies of the course. If an absence occurs the student is responsible to obtain class notes and assignments. Students may not arrive late or leave early as these behaviors disrupt the learning environment. A faculty member has the right to deny entrance if a student is late.
  - Laboratory Sessions: Students must attend all laboratory sessions. Makeup time for skills taught in lab may not be possible. Students will be graded on successful demonstration of skills/procedures and are responsible for reviewing skills prior to care.
  - Clinical Sessions: Students are expected to attend all clinical sessions necessary to meet the competencies of the course as determined by the instructor(s). If a student is meeting clinical competencies, one absence may be granted by the instructor. When a student is not meeting clinical competencies, repeated absences (2 or more) may result in the student receiving an incomplete for the clinical component or could result in failing the clinical component.
  - Planned simulations are part of the clinical experiences; however, simulation will not be used to replace scheduled, in-person clinical experience(s).
  - Clinical hours include pre-clinical laboratory practice, pre- and post-conferences, all scheduled clinical days, alternative clinical learning activities, and simulation.
  - All students must complete the online and onsite clinical orientation requirements prior to all clinical rotations. Any student who fails to complete the requirements or is absent on a day of orientation without prior instructor approval may not continue in the rotation.
  - Late arrival or leaving early from the clinical experience may result in disciplinary action and place the student at risk for failing to achieve the course competencies.
  - Clinical experiences scheduled in psychiatric/mental health, obstetrical, and pediatric rotations are assigned to meet the minimum course requirements.
  - In case of serious illness or emergency situations, a student may find an absence unavoidable. When an absence occurs, the student must notify the clinical instructor in advance of the clinical hours. Any absence can jeopardize successful achievement of course competencies.
  - The nursing program does not routinely provide “make-up” clinical hours.

- **Special Circumstances:** There are no provisions for an “excused absence” outside the following list as described in the college policies (see college catalog). All requests for an excused absence must meet the college policy and the request is to be sent directly to the nursing department director and the primary course instructor.
- ❖ **Official Absences,** as described in the college catalog, are those that occur when students are involved in an official activity of the college. Students must present the official absence verification form to the instructor before the absence. Prior arrangements must be made with each instructor for makeup work. If an absence is prolonged and too much content is missed an incomplete may need to be given. Appropriate documentation is required.
- ❖ **Religious Holidays -** There is a process for requesting accommodations for religious holidays. For information on the procedure, please refer to the process [here](#).

## **V. CHANNELS OF COMMUNICATION**

There is an expectation of mutual respect between faculty and students. If a concern should arise, a meeting should be scheduled between the faculty member and student to discuss the matter. Issues are often resolved by direct communication between the faculty member and the student.

### **Instructional Grievance Process – Located [here](#)**

A student who feels that s/he/they has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment. **Steps for students to follow:**

1. If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written grievance must be filed within ten working days following the previous deadline. The written grievance will be given to the faculty member five days before any official meetings are convened.
2. Upon receipt of a written grievance, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask the College Faculty Senate President to be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty member.
3. If the grievance is not resolved at this level within ten working days, the student should forward to the Vice President of academic affairs or designee, a copy of the original written grievance with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the process.

5. Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

*Note: The grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.*

## **VI. STUDENT REPRESENTATION**

Students are provided opportunities to offer input on decisions including admission standards, curriculum, student services, and the teaching/learning process. Students are invited to become active in student government and nursing student associations and organizations, both on campus and in the community. Student input is vital to the ongoing improvement of the nursing programs.

The following list includes a sample of ways that students can become involved in governance:

- ❖ Complete End of Block, End of Program, Student Forum, and Alumni surveys.
- ❖ Provide honest and fair feedback when asked to complete instructor and course evaluations.
- ❖ Participate in Student Nurse Association (SNA) activities.
- ❖ Volunteer for committee participation by serving on the committees available at the college. Examples of these committees could include but are not limited to: Curriculum, Community Advisory, Student Conduct and/or Student Affairs Committees.
- ❖ Provide input when your peers are representing your issues at committee meetings and student forums.

## **VII. PROFESSIONAL APPEARANCE**

The following guidelines are mandatory for students to remain in compliance with the dress code:

- ❖ In all cases, the student must be in compliance with the professional appearance policy of the clinical agency. No accommodation will be made to change the location of clinical experiences.
- ❖ Students are expected to present themselves in a professional manner at all times while enrolled in the nursing program
- ❖ A student may be removed from the clinical setting and jeopardize successful completion of the clinical course based on the inability to place the student in a clinical facility due to noncompliance with the facility policies.
- ❖ Students are to wear the official nursing program uniform in all clinical settings and as requested by their college unless setting or agency requires other clinical attire.
- ❖ Uniforms should fit so that when the student bends forward, the bottom hem of the top covers the pants' waistband in the back. Visible chest or buttock cleavage is not permitted.
- ❖ Pant hems should be tailored so as to not drag on the floor when walking or standing.
- ❖ Students may wear a plain white or black t-shirt under the uniform. No other colors are permitted. The t-shirt may be sleeveless, short or long-sleeve. Turtlenecks are permitted.
- ❖ The official student uniform jacket or a plain white lab coat may be worn over the uniform. Sweaters, hoodies, or similar apparel are not permitted in the clinical setting.
- ❖ Picture ID badge must be worn at all times above the waist with the picture facing forward in the clinical agency. The ID badge should be worn on the upper shoulder area of the uniform.



- ❖ White or black socks or neutral nylons should be worn with the uniform. Other colored socks are not permitted.
- ❖ Uniform style shoes are to be white or black with low heels. No open toes, backless shoes or sandals. White or black clogs (no other colors are permitted) with a back strap are permitted. All shoes must have a non-porous top.
- ❖ The uniform must be clean and wrinkle-free. Undergarments must be worn at all times and cannot be visible.
- ❖ The only jewelry that may be worn with the uniform is a wedding ring, small post earrings in earlobes only, and a wristwatch. No other visible body piercing jewelry is allowed; however, if necessary, a small skin toned bandage is permitted to cover a visible piercing. Necklaces must be kept under clothing and not visible. In some rotations, it may be advisable to not wear any jewelry.
- ❖ Earlobe gauges must be filled or covered in flesh tones.
- ❖ No objects of any type may be worn in the tongue.
- ❖ Tattoos must be covered if possible. Tattoos which cannot be covered must not convey a message that is contrary to MaricopaNursing professional standards and must not pose a potential customer relations issue.
- ❖ Hair must be clean, combed, natural color (not pink, blue, etc.), worn up/off the collar, and secured back from the face so it does not fall forward while in uniform to meet health and safety standards. Unconventional hair styles (such as a Mohawk) are not permissible in lab or clinical settings. Closely trimmed beards, sideburns, and mustaches are permitted, but must meet facility policy for client safety. No hair adornments may be worn in the hair to the clinical/lab setting (i.e. artificial flowers, scarves, or jewels) unless approved due to cultural/religious reasons.
- ❖ Makeup must be neutral and minimal; false eyelashes (strip lashes using adhesive) should not be worn and may be restricted in some areas due to safety and sterility issues.
- ❖ No chewing tobacco or gum while in the nursing laboratory or in the clinical setting. Chewing tobacco or e-cigarettes/vaping is not allowed in class, laboratory, or clinical setting.
- ❖ Students will maintain personal hygiene, including oral care. Students will be free of offensive body odor and/or cigarette odor. No cologne, after-shave, scented lotions, and/or perfumes are permitted.
- ❖ Fingernails must be clean, short with clear, neutral or pale polish, if any. Artificial nails, gel polish nail wraps, or extenders are not permitted in the clinical setting.

**Unacceptable Attire in the Clinical and/or Laboratory Setting:** NO thin or see-through clothes, bandeau/crop tops, sports bras, tank tops, shorts, or short skirts/dresses. When in the clinical setting, students are required to wear the MaricopaNursing uniform with a name badge as outlined above.

## VIII. INFORMATION TECHNOLOGY

Nursing students will be required to use online resources and will need access to a computer and network connection. Criteria for use of mobile/electronic devices in clinical, simulation, lab, and classroom: Mobile devices can be a valuable tool for healthcare education when used appropriately. The following guidelines apply:

- ❖ Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, mobile devices, laptops or other electronic devices.
- ❖ These may be used only when authorized by faculty and for clinical activities, not personal use.

- ❖ Cell phones and all mobile devices must be on “silent” mode or turned off during class, lab, and clinical experiences.
- ❖ No photos may be taken by students in the clinical agency or lab environments. The exception to taking photos or videos in the laboratory environment is when it is a course assignment.
- ❖ No personal phone conversations or texting allowed at any time while in lab, class, or clinical. A clinical probation will be given for the first violation of using the mobile device for socializing during clinical time. A second violation may result in removal from the clinical setting.
- ❖ When accessing information on smartphones, students are expected to have the equipment turned off if agency policy requires it and go to an area designated for cell phone use when accessing information on a mobile device.
- ❖ Be respectful to the client at all times and ensure that your entire attention is focused on the client when you are in the client’s room. If you are using any type of mobile device at the bedside be sure to apologize for the interruption in care and explain how the use of the technology will assist with care.
- ❖ Faculty or hospital staff may ask to see what programs you are using at any time. Use of facility computers for personal use is prohibited.
- ❖ You must protect the confidentiality of patient information at all times in accordance with HIPAA. Students may not take any photographs of clients or client records, nor print or make copies of client records.
- ❖ Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency and may be subject to disciplinary action.
- ❖ Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens, so may mobile devices. Be sure to disinfect/decontaminate them as needed.
- ❖ Social networking sites: When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site even if “privacy” options are selected. Keep your interactions professional and err on the conservative side when placing written communication or posting pictures. Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you and many recruiters now routinely search the social networking venues when considering people for a new hire. It is never appropriate to post photos or information about a patient. Social network postings can be subject to disciplinary action from the nursing program.
- ❖ For additional information on how to use social media without professional or personal repercussions, visit: <https://www.ncsbn.org/347.htm>

## **IX. TESTING, PROGRESSION AND RETENTION**

### **1. Methods of Evaluation - Grading Guidelines**

A. Nursing courses in the Program of Study (core courses) utilize the following grading scale:

GRADE SCALE (cumulative):	92 -100	=	A
	84 – 91	=	B
	76 – 83	=	C
	68 – 75	=	D
	67 and below	=	F



### MaricopaNursing Testing Policy

- Students must achieve a minimum score of 76% (average of all tests, non-rounded) on course proctored test/quiz points to pass the course.
- Final Exam will be comprehensive and given at the end of the semester.
- While the final exam is comprehensive, this does not preclude faculty from giving comprehensive proctored exams and quizzes.
- Standardized End-of-Course/Program Exams – Program Benchmarks
  - Block I – Fundamentals HESI
  - Block II – Mental Health HESI
  - Block III – Med/Surg HESI
  - Block IV – Exit Exam HESI
- Other Non-Benchmarking options (non-proctored points only)
  - Block II – Med/Surg HESI – customized
  - Block III – OB - standardized
- Grade grievance must follow the protocol established in the MaricopaNursing Student Handbook.
- Academic misconduct must follow the guidelines within the MaricopaNursing Program Student Handbook
- Nursing courses are not graded on a curve; grades are earned without regard to scores of other students.
- Meet all course requirements as described in the course syllabus.

### Clinical Requirements for Progression

- Obtain a satisfactory rating on each laboratory practicum.
- Consistently function at “Satisfactory” level for each of the clinical competencies on the evaluation form. The final summative evaluation may not contain “Needs Improvement” or “Unsatisfactory” ratings. The student will not successfully complete the clinical if either of these ratings are present.
- Failing the clinical component of a course will result in a grade of “D” or “F” for the course.
- A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility.

### Exam Weight Progression

	Block I	Block II	Block III	Block IV
Proctored Unit Quizzes/Exams	45%	50%	50%	55%
Comprehensive Final Exam	25%	25%	25%	25%
Standardized HESI Exam	5%	5%	5%	5%

<b>% of Total Grade</b>	<b>75%</b>	<b>80%</b>	<b>80%</b>	<b>85%</b>
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### Testing Guidelines

- Exam absences are based on syllabus guidelines. No test, practicum, or remediation examinations can be retaken or given to improve a score.
- Exams are available for review based on instructor availability and syllabus guidelines.
- MaricopaNursing will follow best practices for testing as outlined in the Arizona State Board of Nursing [Advisory Opinion](#).

### Test Item Formats and Grading:

(Subject to variation based on the testing platform/software)

- Multiple choice (standard psychometric analysis applies)
- Select all that apply- Multiple Response (no partial credit for correct options)
- Fill in the blank – math calculations only
- Drag and drop – Ordered response
- Hot spot
- Multiple choice (4 answer options)
  - Chart exhibit
  - Tables and graphs
  - Audio
  - Video

NCLEX® Next Gen Scoring Rules - items will be clearly identified as NextGen

- 0/1 – student gets the item either right or wrong (full credit or no credit)
- +/- (plus/minus) - students earn points for each correct answer, and a point is removed for each incorrect answer. The lowest score for a single item is "0" and never negative.
- Rationale Rule – a 2-part item where students need to get both the answer and rationale correct to obtain the point.
- Select all that apply items (SATA) follow the plus/minus scoring rules unless the item is “select N” which uses a 0/1 scoring rule.

### Student Testing Success Strategies

Pre-Exam

- Read and highlight the textbook/eBook
- Combine notes from book and lecture
- Prepare a study guide – use your learning style ([www.vark.com](http://www.vark.com))
- Participate in a study group
- Clarify all questions
- Rest and eat well before the exam
- Prepare for each class by reading and doing pre-assignments
- Attend all classes and labs

- Review class notes within 24 hours of lecture
- Review previous notes before the next lecture

#### During the Exam

- Read, clarify, and follow all instructions
- Underline or make a mental note of keywords
  - Read the stem of the question carefully
    - Determine what the question is asking
    - Read all answer options
    - Choose the best answer

#### **Insufficient Information or Knowledge**

Insufficient information or knowledge is the result of poor or inadequate study skills and preparation. If you continue to have difficulty, see the student success departments on campus. They can help with strategies and life management skills. Below are some specific suggestions.

- ❖ I did not read the textbook thoroughly
  - Take notes while reading – reread before the exam; summarize the readings; highlight key ideas while reading
- ❖ The information was not in my notes
  - Record lecture if allowed by faculty and update notes after class
- ❖ I studied the material but could not remember it
  - May not have been focused on when studying; allow yourself more preparation time to review in detail the 1st time and “brush up” before the exam.
- ❖ I knew the main ideas but needed the details
  - May not have been focused on when studying; allow yourself more preparation time to review in detail the 1st time and “brush up” before the exam.
- ❖ I knew the material but could not apply it
  - Create patient scenarios for each topic – apply while studying.
- ❖ I studied the wrong information
  - Clarify the areas of content; review the test blueprint if available.
- ❖ Missed or did not understand the terms
  - Make flashcards of unfamiliar words while studying

#### **Test Anxiety**

Test anxiety is common in nursing school. You cannot eliminate test anxiety but need to learn how to control your stress levels while testing. Counseling services on campus can assist in managing the anxiety you are experiencing. Here are some other suggestions.

- ❖ Get a good night of sleep the night before the exam. Do not study 2-4 hours before bedtime; otherwise, you will not sleep restfully.
- ❖ Prepare a method of meditation or relaxation that can be used during the exam. Reflect in your mind, on a word, phrase, image, or positive affirmation that brings you calm. Use it while studying and during the exam, hang it on your bathroom mirror and reflect on it each day.
- ❖ Take a brisk walk around campus before the exam; think positive thoughts.

- ❖ Plan to arrive well in advance of exam start time.

### **Careless Mistakes**

Careless mistakes are often the result of going too fast or too slow. The person that moves too rapidly through the exam glosses over key points and misses keywords. The person that goes too slow, second guesses themselves and changes answers. It is essential to develop both speed and accuracy when taking an exam.

- ❖ Budget enough time to review your exam before submitting but do not change answers unless you are 100% confident that you've marked it incorrectly
- ❖ Remember, the NCLEX® does not allow for exam review, so learn how to take each item and move forward.

### **Lack of Test Wisdom**

Learning to take nursing exams is a skill that needs development. Learn how to take these types of exams and practice, practice, practice!

- ❖ Practice exam items in “study mode” where you take a question, select your answer and read the correct answer with rationale.
- ❖ Practice exam items in “testing mode” where you take 75+ items in a single setting, timing yourself, and ‘simulating’ an exam. This will develop your “mental muscle” to sustain concentration over a sustained period of time.

### **General Success Plan Recommendations**

- ❖ Review HESI remediation for all HESI block tests. Use your areas of weakness to create a study plan, review, and remediate.
- ❖ Math calculation and remediation.
- ❖ Practice 100 NCLEX® test questions per week.
- ❖ Homework mode: take an item, review answer, and read the rationale
- ❖ Testing mode: take many items with a time limitation, then check answers – simulate the testing environment.
- ❖ Counselor center for stress management, test anxiety, and life skills.
- ❖ Disability Resources and Services for accommodations.

## **2. Exit Testing and Remediation**

Near the end of each Block, the student will take a computerized, standardized examination. The score is included as proctored points. The primary purpose of these examinations is to assess the student's achievement of nursing knowledge at his/her current level. The assessment will identify specific, individualized remediation content that can contribute to the student's success in the nursing program.

Immediately after the assessment each student receives an overview with the raw test score, conversion score, and comparison scores. After completing the exam, each student will receive an email from Elsevier Evolve with individualized remediation and suggested study materials.

### **3. Progression**

To qualify for enrollment through the subsequent Blocks of the nursing program the following must be achieved:

1. Pass all components of the current nursing course.
2. Maintain compliance with the Health and Safety requirements of the nursing program throughout the semester of enrollment.
3. Meet all deadlines for clinical facility requirements by the due dates.

### **4. Graduation Requirements**

1. Block 4 students must complete an application for the degree through the Admissions and Records department prior to the date listed in the college catalog.
2. Students must meet the general education course and nursing course requirements for the Associate in Applied Science (AAS) degree in Nursing. The AAS degree is awarded according to the policies, procedures, and requirements described in the college catalog.
3. The AAS degree must be posted on the student's transcripts before authorization is given to the State Board of Nursing to take the licensing exam.
4. A Certificate of Program Completion is electronically provided to the Arizona State Board of Nursing by the Admissions & Registration office.
5. Eligibility to take the National Council Licensure Examination - Registered Nurse (NCLEX-RN): Students must have a high school diploma or GED certificate and proof of graduation from an accredited/approved nursing program.
6. Completion of the nursing program and graduation from a college does not guarantee a passing score on the licensing exam. Application for NCLEX-RN is the sole responsibility of the student.

### **5. Investigative and/or Disciplinary Actions of Regulatory Boards**

1. All students enrolled in nursing courses who are certified and/or licensed as a Nurse Assistant or as a Practical Nurse must remain in good standing with the Board of Nursing. Students with certification and/or licensure from allied health regulatory boards are included under this provision.
2. Students receiving any investigative or disciplinary actions against their certificate or license must notify the Nursing Director within five (5) school days. Failure to remain in good standing may result in restriction or withdrawal from nursing courses.
3. Once admitted, any student who has the fingerprint clearance card suspended or revoked while enrolled in the program will not be permitted to continue.

## 6. Transfer within MaricopaNursing

A student in good standing who successfully completes nursing courses may transfer between campuses on a space available basis by following the steps listed below. Transfers are only considered for blocks 2, 3, or 4.

- Obtain the transfer form from the Division/Department office or website and complete all parts of the transfer form.
- Inform and obtain signature from the Nursing Director/designee of the home campus.
- Send the form (via fax, email, or in person) to the Nursing Director of the receiving campus.
- A transfer is confirmed upon student acceptance. It is the responsibility of the student to notify both nursing departments in a timely manner if a transfer is no longer desired. Placement is not guaranteed until the student is officially registered.

## 7. Readmission Guidelines

1. A student exiting the nursing program for any reason must complete an Exit Interview Form with the instructor, Director or designee to be eligible for readmission. The Exit Interview Form must include all admission and exit test scores as well as student information.
2. No student is guaranteed readmission. A student may be granted ONE readmission if there is space available and the student has had no previous readmissions. If the student wishes to attend another MaricopaNursing campus the student needs to provide the Director of the nursing program at the desired site a copy of his/her Exit Interview Form and request readmission.
3. A readmission may be granted for up to two traditional semesters following the exit. The final determination for readmission is made by the Nursing Director.
4. All readmissions are subject to space availability and approval of the Nursing Director. Factors which may be considered for readmission include but are not limited to final nursing course grades, HESI scores, and course/clinical evaluations.
5. The Nursing Director and/or designee may specify certain required or recommended criteria for readmission. Criteria may include completion of academic courses, proof of work experience, remediation, counseling, or other activities to promote success of the student.
6. The Nursing Director and/or the Nursing Leadership Council reserves the right to deny a request for readmission if the student was dismissed for issues relating to academic integrity, unsafe patient care, inappropriate conduct, or dismissal from a college or clinical site.
7. The Nursing Director and/or the Nursing Leadership Council reserves the right to approve an admission or readmission for a student in good standing who has to defer or withdraw for an unexpected event such as illness/injury, military deployment, or other unforeseen events.

## 8. Block specific information for readmission – No readmission is guaranteed

*All students must meet current Health & Safety requirements. If a student has had two withdrawals/failures/exits or any combination from the nursing program for any reason, the student is considered to be out of the nursing program.*

1. **Block 1:** A student exiting for a withdrawal or a failure must file an application for new student admission and meet current admission requirements. If space is available at the start of a new semester, the Director may readmit a block 1 student from the previous block based on Director's discretion; however, this is not guaranteed.

2. **Block 2:** A student exiting for a withdrawal or a failure may request readmission into the next available traditional semester. The maximum amount of time a student may be out of the program is not to exceed two semesters. If more than two traditional semesters, the Block 2 student must apply as a new student into Block 1, meet all current admission criteria, and repeat all nursing courses.
3. **Block 3:** A student exiting for a withdrawal or a failure may request readmission into the next available traditional semester. The maximum amount of time a student may be out of the program is not to exceed two semesters. If out longer than two semesters or if the student has two exits (failures or withdrawals) from the program, the Block 3 student must apply as advanced placement and meet current advanced placement admission requirements.
4. **Block 4:** A student exiting for a withdrawal or failure may request readmission into the next available semester. The maximum amount of time a student may be out of the program is not to exceed two semesters. If out longer than two semesters or if the student has two exits (failures or withdrawals) in the program, the student must apply as advanced placement into block 2 or 3 and meet all current admission requirements.

**NOTE:** Advanced placement applications are valid for two years from the date of application. Following the two year period, the student must update his/her application meeting all current requirements to be considered for placement. If the student does not elect to update/reapply for advanced placement, the application will be removed from the database and the student will be notified via the email address on file. Following two failures/exits from the program, a student will need to either apply as a new student to Block 1 or, if Blocks 1 and 2 have been successfully completed, the student will need to complete NUR191 and successfully complete the NCLEX-PN and obtain his/her/their LPN license. Application may then be made to Block 3 of the nursing program.

## **X. HEALTH AND SAFETY GUIDELINES**

### **1. Essential Skills and Functional Abilities**

Nursing students must be able to perform a variety of patient care activities without restrictions in the laboratory and clinical settings. At a minimum, students will be required to lift patients, stand for several hours at a time and perform fine motor skills with dexterity. The clinical nursing experience also places students under considerable mental and emotional stress as they assume responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions to remain in the program. Individuals should give careful consideration to the mental and physical demands of the program as described in detail under "Essential Skills and Functional Abilities" prior to making application.

### **2. Health and Safety Requirements\***

1. All students entering nursing courses must meet all Health and Safety requirements to maintain enrollment in the program. Students who do not meet all health and safety requirements by the required date will not be able to continue in the clinical component of the course.
2. Students unable or unwilling to provide documentation of compliance with the Health and Safety Requirements will not be registered or allowed to continue in nursing courses. A physician note or other documentation will not negate the need to complete all health and safety documentation requirements due to the need to protect patient safety.



3. An immunization exemption/variance request is available due to religious or medical reasons. The Nursing Director must be informed of the need for an immunization variance prior to the student's acceptance into the program or continuation from block to block. Every attempt will be made to place the student in clinical rotations to meet the competencies of the course; however, if a clinical placement cannot be obtained the student may be given an incomplete, may not move forward with his/her/their cohort, and, in some circumstances, may not be able to complete the program of study. In all instances, a confirmation of TB status is required, and verification of immune status is required by proof of titers for all required elements. For a medical exemption/variance, appropriate documentation from a licensed health care provider is required. Some facilities require an influenza vaccination and a waiver is not accepted. In those instances, a student without required immunization(s) will not be able to attend clinical in that facility.
4. In circumstances of student illness, injury, or other health limitations, both the off-site clinical agency and the college health policies must be upheld. The faculty member and/or clinical agency representative will determine a student's ability to provide nursing care, in light of a physician's approval for return or functional limitations. When a student has weight or activity restrictions (such as non-weight bearing or lifting restrictions), is in a cast, an orthopedic boot, or has another appliance or restriction, the student must meet with the DRS (for injury, illness, or disability) or the Title IX Coordinator (for pregnant and parenting issues) to review whether accommodations or academic adjustments are available to the student. MCCCCD is not able to accommodate or otherwise change requirements imposed by third-party clinical sites. Pregnant students are not required to self-report pregnancies
5. A Level One Fingerprint Clearance Card (FCC) is required for enrollment in nursing courses. Students unable to maintain a current FCC will be withdrawn from nursing courses. If the FCC is suspended or revoked at any time during the nursing program, the student has the duty to report this event to the Nursing Director within five (5) business days and may not continue in the program until the FCC is reinstated. The student must be able to show his or her FCC during the clinical rotations upon request.
6. As is outlined in Arizona Revised Statutes 15-1650.05, students participating in clinical settings at a healthcare institution licensed under A.R.S. Title 36 which includes hospitals, nursing care institutions, residential care institutions, intermediate care facilities for individuals with intellectual disabilities (ICF-IID), group homes, or other medical facilities may be required to provide proof of COVID-19 vaccination and subject to regular health screening and testing as determined by the healthcare institutions. (See Arizona Revised Statutes 15-1650.05). Maricopa County Community College District will require all Allied Health and Nursing students to show proof of vaccination in order to ensure compliance with our clinical partner's health and safety requirements.
7. MCCCCD cannot provide accommodation in the clinical setting and cannot force our clinical partners to provide accommodations to students. MCCCCD will work with students in an effort to provide clinical experiences necessary for the completion of the program. When necessary, students are required to obtain accommodations from the clinical site by completing the clinical site's religious or medical disability accommodation process if the clinical site has identified a process. If you are unsure if the facility where you have been placed provides accommodations, please visit myClinicalExchange (mCE) to confirm and obtain directions for requesting accommodations from the site.

To meet this requirement:



Upload a copy of proof of COVID-19 vaccine proving vaccination.

- Provide proof of two-dose vaccination of Pfizer-BioNTech or Moderna vaccine.

OR

- Provide proof of one dose vaccination of Johnson & Johnson's Janssen vaccine.

OR

- Upload a copy of your signed COVID-19 declination. This does not need to be sent to anyone at MCCCCD, just upload the completed form to American DataBank. Please note that a completed declination form does not guarantee clinical placement. Furthermore, the declination does not guarantee an accommodation will be granted by a clinical partner or that you will be placed at a clinical site that does not require the COVID-19 vaccine, which may impact continuation in your clinical course.

Please Note: All documentation is required to have the student's full name, date of administration, manufacturer, and Healthcare Professional or Clinic Site. Annual vaccination and/or renewal are not determined at this time.

*\* Health and Safety requirements are subject to change without notice depending on clinical agency requirements.*

### **3. Disabilities**

1. Students are expected to participate fully in activities required by the program. See the Essential Skills and Functional Abilities for Nursing Students.
2. Any student having a temporary or permanent medical condition inhibiting/restricting their physical activities must engage in discussions with the Disability Resources Services office if they are seeking accommodations/academic adjustments.
3. Should the student require any type of accommodation/ academic adjustment, the student must notify the Disability Resources Services (DRS) Office. The DRS office should be contacted by the student before the first class meeting. Special accommodations for testing will be given only with appropriate documentation as required by the DRS office. Should the student require accommodation/academic adjustment due to pregnancy and the student opts to disclose their pregnancy, the student should work with their college Title IX Coordinator.
4. Should a student request accommodations for clinical experiences, the student is required to contact the college DRS center.
5. Official documentation of disability is required for any accommodation including but not limited to additional time, alternative environments, or additional requests.

### Essential Skills and Functional Abilities for Nursing Students

MaricopaNursing students must be able to perform essential skills. If a student believes that he/she cannot meet the standards without accommodations, the nursing program will determine on an individual basis, whether an accommodation can be made. The ultimate determination regarding accommodation will be based upon preservation of patient safety.

Functional Ability	Standard	Examples Of Required Activities
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc. Visual acuity to read calibrations on syringe, assess color (cyanosis, pallor) Tactile ability to feel pulses, temperature, palpate veins, etc. Olfactory ability to detect smoke, odor

<p>Behavioral/ Interpersonal/ Emotional</p>	<p>Ability to relate to colleagues, staff and patients with honesty, civility, integrity and nondiscrimination. Capacity for development of mature, sensitive and effective therapeutic relationships.</p> <p>Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.</p> <p>Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</p> <p>Negotiate interpersonal conflict.</p> <p>Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.</p>	<p>Establish rapport with patients/clients and colleagues.</p> <p>Work with teams and workgroups.</p> <p>Emotional skills sufficient to remain calm in an emergency situation.</p> <p>Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients.</p> <p>Adapt rapidly to environmental changes and multiple task demands.</p> <p>Maintain behavioral decorum in stressful situations.</p>
<p>Safe environment for patients, families and co-workers</p>	<p>Ability to accurately identify patients.</p> <p>Ability to effectively communicate with other caregivers.</p>	<p>Prioritizes tasks to ensure patient safety and standard of care.</p> <p>Maintains adequate concentration and attention in patient care settings.</p>
	<p>Ability to administer medications safely and accurately.</p> <p>Ability to operate equipment safely in the clinical area.</p> <p>Ability to recognize and minimize hazards that could increase healthcare associated infections.</p> <p>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</p>	<p>Seeks assistance when clinical situation requires a higher level or expertise/experience.</p> <p>Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</p>

<p>Communication</p>	<p>Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language).</p> <p>Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy</p> <p>Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.</p>	<p>Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care.</p> <p>Elicits and records information about health history, current health state and responses to treatment from patients or family members.</p> <p>Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective and timely manner.</p> <p>Establishes and maintains effective working relations with patients and co-workers.</p> <p>Recognizes and reports critical patient information to other caregivers.</p>
<p>Cognitive/ Conceptual/ Quantitative Abilities</p>	<p>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</p> <p>Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.</p> <p>Ability to comprehend three-dimensional and spatial relationships.</p> <p>Ability to react effectively in an emergency situation.</p>	<p>Calculates appropriate medication dosage given specific patient parameters.</p> <p>Collects data, prioritizes needs and anticipates reactions. Analyze and synthesize data and develop an appropriate plan of care.</p> <p>Comprehend spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths.</p> <p>Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers. Transfers knowledge from one situation to another.</p> <p>Accurately processes information on medication containers, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.</p>
<p>Punctuality/ work habits</p>	<p>Ability to adhere to MaricopaNursing policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and student handbook and course syllabus.</p> <p>Ability to complete classroom and clinical assignments and submit assignments at the required time.</p> <p>Ability to adhere to classroom and clinical schedules.</p>	<p>Attends class and clinical assignments punctually.</p> <p>Reads, understands and adheres to all policies related to classroom and clinical experiences.</p> <p>Contact the instructor in advance of any absence or late arrival.</p> <p>Understands and completes classroom and clinical assignments by due date and time.</p>

Environment	Recognize the personal risk for exposure to health hazards.  Use equipment in laboratory or clinical settings needed to provide patient care.  Tolerate exposure to allergens (latex, chemical, etc.)  Tolerate wearing protective equipment (e.g. mask, gown, gloves)	Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex.  Uses personal protective equipment (PPE) appropriately.
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#### 4. Insurance: Health and Accident

1. Students are advised and may be required by some clinical facilities to carry their own health and accident insurance. In situations where insurance is required to attend a specific clinical rotation, the student will not be permitted to attend and may have to withdraw from the course. Each student is personally liable for any illness or accident during or outside of school activities.
2. Students participating in a college-related activity have limited coverage by the Student Accident Insurance: Program Director please refer to the Risk Management website <https://maricopa.sharepoint.com/sites/DO/business/rm/Pages/international-education/default.aspx> For a plan brochure, claim filing procedures, claim form, and ID Cards. Coverage is subject to change each policy year. Coverage is effective August 1<sup>st</sup>.
3. Student accident insurance coverage is secondary to the student's primary coverage.
4. If a student is injured during clinical, a Maricopa Community Colleges accident insurance form and verification of other insurance coverage must be completed. Claim forms are submitted to the Nursing Director for signature and then forwarded according to campus procedure.
5. Students are responsible for their own transportation and vehicle insurance to and from clinical.
6. Maricopa Community Colleges provides medical malpractice insurance coverage for students enrolled in the Nursing Programs
7. All incidents need to be reported to Campus Public Safety. They will fill out a report and forward to Risk Management.

#### 5. Guidelines Regarding Exposure to Infectious Diseases/Body Fluids

1. Standard precautions, which are intended to reduce the risk of pathogen transmission, are the basic level of infection control MaricopaNursing, students are expected to follow hand hygiene, personal protective equipment (PPE), respiratory hygiene, and linen and waste disposal guidelines recommended by the World Health Organization Standard precautions in health care: [http://www.who.int/csr/resources/publications/EPR\\_AM2\\_E7.pdf](http://www.who.int/csr/resources/publications/EPR_AM2_E7.pdf)
2. All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.
3. MaricopaNursing, students are not permitted to care for clients with active/suspected tuberculosis, mumps, measles, varicella, or any client in airborne isolation/precautions.

#### 6. Exposure Guidelines

- A. Nursing students who are directly exposed to body fluids must immediately notify the clinical instructor.

B. Students exposed to body fluids shall follow this protocol:

1. Immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available; for eye splashes rinse the area with clean water.
2. Report the incident to the clinical instructor.
3. The student should immediately go to an Emergency Department, Employee Health (if available), or Urgent Care to seek triage and treatment. The student will need to provide their personal health insurance information; the student accident insurance provided by MCCCCD is secondary. NOTE: The student accident insurance is for one year from the date of the accident. If the exposure requires follow up treatment longer than one year from the date of accident the student is responsible for all related costs.
4. The clinical instructor and student will notify the agency department supervisor and Nursing Program Director who will in turn inform Risk Management
5. The student and/or the Nursing Program Director will complete an agency site incident report and forward to Risk Management.
6. The student and/or the Nursing Program Director will complete the public safety college student incident report Public Health will forward to Risk Management.

Source: U.S Department of Labor, Occupational Safety & Health Administration. (OSHA). *Bloodborne pathogens and needlestick prevention*. <https://www.osha.gov/SLTC/bloodbornepathogens/index.html>

## **XI. DRUG SCREENING PROCEDURE**

All students participating in the Nursing Program will be required to complete a urine drug screen.

### **1. Drug Screening Guidelines**

1. All students are required to submit to a random urine drug screen as a condition of enrollment in the nursing program.
2. Once students register online, they will receive instructions to go to a lab where they will pay and submit a urine specimen. The student will be informed by the school of the 48 hour window of time they must submit their urine sample at the lab.
3. Private health insurance will not pay for this screening. The lab will provide the student with a receipt. Students should not take a prescription to the lab to be evaluated, but will list prescription drugs they are currently taking.
4. Positive drug screens are referred to the Medical Review Officer's (MRO), who will contact the student. The Nursing Director or designee will receive the result once the review is completed.
5. If a student provides a dilute sample which tests positive, the result is considered positive and pending MRO review, the student may be withdrawn pending due process. A negative dilute specimen will require a retest at the student's expense.
6. If a student provides a positive sample which MRO indicates may be due to food consumption, the program will verify with the MRO, the result will remain positive and students will be asked to retest within a designated time frame at the expense of the student.
7. If a student challenges a positive result, only the original sample can be retested. All positive samples are frozen and retained for one year. The student is responsible for the cost of the retest.
8. Only students receiving negative drug screens can remain enrolled in nursing courses. Reports from the MRO of safety issues/concerns related to the drug profile will require further

evaluation. Students may be on temporary exclusion from the program until evaluation is complete.

9. Students testing positive for illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical setting by the MRO will not be permitted to attend nursing courses. All positive results except cotinine (nicotine), and alcohol, resulting in dismissal are reported to the Arizona State Board of Nursing.
10. Students will not be allowed to use previous drug screens requested by any person or agency outside of MaricopaNursing.
11. Students failing to test during the designated date and time do not meet the requirement for drug testing and will be withdrawn from all nursing courses.

## 2. Medical Marijuana Policy

1. Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108 which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or postsecondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.
2. Maricopa Community Colleges receive federal funds through grants and financial aid. Maricopa Community Colleges continue to enforce current policies regarding controlled substances and any student or employee who violates university policy prohibiting the use or possession of illegal drugs on campus or in student activities - including educational internships - will be subject to disciplinary action and criminal prosecution.
3. Urine drug screens are required of students prior to attending nursing courses. Medical marijuana, or its metabolite, is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening. All placements governed by this clinical placement/externship agreement are hereby identified as safety-sensitive positions where the health and safety of the populations served are at issue.

## 3. Drug Screening “For Cause” Testing

This policy refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the Nursing Program.

1. When a faculty/clinical instructor perceives the odor of alcohol or marijuana, or observes behaviors such as but not limited to, slurred speech, unsteady gait, or confusion, extreme fatigue or lethargy, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:
  - a. The instructor will remove the student from the patient care or assigned work area immediately and notify the lead instructor, college Director or designee.
  - b. Upon student’s verbal consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility contracted by Maricopa Community Colleges.



- c. The student is to have a picture ID in his/her possession.
  - d. After testing, the student may call the transportation service contracted by Maricopa Community Colleges for transport home.
  - e. If the student admits to alcohol or drug use, he/she will still require drug screening.
  - f. The student is responsible for all costs associated with the for-cause drug-screening test.
2. If the results of the test(s) are negative for alcohol, illegal substances, or non-prescribed legal substances, the student shall meet with the Nursing Director to discuss the circumstances surrounding the behavior.
- a. If the indicator was the odor of alcohol or marijuana, the student will be required to discontinue the use of whatever may have caused the odor before being allowed to return.
  - b. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.
  - c. Based on the information provided and further medical evaluations if warranted, the Nursing Director will make a decision regarding return to the clinical setting.
3. If the results of the test(s) are positive for alcohol, illegal substances, or for non-prescribed legal substances, the Nursing Director will withdraw the student from all nursing courses. The results of the positive screening test except for alcohol will be reported to the State Board of Nursing.

If a student refuses “for Cause” Testing:

- a. The instructor will remove the student from the clinical setting pending a full investigation.
- b. The instructor will contact the transportation service contracted by Maricopa Community Colleges to request that the student be transported home. If the student refuses transportation, the student should be informed that security/law enforcement may be notified.
- c. Failure to comply with any aspect of this policy will result in withdrawal from the program.

#### **4. Readmission Guidelines Related to Positive “For Cause” Testing**

Students seeking readmission who were withdrawn from nursing courses for reasons related to positive “for cause” testing or refusal of “for cause” testing will be required to:

Submit a letter requesting readmission to the Nursing Program Director which includes:

- 1) Documentation from a therapist with experience in addiction behaviors indicating status and/or documented rehabilitation related to alcohol/drug abuse.
- 2) Include documentation of compliance in a treatment program if identified as required by the therapist.
- 3) Repeat a urine drug screen for alcohol/drugs prior to readmission and may be subject to random drug screening at the student’s expense during the program of study.

If a student, after being readmitted to the nursing program, has positive results on an alcohol/drug screen, the student will be permanently dismissed from the Maricopa Nursing Program and notification will be sent to the State Board of Nursing.

**5. Due Process:** If a student has his/her/their continuation in a class or the academic program called into question based upon a positive drug test, a failed background check, or a code of conduct violation that may prevent the program’s ability to place the student at a clinical site, the student will be afforded due process prior to being removed from the class/program.



## XII. MEDICATION ADMINISTRATION GUIDELINES

Students are expected to function at the level of education and experience according to Block competencies. Students are accountable to demonstrate competencies of previously learned content. All students must review the agency's medication policies prior to administering medications in the unit.

### General Guidelines:

- Students must adhere to the agency's policies and procedures for medication administration.
- Students must demonstrate competency in calculating medication dosages prior to administering medications.
- Students who are unable to calculate accurate dosages may receive a clinical warning/probation related to unsafe clinical practice and may be required to administer all medications under the supervision of the clinical instructor
- Medication errors are to be reported to the instructor immediately
- All medications given to infants and children must be approved by the instructor.
- In all cases and under all circumstances, the instructor reserves the right to limit a student's medication administration experience.
- Some clinical agencies may require that the students only administer medication with their clinical instructor.

### Block Related Medication Guidelines:

**Block 1:** Students may administer medications under the direct supervision of clinical faculty. Once the student has demonstrated consistently safe medication administration procedures, the student *may* receive permission to administer medications under the supervision of staff registered nurses. Either the clinical instructor or the supervising RN must be physically present during the entire medication administration procedure. **Students may not administer medications under the direct supervision of a licensed practical nurse.** Students will not initiate IV access, flush IV ports, nor administer IV medications.

**Block 2:** Students must have direct clinical faculty supervision in all clinical settings when administering enteral or parenteral medications including PO, IM, SQ, ID, rectal, topical, otic, optic, transdermal, and inhaled medications. Once the student has demonstrated consistent safe and competent medication administration, the student may receive permission to administer some or all of these medication types under the supervision of staff registered nurses. Students must have direct clinical faculty supervision for all procedures relating to intravenous access including dressing changes, initiating and discontinuing a peripheral IV, flushing IVs with saline, or hanging unmedicated IV solutions. Once the student has demonstrated consistently safe and competent administration procedures related to intravenous access, the student *may* receive permission to perform some or all of these procedures under the supervision of staff registered nurses. Students will not give IV medications, or manage care for PICC lines, central lines or ports. Clinical agencies may require that students only administer medications with their clinical instructor present.

**Block 3:** Students may administer medications including all methods of intravenous medication administration (IVPB, IVP medications, medicated and unmedicated IV solutions, and saline flushes), via peripheral and central venous access sites, under the direct supervision of clinical faculty. Once the student demonstrates consistently safe and competent medication administration, faculty *may* delegate specific supervisory responsibilities to RN staff. A student

may not administer any intravenous medications, or medicated or unmedicated IV solutions, without direct supervision by a registered nurse. Some clinical agencies may require that students only administer medications with their clinical instructor present.

**Block 4.** Students may administer medications including all methods of intravenous medication administration (IVPB, PPN/TPN solutions, IVP medications, medication IV bags, and saline flushes) under the direct supervision of clinical faculty. Once the student demonstrates consistently safe and competent medication administration, faculty may delegate specific supervisory responsibilities to RN staff. A student may not administer any intravenous medication without direct supervision by a registered nurse. Direct clinical faculty observation is required to administer blood and blood products. Students may hang unmedicated IV solutions and administer medications under supervision of staff/preceptor, after demonstrating consistently safe medication administration procedures.

### XIII. GUIDELINES FOR STUDENT CONDUCT

#### A. Standards of Professional Conduct

The nursing faculty believes that standards of professional conduct are an inherent part of professional responsibility and expects students enrolled in the nursing program to adhere to the standards. Students practice within the boundaries of the Arizona State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the MaricopaNursing Student Handbook, and the policies and regulations of the healthcare agency where they are assigned for clinical learning (Nursing scope and standards of practice: American Nurses Association Publications, ANA Code of Ethics: <http://www.nursingworld.org/codeofethics>)

Unprofessional behavior including but not limited to, angry outbursts, use of vulgar or obscene language in any educational setting or menacing/threatening behavior will result in disciplinary action up to and including dismissal from the program. Such behavior is inconsistent with professional standards and inappropriate for students aspiring to a career in nursing. The Director, designee, and/or instructor will complete a Student Learning Contract and/or a student conduct violation form describing the behavior and documenting the event and actions to be taken.

Standards of Professional Conduct include:

- **Confidentiality:** Respects the privacy of clients and respects privileged information.
- **Accountability:** Is answerable for one's action; answers to self, the client, the profession and the institution.
- **Responsibility:** Executes duties associated with the nurse's particular role.
- **Agency's Policies and Procedures:** Reads and adheres to the agency policies and procedures.
- **Veracity:** Truthfulness; adherence to precision and honesty.
- **Punctuality and Promptness:** Is on time for all class, lab, and clinical assignments.
- **Dependability:** Is trustworthy and reliable.
- **Respect:** Treats others with consideration and courtesy.
- **Professional Appearance:** Adheres to established dress code in all clinical and professional activities.

- **Ethical Behavior:** Adheres to the Code of Ethics for Nurses with Interpretive Statements establishing the ethical standard for the nursing profession.
- **Legal:** Operates within the standards of care related to the student nurse role.
- **Safety:** Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.
- **Civility:** All students in the nursing program are expected to contribute to a positive learning environment. Nursing students are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and college and clinical staff. Angry outbursts, disruptive behavior, and the use of abusive or derogatory language will not be tolerated and may result in disciplinary action up to and including removal from the course and/or program.

## **B. Student Expectation in Reporting Unprofessional Conduct**

During the course of study in the nursing program, a student may observe behaviors in others that appear to violate the standards of academic and/or professional integrity or actions that have a potential to harm another individual. Each student has the responsibility to report these behaviors or actions to the instructor and/or Director at the college.

## **C. Professional Boundaries**

Students enrolled in a program of study in nursing must learn the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between the student and the instructor and between the student and the client. Students unclear of proper behavior or of an appropriate response to a client should consult the instructor for guidance.

### **1. Student and Faculty**

Faculty and students will maintain a professional relationship:

- a. Students should not expect an instructor to act as a personal counselor or therapist. Students should seek assistance from academic advisors and counselors at the college.
- b. Students should not ask or expect the instructor to join an individual, group, or class in any social situations while the course is in progress.
- c. Students should not offer the instructor gifts or money as gratitude for instruction. Instructors may accept cards or notes when students wish to thank the instructor.

### **2. Student and Clients**

Students will maintain a professional nurse-client relationship:

- a. Professional Boundaries “are the spaces between the nurse’s power and the patient’s vulnerability.” Students providing nursing care strive to inspire the confidence of clients. Students must treat all clients, as well as other health care providers, professionally. Clients can expect those providing nursing care to act in their best interests and respect their dignity. The student should abstain from obtaining personal gain at the client’s expense and refrain from inappropriate involvement in the client’s personal relationships.
- b. Boundary violations can result when there is confusion between the needs of the student nurse and those of the client. Such violations are characterized by excessive personal disclosure by the student nurse, secrecy or even a reversal of roles. Boundary violations

can cause delayed distress for the client, which may not be recognized or felt by the client until harmful consequences occur.

Source: National Council of State Boards of Nursing. (2014). *A nurse's guide to professional boundaries*. [Brochure]. Chicago: Author.

#### **D. Health Insurance Portability and Accountability Act (HIPAA)**

All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including possible dismissal from the program and/or course.

### **XIV. DISCIPLINARY ACTION GUIDELINES**

When a nursing student is in violation of any requirement contained in this Nursing Student Handbook, s/he/they is subject to disciplinary action or dismissal. All students should carefully review the Maricopa Community Colleges' Student Handbook section on Academic Misconduct and Disciplinary Standards. Those standards typically can be found in each college's catalog or student handbook. Dismissals and suspensions for reasons based on academic misconduct and student discipline, as well as reasons based on the MaricopaNursing Student Handbook, will proceed according to the Judicial Policies section of the Student Code of Conduct.

#### **A. Zero Tolerance Policy:**

The Nursing Program supports a Zero Tolerance Policy for the following behaviors:

1. Intentionally or recklessly causing physical and/or emotional harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
3. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
4. Any verbal, non-verbal, and/or written actions which are deemed threatening, abusive, or bullying will not be tolerated and may result in removal from the course and/or program. Nursing students engaging in this misconduct are subject to dismissal from nursing classes, respecting the student due process and disciplinary action as described in the Student Handbook of the college.

#### **B. Academic Misconduct:**

**Cheating** on an examination, laboratory work, written work (plagiarism); falsifying, forging or altering college records. Cheating includes, but is not limited to:

1. Copying from others during an examination.
2. Communicating exam questions and/or answers with another student during or after the completion of an examination.
3. Using an electronic device during an examination unless permission is granted by the instructor.

4. Offering another person's work as one's own (plagiarism). Taking an examination for another student or having someone take an examination for you.
5. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
6. Tampering with an examination after it has been corrected, then returning it for more credit.
7. Using unauthorized materials, prepared answers, written notes or information concealed in an exam or blue book or elsewhere during an examination.
8. Acquiring, without permission, tests or other academic material belonging to a member of the college faculty or staff.
9. Removing tests from the classroom or duplicating, writing down, or copying questions or answers on any copying, photography or recording device during testing or test review sessions.
10. Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.
11. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
12. Any preparation of written material that is fraudulent and/or untruthful.'
13. Sharing log-ins or passwords to access online platforms.

### **C. Clinical Misconduct:**

1. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility or removal from clinical due to behavioral issues.
2. A student may be dismissed and receive a failing grade in the course for violation of Standards of Professional Conduct.

### **D. Student Practice Regulations:**

Students practice within the boundaries of the Arizona State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the MaricopaNursing Student Handbook, and the policies and regulations of the healthcare agency where they are assigned for clinical learning. Examples of unsafe practice include, but are not limited to:

1. Refuses an assignment based on the client's race, culture, religious preference or medical diagnoses.
2. Denies, covers-up or does not report own errors in clinical practice.
3. Ignores and/or fails to report unsafe, dishonest or unethical behavior in others to the instructor.
4. Practices skills that have not yet been assigned/taught, or are intended to be checked off prior to independent performance.
5. Demonstrates inability to make appropriate clinical judgments or decisions.
6. Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, and/or faculty resulting in miscommunication, and/or disruption of the learning and/or patient care environment.
7. Violates principles of confidentiality (HIPAA).

8. Lack of preparation for clinical practice.
9. Fails to respect client rights and dignity.
10. Solicits, borrows, or removes property or money from a client or client's family.
11. Assumes client care tasks for which the student lacks the education or competence to perform.
12. Removes drugs, supplies, equipment, or medical records from the clinical setting.
13. Abandonment: Leaves clinical agency or patient assignment without notification to the clinical instructor and nursing staff on the assigned floor.

The nursing programs forbid the practice of invasive skills on any live subject (this would include student to student, student to faculty, student to volunteer, or animals) in any setting outside of the normal clinical/facility setting. This includes labs, simulation, or independent practice time. Invasive procedures include any procedure that penetrates the skin or is inserted into an orifice. Examples would be IV insertion, injections, blood glucose monitoring, insertion of catheters, nasogastric tubes, or the instillation of medications into the eyes, nasal passages, ears, or other areas of the body. This list is not inclusive and the Nursing Director will make the final determination on invasive procedures should questions arise.

#### **Unusual Occurrence Guidelines:**

An unusual occurrence is any event that has potential for harm to any person while in the nursing program classes, laboratories, or clinical agencies.

1. Upon notification the faculty and student will meet to determine the nature of the occurrence. The faculty member will determine the necessary actions required for follow-up of the occurrence.
2. A nursing program "Student Learning Contract" must be completed to document any unusual occurrence.
3. Any student failing to notify the instructor immediately upon discovery of an unusual occurrence as defined will be subject to disciplinary actions including course failure and program withdrawal.
4. When a behavior occurs that could jeopardize life, impede recovery, or interfere with the maintenance of the patient's current health status, a conference will be held as soon as possible with the nursing student, nursing instructor, and the Nursing Director.
5. Any student unable to demonstrate safe and competent patient care, fails to maintain compliance with the health and safety requirements, violates the code of conduct, or has excessive absences from the clinical experience will be removed from the clinical assignment and will receive a failing grade in the course.

## **XV. TITLE IX AND ANTI-DISCRIMINATION**

### **A. Title IX**

1. Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities. The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting Sexual Harassment as prohibited by state and



federal law. Discrimination under this Policy is an unequal treatment of a student based on the student's actual or perceived gender, sexual orientation, or pregnancy/parenting status. This Policy prohibits Sexual Harassment and Discrimination in any college education program or activity, which means all academic, educational, extracurricular, athletic, and other programs.

2. Any person who has experienced, witnessed, or otherwise knows of Sexual Harassment or Discrimination prohibited under this Policy is to report such conduct to the college's Title IX Coordinator. The Title IX Coordinator is trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. Such conduct is to be reported to the Title IX Coordinator as soon as possible after it occurs. The Title IX Coordinator tracks all reports of Sexual Harassment or Discrimination.
3. There are several avenues available for any person who experiences, witnesses, or otherwise knows of Sexual Harassment or Discrimination to report such conduct:
  - Leave a private voice message for the Title IX Coordinator;
  - Send a private email to the Title IX Coordinator;
  - Mail a letter to the Title IX Coordinator's office;
  - Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability);
  - File a Formal Complaint pursuant to this Policy;
  - Report to another trusted college official (e.g., faculty member, coach, advisor) who will provide information as required under the Policy to the Title IX Coordinator.
4. If there is an allegation of conduct in violation of this Policy about the Title IX Coordinator or any staff member who is part of the Vice President of Student Affairs' office, that allegation should be lodged with the President of the college. The President will appoint another trained individual to take the place of the Title IX Coordinator for purposes of the allegation.

#### Title IX Coordinator

The Vice President of Student Affairs serves as each respective college's Title IX Coordinator. The Title IX coordinator is the individual responsible for providing education and training about Discrimination and Sexual Harassment to the college community and for receiving and investigating allegation of Discrimination and Sexual Harassment in accordance with this Policy. The Title IX Coordinator is authorized to designate other appropriately trained individuals to investigate Discrimination and Sexual Harassment Complaints and reports as deemed appropriate. The contact information for the Title IX Coordinator at each college can be found at:

<https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators>.

#### B. Anti- Discrimination

1. The Maricopa County Community College District is committed to continue to promote a learning and work environment that is non-discriminatory. This commitment is demonstrated through the value of inclusion, the implementation of policies and regulations that serve to prohibit discrimination and by practicing non-discriminatory actions in both our employment

- and academic activities.
2. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant, employee, or student in any of its policies, procedures, or practices.
  3. This policy covers all selection and decision practices of the employment relationship, as well as admission to, access to, and treatment of students in Maricopa's programs and activities.

The Maricopa County Community Colleges District does not tolerate discrimination in employment or education, against any applicant, employee, or student on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information



(Student Copy)

## **XVI. SIGNATURE FORMS**

### **RECEIPT OF HANDBOOK**

This Handbook prescribes standards of conduct for students enrolled in the Nursing Program. The standards are in addition to those prescribed for students under Maricopa Community Colleges policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline.

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

I have received a copy of the Nursing Student Handbook. I understand this Handbook contains information about the guidelines and procedures of the Nursing Program. I also understand that I can find information about the general college policies in the College Catalog and in the College Student Handbook. I can find information specific to each course in the course syllabus.

**(Student Copy)**  
**RELEASE OF INFORMATION**

I hereby give permission to faculty, staff and administrative officials of the Nursing Program to release to the Arizona State Board of Nursing education records maintained in connection with my participation in the Program, including but not limited to, grades, admission records, transcripts, student formative/summative clinical evaluation tools, student handbook signature acknowledgment forms, health and safety documentation forms, application forms, and any and all records pertaining to discipline, including alleged violations of the provisions of the nursing program student handbook, student discipline code violations, academic misconduct, and all other forms of discipline. The purpose of such disclosure is to provide the records to the Arizona State Board of Nursing in support of that agency's certification, licensure, and disciplinary activities.

I give permission for the nursing faculty and/or the nursing program administration to share my personal information, including name, date of birth, and documentation of the health and safety requirements to clinical agencies requesting this information.

I understand that my personal identifying information may be shared with health care agencies needing this information to enter me in their security system, in their computer system, and/or in their medication administration system.

**(Student Copy)**  
**GENERAL EDUCATION COURSE REQUIREMENTS**

The following courses are co-requisites and are strongly recommended to be taken in the sequence indicated in the program of study. In all instances, it is the responsibility of the student to complete all required coursework prior to graduation.

- BIO202 Human Anatomy and Physiology II (recommended prior to block 2)
- PSY101 Introduction to Psychology (recommended prior to block 3)
- CRE101 Critical and Evaluative Reading or Exempt (recommended prior to block 3)
- BIO205 Microbiology (recommended prior to block 4)

The following general education courses are required for graduation. All courses must be complete by the end of Block 4 and all transcripts must be on file at the college conferring the degree.

- ENG102 (108) First year Composition
- Humanities Verify requirements in the current College Catalog, Associate in Applied Science (AAS) degree, General Education Distribution Areas, Humanities and Fine Arts

Students must meet the general education course and nursing course requirements for the Associate in Applied Science degree in Nursing. The AAS degree is awarded according to the policies, procedures, and requirements described in the college catalog. The AAS degree must be posted on the student's transcripts before authorization is given to the State Board of Nursing to take the licensing exam.

(Student Copy)

## **ESSENTIAL INFORMATION FOR NURSING STUDENTS**

### **B. Zero Tolerance Policy:**

The Nursing Program supports a Zero Tolerance Policy for the following behaviors:

1. Intentionally or recklessly causing physical/emotional harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
3. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
4. Bullying and incivility: any verbal, non-verbal, and/or written actions which are deemed threatening, abusive or bullying will not be tolerated.

Nursing students engaging in this misconduct are subject to immediate dismissal from nursing classes and disciplinary action as described in the Student Handbook of the college.

**HEALTH DECLARATION:** It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives.

Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. **All must provide documentation of compliance with all health and safety requirements required to protect patient safety.** Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

**DRUG SCREENING:** All students are required to complete the urine drug screening procedure under the program account number, within the specified timeframe, and according to directions given at the time of notification. Only students in compliance with the screening guidelines and receiving a negative drug screen, as reported by the Medical Review Officer (MRO), will be permitted to continue their enrollment in nursing courses.

**DUTY TO REPORT:** All students enrolled in nursing courses holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Board of Nursing. Students with certification and/or licensure from allied health regulatory boards are included under this provision. Students receiving any disciplinary actions against their certificate or license must notify the Nursing Director within five (5) school days. The Nursing Director reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted and terms of the action are met and the action dismissed.

**BACKGROUND CLEARANCES:** The Fingerprint Clearance Card must be a Level One and must remain current and valid throughout enrollment in the program. All nursing students must undergo a background check to verify identity, social security number, and to show proof that they do not appear on

the List of Excluded Individuals/Entities (LEIE) database. Any student who becomes sanctioned or excluded while enrolled in the program will not be permitted to continue in nursing courses.

An extended Background Check is required for all nursing students who seek to begin MaricopaNursing or other campus healthcare programs on or after September 1, 2011. This is the date new background check standards will be in effect. Additionally, students who have been admitted to a MCCCDCD healthcare program or who are currently enrolled in one as of September 1, 2011 will be required to sign a MCCCDCD Criminal Background Check Disclosure Acknowledgement form. These changes are necessary due to the fact that six of eleven of MCCCDCD's largest clinical experience hospital partners have established stringent background check standards that preclude MCCCDCD from assigning students to those sites who cannot meet those standards. In order for MCCCDCD students to be able to continue to complete clinical experiences at local hospitals, students must meet these new standards. **A student may be dismissed from the program and may receive a failing grade in the course based on the inability to place the student in a clinical facility.**

This Student Handbook prescribes admission and readmission requirements and standards of conduct for students enrolled in MaricopaNursing. The standards are in addition to those detailed under MCCCDCD policies and Administrative regulations. Violation of any such standard may serve as grounds for nonadmission to a program or other discipline, program suspension or dismissal. MaricopaNursing programs reserve the right to make program changes as needed, and to change without previous notice any information requirements and regulations published in this document.

Refer to [www.nursing.maricopa.edu](http://www.nursing.maricopa.edu) for details regarding background check requirements.

**WAIVER OF LICENSURE/CERTIFICATION GUARANTEE:** Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure and subsequent procedures are the exclusive right and responsibility of the State Boards of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot consider your application. All nurse applicants for licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. The Fingerprint Clearance Card required for application to the nursing program will not meet the requirements for certification or licensure through the State Board of Nursing. Effective January 1, 2008 applicants for licensure in Arizona must provide evidence of citizenship or nationality. If there are any questions about eligibility for licensure and the documents required showing eligibility to apply for licensure, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602889-5150.

**(Student Copy) MCCCDC HEALTH PROGRAMS**  
**GENERAL ASSUMPTION OF RISK AND RELEASE OF LIABILITY**  
**Caution: This is a release of legal rights. Read and understand it before signing**

The Maricopa County Community College District is a public educational institution. References to College (“College”) include all of the Colleges within the Maricopa County Community College District (“MCCCDC”) its officers, officials, employees, volunteers, students, agents, and assigns.

I (print your name) \_\_\_\_\_, freely choose to participate in the Nursing Program (henceforth referred to as the (“Program”). In consideration of my participation in this Program, I agree as follows:

**RISKS INVOLVED IN PROGRAM:** I understand that the clinical training environment for this Program contains exposures to risks inherent in activities of the Program such as but not limited to bodily injury, communicable/infectious diseases, and property damage. In addition, there is risk of exposure to radiation in areas of the clinical facilities. The Program also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patient’s lives. Students must be able to demonstrate appropriate behavior under stressful situations.

**HEALTH AND SAFETY:** I have been advised to consult with a medical doctor regarding my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any. I recognize that College is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency during my participation in this Program, I authorize in advance the representative of Colleges to secure whatever treatment is necessary, including the administration of anesthetic and surgery. College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. Such actions do not create a special relationship between the MCCCDC and me. I release the MCCCDC, its officers, officials, employees, volunteers, students, agents, and assigns from all liability for any bodily injury or damage I sustain as a result of any medical care that I receive resulting from my participation in Program, as well as any medical treatment decision or recommendation made by an employee or agent of the MCCCDC. I agree to pay all expenses relating thereto and release College from any liability for any actions.

**ASSUMPTION OF RISK AND RELEASE OF LIABILITY:** Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I agree to release, indemnify, and defend College and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian or any other person may have for any losses, damages, or injuries arising out of or in connection with my participation in this Program.

**SIGNATURE:** I indicate that by my signature that I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Release Form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Release Form shall be governed by the laws of the State of Arizona that shall be the forum for any lawsuits filed under or incident to this Release Form. If any portion of this Release Form is held invalid, the rest of the document shall continue in full force and effect.

**(Student Copy)**

**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT STUDENT  
CONFIDENTIALITY AGREEMENT**

2411 West 14th Street, Tempe, AZ 85281 - 6942

Name (Print):

Status:

Nursing Program Student The discussions, uses, and disclosures addressed by this agreement mean any written, verbal, or electronic communications.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information, and conversations between or among healthcare professionals about patients are confidential under law and this agreement.

I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical staff of the clinical site.

I understand that I may not remove any record from the clinical site without the written authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment, or research, I must attempt to exclude as much of the following information as possible:

- Names
- Geographical subdivisions smaller than a state
- Dates of birth, admission, discharge, and death
- Telephone numbers
- Fax numbers
- E-mail addresses
- Social security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers
- Device identifiers
- Web locators (URLs)
- Internet protocol addresses
- Biometric identifiers
- Full face photographs
- Any other unique identifying number, characteristic, or code
- All ages over 89 year

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may only be used or disclosed for health care training and educational purposes at MCCCDC, and must otherwise remain confidential.

I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or an MCCCDC student or faculty member to the appropriate MCCCDC clinical coordinator or program director.

I understand that, if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action that may include dismissal from the program.

By signing this agreement, I certify that I have read and understand its terms, and will comply with them.



**(Student Copy)**  
**Allied Health and Nursing Programs**  
**Maricopa County Community College District**  
**Summary of Criminal Background Check Requirements effective September 1, 2011**  
**Overview of the Requirements**

In order for students to be admitted to or maintain enrollment in good standing in Maricopa County Community College District's ("MCCCD") Allied Health and Nursing programs ("Programs") beginning on September 1, 2011, students must provide with their application to a Program all of the following:

- A copy of an Arizona Department of Public Safety Level-One Fingerprint Clearance Card ("Card"). Students are required to pay the cost of applying for the Card. Cards that are NOT Level-One status will not be accepted
- An original version of the "**Criminal Background Check Disclosure Acknowledgement**" form attached to this Summary signed by the student.
- A document from MCCCD's authorized vendor for background checks demonstrating that the student has passed the background check. Students are required to pay the cost of obtaining the background check. Students whose background checks on the date of actual admission to a Program that are more than 6 months old or students who have been in a Program for more than 12 months may be requested to obtain an updated background check. The addition of this criminal background check is due to the fact that some of MCCCD's largest clinical experience partners have established standards that are more stringent than those for obtaining a Card.
- At all times during enrollment in a Program, students must obtain and maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on supplemental background check performed by MCCCD authorized vendor. Admission requirements related to background checks are subject to change as mandated by clinical experience partners

**Implementation of the Requirements**

1. Students that are denied issuance of a Card may be eligible for a good cause exception through the Arizona Department of Public Safety. It is the student's responsibility to seek that exception directly with the department. Until the student obtains a Card and meets the other requirements for admission, he or she will not be admitted to a Program.
2. Students admitted to a Program whose Card is revoked or suspended must notify the Program Director immediately and the student will be removed from the Program in which they have been admitted or are enrolled. Any refund of funds would be made per MCCCD policy.
3. The **Criminal Background Check Disclosure Acknowledgement** directs students to disclose on the data collection form of the MCCCD authorized background check vendor all of the requested information as well as any information that the background check may discover. Honesty is important as it demonstrates character. Lack of honesty will be the basis for denial of admission or removal from a Program if the information that should have been disclosed but was not would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under that Code. Students have a duty to update the information requested on the [background check vendor] data collection form promptly during enrollment in a Program. The [background check vendor] data collection form may ask for the following information but the form may change from time to time:
  - Legal Name
  - Maiden Name
  - Other names used
  - Social Security Number
  - Date of Birth
  - Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
  - Pending criminal charges that have been filed against you including dates and details. Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized MCCCD background check vendor will be asked to pass or fail each student based on the standards of MCCCD's clinical experience partners that have established the most stringent requirements. The sole recourse of any student who fails the background check and believes that failure may have been in error is with the background check vendor and not MCCCD.



**ACKNOWLEDGEMENT OF CRIMINAL BACKGROUND CHECK REQUIREMENTS  
APPLICABLE TO STUDENTS SEEKING ADMISSION TO ALLIED HEALTH OR NURSING  
PROGRAMS ON OR AFTER SEPTEMBER 1, 2011  
Maricopa County Community College District**

In applying for admission to a Nursing or Allied Health program (“Program”) at the Maricopa County Community College District, you are required to disclose on the Arizona Department of Public Safety (DPS) form all required information and on the MCCCDC authorized background check vendor data collection form any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program on this form. Additionally, you must disclose anything that is likely to be discovered in the MCCCDC supplemental background check that will be conducted on you.

Please complete the DPS form, the MCCCDC authorized background check vendor form and any clinical agency background check form honestly and completely. This means that your answers must be truthful, accurate, and complete. If you know of certain information yet are unsure of whether to disclose it, you must disclose the information, including any arrest or criminal charge. Additionally, By signing this acknowledgement, you acknowledge the following:

1. I understand that I must submit to and pay any costs required to obtain a Level-One Fingerprint Clearance Card and an MCCCDC supplemental criminal background check.
2. I understand that failure to obtain a Level-One Fingerprint Clearance Card will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.
3. I understand that I must submit to and pay any costs required to obtain an MCCCDC supplemental background check.
4. I understand that failure to obtain a “pass” as a result of the MCCCDC supplemental criminal background check will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.
5. I understand if my Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or my enrollment in a Program, I am responsible to notify the Program Director immediately and that I will be removed from the Program.
6. I understand that a clinical agency may require an additional criminal background check to screen for barrier offenses other than those required by MCCCDC, as well as a drug screening. I understand that I am required to pay for any and all criminal background checks and drug screens required by a clinical agency to which I am assigned.
7. I understand that the both the MCCCDC supplemental or the clinical agency background check may include but are not limited to the following:
  - Nationwide Federal Healthcare Fraud and Abuse Databases
  - Social Security Verification
  - Residency History
  - Arizona Statewide Criminal Records
  - Nationwide Criminal Database
  - Nationwide Sexual Offender Registry
  - Homeland Security Search
8. By virtue of the MCCCDC supplemental background check, I understand that I will be disqualified for admission or continued enrollment in a Program based on my criminal offenses, the inability to verify my Social Security number, or my being listed in an exclusionary database of a Federal Agency. The criminal offenses for disqualification may include but are not limited to any or all of the following:
  - Social Security Search-Social Security number does not belong to applicant
  - Any inclusion on any registered sex offender database
  - Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
  - Any conviction of Felony no matter what the age of the conviction

- Any warrant any state
  - Any misdemeanor conviction for the following-No matter age of crime
  - violent crimes
  - sex crime of any kind including non-consensual sexual crimes and sexual assault
  - murder, attempted murder
  - abduction
  - assault
  - robbery
  - arson
  - extortion
  - burglary
  - pandering
  - any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
  - any abuse or neglect
  - any fraud
  - illegal drugs
  - aggravated DUI
  - Any misdemeanor controlled substance conviction within the last 7 years
  - Any misdemeanor drug paraphernalia conviction in the last 7 years
  - Any other misdemeanor convictions within last 3 years
  - Exceptions: Any misdemeanor traffic (DUI is not considered Traffic)
9. I understand that I must disclose on all background check data collection forms (DPS, MCCCDC background check vendor and a clinical agency background check vendor) all required information including any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program. That includes any misdemeanors or felonies in Arizona, any other State, or other jurisdiction. I also understand that I must disclose any other relevant information on the forms. I further understand that non-disclosure of relevant information on the forms that would have resulted in failing the background check will result in denial of admission to or removal from a Program. Finally, I understand that my failure to disclose other types of information of the forms will result in a violation of the Student Code of Conduct and may be subject to sanctions under that Code.
10. I understand that, if a clinical agency to which I have been assigned does not accept me based on my criminal background check it may result in my inability to complete the Program. I also understand that MCCCDC may, within its discretion, disclose to a clinical agency that I have been rejected by another clinical agency. I further understand that MCCCDC has no obligation to place me when the reason for lack of placement is my criminal background check. Since clinical agency assignments are critical requirements for completion of the Program, I acknowledge that my inability to complete required clinical experience due to my criminal background check will result in removal from the Program.
11. I understand the Programs reserve the authority to determine my eligibility to be admitted to the Program or to continue in the Program and admission requirements or background check requirements can change without notice.
12. I understand that I have a duty to immediately report to the Program Director any arrests, convictions, placement on exclusion databases, suspension, removal of my DPS Fingerprint Clearance Card or removal or discipline imposed on any professional license or certificate at any time during my enrollment in a Program.

*MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT*  
2411 West 14<sup>th</sup> Street, Tempe, AZ 85281-6942

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**PERMISSION TO BE PHOTOGRAPHED**  
**TALENT RELEASE FORM**

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I authorize the Maricopa Community Colleges (including its colleges and related entities) to photograph or video me and to use the photographs or videos for educational or promotional purposes in any type of media. The photographs or videos may not be used for profit without my express permission. I understand that I will not be paid or rewarded for providing this authorization.

Parent's Signature (required if under 18 years of age): \_\_\_\_\_

MC-PP (01/2021)

**SIGNATURE PAGE**

*(This single signature copy is to be signed by the student and retained by the college.)*

This Handbook prescribes standards of conduct for students enrolled in the Maricopa Nursing Program. The standards are in addition to those prescribed for students under Maricopa Community Colleges policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline.

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

Your signature (or e-signature) indicates that you received a copy or link to MaricopaNursing Student Handbook and that you have read and understand the information found on the forms listed below in the MaricopaNursing Student Handbook. Your signature also indicates that you understand that information about general college policies is in the college General Catalog & Student Handbook, and that information specific to each course can be found in the course syllabus.

In addition, your signature below indicates your acknowledgement that both the background check and urine drug screening test status will be provided to the Program Director or designee as soon as they become available.

I have read and understand the information in the following: Nursing Student Handbook, Release of Information, General Education Course Requirements, Essential Information for Nursing Students, Voluntary Assumption of Risk and Release of Liability, Student Confidentiality Agreement, Acknowledgement of Criminal Background Check Requirements, Talent Release Form.

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Program Location:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## Scottsdale Community College Teacher Certification Program

### Scottsdale Teacher Education Partnership (STEP) Post -Baccalaureate

The Scottsdale Teacher Education Partnership (STEP) Post -Baccalaureate teacher certification programs at Scottsdale Community College are designed for students that have a minimum of a bachelor's degree in any discipline and would like to become a certified teacher in grades K through 8.

The SCC STEP program:

- Fulfills requirements for Elementary Teacher Certification (grades K-8) and the state Structured English Immersion requirement
- Fast Track Hybrid Model (face to face classroom meetings and online work)
- Twelve month intensive program that meets two days per week to complete coursework
- Courses taught by experienced classroom teachers and college professors
- Integration of college coursework and classroom experience
- Cohort group of students participate in all coursework together
- High marketability of graduates
- Reduced community college tuition cost
- Program approved by the Arizona State Board of Education

### SCC offers Two Pathways to Teacher Certification

The SCC STEP program offers two pathways to teacher certification. Both pathways are designed for individuals who have a minimum of a bachelor's degree in any discipline.

#### TRADITIONAL PATHWAY

The Traditional Pathway is geared toward the candidate who would like to work closely in the classroom with master mentor teachers while completing course work. This one year cohort is designed as a field-based preparation program that allows students to learn to teach by working side-by-side with teachers and students in elementary and middle school classrooms. STEP students intern in school districts throughout the valley.

Applications are currently being accepted for the following cohorts:

- 2020-2021 May Cohort
- 2020-2021 November Cohort

Send in your application today to reserve your spot. More detailed information and forms can be found [HERE](#).

#### TEACHER IN RESIDENCE PATHWAY

The Teacher in Residence Pathway is geared toward the candidate who has been substitute teaching or working as a paraprofessional and is ready to teach. This one year cohort allows candidates to be employed full time in a classroom while completing required education courses for certification. SCC STEP partners with school districts throughout the valley.

Applications are currently being accepted for the following cohorts:

- 2020-2021 May Cohort

## Apply for STEP

- Send in your application today to reserve your spot.
- More detailed information and forms can be found on [SCC's website](#).
- Please email [STEP@scottsdalecc.edu](mailto:STEP@scottsdalecc.edu) with any questions.
- Please submit all required paperwork to Mary Ellertson, Education Director, Social and Behavioral Sciences Division.

Acceptance into the STEP program is not guaranteed. Once the paperwork has been received an in-person interview will be scheduled. Formal acceptance into the program will occur once all elements of the application and interview results are evaluated by the STEP Education Acceptance Committee.

## STEP is proud to partner with the Arizona's Teachers Academy!

The Arizona Teachers Academy's (ATA) goal is to promote education as a career and bring more qualified individuals into the classroom.

### Financial Assistance

The Arizona Teachers Academy at Scottsdale Community College provides financial assistance to qualified candidates who are enrolled in the Scottsdale Teacher Education Partnership (STEP) post-baccalaureate teacher preparation program. The scholarship will pay for all tuition costs and course fees.

### Eligibility to Apply

- Are an Arizona resident.
- Submitted and completed all STEP application paperwork and have been accepted into the program.
- Submit a 250-word essay as to how this scholarship award will support you in becoming an Arizona teacher.

### Scholarship Expectations

For each year the Arizona Teachers Academy scholarship is awarded, you will be expected to teach in an Arizona public or charter school. Since the SCC STEP program is a one-year program, you will be expected to teach in an Arizona school for at least one year.

### Completion Requirements

If a candidate does not fulfill the required one year of teaching in an Arizona school, the candidate will be required to reimburse the Arizona Board of Regents for the amount of the ATA scholarship for tuition and fees that were awarded.

## Post-Baccalaureate Teacher Certification Immersion Program (7155)

One-year Fast-track Program (summer, fall, and spring) to complete requirements for elementary teacher certification:

### Program Prerequisites: Bachelor's Degree

Required Courses: 51.5 credits

EDU222	Introduction to the Exceptional Learner	3
EDU239	Structured English Immersion K-8	3

+ EDU254	Education Internship (1.5)	4.5
+ EDU269	Methods of Integrating Technology into Curriculum	3
EDU270	Learning and the Brain	3
EDU267	Reading Instructional Practices, Interventions, and Assessments	3
EDU268	Science of Reading Including Systematic Phonics Instruction	3
+ EDU272	Educational Psychology	3
EDU276	Classroom Management and Behavior Analysis	3
+ EDU287AA	Master Teacher Seminar I	1
EDU225	Professionalism and Ethics in Education	1
+ EDU287AC	Master Teacher Seminar III	1
+ EDU288AA	Student Teaching Lab – Elementary	8
+ EDU290	Science Methods and Curriculum Development	3
+ EDU293	Mathematics Methods and Curriculum Development	3
+ EDU295	Social Studies Methods and Curriculum Development	3
POS220	U.S. and Arizona Constitution	3

(+) indicates course has prerequisites or co-requisites.

# Catalog Common Policies 2022-2023

## Maricopa County Community College District

*2.2.1 Admission Policy AMENDED through the Administrative Regulation Process, May 24, 2022, 2.2.2 Admission Information AMENDED through the Administrative Regulation Process, May 24, 2022; 2.2.6 Academic Advising and New Student Orientation AMENDED through the Administrative Regulation Process, May 24, 2022; 2.3.3 Grading AMENDED through the Administrative Regulation Process, May 24, 2022; 2.3.9 General Graduation Requirements AMENDED through the Administrative Regulation Process, May 24, 2022; 2.3.11 Academic Misconduct AMENDED through the Administrative Regulation Process, May 24, 2022; 2.5.1 Conduct Standards and Authority AMENDED through the Administrative Regulation Process, May 24, 2022; 2.5.2 Student Conduct Code AMENDED through the Administrative Regulation Process, May 24, 2022; Appendix S-5 Student Financial Assistance AMENDED through the Administrative Regulation Process, May 24, 2022*

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted, or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced by number, which corresponds with the regulations on the MCCCD web site:

<https://district.maricopa.edu/regulations>

Some regulations include reference to Arizona Revised Statutes from the State of Arizona and are noted as "ARS" followed by a reference number.

### 2.4.1 General Statement

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

### 2.4.2 Nondiscrimination Policy

(See [5.1.1 Maricopa EEO Policy](#))

It is the policy of the Maricopa County Community College District (MCCCD), (consisting of [Chandler-Gilbert Community College](#), the District Office, [Estrella Mountain Community College](#), [GateWay Community College](#), GateWay Community College - Central City, [Glendale Community College](#), [Mesa Community College](#), [Paradise Valley Community College](#), [Phoenix College](#), [Rio Salado Community College](#), [Scottsdale Community College](#), [South Mountain Community College](#), and all affiliated locations) to:

1. Recruit, hire, and promote in all job groups, and to ensure that all Human Resources (HR) employment selection and decision practices do not discriminate, nor tolerate discrimination in employment against any applicant or employee, on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.



2. Administer all HR employment selection and decision practices pertaining to advertising, benefits, compensation, discipline (including probation, suspension, and/or involuntary termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training will be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
3. Hold each level of management responsible for ensuring that all employment policies, procedures, and activities are in full compliance with all applicable federal, state, and local EEO statutes, rules, and regulations.
4. Maintain an educational environment that does not discriminate or tolerate discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, or veteran status in federally funded programs, activities and MCCCCD sponsored events.
5. Hold each level of academic and student life management responsible for ensuring that all academic environments and activities are in full compliance with all applicable federal, state, and local non-discrimination laws.

***AMENDED by Direct Approval by the Chancellor, April 8, 2020***

***AMENDED per Administrative Regulation Process, January 2, 2020***

### **2.4.3 Equal Opportunity Statement**

(See [5.1.3 EEO Policy Statement](#))

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

In addition, lack of English language skills is not a barrier to admission into Career and Technical Education (CTE) programs or skill centers.

***AMENDED by Direct Approval by the Chancellor, April 8, 2020***

***AMENDED per Administrative Regulation Process, January 2, 2020***

## Affirmative Action Statements

### **Affirmative Action Policy Statement for Individuals with Disabilities**

In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. MCCCD agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. MCCCD will also continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

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

In conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250 (k), Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because they are a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. MCCCD agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disabled or veteran status in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training.

MCCCD will continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, MCCCD agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days' duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

## **Notice of Americans with Disabilities Act (ADA)/ Section 504 of the Rehabilitation Act/Title IX Coordinator**

(See [5.1.7 Notice of Americans with Disabilities Act \(ADA\)/Section 504 of the Rehabilitation Act/Title IX Coordinator](#))

ADA/504/Title IX Coordinator: Dr. Donna Young, Vice President of Student Affairs, Scottsdale Community College, 9000 East Chaparral Road, Scottsdale, AZ 85256-2626, (480) 423-6390; [donna.young@scottsdalecc.edu](mailto:donna.young@scottsdalecc.edu).

Under the ADA and Section 504, the Maricopa County Community College District (MCCCD) recognizes the obligation to provide overall program accessibility throughout its locations for qualified disabled individuals. Students and employees can raise concerns or make complaints, without retaliation, about matters made unlawful under the ADA.

### **Employees**

The District Office and each College must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the Americans with Disabilities Act (42 U.S.C. Chapter 126), Section 504 of the Rehabilitation Act (29 U.S.C. §794(d)), and all other applicable law. The Notice will specify how employees can request reasonable accommodations.

[College ADA Coordinators](#) (Credentials are needed to enter secure site.)

### **Students**

The District Office and each MCCCD location must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the Americans with Disabilities Act (42 U.S.C. Chapter 126), Section 504 of the Rehabilitation Act (29 U.S.C. §794(d)), and Title IX of the Education Amendments of 1972 (20 U.S.C. §1681), using the format below:

- ADA/504/Title IX Coordinator
- Address
- Phone #
- Email address

Additionally, each college/center must publish electronically or in print the above information in student handbooks and catalogs.

The designated ADA/504/Title IX Coordinator at each college/center will provide information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

[Title IX Coordinators](#)

[ADA/504 Managers](#)

**AMENDED per Administrative Regulation Process, January 2, 2020**

## 4.1 Governing Values (Board Policy)

**Our Vision:** A Community of Colleges—Colleges for the Community—working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

**Our Mission:** The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through:

*University Transfer Education*

*General Education*

*Developmental Education*

*Workforce Development*

*Student Development Services*

*Continuing Education*

*Community Education*

*Civic Responsibility*

*Global Engagement*

**Our Institutional Values:** The Maricopa Community Colleges are committed to:

### **Community**

We value all people—our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.

### **Excellence**

We value excellence and encourage our internal and external communities to strive for their academic, professional and personal best.

### **Honesty and Integrity**

We value academic and personal honesty and integrity and believe these elements are essential in our learning environment. We strive to treat each other with respect, civility and fairness.

### **Inclusiveness**

We value inclusiveness and respect for one another. We believe that team work is critical, that each team member is important; and we depend on each other to accomplish our mission.

### **Innovation**

We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.

**Learning**

We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.

**Responsibility**

We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.

**Stewardship**

We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.

# Admissions, Registration and Enrollment

## 2.1 General Regulation

### 1. General Statement

#### *Compliance with Policies, Rules and Regulations*

Every student is expected to know and comply with all current published policies, rules and regulations as stated in the college catalog, class schedule, and/or student handbook. Documents are available on each college's website.

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

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

**Note:** *The regulations that comprise the student section contain language that appears in various sources such as the Catalog Common Pages and the Student Handbook. All areas became Administrative Regulations with the 1996 adoption of the Governance Model. Changes are made annually either through the Administrative Regulations approval process, or by Board approval for those items that fall under its statutory duty, such as Tuition and Fees. In an effort to prevent duplication, topics in this section may be incorporated by reference, as they are featured in other areas of the manual and are noted accordingly.*

The Maricopa County Community College District Vision, Mission and Values that are featured in the Common Pages are a part of approved Governing Board policy and are located in the policy section of the manual. As such, the following statement related to Outcomes Assessment that appears in the Common Pages is presented here as a general statement.

### 2. Outcomes Assessment

The mission of the Maricopa Community Colleges is "to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve." In order to evaluate how successfully the Maricopa County Community College District accomplishes this mission, student outcomes will be assessed as part of the continuous improvement process.

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

#### 2.2.1 Admission Policy

Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee. Admission is determined in accordance with state law (ARS §§15-1805.01 and 15-1821) and regulations of the Maricopa Community Colleges Governing Board.

## **Admission Classifications**

### **1. Admission of Regular Students**

Admission to the community college in Arizona may be granted to any person who meets at least one of the following criteria:

- A. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.
- B. Has a high school certificate of equivalency.
- C. Is at least 18 years of age and demonstrates evidence of potential success in the community college.
- D. Is a transfer student in good standing from another college or university.

### **2. Admission of Students Under 18 Years of Age**

A. A community college in this state shall grant admission to any student who is under eighteen years of age and who achieves at least one of the following:

- i. A composite score of 720 or more on the Preliminary Scholastic Aptitude Test (PSAT).
- ii. A composite score of 720 or more on the Scholastic Aptitude Test (SAT).
- iii. A composite score of twelve or more on the American College Test (ACT).
- iv. A passing score on the relevant portions of the statewide assessment.
- v. The completion of a college placement method designated by the community college district that indicates the student is at the appropriate college level for the course.
- vi. Is a graduate of a private or public high school or has a high school certificate of equivalency.

B. A community college may limit the number of semester hours in which the student may enroll to not more than six (6) credit hours.

C. Home schooled students are exempt from this sub-section.

D. Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college official determines that the student's admission is in the best interest of the student.

### **3. Specialized Vocational/Training Program**

Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college officials determine that the student's admission is in the best interest of the student.

### **4. Western Undergraduate Exchange Program**

The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE) and administered by the Arizona Board of Regents. Through WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada,

New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming), Guam and the Commonwealth of the Northern Marianas Islands (CNMI) and who meet the eligibility requirements, pay 150 percent of the regular resident tuition plus fees. Students must mark prominently on the Student Information Form that they seek admission as WUE students. Students may not apply as out-of-state students and expect to receive the WUE tuition rate after admitted. Once admitted as WUE students, students may not petition for in-state residency. Further information may be obtained from the Admissions and Records Office/Office of Student Enrollment Services.

## **5. Admission of F-1 Nonimmigrant Students**

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

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

Prospective students seeking admission based on F-1 nonimmigrant status must provide proof of secondary school completion with documentation comparable to a United States high school diploma or higher degree. It is recommended that F-1 nonimmigrant students have graduated in the upper 50% of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Applicants for admission to the college must have high school and college (if applicable) transcripts sent directly from the high school or college to the Admissions and Records Office/Office of Student Enrollment Services or designated office. In addition, it is the applicant's responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

### **A. Admission to Academic Programs**

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the paper-based TOEFL) or 61 (on the internet-based TOEFL, known as the iBT). Some colleges may have a higher minimum score requirement for admission to specific academic programs. Students should contact their respective college for its English language proficiency requirements. If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The Dean or Director of the Admissions and Records Office/Office of Student Enrollment Services or designee of the college may accept other proof of English language proficiency for admission purposes; including, but not limited to, the ACCUPLACER, ASSET, COMPASS and CELSA TESTS.

### **B. Admission to an Intensive English Program**

Applicants for admission to an Intensive English Program are advised to check with individual colleges for their respective admission requirements. Applicants must provide evidence of at least an intermediate command of English by way of one or more of the following criteria:



- i. At least six years of English language instruction as shown by the applicant's school transcript(s);
- ii. A minimum TOEFL score of 400 (on the paper-based TOEFL) or 23 (on the internet-based test);
- iii. An original letter of recommendation from a teacher, school principal or headmaster/ headmistress, or the director of an English language institute attesting to the applicant's proficiency at the intermediate level;
- iv. Other credentials, test scores, interview results, or evidence accepted by the coordinator of an intensive English program or the college's responsible designee. Students admitted to an Intensive English Program will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.
- v. Foreign students under certain types of visas may need special permission to enroll and should contact the appropriate college official.

### C. Financial Support

Evidence of financial support will be required prior to issuance of the I-20 form. The colleges have no scholarship or financial aid provisions for foreign students; therefore, students must be fully prepared to meet the necessary financial obligations for the full time they will be in the United States. The colleges estimate a student's average expenses for 10 months to be:

Tuition and Fees	\$ 8,010 (1)
Living Expenses	\$10,140 (2)
Books	\$800 (3)
Health Insurance	\$1,400 (4)
Total	\$20,350 (5)

### D. Dependent Financial Guarantee

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

### E. Health Insurance

All F-1 and M-1 students who have an I-20 issued by one of the Maricopa Community Colleges are required to purchase the Maricopa Community Colleges' international student health insurance plan. Health insurance coverage for dependents of F-1 and M-1 students is highly recommended. The Maricopa Community Colleges contracts with an insurance provider annually to offer a health insurance plan for F-1 and M-1 students. For more information contact the college Admissions and Records Office/Office of Student Enrollment Services or designated international student office.

#### Footnotes:

(1) Based on 2016-2017 tuition and fee schedule.

(2) Based on estimated living expenses for two (2) semesters (10 months).

(3) Based on average new and used textbook prices and Rental Rates. Assumes books are sold at the end of the semester.

(4) Based on the 2016-2017 insurance premiums for the mandatory Maricopa Community Colleges' International Student Health Plan.

(5) Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

**AMENDED through the Administrative Regulation Process, May 24, 2022**

**AMENDED through the Administrative Regulation Process, June 4, 2019**

**AMENDED through the Administrative Regulation Process, June 5, 2017**

## 2.2.2 Admission Information

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

### 1. Student Status

- A. Freshman - A student who has completed fewer than 30 credit hours 100-level courses and above.
- B. Sophomore - A student who has completed 30 credit hours or more in 100-level courses and above.
- C. Unclassified - A student who has an associate degree or higher.

### 2. Student Identification Number

Disclosure of the social security number is voluntary (ARS §15-1823). However, students must use social security numbers for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications and Veterans Administration benefits.

### 3. Residency for Tuition Purposes (See [Appendix S-1](#))

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

- A. Maricopa County resident
- B. Out-of-County resident
- C. Out-of-State resident (including F-1 non-immigrant students and students on other non-immigrant visas)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801 et seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

#### A. Implementation

- i. An applicant must be eligible to attend post-secondary education in the United States prior to being eligible to register for classes and pay fees.
- ii. Domicile status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct domicile status.
- iii. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.
- iv. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within

ten (10) days of receipt of notification of classification as a non-resident. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the review committee shall be final.

## **B. Definitions**

- i. "Armed forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard, or any military reserve unit of any branch of the armed forces of the United States.
- ii. "Continuous attendance" means enrollment at one of Maricopa Community Colleges as a full-time or part-time student for a normal academic year since the beginning of the period for which continuous attendance is claimed. Students need not attend summer sessions or other such intersession beyond the normal academic year in order to maintain continuous attendance.
- iii. "Maricopa County resident" means an individual who lives in Maricopa County and has lived in the state of Arizona for at least one year prior (365 days) to the first day of the semester (as published in the approved MCCCDC Academic Calendar posted online at ACADEMIC CALENDARS) and who is a United States citizen or in a lawful status. In-state residency must be established prior to county residency for those moving from other states. Refer to Section C for guidelines.
- iv. "Domicile" means a person's true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere. Visa status must confer the ability to establish domicile in the United States in order to be classified as an in-state student.
- v. "Emancipated person" means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.
- vi. "Full-time student" means one who registers for at least twelve (12) credit hours per semester.
- vii. "Lawful Presence" (See general Arizona Revised Statutes §§1-501 and 1-502), means MCCCDC, in administering any "federal public benefit" or "state or local benefit," must require each natural person who applies for the benefit to submit one of 12 specific types of documents to demonstrate lawful presence in the United States
- viii. "Part-time student" means one who registers for fewer than twelve (12) credit hours per semester.
- ix. "Parent" means a person's father, or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

## **C. Criteria for Determining Residency**

- i. In-State Student Status

1. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes. Applicants for in-state tuition status and other public benefits must demonstrate lawful presence in the United States by presenting one of the documents listed in this regulation, under the section "Demonstrating Lawful Presence."
2. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:
  - a. The person's parent's domicile is in this state and the parent is allowed to claim the person as an exemption for state and federal tax purposes.
  - b. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such an employee.
  - c. The person is an employee of a school District in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school District. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school District in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section. Eligibility for in-state tuition is subject to verification of intent to domicile in this state. Determination of residency is made by the admissions and records office/office of enrollment services.
  - d. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

AMENDMENT TO BE REPEATED IN CORRESPONDING APPENDIX ITEM S-1 – IN-STATE STUDENT STATUS SECTION C

3. The domicile of an unemancipated person is that of such person's parent.
4. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.
5. A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to

military orders is entitled to classification as an in-state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.

6. A person who is a member of the armed forces of the United States or the spouse or a dependent of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of home record for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in- state student classification does not apply.
7. Immediate classification as an in-state student shall be granted to a veteran who meets the provisions of Arizona statute HB 2091, paragraph G, which reads:
  - G. A person holding an honorable discharge from the uniformed services of the United States from either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an in-state student and, while continuously enrolled, does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:
    1. Registration to vote in this state.
    2. An Arizona driver license.
    3. Arizona motor vehicle registration.
    4. Employment history in Arizona.
    5. Transfer of major banking services to Arizona.
    6. Change of permanent address on all pertinent records.
    7. Other materials of whatever kind or source relevant to domicile or residency status.
8. A student using Chapter 30, 33, or 35 benefits who does not otherwise qualify under item 7 above (paragraph G of PL 2091), or a veteran's dependent or spouse who is using transferred Post-9/11 GI Bill® (Chapter 33) benefits or the Marine Gunnery Sergeant John David Fry Scholarship, will be eligible for immediate classification as an in-state student if they provide the institution a current certificate of eligibility or ebenefits statement showing the student is eligible for Chapter 30, 33, or 35 Veteran Affairs (VA), education benefits and documentation showing the student is residing within the state.

Students are required to submit the following:

1. Certificate of eligibility letter or ebenefits statement from the Veteran Affairs (VA) awarding Chapter 30, 33 or 35 benefits or the Fry Scholarship, or the Dept. of Defense document approving the transfer of CH. 33 benefits.

2. Students must also provide at least one of the following to show presence within the state:
  - a. Registration to vote in this state.
  - b. An Arizona driver license.
  - c. Arizona motor vehicle registration.
  - d. Employment history in Arizona.
  - e. Transfer of major banking services in Arizona.
  - f. Change of permanent address on all pertinent records.
  - g. Other materials of whatever kind or source relevant to domicile or residency status.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the [official U.S. government Web site](#).*

9. Per Arizona state law, a person who is honorably discharged from the armed forces of the United States on either Active Duty or Reserve or National Guard Status, or who has retired from Active Duty or Reserve or National Guard Status, shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:
  - a. Registered to vote in this state.
  - b. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:
    - 1) An Arizona driver license
    - 2) Arizona motor vehicle registration
    - 3) Employment history in Arizona
    - 4) Transfer of major banking services to Arizona
    - 5) Change of permanent address on all pertinent records
    - 6) Other materials of whatever kind of source relevant to domicile or residency status
10. A student using any VA educational benefits who does not otherwise qualify under items above shall be granted immediate classification as an in-state student, and while continuously enrolled does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that for the purposes of this section, includes at least one of the following:
  - 1) Registration to vote in this state

- 2) An Arizona Driver license
  - 3) Arizona motor vehicle registration
  - 4) Employment history in Arizona
  - 5) Transfer of major banking services to Arizona
  - 6) Change of permanent address on all pertinent records
  - 7) Other material of whatever kind or source relevant to domicile or residency status.
11. A person who is a member of an Indian Tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

ii. Alien In-State Student Status

1. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.
2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104- 208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is not lawfully present in the United States is not entitled to classification as an in-state student pursuant to ARS §15-1802 or entitled to classification as a county resident pursuant to ARS §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of lawful presence is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is confirmed. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of term will be used for residency determination in subsequent terms.
3. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in the United States and this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students (See [Appendix S-1A](#)).
4. A student must verify U.S. citizenship, permanent residency, or other lawful immigration status. Lawful immigration status means they have legal authority to be in the United States and also have the authority to go to school while in the United States.
5. Students who hold a current or expired visa and have applied for a change of status will retain their immigration status based on their prior visa status and not the status or visa for which they are applying. Students will need to submit a copy of the actual card with the updated status demonstrating lawful presence. The timeline for establishing domicile begins with the issue date on the current visa that meets lawful presence.
6. Please note: two requirements must be met to qualify for instate tuition.

- a. A student must meet the domicile residency requirement of residing in the State of Arizona for one year preceding the official start of the semester.
  - b. The student must be in lawful presence status for one (1) year
- iii. Proving lawful presence in the United States

All applicants for in-state tuition (and other public benefits) must first show at least one of the following documents in accordance with ARS §1-502 to demonstrate that they are lawfully present in the United States. The MCCC Registrar may require a combination of the following documents:

- An Arizona Driver's license issued after 1996 or an Arizona non-operating identification license or an Arizona Instruction Permit
- A birth certificate or delayed birth certificate issued in any state, territory, or possession of the United States (A hospital record/certificate IS not acceptable. A certified abstract of birth with the official state seal and/or watermark is acceptable).
- A United States certificate of Birth Abroad
- A United States Passport
- A Foreign Passport with a United States Visa
- An I-94 Form with a Photograph
- An appropriately designated United States Citizenship and Immigration Services Employment Authorization (Work Permit) or Refugee Travel Document [as listed on the Employee Authorization Document Chart]. (Additional documents may be required with an employee authorization card.)
- A United States Permanent Resident Card
- A United States Certificate of Naturalization
- A United States Certification of Citizenship
- A Tribal Certificate of Indian Blood
- A Tribal or Bureau of Indian Affairs Affidavit of Birth

Tribal Members\*, the Elderly and "Persons with Disabilities or incapacity of the mind or body," may submit certain types of documents under Section 1903 of the Federal Social Security Act (42 UNITED STATES CODE 1396B, As Amended By Section 6036 Of The Federal Deficit Reduction Act of 2005).\*\*

\* A document issued by a federally recognized Indian tribe evidencing membership or enrollment in, or affiliation with, such tribe.

\*\* If you think that this may apply, please contact the Legal Services Department for assistance.

- iv. Presumptions Relating to Student Status



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

1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college district governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.
2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
3. A person who has been domiciled in this state immediately before becoming a member of the armed forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the armed forces of the United States.

v. Proof of Residency

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

1. In-State Residency

- a. An affidavit signed by the student must be filed with the person responsible for verifying residency.
- b. A combination of the following may be used in determining a student's domicile in Arizona:
  - 1) Arizona income tax return
  - 2) Arizona Voter registration
  - 3) Arizona Motor Vehicle registration
  - 4) Arizona Driver's license
  - 5) Employment history in Arizona
  - 6) Place of graduation from high school
  - 7) Source of financial support
  - 8) Dependency as indicated on federal income tax return
  - 9) Ownership of real property
  - 10) Notarized statement of landlord and/or employer
  - 11) Transfer of major banking services to Arizona
  - 12) Change of permanent address on all pertinent records
  - 13) Arizona Department of Children Services documents related to foster care placement
  - 14) Other relevant information

2. County Residency

A combination of the following may be used to determine a student's county residency:

- a. Notarized statements of landlord and/or employer
- b. Source of financial support

- c. Place of graduation from high school
- d. Ownership of real property
- e. Bank accounts
- f. Arizona income tax return
- g. Dependency as indicated on a Federal income tax return
- h. Other relevant information

**D. Concurrent Enrollment in Arizona Public Institutions of Higher Education (ARS §15-1807)** (See [Appendix S-3](#))

Under Arizona Revised Statutes §15-1807, it is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions. Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.

***AMENDED through the Administrative Regulation Process, May 24, 2022***

***AMENDED through the Administrative Regulation Process, June 24, 2021***

***AMENDED through the Administrative Regulations Approval Process, June 30, 2020***

***AMENDED through the Administrative Regulations Approval Process, November 5, 2019***

***AMENDED by Direct Approval from the Chancellor, September 17, 2018***

***AMENDED by Direct Approval from the Chancellor, August 30, 2017***

***AMENDED by Direct Approval from the Chancellor, August 30, 2015***

***AMENDED by Direct Approval from the Chancellor, May 20, 2015***

### 2.2.3 Other Admission Information

#### 1. Veterans

By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two years' service in the armed forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (See [Withdrawal – Appendix S-7](#))

#### 2. Ability to Benefit

- A.** Federal guidelines require that students who are applying for financial aid demonstrate the ability to benefit. Under federal law, a student who enrolls after June 30, 2012, must be a high school graduate, have a GED certificate, or have completed a secondary school education in a home school setting that is treated as a home school or private school under state law, be admitted as a regular student, and be pursuing an eligible degree or certificate to qualify for federal financial assistance under Title IV of the Higher Education Act.

- B. For student enrolled prior to July 1, 2012, an evaluation during the admission process resulted in the student being admitted to the college with the status of **Regular, Regular with Provisional Requirements** or **Special**.
- i. **"Regular"** status, for the purpose of 2.2.3.2, is granted to an individual admitted to the college who is a high school graduate, has a GED certificate, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law. A student without a high school diploma or GED certification and beyond the age of compulsory high school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate in an eligible program.
  - ii. **"Regular with Provisional Requirements"** status, for the purpose of 2.2.3.2, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, is beyond the age of compulsory high school attendance, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law, but has been assessed to benefit from college instruction and is pursuing a degree/certificate in an eligible program.
  - iii. **"Special"** status, for the purpose of 2.2.3.2, is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

### 3. Transcripts

The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs, for verification of course requisites and for determination of academic standing. The official transcript must be sent directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. The official transcripts may be sent via a secured website. Please contact the Admissions Office of The Maricopa College you plan to attend to verify which secure websites may be valid. It is the student's responsibility to ensure that official transcripts have been received and are complete.

Students entering as high school graduates may be required to submit high school transcripts. Please contact the Admissions Office of the Maricopa College you plan to attend for more information on preparing a home-schooled official transcript. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or official report of qualifying GED scores.

### 4. Educational Assessment

All students are encouraged to undergo an educational assessment to determine course placement. Prospective students who do not possess a high school diploma or GED equivalence certificate are required to complete an educational assessment to determine their ability to benefit from college instruction. See Student Course Placement Process (AR 2.2.7).

### 5. High Pressure Recruitment Tactics

The Maricopa County Community College District prohibits its employees from engaging in high-pressure recruitment tactics or in providing to any person or entity engaged in student recruitment, admission activity, or in

making decisions regarding the award of Title IV, HEA funds, any commissions, bonuses, or other incentive payments based, in any part, directly or indirectly upon successfully securing enrollments or the awarding of financial aid (34 CFR 668.14(A)(22)(I)).

**AMENDED through the Administrative Regulation Process, November 5, 2019**

**AMENDED through the Administrative Regulation Process, October 23, 2019**

## 2.2.4 Transfer Credit and Prior Learning Assessment Policy

### Transfer Credit

A student enrolling at one of the Maricopa Community Colleges after having attended other post-secondary institutions can have coursework evaluated for transfer credit. To be eligible for evaluation, coursework must appear on official transcripts from the source institutions. The official transcripts must be mailed or sent through an approved electronic transfer method directly from the source institutions to the Admissions and Records/Enrollment Services Office of the receiving institutions. Hand-carried and emailed transcripts cannot be accepted for an official evaluation. Students should allow approximately 10 days before confirming with your Maricopa Community College that the transcript(s) was received. The Admissions and Records/Enrollment Services office at the receiving institutions will complete course-by-course evaluations for all submitted transcripts upon student request. The award of transfer credit shall not express or imply that all transfer credit will be fully accepted or applied toward all Maricopa associate's degree and certificate requirements.

The Maricopa Community Colleges will evaluate coursework from institutions listed in the *database of institutions and programs accredited by recognized U.S. accrediting organizations* at the time the coursework was taken. To be "recognized" means that the accreditors in the database have been reviewed by the Council for Higher Education Accreditation (CHEA) or by the U.S. Department of Education (USDE) or both and meet the quality standards of the respective organizations.

College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the institution where the courses were taken is accredited by the Ministry of Education in that country. It is the student's responsibility to submit all foreign and international transcripts to an approved international credential evaluation service to be translated into English (when applicable), evaluated on a course-by-course-basis, and sent directly to the receiving college(s). Contact your College Admissions and Records/Enrollment Services Office to obtain a list of recommended evaluation services.

### Conditions of Transfer Credit

- Credits transferred from outside of MCCCDC graded on a plus/minus grading scale are converted based on the grading scale of the transferring institution. Only courses with a grade of "C" (2.0 on a 4.0 scale) or better are transferable. Course credit below 100 level, earned at an MCCCDC Institution prior to August 2020 or at a sending institution, cannot be used to calculate grade level.
- Developmental coursework below 100-level is accepted for the purpose of fulfilling course prerequisites. However, the credit does not apply toward a degree or certificate, and it does not transfer to another

postsecondary institution. It does, however, get added to the Transfer Credit Report as part of the evaluation.

- Courses with different credit systems (quarter hours, units) are converted to semester hours of credit. The semester conversion of quarter credits is at a rate of .67 semester credit hours for each quarter hour.
- The age of credit may be considered in applying credit toward degrees and certificate programs.

### Reverse Transfer of Credit

In an effort to assist former Maricopa students who have transferred to a university, the Maricopa Community Colleges offer reverse transfer of credit with participating universities. Former Maricopa students may use this opportunity to fulfill previously incomplete coursework requirements. Interested students at participating universities must meet university criteria to qualify for free transcript exchange when available. Participation in reverse transfer of credit does not guarantee coursework applicability or degree or certificate eligibility. Students participating in reverse transfer of credit must meet all curriculum and college requirements.

### Prior Learning Assessment (PLA)

The Maricopa Community Colleges are committed to the idea that people deserve credit for verifiable college-level learning, no matter how it was acquired. Many people have developed learning outside of the traditional classroom. This evaluation of credit is referred to as Prior Learning Assessment, or PLA. Prior Learning can be identified and assessed in a variety of ways to determine if college credit should be awarded. Credit is awarded only to certificate or degree seeking students who:

1. plan to enroll, and
2. are admitted and matriculated within the college awarding the credit. Exceptions can be made for contractual agreements.

Students may be awarded no more than 45 credit hours through Prior Learning Assessment, unless required by a specific program of study within the Maricopa Community Colleges. Exceptions include evaluated credit from post-secondary institutions and military credit as indicated on joint service transcripts. Credit awarded for Prior Learning does not count as hours in residence for graduation requirements. Exceptions to this institutional policy must have prior written approval of the program director, department/division chair, or designee and documentation of rationale and approval included as part of the admission process and/or application to graduate. No more than 20 credit hours may be applied to the Arizona General Education Curriculum (AGEC). Please direct questions about Prior Learning Assessment at the Maricopa Community Colleges to the Admissions and Records/Enrollment Services Office.

### Prior Learning Assessment Fee Schedule

No fees are assessed by the college for the following types of Prior Learning Assessment: Transfer credit from nationally recognized institutions, international coursework that has been officially evaluated by a foreign evaluator service (such as Educational Credential Evaluators), standardized college-level exams (such as CLEP, AP, IB, DSST, CIE), GED exams, Military Transcripts, ACE (American Council On Education) transcripts, credit received through organizations and companies that offer nationally recognized credit evaluated by ACE, NCCRS, etc. (STRAIGHTERLINE, NOCTI, STUDY.COM, etc.), industry recognized credentials, Skill Center and clock hour transcripts.

Departmental Challenge Exam and Credit By Evaluation	\$40 administrative fee if awarded transfer credit
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## Credit by Exam (College-Level Equivalency Examinations)

ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the *Guide to Educational Credit by Examination*. The Maricopa Community Colleges use these recommendations as guidelines to award credit for equivalent coursework as well as elective credit. The number of credits listed in the *ACE Guide* are recommendations only. A college is not required to grant a student the number of credits recommended.

Scores must be sent directly to the Admissions and Records/Enrollment Services Office from the specific testing companies before credit is awarded; equivalencies are subject to review and change. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to research the credit for Prior Learning Assessment policies at any college or university outside of the Maricopa Community Colleges to which they plan to transfer. Credit by exam is awarded based on equivalencies in effect at the time of evaluation. Changes to exams and scores are determined by the respective Maricopa Instructional Councils (ICS) and/or Statewide Articulation Task Forces (ATFS).

### Maricopa recognizes the following examinations:

- Advanced Placement (AP)
- American College Testing Proficiency Examination Program (ACT-PEP)
- Cambridge International Exams (CIE), A and AS LEVEL
- College-Level Examination Program (CLEP)
- Departmental Exams (also known as "CHALLENGE EXAMS")
- Defense Activity For Non-Traditional Education Support [DANTES] Subject Standardized Tests (DSST)
- GED, College Ready + Scores
- International Baccalaureate (IB) Diploma/Certificate
- Pearson VUE Exams

Fees for standardized exams are the responsibility of the student.

[Current list of exams and scores](#)

### Advanced Placement (AP) Credit

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an advanced placement examination of the CEEB may receive course credit. Scores must be received directly from CEEB to Admissions and Records/Enrollment Services before credit is awarded.

### American College Testing Proficiency Examination Program

The Maricopa Community Colleges may award credit for the American College Testing Proficiency Examination Program (ACT-PEP) based on the scores earned to Admissions and Records/Enrollment Services.

## Cambridge International Examinations (CIE) A and AS Level

Students who have taken a Cambridge International Examination may receive college credit. Scores must be received directly from CIE to Admissions and Records/Enrollment Services before credit is awarded.

## College Level Examination Program (CLEP)

Students who have taken a college level examination of the College Entrance Examination Board (CEEB) may receive college credit. Scores must be received directly to Admissions and Records/Enrollment Services from CEEB before credit is awarded.

Estrella Mountain Community College, Rio Salado College, Paradise Valley Community College, and Mesa Community College are CLEP test sites. For more information on registering for the CLEP examinations, contact the Testing Centers at these colleges.

## Departmental Exams (Also known as CHALLENGE EXAMS)

Students may apply for Departmental Credit by Examination in certain courses by obtaining the appropriate form in the Admissions and Records Office, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees. Students may not request:

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

Additionally:

- Exceptions may be granted at some of the Maricopa Community Colleges for their unique programs of study. Specialized programs may allow courses to be repeated due to the student needing to have recent knowledge of the content in order to progress in the program.
- Academic departments may have additional requirements that must be met before credit may be granted through Departmental Credit by Examination.
- Only grades of A, B, C, D or P earned as a result of this examination will be recorded on the student's transcript. Fees are not refundable after the examination has been administered, regardless of results.
- When credit is granted as outlined above, a notation of "Credit by Examination," a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average.

## DSST (Formerly Defense Activity for Non-Traditional Education Support or DANTES)

The Maricopa Community Colleges may award credit for DSST Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DSST exams. The Maricopa Community Colleges do not award credit for ENG 102 through DSST Examination. Credit received through DSST is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

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

Students who have taken a DSST examination may receive college credit. Scores must be received directly from DSST before credit is awarded

### **GED Exams**

The Maricopa Community Colleges may award credit for GED subject area scores designated as College Ready + in accordance with the ACE recommended scores. The transcript needs to be sent directly by the Department of Education to the Admissions and Records Office /Enrollment Services in order to be awarded credit. Disclaimer: test scores are continually reviewed and may be updated at any time.

### **Educational Experiences in the Armed Services**

The Maricopa Community Colleges may award credit for military experiences based on the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. A student may receive college credit if:

- Training parallels a discipline area offered through the Maricopa Community Colleges, and
- Credit meets a program requirement or is used as elective credit.

Upon request, individuals who have successfully completed basic training, four (4) credit hours in physical education will be awarded as indicated in the ACE Guide and the Community College of the Air Force Catalog. Official documentation of military training is required.

### **International Baccalaureate (IB) Diploma/Certificate**

Students who present an international baccalaureate diploma/certificate may qualify for college credit. Maricopa grants credit for college-level courses only. Scores must be received directly from the institution where the exams were administered before credit is awarded.

### **Credit by Evaluation**

#### **College Credit Recommendation Service**

ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in *The National Guide*. If a student has received training that appears in the guide, he or she may receive college credit if:

- Training parallels a discipline area offered through the Maricopa Community Colleges, and
- Credit meets a program requirement or is used as elective credit.

#### **Departmental Credit by Evaluation**

Students may apply for Departmental Credit by Evaluation in certain courses by obtaining the appropriate form in the Admissions and Records /Enrollment Services Office. The completed Credit by Evaluation form and the required fees are due to the college when the Credit by Evaluation request is submitted.

Some academic departments may have additional requirements that must be met before credit may be granted through Departmental Credit by Evaluation. When credit is granted a notation of "Credit by Evaluation," and the number of credits will appear on the student's transcript. These credits are not used in computing the grade point



average. Credit by Evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities. Students may not request:

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

### **PLA and Transfer Disclaimer**

If pursuing a transfer degree (AA, ABUS, AS, AAE, AAFA, or Articulated Academic Degree Program), transfer credit and PLA will be granted for the purpose of satisfying Maricopa graduation requirements. Because credits may not transfer to all colleges or universities, contact your transferring institution to determine their transfer credit and PLA requirements and policies.

***AMENDED through the Administrative Regulations Approval Process, June 24, 2021***

***AMENDED through the Administrative Regulations Approval Process, June 30, 2020***

***AMENDED through the Administrative Regulations Approval Process, November 5, 2019***

***AMENDED by Direct Approval from the Chancellor, August 10, 2018***

***AMENDED by Direct Approval from the Chancellor, May 8, 2018***

***AMENDED by Direct Approval from the Chancellor, June 28, 2017***

***AMENDED through the Administrative Regulations Approval Process, June 5, 2017***

***AMENDED by Direct Approval from the Chancellor, January 4, 2017***

## **2.2.6 Academic Advising, New Student Orientation, and Student Success Course**

### **1. Academic Advising**

Students who will be attending college for the first time, and intend to earn an Associate's degree or to transfer to a college/university to complete a Bachelor's degree, will be required to meet with an academic advisor within the first two semesters at a MCCCDC college.

- Recent high school students who received MCCCDC credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCDC Early Outreach Program are considered first time to college.

### **2. New Student Orientation**

Students who will be attending college for the first time, and intend to earn an Associate's degree or to transfer to a college/university to complete a Bachelor's degree, will be encouraged to attend New Student Orientation within the first two semesters at a MCCCDC college.

- Recent High School students who received MCCCDC credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCDC Early Outreach Program are considered first time to college.

***AMENDED through the Administrative Regulation Process, May 24, 2022***

***AMENDED through Direct Approval by the Chancellor, April 16, 2020***

***AMENDED through the Administrative Regulation Process, June 4, 2019***

## 2.2.7 Student Assessment and Course Placement

### 1. Course Placement

- A. Students who plan to register in English, Reading, or Math will be advised to enroll into courses based on valid District-approved placement methods.
- B. Students who place into course(s) that are below college-level (i.e., below 100-level) will be advised to enroll into the course(s) within the first two semesters.
- C. A department/division chair or designee may grant a course placement waiver under special circumstances. The *signed* waiver will be noted on the student's electronic record. The process may also be done electronically without a signature if supported by the attending college.
- D. Course placement will be determined utilizing the district placement options under any one of the following conditions.
  - i. The student is taking his or her first college credit English, reading or math course, or any college course for which English, reading or math is a prerequisite.
  - ii. The student is pursuing a degree or transfer pathway and does not have current valid District approved course placement on file or does not have previous college credit in English, reading and math.
  - iii. The student for whom English is not the primary language and who is taking his or her first English as a Second Language class is required to take a test of English proficiency.
- E. Students will be exempt from the course placement process if at least one of the following conditions apply:
  - i. The student has earned an associate or higher degree from a regionally accredited college.
  - ii. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher.
  - iii. The student has currently valid District approved course placement scores on file.
  - iv. The student who is exempt from the course placement process must still fulfill the minimum graduation requirements.

### 2. Determining Course Placement

Maricopa County Community Colleges use multiple placement options. In cases, when a course placement test is given, scores will be valid for two years. Other placement methods will also have limited time validity. For additional information, go to [PLACEMENT](#).

- A. Reading placement test scores that indicate "exempt from CRE101" do not expire.
- B. Students will be permitted one re-test in English, reading, or by math level after at least a 24-hour waiting period. One additional re-test is permitted no sooner than three months from the oldest valid score date at any course placement testing site.
- C. The Vice President of Student Affairs or designee may approve re-testing for students with special needs or circumstances. The re-test date will then serve as the date of record.

### 3. Implementations of Policy

To ensure consistency of the course placement process within the Maricopa Community Colleges:

- A. All colleges shall accept the same approved course placement methods.
- B. All colleges shall adhere to the same approved placement scores.
- C. All colleges shall adhere to the approved limited time validity for each course placement method. For more information, go to: [PLACEMENT](#).
- D. Reading placement scores that indicate "Exempt from CRE101" Do Not Expire.

### 4. Evaluation

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

***AMENDED through the Administrative Regulation Process, June 4, 2019***

#### 2.2.8 Registration

Students must register according to the dates indicated, and in the manner described in the college class schedule. To be eligible for registration, students must have completed the appropriate steps listed under the Admissions section. The college may allow early or priority registration. Tuition and fees must be paid or payment arrangements made by the due date to secure class enrollment. Students may not attend a class for which they are not registered.

The colleges reserve the right to enroll students in courses. The final decision for admission to any class for students admitted under section 2 of AR 2.2.1 will be determined by the designated college administrator in consultation with the department chairperson and/or faculty.

Class Registration Deadlines:

1. For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. Students may not register for a class once it has started. Self-Service registration for a class through [my.maricopa.edu](http://my.maricopa.edu) will end at 11:59 PM on the day before the class starts. Registration for a class on the date it starts must be done in person or on the phone, and must be completed before the class start time.
2. For classes without published meeting times (for example, online classes, special projects), registration in the class must be completed by 11:59 PM on the day before the class starts.
3. Exceptions
  - a. Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.

- b. Exceptions are limited to
  - i. Courses requiring permission of instructor
  - ii. Courses requiring auditions or try-outs
  - iii. Courses for Special Populations or Cohorts
  - iv. Enrollment in an alternative section of a course taught by the same instructor
  - v. Enrollment in an alternative section of a course taught by a different instructor
  - vi. Course level changes
  - vii. Students dropped for non-payment during the 100% refund period may be reinstated if they attended since the first class meeting.
  - viii. Students dropped due to Human or system errors may be reinstated if they attended the first class meeting.
  - ix. Other exceptions may be granted after faculty consultation with the student.

## 2.2.9 Tuition and Fees Policy

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice. All students are classified for tuition purposes under one of the following residency classifications:

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

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801 *et seq.*) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to Appendix S-3, Concurrent Enrollment in Arizona Public Institutions of Higher Education.)

### 1. Time of Payment

All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Maricopa Community Colleges Governing Board.

### 2. Tuition and Fees Schedule

Current information can be found [HERE](#).

The following is a tuition and fees schedule and is provided for reference. ***These tuition and fees are subject to change.*** Consult the college's Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register. See [Appendix S-4](#).

***Amended through Direct Chancellor Approval, November 21, 2018***

#### [Appendix S-4: Tuition & Fee Schedule](#)

A. Determine Student Residency Status

Refer to admissions information ([A R 2.2.2](#)) of the college catalog for residency information and to review the requirements for classification as a Maricopa county resident. Contact the Admissions and Records Office/Office of Student Enrollment Services if you have questions about residency requirements.

B. Use the Chart to Locate Tuition Charges

Determine the correct column based on your residency status and then select the number of credit hours. The general tuition chart is provided for reference only.

C. Add Any Additional Fees

A one-time, per semester \$15 registration fee is due by the official start of the term (semester) or by the specified due date or at time of registration.

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

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

F. Additional course fees may apply for specific courses. Check with the college's Admissions and Records Office/Office of Student Enrollment Services for a current listing of course fees.

G. Pay Your Fees

Payment of fees may be made by cash, check, money order, VISA, MasterCard, Discover or American Express. Payment Plan options are also available.

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

#### **Skill Center Tuition Rates**

Regular	\$5.00 per clock hour
Nursing Assistant	\$6.00 per clock hour
Practical Nursing	\$6.00 per clock hour

***Amended through the Administrative Regulation Process, May 5, 2017***

#### **Credit by Examination & Credit by Evaluation (excludes Allied Health courses)**

Regular Rate	\$85.00 per credit hour
Contract Rate	\$42.50 per credit hour

### 3. **Outstanding Debts**

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

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

- A. The designated college official or fiscal officer is responsible for:
  - i. Verifying the student's district wide debt,
  - ii. Attempting to notify the student of the debt and
  - iii. Attempting to collect the debt.
- B. Maricopa Community College services may be withheld pending payment of debt (at designated college office) with cash, certified check or money order or online with debit or credit card or in person with credit card. Student may be withdrawn from classes.
- C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
  - i. Collection agency, requiring payment of collection fees by the student;
  - ii. The Tax Refund Setoff Programs as stated in ARS §42-1122;
  - iii. Litigation, requiring payment of court costs and legal fees by the student.
- D. Debt Holds may be lifted only in limited instances by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:
  - i. MCCCCD staff verify that full payment has been made to another College;
  - ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);
  - iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
  - iv. It is determined and verified with the appropriate MCCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

Admission Criteria to Attend a College within the Maricopa Community College District (MCCCCD) is determined in accordance with state law (ARS §§15-1805.01 AND 15-1821) and regulations of the Maricopa Community Colleges Governing Board and the Chancellor. As such, participants enrolled in courses as part of third party

agreements are also subject to the same admissions criteria. This includes the participants resolving any current enrollment or administrative holds that are unrelated to the Third party in an existing student account, but that otherwise impact his/her eligibility to enroll in courses or participate in programs delivered by MCCCDC faculty or staff.

#### 4. Discounted Fees and Waivers

- A. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
- B. Employees, Dependents and Mandated Groups

The Maricopa Community College District waives tuition and student activity fees for credit-hour courses for employees and their dependents, and for legislatively mandated groups. Special fees and fees for Non- credit/Special interest Community Services courses are not waived.

- C. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community

Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa community who live on the Pima-Maricopa Reservation.

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

### 2.2.10 Refund Policy

#### 1. Refund Policy for Credit/Clock Classes

Students who officially withdraw from credit/clock classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

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

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

#### 2. Refund Policy for Non-Credit Classes

Unless otherwise specified, students must drop non-credit classes prior to the course start date to be eligible for a 100% refund.

### 3. **Canceled Classes**

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

### 4. **Refund Exceptions**

Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund exception to the Admissions and Records Office/Office of Student Enrollment Services or designated college official:

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

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

**Limitation:** Never attending is not an allowable refund exception or an excuse of the debt incurred through registration.

### 5. **Refund Policy for Department of Defense Tuition Assistance Funds**

Students who receive tuition assistance (TA) funds for a course or courses from the department of defense (DOD) may have a refund processed and returned to the student's DOD branch of service in the following situations. Refer to individual colleges for withdrawal and refund processes.

- A. Per refund exception D, a student who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw, provided courses have not been completed. A 100% refund of TA funds will be issued to the student's DOD branch of service.
- B. A student who withdraws for reasons other than those outlined above within the first 60% of the period for which funds were received will have the proportional amount of unearned TA funds returned to the student's DOD branch of service. Refer to individual colleges and DOD branch of service for potential student financial responsibility as a result of withdrawal.



*Requests for refund should be referred directly to the college of enrollment.*

**AMENDED by Direct Approval, January 13, 2020.**

**AMENDED through the Administrative Regulation Process, May 5, 2017**

## 2.2.11 Student Financial Assistance

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Additional procedural information on financial assistance is available in [Appendix S-5](#).

### **Appendix S-5: Student Financial Assistance**

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Only those with a lawful presence in the United States may qualify for federal financial aid or Maricopa County Community College District (MCCCD) scholarships. Under Arizona law, any information the student provides about his or her legal status when applying for financial aid or publicly funded scholarships may be subject to mandatory reporting to federal immigration authorities. This does not apply to applications for the private scholarship funds held in and distributed by the Maricopa Community Colleges Foundation.

The office of financial aid may request to have the validity of a student's high school completion evaluated if either the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education. An evaluation may be conducted on the basis of any of the following:

- Alerts, bulletins, or similar communications provided by any state, federal, or other governmental agency, another institution, a professional or similar organization, or any other resource that might provide information helpful to the evaluation;
- A transcript or other record received from another institution the student may have attended;
- The contents of the student's Free Application for Federal Student Aid, student information form, or any other information the student provides to the college;
- The independent professional judgment by any official of the office of student financial aid.

### **How to Apply for Federal Financial Aid**

New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the web located at <https://studentaid.gov/h/apply-for-aid/fafsa>. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the Web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

## **Types of Aid**

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

The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities. Scholarship opportunities are available year round. However, most scholarships are posted mid-January and most deadlines are the last week of March. Options are available [HERE](#) or by calling 480-731-8400.

## **Distribution of Aid**

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

## **Rights and Responsibilities**

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

## **Satisfactory Academic Progress**

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

## **Refunds and Repayments**

In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw, are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school. For a student receiving Financial Aid, also see [Appendix S-7](#) for Withdrawal procedures.

## **Verification of Information**

1. A Free Application for Federal Student Aid (FAFSA) or a change to that FAFSA may be selected for verification. If a student's FAFSA is selected for verification, the student will be notified via the Student Center in my.maricopa.edu. In most cases, the student will be required to submit documentation as part of the verification process. The earlier the Financial Aid Office receives the required documentation, the earlier the student's eligibility for financial aid can be determined. The verification process must be completed no later than 120 days after the last date of enrollment or August 31, whichever comes first. In addition, the Financial Aid Office must receive a final and valid electronic SAR by the student's last day of enrollment or June 30 of the award year, whichever comes first. The verification process must be completed before the Financial Aid Office can award any federal aid.

2. If an award has already been made and a FAFSA is selected for verification, the student must provide required documentation within thirty days after it has been requested of the student or on June 30, whichever comes first. If documentation is not received within this deadline, the student's award may be adjusted or canceled.
3. The required forms and documents a student submits for verification will be compared to the information reported on the student's FAFSA. If the information provided does not match what is shown on the FAFSA, the Financial Aid Office will submit changes to the US Department of Education FAFSA processor. After all changes are made to the FAFSA data, the student's eligibility for financial aid will be reviewed. If there are any changes to the student's financial aid eligibility as a result of verification, the student will be notified by means of the Student Center in my.maricopa.edu. If, following verification, the institution discovers evidence of student aid fraud (including identity theft), waste or abuse of US Department of Education funds, such evidence may be referred to the Office of Inspector General of the US Department of Education.

### **Award Amount and Level of Enrollment**

Award amount is determined, in part, on the level of enrollment. A reduction in course load after financial aid has been awarded may result in an adjusted financial aid award. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award. Some federal aid may not be awarded for classes added at a later date. Contact the college Office of Student Financial Aid for more information.

### **Repeated Coursework and Financial Aid Enrollment Status**

Federal regulations regarding repeated coursework may impact your financial aid eligibility and awards. Federal regulations specify that students may receive federal financial aid funding for one repetition of a previously passed course. A passed course is defined as one in which a grade of A, B, C, D, or P is received. If you enroll in a course in which you have previously received passing grades twice, the course will not be counted towards your enrollment level for financial aid purposes. You may repeat a failed course until it is passed. Your enrollment for financial aid purposes will be calculated accordingly.

### **Maricopa Community Colleges Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility**

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of title IV, HEA program (federal financial aid) eligibility.

To remain eligible for federal and state aid programs, students must meet ALL of MCCCDC's Satisfactory Academic Progress (SAP) standards regardless of whether a student has received financial aid in the past or not. These standards apply to a student's entire academic records at any MCCCDC college, including transfer credit hours accepted by the college.

1. Definitions and Terminology Pertaining to this Policy

- A. Summer: Enrollment in the summer semester includes all courses scheduled within the summer enrollment period with all coursework counted in the SAP evaluation.
  - B. Non-Standard Session / Clock Hour: Sessions that do not follow the traditional start and end dates for the semester.
  - C. Attempted Credit: Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, Y, or Z is received and courses not yet graded.
  - D. CGPA [Cumulative Grade Point Average]: The MCCCDCD grading policy is published in the administrative regulations at 2.3.3. The CGPA does not include credits accepted in transfer.
  - E. Financial Aid Warning: status assigned to an eligible payment period for the next enrolled semester after failing SAP GPA (2.0) and/or Completion Pace ( $\frac{2}{3}$ ). Students not meeting maximum timeframe evaluation are not eligible for a warning period.
  - F. Appeal: A process by which a student who is not meeting the institution's satisfactory academic progress standards is eligible to appeal the institution for reconsideration of the student's eligibility for title IV, HEA program assistance based on extenuating circumstances.
  - G. Extenuating Circumstance: A one-time (not on-going) circumstance that is beyond the reasonable control of the student. Examples of extenuating circumstances may include, but not limited to:
    - I. Documented medical condition or serious illness that prevented you from performing certain life tasks
    - II. Documented illness of a family member that required your presence for a significant amount of time
    - III. Death of immediate family member which impacted you significantly enough to affect participation in your courses
    - IV. Involuntary call to active military duty
    - V. Documented involuntary change in employment conditions that prevented you from attending classes
    - VI. Any other extraordinary/emergency circumstances, such as a natural disaster
  - H. Financial Aid Probation: A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated. A student in this status may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.
  - I. Academic Plan – A plan developed through the SAP Appeal Process which will lead a student to qualify for further title IV, HEA program funds and complete the program within 150% of published program length.
  - J. Financial Aid Suspension – The status assigned upon failing to meet the minimum SAP standards or the terms of probationary status. Students in this status are not eligible to receive title IV, HEA assistance.
2. Federal regulations (CFR 668.32(f) and 668.34) require institutions of higher education to evaluate Satisfactory Academic Progress (SAP) using qualitative (GPA) and quantitative (pace of progression) standards.

3. Qualitative and quantitative measures of SAP are required to ensure students receiving Federal Student Aid are progressing towards the completion of a degree or certificate within an eligible program.
4. Specific requirements for academic progress for Federal Student Aid recipients are applied differently than Scholastic Standards. Federal regulations state that SAP Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Standards are applicable for all enrolled payment periods, including all levels of enrollment (full-time or part-time enrollment). Students will be evaluated using the standards described below.
5. Failure to meet any of the minimum standards outlined below will result in a student's loss of HEA, Title IV Federal Student Aid.

### Evaluation Period

1. Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each payment period. For credit hour programs, a payment period is a semester (Fall, Spring, and Summer). For clock hour programs, a payment period / evaluation will depend on the hours required in the program.
2. Standards of Satisfactory Academic Progress (SAP) are evaluated based on qualitative (GPA), quantitative (pace of progression), and maximum timeframe. Failure to meet any of these standards may result in the loss of eligibility for financial aid. Grades of F, I, N, W, Y, Z, and courses not yet graded are considered attempted, but not completed in evaluating SAP. Late grades will be recalculated and may change eligibility.
  - a. **Grade Point Average Qualitative Measurement:** Students must maintain a 2.0 cumulative Grade Point Average in order to meet SAP GPA requirements.
  - b. **Pace of Progression Quantitative Measurement:** Students must successfully complete 2/3 (66.67%) of all attempted course work. For clock hour programs, please refer to program attendance requirements.
  - c. **Maximum Time Frame Measurement:** Students must be able to complete their program within 150% of the published program length. Once students have attempted 150% of the published program length, they are no longer eligible for Federal Student Aid. For example, a 16 credit certificate program will allow up to 24 credit hours to complete the program. A 60 credit Associate's degree will allow up to 90 credit hours to complete the program.
3. Courses included in SAP evaluation:
  - a. All attempted coursework, regardless of enrollment status
  - b. Courses funded through a Consortium Agreement
  - c. All attempted remedial credits, including English as a Second Language (ESL) courses.
  - d. Repeated course work
  - e. All transferred coursework
  - f. Grades attempted, but not completed (F, I, N, W, Y, Z)
4. Course work included in the Maximum Time Frame evaluation:
  - a. All of those included in the Pace of Progression evaluation
  - b. Any Bachelor's degree (or higher) earned will be considered to have exhausted maximum timeframe eligibility

- c. All coursework forgiven through the Academic Renewal Process
5. Course work not included in SAP evaluation:
- a. Audited courses
  - b. Non-credit courses
  - c. Credit by examination
  - d. Credit for prior learning option (as outlined in the college general catalog)

### **Notification**

Students who have applied for Federal Student Aid, but are not meeting Satisfactory Academic Progress requirements, will be notified via email of their FA Warning or ineligibility for financial aid. The notification will direct students to information regarding available college resources during the Warning Period and the appeal process in cases of extenuating circumstances.

### **Financial Aid Warning**

Students are allowed a warning period upon failing Qualitative and/or Quantitative SAP standards. The warning period allows one (1) payment period (semester) of Federal Student Aid eligibility upon failing SAP. The warning period will follow the semester for which SAP was not met, meaning the next semester for which the student registers for classes. In order to receive the Warning period, students must be meeting Maximum Timeframe requirements.

### **SAP Appeal**

Any student who has lost federal student aid eligibility due to a resolved, one-time extenuating circumstance may appeal to have their financial aid reinstated by completing a Satisfactory Academic Progress Appeal Form. The form must address:

1. what caused the student's work to fall below acceptable standards--specific explanations must be provided, including any supporting documentation,
2. each incomplete/failed course,
3. how the extenuating circumstance has been resolved, and
4. how the student will maintain good academic standards and progress toward the degree if the appeal is granted.

The outcome of the appeal will depend upon:

1. the nature of the extenuating circumstances (if the stated circumstance qualifies as such),
2. the quality of the documentation provided, and
3. how well the student has demonstrated the ability to progress towards degree completion within a reasonable time period.

All documentation submitted is confidential. All decisions are final and cannot be appealed. For assistance in completing the SAP appeal paperwork, including examples of supporting documentation, visit your college Financial Aid Office.

Students will be notified of the results of their appeal within ten (10) days of filing the appeal. Notification will include any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary period.

Appeals granted longer than one (1) payment period must include an academic plan, which must be followed. Failure to follow an approved academic plan will result in immediate suspension of Federal Student Aid. Students are responsible for any and all debt incurred as a result of this adjustment to financial aid.

Failure to successfully complete all conditions during the probationary period (as defined in the academic plan) will result in loss of future financial aid eligibility.

### Regaining Eligibility

A student who has lost financial aid eligibility may only regain eligibility by meeting the minimum SAP standards. Transfer coursework taken at other colleges will be considered for reinstatement purposes.

If you are receiving federal financial aid it is important to read the information below prior to making a decision to withdraw.

## Treatment of Title IV Aid When a Student Withdraws

### Policy Summary Statement

To provide guidance on the treatment of federal student aid (Title IV) funds when a student withdraws from a Maricopa College.

### Definitions

**Date Of Determination** – The date of determination is the date in which the school determines that a student ceased attendance or completely withdrew from school. This may be the date that the institution becomes aware that the student ceased attendance, or the date that the student begins the official withdrawal process at the school.

**Earned Aid Calculation** – A formula used to determine the amount of Title IV aid the student earned for the payment period. To calculate the amount of Title IV aid earned by the student multiply the percentage of Title IV aid earned by the student, by the total amount of Title IV aid disbursed (including that which could have been disbursed to the student or on behalf of the student), for the payment period as of the student's withdrawal date.

**Official Withdrawal** - The process by which a student begins the school's official withdrawal process or provides official notification to the school of his or her intent to withdraw. The student's approach to his or her withdrawal directly impacts the school's date of determination for which the student ceased attendance, and is used in the return of Title IV funds calculation.

To officially withdraw, the student will need to notify a designated office; this office for most mccc colleges is the Admissions and Records department. The designated office staff will assist the student to complete the withdrawal process. Schools will utilize a change in student status or comparable form to record a student's withdrawal, official or unofficial (see "unofficial withdrawal" definition). The School Registrar will determine the last date of attendance based on federal and institutional policy and the school's date of determination. The date of determination is either

the date that the student began the prescribed withdrawal process, or the date that the student provided the school with an official notification of his or her intent to withdraw, whichever is later. If the student is present, the student will sign and date the change in status or comparable form. Designated office staff will also sign and date the form, and retain it in the student's file at the school.

**Order of Return of Title IV Funds** - A federally prescribed order for returning Title IV funds required as a result of a return of Title IV funds calculation. Unearned funds, returned by either the institution or the student, are credited to the programs from which the student received the aid from during the payment period, up to the net amount disbursed from each program. Funds will be returned based on the following order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct Plus Loans
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants
6. FSEOG
7. Teach Grants

Percentage of Title IV Aid Earned – definitions for term, and modular programs below, in accordance with ED regulations:

Title IV Credit Balance - A Title IV credit balance occurs whenever the amount of Title IV funds credited to a student's account for a payment period exceeds the allowable charges associated with the semester (payment period). All Title IV federal student aid credit balances are disbursed directly to the student and refunded to the method selected in the student center. Refunds are generally processed within 3 business days but no later than 14 days of when credit balance occurred.

### **Standard Term Programs**

Upon the withdrawal, the District Office Student Financial Services (DOSFS) will calculate the percentage and amount of awarded federal student aid funds that the student has earned in the payment period. In some cases and depending upon the withdrawal date and percentage of completion, the student may earn 100 percent of the fsa funds, the calculation will still be completed as required and the amount earned will be based on the percentage of the term or payment period that was completed in days up to and including the last date of attendance or eligible academic activity, with scheduled attendance locked at census / pell recalculation. To calculate the amount earned, DOFA will determine the percentage by dividing the number of calendar days completed in the term/payment period up to and including the last date of attendance by the total number of calendar days in the term/payment period. The number of days a student is scheduled to attend during a payment period is determined based on the start and end date of the scheduled term / payment period. All scheduled breaks during the term / payment period are excluded from the calculation.

### **Modules**

A program that is offered in modules is a program that consists of course(s) in the program that do not span the entire length of the payment period or period of enrollment. Regulatory change effective **JULY 1, 2021: a program is offered in modules if the program uses a standard-term or non-standard term academic calendar, is not a**



***subscription-based program, and a course or courses in the program do not span the entire length of the payment period or period of enrollment.*** The DOSFS will calculate the percentage and amount of awarded federal student aid that the student earned within the payment period. If the student has completed more than 49 percent of the payment period, or has completed all of the degree requirements from his/her program before completing the days/hours in the period that he/she was scheduled to complete, or if the student completes coursework equal to or greater than the coursework required for the institution's definition of a half-time student for the payment period, or the school receives written notification that the student will attend a module that begins in the same payment period or period of enrollment, the student is not considered to have withdrawn, and a Return of Title IV Funds (R2T4) is not required and will not be calculated.

When a student withdraws from the payment period before completing 49 percent of the payment period, the amount of federal student aid the student earned is determined based on a specific formula. The number of days a student is scheduled to attend during a payment period is determined based on the start and end date of the scheduled term / payment period, with scheduled attendance locked at census / Pell recalculation. Scheduled breaks are excluded from the calculation. The amount of assistance the student earned is determined on a rate-of-progression basis.

POST-WITHDRAWAL DISBURSEMENT - If, as of the date of the institution's determination that the student withdrew the amount of Title IV aid that the student earned is more than the amount of Title IV aid disbursed to the student or on behalf of the student, the difference between these amounts is considered earned aid, and must therefore be applied to outstanding charges on the student's account and/or directly disbursed to the student.

RETURN OF TITLE IV FUNDS (R2T4) - When a recipient of Title IV aid withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the school must calculate the amount of earned and unearned Title IV aid and compare this to the amount of aid disbursed at the date of determination, to determine how to proceed.

If it is determined that the amount of Title IV aid disbursed exceeds the amount of Title IV aid earned, a return of Title IV funds is due, and both the school and the student may have a responsibility for returning the unearned portion of the funds. The school must return the unearned portion of Title IV aid for which the school is responsible for and notify the student of the unearned portion of Title IV aid that the student is responsible for and therefore must return.

If it is determined that the amount of earned Title IV aid exceeds the amount of Title IV aid disbursed, the student may be eligible for the amount of aid not yet disbursed, in the form of a post-withdrawal disbursement. A post-withdrawal disbursement must be made within 180 days of the date the institution determined that the student withdrew. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV aid and has no relationship to incurred educational costs. All Title IV federal student aid credit balances are disbursed directly to the student and refunded to the method selected in the student center. Refunds are generally processed within 3 business days but no later than 14 days of when credit balance occurred.

## **TITLE IV LOANS**

For unearned funds calculated to be returned by the school:

It is policy, as part of the R2T4 process, to provide notification to the student indicating the loan type(s) and amount(s) calculated as needing to be returned and, thus, the date returned by the school. The school must return the lesser of the amount of Title IV funds not earned, or the amount of institutional charges that the student incurred for the payment period multiplied by the percent of funds not earned.

For unearned Title IV funds calculated to be returned by the student:

If there is a remaining balance of unearned Title IV aid which needs to be returned, after the school has returned its portion of unearned Title IV aid, the student (or the parent for Plus loan) is responsible for returning this amount. While the student must return or repay any unearned Title IV loan amount in accordance with the terms of the loan, the student must repay any unearned Title IV grant funds as an overpayment of the grant. The student's portion is calculated by subtracting the amount of unearned Title IV aid that the institution is required to return from the total amount of unearned Title IV aid required to be returned. If it is calculated that unearned loan(s) need to be returned by the student, the center will notify the lender or servicer of the student's last date of attendance; the student will not need to repay the loan(s) immediately, but will repay the loans based on the terms of the promissory note. The lender or servicer will notify the student or parent, per the terms of the promissory note.

## **TITLE IV GRANTS**

For unearned funds calculated to be returned by the school or student:

It is policy, as part of the R2T4 process, to provide notification to the student indicating the grant type(s) and amount(s) calculated as needing to be returned and, thus, the date returned by the school.

RETURN OF UNEARNED AID - If, as of the date of the institution's determination that the student withdrew the amount of Title IV aid that the student earned is less than the amount of Title IV aid disbursed to the student or on behalf of the student, the difference between these amounts is considered unearned aid, and must therefore be returned to the Title IV program in a specified order, by either the school, the student, or both.

UNOFFICIAL WITHDRAWAL (also known as an "administrative" withdrawal) - A student who did not begin the official withdrawal process or provide notification of his or her intent to withdraw; the date of the school's determination that the student withdrew would be the date that the school becomes aware that the student ceased attendance. See "official withdrawal" definition above.

A student who does not notify the school that s/he is withdrawing but ceases attending, is administratively withdrawn by the school within 14 days of non attendance; this is otherwise known as an unofficial withdrawal. A student is administratively withdrawn from school when the student violates the school's published attendance policy, which adheres to state licensing and accreditation requirements. Please see the school's catalog for its current attendance policy.

WITHDRAWAL DATE (also known as the "last date of attendance") - The date that the student begins the school's withdrawal process or the date that the student provides official notification of intent to withdraw, whichever comes earlier. If the student does not provide any official notification of intent to withdraw, the withdrawal date will be determined by the school, and depend upon the student's circumstances.

## **FEDERAL TITLE IV REFUND POLICY**

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the school must perform a Return of Title IV Funds (R2T4) calculation to determine the amount of Title IV federal student aid funds earned by the student. If the calculation determines that the amount of Title IV aid disbursed to the student is greater than the amount the student earned, the unearned Title IV funds must be returned to the program. If it is determined that the amount of Title IV aid disbursed to the student is less than the amount the student earned (and for which the student is otherwise eligible for), the student may be eligible for a post-withdrawal disbursement for the earned Title IV funds not yet disbursed to the student.

The R2T4 calculation is required if a student receiving Title IV federal student aid ceases attendance or completely withdraws from all courses without completing the semester (payment period).

The school must determine the amount of Title IV aid earned by the student, as of the withdrawal date. Once the earned portion is calculated, the unearned portion is calculated to determine if funds must be returned to the program or a post-withdrawal disbursement is necessary. Federal policy is followed to determine the amount of Title IV aid earned on a case by case basis. The R2T4 calculation is always required when a student fully withdraws or ceases attendance prior to the scheduled end of the semester, the calculation may determine that the student earned 100% of Title IV funds and will not be required to return funds. A Return of Title IV Funds worksheet is calculated when a student ceases attendance in all courses within the scheduled semester (payment period), i.e. withdrawal.

## **WITHDRAWAL PROCEDURE OVERVIEW:**

### **POLICY DISCLAIMER**

This policy serves as a guideline for the refund of Title IV and tuition procedure with the understanding that it does not cover every possible scenario. As a result, complex areas may arise where certain refund procedures may need to be addressed on a case-by-case basis.

### **PARTY(IES) RESPONSIBLE FOR POLICY TRAINING**

MCCCD District Office of Financial Aid Compliance and Operations / Office of General Council. District Director Of Financial Aid Operations and Compliance. The policy owner is responsible to determine the method, means and frequency of training on this policy.

### **EXCEPTIONS**

Requests for an exception to this policy should be addressed to the policy owner as outlined in the procedure for requesting a policy exception.

### **POLICY REVIEW/UPDATE AND AUDIT**

This policy will be reviewed annually. compliance with this policy is audited on a random basis by Internal Audit.

***AMENDED through the Administrative Regulation Process, May 24, 2022***

***TECHNICAL CHANGE by Legal Counsel, May 6, 2020***

***AMENDED through DIRECT APPROVAL by the Chancellor, May 5, 2020***

***AMENDED through the Administrative Regulation Process, June 5, 2017***

## 2.2.12 Vaccinations (As Required By 20 USC §1092(a)(1)(V))

The Maricopa County Community Colleges District does not require that students receive vaccinations prior to enrollment. Certain professional or occupational programs do require particular vaccinations for participation in those programs. More information about these programs can be found on college websites.

## 2.2.13 University Transfer

The Maricopa Community Colleges have developed formal agreements to facilitate the transfer of credit to four-year colleges and universities. This is accomplished through the development of course and program articulation agreements. The Maricopa Community Colleges articulate with accredited private, public, and international baccalaureate granting institutions. Maricopa transfer agreements are on behalf of the district as a whole and not with individual colleges within the District. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to articulate. Students planning to transfer to a university may be required to submit official transcripts.

Articulated transfer programs and pathways between the Maricopa Community Colleges and baccalaureate-granting institutions [such as the Maricopa-ASU Pathway Program (MAPP), the UA Bridge Program, 2NAU and 90/30 Transfer Agreements] are official, recognized programs of study that fulfill both associate degree and bachelor's degree requirements. These articulated programs and pathways are designed to aid in a smooth transition for a student planning to transfer to a four-year college or university by identifying the required, transferable, and applicable coursework for that student's specific program of study. A complete list of Maricopa-ASU Pathway Program requirements by major and catalog year is maintained on ASU'S website, at [Transfer](#).

### Arizona Public Community Colleges and Universities

Maricopa is a participant in the Arizona statewide transfer system. [AZTRANSFER.COM](#) is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on [AZTRANSFER.COM](#) is the Course Equivalency Guide (CEG), which shows transfer course equivalencies between Arizona's public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and the University Of Arizona. The transferability of a course does not indicate directly how the course will apply to meet requirements for specific bachelor's degrees. [AAZ Transfer Course Equivalency Guide](#)

### (U.S.) and International Institutions

The Maricopa Community Colleges have transfer agreements with accredited U.S. universities and colleges as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through District-Wide memorandums of understanding and articulation agreements, and are designed to help students maximize the applicability of transfer credit toward a bachelor's degree. To access a list of institutions with which Maricopa has established articulation agreements, visit: [Maricopa University Partner List](#)

## Time Limit for Transfer Coursework

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

## Shared Unique Numbering (SUN) System Course Information

Senate Bill 1186, which passed into law in 2010, mandated the creation of a shared numbering system for public college and university courses in Arizona to identify courses that transfer from community colleges to universities toward a baccalaureate degree. The Shared Unique Number (SUN) system is a college course numbering system designed to help students locate and enroll in courses that have direct equivalents for transfer among Arizona's public community colleges and three state universities. However, even if a course at the Maricopa Community Colleges is not designated as a SUN course, it may still transfer to other Arizona public institutions with a direct equivalent as per the Course Equivalency Guide on [AAZTRANSFER.COM](http://AAZTRANSFER.COM). The SUN system does not address the applicability of courses. Students are encouraged to work with an academic advisor on course selections. To access a list of SUN courses, visit [SUN](#).

***ADOPTED through the Administrative Regulation Process, June 4, 2019***

## 2.9 Veterans Services

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

Veteran's benefits available:

- Chapter 30 - Montgomery GI Bill®
- Chapter 31 - Veteran Readiness and Employment (VR&E)
- Chapter 32 - VEAP Program
- Chapter 33 - Post 9/11 GI Bill® & Transfer of Eligibility to Dependents (TOE)
- Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
- Chapter 1606 - Montgomery GI Bill®, Selected Reserve
- Chapter 1607 - REAP Reserve Educational Assistance Program

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.*

Covered individuals (as defined in 38 U.S.C. § 3679) utilizing Chapter 33 or Chapter 31 VA education benefits may attend or participate in a program of study during the period beginning on the date the individual provides the educational institution a Certificate of Eligibility (COE), a Statement of Benefits obtained from eBenefits, or a purchase order for Chapter 31, and ending on the earlier of the following dates:

1. The date upon which payment from the VA is made to the institution;
2. 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

No penalty, including the assessment of late fees, and/or the denial of access to classes or other institutional facilities will be imposed on the individual due to the delayed disbursement funding from VA under Chapter 31 or 33.

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

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

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program make satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards of 2.0 upon completion of 12 or more credit hours will be placed on probation, at which point the student will have no more than two semesters in which to improve academic standing to acceptable. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits will be terminated. Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standards or demonstrates the ability to meet these standards through the approval of a written appeal. For appeal procedures, contact the office that serves veterans at your campus.

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

### **Distance Learning:**

The course content and competencies for distance learning classes are the same as courses offered in-person or in a hybrid format. The courses offered in this format lead to completion of MCCC degrees and/or certificates of completion.

Colleges use Learning Management Systems (LMS) like Canvas and RioLearn for online offerings. These portals are used for both hybrid and online classes. Students must use their Maricopa Enterprise ID and password to access the portal. The link to the portal is provided on the college home page and on [my.maricopa.edu](http://my.maricopa.edu), the district's website for student access to Maricopa tools. Maricopa-assigned student email addresses are used for communicating with students within the tools. Students are also able to communicate with the instructor through the LMS, via Maricopa e-mail or by phone.

## Externship Programs:

The Maricopa Community College's official District course descriptions for credited experiential learning opportunities (Internships, Externships, Practicums, and Clinicals) state the amount of hours required in order for a student to receive college credit. The descriptions also indicate if a maximum amount of credit is allowable for any given experiential learning opportunity. Each course that includes an experiential learning opportunity is assigned a Maricopa Instructor of Record who is responsible for ensuring that the student completes the required hours and assignments in order to receive credit. Additionally, the instructor works extensively with a site supervisor to ensure that the student is making satisfactory progress and meeting the time requirements. The experiential credit process for the student includes the specific course details and learning outcomes, how hours will be tracked, and what is required for grading and course completion. The instructor submits the final grade for the experience. Maricopa's experiential learning process is in compliance with CFR 38 21.4265.

A complete list of internship courses, along with course objectives, can be found on the Maricopa Community College's District – [Center for Curriculum and Transfer Articulation](#) website.

## Prior Credit Evaluation:

Department of Veterans Affairs requires that all persons using any type of veteran's educational assistance must have all prior education and training evaluated. Students will be required to request transcripts from all prior institutions, including military training. Without all prior institutions and military training, veteran educational assistance may not be certified. Transcripts will be evaluated and credit will be granted, as appropriate.

***AMENDED through Direct Approval by the Chancellor, April 14, 2021***

***AMENDED through Direct Approval by the Chancellor, October 21, 2020***

***AMENDED through Direct Approval by the Chancellor, March 6, 2019***

***AMENDED through Direct Approval by the Chancellor, September 17, 2018***

***AMENDED through Direct Approval by the Chancellor, April 17, 2018***

***AMENDED through the Administrative Regulations Approval Process, June 5, 2017***

***AMENDED through the Administrative Regulations Approval Process, May 16, 2016***

## Scholastic Standards

### 2.3.1 Academic Load

A credit hour is defined as an amount of work represented in course competencies and verified by evidence of student achievement that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other academic activities, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. In accordance with common practice in higher education, instruction representing a credit hour is typically delivered in a 50 minute class period.

Students carrying at least twelve (12) credit hours will be considered full-time students for the fall and spring semesters. Three-quarter-time is 9 to 11.9 credit hours. Half-time is 6 to 8.9 credit hours. Fewer than six (6) credit hours is considered less than half-time. Academic load for summer and special terms may be defined differently. Contact the Admissions and Records Office/Office of Student Enrollment Services for clarification. As provided in the Reduced Course Load administrative regulation, a student may be deemed a full-time student carrying fewer than twelve credit hours pursuant to an accommodation of a disability.

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

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

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

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

## **Schedule Changes**

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending the class (See [Appendix S-7 for Withdrawal Procedures](#)).

### **2.3.2 Attendance**

- Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.
- Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.
- At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.
- Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college. Please refer to [Appendix S-7](#) for Withdrawal Procedures.

#### **1. Official Absences**



- A. Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.
- B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.
- C. In the event of military commitments. Absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.
- D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

## **2. Religious Holidays**

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department, provided the student has utilized the Religious Accommodation Procedure outlined in ND-4 of the Administrative Regulations Appendices. The Procedure and Religious Accommodation form may be found at [ND-4](#). As outlined in the ND-4 Religious Accommodation Procedure, to the extent possible, requests must be made at least two (2) weeks before the requested absence from class due to religious holiday or day of observance by providing the faculty member with the [Religious Accommodation Request Form](#). Once a religious accommodation is granted, the student must make arrangements with each instructor for make-up work.

***AMENDED through the Administrative Regulation Process, November 5, 2019***

## 2.3.3 Grading (S-12 Important Deadlines for Students)

### 1. Policy

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

#### Grade Key

Grade	Value	Grades Calculated In Gpa	Considered An Attempt	May Be Repeated
A	4.0 - Excellent	Yes	Yes	No
B	3.0 - Above Average	Yes	Yes	Yes
C	2.0 - Average	Yes	Yes	Yes
D	1.0 - Below Average	Yes	Yes	Yes
F	0.0 - Failing	Yes	Yes	Yes
I	Incomplete	No	No	N/A
IP	Course In Progress	No	No	N/A
N	Audit	No	No	N/A
W	Withdrawn, Passing	No	No	N/A
Y	Withdrawn, Failing	Yes	Yes	Yes
P*	Credit	No	Yes	Yes
Z	No Credit	No	Yes	Yes

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

Attempt definition: a student is enrolled in a class and receives a grade of A,B,C,D,F, Y, P, or Z.

Students who wish to attempt a course after the fourth time will need assistance from the Admissions & Records/Enrollment Services Office to enroll.

If a student has been awarded financial aid, veterans benefits, or other military tuition assistance programs, scholarships, or grants they should check with those offices about repeating classes.

The student is responsible for any tuition and fees associated with each attempt.

NOTE: Grading errors discovered after the sixty (60) day expiration date can be corrected if they have been researched by the Director of A&R/Enrollment Services and the Instructor of Record or the Department/Division Chair.

### 2. Incomplete Grade

- 1) Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating

circumstances. If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.

- 2) Students must complete the requirements within the time period agreed to--maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within the approved time period will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.
- 3) A student's eligibility for financial aid may be jeopardized by an incomplete grade. Refer to the Standards of Satisfactory Academic Progress for details.

### **3. Repeating a Course/Improving a Grade**

Students who wish to improve their GPA may repeat a course within the Maricopa Community Colleges up to three times after the initial attempt. (A "W" is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) and credit for repeated courses taken at the same college will automatically be excluded from the grade point calculation.

However, if the course(s) were taken at a different Maricopa Community College, the student must submit a request for the lower-graded course to be excluded from the GPA. The request can be submitted to the Admissions and Records Office at any of the Maricopa Community Colleges that the student attended.

Students receiving federal financial assistance and/or benefits should follow up with the Office of Financial Aid and/or Veterans' Services regarding their policies for repeated courses. An official student transcript is a permanent academic record issued by the college registrar. It displays all courses taken for credit within the Maricopa Community Colleges District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the college registrar and displays the college seal of the Maricopa College issuing the official transcript.

Check individual courses and programs for exceptions.

### **4. Credit/No Credit Courses (P/Z)**

- 1) Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGECEC (Arizona General Education Curriculum).
- 2) The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students".
- 3) In courses with credit/no credit (P/Z) grading, the student may request standard grading (A, B, C, D, F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office/Office of Student Enrollment Services.
- 4) In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor

must notify the Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.

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

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

## 5. Audit Courses

- 1) Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.
- 2) The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly and appear in the "Important Deadlines for Students."

## 6. Important Deadlines for Students (See [Appendix S-12](#))

Class Length	Deadline for Students to Withdraw with Guaranteed Grade of W	Deadline for Students to Withdraw from a Course (Instructor Signature Required)	Deadline for Students to Request Complete Withdrawal	Deadline to Change Type of Grading (A-F to P/Z, or P/Z to A-F)	Deadline to Change From Audit Grade to Credit Grade	Deadline to Change from Credit Grade to Audit Grade
One Week or Less (1 to 7 days)	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class or Prior to the Last Day of Class	1 <sup>st</sup> Day of Class or Prior to the Last Day of Class	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class
Two Weeks (8 to 14 days)	3 <sup>rd</sup> Calendar Day	6 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class	3 <sup>rd</sup> Calendar Day
Three Weeks (15 to 21 days)	6 <sup>th</sup> Calendar Day	12 <sup>th</sup> Calendar Day	12 <sup>th</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	1 <sup>st</sup> Day of Class	5 <sup>th</sup> Calendar Day
Four Weeks (22 to 28 days)	9 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	7 <sup>th</sup> Calendar Day
Five Weeks (29 to 35 days)	12 <sup>th</sup> Calendar Day	23 <sup>rd</sup> Calendar Day	23 <sup>rd</sup> Calendar Day	4 <sup>th</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	9 <sup>th</sup> Calendar Day
Six Weeks (36 to 42 days)	14 <sup>th</sup> Calendar Day	29 <sup>th</sup> Calendar Day	29 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	11 <sup>th</sup> Calendar Day
Seven Weeks (43 to 49 days)	17 <sup>th</sup> Calendar Day	35 <sup>th</sup> Calendar Day	35 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	12 <sup>th</sup> Calendar Day
Eight Weeks (50 to 56 days)	20 <sup>th</sup> Calendar Day	41 <sup>st</sup> Calendar Day	41 <sup>st</sup> Calendar Day	6 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	15 <sup>th</sup> Calendar Day
Nine Weeks (57 to 63 days)	23 <sup>rd</sup> Calendar Day	46 <sup>th</sup> Calendar Day	46 <sup>th</sup> Calendar Day	7 <sup>th</sup> Calendar Day	4 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day
Ten Weeks (64 to 70 days)	26 <sup>th</sup> Calendar Day	52 <sup>nd</sup> Calendar Day	52 <sup>nd</sup> Calendar Day	8 <sup>th</sup> Calendar Day	4 <sup>th</sup> Calendar Day	19 <sup>th</sup> Calendar Day
Eleven Weeks (71 to 77 days)	29 <sup>th</sup> Calendar Day	58 <sup>th</sup> Calendar Day	58 <sup>th</sup> Calendar Day	9 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	21 <sup>st</sup> Calendar Day
Twelve Weeks (78 to 84 days)	32 <sup>nd</sup> Calendar Day	63 <sup>rd</sup> Calendar Day	63 <sup>rd</sup> Calendar Day	10 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	23 <sup>rd</sup> Calendar Day
Thirteen Weeks (85 to 91 days)	35 <sup>th</sup> Calendar Day	70 <sup>th</sup> Calendar Day	70 <sup>th</sup> Calendar Day	10 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	25 <sup>th</sup> Calendar Day
Fourteen Weeks (92 to 98 days)	38 <sup>th</sup> Calendar Day	76 <sup>th</sup> Calendar Day	76 <sup>th</sup> Calendar Day	11 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	27 <sup>th</sup> Calendar Day
Fifteen Weeks (99 to 105 days)	41 <sup>st</sup> Calendar Day	82 <sup>nd</sup> Calendar Day	82 <sup>nd</sup> Calendar Day	12 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	28 <sup>th</sup> Calendar Day

Sixteen Weeks or more (106 or more days)	End of the 7th week	Two weeks before the last class period	Two weeks before the last class period	Within 14 days including the first class period	Within first week of class	Within first five weeks of class
<i>Deadlines are based on calendar day and begin with the first day of class.</i>						

**AMENDED through the Administrative Regulation Process, May 24, 2022**

**AMENDED through the Administrative Regulation Process, June 30, 2020**

**AMENDED through the Administrative Regulation Process, June 4, 2018**

**AMENDED through the Administrative Regulation Process, June 5, 2017**

## 2.3.4 Academic Probation (Progress)

### 1. Probation

A student will be placed on academic probation if, after completion of twelve (12) or more credit hours, the student's cumulative grade point average is less than 2.0. Students on academic probation may take no more than twelve (12) credit hours per semester unless approved by the Admissions and Standards Committee.

### 2. Continued Probation

A student on academic probation who fails to raise the cumulative grade point average 2.0 will be placed on continued probation and may be limited to taking six (6) credit hours. Academic probation and continued probation are calculated at the conclusion of every term including summer.

## 2.3.5 Instructional Grievance Process

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures.

The appeal process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued. Steps outlining the process are available in [Appendix S-6](#).

### Appendix S-6 Instructional Grievance Process

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, sex, gender identify, national origin, citizenship status (including document abuse), gender, age, disability, veteran status, genetic information, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Vice President for Student Affairs.

Steps for students to follow:

1. If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the

process by filing a written grievance with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written grievance must be filed within ten working days following the previous deadline. The written grievance will be given to the faculty member five days before any official meetings are convened.

2. Upon receipt of a written grievance, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty member.
3. If the grievance is not resolved at this level within ten working days, the student should forward to vice president of academic affairs or designee, a copy of the original written grievance with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/ center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.
5. Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

**Note:** *The grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.*

### **2.3.12 Non-Instructional Complaint Resolution Process**

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. See [Appendix S-8](#).

#### **Appendix S-8 Non-Instructional Complaint Resolution Process**

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. Steps for students to follow:

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective

action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.

3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.
4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the Vice President of Student Affairs or Designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean and/or associate dean will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.
5. If the associate dean and/or dean do not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

### 2.3.6 Withdrawal

To withdraw from a course or courses from the college, students must follow approved procedures (See [Appendix S-7](#)). The Office of Admissions and Records provides information about the withdrawal process. The official date of withdrawal is the date the withdrawal is received in the Admissions and Records Office/Office of Student Enrollment Services.

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

## Appendix S-7 Student and Faculty Withdrawal Procedures

### Student Withdrawal Procedures

#### 1. Withdrawal from Specific Courses

A student may officially withdraw from specific courses in the following ways:

- A. Through the 7th week\*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self-service system or by submitting a course withdrawal form to the Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing – not computed in the grade point average) will be assigned.
- B. After the 7th week\*, a student must initiate a withdrawal request with the faculty member. If, after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course.

- C. A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in [Appendix S-6](#).

*\*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.*

## 2. Complete Withdrawal from College

Students electing to withdraw from the college must contact the Admissions and Records Office/Office of Enrollment Services no later than two weeks\* before the end of the last class meeting and may be required to file a written request.

A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week\* of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the GPA as a failing grade).

*\*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.*

## 3. Withdrawal of Financial Aid Students

In accordance with federal regulations (34CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school.

### Faculty Withdrawal Procedures

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member's attendance policy in the course syllabus (see [AR 2.3.2](#)). A grade of W (withdrawn passing, not computed in GPA) or a grade of Y (withdrawn failing, 0 grade points per credit hour) may be assigned in accordance with the course syllabus. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. Any impact on attendance that is protected by the exercise of students' rights under ADA/504, Title IX, Title VI, or other recognized law or policy do not count as unexcused absences for the purposes of instructor-initiated withdrawals for lack of attendance/participation.

**Requests for withdrawals should be referred directly to the College of Enrollment.**

***AMENDED through the Administrative Regulation Process, December 12, 2018***

***AMENDED through the Administrative Regulation Process, February 23, 2010***

***AMENDED through the Administrative Regulation Process, August 18, 2008***

***AMENDED through the Administrative Regulation Process, March 5, 2009***



### 2.3.7 Academic Renewal

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

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

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic performance by earning a minimum of twelve (12) credit hours and a cumulative grade point average of 2.5 or higher within Maricopa Colleges after reenrollment.
2. Upon approval, all courses taken prior to reenrollment with a grade of "A," "B," "C," "D," "F," and "Y" will be annotated as academic renewal on the student's permanent record. All course work affected by academic renewal will not be computed in the grade point average. Courses with grades "A," "B," or "C" will have the associated credit hours counted in the total credit hours earned. Such credit will not be computed in the grade point average.
3. All course work will remain on the student's permanent academic record, ensuring a true and accurate academic history.
4. The academic renewal policy may be used only once at each college and cannot be revoked once approved.
5. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

### 2.3.8 Honors Program

Each of the Maricopa Community Colleges has an honors program. Interested students should contact the college honors coordinator for information about the program and available scholarships, including the Chancellor's, Foundation's, and President's Scholarships.

#### **President's Honor List**

The President's Honor List for each college consists of all students who complete twelve (12) or more credit hours in residence in courses numbered 100 or higher in a given semester with a college semester grade point average of 3.75 or higher.

### 2.3.9 General Graduation Requirements

Note: Also see Catalog Under Which a Student Graduates ([AR 2.2.5](#))

#### **Earning a Certificate or Degree**

The Maricopa Community Colleges offers certificates and degrees in a variety of areas. Each certificate and degree has specified program requirements for graduation. See certificate and degree information for specific program requirements. It is the student's responsibility to be aware of these requirements.

Candidates for graduation must satisfy the following requirements:

- Complete the minimum number of credits required for the certificate or degree. For degrees, at least 15 credits must be completed at the awarding college. For certificates that are 15 or more credits, at least 6 credits must be completed at the awarding college. For certificates that are 14 or fewer credits, at least half of the credits must be completed at the awarding college. Exceptions to this institutional residency policy must have prior written approval of the program director, department/division chair, or designee and documentation of rationale and approval included as part of application to graduate.
- All new to Maricopa students who declare an Associate degree, an Associate in Applied Science degree, or intend transfer to a college/university to complete a Bachelor's degree, will be required to successfully complete a first-year experience course (FYE101 or FYE103) within the first two semesters at a MCCCDC college.
- Meet the general education, program requirements, and electives for the certificate or degree required. Requirements can be satisfied by MCCCDC coursework, prior learning assessment, and transfer credit. No more than 45 credit hours can be accepted and applied to a degree using transfer credit and/or prior learning assessment. Transfer credit and prior learning assessment does not count as hours in residence for graduation requirements. Exceptions to this institutional policy must have prior written approval of the program director, department/division chair, or designee and documentation of rationale and approval included as part of application to graduate.
- Earn a minimum cumulative grade point average (GPA) of 2.0 on a four-point grading scale in all letter-graded courses (100-level and above) (completed in residence and accepted in transfer) used to fulfill requirements at the college granting the degree or certificate. Some awards may specify additional GPA requirements.
- Remove all deficiencies (e.g. incomplete grades, missing transcripts, national test results, etc.) on the record to use those courses toward program completion.
- Fulfill any financial obligations with the college. File a Petition for Graduation with the Admissions & Records/Enrollment Services Office.

AutoAward Policy: MCCCDC has an auto-award program that identifies some students who have completed a degree or certificate and never submitted a Petition for Graduation (e.g. [Reverse Transfer](#)). However, this program is limited and students should not depend on it for graduation. The Petition for Graduation should always be submitted when a student is intending to graduate.

## **Maricopa Nursing Program**

For the Maricopa Nursing program, the cumulative GPA for awarding purposes is calculated based on courses required for the degree or certificate taken at any Maricopa campus and includes pre-requisites, co-requisites, and nursing blocks. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

## **Graduation with Honors**

All courses used to fulfill graduation and degree requirements, including courses from other institutions are used in the grade point average calculation (GPA) at graduation. Degree-seeking students who have distinguished themselves with GPAs 3.50 and higher are recognized with the following graduation honors:

- 3.50 to 3.69 graduation "with distinction"
- 3.70 to 3.89 graduation "with high distinction"

- 3.90 to 4.0 graduation “with highest distinction”

Certificate programs are not eligible for institutional honors.

**AMENDED through the Administrative Regulation Process, May 24, 2022**

**AMENDED through the Administrative Regulation Process, June 24, 2021**

**AMENDED by Direct Approval from the Chancellor, December 6, 2019**

**AMENDED through the Administrative Regulations Approval Process, June 5, 2017**

## 2.2.5 Catalog Under Which a Student Graduates

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a public community college and/or public university in the state of Arizona.

The rules for maintaining continuous enrollment are:

- A semester in which a student earns course credit will be counted toward continuous enrollment.
- Noncredit courses, audited courses, or courses from which the student withdraws do not count toward continuous enrollment.
- Failure to enroll in three consecutive regular (fall or spring) semesters breaks continuous enrollment; however, enrollment in the intervening summer terms may be used to maintain continuous enrollment status.
- If continuous enrollment is not maintained, the student must fulfill the requirements for graduation specified in the catalog in effect for the academic year in which they re-enroll or any subsequent catalog of their continuous enrollment.
- Students who initially enrolled or re-enrolled during a summer term must follow the annual catalog of the subsequent academic year or any subsequent catalog of their continuous enrollment.

### AGE OF CREDIT

In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than ten years old is applicable to completion of certificate and degree requirements at the discretion of the designated individuals at the college. The college may accept such coursework, reject it, or request that the student revalidate its substance. The ten-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

\*Please note that the above language is guided by statewide practices.

**AMENDED through the Administrative Regulation Process, June 24, 2021**

### 2.3.13 Course Substitutions

Course substitutions should only be made in a consistent and transparent manner, according to Administrative Regulation 2.2.4 (Transfer Credit and Prior Learning Assessment Policy), academic policies, and the following guidelines:

Students may seek to have course(s) requirements (including required courses, restricted electives, and prescribed general education requirements) in their declared associate in applied science or certificate program substituted.

Because a substituted course may not be accepted by a transfer institution or meet transfer degree requirements, no course substitutions are allowed in any of the required course areas of the associate in arts or associate in science degrees with emphasis, Associate In Business - Gr, Associate Of Business - Sr, Associate In Arts, Elementary Education, or the Associate In Arts, Fine Arts.

The course being used as a substitution must meet the content and/or spirit of the substituted course in the student's pathway plan (or for date status petitions by reason of disability). If the pathway course satisfies an Arizona General Education Curriculum (AGEC-A, B, or S) requirement, the course substitution must meet that same requirement. Considerations for substitutions should also include impact to satisfying transfer pathway, industry requirements. Substituted courses should provide the skills and knowledge specified by the pathway learning outcomes.

Course substitutions should not be processed for students who have earned fewer than 15 credits (at Maricopa or elsewhere).

To pursue a course substitution, students must obtain a course substitution petition from the Admissions and Records office or Academic Advisor. Substitutions must be approved by the Program Department Chair, Program Division Chair, Academic/Occupational Program Director, or designee and the appropriate Instructional Dean. The Department Chair, Division Chair, or Academic/Occupational Program Director will work with other departments as needed for courses outside of the discipline.

If the credits of a substituted course are fewer than the original requirement, the missing credit hours are not granted by a substitution. Students must complete the minimum credit hours required by the award.

Students are encouraged to seek substitutions prior to enrollment in an intended substitute course. Requests for course substitutions and supporting documentation should be submitted as soon as possible when transcripts are reviewed. For assistance, students should meet with an Academic Advisor specific to the declared transfer emphasis. Students seeking Title IV financial aid and veteran benefits for a course substitution must have the substitution approved and processed prior to registering for the substitute course.

See also, Administrative Regulation [3.5 Course Substitution for Students With Documented Disabilities](#).

***ADOPTED through the Administrative Regulation Process, June 24, 2021***

### 2.3.10 Transcripts for Transfer

An official student transcript is a permanent academic record issued by the college registrar. It displays all courses taken for credit within the Maricopa Community College District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the College Registrar and displays the college seal of the Maricopa College ISSUING the official transcript.

The transcript is issued upon written request only. Those students who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcript be sent from the Admissions and Records Office/Office of Student Enrollment Services. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with FERPA.

Official transcripts will not be issued to students having outstanding debts to any of the Maricopa Community Colleges. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974 (see Records Policy in the Student Rights and Responsibilities section of this manual). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the Tuition and Fee Schedule for charges for other official transcripts.

***AMENDED through the Administrative Regulation Approval Process, June 5, 2017***

## College Environment

### 2.4.4 Sexual Harassment Policy for Students

2.4.4 Sexual Harassment Policy (replaced with Administrative Regulation 5.1.16). Administrative Regulation 2.4.4 is rescinded effective August 14, 2020. For cases made prior to August 14, 2020, 2.4.4 applies. Administrative Regulation 2.4.4 has been archived for transitional purposes.

***RESCINDED through Direct Approval from the Chancellor, August 3, 2020***

### 5.1.8 Policy Prohibiting Harassment

#### A. Policy

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of harassment that is based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information. Such prohibited harassment includes but is not limited to sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting harassment with regards to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information as defined and otherwise prohibited by state and federal law.

Employee complaints of harassment must be reported to the District Office of Equal Employment and Opportunity.

Harassment based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information violates MCCCD Policy when the conduct is unwelcome, verbal, or physical conduct that is sufficiently severe, or pervasive that it alters working conditions and creates a hostile environment for employees. The unwelcome behavior may be based on power differentials, the creation of a hostile environment, or retaliation for harassment complaints. Harassment by and between any student or employee (paid, unpaid, or contract), is prohibited by this policy.

Due process is afforded any employee accused of harassment. Upon receipt of a complaint, an immediate preliminary review will be conducted to determine if there is reasonable cause to believe the nondiscrimination policy may have been violated. If so, then a prompt, thorough, impartial investigation will be conducted by the authorized administrator, or designee. If the final decision is that harassment occurred, the college will take immediate action to eliminate the hostile environment, prevent its recurrence, and address its effects. Remedies for the complainant will also be sought. Violations of this policy may result in disciplinary action up to and including termination for employees, sanctions up to and including suspension or expulsion for students, and appropriate sanctions against campus visitors. This policy applies to prohibited conduct that occurs both on and off campus and covers employees, and visitors.

MCCCD affirms its commitment to supporting the academic and personal freedom of all members of the community. In particular, the policy against harassment shall not be applied in a manner that contradicts the principle of academic freedom: Faculty and other members of the community are entitled to freedom in research, and faculty members are entitled to freedom in the classroom to pursue controversial matters related to their disciplines. However, this right to teach controversial material entails the responsibility that it be carried out in a way that would be judged by peers as not violating the District's non-discrimination policy.

Questions about this policy may be directed to the [MCCCD EEO/Affirmative Action Office](#).

## **B. Examples of Policy Violations**

It shall be a violation of MCCCD's Harassment Policy for any employee (paid, unpaid, or contract), student or campus visitor to engage in any unwelcome conduct that is based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information. Such as to:

1. Engage in offensive conduct that is sufficiently severe or pervasive to create a work or academic environment that a reasonable person would consider intimidating, hostile, or abusive. Such conduct must be based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
2. Engage in unwelcome verbal or physical conduct, including intimidation, ridicule, insult, or comments, when the behavior can reasonably be considered to adversely affect the work or academic environment, or an employment decision based upon the employee's acceptance or rejection of such conduct. Such verbal or physical conduct must be based on race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information or on their protected activities under applicable non-discrimination laws and policies.
3. Engage in Sexual Harassment, which includes, but is not limited to:
  - A. Make unwelcome sexual advances to another employee (paid, unpaid, or contract), student or campus visitor;
  - B. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;

- C. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way:
    - 1. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
    - 2. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
  - D. Engage in verbal or physical conduct of a sexual nature that:
    - 1. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
    - 2. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
  - E. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCDC property or in connection with any MCCCDC-sponsored activity;
  - F. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);
4. Engage in other harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), degrading words to describe an individual, offensive comments, suggestive language or jokes, innuendoes, and suggestive objects, print or digital media. Misconduct may include exploitation, stalking, bullying. Such conduct must be based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
  5. Treat a complainant or witness of harassment in a manner that could dissuade a reasonable person from pursuing or participating in the complaint and investigation. Such treatment must be based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
  6. Engage in sexual misconduct, including but not limited to:
    - A. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
    - B. Explicit sexual comments by one or more employees about another employee or student, or circulating drawings or other images depicting an employee or student in a sexual manner.
    - C. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another person's sexuality or sexual experience.
    - D. Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that creates a hostile environment. a hostile environment exists when the conduct is sufficiently severe, or



pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the district's education programs and/or activities, including employment. the existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).

E. Sexual exploitation, which means taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. examples of behavior that could rise to the level of sexual exploitation include:

1. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
2. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
3. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
4. Going beyond the bounds of consent (such as attempting to kiss an employee or student without their consent)
5. Engaging in non-consensual voyeurism;
6. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
7. Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals;
8. Possessing, distributing, viewing or forcing others to view obscenity

7. All complaints of sexual harassment or sexual misconduct shall be referred promptly to the college Title IX Coordinator (or the District Title IX Coordinator, if the allegations concern a District office employee), for initial review in determining the appropriate investigation channel.

8. Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be referred by the Title IX Coordinator to the college or District's respective Human Resources department for investigation and adjudication under this conduct policy.

***AMENDED by Direct Approval from the Chancellor, August 18, 2020***

***AMENDED by Direct Approval from the Chancellor, April 8, 2020***

***AMENDED through the Administrative Regulations Approval Process, January 2, 2020***

### **5.1.9 Additional Policy Violations**

Mandatory Reporters (as defined in Administrative Regulation 5.1.16) must report allegations of sexual harassment/assault (whether reported by the person who is the subject of the sexual harassment or a witness) to an official with authority or the Title IX Coordinator (as defined in Administrative Regulation 5.1.16). Failure to report to an official with authority or the Title IX Coordinator is a policy violation subject to discipline up to and including dismissal.



Campus Security Authority (CSAs) are mandatory reporters under the Cleary Act. Failure to report is a policy violation subject to discipline up to and including dismissal.

Mandatory reporters are expected to report harassment/discrimination (whether reported by the person who is the subject of the sexual harassment or a witness) based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Failure to report may be a policy violation subject to discipline up to and including dismissal.

***AMENDED by Direct Approval from the Chancellor, November 16, 2020***

***AMENDED by Direct Approval from the Chancellor, January 2, 2020***

### **5.1.10 Responsibility for Policy Enforcement**

Employees and students must avoid offensive or inappropriate harassing behavior based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information at work or in the academic environment (in and out of the classroom).

Employees and students are encouraged (but not required) to inform perceived offenders of this policy and that the commentary/conduct is offensive and unwelcome..

### **5.1.11 Complaints**

#### **1. EMPLOYEES**

Employees who experience sexual harassment at work (by a supervisor, co- employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college president or to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

#### **2. STUDENTS**

Students who experience sexual harassment or sexual assault in a school's education program and activities (by a faculty member, administrator, staff, campus visitor or other student) are urged to report such conduct to the designated Title IX Coordinator, of which there is one for each MCCCDC college. A student may also contact the MCCCDC EEO/AA Office to obtain the name and phone number of the college official designated to respond to harassment complaints based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.

#### **3. GENERAL – APPLICABLE TO BOTH EMPLOYEES AND STUDENTS**

- A. Complaints by employees will be investigated according to procedures established by the MCCCDC EEO/AA Office. Copies of these procedures may be obtained on the District website and the MCCCDC EEO/AA Office.
- B. Complaints by students will be investigated according to the procedures established in the College Environment section of the Administrative Regulations (AR 2.4). Copies of these procedures are posted on the District website.

- C. All complaints will be investigated in a prompt, thorough, and impartial manner.
- D. Where investigation confirms the allegations, appropriate, response action will be taken by the college/center/MCCCD.

***AMENDED by the Administrative Regulations Approval Process, January 2, 2020***

### **5.1.12 Confidentiality**

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with the Maricopa County Community College District's (MCCCD) legal obligation to investigate and resolve issues of discrimination and harassment based on one's protected class status as outlined in law and in MCCCD policy. The MCCCD cannot promise complete confidentiality

***AMENDED by the Administrative Regulations Approval Process, January 2, 2020***

### **5.1.13 Violations of Law**

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under Maricopa County Community College District (MCCCD) policy. Disciplinary action by MCCCD may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

***AMENDED by the Administrative Regulations Approval Process, January 2, 2020***

### **5.1.14 False Statements Prohibited**

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

***AMENDED by the Administrative Regulations Approval Process, January 2, 2020***

### **5.1.15 Retaliation Prohibited**

Retaliation against an employee or student for engaging in protected activity is strictly prohibited. The Maricopa County Community College District (MCCCD) strictly prohibits taking an adverse action that might deter a reasonable person from participating in activity protected by antidiscrimination laws. Protected activity consists of:

- (a) opposing conduct reasonably believed to constitute discrimination, including harassment which violates a nondiscrimination statute or which MCCCD policy prohibits;
- (b) filing a complaint about such practice; or
- (c) testifying, assisting, or participating in any manner in an investigation or other proceeding related to a discrimination complaint. Retaliatory actions are not limited to formal personnel actions such as termination, demotion, non-promotion, or non-selection.

Retaliatory actions are broadly defined as harassing behavior, significant changes to job duties or working conditions, and even threats to take personnel actions based on engaging in protected activity. MCCCCD will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

***AMENDED by the Administrative Regulations Approval Process, January 2, 2020***

## **5.1.16 TITLE IX SEXUAL HARASSMENT POLICY**

### **I. Definitions**

1. **Actual Knowledge** means that an employee, student, or third-party informs the title ix coordinator or other official with authority of the alleged occurrence of alleged harassing, discriminatory, and/or retaliatory conduct. Actual knowledge compels the Maricopa County Community College District (MCCCCD) to initiate action.
2. **Advisor** means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if a hearing is held. This individual may be an MCCCCD employee, a member of the community, or attorney (hired and paid for by a party).
3. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.
4. **Formal Complaint** means a document filed with the title ix coordinator/signed by a complainant or signed by the Title IX Coordinator alleging against sexual harassment or retaliation for engaging in a protected activity against a respondent and requesting that the MCCCCD investigate the allegation.
5. **Confidential Resource** means an employee who is not a mandatory reporter or an official with authority (irrespective of Clery act campus security authority status). at MCCCCD, there is only one confidential resource. This confidential resource is the Ombudsman, who is located in the MCCCCD Office of Public Stewardship.
6. **Day(s)** means a business day when the MCCCCD is in normal operation.
7. **Education Program or Activity** means locations, events, or circumstances where MCCCCD exercises substantial control over both the respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by the MCCCCD.
8. **Final Determination of Responsibility** means a conclusion by preponderance of the evidence that the alleged conduct occurred, or did not occur, and whether it did, or did not, violate policy.
9. **Formal Grievance Process** means a method of formal resolution designated by MCCCCD to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR part 106.45.

10. **Grievance Process Pool** means any investigators, appeal officers, hearing administrators, and advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
11. **Hearing Decision-Maker** means a person who has decision-making and sanctioning authority within the MCCCCD's formal Title IX grievance process.
12. **Investigator** means the person or persons charged by MCCCCD with gathering facts about an alleged violation of this policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
13. **Mandatory Reporter** means an employee of MCCCCD who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. Mandatory reporters do not convey actual knowledge to the MCCCCD. Mandatory Reporter under this policy does not diminish the requirement under Arizona state law to report alleged or suspected child abuse, elder abuse, and/or abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandatory\ reporter responsibility in this policy.
14. **Official With Authority (OWA)** means an employee of the MCCCCD explicitly vested with the responsibility to implement corrective measures for harassment and/or retaliation on behalf of the MCCCCD. Notice to an OWA of an allegation of sexual harassment as defined in this policy conveys actual knowledge to the MCCCCD and triggers a responsibility to act.
15. **Parties** include the complainant(s) and respondent(s), collectively.
16. **Promptness** means the time period in which allegations are acted upon once MCCCCD has received notice or a formal complaint. Typically, complaints can take 60-90 business days to resolve. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but MCCCCD will avoid all undue delays within its control.
17. **Remedies** means post-finding actions directed to the complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to MCCCCD's educational program.
18. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity. when the respondent is a member of the MCCCCD community, a grievance process may be available regardless of the status of the complainant, who may or may not be a member of the MCCCCD community.
19. **Resolution** means the result of an informal or formal grievance process.
20. **Sanction** means a consequence imposed by MCCCCD on a respondent who is found to have violated this policy.
21. **Sexual Harassment** means the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence.

22. **Title IX Coordinator** is at least one official designated by MCCCCD to ensure compliance with Title IX and the MCCCCD's Title IX Program. References to the coordinator throughout this policy may also encompass a designee of the coordinator for specific tasks.
23. **Student** means any individual who is registered or enrolled for credit or non-credit bearing coursework, camps and other district-sponsored programs or activities, and who maintains an ongoing relationship with the MCCCCD, which means the student is on leave (medical, administrative, or other documented leave of absence), but is not registered or taking classes at the time of the complaint being filed.
24. **Title IX Team** refers to the title ix coordinator, any deputy coordinators, and any member(s) of the grievance process pool.

## II. RATIONALE FOR POLICY

MCCCCD is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sexual harassment, discrimination on the basis of sex, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, MCCCCD has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of sexual harassment, and for allegations of retaliation. MCCCCD values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

## III. TITLE IX COORDINATOR

Each MCCCCD college has a designated Title IX Coordinator who oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating MCCCCD's efforts related to the intake, investigation, Catalog Common Pages 2021-2022 Updated 6/24/21 54 resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The names and contact information for each college Title IX Coordinator can be found on the following page: <https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators>. It is the responsibility of each of the MCCCCD colleges' Vice Presidents of Student Affairs to ensure this list is up-to-date with correct information. The college Title IX Coordinators must act with independence and authority free from bias and conflicts of interest.

To raise any concern involving bias or conflict of interest by the college Title IX Coordinator, contact the Compliance office in the Office of General Counsel by emailing [compliance@domail.maricopa.edu](mailto:compliance@domail.maricopa.edu). concerns of bias or a potential conflict of interest by any other Title IX team member should be raised with the respective college Title IX coordinator.

Reports of misconduct or discrimination committed by the college Title IX Coordinator should be reported to the college Human Resources department. Reports of misconduct or discrimination committed by any other title ix team member should be reported to the respective college Title IX Coordinator.

## IV. OFFICIALS WITH AUTHORITY AND MANDATORY REPORTERS OFFICIALS WITH AUTHORITY

MCCCD has determined that the following administrators are officials with authority to address and correct sexual harassment and/or retaliation. In addition to the Title IX team members listed in section 1. Definitions, these officials with authority listed below may also accept notice or complaints on behalf of the MCCCD. Knowledge on the part of an official with authority conveys actual knowledge to the MCCCD.

1. College/District Title IX Coordinator
2. Chancellor
3. Provost
4. General Counsel and Associate General Counsels
5. Chief Human Resources Officer
6. Chief Executive Officer
7. College Presidents
8. College Vice Presidents (at all levels)
9. Associate Vice Chancellors
10. Law Enforcement
11. Athletic Directors
12. Directors (in any administrative area of a college or the District)

### **Mandatory Reporters**

The following classification of employees are mandatory reporters and are required to report actual or suspected discrimination or harassment to the respective college Title IX Coordinator or to the District Compliance office for district employees. A complainant who expects formal action in response to their allegations, but does not wish to contact the Title IX Coordinator should report their allegations to any mandatory reporter who can connect them with resources to report crimes and/or policy violations. mandatory reporters will, within twenty-four (24) hours, refer reports to the Title IX Coordinator (and/or police, if desired by the complainant), who will take action. Mandatory reporters must promptly (within twenty-four (24) hours) share with the Title IX Coordinator all known details of a report made to them in the course of their employment. The persons occupying the following positions are mandatory reporters. Knowledge to a mandatory reporter does not convey actual knowledge to the MCCCD.

1. Chancellor
2. Provost
3. General Counsel
4. Chief Human Resources Officer
5. Chief Workforce and Economic Development Officer
6. Chief Executive Officer
7. College Presidents
8. Associate Vice Chancellors
9. Director Of Communications
10. Associate General Counsels
11. Supervisors/Managers/Directors (but not including Division or Department Chairs)
12. College Vice Presidents, at all levels
13. Deans, at all levels

14. Athletic Directors/Coaches/Trainers

15. Law Enforcement

## **ANONYMOUS NOTICE TO MANDATED REPORTERS**

A complainant may request that the mandatory reporter provide notice to the Title IX Coordinator anonymously, without identification of the complainant. A mandatory reporter cannot remain anonymous themselves. The MCCCCD will investigate matters in which anonymous notice has been given to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notice typically limits the MCCCCD's ability to investigate, respond, and provide remedies, depending on what information is shared. When a complainant has made a request for anonymity, the complainant's personally identifiable information may be withheld by a mandatory reporter, but all other details of the alleged incident(s) must be shared with the Title IX Coordinator. Supportive measures may be offered to the complainant as the result of such disclosures without formal MCCCCD action.

Failure of a mandatory reporter to report an incident of harassment or discrimination of which they become aware is a violation of MCCCCD policy and the mandatory reporter may be subject to disciplinary action, up to and including termination, for failure to comply.

## **V. CONFIDENTIAL RESOURCES AND FEDERAL RESOURCES**

A complainant who wants to keep the details of an incident confidential may speak with:

- On-campus (Maricopa Community Colleges District Office) Office of Public Stewardship
- Off-campus (non-employees):
  - Licensed professional counselors and other medical providers
  - Local rape crisis counselors
  - Domestic violence resources
  - Local or state assistance agencies
  - Clergy/Chaplains o Attorneys

The Office of Public Stewardship will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client.

External inquiries may also be made to:

Office For Civil Rights,  
Denver Office  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582  
Telephone: (303) 844-5695  
Facsimile: (303) 844-4303  
Email: [OCR.DENVER@ED.GOV](mailto:OCR.DENVER@ED.GOV)

## **VI. NOTICE/COMPLAINTS OF DISCRIMINATION, HARASSMENT, AND/OR RETALIATION**

Notice or complaints of discrimination, harassment, and/or retaliation in violation of this policy may be made using any of the following options:

1) File a complaint with, or give verbal notice to, a college Title IX Coordinator or an official with authority. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed. Title IX Coordinators can be found on the following page:

<https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators>. It is the responsibility of each of the MCCCDCollege's Vice President of Student Affairs to ensure this list is up to date with correct information.

2) Report online, using the reporting form posted at <https://district.maricopa.edu/consumer-information/reporting>. anonymous reports are accepted, but can give rise to a need to investigate. The MCCCDCollege tries to provide supportive measures to all complainants, which is impossible with an anonymous report when the name of the complainant is not shared in the report. Since anonymous reporting carries no obligation to initiate a formal response and since the MCCCDCollege respects a complainant's requests to dismiss complaints, unless there is a compelling threat to health and/or safety, the matter will be dismissed.

A formal complaint is a document filed and signed by the complainant or signed by the Title IX Coordinator alleging a policy violation by a respondent and requesting that the MCCCDCollege investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. as used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the MCCCDCollege) that contains the complainant's physical or digital signature, which can include the complainant's name on the email, or otherwise indicates that the complainant is the person filing the complaint.

The Title IX Coordinator will contact the complainant regarding any notice that is submitted in a form that does not comply with these requirements to ensure that it is filed correctly

## **VII. SUPPORTIVE MEASURES**

MCCCDCollege will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the MCCCDCollege's education program or activity, including measures designed to protect the safety of all parties, the MCCCDCollege's educational environment, and/or deter sexual harassment, discrimination on the basis of sex, and/or retaliation.

The Title IX Coordinator shall make supportive measures available to the parties upon receiving notice of allegations or a formal complaint. There is no statute of limitations for filing a Title IX complaint. The Title IX Coordinator works with the complainant to ensure their wishes are considered with respect to the planned and implemented supportive measures.



The MCCCCD will maintain the privacy of the supportive measures, provided that maintaining privacy does not impair the MCCCCD's ability to provide the supportive measures. MCCCCD will act to ensure as minimal an academic impact on the parties as possible. The MCCCCD will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

1. Referral to counseling, medical, and/or other healthcare services
2. Referral to the employee assistance program
3. Referral to community-based service providers
4. In-house visa and immigration assistance
5. Student financial aid counseling
6. Education to the community or community subgroup(s)
7. Altering work arrangements for employees or student-employees
8. Safety planning
9. Providing campus safety escorts
10. Implementing contact limitations (no contact orders) between the parties
11. Academic support, extensions of deadlines, or other course/program-related adjustments
12. Trespass orders, when applicable
13. Timely warnings under the Clery Act
14. Class schedule modifications, withdrawals, or leaves of absence
15. Increased security and monitoring of certain areas of the campus
16. Any other actions deemed appropriate by the title ix coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement and further discipline, as is necessary

## **VIII. EMERGENCY REMOVAL**

MCCCCD can act to remove a respondent entirely or partially from its education program/activities or MCCCCD employment on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the college or District Behavioral Intervention Team (also known as BIT/BAT/TAT/CARE, etc.) using its standard objective violence risk assessment procedures.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion from the MCCCCD or termination from employment.

IN ALL CASES WHERE AN EMERGENCY REMOVAL IS IMPOSED:

1. The respondent will be given written notice of the action. In the written notice will be the option to request to meet with the Title IX Coordinator as soon as reasonably possible, to show cause as to why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the underlying Title IX allegations, but rather an administrative process intended to determine solely whether the emergency removal is appropriate.
2. The respondent has three (3) days after the receipt of the emergency removal to request a meeting with the title ix coordinator. If the respondent does not make such a request within the three (3) day time period, objection to the emergency removal is deemed waived.

3. The respondent may be accompanied by an advisor of their choosing in the show cause administrative meeting with the title ix coordinator.
4. The respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation. such summary will be included in the notification letter regarding the emergency removal.
5. The Title IX Coordinator will issue a show cause meeting determination letter to the respondent within two (2) days of the meeting taking place.
6. There is no appeal process for emergency removal decisions.
7. A complainant and their advisor may be permitted to participate in this meeting, as it is equitable to do so.
8. MCCCCD will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns.

**For additional information regarding emergency removals, please see [EMERGENCY REMOVALS](#).**

## **IX. PRIVACY**

Every effort is made by the MCCCCD to preserve the privacy of a report under this policy

**For additional information regarding privacy and confidentiality under this policy, please see [PRIVACY AND CONFIDENTIALITY](#).**

## **X. JURISDICTION**

This policy applies to all MCCCCD educational programs and activities, and to conduct that takes place on the campus or on property owned or controlled by the MCCCCD, at MCCCCD-sponsored events, or in buildings owned or controlled by MCCCCD's recognized student organizations. The respondent must be a member of MCCCCD's community in order for its policies to apply. Nevertheless, even when the respondent is not a member of the MCCCCD's community, supportive measures, remedies, and resources may be accessible to the complainant by contacting the Title IX Coordinator.

This policy applies to the effects of off-campus misconduct that effectively deprive someone of access to MCCCCD's educational programs. The MCCCCD may also extend jurisdiction to off-campus and/or to online conduct when the title ix coordinator determines that the conduct affects a substantial MCCCCD interest.

Regardless of where the conduct occurred, the MCCCCD will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity.

A Title IX Coordinator may be able to provide guidance for a student or employee complainant who experiences sexual harassment/discrimination in an externship, study abroad program, or other environment external to the MCCCCD under the MCCCCD's student conduct code or employee conduct or nondiscrimination policies.

**For additional information regarding the MCCCCD jurisdiction over Title IX matters, please see [JURISDICTION](#).**

## **XI. TIME LIMITS ON REPORTING**

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the respondent is no longer subject to the MCCCDC's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator (except in cases where mandatory dismissal is required), who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

The MCCCDC will apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of the notice of alleged misconduct or complaint of sexual harassment.

## **XII. ONLINE HARASSMENT AND MISCONDUCT**

This policy is written and should be interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the MCCCDC's education programs and activities or use MCCCDC networks, technology, or equipment.

When harassing communications made on websites, social media, and other venues not controlled by the MCCCDC are reported to the MCCCDC pursuant to this policy the MCCCDC will attempt to address and mitigate the effects of such communications. Any online postings or other electronic communication by students and employees, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the MCCCDC's control (e.g., not on MCCCDC networks, websites, or between MCCCDC email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption to the student's educational pursuit of MCCCDC's educational programs and/or activities.

Off-campus harassing speech by employees, whether online or in person, may be regulated by the MCCCDC only when such speech is made in an employee's official or work-related capacity, including where the speaker holds themselves out as employees of an MCCCDC college or District office. Otherwise, such communications are considered speech protected by the first amendment. Supportive measures for complainants will be provided, but protected speech will not be subjected to discipline.

## **XIII. TITLE IX SEXUAL HARASSMENT**

MCCCDC has adopted the following definition of title ix sexual harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual harassment, as an umbrella category, includes the offenses of sexual harassment/discrimination, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo:
  - a. An employee of the MCCCDC,
  - b. Conditions the provision of an aid, benefit, or service of the MCCCDC,
  - c. On an individual's participation in unwelcome sexual conduct; and/or
2. Sexual Harassment:
  - a. Unwelcome conduct,
  - b. Determined by a reasonable person,
  - c. To be so severe, and
  - d. Pervasive, and,
  - e. Objectively offensive,
  - f. That it effectively denies a person equal access to the MCCCDC's education program or activity. severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.
3. Sexual Assault, defined as:
  - a. Sex Offenses, forcible:
    - i. any sexual act directed against another person,
    - ii. without the consent of the complainant,
    - iii. including instances in which the complainant is incapable of giving consent.
  - b. Forcible Rape:
    - i. penetration,
    - ii. no matter how slight,
    - iii. of the vagina or anus with any body part or object, or
    - iv. oral penetration by a sex organ of another person,
    - v. without the consent of the complainant.
  - c. Forcible Sodomy:
    - i. oral or anal sexual intercourse with another person,
    - ii. forcibly,
    - iii. and/or against that person's will (non-consensually), or
    - iv. Not forcibly or against the person's will in instances in which the complainant is incapable of giving consent because of age (under the age of 18) or because of temporary or permanent mental or physical incapacity.
  - d. Sexual Assault with an object:
    - i. the use of an object or instrument to penetrate,
    - ii. however slightly,
    - iii. the genital or anal opening of the body of another person,
    - iv. forcibly,
    - v. and/or against that person's will (non-consensually),
    - vi. or not forcibly or against the person's will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  - e. Forcible Fondling:
    - i. the touching of the private body parts of another person (buttocks, groin, breasts),
    - ii. for the purpose of sexual gratification,
    - iii. forcibly,
    - iv. and/or against that person's will (non-consensually),

- v. or not forcibly or against the person's will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  - f. Sex Offenses, non-forcible:
    - i. incest:
      - 1. non-forcible sexual intercourse,
      - 2. between persons who are related to each other,
      - 3. within the degrees wherein marriage is prohibited by Arizona law.
    - ii. statutory rape:
      - 1. non-forcible sexual intercourse,
      - 2. with a person who is under the Arizona statutory age of consent, which is the age of 18 years old.
- 4. Dating Violence, defined as:
  - a. violence,
  - b. on the basis of sex,
  - c. committed by a person,
  - d. who is in or has been in a social relationship of a romantic or intimate nature with the complainant.
    - i. the existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. for the purposes of this definition
    - ii. dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - iii. dating violence does not include acts covered under the definition of domestic violence.
- 5. Domestic Violence, defined as:
  - a. violence,
  - b. on the basis of sex,
  - c. committed by a current or former spouse or intimate partner of the complainant,
  - d. by a person with whom the complainant shares a child in common, or
  - e. by a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner, or
  - f. by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the state of Arizona or
  - g. by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the state of Arizona.

To categorize an incident as domestic violence, the relationship between the respondent and the complainant must be more than just two people living together as roommates. the people cohabitating must be current or former spouses or have an intimate relationship.

- 6. Stalking, defined as:
  - a. engaging in a course of conduct,
  - b. on the basis of sex
  - c. directed at a specific person, that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress. for the purposes of this definition
    - i. course of conduct means two or more acts, including, but not limited to, acts in which the respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
    - ii. reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.

- iii. substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

MCCCD reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.,

### **Force, Coercion, Consent, And Incapacitation:**

as used in the offenses above, the following definitions apply:

**Force:** force is the use of physical violence and/or physical imposition to gain sexual access. force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent.

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

**Coercion:** coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point may be coercive.

#### **Consent is:**

- Knowing, and
- Voluntary, and
- Clear Permission
- By word or action
- To engage in sexual activity.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity. No one under the age of consent in Arizona, specifically, 18 years old, can consent to sexual activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. if consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). a current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the MCCCD to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

**Incapacitation:** incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the respondent neither knew nor should have known the complainant to be physically or mentally incapacitated. “should have known” is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

#### **XIV. RETALIATION**

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a complainant or respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The MCCCCD is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for the MCCCCD or any member of MCCCCD’s community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charges against an individual for student conduct code violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by title ix, constitutes retaliation.

The following do not constitute retaliation under this policy:

1. The exercise of rights protected under the first amendment.
2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure. A determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

**For additional information on prohibited retaliation, please see [RETALIATION](#).**

## **XV. WHEN A COMPLAINANT DOES NOT WISH TO PROCEED**

If a complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether the MCCCCD proceeds when the complainant does not wish to do so. The Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment. The Title IX Coordinator's decision to sign a formal complaint should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires the MCCCCD to pursue formal action to protect the community.

When the Title IX Coordinator executes the written complaint, they do not become the complainant. The complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy. The complainant (or their advisor) may have as much or as little involvement in the process as they wish. The complainant retains all rights of a complainant under this policy irrespective of their level of participation. Typically, when the complainant chooses not to participate, the advisor may be appointed as proxy for the complainant throughout the process, acting to ensure and protect the rights of the complainant.

In cases in which the complainant requests confidentiality/no formal action and the circumstances allow the MCCCCD to honor that request, the MCCCCD will offer supportive measures, and remedies to the complainant and the community, but will not otherwise pursue formal action.

If the complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a complainant has the right, and can expect, to have allegations taken seriously by the MCCCCD, and to have the incidents investigated and properly resolved through these procedures.

## **XVI. FEDERAL TIMELY WARNING OBLIGATIONS**

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, MCCCCD must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

MCCCCD will ensure that a complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

## **XVII. FALSE ALLEGATIONS AND EVIDENCE**

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be referred to either the student conduct code or employee conduct policies for appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an investigator or hearing decision-maker will be subject to discipline under the appropriate student or employee policy as well as under this policy for providing false testimony.



## **XVIII. AMNESTY FOR COMPLAINANTS AND WITNESSES**

The MCCCCD community encourages the reporting of misconduct and crimes by complainants and witnesses. Sometimes, complainants or witnesses are hesitant to report to MCCCCD officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the MCCCCD community that complainants choose to report misconduct to MCCCCD officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process. To encourage reporting and participation in the process, MCCCCD maintains a policy of offering parties and witnesses amnesty from minor policy violations, such as underage consumption of alcohol or the use of illicit drugs related to the incident being reported.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. A decision not to offer amnesty to a respondent should not be based on sex nor gender, but should take into account the rationale for amnesty. The incentive to report serious misconduct is rarely applicable to respondents with respect to a complainant.

MCCCCD maintains a policy of amnesty for students who offer help to others in need via bystander intervention. While policy violations cannot be overlooked, MCCCCD may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

## **XIX. FEDERAL STATISTICAL REPORTING OBLIGATIONS**

Certain campus officials – those deemed campus security authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b) Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- c) VAWA based crimes, which include sexual assault, domestic violence, dating violence, and stalking (VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040); and
- d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the annual security report and daily campus crime log.

Campus security authorities include: presidents, vice-presidents, student affairs/student conduct staff, campus law enforcement/public safety, local police, coaches, athletic directors, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

## **XX. ALLEGED VIOLATIONS OF THE TITLE IX POLICY**

### **1. OVERVIEW**

MCCCD will act on any formal or informal notice/complaint of violation of the Title IX Sexual Harassment Policy (“The Policy”) that is received by the Title IX Coordinator or any other official with authority by applying these procedures.

The procedures below apply **only** to qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined in section xiii) involving MCCCD students, staff, administrator, or faculty members.

Unionized/other categorized employees are subject to the terms of their agreements/employees’ rights to the extent those agreements do not conflict with this policy.

### **2. NOTICE/COMPLAINT**

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of this policy, MCCCD will initiate a prompt initial assessment to determine the next steps. The Title IX Coordinator will initiate at least one of three responses:

- 1) Offering supportive measures because the complainant does not want to proceed formally;
- 2) Offering supportive measures and initiating an informal resolution; or
- 3) Offering supportive measures and initiating a formal grievance process including an investigation and a hearing to determine whether or not the policy has been violated.

### **3. INITIAL ASSESSMENT**

Following receipt of notice or a complaint of an alleged violation of this policy, the Title IX Coordinator (or designee) will engage in an initial assessment, which is typically one (1) to five (5) business days in duration.

**For more information related to the initial assessment, please see the [INVESTIGATIVE PROCESS](#).**

### **4. EMERGENCY REMOVAL**

In the event an emergency removal is considered, the Title IX Coordinator will follow the procedures outlined in section VIII of this policy.

### **5. DISMISSAL (MANDATORY AND DISCRETIONARY)**

Mandatory dismissal: the Title IX Coordinator must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the policy hereinabove, even if proved; and/or
- 2) The conduct did not occur in an educational program or activity controlled by MCCCD (including buildings or property controlled by recognized student organizations), and/or MCCCD does not have control of the respondent; and/or

3) The conduct did not occur against a person in the United States.

Any conduct alleged in the formal complaint that is dismissed under the first (1st) provision above will be referred by the Title IX Coordinator to the student code of conduct administrator (for student respondents) or the college or District Human Resources Administrator (for employee/third party respondents). Referrals shall take place within three (3) days of the date of the dismissal letter being mailed to the parties.

Discretionary dismissal: the Title IX Coordinator may choose to dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein. A complainant who decides to withdraw a complaint may later request to reinstate it or refile it; or
- 2) The respondent is no longer enrolled in or employed by the MCCCDC; or
- 3) Specific circumstances prevent MCCCDC from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, MCCCDC will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

Both mandatory and discretionary dismissal decisions are appealable by any party under the procedures for appeal below.

## **6. COUNTERCLAIMS**

MCCCDC is obligated to ensure that the grievance process is not abused for retaliatory purposes. MCCCDC permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims made with retaliatory intent will not be permitted and may constitute a violation of this policy.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator.

## **7. RIGHT TO AN ADVISOR**

The parties may each have an advisor of their choice. The advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose advisors from inside or outside of the MCCCDC community. The advisor may be present with the complainant or respondent for all of their meetings and interviews within the resolution process, if they so choose.

The parties may select whoever they wish to serve as their advisor as long as the advisor is eligible and available. "available" means the party agrees to act as advisor and has no conflict of interest in doing so. Also, the advisor

cannot have institutionally conflicting roles, such as being a Title IX Administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

Choosing an advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing decision-maker.

If the parties choose an advisor from the pool available from the MCCCCD, the advisor will be trained by the MCCCCD and be familiar with the MCCCCD's resolution process. If the parties choose an advisor from outside the pool of those identified by the MCCCCD, the advisor may not have been trained by the MCCCCD and may not be familiar with MCCCCD policies and procedures.

Parties also have the right to choose not to have an advisor in the initial stages of the resolution process, prior to a hearing. If either party chooses not to have an advisor present in the initial stages of the resolution process, this choice will be documented in the record of the case.

**For more information regarding the training received by an advisor, please see [ADVISORS FAQ](#).**

#### **A. ADVISORS IN HEARINGS/MCCCCD-APPOINTED ADVISOR**

Under U.S. Department of Education Regulations Applicable to Title IX, cross-examination is required during the hearing, but must be conducted by the parties' advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an advisor for a hearing, MCCCCD will appoint a trained advisor for the limited purpose of conducting cross-examination.

A party may reject this appointment and choose their own advisor, but they may not proceed with the hearing without an advisor. If the party's advisor will not conduct cross-examination, MCCCCD will appoint an advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses may also be conducted by the decision-maker during the hearing.

#### **B. PRE-INTERVIEW MEETINGS**

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. In order for a pre-interview meeting to be held it must be requested by the advisor. This pre-meeting allows advisors to clarify and understand their role and MCCCCD's policies and procedures. A pre-interview meeting is not mandatory.

#### **C. ADVISOR VIOLATIONS OF MCCCCD POLICY**

All advisors are subject to the same MCCCCD policies and procedures, whether they are attorneys or not. Advisors are expected to advise without disrupting proceedings. Advisors may not address MCCCCD officials in a meeting or interview unless invited to do so (e.g., asking procedural questions). The advisor may not speak on behalf of their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the investigator(s) or other decision-maker except during a hearing proceeding, during cross-examination.

The parties are expected to respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the advisor generally may not speak on behalf of their advisee, the advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their advisors should ask for breaks to allow for private consultation.

Any advisor who oversteps their role as defined by this policy will be warned only once. If an advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the advisor's non-compliance and future role.

#### **D. SHARING INFORMATION WITH THE ADVISOR**

Parties may share documentation and evidentiary information directly with their advisor or other individuals if they wish. doing so may help the parties participate more meaningfully in the resolution process.

MCCCD also provides a consent form (FERPA authorization to release) that authorizes the MCCCD to share such information directly with a party's advisor. the parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the advisor before MCCCD is able to share records with an advisor.

The MCCCD will not comply with any party's request that all communications be made through their attorney advisor.

#### **E. PRIVACY OF RECORDS SHARED WITH ADVISOR**

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by MCCCD. MCCCD may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the MCCCD's privacy expectations.

#### **F. EXPECTATIONS OF AN ADVISOR**

The MCCCD expects an advisor to adjust their schedule to allow them to attend MCCCD meetings when planned. At the sole discretion of the Title IX Coordinator, scheduled meetings may be changed to accommodate an advisor's inability to attend, if doing so does not cause an unreasonable delay. A Title IX Coordinator's decision as to whether to change meeting dates and times is final. MCCCD may also make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

#### **G. EXPECTATIONS OF THE PARTIES WITH RESPECT TO ADVISORS**

A party may elect to change advisors during the process and is not obligated to use the same advisor throughout. The parties are expected to inform the investigator(s) of the identity of their advisor at least two (2) business days before the date of their first meeting with investigators (or as soon as possible if a more expeditious meeting is necessary or desired). The parties are expected to provide timely notice to the Title IX Coordinator if they change advisors at any time. It is assumed that if a party changes advisors, consent to share information with the previous

advisor is terminated, and a release for the new advisor must be secured. parties are expected to inform the Title IX Coordinator of the identity of their hearing advisor at least two (2) business days before the hearing.

## **8. RESOLUTION PROCESSES**

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with MCCCCD policy. While there is an expectation of privacy around what investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. MCCCCD encourages parties to discuss this topic with their advisors before doing so.

## **9. FORMAL GRIEVANCE PROCESS**

The formal grievance process relies on a pool of administrators (“the pool”) to carry out the process. members of the pool are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees. They are also listed in the annual Title IX report published by the Title IX office.

**For more information regarding the formal grievance pool—including selection, training, and responsibilities—please see [FORMAL GRIEVANCE POOL](#).**

## **10. FORMAL GRIEVANCE PROCESS: NOTICE OF INVESTIGATION AND ALLEGATIONS**

The Title IX Coordinator will provide written notice of allegations (the “NOA”) to the respondent upon commencement of the formal grievance process. This facilitates the respondent’s ability to prepare for the interview and to identify and choose an advisor to accompany them. The NOA is also copied to the complainant, who is to be given advance notice of when the NOA will be delivered to the respondent.

The NOA will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that the MCCCCD presumes the respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about the MCCCCD’s policy on retaliation,
- Information on the need for each party to have an advisor of their choosing and suggestions for ways to identify an advisor,
- A statement informing the parties that the MCCCCD’s policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A suggested date and time for an initial meeting (proper time will be given to allow for the selection of an advisor)
- The name(s) of the investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the investigator(s) may have, and

- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and will be sent via electronic mail to the MCCCCD-issued email account and mailed via regular mail to the local or permanent address as indicated in official MCCCCD records. Notice is presumed to have been given upon emailing the NOA to the respondent's MCCCCD-owned email address. The NOA will also be placed in regular mail, postage pre-paid.

## **11. RESOLUTION TIMELINE**

The MCCCCD will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

## **12. APPOINTMENT OF INVESTIGATORS**

Once the decision to commence a formal investigation is made, the Title IX Coordinator shall appoint a team of two (2) investigators to investigate the allegations. Appointment of investigators typically occurs within two (2) business days of determining that an investigation should proceed.

## **13. ENSURING IMPARTIALITY**

Any individual materially involved in the administration of the resolution process may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific complainant or respondent. The Title IX Coordinator will vet the assigned investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. The Title IX Coordinator's decision allegations of bias or conflict of interest is final.

The formal grievance process involves an objective evaluation of all relevant inculpatory and exculpatory evidence obtained. Credibility determinations may not be based solely on an individual's status or participation as a complainant, respondent, or witness.

A respondent is presumed not to be responsible for the reported misconduct unless and until the respondent is determined to be responsible for a policy violation by the applicable preponderance of the evidence standard.

## **14. DELAYS IN THE INVESTIGATION PROCESS AND INTERACTIONS WITH LAW ENFORCEMENT**

The MCCCCD may undertake a short delay in its investigation (several days) if the following circumstances require: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions, or such circumstances as determined by the Title IX Coordinator in their sole discretion.

The MCCCCD will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The MCCCCD will promptly resume its investigation and resolution

process as soon as feasible. During such a delay, MCCCCD will implement supportive measures, as deemed appropriate.

The MCCCCD's action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

## **15. THE INVESTIGATION PROCESS**

All investigations should be thorough, reliable, impartial, prompt, and fair. investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary. Either party may submit a written statement to the Title IX Coordinator outlining their position on the allegations.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses (at their own expense), and to fully review and respond to all evidence on the record.

**For additional information regarding steps in the investigative process, please see [INVESTIGATIVE PROCESS](#).**

## **16. ROLE AND PARTICIPATION OF WITNESSES IN THE INVESTIGATION**

Witnesses (as distinguished from the parties) who are employees or students of the MCCCCD are expected to cooperate with and participate in the MCCCCD's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of this policy and may warrant discipline.

While in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. MCCCCD will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in addition to being interviewed. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence.

## **17. RECORDING OF INTERVIEWS**

No audio or video recording of any kind is permitted during investigation meetings.

## **18. EVIDENTIARY CONSIDERATIONS IN THE INVESTIGATION**

The investigation does not consider:

- 1) Incidents not directly related to the possible violation, unless they evidence a pattern;
- 2) The character of the parties; or
- 3) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern



specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

## **19. REFERRAL FOR HEARING**

The Title IX Coordinator will refer the matter for a hearing, once the final investigative report is shared with the parties.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation, when the final investigation report is made available to the parties and the decision-maker for review and comment, unless all parties, and the decision-maker agrees to an expedited timeline. This agreement must be in writing.

The Title IX Coordinator will select a decision-maker that is hired from a list of approved attorneys for any hearing held under the Title IX policy.

## **20. HEARING DECISION-MAKER COMPOSITION**

The MCCCCD will designate a single decision-maker. The single decision-maker will also be the chair of the hearing. the decision-maker will not have had any previous involvement with the investigation. The decision-maker is an out-sourced position. the decision-maker will not be an MCCCCD employee. The decision-maker will have had no previous involvement in the matter at hand.

## **21. EVIDENTIARY CONSIDERATIONS IN THE HEARING**

Any evidence that the decision-maker determines is relevant and credible may be considered. The hearing does not consider:

- 1) Incidents not directly related to the possible violation, unless they evidence a pattern;
- 2) The character of the parties; or
- 3) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process.

The parties, if they so choose, may submit a written impact statement prior to the hearing for the consideration of the decision-maker at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the decision-maker renders a determination based on the preponderance of the evidence--whether it is more likely than not that the respondent violated the policy as alleged.

## **22. NOTICE OF HEARING**

No less than ten (10) business days prior to the hearing, the Title IX Coordinator will send notice of the hearing to the parties via email to the individual MCCCCD-issued email address. Once emailed, notice will be presumptively delivered.

The notice will contain:

1. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
2. The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. thoroughness and fairness are the primary foci of any title ix hearing process. hearings are generally scheduled for two (2) hours, but can be extended, as needed at the discretion of the decision-maker, to ensure that both parties are able to present the information relevant to their position. (e.g., complicated fact pattern, numerous witnesses, etc.).
3. Any technology that will be used to facilitate the hearing.
4. A list of all those who will attend the hearing, along with an invitation to object to the decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
5. Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
6. A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the decision-maker. For compelling reasons, the decision-maker may reschedule the hearing. 7
7. Notification that the parties may have the assistance of an advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an advisor, and the MCCCCD will appoint one. Each party must have an advisor present. There are no exceptions.
8. An invitation to each party to submit to the decision-maker an impact statement. pre-hearing that the decision-maker will review during any sanction determination.
9. An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
10. Direction that the parties may not bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the respondent is still subject to this policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the MCCCCD and remain within the 60-90 business day goal for resolution.

In these cases, if the respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this policy is not in good standing to graduate.

### **23. VIRTUAL HEARINGS**

All hearings will occur virtually by use of technology, specifically WebEx or Zoom technology. Each party will be located in a separate room from the decision-maker, but will be able to see and hear each other. Witnesses will testify in the same room as the decision-maker, but not the room where the parties and their advisors sit. The Title IX Coordinator will arrange to use technology to allow remote testimony without compromising the fairness of the hearing.

### **24. PRE-HEARING PREPARATION**

The decision-maker, or designee, after any necessary consultation with the parties, investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing. During the ten (10) business day period prior to the hearing, the parties have the opportunity to review and comment on the final investigation report and available evidence.

The decision-maker, or designee will also provide the parties a copy of the pre-hearing preparation checklist/document. a copy of the pre-hearing preparation checklist/document may be found on the MCCC's Title IX webpage: [HTTPS://DISTRICT.MARICOPA.EDU/CONSUMER-INFORMATION/TITLE-IX/](https://district.maricopa.edu/consumer-information/title-ix/)

## **25. HEARING PROCEDURES**

At the hearing, the decision-maker has the authority to hear and make determinations on all allegations of sexual harassment and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the Title IX policy.

Participants at the hearing will include the decision-maker, the hearing facilitator, the investigator(s) who conducted the investigation, the parties, advisors to the parties, any called witnesses, the Title IX Coordinator and anyone providing authorized accommodations or assistive services.

The decision-maker will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The decision-maker will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the decision-maker and the parties and will then be excused from attendance.

## **26. JOINT HEARINGS**

In hearings involving more than one respondent or in which two (2) or more complainants have accused the same individual of substantially similar conduct, the parties may agree to hear the allegations jointly. All parties must agree to a joint hearing. If one party does not agree, the default will be to hold the hearings separately. In joint hearings, separate determinations of responsibility will be made for each respondent with respect to each alleged policy violation.

## **27. REFUSAL TO SUBMIT TO CROSS-EXAMINATION AND INFERENCES**

The decision-maker may not rely on any prior statement made by any party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility, if that party or witness chooses not to submit to cross-examination at the hearing, by either failing to attend the hearing or by attending but refusing to participate in questioning. The decision-maker may consider evidence provided that is something other than a statement by such a party or witness.

If the party or witness attends the hearing and answers some, but not all, cross-examination questions, the decision-maker may rely only on those statements related to the cross-examination questions that they answered. the decision-maker cannot rely on any portion of a statement related to cross-examination questions that a party or witness refused to answer. Except that, a decision-maker can rely on statements that are the subject of the

allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), even if the party who allegedly made the statements refuses to attend the hearing or submit to cross-examination.

The decision-maker may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the decision-maker may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party's advisor of choice refuses to comply with MCCCDC's established rules of decorum for the hearing, MCCCDC may require the party to use a different advisor. If a MCCCDC-provided advisor refuses to comply with the rules of decorum, the Title IX Coordinator may provide that party with a different advisor to conduct cross-examination on behalf of that party.

## **28. RECORDING HEARINGS**

Hearings (but not deliberations) are recorded by MCCCDC for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The decision-maker, the parties, their advisors, and appropriate administrators of the MCCCDC will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given a copy or be allowed to make a copy of the recording.

## **29. DELIBERATION, DECISION-MAKING, AND STANDARD OF PROOF**

The decision-maker will deliberate alone to determine, by a preponderance of the evidence, whether the respondent is responsible or not responsible for the policy violation(s) in question. The deliberation period is not to exceed five (5) days. The decision-maker may consider the previously submitted party impact statements in determining appropriate sanction(s), when there is a finding of responsibility as to one or more of the allegations.

The decision-maker will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The decision-maker may--at their discretion--consider the statements, but they are not binding.

The decision-maker will then prepare a written deliberation statement and deliver it to the title ix coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions. This report typically should not exceed three (3) to five (5) pages in length and must be submitted electronically to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties in writing of the extension.

## **30. NOTICE OF OUTCOME**

Using the deliberation statement, the Title IX Coordinator will prepare a notice of outcome, which shall include the final determination, rationale, and any applicable sanction(s). The Title IX Coordinator will then provide the notice of outcome to the parties and their advisors within five (5) business days of receiving the decision-maker's deliberation statement. the notice of outcome must be shared with the parties simultaneously.

Notification will be made in writing and will be mailed to the local or permanent address of the parties as indicated in official MCCCCD records, or emailed to the parties' MCCCCD-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

**For more information about the notice of outcome letter, please see [NOTICE OF OUTCOME](#).**

### **31. SANCTIONS**

Factors considered when determining a sanction/responsive action may include, but are not limited to:

1. The nature, severity of, and circumstances surrounding the violation(s)
2. The respondent's disciplinary history
3. Previous allegations or allegations involving similar conduct
4. The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
5. The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
6. The need to remedy the effects of the discrimination, harassment, and/or retaliation on the complainant and the community
7. Any other information deemed relevant by the decision-maker

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

#### **A. STUDENT SANCTIONS THE FOLLOWING ARE THE USUAL SANCTIONS THAT MAY BE IMPOSED UPON STUDENTS OR ORGANIZATIONS SINGLY OR IN COMBINATION:**

1. **WARNING:** a formal statement that the conduct was unacceptable and a warning that further violation of any MCCCCD policy, procedure, or directive will result in more severe sanctions/responsive actions.
2. **REQUIRED COUNSELING:** a mandate to meet with and engage in external counseling to better comprehend the misconduct and its effects.
3. **PROBATION:** a written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
4. **SUSPENSION:** termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at MCCCCD.
5. **EXPULSION:** permanent termination of student status and revocation of rights to be on any MCCCCD campus for any reason or to attend MCCCCD-sponsored events.
6. **WITHHOLDING DIPLOMA:** MCCCCD may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
7. **REVOCAION OF DEGREE:** MCCCCD reserves the right to revoke a degree previously awarded from MCCCCD for fraud, misrepresentation, and/or other violation of MCCCCD policies, procedures, or

directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

8. ORGANIZATIONAL SANCTIONS: deactivation, loss of recognition, loss of some or all privileges (including MCCCDC registration) for a specified period of time.

9. OTHER ACTIONS: in addition to or in place of the above sanctions, MCCCDC may assign any other sanctions as deemed appropriate.

B. EMPLOYEE SANCTIONS Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

1. Warning – verbal or written

2. Performance improvement/management process

3. Required counseling

4. Required training or education

5. Probation

6. Loss of annual pay increase

7. Loss of oversight or supervisory responsibility

8. Demotion

9. Suspension with pay

10. Suspension without pay

11. Termination

12. Other actions: in addition to or in place of the above sanctions, the MCCCDC may assign any other sanctions as deemed appropriate

### **32. WITHDRAWAL OR RESIGNATION WHILE CHARGES PENDING**

Students: if a student is a respondent in a pending matter alleging a violation of the Title IX policy, the MCCCDC may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student respondent permanently withdraw from the MCCCDC, the resolution process ends, as the MCCCDC no longer has disciplinary jurisdiction over the withdrawn student. A student who withdraws or leaves while the process is pending may not return to any MCCCDC college. Such exclusion applies to all campuses of MCCCDC. A hold will be placed on their ability to be readmitted. They may also be barred from MCCCDC property and/or events.

However, MCCCDC will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

During the resolution process, MCCCDC may put a hold on a responding student's educational record that a disciplinary matter is pending.

Employees: should an employee respondent resign with unresolved allegations pending, the resolution process ends, as MCCCDC no longer has disciplinary jurisdiction over the resigned employee. The employee who resigns with unresolved allegations pending is not eligible for rehire with any MCCCDC or any campus of the MCCCDC, and the records retained by the Title IX Coordinator will reflect that status. Human resources should also be notified and make the appropriate notation on its list of people who are not permitted to be rehired.

However, MCCCDC will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination.

All MCCCDC responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

### **33. APPEALS**

Any party may file a request for appeal by submitting such a request in writing to the Title IX Coordinator within five (5) days of the delivery of the notice of outcome letter. Once the five (5) days have passed, the matter will be deemed closed.

The request for appeal will be forwarded to the Provost or Chief Academic Officer for the MCCCDC, acting as the appeal chair, for consideration to determine if the request meets the grounds for appeal.

#### **A. GROUNDS FOR APPEAL**

Appeals are limited to the following grounds:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) An allegation that the Title IX Coordinator, investigators, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the specific complainant or respondent that affected the outcome of the matter.

The Appeal Chair will deny any request for appeal that does not meet the grounds in this policy and will notify the parties and their advisors in writing of the denial and the rationale. Denials based on lack of grounds shall be communicated to the requesting party within five (5) days of the request for appeal being received by the Appeal Chair.

If any of the grounds in the request for appeal meet the grounds in this policy, then the Appeal Chair will:

1. Notify the other party(ies) and their advisors, the Title IX Coordinator, and, when appropriate, the investigators and/or the original decision-maker.
2. Provide the other party(ies) and their advisors, the Title IX Coordinator, and, when appropriate, the investigators and/or the original decision-maker a copy of the appeal request with the approved grounds outlined.
3. Provide the other party(ies) and their advisors, the Title IX Coordinator, and when appropriate, the investigators and/or the original decision-maker five (5) days to submit a response to the portion of the appeal that was approved and involves them.
4. Collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and render a decision in no more than fifteen (15) days from the date the request for appeal was filed, barring exigent circumstances. All decisions apply the preponderance of the evidence.

5. Prepare a notice of appeal outcome letter and send it to all parties simultaneously, which includes the decision on each approved ground and rationale for each decision. The notice of appeal outcome letter will also outline specific instructions for remand or reconsideration of any sanction imposed by the decision-maker, which MCCCCD is permitted to share according to state or federal law.

The notice of appeal outcome letter will be mailed to the local or permanent address of the parties as indicated in official institutional records and emailed to the parties' MCCCCD-issued email or otherwise approved account. Notice is presumed to have been made once the letter is emailed.

## **B. SANCTIONS STATUS DURING THE APPEAL**

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be continued or reinstated, subject to the supportive measures procedure in section VII of this policy.

MCCCCD may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

## **34. LONG-TERM REMEDIES/OTHER ACTIONS**

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

1. Referral to community services including counseling and health services
2. Referral to the employee assistance program
3. Education to the individual and/or the community
4. Permanent alteration of work arrangements for employees
5. Provision of campus safety escorts
6. Climate surveys
7. Policy modification and/or training
8. Implementation of long-term contact limitations between the parties
9. Implementation of adjustments to academic deadlines, course schedules, etc

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by the MCCCCD to the respondent to ensure that the respondent did not experience effective denial of educational access.

The MCCCCD will maintain the privacy of any party subject to any long-term remedies/actions/measures, provided doing so does not impair the MCCCCD's ability to provide these services.

## **35. FAILURE TO COMPLY WITH SANCTIONS AND/OR INTERIM AND LONG-TERM REMEDIES AND/OR RESPONSIVE ACTIONS**



All parties are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final decision-maker (including the Appeal Chair).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the MCCCCD.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

### **36. RECORDKEEPING**

MCCCCD training materials publicly available on MCCCCD's website. (note: if the MCCCCD does not maintain a website, MCCCCD must make these materials available upon request for inspection by members of the public.); and

1. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
  - a. The basis for all conclusions that the response was not deliberately indifferent;
  - b. Any measures designed to restore or preserve equal access to the MCCCCD's education program or activity; and
  - c. If no supportive measures were provided to the complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The MCCCCD will also maintain any and all records in accordance with state and federal laws. The MCCCCD will follow the destruction of records policy as outlined by the state of Arizona.

### **37. DISABILITIES ACCOMMODATIONS IN THE RESOLUTION PROCESS**

MCCCCD is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the MCCCCD's resolution process. Anyone needing such accommodation should contact the Title IX Coordinator and request the accommodation. The Title IX Coordinator shall seek consultation from the college Disability Resource Services Manager (for students) or Human Resources (for employees).

### **38. MANDATORY TRAINING**

This policy requires that annual training for the Title IX Coordinators, Investigators, decision-makers, and any person who facilitates an informal resolution process will include:

1. The definition of sexual harassment under this policy,
2. The scope of the MCCCCD's education program or activity,
3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Decision-makers will receive annual training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators will receive annual training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, Investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

### **39. REVISION OF THIS POLICY AND PROCEDURES**

This policy and procedures supersede any previous policy(ies) addressing Title IX sexual harassment and discrimination. The policy (administrative regulation) will be reviewed and updated as needed by the Title IX Coordinator, in consultation with any other stakeholders deemed necessary by the Title IX Coordinator and upon approval by the Chancellor. MCCCCD reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. District Legal may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This policy and procedures are effective August 14, 2020.

ATIXA 2020 One Policy, Two Procedures Model.

Use and adaptation of this model with citation to ATIXA is permitted through a limited license to Maricopa County Community College District all other rights.

***AMENDED by Direct Approval from the Chancellor, September 16, 2020***

***ADOPTED by Direct Approval from the Chancellor, August 3, 2020***

## **2.4.6 Emissions Control Compliance**

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

## **2.4.8 Petition Signature Solicitation**

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election.

2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
4. Representatives shall notify the designated official at each college or center for their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

**Specific procedures on how to implement the Petition Signature regulation can be found in [Appendix S-14](#).**

### **2.4.9 Use of College Grounds by Non-MCCCD-Affiliated Users**

In contrast to traditional public forums such as a public square, park, or right of way, Maricopa's campuses are dedicated by law to the purpose of formal education. They are, and have been since their creation, for the use and benefit of prospective and enrolled students, the Maricopa employees who serve them, and those who are invited to campus by members of the College community to attend or participate in sponsored events. The Maricopa County Community College District (MCCCD) has a long history of regulating the time, place, and manner in which expressive activities are conducted on campuses, for the purposes of avoiding disruption or interference with its educational activities, and protecting the rights of the members of the campus community and their invited guests to express themselves and access information. While members of the general community always have been welcome to share their ideas with the campus community, they are subject to reasonable, content-neutral regulation of the time, place and manner of the event and to the institution's mission-based priorities – including but not limited to the need to provide an environment conducive to teaching and learning.

#### **POLICY**

This administrative regulation governs use of the college grounds, defined as the open areas and walkways of the campus by non-MCCCD-affiliated users. Use of college facilities is governed by a separate administrative regulation. Parking lots are not available for events and activities other than those sponsored and authorized by the College president.

Camping is not permitted anywhere on the campuses. Camping is defined as the use of college grounds or facilities for living accommodations or housing purposes such as overnight sleeping or making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), the making of any fire for cooking, lighting or warmth, or the erection or use of tents, motor vehicles, or other structures for living or shelter. These activities constitute camping when it reasonably appears, in light of all the circumstances, the participants conducting these activities intend to use or are using the facilities or grounds for living accommodations or housing, regardless of the duration or other purpose of the use.

Lawful use of college grounds for events or expressive activities by individuals, groups, and organizations may be authorized by college officials when the events and activities are lawful and consistent with the non-profit, educational nature of the campus, authorized and conducted in accordance with MCCCDC policies, administrative regulations and priorities, and compliant with reasonable restrictions as to time, place, and manner. The content of the expression will not be a factor in authorizing, locating, or scheduling decisions. However, events and activities will not be permitted to disrupt or obstruct the teaching, research, or administrative functioning of the College by means of physical obstacles and crowds, by the creation of sound or noise that would interfere with teaching, learning, and the conduct of College business, or by any other means. Each College president will designate a Responsible College Official with delegable authority to approve, locate, and schedule use of college grounds.

**Permit Application:** Any non-MCCCDC-affiliated organization, group, or individual desiring to use campus grounds for an event or activity must submit a request form to the Responsible College Official in advance of the use date.

If the activities proposed in the application are limited to low-impact, non-commercial activities the request form shall be submitted at least two business days in advance of the expected use date. For purposes of this administrative regulation, "low-impact, non-commercial activities" are defined as: (1) activities that do not seek to sell or promote a product or service for direct or indirect financial gain; (2) activities that are limited to gatherings of five people or less at any given time; and (3) activities that do not involve machinery, temporary structures, tables, chairs, displays or electronic equipment, including amplifiers, or the distribution of food products.

For events that are not low-impact, non-commercial activities, the request form shall be submitted at least seven business days before the expected use. The additional advance time is required to allow the College to prepare for conditions that may affect the flow of foot traffic, involve signs and displays, create crowds, involve significant numbers of participants, or require the use of significant amounts of space and/or use of equipment and resources.

**Designated Areas:** Because each College has a limited amount of outdoor space, activities and events sponsored by non-MCCCDC-affiliated users, including speech and literature distribution, shall be restricted to designated areas. For each College, the Responsible College Official shall establish specific designated areas for such activities. A written description of these areas shall be maintained at the office of Student Life and Leadership for each College. Consistent with the goal of providing a healthy, comfortable, and educationally productive environment, the Responsible College Official should attempt to locate the designated areas in prominent locations on campus where there is a likelihood of significant pedestrian traffic. The designated areas shall not be located in building stairways and entryways, parking lots, or congested areas. The Responsible College Official will make every effort to assign users to their requested space when a specific space is desired. However, in order to ensure the potential success of all scheduled events, the College reserves the right to assign an event or activity to the area the College deems most appropriate in light of the campus capacity, other activities scheduled, and the type of event or activity being planned.

**Use Fees and Proof of Insurance:** To offset the costs associated with the use of college grounds, non-MCCCDC-affiliated users shall be required to pay a fee of \$50 per day or \$125 per week. In order to protect the health and safety of College students, faculty and staff and to protect MCCCDC resources, non-MCCCDC-affiliated users shall also be required to provide proof of insurance that indicates at least \$1 million in general liability coverage and names the MCCCDC as an additional insured for the anticipated use date.

The fee and proof-of-insurance provisions of this Administrative Regulation shall not be applied to low-impact, non-commercial users. A user may request designation as a low-impact, non-commercial user from the applicable College's Responsible College Official. Any questions or comments about the criteria for approval or denial of such request shall be directed to the District Ombudsman.

**Permits:** The approved request form will describe the location of the authorized activity and any other restrictions specific to the event. Violation of the terms of the permit, District policy, administrative regulation or law shall be grounds for immediate revocation of the permit, and the individual violators and their organizations may be banned from the campus.

**Priorities and Criteria for Approval of Permits:** The content or subject of the proposed expressive activity or event will not affect approval of the application. Availability of space is not guaranteed. Reservations shall be approved on a space-available basis and will be addressed on a first come-first served basis, subject to the following priorities and criteria for the use and scheduling of space on campus grounds:

Scheduling Priorities (in order)

1. The use of facilities and grounds for the operations of the College. For example, there are times when the college is unusually crowded by members of the campus community, such as registration and orientation at the beginning of the semester. Other uses may reasonably be precluded during those times.
2. Activities and events sponsored by the College administration.
3. Activities and events sponsored by MCCC student organizations or employee groups.
4. Activities of non-MCCC-affiliated individuals and organizations.
5. Commercial advertising or activities.

Criteria

1. Capacity of college grounds to accommodate the number of participants at the scheduled time and proposed location.
2. Capacity of College Safety staff to provide security for all events and activities scheduled at the time.
3. Possible interference or conflict with College operations or other scheduled activities and events on the grounds.
4. General feasibility of hosting the event as proposed.

**Other Policies:** This administrative regulation will be applied in conjunction and coordination with all other MCCC policies and administrative regulations and College processes and procedures, including but not limited to regulations on facilities use, signage, sales of alcohol and/or food, and solicitation of donations.

Specific procedures on how to implement the Use of College Grounds regulation can be found in [Appendix S-15](#).

## 2.4.10 Children on Campus

Children (younger than 18) may not attend any class unless they are officially registered for the class.

Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

### 2.4.11 Crime Awareness and Campus Security Act

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

### 2.4.15 Campus Sex Crimes Prevention Act

Federal legislation requires that the MCCCDC establish notification procedures concerning the presence of registered sex offenders enrolled either as students or those working for the institution. The Registered Sex Offender Notification Procedure is outlined in Appendix item S-18.

***ADOPTED by Direct Chancellor Approval, March 6, 2019***

### **Appendix S-18 Maricopa County Community College District Registered Sex Offender Notification Procedure**

The Campus Sex Crime Prevention Act (CSCPA), (section 1601 of Public Law 106-386), is a Federal Law enacted on October 28, 2000. In compliance with this law, the Maricopa County Community College District (MCCCDC) will work in collaboration with the Sheriff's Department to identify convicted registered sex offenders enrolled as students at one of MCCCDC's colleges or working at the District office or at any of the MCCCDC colleges (in paid or unpaid positions).

#### **GENERAL INFORMATION**

- I. In accordance with the CSCPA, the MCCCDC will provide on its Sex Offender Information Website, found [Sex Offender Information and Notification](#) website, a link to the Arizona Sex Offender Registry website and instructions on how to access it.
- II. Arizona Revised Statutes require persons convicted of any of the following 21 different offenses to register as sex offenders: 1) unlawful imprisonment if the victim is under 18 years of age; 2) kidnapping if the victim is under 18 years of age; 3) sexual abuse if the victim is under 18 years of age; 4) sexual conduct with a minor; 5) sexual assault; 6) sexual assault of a spouse; 7) molestation of a child; 8) continuous sexual abuse of a child; 9) taking a child for the purpose of prostitution; 10) child prostitution; 11) commercial sexual exploitation of a minor; 12) sexual exploitation of a minor; 13) luring a minor for sexual exploitation; 14) aggravated luring a minor for sexual exploitation; 15) unlawful age misrepresentation for the purpose of committing a sexual offense 16) sex trafficking of a minor; 17) a second or subsequent violation of indecent exposure to a person under 15 years of age; 18) a second or subsequent violation of public sexual indecency to a minor under the age of 15; 19) a third or subsequent violation of indecent exposure; 20) a third or subsequent violation of public sexual indecency; and 21) violations relating to the failure to register as a sex offender. (See, A.R.S. §13-3821)
- III. The Arizona Department of Public Safety classifies sex offenders according to levels. The levels consist of Level 1: Low risk to the community, Level 2: Intermediate risk to the community, and Level 3: High risk to the community.

- IV. By law, Registered Sex Offenders (RSO) are required to contact the Maricopa County Sheriff's office or local police agency when they enroll in or are employed at a college—in either paid or unpaid status. (A.R.S. §13-3821).
- a. Level Two and Level Three Offender's Obligation to Notify the College:

## STUDENTS

- i. **Current Students** who are enrolled and receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of enrollment must notify the Campus Public Safety Officer within five (5) business days of the start of the semester. Campus Public Safety Officers for each college and for the district office can be found at the [MCCCD Police](#) website. The Campus safety officer will schedule a meeting with the Dean of Students (or designee) and the Registered Sex Offender student to take place within ten (10) days of the notification to Public Safety.
1. Failure to comply with this procedure may lead to discipline under the Student Code of Conduct as well as possible criminal penalty as outlined in Arizona state law.
- ii. **Potential Students** who have been designated as a Level 2 or Level 3 sex offender must notify the Campus Public Safety Officer to arrange a meeting when they intend to enroll at a College. Campus Public Safety Officers for each college and for the district office can be found at the [MCCCD Police](#) website. This meeting must take place at least ten (10) calendar days prior to the start of classes. The meeting shall include the RSO, the Dean of Students (or designee), and the Campus Public Safety Officer.)
1. A person who is classified as a Level Two or Three sex offender has been admitted to MCCCD and who has failed to timely to register pursuant to these procedures may be subject to discipline under the Student Code of Conduct as well as possible criminal penalties as outlined in Arizona state law.

## EMPLOYEES

- iii. **Current Employees** who receive their final classification or a change in classification as a Level 2 or Level 3 sex offender during their period of employment must immediately notify the Campus Public Safety Officer. The campus public safety officer will arrange meeting with the Human Resources Manager (or designee) at the individual campus and the Registered Sex Offender employee. Campus Public Safety Officers for each college and for the district office can be found at the [MCCCD Police](#) website. The meeting with the college human resources manager and the Campus Public Safety Officer must take place within ten (10) days of the original notification to Public Safety.
- iv. **Potential Employees** who have been classified as a Level 2 or Level 3 sex offender must notify the Campus Public Safety Officer to arrange a meeting when they are offered employment at the College. Campus Public Safety Officers for each college and for the district office can be found at the [MCCCD Police](#) website. This meeting must take place at least ten (10) calendar days prior to

the start of employment. The meeting shall include the RSO, the college human resources manager and the Campus Public Safety Officer (or their designees).

V. COLLEGE OFFICIALS' MEETING WITH LEVEL 2 OR LEVEL 3 SEX OFFENDER

- a. After notification that a student or employee has been classified as a Level Two or Three Sex Offender, MCCCDC Public Safety will collect information from the RSO student or employee, probation/parole officer, Sheriff's Office, and/or arresting agency regarding the type of crime, conditions for probation, and/or level of risk.
- b. For Students: MCCCDC Public Safety will notify the Dean of Student Affairs (or designee) when a RSO has enrolled or expressed a desire to enroll at a MCCCDC college. A representative from the Student Affairs office shall participate in the required meeting with the RSO.
  - i. An RSO identification must be placed in the Advocate online system. The identification should include a summary of the offense/court-ordered conditions in place upon release, information from the parole/probation officer, and possible interventions needed at the college/District level.
- c. For Employees: MCCCDC Public Safety will notify District and college Human Resources (or designee) when an RSO has registered due to being offered employment with the MCCCDC or is a current employee who has been classified as a Level Two or Three Sex Offender. A representative from District and the identified college's Human Resources department shall participate in the required meeting with the RSO.
  - i. An RSO identification must be placed in the employee's personnel file. The identification should include a summary of the offense/court-ordered conditions in place upon release, information from the parole/probation officer, and possible interventions needed at the college/District level.
- d. At the meeting referred to above, the student or employee who is classified as a Level Two or Three sex offender will be advised of the following information:
  - i. The College's knowledge of his/her final classification.
  - ii. The College's obligation to provide public access to Level 2 & 3 sex offender information through its Department of Public Safety.
  - iii. Any restrictions that will be imposed on the sex offender—based on any Court restrictions, restraining orders, or orders of protection that may be in place—and the duration of such restrictions.
  - iv. If the offender is classified at Level 3, he/she is further informed of:
    1. The College's policy of posting notice at each college campus within two (2) days of receipt of the RSO's information, regardless of when the meeting occurs.
    2. The Level 3 RSO will receive a copy of the community notification the College intends to post.
    3. The functional areas of the College which will be provided with the public notification that will be posted.
  - v. At any time, the Department of Public Safety can communicate with the offender's parole/probation officer.



- VI. FERPA: The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning the presence of registered sex offenders.
- VII. ANNUAL AND OFF-CYCLE REVIEWS: Public Safety and the Student Affairs Dean (or designee) or Human Resources representative, depending on the status of the RSO, shall meet on an annual basis to review the conditions of enrollment, employment, and campus engagement. Additional, off cycle, reviews should be conducted when an RSO student or employee transfers within MCCCDC or new information about criminal conduct has been received. District imposed conditions may be removed, added, or altered based on changes in enrollment location(s), legal case status, new criminal activity, and/or disciplinary standing. Both Public Safety and Dean of Students or Human Resources professionals, for students and employees, respectively, shall maintain documentation regarding all initial, annual, and off-cycle meetings and reviews.
- VIII. FAILURE TO NOTIFY CAMPUS ADMINISTRATION: Failure to notify campus administration, as outlined in this procedure, of one's status as a RSO may lead to discipline up to and including removal from classes and/or suspension from participation in academic or extra-curricular programs, termination from employment as well as possible criminal penalty as outlined in Arizona state law.
- IX. CAMPUS AND COMMUNITY NOTIFICATION OF RSO STATUS: Pursuant to Arizona law, the MCCCDC shall make campus notifications of RSO status, as follows:
- a. For level two and level three offenders, the MCCCDC Public Safety Office, in conjunction with the Public Safety office at each college will coordinate with the local law enforcement agency responsible for the individual community notifications to ensure the sex offender notification is provided to the individual campus community.
  - b. The [Sex Offender Information and Notification](#) website will host the notification of RSO's employed by or attending a MCCCDC college, including employment with the District office.
  - c. For Colleges with facilities off-site from the main campuses that receive a registered sex offender community notification flyer from a local law enforcement agency, building managers are advised to post the flyer the building's common area easily accessed by students, staff, and faculty for a at least thirty (30) days. Specific information and instructions related to the community notification will be contained in the flyer and such instructions should be followed.
  - d. Any criminal activity involving a registered sex offender should be reported to police.
- X. ADMINISTRATIVE OVERSIGHT:
- a. Students: A campus administrator has the right to, at her or his discretion, require currently enrolled RSOs to attend regular meetings. The meetings will serve as a way to monitor compliance with conditions for enrollment and assist with student success. The frequency, duration, attendees to the meeting, and location of the meetings will vary based upon the needs of the RSO.
  - b. Employees: A supervisor, in conjunction with a Human Resources representative, at her or his discretion, may require currently employed RSOs to attend regular meetings. The meetings will serve as a way to monitor compliance with conditions for employment and assist with student

success. The frequency, duration, attendees to the meeting, and location of the meetings will vary based upon the needs of the RSO.

***ADOPTED by Direct Chancellor Approval, March 6, 2019***

## **2.4.12 Workplace Violence Prevention**

### **Purpose**

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

### **Policy**

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities is prohibited and will not be tolerated. It is the responsibility of all employees, students, contractors, and visitors of MCCCDC to report any occurrence of such conduct to MCCCDC Public Safety. Every employee, student, contractor, and visitor on MCCCDC property should report threats or acts of physical violence and acts of harassment, intimidation, and other disruptive behavior of which he/she is aware. All reports will be taken seriously and will be investigated by public safety immediately in order to protect everyone from danger. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

### **Prohibited Behavior**

For example, and without limiting the generality of the foregoing statement, this policy prohibits:

- direct threats or physical intimidation
- implications or suggestions of violence
- stalking
- assault of any form
- physical restraint, confinement
- dangerous or threatening horseplay
- loud, disruptive, or angry behavior or language that is clearly not part of the typical work environment
- blatant or intentional disregard for the safety or well-being of others
- commission of a violent felony or misdemeanor on MCCCDC property
- abuse
- violation of a protective order or restraining order
- any other act that a reasonable person would perceive as constituting a threat of violence.

This list is illustrative only and not exhaustive.

### **Future Violence**

Employees, students, and visitors who have reason to believe they, or others, may be victimized by a violent act or sometime in the future, at the workplace or as a direct result of their relationship with MCCCDC, shall inform a supervisor or manager as soon as possible. The supervisor or manager shall inform the Public Safety Department. Students, contractors, and visitors shall contact the Public Safety Department as soon as possible.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy to the Department Director, Human Resources, and Public Safety. Students shall supply a copy of the signed order to the Public Safety Department.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the MCCC. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

### **2.4.13 Student Right to Know**

Under the terms of the Student Right To Know Act, the college must maintain and report statistics on the number of students receiving athletically related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general, reported by race and sex and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

# Student Rights and Responsibilities

## 2.4.5 Copyright Act Compliance

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

## 3.2 Copyright Regulation

1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code Section 101 et seq.). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.
3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
4. Employees are prohibited from copying materials not specifically allowed by the (1) copyright Law, (2) fair use guidelines, (3) Licenses or contractual agreements, or (4) other permission.
5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

## What Students Should Know About Copyright

### What is copyright?

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then, this means that you may not do things like duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

### **What is copyright infringement?**

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages- potentially in excess of \$100,000 for each work infringed as well as criminal penalties, which may include fines and even incarceration.

### **How does copyright law affect information I obtain off the Internet?**

Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials-most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: "It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it."

### **Why is it important for a student to be aware of copyright law?**

Copyright infringement is expressly prohibited by the US Copyright Act. Anyone who infringes another's copyright in a creative work is subject to liability, and could be required to pay large sums in damages.

In addition, as the law clearly prohibits copyright infringement, using any college resources-such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet

access, or electronic mail-for the purpose of infringing a copyright in any work may be grounds for student discipline. According to Maricopa Community College District administrative regulation, "students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping."

Moreover, under the Maricopa Community Colleges Computing Resource Standards, a student is prohibited from the "use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights." The Standards also prohibit "transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law....."

A student who violates these policies, then, can be disciplined at any of the Maricopa Community Colleges. This discipline could include suspension or even expulsion.

### **Does copyright law allow me to download files from a college web site?**

Thanks to recent changes to copyright law, colleges and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of "reasonable and limited portions" of any work in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance-learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of an instructor.

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

### **3.4 Recording of Faculty Lectures**

1. MCCCDC acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may record (audio/visual) their classes.
2. Each faculty member shall inform their students in the course syllabus or other course introductory material of their policy with regard to recording of class lectures. Failure to do so will accord students the right to record lectures. A lecture is defined as anything upon which a student is tested or that is part of the curriculum or course content whether in person, virtual, or pre-recorded. A restriction on recording does not apply if the recording is allowed under another policy.
  - a. Students, regardless of whether they have permission or not from the faculty member to record class lectures, may not reproduce or otherwise share and/or distribute all or part of recorded class lectures and/or activities taking place during class time, without the written consent of the faculty member. (Reproducing includes, but is not limited to, posting any pre-recorded or real time recording of a class

lecture—in whole or in part—to any social media platform (TikTok, Twitter, Facebook, Instagram, YouTube, etc.)).

b. Any violation of AR 3.4 (2)(a) may constitute "academic misconduct" prohibited by AR 2.3.11 Academic Misconduct.

3. Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation – subject to engagement in the interactive process and a determination of functional limitation as outlined in AR 2.8 Students with Disabilities – to remedy this inability. Approved accommodation may require a faculty member to modify their recording policy for the affected student.

In accordance with Subpart E of Section 504 of the Rehabilitation Act of 1973, a student with a qualifying disability which adversely affects the student's ability to take or read notes may be permitted to audio record class lectures as a reasonable academic accommodation.

In an effort to address faculty concerns for privacy and protection of copyright while still assuring the availability of recording classroom lectures as a reasonable accommodation for students, use of this accommodation is subject to the following conditions:

a. The faculty member must have received the Disability Resource Services (DRS) Faculty Notification Letter specifying the recording of classroom lectures as a granted reasonable accommodation.

b. Such recordings of class lectures are only for the student's personal use in study and preparation related to class.

c. The student must comply with a faculty request to stop recording during discussions, demonstrations, presentations, guest speakers, and situations of a sensitive nature. The faculty member should provide as much notice of these situations as possible in order for the student to coordinate with the faculty member and DRS to have notes taken on the substantive parts of the lecture.

d. The student may not share classroom lecture, or any other recordings made during class time with any other person or in any media or on a public or private platform without the written consent of the faculty member.

e. Information contained in the authorized audio recorded lectures, and any other recordings whether authorized or unauthorized, may be protected under federal copyright laws and may not be published or quoted without the written consent of the faculty and without giving proper identity and credit to speakers, this includes publication via any social media platform, emails, or text messages.

f. The student may not use the authorized recorded lectures, and any other recordings whether authorized or unauthorized, against the faculty member, other instructors, or students whose classroom comments are recorded as part of the class activity. This provision is subject to the protections under policy and the law.

g. The student will erase all recorded class lectures when they are no longer needed for academic work. Upon written request from the faculty member, the student will return all class recordings to the faculty member for erasure. Faculty members should provide DRS with a copy of the

aforementioned written request. Likewise, students are not permitted to post the lectures on any social media platform, website, or learning management system without the instructor's written consent except for communications to the instructor of record.

h. Students who wish to keep recordings beyond the end of the course for future review must obtain written permission from the faculty member.

i. Audio, or any other recordings outside of the aforementioned lectures (including fieldwork, internships, etc.) may be discussed on a case-by-case basis in collaboration with the faculty member, program of study, site manager, and DRS. In clinical/experiential learning placements, the recording of any discussions, lectures, or conversations are never permitted.

j. Students, regardless of whether they have permission or not from the faculty member to record class lectures or any other part of the classroom/class time experience, may not post all or part of recorded class lectures or any other recordings made during class time to any social media platform (TikTok, Twitter, Facebook, Instagram, YouTube, etc.), or otherwise reproduce, share and/or distribute to any other person or party.

k. Any violation of AR 3.4(3) may constitute "academic misconduct" prohibited under AR 2.3.11 Academic Misconduct.

***AMENDED through the Administrative Regulations approval process, April 20, 2021***

## **4.4 Technology Resource Standards**

### **Introduction**

The Maricopa County Community College District (MCCCD) provides its students, employees, Governing Board members and the public with access to information resources and technologies. MCCCD recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational, and management purposes, is furthered by making these resources accessible.

Arizona constitutional and statutory mandates require that MCCCD resources, including technology, be used only for the public's business, and not for private purposes. Those mandates apply to all MCCCD public officials—employees of every kind and the Governing Board. The aim of those laws is to safeguard the use of resources, including technology resources, acquired and maintained with public funds. Compliance with other laws—both federal and state—also dictates the need for standards for the use of MCCCD technology resources. In some cases, the Governing Board policies emphasize the importance of compliance with the law such as the requirement to adhere to copyright laws. Governing Board policies also establish MCCCD's own standards, such as the directive that all persons within the MCCCD community be treated in a manner that is humane, fair and dignified.

This administrative regulations established standards for the use of MCCCD technology resources. They should be seen as supplementing, and not in lieu of, Governing Board policy, applicable law and other applicable administrative regulations such as Administrative Regulation 4.3 "Electronic Communications."



## **General Responsibilities**

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, MCCCDC-wide or college-wide networks, local-area networks, telephones, facsimile machines, scanners, access to the Internet, electronic mail and similar electronic devices and information) of the MCCCDC are available to MCCCDC Governing Board members, employees, students and, in a limited number of cases, MCCCDC contractors and the public. Use of all those resources is subject to the standards set forth in this regulation (Standards).

The first screen that each MCCCDC computer exhibits on starting up advises users of these Standards and requires an acknowledgment before the user may proceed to the next screen. Additionally, all MCCCDC employees are responsible for annually acknowledging receipt of the Blue Book, which contains this regulation. So all users of MCCCDC technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources MCCCDC-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive, these Standards.

## **Use of Non-MCCCDC Technology**

Under Arizona's public records law, MCCCDC is required to transact business so that its records are accessible and retrievable. The policy underlying the law is that work done in the name of the public be transparent. Thus, any member of the public may request public records and, except in a few specific instances, are entitled to get copies of them.

Each individual employee or Governing Board member is responsible for ensuring that MCCCDC records that he or she initiates or receives are retained for the period of time required by and disposed of according to mandates established by Arizona State Library, Archives and Public Records—the state agency tasked with setting standards for record retention. Therefore, an employee's or Governing Board member's use of non-MCCCDC technology resources for communication of any type of MCCCDC business is heavily discouraged because those records are less capable of being managed according to MCCCDC's process for ensuring retention, retrieval and disclosure set forth in Administrative Regulation 4.15 "Retrieval, Disclosure and Retention of Records."

Additionally, an MCCCDC employee who receives a communication allegedly from another MCCCDC employee using a non-MCCCDC e-mail address is not required to respond substantively to that e-mail. The employee receiving the e-mail is entitled to verify that the sender is whom he or she says that he or she is. The employee receiving the e-mail may request that the sender provide the information or inquiry set forth in the e-mail via hard-copy form.

## **Acceptable Use**

Use of MCCCDC's technology resources, including websites created by MCCCDC employees and students, is limited to educational, research, service, operational and management purposes of the MCCCDC and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via MCCCDC's technology resources are limited to the same purposes.

Frequently, access to MCCCDC's technology resources can be obtained only through use of a password known exclusively to the MCCCDC employees, Governing Board members or students. It is those users' responsibility to keep a password confidential. While MCCCDC takes reasonable measures to ensure network security, it cannot be

held accountable for unauthorized access to its technology resources by other persons, both within and outside the MCCCDCD community.

Moreover, it cannot guarantee employees, Governing Board members and students protection against reasonable failures. Finally, under certain limited circumstances defined in Administrative Regulation 4.15 "Retrieval, Disclosure and Retention of Records," certain MCCCDCD employees are authorized to access information on an MCCCDCD technology device.

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

### **Incidental Computer and Technology Usage**

Limited incidental personal use of MCCCDCD technology resources including through use of personal e-mail systems is permitted, except as described in item 16 under "Prohibited Conduct." MCCCDCD employees are responsible for exercising good judgment about personal use in accordance with this regulation, Colleges' consistent local guidelines and MCCCDCD ethical standards. Personal use refers to activities which only affect the individual and that are not related to an employee's outside business. MCCCDCD employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the Guidelines for Incidental Computer Usage for the Maricopa Community Colleges ([Appendix AS-8](#)) and Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges ([Appendix AS-9](#)).

### **Prohibited Conduct**

The following is prohibited conduct in the use of MCCCDCD's technology resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCCDCD contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting an unauthorized website that violates the .EDU domain request.

6. Use of technology resources for non-MCCCD commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of MCCCD's Governing Board, including, but not limited to, MCCCD's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any technology resources by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to MCCCD's technology and non-technology resources.
15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.
16. Intermittent use of technology resources that interferes with the performance of an employee's main responsibilities.
17. Use of technology resources to market or conduct other activities on behalf of a third-party regarding the "hosting" of an event that is prohibited under MCCCD's Use of College Facilities administrative regulation.
18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by MCCCD, and approved by the Vice Chancellor of Information Technology Services, even when the e-mail account copies all outgoing and incoming messages to the MCCCD hosted account.
19. Deleting or altering a technology public record in violation of public records retention requirements, or in anticipation of receiving or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCD grievance, investigation or review, or other lawful request for the record.
20. Deleting or altering a technology record on an MCCCD device in anticipation or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCD grievance, investigation or review, or other lawful request for the records where the record may demonstrate a misuse of technology resources under this regulation.

## **Review and Approval of Alternate E-Mail Account Systems**

The prior review and approval by the Vice Chancellor of Information Technology is required for the implementation of alternate College electronic mail account systems. Requests will be evaluated based upon the following considerations:

1. The system must be compatible and interoperable with the MCCCDC e-mail system. All information within the e-mail system must meet the standards and authorize District Office access as specified in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."
2. Any proposed changes to an MCCCDC's entity's e-mail system with e-discovery implications must be approved in advance during the planning stages as specified in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."

## **Disclaimer**

The home page of an MCCCDC web site must display, or link to, the following disclaimer in a conspicuous manner:

*All information published online by MCCCDC is subject to change without notice. MCCCDC is not responsible for errors or damages of any kind resulting from access to its internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCDC is not responsible for the content or functionality of any technology resource not owned by the institution.*

*The statements, comments, or opinions expressed by users through use of Maricopa's technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.*

## **Information Accuracy and Marketing Standards**

In order to help ensure that the most accurate information sources are reflected on web pages, information should be cited, sourced or linked from the website of the official District or college custodian responsible for the particular subject. In addition, the design of web pages shall reflect established marketing standards with respect to the imaging and using of MCCCDC marks as outlined in the marketing standards handbook and Use of Marks administrative regulation.

## **Complaints and Violations**

Complaints or allegations of a violation of these standards will be processed through Maricopa's articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, MCCCDC may unilaterally delete any violative content and terminate the user's access to MCCCDC's technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal actions through MCCCDC's grievance procedures or resolution of controversy.

## 2.6 Hazing Prevention Regulation

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

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the MCCCD community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

1. Hazing by any student, employee or other person affiliated with MCCCD is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
  - A. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any club/organization that is affiliated with MCCCD; and
  - B. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.
3. Any solicitation to engage in hazing is prohibited.
4. Aiding and abetting another person who is engaged in hazing is prohibited.
5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.
6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the MCCCD Hazing Prevention Regulation.
7. Hazing activities and situations include, but are not limited to, the following:
  - A. Pre-pledging, illegal pledging or underground activities.
  - B. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
  - C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
  - D. Encouraging or forcing use of alcohol or drugs.
  - E. Any type of student club/organization scavenger hunt, quest, road trip or other activity that would physically or psychologically endanger prospective and/or current students and/or members or others.

- F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy 5.1.8
- G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
- H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
- I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
- J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.

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

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

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

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

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

10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.

11. Should the proceedings outlined above substantiate an occurrence of hazing activity-where students or student organizations knowingly permitted, authorized or condoned the hazing activity-the college can recommend the following sanctions against student clubs/organizations:

- A. CENSURE: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
- B. PROBATION: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs.

- C. **SUSPENSION:** The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.
- D. **REVOCAION:** The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.

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

- A. Customary athletic events, contests or competitions that are sponsored by the college or MCCCCD.
- B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.

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

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

## 2.4.7 Abuse-Free Environment

See also the Auxiliary Services section for Tobacco-Free Environment and the Appendices/Student Section Medical Marijuana Act of the Administrative Regulations.

### 1. Substance Abuse/Misuse Statement

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses. Annual Acknowledgements for students and employees are provided through the online messaging accounts.

Students who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. Maricopa Community Colleges recognized drug and alcohol abuse as an illness and a major health problem as well as a potential safety and security issue.

Part of the educational mission of the Maricopa Community Colleges is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse. This mission closely aligns with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.

### 2. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

#### A. Introduction and Purpose

The Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at the Maricopa Community Colleges.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa County Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs.

#### B. Standards of Conduct

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

- i. Drinking or possession of alcoholic beverages on the college campus.
- ii. Misuse of narcotics or drugs.

#### C. Sanctions for Violation of Standards of Conduct

Disciplinary actions include, but are not limited to:

- i. Warning,
- ii. Loss of privileges,
- iii. Suspension, or
- iv. Expulsion.

#### D. Legal Sanctions

Local, state, and federal law prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug-and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

Any employee is subject to disciplinary action, up to and including employment termination, for any of the following: reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCDCD premises, while conducting MCCCDCD business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCDCD; and use of illegal drugs.

### 3. MCCCDCD Program Standards

The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse



of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

- A. Identify a key individual, at each college, to provide emergency services and/or to contact and work with outside agencies that provide drug and alcohol counseling, treatment or rehabilitation programs that may be available to students and employees.
- B. Support disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.
- C. Establish a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances.

#### 4. **Alcoholic Beverages—Usage Regulation (AR 4.13)**

This Administrative Regulation prohibits the use of District funds to purchase alcoholic beverages or services related to them except in small amounts to be used in cooking for the District's culinary programs. Additionally, it generally prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It permits a few, narrow exceptions to that latter prohibition. The exceptions are not available to the general population of District employees or officials. More importantly, they are established to ensure that the District's actions stay within the boundaries of state law and the District's insurance coverage. Therefore, strict compliance with this regulation is essential.

- A. **No Funds.** No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District's culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCDC except as provided in Paragraph H.
- B. **No Service or Sale of Alcoholic Beverages.** The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the District does not permit alcoholic beverages to be served, sold or distributed on or in the premises owned by the District or leased or rented by the Maricopa Community Colleges for District-approved educational, fund-raising or other community purposes, except as provided in Paragraphs C and G.
- C. **Service at District Events on District-owned Property.** The Chancellor has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at District events on district-owned property that the Chancellor either sponsors or approves. The only District employees authorized to request the Chancellor's approval are the College Presidents and the Vice Chancellors. Additionally, the law strictly limits the service of wine or beer by the District on District-owned property, and those restrictions are specified in Paragraph E. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages may not be served on District-owned property.
- D. **Event Form Required.** A College President or Vice Chancellor who wishes to obtain the Chancellor's approval for the service of wine or beer at a District-sponsored event on District-owned property shall forward a completed written request to the Chancellor no later than 30 days before the event. The request form is available at: [AS-6 Notice of Intent to Serve Beer and Wine Form](#). On signing the form, the Chancellor will provide a copy of it to the requestor and to the MCCCDC Risk Manager. For events that the Chancellor

sponsors, he or she will complete the form, sign it and provide it to the MCCCCD Risk Manager no later than 10 business days before the event.

E. **Service restrictions required by law.** An event approved under Paragraph D must, by law, comply with the all of the following restrictions:

- i. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz.;
- ii. The gathering must be by invitation only, and not open to the public;
- iii. The gathering may not exceed 300;
- iv. Invitees may not be charged any fee for either the event or the beer or wine; and
- v. The consumption may only take place between noon and 10:00 p.m.

Additionally, beer and wine may only be served by a beverage service contractor whose liquor license with the state of Arizona is in good standing, except as provided in Paragraph F. The contractor must provide all of the beverages served and well as the servers or bartender. Before the event, the contractor must provide a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured. The contractor must also agree in writing to indemnify the District regarding the service of the beverages.

F. **Culinary Institutes.** The Chancellor may sponsor or approve an event at one of the District's culinary institutes. Students may serve wine and beer at the event as part of their class requirements, subject to the limitations of Paragraph E. Any student serving those beverages must, by law, be 19 years or older.

G. **Third-Party Event.** The Maricopa County Community College District Foundation and the Friends of Public Radio Arizona may, with the approval of the Chancellor, sponsor an event on District-owned property under this regulation. The City of Phoenix and the Friends of the Phoenix Public Library may also do so, with the approval of the Chancellor, at the joint library on the campus of South Mountain Community College. These third-party, Non-district entities are solely responsible for determining the steps that they are required to take to comply with Arizona's alcoholic beverages laws. Additionally, they must comply with the following steps:

- i. The entity obtains a liquor license, if required by law, from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;
- ii. The entity completes the form available at [AAS-7 Request to Serve Beer and Wine — Third Party Form](#). And provides it to the Chancellor for approval along with a copy of the liquor license no later than 30 days before the event, unless the Chancellor approves a shorter period of time in a particular case;
- iii. The entity provides or currently has on file with the District a certificate of insurance demonstrating that it has liquor liability coverage and that adds the District as an additional insured;
- iv. The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;

- v. Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;
  - vi. The contractor provides all of the beverages served and well as the servers or bartenders;
  - vii. Before the event, the contractor provides a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured; and
  - viii. The contractor agrees in writing to indemnify the District regarding the service of the beverages.
- H. **Receipt of beverages; storage.** It is not permissible to store wine or beer on premises owned, leased or rented by MCCCDC, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district's culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:
- i. Wine and beer to be served may only be brought to MCCCDC property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and
  - ii. Once the wine and beer arrives on MCCCDC property, the Director the culinary program shall assign an MCCCDC employee to ensure that it is not stolen or that it is not opened until ready to be served.
- I. **Compliance with law.** In compliance with applicable law, any persons planning an event under this administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).
- J. **Residential Housing.** Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.
- K. **Personal Responsibility.** The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.
- L. **Miscellaneous Usage Issues.** Any issues that are not specifically addressed within this regulation require the review and determination by the Chancellor or Executive Vice Chancellor and Provost on matters related to culinary programs, academic or student affairs.

## 5. Other Health Concerns

### [General Guidelines Concerning AIDS](#)

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in a faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Disabled Resources and Services and/or the vice president of student affairs or designee for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

#### **4.12 Smoke-Free/Tobacco-Free Environment**

The Maricopa County Community College District is dedicated to providing a healthy, comfortable, and educationally productive environment for students, employees, and visitors. In order to promote a healthy learning and work environment, the Chancellor has directed that the Maricopa County Community College District serve as a total smoke free and tobacco free environment, effective July 1, 2012. Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries.

Support signage prohibiting the use of smoking instruments and tobacco shall be placed throughout all college and District locations.

Continued violations by an employee or student shall be handled through the respective conduct procedures established for employees and students.

#### **Appendix S-16 Statement on the Arizona Medical Marijuana Act (Proposition 203)**

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Propositions 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations

under federal law, however, the Maricopa Community Colleges will continue to prohibit marijuana possession and use on campus for any purpose.

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another federal law, the Controlled Substances Act, prohibits the possession, use, production, and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Maricopa Community Colleges could lose its eligibility for federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Maricopa Community Colleges will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on its property or as part of any of its activities.

Employees and students who violate Maricopa Community Colleges policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment.

## **2.8 Students with Disabilities**

### **2.8.1 Eligibility for Accommodations & Required Disability Documentation**

This policy is intended to specify the disability documentation required that will qualify Maricopa County Community College District (MCCCD) students for reasonable and appropriate academic adjustments through each college's Disability Resources And Services (DRS) office.

Only accommodations granted by the respective college drs office and communicated to faculty through a Faculty Notification Letter (FNL) will be recognized by the District as approved accommodations for students with disabilities.

Faculty are not required to provide reasonable accommodations/academic adjustments to students with disabilities unless the student has registered with drs and engages in the interactive process.

#### **I. General Eligibility Requirements**

1. To receive services from the DRS, a student must be admitted and enrolled as an MCCCD student.
2. The student must provide the DRS office with documentation of a qualifying disability that verifies the nature and extent of the disability prior to receiving any accommodation or academic adjustment.
  - a. If a student does not have documentation, they are still required to follow the application and intake process, which includes meeting with a drs representative and participating in the interactive process.

b. Provisional accommodations may be granted to a student by DRS to assist students while they collect appropriate documentation to support their eligibility for accommodations/academic adjustments. such provisional accommodations must not exceed thirty (30) days, unless such extensions are granted due to extenuating circumstances. In these cases, an additional thirty (30) days of provisional accommodations may be granted. any extension beyond the additional thirty (30) days must be reviewed by the District ADA/504 Coordinator. Such extension must be based on extenuating circumstances beyond the control of the requesting student, and is not guaranteed.

## II. Who Is Eligible For Services

1. To be eligible for DRS support services, a student must have a disability as defined by federal law (Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA)).
2. An individual with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these federal laws.
3. The definition of "disability" in Section 504 and the ada should be interpreted to allow for broad coverage.

## III. Definitions

1. **Academic Adjustment** means: a modification of a non-essential academic requirement, an examination, or an institutional rule that is necessary to provide access to the academic and educational environment. Academic adjustments may include changes in the length of time permitted for completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaption of the manner in which specific courses are conducted. academic adjustments may not substantially or materially alter the course modality, curriculum, competencies or degree requirements.
2. **Accommodation** means: An alteration of environment, curriculum format, or equipment that allows a student with a disability to gain access to content and/or complete assigned tasks. accommodations allow students with disabilities to pursue a regular course of study. Since accommodations do not alter what is being taught, instructors should be able to implement the same grading scale for students with disabilities as they do for students without disabilities. Examples of accommodations include, but are not limited to, sign language interpreters for students who are hearing impaired, computer text-to-speech, computer-based systems for students with visual impairments or dyslexia; extended time for students with fine motor limitations, visual impairments, or learning disabilities, and large-print books and worksheets for students with visual impairments.
3. **Current Documentation** means: documentation of a diagnosed physical or mental impairment that is dated within 5-7 years. Adult norms must be used for all testing provided as documentation.
4. **Major Life Activities** include, but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include

major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive function.

5. **Mental Impairment** means: any mental or psychological disorder, including but not limited to, intellectual disabilities (intellectual developmental disorder), organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bipolar disorder. The phrase substantially limits must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. an impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).
6. **Physical Impairment** means: a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

#### IV. Procedures

##### 1. General Procedures

- a. The DRS office alone is responsible for evaluating documentation and determining eligibility and reasonable academic adjustments/accommodations.
- b. Any instructor, academic staff member, or support staff (i.e., admissions of financial aid employees) who receives a request from a student for accommodations/academic adjustments due to a disability must refer the student to the college's DRS office.
- c. All requests for academic adjustments/accommodations shall be considered on an individual, case-by-case basis and all reasonable and appropriate requests for academic adjustments/accommodations from eligible students shall be considered by DRS. DRS may exercise its right to require additional documentation in support of a request for academic adjustment/accommodation.
- d. Academic adjustments/accommodations are determined by the DRS office through an interactive exchange (the interactive process) with the eligible student. The interactive exchange may continue during the course of the year and may involve faculty members' input regarding the

terms and conditions of the course or program of study. Accommodations/ academic adjustments in the classroom environment shall require participation of course faculty.

- e. MCCCDC is not required to provide “best” or “most desired” accommodations, but rather a reasonable accommodation sufficient to provide the eligible student equal access to the educational environment/activities.

## 2. Material Alteration of class or certification requirement

- a. If a faculty member believes the DRS approved academic adjustment/ accommodation would alter an essential academic course competencies, curriculum, or a licensing requirement, the instructor shall meet with the DRS office as part of the interactive process. Since the faculty member will have been part of the discussion regarding requested accommodations/academic adjustments involving a course or course curriculum, issues of material alteration should have already been addressed . In the event such was not addressed, a conversation with DRS should take place within five (5) days of the faculty member’s receipt of the faculty notification letter outlining the approved academic adjustment/accommodation. The parties will attempt to resolve the concern.
- b. If the faculty member’s concerns are not resolved after the meeting with the DRS Manager, the faculty member and the DRS Manager will meet with the Chief Academic Officer, or designee, and the District ADA/504 Coordinator to resolve the concern. This meeting should take place within three (3) days of the meeting between the DRS Manager and the faculty member. The Chief Academic Officer’s decision is final.
- c. Any change in the DRS office’s initial recommendation resulting from the meeting with the Chief Academic Officer will be communicated to the student by the DRS office and the interactive process will continue in an effort to provide reasonable and appropriate academic adjustments/accommodations.

## **V. Rights And Responsibilities**

### 1. Students served by Disability Resources and Services have the right:

- a. To an equal opportunity to access course information and materials
- b. To an equal opportunity to participate in and benefit from the college community
- c. To choose whether or not to disclose the nature of their disability to their professor(s). The information the student provides to DRS is protected by FERPA.
- d. To file a grievance if the student believes they have been discriminated against.

### 2. Students served by Disability Resources and Services responsibilities:

- a. Self-identify to DRS as having a disability and provide accurate, recent, and timely documentation.
- b. Check MCCCDC email and/or DRS connect portal for updates and announcements.
- c. Request accommodations each semester in a timely manner and understand that a late request does not constitute retroactive adjustments.



- d. Notify DRS if classes are dropped or added.
- e. Ensure that instructors have received the Faculty Notification Letter once it has been issued through drs connect.
- f. Communicate directly with DRS regarding exam accommodations, such as taking exams in the testing center, and stay in communication about the time and place for such exams.
- g. Contact DRS in a timely manner if having any difficulty securing or arranging accommodations.
- h. Promptly return any borrowed or assigned equipment (as an accommodation) to DRS when it is no longer needed.
- i. If approved for note taking or audio recording services, understand that these services are for personal use only and may not be shared. In addition, the student must understand that you must be present in class to receive these services.
- j. Understand that requesting accommodations does not mean that the student's request will be approved.
- k. Meet the same standards—academic, technical, performance, and behavioral—expected of all Maricopa County Community College students.
- l. Accommodations may be granted on a provisional basis (30 days). This may be based on the need for additional documentation. In these cases, the student will need to update their documentation to receive accommodations beyond the 30 days. The student must understand that approval will be based on a review of the new documentation and there is no guarantee that the provisional (or any) accommodations will be approved.
- m. Understand that faculty are not required to provide any accommodation that fundamentally alters the nature of their course or lowers the academic standards.

## **VI. Grievance Procedure**

1. If a student is not satisfied with either the academic adjustments/ accommodations granted by the DRS office or the denial of academic adjustments/accommodations, the student may file a complaint under the [Discrimination Complaint Procedures for Students](#).
2. The determination generated from the Discrimination Complaint Procedure is final.

## **VII. General Disability Documentation Guidelines**

### Physical Disabilities

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, psychologists, neuropsychologists, audiologists).

### Learning Disabilities

Maricopa County Community College District, Disability Resources and Services will accept diagnoses of specific learning disabilities that are based on comprehensive, age-appropriate, psychoeducational evaluations that demonstrate current functional limitations of the disability.

The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities, including all battery scores in addition to evaluative notes.

#### Attention Deficit Hyperactivity Disorder (ADHD)/Attention Deficit Disorder (ADD)

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of ADHD that are based on age-appropriate, diagnostic evaluations, administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists). Submitted documentation must demonstrate current functional limitations of the disability.

#### Psychiatric Disabilities

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of psychiatric disabilities that are based on comprehensive and appropriate diagnostic evaluations completed by trained and qualified (i.e., licensed or certified) professionals (e.g., psychologists, psychiatrists, neuropsychologists, school psychologists).

Submitted documentation must demonstrate current functional limitations of the disability.

### **VIII. Additional Documentation Guidelines and Resources**

The Maricopa County Community College District, Disability Resources and Services can provide a “disability verification form” that can be completed by a trained and qualified professional, or the professional may choose to submit a letter. The letter must be on letterhead, with date and signature (including license number, if applicable), and must include the following:

1. a diagnostic statement identifying the disability (including the date of the diagnosis)
2. current severity/impact of the disability (mild/moderate/severe)
3. an assessment of major life activities that are impacted by the disability (e.g., learning, concentration, class attendance, social interactions, reading, walking, etc.) and
4. specific recommendations for accommodations. The DRS office alone is responsible for evaluating documentation and determining eligibility and reasonable academic adjustments/accommodations.

***AMENDED by Administrative Regulation Process, June 24, 2021***

***AMENDED by Direct Approval from the Chancellor, January 4, 2017***

## 2.8.2 Eligibility of Students Taking Reduced Course Loads

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of academic eligibility.
2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.
3. The reduced credit load may result in an adjusted financial aid package. There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.
4. Eligibility for Federal Stafford Loans may be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.
5. The amount of Federal Financial Aid (Title IV) awarded is based on the actual number of credit hours taken.
6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.
7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

### Application Process

1. Applications for reduced course loads must be submitted to the Disability & Services professional with supporting documentation. Requests must be made prior to the beginning of each semester.
2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to re-

submit their documentation. Continuation of this status is not automatic. Each case will be re-evaluated at the end of the semester to determine if this accommodation is still appropriate.

3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.
4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.
5. Students who are approved for a reduced course load will be required to sign the Reduced Course Load Approval Form (see [Appendix S-10](#)), which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.
6. When a reduced course load status is granted by the Disability Resources & Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals.

### 2.8.3 Technology Accessibility

The Maricopa Community College District is committed to ensuring equal access to information, programs, services and activities through its technologies, Web pages, and resources both in the academic and work environments. This regulation establishes that Electronic and Information Technology (EIT) that are used to conduct the business of the Maricopa Community Colleges shall adhere to established accessibility standards and guidelines.

***ADOPTED by Direct Chancellor Approval, April 1, 2015***

### 2.3.11 Academic Misconduct

#### 1. Definitions

- A. Academic Misconduct - includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.
- B. Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.

- C. Plagiarism is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

## 2. Academic Consequences

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance

- Warning - A notice in writing to the student that the student has violated the academic standards as defined in 1.A.
- Grade Adjustment - Lowering of a grade on a test, assignment, or course.
- Discretionary assignments - Additional academic assignments determined by the faculty member. Course Failure - Failure of a student from a course where academic misconduct occurs.

## 3. Disciplinary Sanctions

A faculty member may remove a student from one (1) class meeting for disciplinary reasons. For involuntary removal from more than one (1) class period, the faculty member should invoke the procedures outlined in AR 2.5.2.

If the misconduct is sufficiently serious to warrant course failure, and if either (a) the failure results in a student being removed from an instructional program or (b) the student refuses to accept responsibility for the misconduct and its academic consequences, the faculty member will, in addition to awarding the course grade, consult the department chair and the vice president of academic affairs as to whether institutional sanctions set forth below should be sought under AR 2.5. Regardless whether the student has accepted responsibility for academic consequences, in all cases of academic misconduct the faculty member may make recommendations for sanctions and may file a written complaint of misconduct. The vice president of academic affairs will serve as the student conduct administrator in all academic misconduct cases, and will follow the procedure established in AR 2.5.2 to evaluate whether disciplinary sanctions are warranted. College probation, suspension, or expulsion will be imposed only by the vice president of academic affairs or designee, and only after the student has received the procedural rights provided in AR 2.5.2.

Disciplinary Probation - Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.

College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)

College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

## 4. Appeal of Sanctions for Academic Misconduct

Students can appeal academic consequences by following the instructional grievance procedure (AR 2.3.5; [Appendix S-6](#)). Students can appeal disciplinary sanctions as provided in AR 2.5.2. If the

student appeals through both processes, the instructional grievance process will be suspended until a final decision is reached in the student discipline procedure. In all cases in which financial aid has been adversely affected by academic consequences or disciplinary sanctions that are the subject of ongoing hearing or appeal proceedings, the student may appeal the financial aid determination on the grounds that a final decision has not been made. In such an event, a final decision on financial aid will not be made until after the final decision on consequences and/or sanctions.

***AMENDED through the Administrative Regulation Process, May 24, 2022***

***Amended through Direct Approval by the Chancellor and Executive Vice Chancellor and Provost on August 7, 2013***

## Disciplinary Standards

### 2.5.1 Conduct Standards and Authority

#### 1. Disciplinary Probation and Suspension Standards

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa County Community College District (MCCCD) are vested in the MCCCD Governing Board. The MCCCD Governing Board and its agents-the Chancellor, administration, and employees are granted authority to regulate student behavior subject to basic standards of reasonableness.

In developing responsible student conduct, the MCCCD prefers mediation, guidance, and admonition. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed. The MCCCD reserves the right to levy discipline rather than attempt mediation and guidance, based on the severity of the conduct.

***AMENDED through the Administrative Regulation Process, May 24, 2022***

***AMENDED by Direct Approval from the Chancellor, August 11, 2020***

### 2.5.2 Student Conduct Code

The purpose of this Student Code of Conduct is to help ensure a productive and safe environment for students, employees, and visitors. This conduct code is not a stand-alone policy. This code is subject to the provisions outlined in AR 5.1.16, generally known as the Title IX policy, and AR 6.24, generally known as the Free Expression policy, and AR 5.1, generally known as the Non-Discrimination policy. There are other policies that may intersect with other administrative regulations.

#### Article I: Definitions

The following are definitions of terms or phrases contained within this Code:

1. **"College"** means a Maricopa County Community College District (MCCCD) College or center/ site
2. **"College premises"** means all land, buildings, facilities and other property in the possession of or owned, used or substantially controlled by the college or MCCCD.
3. **"College official"** means any person employed by the college or MCCCD, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president

shall designate the college/center official who is responsible for the administration of the Student Conduct Code

4. **"Complainant"** means any person who submits a complaint alleging that a student violated this Student Conduct Code. When a student believes they have been a victim of another student's misconduct, the student who believes they have been a victim will have the same rights under this Student Conduct Code as are provided to the Complainant, even if another member of the college community submitted the Complaint itself.
5. **"Day"** means business day when college is in session, and shall exclude weekends and college/MCCCD holidays.
6. **"Disruptive behavior"** means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting/facility, which includes educational or professional internships, clinical placements, or other experiential learning opportunities. Disruptive behavior also includes conduct that materially interferes with or obstructs college business operation.
7. **"District"** means the Maricopa County Community College District (MCCCD).
8. **"Faculty member"** means any person hired by the college or MCCCD to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of the faculty in credit / non-credit courses and clock hour courses and programs.
9. **"Member of the college community"** means any person who is a student, faculty member, college official, or any other person employed by the college or center/site. A person's status in a particular situation shall be determined by the college President.
10. **"Organization"** means any number of persons who have complied with the formal requirements for college recognition.
11. **"Policy"** is defined as the written regulations of the college and/or MCCCD as found in, but not limited to, this Student Conduct Code and MCCCD Governing Board policy
12. **"Respondent"** (accused) means any student accused of violating MCCCD's Student Conduct Code. Respondents enjoy the presumption of innocence until such time as the respondent is adjudicated to have violated the Student Conduct Code.
13. **"Student"** means any individual who is currently admitted or registered in credit or non-credit college programs on a full or part time basis, or who participates in a college function (such as orientation, in anticipation of enrollment) or who was enrolled in the immediate previous term or is registered for a future term, including college employees so admitted, registered, or enrolled.
14. **"Student Conduct Administrator"** means a college official authorized by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code.
15. **"Threatening behavior"** means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others, or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional, or future basis.

## Article II: Judicial Authority

1. Decisions made by a Student Conduct Administrator shall be final, pending the normal appeal process
2. Matters pertaining to sexual harassment must always be referred first to the college Title IX Coordinator for review under AR 5.1.16. Conduct that does not meet the definition of sexual harassment as outlined in AR 5.1.16, or otherwise do not meet the definition of an educational program or activity, do not occur against a person within the United States, or are otherwise dismissed either under the mandatory or discretionary dismissal provisions will be referred by the Title IX Coordinator back to the college's respective Student Conduct Administrator for investigation and adjudication under the Student Conduct Code.

## **Article III: Prohibited Conduct**

### **1. Jurisdiction**

The Student Conduct Code shall apply to conduct that occurs on any college or MCCCDCD premises, or at any center/site or MCCCDCD-sponsored event or activity that adversely affects the college community and/or the pursuit of its objectives

- A. Jurisdiction may be applied against student behavior conducted online, via email, or other electronic medium provided that it meets the criteria listed above. Further, jurisdiction under this policy applies to any person who is currently admitted or in credit or non-credit college programs or who participates in a college function (such as orientation, in anticipation of enrollment) or who was enrolled in the immediate previous term or is registered for a future term, including college employees so admitted, registered, or enrolled.

The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

### **2. Title IX Sexual Harassment.**

Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be referred by the Title IX Coordinator to the College's respective Student Conduct Administrator for investigation and adjudication under the Student Conduct Code.

### **3. Disruptive Behavior in Class (Temporary Removal of Student)**

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. (Academic Misconduct AR 2.3.11). If the student refuses to leave after being requested to do so, college police may be summoned to provide assistance. For involuntary removal from more than one (1) class period, the faculty member should invoke the procedures outlined below.

### **4. Conduct - Rules and Regulations**



Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- A. Acts of dishonesty, including but not limited to the following:
  - i. Knowingly furnishing false information to any college official or officer (including filing a false report or complaint), including during an official investigation (i.e., Title IX, conduct, or campus police investigation).
  - ii. Forgery, alteration or misuse of any college document, record or instrument of identification, even if there is no reliance on the forged or altered document in the posting of grades or other academic/financial benefit.
  - iii. Tampering with the election of any college-recognized student organization.
  - iv. Financial aid fraud or corresponding behaviors that would allow a student to receive a monetary benefit for which they are not eligible.
  - v. Misrepresentation of one's identity (see also Identity Theft Red Flag and Security Incident Reporting AR 6.11).
  - vi. Misuse of the colleges copyrighted content and trademark (Copyright Act Compliance AR 2.4.5).
  - vii. Knowingly filing a false report (Title IX, conduct, or campus police investigation) to a college official or campus police.
- B. Obstruction or disruption of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities;
- C. Conduct that intentionally or recklessly causes physical harm or that otherwise threatens or endangers the health or safety of any person.
  - i. Physical abuse – hitting, pushing, use of a weapon, beating or other such activity resulting in or, intended to cause physical harm.
  - ii. Making a threat(s) of violence (including verbal, written, or virtual communication) that does or could cause(s) a reasonable expectation of harm to the health or safety of a specific person.
  - iii. Substantial or repeated acts and/or harassment directed at a person or group of people that would cause a reasonable person to feel fearful and/or find intimidating, hostile, or offensive, including but not limited to, bullying, stalking, and hazing (Hazing Prevention Regulation AR 2.6) as defined in Article I.
  - iv. Any form of retaliation towards a complainant or any participant in an investigation or conduct process.
- D. Attempted or actual theft of, damage to, or unauthorized use of property of the college or property of a member of the college community or other personal or public property
- E. Trespassing or unauthorized access to physical or virtual/cyber property or services of the college.

- F. Having an animal in a campus building, other than in accordance with MCCCDCD policy (Domesticated Animals on Campus AR 3.9 and Guidelines for Service Animals on Campus) and ADA laws, such as permitted service animals individually trained to perform tasks for the benefit of an individual with a disability.
- G. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to properly identify oneself to these persons when requested to do so.
- H. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
- I. Violation of any college or MCCCDCD policy, rule or regulation published in hard copy or online, such as a college catalog, handbook, etc. or available electronically on the college's or District's MCCCDCD'S website.
- J. Violation of federal, state or local law.
- K. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law, unless such use is prohibited due to a program of study for fields that are deemed safety sensitive positions. (Abuse-Free Environment AR 2.4.7, S-16 Statement on the Arizona Medical Marijuana Act Proposition 203).
- L. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
- M. Smoking tobacco products, using e-cigarettes, or any other violation of the Smoke-Free/Tobacco-Free Environment policy (AR 4.12).
- N. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage (Weapons policy AR 4.6).
- O. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
- P. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
- Q. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or MCCCDCD premises without their prior knowledge, or without their effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.

R. Engaging in individual conduct that materially and substantially infringes on the rights of other persons to engage in or listen to expressive activity is subject to discipline under this conduct code. (Free Expression policy AR 6.24).

S. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:

- i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
- ii. Unauthorized transfer of a file
- iii. Unauthorized use of another individual's identification and/or password
- iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
- v. Use of technology facilities or resources to send obscene or abusive messages
- vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
- vii. Use of technology facilities or resources in violation of copyright laws (Copyright Act Compliance AR 2.4.5)
- viii. Any violation of the MCCC'D'S technology resource standards (Technology Resource Standards AR 4.4)
- ix. Use of technology facilities or resources to illegally download files
- x. Unauthorized use of intellectual property (Intellectual Property policy)s

T. Abuse of the Student Conduct system, including but not limited to:

- i. Falsification, distortion or misrepresentation of information before a Student Conduct Official.
- ii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
- iii. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
- iv. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding
- v. Harassment, either verbal or physical, and/or intimidation of a Student Conduct Administrator prior to, during and/or after a Student Conduct proceeding
- vi. Failure to comply with the sanctions imposed under this Student Conduct Code
- viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
- vii. Failure to obey the notice from a Student Conduct or college official to appear for a meeting or hearing as part of the Student Conduct system.

- U. Engaging in irresponsible social media conduct. All student conduct policies apply to social networking platforms.
- V. Attempt to bribe a college or District employee.
- W. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two (2) or more occasions over a period of time and such conduct would cause a reasonable person to fear for their safety.
- X. Sexual misconduct, including but not limited to:
- i. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
  - ii. Explicit sexual comments by one(1) or more students about another student, or circulating drawings or other images depicting a student in a sexual manner.
  - iii. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another student's sexuality or sexual experience.
  - iv. Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the MCCCDC education programs and/or activities. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).
- Y. Sexual Exploitation
- i. Taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. Examples of behavior that could rise to the level of Sexual Exploitation include:
    - a. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
    - b. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
    - c. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
    - d. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
    - e. Engaging in non-consensual voyeurism;

- f. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
- g. Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals;
- h. Possessing, distributing, viewing or forcing others to view obscenity

## **5. Violation of Law and College Discipline**

- A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending civil criminal litigation. If a criminal investigation and/or prosecution results from the same factual situation, proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
- B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise external law enforcement and other authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.
- C. The Student Code of Conduct may apply to off-campus behavior that affects a substantial interest of the college. A substantial college interest means:
  - i. Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others; and/or
  - ii. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
  - iii. Any situation that is detrimental to the educational mission and/or interests of the college, unless it is protected by a student's constitutional right to free expression.

## **Article IV: Student Conduct Code Procedures**

### **1. Charges and Student Conduct Board Hearings**

- A. Any member of the college community may file a complaint against a student for violations of this Student Conduct Code. A complaint may be in writing or verbally given to the Student Conduct Administrator. Once the complaint has been made, it shall be put in writing and a notice of allegation should be submitted to the

Respondent. A Respondent must receive written notice of the allegations before a meeting is held with the Respondent regarding the conduct. The notice of allegations should outline the particulars of the complaint, the presumption of innocence, an outline of the Respondent's due process rights, and the contact information for the Student Conduct Administrator.

- B. There is no statute of limitations for bringing a complaint under the Student Conduct Code, but it is advisable to bring a complaint as soon after the conduct being reported occurred.
- C. Both the Complainant and the Respondent shall have the right to be assisted by an Advisor of their choosing. A party who elects to be assisted by an Advisor must notify the Student Conduct Administrator of the name and contact information of the Advisor not less than two (2) days before the scheduled meeting with the party. Advisors may not be an attorney. Both the Complainant and the Respondent are responsible for presenting their own information during the course of the meeting. Advisors are not permitted to speak or participate directly in any Student Conduct meeting or proceeding and can be removed from proceedings by not abiding by these parameters.
- D. Misconduct that would fall under the jurisdiction of AR 5.1.16, meaning it alleges sexual harassment, discrimination, sexual assault, dating/domestic violence, or stalking should be forwarded to the Title IX Coordinator for a jurisdictional review. In such cases where the conduct alleged does not meet the definition of sexual harassment, as outlined in the Title IX Regulations (and MCCCDC policy AR 5.1.16) or is otherwise subject to mandatory or discretionary dismissal, the alleged conduct will be referred back to the Student Conduct Code for investigation and adjudication.
- E. After receiving information on alleged violations of the Student Conduct Code, the Student Conduct Administrator will review the information, gather facts, and make a determination on the appropriate next steps. Documentation regarding the aforementioned steps must be maintained. Next steps are:
  - i. Dismiss the case due to insufficient evidence, lack of jurisdiction, or the alleged behavior, even if proven true, would not violate the code.
  - ii. Proceed with a full, thorough, and impartial investigation with formal disciplinary proceedings.
  - iii. Initiate an informal resolution outside of formal disciplinary proceedings provided involved parties mutually agree and the Student Conduct Administrator determines this option is appropriate given the nature of the allegations. An informal resolution can also be an option when the Respondent accepts responsibility for the behavior.
  - iv. If the informal resolution option is initiated, the determination with regard to responsibility and sanctions is final and cannot be appealed.

## **2. Informal Resolution Options**

- A. Informal resolution options include, but are not limited to: administrative dispositions, mediation, facilitated dialogue, and restorative justice practices.
- B. Determinations regarding the type of informal resolution offered in a particular case will be made in consultation with the Student Conduct Administrators, other MCCCDC leadership, as necessary, and the students at issue. Staff outside of the Student Conduct Administrator's office may be involved in facilitating the agreed upon option.

- C. Informal resolutions can result in the same sanctions and institutional responses as are reserved for matters that have been addressed through a full investigation.
- D. The Student Conduct Administrator will make the determination with regard to responsibility.
- E. Should new facts come forward during the informal resolution process that significantly alter the nature of the allegations, the Student Conduct Administrator has the discretion to initiate a full investigation. If one of the involved parties decides that the informal resolution option is not appropriate, they may request a full investigation. This request must be submitted to the Student Conduct Administrator before the conclusion of the informal resolution process. If this action is taken, the Student Conduct Administrator will document the end of the informal resolution process and shall initiate a formal investigation.
- F. Both the Complainant and the Respondent must sign an agreement to engage in the informal resolution process.

### **3. Interim Actions**

- A. If the Student Conduct Administrator is in receipt of information indicating that the Respondent poses a threat of harm or substantial disruption, the Student Conduct Administrator may take administrative action(s) to restrict, suspend, or alter the rights of a student for a temporary period. The interim action(s) will be communicated in writing to involved parties and will remain in place until a final decision on the pending allegations has been made or until the Student Conduct Administrator believes the reason(s) for issuing the interim action(s) no longer exists. These administrative actions are not designed to be punitive, and they are not issued as sanctions.
- B. A student who is restricted from campus or suspended due to interim action(s) may appeal the interim action(s) in writing to the Dean or Vice President of Student Affairs (VPSA) who is over the Student Conduct Administrator, and in the case that a VPSA is the Student Conduct Administrator, to the President of the college, no later than five (5) business days following the effective date of the interim action(s). This person will determine, within five (5) business days of receipt of the appeal, if the interim action(s) should remain in place, be modified, or lifted.
- C. Examples of interim actions include, but are not limited to, no contact directives, removal from a class or classes or specific mccc locations, administrative removal from campus, administrative/enrollment holds, and temporary suspension.
- D. Factors considered before issuing interim actions include, but are not limited to, individual safety, community safety, and the need to maintain an academic and work environment free from disruption. If the interim action is temporary suspension or removal from campus, the Student Conduct Administrator will consult with the college's behavioral assessment team as part of the decision-making process.

### **4. Notice Of Allegations And Investigation**

- A. The notice of allegations letter sent to the Respondent will also be sent to the Complainant. The notice of allegation should specify that the investigation will be done to determine, under the preponderance of the evidence standard, if a violation of the policy has taken place. The notice of allegations should outline the particulars of the complaint, the presumption of innocence, an outline of the Respondent's due process rights, and the contact information for the Student Conduct Administrator.

- B. Investigations will be conducted in a fair and impartial manner. Respondents are treated with a presumption of innocence until such time as it has been adjudicated that a violation of the Student Conduct Code has taken place.
- C. If during the investigation additional allegations are presented or if allegations outlined in the original notice of allegations have been retracted, the Respondent must receive an amended notice of allegations and shall be allowed to address the new allegations.

## **5. Investigation Process**

- A. At the beginning of the investigation interview, the Student Conduct Administrator will review with the party being interviewed:
  - the Student Conduct Code,
  - the investigation process,
  - how determinations are made,
  - possible sanction(s),
  - the prohibition against retaliation,
  - and appeal options.
- B. Students are expected to comply with requests and directives issued by the Student Conduct Administrator performing duties connected to an investigation. Should a student choose to not participate in the conduct process, the Student Conduct Administrator will proceed with the investigation and make determinations without gaining input from the non-participating student.
- C. After the investigative interview, respondents will be given up to five (5) days to reflect upon and respond to the allegations(s) in writing. The written response should be delivered to the Student Conduct Administrator within that time period. Likewise, Complainants and witnesses will be given up to five (5) days to reflect upon and respond to the information presented and outlined during the investigative interview. The Student Conduct Administrator does not need to provide interview notes or additional information to the student to facilitate this process.
- D. A student can have an advisor present in all conduct proceedings, but the advisor cannot speak on the student's behalf.
- E. Involved parties can identify witnesses who have information relevant to the investigation. These witnesses will be contacted by the Student Conduct Administrator who will assess the relevance of the witnesses and conduct interviews as appropriate.
- F. Complainants and Respondents will be notified in writing when an investigation has concluded and the investigative report has been completed, which will encompass all information except for a final determination.

## **6. Determinations**

- A. The Student Conduct Administrator will determine whether it is more likely than not that a student and/or student organization violated the Student Conduct Code.
- B. The Student Conduct Administrator will consider any mitigating or aggravating factors and determine the appropriate sanctions.



- C. Within five (5) business days of the determination, the Student Conduct Administrator will provide the parties a written decision. The written decision will indicate whether or not the charge(s) was substantiated and, if the charge(s) was/were substantiated, will outline the remedial action(s) taken including sanctions if applicable, to be issued by the college. The determination letter will summarize the investigation and outline the determination made regarding the allegations outlined in the complaint, as well as state any issued sanction(s) based on a finding of responsibility.
- D. Respondent will be informed of the right to appeal the determination and will be given instructions on how to do so in the decision letter.

## **7. Appeals**

- A. The Respondent must submit a written appeal request to the supervising Dean Of Students or Vice President of Student Affairs (VPSA), or in the case that the Student Conduct Administrator is the VPSA, the President, no later than five (5) days from the date of the written determination.
- B. If no appeal is filed within the five (5) day window, the determination regarding responsibility for a violation under this policy and sanctions is final.
- C. Pending the filing of a timely appeal request, the decision by the Dean of Students or VPSA will delay the effective date of the disciplinary sanction.
- D. The grounds for an appeal are restricted to the following:
  - I. Procedural irregularity that affected the outcome of the matter, and
  - II. New evidence that was not reasonably available at the time determinations regarding responsibility was made, or that could affect the outcome of the matter.
- E. The Dean of Students or VPSA will notify the involved parties of a decision regarding the appeal within five (5) days of receiving the appeal request. Both parties to the original investigation will be notified of the appeal decision.
  - I. If the appeal is denied, the decision by the Student Conduct Administrator shall be considered final and binding upon all concerned.
  - II. If the appeal is granted, the rationale for the decision will be outlined in the decision letter as will the next steps in the process.
    - A. The appellate body has discretion upon granting an appeal to refer the matter back to the Student Conduct Administrator for re-consideration, or alter the sanction(s) only (including issuing more severe sanctions).

## **8. Matters Related to Infringement of the Right to Free Expression**

- A. As outlined in Arizona Revised Statute 15-1866, any student who engages in individual conduct that materially and substantially infringes on the rights of other persons to engage in or listen to expressive activity is subject to discipline under this conduct code.
- B. In all disciplinary proceedings involving students, including proceedings involving expressive conduct, a student is entitled to a disciplinary hearing under published procedures that include, at a minimum, all of the following:
  - i. The right to receive advanced written notice of the allegations.

- ii. The right to review the evidence in support of the allegations.
- iii. The right to confront witnesses who testify against that student.
- iv. The right to present a defense.
- v. The right to call witnesses.
- vi. A decision by an impartial person or panel.
- vii. The right to appeal.
- viii. If either a suspension of more than thirty (30) days or expulsion is a potential consequence of a disciplinary proceeding under this section, the right to active assistance of counsel.

### 3. Sanctions

- A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
- i. Warning - a written notice to the student that the student is violating or has violated institutional rules or regulations.
  - ii. Disciplinary Probation - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.
  - iii. Loss of Privileges - denial of specified privileges for a designated period of time which can include, but is not limited to, eligibility for some leadership roles, scholarships, membership in college-affiliated organizations, programs, and activities, and restricted access to college premises.
  - iv. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - v. Discretionary Sanctions - work assignments, essays, service to the college or community, apology letters, educational programs, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator And will have specific due dates).
  - vi. Behavioral Requirement - engagement with services or programs designed to address behaviors of concern through education and skill-building.
  - vii. College Suspension separation of the student from all the colleges in MCCCDC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspension from ONE college means a suspension from ALL colleges in MCCCDC.
  - viii. College Expulsion - permanent separation of the student from all the colleges in MCCCDC. expulsion from one college means expulsion from all MCCCDC colleges.
  - ix. Degree/Certificate Revocation - permanent revocation of a student's degree and/or certificate.
  - x. Other Sanctions - additional or alternative sanctions may be created and designed as deemed appropriate to the offense with the approval of the Student Conduct Administrator.

- B. More than one of the sanctions listed above may be imposed for any single violation.
- C. Disciplinary sanctions are part of a student's educational record.

## 10. Emergency Suspension

### A. Administrative Hold

The Student Conduct Administrator may place a temporary administrative hold preventing a student's registration, transcript release, or graduation if it is necessary to secure the student's cooperation in the investigation or compliance with an administrative direction. This hold is not a sanction but a necessary step to resolve the complaint promptly.

### B. Academic Consequences

Violations of the student conduct code can have academic consequences if the violation also constitutes failure to meet standards of performance or professionalism set by the instructor or the program, or if it constitutes cheating, plagiarism, falsification of data, or other forms of academic dishonesty. In such cases, the instructor may award a failing grade for the assignment or the course in such cases, and the program faculty may decide that the student is ineligible to continue in the program. Academic consequences are determined by the faculty and academic administration, and are not dependent on the decisions of the college officials charged with the administration of the Student Conduct Code.

## Article V: Interpretation and Revision

Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.

***AMENDED through the Administrative Regulation Process, May 24, 2022***

***AMENDED by Direct Approval from the Chancellor, August 11, 2020***

## 2.5.3 Student Records

### 1. Definitions

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

- A. "College" includes all colleges, educational centers, skill centers and District office.
- B. "Educational Records" are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
  - i. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute
  - ii. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment

- iii. Records maintained by the colleges security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.
- iv. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used *only* for treatment of a student or made available only to those persons providing treatment.
- v. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student

## 2. Records Request

Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

## 3. Fees

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

## 4. Annual Notification ([SEE ALSO FERPA EXPLANATION](#))

Students will be notified of their rights annually by electronic mail in a FERPA Annual Notification. Students' rights may also be provided via the following means: FERPA Annual Notification placement on the college website, publication in the college catalog and/or the student handbook:

Individuals requesting admission or enrollment at any of the Maricopa County Community Colleges are asked to provide certain contact information that is collected and used for the purpose of responding to the request. The information collected may include your name, address, telephone number or email address. Maricopa county community colleges and/or its agents, including attorneys and/or collection agencies, may use this information to contact you through various means, including phone calls, text messages, e-mail and postal mail. Communication may include, but is not limited to, information regarding account balances, programs and services that MCCCCD offers.

## 5. Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (FERPA defines an "eligible student" as a student who has reached 18 years of age or is attending a postsecondary institution at any age). These rights include:

### ***A. The right to inspect and review the student's education records within 45 days after the day the college receives a request for access.***

1. Students should submit to the Admissions & Records Office/Enrollment Services written requests that identify the record(s) they wish to inspect. The form to do so may be found [HERE](#). The college official will

make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. There may be occasions when a record may not be copied, especially if doing so may compromise another student or faculty member's privacy. The college or district may deny access to the following records:
  - a. Parents' financial statements;
  - b. Letters of recommendation, if the student has waived his or her right of access;
  - c. Records filed before January 1, 1975; or
  - d. Records not included in the FERPA definition of educational records.
3. The Maricopa County Community College District and its associated colleges reserve the right to deny copies of records, including transcripts, in any of the following situations:
  - a. The student has an unpaid financial obligation to the college or District;
  - b. There is an unresolved disciplinary action against the student; or
  - c. The educational record requested is an exam or set of standardized test questions.

**B. *The right to request the amendment of the student's education records that the student believes is inaccurate, or misleading.***

1. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
2. A proper request to correct a student education record must:
  - a. Be written to the College Registrar;
  - b. Clearly identify the part of the record they want to be changed; and
  - c. Specify why the record is inaccurate or misleading.
3. Any written request which does not include the required information will not be considered. The requestor will be notified in writing that their request was not properly submitted and they will receive directions on how to resubmit it.
4. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The FERPA Appeal Process is also outlined in the student handbook and in [Appendix S-17](#) of the MCCCD Administrative Regulations.

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

1. With the exception of directory information and the various FERPA authorized disclosures without consent, the Maricopa County Community College District or its associated colleges must receive written consent from students before disclosing any personally identifiable information from educational records. The FERPA Release of Information Consent MAY BE FOUND [HERE](#).

### **CONDITIONS OF DISCLOSURE WITHOUT CONSENT**

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA Regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including instructors, administrators, supervisors, Governing Board members, academic or support staff, law enforcement and health staff, within the MCCCDC whom the college or District has determined to have legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. This includes contractors, attorneys, auditors, collection agents, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(A)(1)(I)(B)(1) – (A)(1)(I)(B)(2) are met. (§99.31(A) (1))
2. To officials of another school where the student seeks to or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(A) (2))
3. To authorized representatives of the US Comptroller General, the US Attorney General, and the US Secretary of Education, or State and Local Educational Authorities, such as a state postsecondary authority that is responsible for supervising the college's state supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal-or state- supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement, or compliance activity on their behalf (§§99.31(A) (3) AND 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(A) (4))
5. To organizations conducting studies for, or on behalf of, the college, in order to: (A) Develop, Validate, or Administer Predictive Tests; (B) Administer student aid programs; or (C) Improve instruction (§99.31(A) (6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(A) (7))

7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(A) (8))
8. To comply with a judicial order or lawfully issued subpoena.(§99.31(A) (9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(A) (10))
10. Information the college has designated as “Directory Information” under §99.37. (§99.31(A) (11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(A) (13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college’s rules or policies with respect to the allegation made against him or her. (§99.31(A) (14))
13. To parents of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(A) (15))

Students who believe that MCCC or an agent of the college has disclosed information contrary to the provisions outlined in this section may submit a grievance via the non-instructional complaint resolution process. The process is posted at: [S-8 Non-Instructional Complaint Resolution](#).

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

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

Family Policy Compliance Office  
 US Department of Education  
 400 Maryland Avenue SW  
 Washington, DC 20202-5920

**E. *2012 FERPA AMENDMENT:*** As of January 3, 2012, the U.S. Department of Education’s FERPA Regulations expand the circumstances under which your education records and Personally Identifiable Information (PII) contained in such records—including social security number, grades, or other private information—may be accessed without student consent. For more information on this amendment, please see: [FERPA](#).

**F. *Student Directory Information***

1. A Maricopa County Community College may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Admission & Records Office/Enrollment Services.
  - A. Students should consider very carefully the consequences of a decision to withhold directory information. A privacy block will call for the college or District to not release this directory

information. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.

2. Students may request their college to withhold the sharing of directory information by filing out a [Request to Withhold Directory Information](#) form and submitting that form to the college Admission & Records Office/Enrollment Services.
3. Directory information is considered public information. At any Maricopa County Community College, directory information is defined as a student's:
  - A. Name
  - B. Address
  - C. Phone Number
  - D. MCCCED Email Address
  - E. Photograph/Electronic Image
  - F. Place of Birth
  - G. Major Field of Study
  - H. Current Enrollment Status
  - I. Participation in Officially Recognized Activities
  - J. Dates of Attendance
  - K. Degrees Awarded
  - L. Awards and Academic Honors Received/Dean's List Selection
  - M. Previous Institutions Attended
  - N. Program and promotional materials on participants in various sports and similar public activities, including weight and height of athletic team members.

### **G. Disclosure to Parents**

In accordance with federal law, college officials may disclose educational records to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

### **Release of Directory (Public) Information**

At its discretion, the college or District may provide *Directory Information* in accordance with the provisions of FERPA. Types of information considered As *Directory Information* are listed below. Additional information may be found at: [DISTRICT.MARICOPA.EDU](http://DISTRICT.MARICOPA.EDU) under Consumer Information.

### **Directory (Public) Information at Maricopa County Community College District and Its Associated Colleges**

Name Address

Phone Number



MCCCD Email Address

Photographs

Electronic Images

Date and Place of Birth

Major Fields of Study

Current Enrollment Status

Participation in Officially Recognized Activities

Dates of Attendance

Degrees

Awards and Academic Honors Received

Dean's List Selection

Previous Institutions Attended

Program and promotional materials on participants in various sports and similar public activities, including weights and heights of athletic team members

Directory Information is Considered Public Information.

## Privacy of Directory (Public) Information

### Blocking the Release Of Directory (Public) Information

By default, a college or District may release a student's directory information. Students may prohibit (or block) the public disclosure of directory information by completing a **PRIVACY BLOCK** form.

Students should consider *very carefully* the consequences of a decision to withhold directory information. A privacy block will call for the college or District to not release this *directory information*. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.

Although the college or District will honor a student's request to withhold directory information, it cannot *assume responsibility* to contact the student for subsequent permission to release this information. Regardless of the effect upon the student, the college or District assumes no liability as a result of honoring a student's instructions to withhold such information.

### Additional Information:

- If a student blocks directory information, it still may be inspected by those MCCCD officials authorized by law to inspect education records without consent.
- If a student chooses to block directory information, it cannot be released to friends, family, prospective employers, the news media, advisors, student activities, and honors societies.
- Some reasons for considering a privacy block on directory information include harassment or the advice of a legal or medical professional.

- If a student wishes to keep public data private but release information so it can be published in commencement programs and honors lists, contact the office of Admissions & Records/Enrollment Services at the appropriate college(s).

If a student wishes to remove the privacy block, he or she must rescind the previous block. The college and District cannot assume responsibility to contact students for subsequent permission to release this information. It is the sole responsibility of the student to initiate the release of blocked information.

## Using Social Security Numbers

Due to identity theft concerns and privacy issues, students will no longer be asked to provide a social security number as a personal identifier. Instead, students will be assigned a student id number upon enrollment that can be used to access education records, as needed.

***AMENDED through the Administrative Regulation Process, June 4, 2019***

[Appendix S-17: FERPA Appeal Process](#)

## Appendix S-17 FERPA Appeal Process

In instances where the college decides not to amend an education record as requested by the student, the college will notify the student of the decision and advise him/her of the right to an appeal hearing according to the following process:

- The student must have first presented the issue in writing to the college's Admissions/Enrollment Office or designee identifying the records that he/she wishes to have amended and provided any supporting documentation. Note: With the exception of clerical errors, requests that are expressly related to grade disputes are not subject to this process and must be vetted through the Instructional Grievance Process.
- If the request to change the record was deemed unsubstantiated by the college designee and the institution was able to demonstrate that the record was accurate, the student will be informed of the right to a formal appeal hearing.
- Students must request a formal hearing within 10 business days from the date they are informed of the right to an appeal hearing.
- The request for a formal hearing must be in writing and delivered to the [Dean of Admissions/Enrollment Services, Vice President of Student Affairs] or designee.
- The college official who receives the formal hearing request will either review the case personally or designate a hearing committee if the issue involves a matter not clearly established by current policy or administrative regulation.
- A written decision will be delivered to all parties summarizing the evidence and stating the reason(s) for the decision. If the decision is in favor of the student, the education record will be amended. If the decision is for the record to remain the same, the student may place a statement commenting on or disagreeing with the decision in the education record.

# Student Handbook

## Discrimination Complaint Procedures for Students

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or prohibited discrimination by the Maricopa County Community College District (MCCCD), a member college or center, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, citizenship status (including document abuse), sex (including pregnancy and sexual harassment), sexual orientation, gender identity, age, veteran status, physical or mental disability, or genetic information. The entire college community should act promptly upon receipt of an allegation of conduct that might constitute discrimination. Any member of the college community should refer a person who might be a victim of such conduct to these procedures, as well as to the college officials responsible for conducting an investigation pursuant to these procedures.

Students who believe they are experiencing sexual harassment may submit a complaint under the Sexual Harassment Policy for Students 2.4.4. If a student has been a victim of sexual assault, a complaint may also be filed with College Public Safety (CPS).

All deadlines prescribed for Report, Informal Resolution and Formal Resolution processes may be extended by the Vice President of Student Affairs for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties. Notwithstanding any deadline extension, college officials should take all necessary steps to ensure prompt and equitable resolution of any complaint of discrimination.

Information related to MCCCD's Discrimination Complaint Procedure for Students is also available from the Office of General Counsel's Office of Public Stewardship at 480-731-8880.

### Informal Resolution of Discrimination Complaints

Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person's supervisor or department head. The supervisor or department head will notify the Vice President of Student Affairs may designate an employee to provide such assistance. If a student alleges discrimination based upon physical or mental disability the Vice President of Student Affairs, who is designated at each college as the ADA/504 Coordinator or the Associate Vice Chancellor of Student Affairs who is designated as the District ADA/504 Coordinator, will assist directly in the informal resolution process. Each Vice President and the Associate Vice Chancellor has knowledge of the ADA/504 regulations applicable to students with disabilities. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.

Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. The college official responsible for this informal resolution process should ensure

that the process is concluded promptly. For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the student, the student has the right to file a complaint and to proceed under formal resolution procedures.

### **Formal Resolution of Discrimination Complaints**

A student who contends that unlawful or MCCCCD-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. If a student alleges discrimination based upon physical or mental disability he or she may submit a formal complaint with the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs or designee. The Vice President of Student Affairs or District Associate Vice Chancellor of Student Affairs or designee will accept.

A complaint may be submitted by the student verbally or in writing. A student may also contact the Office of General Counsel to obtain the name and phone number of the college or center official designated to respond to discrimination complaints.

The complaint must identify the action, decision, conduct, or other basis that the student believes is unlawful or MCCCCD prohibited discrimination.

Upon receipt of a complaint, the Vice President of Student Affairs or the Associate Vice Chancellor will notify the college president or provost and the Office of General Counsel.

A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs. Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted. If the student submits a written complaint, the Vice President or the District Associate Vice Chancellor need not share with the respondent the actual form submitted by the student, but may paraphrase the allegations sufficiently to allow the respondent to draft a response.

Respondent must provide a written response to allegations within fifteen (15) calendar days of his or her receipt of the complaint.

After accepting a complaint, the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The interviews will include all witnesses identified by all parties. If the complaint alleges discrimination based upon mental or physical disability the investigator designated by the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs must have knowledge of ADA/504 regulations applicable to students with disabilities. 34 C.F.R. §104.4 *et. seq.*; 28 C.F.R. §35.130 *et. seq.* The Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs may serve as complaint investigator. The complaint investigator shall promptly complete the investigation and deliver to the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs the investigator's written findings and the results of the investigation, including summaries of all interviews and all documents received as part of the investigation. In no event shall this occur later than ninety (90) calendar days following receipt of the complaint. Within ten (10) working

days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs or the District Vice Chancellor of Student Affairs will submit to the President or Provost the investigator's written findings and the Vice President's recommendations as to the disposition of the complaint.

The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the student and respondent along with a copy of the investigator's written findings and the vice president's or District Associate Vice Chancellor's recommendations within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs.

When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures. Both complainant and respondent receive notice of the outcome. The institution will take appropriate steps to prevent further occurrences.

### **Interim Measures**

If a student alleges discrimination based upon physical or mental disability, the District may take interim measures to assist or protect the student during an investigation. Such measures may include academic adjustments, arranging for changes in class schedules, or other appropriate temporary measures.

### **MCCCD Administrative Review Process**

#### **Request for Reconsideration**

A student or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, verbally or in writing, administrative review of the decision by his or her college president or provost. The request for administrative review must state reasons why the complainant or respondent believes the finding was improper. The president or provost will review the results of the investigation and written findings and respond to the request within ten (10) working days from receipt of the request. If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation. If the president or provost determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will deny the request for administrative review. At this point, the student has exhausted the Internal Discrimination Complaint Procedure.

#### **Complaint Process**

Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs in accordance with these Procedures. The Vice President of Student Affairs and any complaint investigator who participates in a complaint resolution pursuant to these Procedures shall administer every resolution process in an impartial manner, and shall fully consider all facts discovered in the course of any investigation before a resolution is reached. Each party in any complaint resolution shall have full opportunity to present all information and documentation the party feels is germane to the complaint. At no time shall a student who has made an allegation of discrimination under these Procedures be

asked or required in any way by a college official to engage in any direct confrontation with any person alleged to have committed an act of discrimination. The Vice President shall ensure that every effort is made to obtain information from each witness to every act of alleged discrimination or from any other person possessed of information that is relevant and material to the complaint resolution. The Vice President of Student Affairs shall ensure that all appropriate corrective action that is warranted as a result of any complaint resolution will be taken, and shall employ best efforts to ensure that the college prevents recurrence of discrimination in the future.

### **Maintenance of Documentation**

Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.

### **Right to Assistance**

A student or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

### **Confidentiality of Proceedings**

Every effort will be made by the college and MCCCDC to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCDC's legal obligation to investigate and resolve issues of discrimination.

### **Retaliation Prohibited**

Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action.

### **False Statements Prohibited**

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline.

### **External Filing of Discrimination Complaint**

MCCCDC encourages students to use the MCCCDC Discrimination Complaint Procedure for students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR) Denver Office  
U.S. Department of Education Federal Building

1244 Speer Boulevard, Suite 310  
Denver, Colorado 80204-3582  
Phone: 303-844-5695  
Fax: 303-844-4303  
TDD: 303-844-3417  
E-mail: O CR\_Denver@ed.gov

**AMENDED by Direct Chancellor Approval, April 1, 2015**

## 2.5.4 Student Employment

### 1. District Student Employees

#### A. Introduction

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

#### B. Philosophy and Workload for Student Employees

- i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.
- ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the College president or his/her designee.
- iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

#### C. Student Employee Benefits

As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

#### D. Student Employment Records

Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the Vice President of Students Affairs.



E. Student Compensation

The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

F. Employee Contracts and Forms (See [Appendix FM-3](#)) Student Employee Grievance Procedure

G. Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process ([AR 2.3.12](#)).

## 2. Student Security Guards

A. Introduction and Philosophy

Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

B. Workload of Student Security Guards

- i. Student security guards shall be enrolled for a minimum of three (3) semester hours.
- ii. Student security guards shall be limited to 20 hours per week when the workweek starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.

C. Students not in Administration of Justice Program

- i. Use of student other than those in Administration of Justice Program:
  1. Selection of the student must be personally approved by the vice president of student affairs and chief of security.
  2. Selection of a student should not extend beyond one semester without the approval of the vice president of students affairs.
  3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.
- ii. Recommended program for students other than those in Administration of Justice programs: Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:
  1. Wearing of the uniform, general appearance, and demeanor
  2. The use of the various security report forms and how to properly complete them to provide requested information; General report writing methods
  3. Public relations methods used on the campus
  4. Crime prevention methods used on the campus; Patrol methods used in buildings and grounds.



5. Basic techniques for interviewing students, faculty and visitors relative to the incidents
6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
7. Basic first aid

#### D. Student Security Guards Employee Benefits

As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

#### E. Student Employment Records

The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the Vice President of Student Affairs.

### 2.5.5 Student Governance

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the College President who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The President shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, the Maricopa Community Colleges Governing Board Policies and the Chancellor's Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel. Counsel.

#### 1. Officers/Members

All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of 5) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this

document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

## **2. Designation**

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

## **3. Eligibility for Office**

All student governance constitutions shall prescribe that all persons elected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (ARS § 13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

## **4. Tenure of Position**

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.

## **5. Removal from Office**

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

## **6. Remuneration Limitations**

- A. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions. Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.
- B. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.
- C. The allowance for awarding honorariums or scholarships for executive student officers is a maximum of \$200.00.
- D. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

## **7. Amending Student Constitutions**

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.

## **8. Student Governance Advisors**

College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

Recommendations for appointment of an advisor may be submitted to the appropriate vice president or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president or college president.

## **9. Legal/Fiscal/Financial Matters**

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc. shall rest with the offices of General Counsel and Chancellor, respectively.

## **10. Final Authority**

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

## **Student Clubs and Organizations**

In addition to student governing bodies, student clubs and organizations may be formed that fall under the operational direction of the Office of Student Life and Leadership and the administrative direction of the Vice President of Student Affairs at each college. Student clubs and organizations are generally interest-based in nature (such as for a particular program, discipline, or college activity) and are considered to be an important part of the total college experience. Each college shall outline the requirements necessary to establish the formation of an interest-based student club and organization (i.e., mission/purpose, size, structure, advisors). Club advisors shall be employees of the Maricopa County Community College District.

In most instances, student clubs and organizations shall be open to all students who are enrolled in credit courses at a Maricopa Community College. Pursuant to ARS §15-1863, religious or political student organizations may determine that the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes are part of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. For religious and political organizations, state statute recognizes the role that viewpoint serves in the mission and purpose of the organization's operations. Thus, such groups may elect to select members based upon organizational doctrine. The MCCCDC may not deny recognition or any privilege or benefit to a religious or political student organization or group that exercises its rights pursuant to the statute.

Whereas ARS §15-1863 allows religious and political organizations to determine their internal affairs and the selection of their leaders and members, the MCCCDC non-discrimination policy is applicable to all other aspects of these student clubs and organizations.

## 4.18 Consensual Relationships

### 1. General

The existing Governing Board Policy on Hiring of Relatives prohibits employees from being involved in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that such relationships can create a conflict with the interests of the Maricopa Community Colleges, and the increased potential for nepotism and favoritism, the same principles also apply in the case of consensual amorous, romantic and/or sexual relationships that occur between employees or between employees and students.

In the work and academic environment, such a relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of supervision, instruction, coaching, counseling or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

#### A. Definitions

- i. Consensual relationships are defined as romantic, amorous and/or sexual relationships between consenting employees or between employees and adult (18 years or older) college students currently enrolled at one of the community colleges.
- ii. An employee is any individual who is employed by the Maricopa County Community College District (MCCCD). An employee includes an individual who is subject to an established employee job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCD.
- iii. A student is considered to be any person currently enrolled in a credit or non-credit class at one of the colleges or centers within the Maricopa County Community College District.
- iv. A vendor is someone who sells or can sell products or services to the Maricopa County Community College District.
- v. A recent consensual relationship is considered to be one that has taken place within the past 24 months.

#### B. Prohibited Conduct

- i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual's supervision or with a student that is currently enrolled in the individual's class, or a student whom the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.
- ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees

and students is not present; and provided that the relationship does not affect the employee's effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.

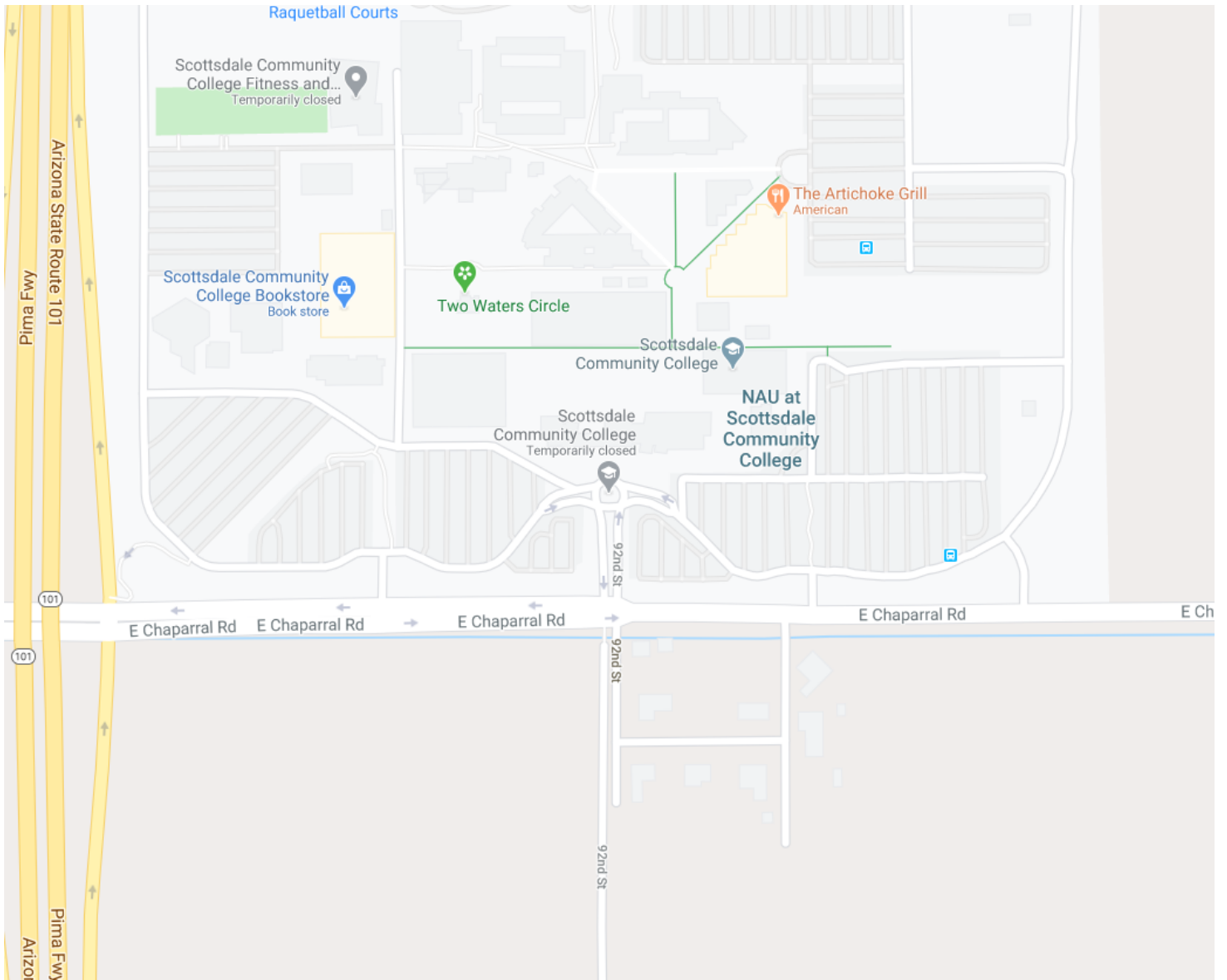
## **2. Procedures for Disclosure**

Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

- A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:
  - i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.
  - ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.
  - iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.
  - iv. The respective Vice President or Vice Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest. The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.
- B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:
  - i. The faculty member shall counsel and advise the student not to enroll in his or her course.
  - ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.
  - iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer the matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student's enrollment in the class will nevertheless be maintained.

- 3.** Persons who are married, or were married, are included within the definition of persons that have or who have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa Disclosure process [The Annual Acknowledgement and Disclosures form may be found in the [Employee Learn Center](#). Employee credentials are needed to enter secure site].
- 4.** An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.

Scottsdale Community College, 9000 E. Chaparral Road, Scottsdale, AZ 85256





### BUILDINGS

- Administration (AD)
- Applied Sciences (AP)
- Art (AB)
- Business School (BUS)
- Center for Native & Urban Wildlife (CNUW)
- Computer & Mathematics (CM)
- Faculty Office Building (FOB)
- Film School Hub (FSH)
- Fitness and Wellness Center (FW)
- Health Sciences (HES)
- Indigenous Cultural Center (ICC)
- Information Technology Services (IT)
- Language & Communication (LC)
- Library (LIB)
- Maintenance/Engineering (ME)
- Music (MUS)
- Natural Sciences (NS)
- Science Lecture (SL)
- Social/Behavioral Sciences (SBE/SBW)
- Student Center (SC)
- Student Services (SS)
- University Center (UC)

### MAP

- B3
- D9
- E5
- C10
- C7
- D6
- C8
- H7
- F3
- C6
- C10
- B8
- E8
- B5
- D3
- C1
- F6
- C7
- B7
- C3
- B3
- A9

### PROGRAMS/SERVICES

- College Police
- Center for Civic and Global Engagement
- Communication
- Copper Room
- Copy Center
- Counseling
- Dance
- Disability Resources and Services
- Equine Science
- Facilities Management
- Film School
- Financial Aid
- Gymnasium
- Honors Program
- Hospitality and Tourism
- Independent Study Lab
- Interior Design
- Math Tutor Center
- Mathematics
- Media Center
- Mercado
- Northern Arizona University at SCC

### BLDG MAP

- LIB B5
- SC D4
- LC E8
- SC C3
- LIB A4
- SC C3
- PE E4
- SC C3
- AP C8
- ME D3
- AP D8
- SS B3
- PE F4
- FOB C8
- AP D9
- SBE A7
- AP D9
- CM D6
- CM D6
- IT B9
- G3
- UC A9

### PROGRAMS/SERVICES

- Academic and Career Advisement
- Administrative of Justice Studies
- Admissions, Records and Registration
- American Indian Program
- Amphitheater
- Architectural Technology
- Artie's Cafe
- Athletic Complex
- Athletic Department
- Azurite Room
- Behavioral Sciences
- Bookstore
- Business School

### BLDG MAP

- SC C3
- AP D9
- SS B3
- ICC C10
- B1
- AP D9
- SC C3
- H4
- PE F4
- SC C3
- SBE A7
- SC C3
- BUS C10

- Peridot Room
- Physical Sciences
- Science Tutor Center
- Student Business Services
- Student Tech Center
- Testing Center
- Theatre
- The Black Box
- Toad Hall/CNUW
- Turquoise Room
- Two Waters Circle
- Veteran Lounge
- Veteran Services
- Welcome Center
- World Languages
- Writing Center

**LEGEND**

- COPY CENTER
- COLLEGE POLICE  
(Located in NE Corner of Library Building - LIB)
- RESTROOM and Family Restroom
- FILTERED WATER  
Refill Station
- VENDING MACHINE
- COMPUTER LABS
- ARTICHOKE GRILL  
And Desert Oasis
- ELECTRIC CHARGING STATIONS
- BIKE RACKS
- EMERGENCY PHONE
- AUTOMATED EXTERNAL DEFIBRILLATOR