PHOENIX COLLEGE 2024-2025

# Catalog& Handbook





**REGISTER TODAY!** 



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Phoenix College reserves the right to make necessary course and program changes in order to meet current educational standards. Failure to read this document does not excuse students from the rules and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exception from these rules and regulations.

Phoenix College Catalog and Student Handbook - Published July, 2024

### **President's Welcome**

Welcome to Phoenix College!

Today you are taking a giant leap toward accomplishing your personal and professional goals. Making the decision to continue your education can feel scary, but it is one of the most impactful decisions you can make in your life.

I love rollercoasters. There is nothing like the experience of waiting patiently for your turn and then getting strapped in for the ride of your life. You start with a slow climb followed by cresting the first peak and then being flung in every direction possible. There are ups and downs and even the terrifying, yet exhilarating, corkscrew that sends you upside down. It takes courage to climb into the seat and brave that ride not knowing exactly where it will take you. It also takes trust in yourself, that you are strong enough to face the fear of the unknown, trust in those around you who are there to make sure your ride is a fun and safe one and trust in the idea that on the other side of that ride, new experiences are waiting for you.

Life is a lot like a rollercoaster and deciding to pursue a college education can feel like a scary, unknown ride. There will be peaks and valleys and your stomach may even get turned upside down and inside out from time to time. There will be moments where you feel trepidation, joy and terror all at the same time, and hopefully, at the end of the ride, you will feel pride at what you accomplished.

When I was a child I had no idea where my ride would take me or all of the people that would make that ride special. As a foster youth, I felt alone and it seemed like the roller coaster was out of control. But I quickly found that there were people ready to help me along the way. They made sure that as uncertain as the ride was and as many times as I got unexpectedly flipped upside down I was always secured on my track. I was able to brave the next rollercoaster and challenge ahead of me because of their support. Without that help along the way, I could have never imagined becoming a college president.

You are joining a college with a legacy of dedicated students who have been overcoming their fears for 104 years. Our world-class faculty and our committed Student Affairs and Administrative Services staff are here to ensure that you accomplish your goals.

Our college was founded on the premise that every individual deserves access to a premiere education. We remain committed to the goal of helping all students achieve their academic goals and today Phoenix College is a proud Hispanic Serving and Minority Serving Institution. Whether you are new to college or are returning, if you plan on completing a degree, a certificate, transferring to a four-year university, or are just taking classes for personal enrichment our extraordinary faculty and staff are here to support you on the ride. Today is the beginning of one of the most exciting adventures of your life. Thank you for letting us be a part of your journey.

Best Wishes



Kimberly Britt, Ph.D.
President
Phoenix College
kimberly.britt@phoenixcollege.edu

### **About Phoenix College**

Vision, Mission, and Core Values

### Vision

A diverse, evolving community working together to advance equity and ensure learning so that everyone achieves their dreams.

### Mission Statement

Phoenix College delivers a quality education that cultivates multicultural understanding and critical thinking skills as we provide the personalized support, care, and learning experiences needed for students to reach their goals.

### Core Values

We recognize that what we do is as important as how we do it Our core values serve to guide our work to advance the mission and fulfill the vision of Phoenix College. We hold ourselves and one another accountable to embody our core values through our actions. What we say, do, decide, and dedicate resources to will reflect our commitment to our six shared values.

Collaboration: We do our best work together. We honor our diversity and uniqueness through inclusivity and respectful engagement as we share in decision-making and work together to achieve our goals.

Community: We build connection and trust. We behave with integrity, celebrate our diversity, actively listen to, and support one another.

Equity: We take responsibility to uncover, deconstruct, and remove barriers to access and success. We commit to intentional development of fair, just processes and support structures, as well as the ongoing self-examination and active listening needed to advance equity within the PC community.

Integrity: We do what is right, even in the face of opposition or challenges. We follow through on our commitments, practice transparency, and prioritize our shared goals.

Leadership: We lead with courage. We practice ongoing reflection and continuous improvement as we challenge the status quo in pursuit of equitable outcomes and institutional Excellence.

Responsibility: We take ownership over our collective success. We hold ourselves and one another accountable for taking action in service of our goals.

### Maricopa Community Colleges Vision, Mission, and Values

### Vision

Excellence in education for a better world.

### Mission

The Maricopa Community Colleges ignite talent, transform lives, and enrich communities through teaching, learning, and service.

### **Values**

- Student-Centric: Students are the essence of our work; we partner with students as leaders and decision-makers in their own learning.
- Integrity: We foster a culture of honesty, trust, and transparency.
- Collaboration: We work together using system-thinking in pursuit of our vision and mission.
- Inclusiveness: We value all contributions and diverse perspectives.
- Innovation: We advance a culture that stimulates big ideas, creativity, and exploration.
- Respect: We treat each other with dignity, civility, and kindness.

### Accreditation

Phoenix College is accredited by the Higher Learning Commission (HLC). The college had a successful site visit in April of 2016 and is now participating in the Open Pathway model for continued accreditation. PC submitted the year four Assurance Argument on June 1, 2020, and met the core requirements in all areas.

PC's next reaffirmation of accreditation will take place in the 2025-2026 academic year. At that time a team of peer reviewers will again visit the college for a comprehensive evaluation of HLC's criteria for accreditation. Work has already begun in preparation for this visit. Additional information about our continuing accreditation work can be found on the <u>PC Reaccreditation webpage</u>.

### **Program Accreditation**

### **Advanced Emergency Medical Technology (Paramedic)**

### **AAS Degree:**

The Phoenix College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), CAAHEP can be contacted at 1361 Park Street, Clearwater, FL 33756. CoAEMSP can be reached at 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 7508. In November 2007, the Board of Directors of the National Registry of Emergency Medical Technicians (NREMT) voted to require that paramedic applicants for certification graduate from an "accredited" paramedic program effective January 1, 2013. The NREMT is requiring programmatic accreditation as outlined in the EMS Education Agenda for the Future.

### **Dental Program**

### **AAS Degree and Certificate of Completion:**

The American Dental Association's Commission on Dental Accreditation, 211 E. Chicago Ave. Chicago, IL 60611-2678. The Commission accredits the Dental Hygiene and Dental Assisting programs offered by Phoenix College. The Commission on Dental Accreditation (CODA) was established in 1975 and is nationally recognized by the United States Department of Education (USDE) as the sole agency to accredit dental and dental-related education programs conducted at the post-secondary level. CODA's mission is to serve the oral health care needs of the public through the development and administration of standards that foster continuous quality improvement of dental and dental related educational programs. Programs are assessed every seven years with a peer review process.

### **Dental Assisting**

### **AAS Degree and Certificate of Completion:**

The American Dental Association's Commission on Dental Accreditation, 211 E. Chicago Ave. Chicago, IL 60611-2678. The Commission accredits the Dental Hygiene and Dental Assisting programs offered by Phoenix College. The Commission on Dental Accreditation (CODA) was established in 1975 and is nationally recognized by the United States Department of Education (USDE) as the sole agency to accredit dental and dental-related education

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programs conducted at the post-secondary level. CODA's mission is to serve the oral health care needs of the public through the development and administration of standards that foster continuous quality improvement of dental and dental related educational programs. Programs are assessed every seven years with a peer review process.

### **Health Information Technology**

### **AAS Degree and Certificate of Completion:**

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIM) 233 N. Michigan Avenue, 21st Floor Chicago, IL 60601-5519. CAHIM is an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality Accreditation Standards for Health Informatics and Health Information Management (HIM) educational programs. HIM professionals have skills and competencies in health data management, information policy, information systems, administration and clinical work flow.

### **Histologic Technology**

### **AAS Degree and Certificate of Completion**

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Road, Suite 720 Rosemont, IL 60018 (773) 714-8880 <a href="www.naacls.org">www.naacls.org</a>. The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) is committed to being the premier international agency for accreditation and approval of educational programs in the clinical laboratory sciences and related health professions through the involvement of expert volunteers and its dedication to public service.

### **Interpreter Preparation**

### **AAS Degree and Certificate of Completion**

The Commission on Collegiate Interpreter Education (CCIE): <a href="www.ccie-accreditation.org">www.ccie-accreditation.org</a> accredits the Interpreter Preparation standards of quality education programs that are exemplary; they uphold the standards set forth by the Commission. The Commission on Collegiate Interpreter Education (CCIE) was founded in 2006 to promote professionalism in the field of sign language interpreter education through the process of accreditation. CCIE was established after nearly two decades of collaborative efforts of six stakeholder organizations, the National Alliance of Black Interpreters, Inc., national Registry of Interpreters for the Deaf, National Association of the Deaf, Conference of Interpreter Trainers, Canadian Association of Sign Language Interpreters, and the American Sign Language Teachers Association.

### **Medical Lab Science**

### **AAS Degree and Certificate of Completion:**

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Road, Suite 720 Rosemont, IL 60018 (773) 714-8880 <a href="www.naacls.org">www.naacls.org</a>. The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) is committed to being the premier international agency for accreditation and approval of educational programs in the clinical laboratory sciences and related health professions through the involvement of expert volunteers and its dedication to public service.

### **Nursing**

### **AAS Degree:**

The Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326. ACEN is the specialized accreditor of nursing education programs, both postsecondary and higher-level degrees, which offer a certificate, a diploma, or a recognized professional degree. This can include a clinical doctorate, master's or post-master's certificate, baccalaureate, associate degree or diploma. The Commission has authority and accountability inherent in the application of standards and criteria, the accreditation processes, and the affairs, management, policy-making, and general administration of the Accreditation Commission of Education in Nursing.

### **Paralegal Studies**

### **AAS Degree and Certificate of Completion:**

The American Bar Association (ABA), Standing Committee on Paralegals, 321 N. Clark St., 19th Floor Chicago, IL 60654-7598. The ABA approves paralegal education program. The Standing Committee has a 30-year history within the ABA. Its mission is to improve the American system of justice by establishing ABA standards for the education of paralegals and by promoting attorneys' professional, effective, and ethical utilization of paralegals.

The letters of accreditation are available at <a href="https://www.phoenixcollege.edu/about/accreditation">https://www.phoenixcollege.edu/about/accreditation</a>.



### 2024-2025 Academic Calendar

### MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

Dates are subject to change\*

The most up to date calendar information can be found at https://district.marcopa.edu/regulations/admin-regs/section-2/academic-calendars

Colleges may modify start dates in order to meet special needs. Dates listed below which are directly related to instruction refer to the traditional academic year model. Some courses may be offered over time-periods for which these dates are not applicable.

•	SUMMER	SEMESTER	- 2024 Note: Subject to the 2024-2025 Catalog
	Mon	May 13	Final Grades Due for Spring 2024 Semester
	Mon	May 20	Tuition Due for Summer 2024 Semester
	Mon	<b>May 27</b>	Memorial Day (Colleges Closed)
	Tues	May 28	Summer Semester Begins
	Wed	<b>Jun 19</b>	<b>Juneteenth National Independence Day (Colleges Closed)</b>
	Mon-Sat	Jul 1-6	Summer Break for Clock Hour Programs Only
	Thu	Jul 4	Independence Day (Colleges Closed)
	Thu	Aug 1	Summer Semester Ends
	Mon	Aug 5	Final Grades Due for Summer 2024 Semester

### FALL SEMESTER - 2024

FALL SEVIESTER - 2024		
Wed	Aug 7	Tuition Due for Fall 2024 Semester
Fri	Aug 9	First Day of Faculty Accountability
Sat	Aug 17	Classes Begin
Mon	Sep 2	Labor Day (Colleges Closed)
Mon	Sep 16	Find a Class Opens for Spring 2025
Mon	Sep 30	Spring 2025 Priority Registration for Currently Enrolled Students
Mon	Oct 7	Spring 2025 Open Registration Begins
Sat+	Oct 12	Last Day for Withdrawal without Instructor's Signature
Mon++	Oct 14	Student Withdrawal with Instructor's Signature Begins
*		Application for December 2024 Graduation
		Application for December 2024 Graduation
Mon	Nov 11	Veterans Day (Colleges Closed)
Mon Thu-Sun		••
		Veterans Day (Colleges Closed)
Thu-Sun	Nov 28- Dec 1 Dec 8	Veterans Day (Colleges Closed) Thanksgiving Day Holiday (Colleges Closed)
Thu-Sun Sun	Nov 28- Dec 1 Dec 8	Veterans Day (Colleges Closed) Thanksgiving Day Holiday (Colleges Closed) Last Day of Regular Classes
Thu-Sun Sun Mon-Fri**	Nov 28- Dec 1 Dec 8 Dec 9-13	Veterans Day (Colleges Closed) Thanksgiving Day Holiday (Colleges Closed) Last Day of Regular Classes Final Exams Week
Thu-Sun Sun Mon-Fri** Fri	Nov 28- Dec 1 Dec 8 Dec 9-13 Dec 13	Veterans Day (Colleges Closed) Thanksgiving Day Holiday (Colleges Closed) Last Day of Regular Classes Final Exams Week Fall Semester Ends (Last day of Faculty Accountability)
Thu-Sun Sun Mon-Fri** Fri Sat Mon	Nov 28- Dec 1 Dec 8 Dec 9-13 Dec 13 Dec 14 Dec 16	Veterans Day (Colleges Closed) Thanksgiving Day Holiday (Colleges Closed) Last Day of Regular Classes Final Exams Week Fall Semester Ends (Last day of Faculty Accountability) Mid-Year Recess Begins for Students

### **SPRING SEMESTER – 2025**

Thu	Jan 2	Employees Return
Thu	Jan 2	Tuition Due for Spring 2025 Semester
Mon	Jan 6	First day of Faculty Accountability
Mon	Jan 6	Clock Hour Student Classes Begin
Sat	Jan 11	Classes Begin
Mon	Jan 20	Martin Luther King, Jr. Day (Colleges Closed)
Mon	<b>Feb 17</b>	Presidents' Day (Colleges Closed)
Tue	Feb 18	Find a Class Opens for Summer/Fall 2025
Sat+	Mar 1	Last Day for Withdrawal without Instructor's Signature
Mon++	Mar 3	Student Withdrawal with Instructor's Signature Begins
Mon	Mar 3	Summer/Fall 2025 Priority Registration for Currently Enrolled
		Students
*		Application for May 2025 Graduation
Mon-Sun	Mar 10-16	Spring Break (Colleges Closed)
Mon	Mar 17	Summer/Fall 2025 Open Registration Begins
Sun	May 4	Last Day of Regular Classes
Mon-Fri**	May 5-9	Final Exams Week
Fri	May 9	Commencement
Fri	May 9	Spring Semester Ends (Last day of Faculty Accountability)
Mon	May 12	Final Grades Due for Spring 2025 Semester

### SUMMER SEMESTER – 2025 Note: Subject to the 2025-2026 Catalog

Mon	May 19	Tuition Due for Summer 2025 Semester
Mon	May 26	Memorial Day (Colleges Closed)
Tues	May 27	Summer Semester Begins
Thu	Jun 19	Juneteenth National Independence Day (Colleges Closed)
Mon-Sat	Jun 30 -Jul 5	Summer Break for Clock Hour Programs Only
Thu	Jul 3	Observance of Independence Day (Colleges Closed)
Thu	Jul 31	Summer Semester Ends
Mon	Aug 4	Final Grades Due for Summer 2025 Semester

<sup>\*</sup> For specific information concerning the last day to apply for graduation, individual class start dates, and final exams, consult the college of enrollment.

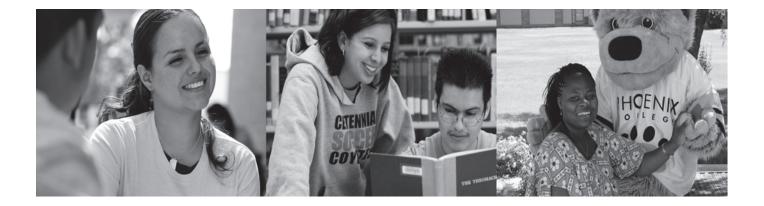
<sup>\*\*</sup> Any classes meeting on Friday, Saturday or Sunday will have final examinations during their regular class time.

<sup>+</sup> Through the 7th week, student may initiate an official withdrawal from course(s) without instructor signature.

<sup>++</sup> After the 7th week, student must initiate an official withdrawal request from instructor and obtain their signature.

# **Phoenix College Student Services**

# **College Information**





### Academic Advisement

### 602.285.7777

https://www.phoenixcollege.edu/students/advisement

Academic advising at Phoenix College is dedicated to teaching students how to get the most out of their college education. Our team of faculty and professional advisors support students in: finding a certificate or degree program that suits their goals, mapping out a personalized educational plan outlining the classes needed to reach those goals, making good course selections to stay on track to completion, and exploring university transfer options For more information, visit us in the Hannelly Center.

### Accident Insurance

### 602.285.7231

https://www.phoenixcollege.edu/students/ student-life/student-resources

The following is a brief summary of our student insurance plans. The master policies contain complete details of the provisions, limitations, and exclusions and will prevail at all times. Education is expensive - and so are accidents. To protect students against the financial burden of medical expenses resulting from an accident, the Maricopa County Community College District (MCCCD) provides its students with Student Accident Insurance. Every MCCCD student is automatically insured and the cost for the insurance is covered in the student-activity fee.

- Coverage applies only to College-related accidents.
- Coverage applies to students registered in day or evening classes and who are enrolled in an approved credit or non-credit class at any of the Maricopa Community Colleges.

### Description of coverage

This plan covers accidents on an excess insurance basis occurring only while the eligible student is:

- 1. Attending class during the hours when college is in session:
- 2. Traveling for regular class sessions, directly to or from home and college other than by motorized vehicle but not longer than one hour before class commences or one hour after class is dismissed or for the time required when traveling in a vehicle authorized and furnished by the college. No

- coverage is provided for any motorized vehicle not supervised and provided by the College/MCCCD;
- 3. Participating in or attending an activity exclusively sponsored, calendared and supervised by the College; traveling to and from the activity in an authorized vehicle.

All injuries should be reported immediately to the College Safety Office, (602) 285-7911. When an accident or injury occurs, the student and advisor or sponsor should initiate the proper claim forms through the Office of Student Life and Leadership. For any questions or concerns regarding student accident/health insurance, please visit: https://business.maricopa.edu/risk-management/insurance/ student-insurance-plans

# Admissions, Records and Registration **602.285.7777**

ar@phoenixcollege.edu https://www.phoenixcollege.edu/becomestudent/admissions-and-records

Admissions, Records and Registration is located in the One-Stop Enrollment Center within the Hannelly Center Building. Information and services are provided for the following: admissions, registration, athletic eligibility, international education, enrollment verification, graduation, refunds, residency, schedule changes, grades, and transcripts. A photo ID is helpful for all in-person transactions. Email for more information:

- General Questions: ar@phoenixcollege.edu Graduation: pcgraduation@phoenixcollege.edu Transcripts: transcripts@phoenixcollege.edu
- Online Chat Email: pc-admissionschat@phoenixcollege.edu
- Chat With Us Online: https://www.phoenixcollege.edu/becomestudent/enroll/eteam
   Qless:

 $\frac{https://www.phoenixcollege.edu/current-}{students/student-support-services/qless}$ 

### Adult Education - GED® Test Preparation and English Language Classes

### 480.517.8110

gedinfo@riosalado.edu www.riosalado.edu/abe Rio Salado College provides programming to help nontraditional students gain basic skills and literacy with a bridge to college and career. Students can learn the English language, prepare for GED® tests, get workforce preparation and employment skills training, take industry-specific workforce training

### **GED®** Test Preparation Classes:

Classes for students who did not complete high school and for high school graduates who need to review basic reading, writing, and math skills.

classes, and get help transitioning to college.

### English Language Classes:

Classes for non-native English speakers that focus on reading, writing, listening, and speaking the English language.

### Industry-Specific Workforce Training:

Students enrolled in GED® test preparation and English language classes also have the opportunity to engage in workforce preparation, employment skills training, and industry-specific training courses in:

- Applied Technology
- Business, Entrepreneurialism, and Management
- Computer and Information Technology
- Health Sciences

GED® test preparation and English language classes are taught at six community-based locations across Maricopa County and virtually in a live online format to meet students' needs.

- 1.RSC Avondale: 420 N. Central Avenue Avondale, AZ 85323
- 2.RSC Downtown: 619 N. 7th Avenue Phoenix, AZ 85007
- 3.RSC Northern: 1715 W. Northern Avenue Phoenix, AZ 85021
- 4.RSC Southern: 3320 S. Price Road Tempe, AZ 85282
- 5.RSC Surprise: 12535 W. Smokey Drive Surprise, AZ 85378
- 6.RSC Thomas: 3631 W. Thomas Road Phoenix, AZ 85019

### Alumni and Development, Office of / Phoenix College Alumni Association (PCAA)

### 602.285.7337

https://www.phoenixcollege.edu/alumni

The **Phoenix College Alumni Association** (PCAA) was founded in 1922 by PC's first graduating class. More than one million students have attended PC since 1920, and Phoenix College alumni are making their mark on the world in countless ways! Everyone who has taken classes at Phoenix College is considered an alumnus and can join the PCAA. PC degree and certificate holders are inducted into PCAA following graduations in May, June and December annually. The mission of the PCAA is *Building a Strong Foundation of Support for Phoenix College* by:

- Providing Fellowship Opportunities for Alumni
- Connecting Phoenix College with the Community
- Bringing College and Alumni History Alive
- Identifying and Celebrating PC History Makers
- Serving as Mentors and Leaders to Students
- Providing Scholarship Opportunities for Students
- Engaging Students to Foster a Deep Connection with Phoenix College

The PC Alumni Association is managed by the Institutional Advancement Office, advised by an Alumni Council. The Alumni Council is comprised of PC alumni volunteers who help build a strong foundation of support through gifts of time, talent, testimony, and treasure. The Institutional Advancement Office is located in the Admin Building. Contact the PC Alumni Association at alumni@phoenixcollege.edu, at 602.285.7337, or visit phoenixcollege.edu/alumni. The PCAA provides volunteer opportunities for alumni to stay connected with the college through various programs and activities, including mentoring, special events, fundraising for student scholarships, and more. The PCAA is responsible for planning signature events such as the Alumni Reunion. Volunteers are the lifeblood of the PCAA, and alumni are encouraged to become involved. Membership in the Alumni Association is free. For more information, please contact the office, visit the Alumni web site at the address listed above, or follow PCAA on social media. Learn more at phoenixcollege.edu/social.

### **Athletics**

### 602.285.7175

https://athletics.phoenixcollege.edu

The Phoenix College Athletics Department offers qualified students the opportunity to compete in intercollegiate athletic competition in the following sports: Men's and Women's Basketball, Baseball, Soccer, Women's Fast Pitch Softball, and Women's Volleyball.

### **Bookstore**

### 602.285.7489

www.phoenixcollegeshop.com

On your college adventure, you'll need support -from your family, your professors, and your fellow
students. You'll also need a place you can trust to
have the right stuff at the right time -- the course
materials and supplies you need to succeed. With a
team of experts, our goal is to ensure you have
access to all the tools you need to make the most of
your time at Phoenix College. We're on campus,
located in the HB building, or you can shop
www.phoenixcollegeshop.com for the largest
inventory of textbooks and get the same top-notch
customer support.

### RENTAL

We know that going to college costs more than ever before and books are big-ticket items. To help ease the burden, we offer you the option to rent your textbooks. Renting your textbooks offers you the lowest up-front cost while still allowing you to use your textbook like you always would. (Highlighting and notes are normal!) Just look for the "Rent-A-Text" logo either on the Bookstore's shelves or web page to see if your books are available for rent.

### **DIGITAL**

The Phoenix College Bookstore offers more digital course materials choices than ever before! From digital textbooks and study guides to complete digital learning environments, we offer course materials to suit your unique learning style. Almost all digital textbooks include built-in study features such as searchable text, highlighting and note-taking. Some even offer social learning capabilities that allow you to interact with your classmates and teachers within the text itself.

### **PAYMENT**

The Bookstore accepts cash and most major credit cards, including VISA, MasterCard, American Express, and Discover. Imprinted personal checks issued from Arizona banking institutions can be made out to the Phoenix College Bookstore and will be accepted with two forms of photo identification.

### REFUND POLICY

Refunds are given with a valid sales receipt if the merchandise is in the original sale condition, including shrink wrap if applicable. Course materials may be returned for a full refund within one week of the official start of the semester, or within 2 days of purchase thereafter.

No refunds or exchanges will be given for course materials purchased during the last week of classes or during examination periods. All non-course material items may be returned for a full refund within ten days from the original purchase date with a valid receipt.

### **BUYBACK POLICY**

Cash is paid for used books throughout the year. Book value depends on future class usage on the Phoenix College campus and bookstore inventory levels at the time of buyback transaction. We recommend selling back your textbooks right after your finals are over to ensure you get top dollar. A student ID is required to sell back books.

### Cafeteria – The 'Bear Cave' Café

https://www.phoenixcollege.edu/dining/bear-cave-cafe

Offers a wonderful variety of dining selections; provides catering services for the campus. Located at the north end of the Hannelly Center.

### **Career Services**

### 602,285,7420

https://www.phoenixcollege.edu/careerservices

Careful, purposeful career planning is critical to a successful and satisfying future. Career Services provides encouragement and guidance to students in the various stages of this journey with quality, comprehensive services to explore options based on your unique interests, abilities, and goals. We also offer expert services for finding employment.

### Looking for a job?

- Referral to jobs—connect with employers oncampus (Federal Work Study) and in the community
- Resume and cover letters—learn how to write attention-getting results
- Interviewing skills—greatly reduce your stress and practice interview questions, personal presentation and see how you can improve
- Be strategic—learn where the best places are to find the job you want, including effective use of career fairs and social media, such as LinkedIn, Twitter, Facebook, etc.

### Undecided about your career or major?

- Get to know who you are—take free user-friendly inventories designed to identify your career options based on your personality, interests, and abilities
- Explore the possibilities—learn about all the different paths your major can take you
- Learn about occupational information, employment trends/labor market information, wages, employers, industries, what employers are seeking, etc.
- Identify your career goal and path
- Make a plan of action and work your plan

# Enhance your employment options, build your experiences

• Internships—investigate the possibilities, experience the world of work, and start networking and finding mentors, and possibly gain academic credit

- Volunteer opportunities—serve others, gain experience, and keep your resume fresh, develop connections
- Job shadowing—gain comprehensive knowledge about the daily activities of an employee
- Networking—actively build and maintain bridges, establish connections, and open doors through developing relationships with a variety of contacts

Serving prospective and current students, faculty, staff and employer partners, Career Services offers a broad range of services and resources, including a state-of-the art computer lab. Visit us in the Hannelly Center, and the Virtual Career Center at https://www.phoenixcollege.edu/careerservices

### **Career Services Virtual Office**

Career Services is happy to announce our "VIRTUAL OFFICE": Monday - Friday 10am - 4pm

NO APPOINTMENTS NECESSARY! Join us virtually at: http://meet.google.com/kai-oijm-rkm

BE ADVISED, on some days the virtual office may not be available. If this is the case, email us with a brief note on the service you are requesting at: pc-career-services@phoenixcollege.edu and we will contact you as soon as possible.

### Child Care

### (602.560.0000)

https://www.phoenixcollege.edu/current-students/support-services/child-care

https://www.swhd.org/programs/head-start/

Southwest Human Development provides Early Head Start and Head Start early childhood education programs for children of Phoenix College students. The programs include classrooms for infants, toddlers and preschoolers, up to age 5.

Extended programs hours are provided during the fall, spring and summer Phoenix College academic semesters, and DES child care subsidy is accepted as a form of payment for this program option.

For questions or enrollment information, please contact Southwest Human Development at (602) 560-0000 or visit swhd.org/HeadStart today!

### College Police (Public Safety)

Emergency: (480.784.0911) (for in-progress and medical emergencies)

Non-Emergency: (480.784.0900) (for requests to unlock doors, delayed reporting)

Campus Business: (602.285.7254) (for parking decals, etc.)

Email: dl-pc-safety@phoenixcollege.edu Safety tip: Download the Rave Guardian app: www.phoenixcollege.edu/raveguardian

Report crimes, accident, injury or **any** suspicious activity occurring on the Phoenix College campus to College Police. Vehicle parking decals (see following item #1) are required and are available at the College Police Office from 7:00 a.m. to 11:00 p.m., Monday through Saturday. There is no fee for parking decals.

### **Lost and Found**

Articles found on the campus and left with College Police will be held at least 30 days, during which time they may be claimed by the owner at the College Police Office.

### **Parking and Traffic Regulations**

Regulations governing motor vehicles operated by students of Phoenix College shall be under the jurisdiction of the administration of the college. All State and college traffic and parking regulations must be observed at all times.

All students are required to comply with the parking policies and regulations as established by the college. It is the responsibility of the student to become acquainted with and to adhere to the following parking regulations:

- 1. All faculty, staff members and students are required to obtain a proper parking decal from the College Police Office. To obtain a decal, you must provide a valid vehicle registration and faculty, staff or student identification. Any vehicle parked in a faculty, staff or student parking space without a proper decal may be issued a citation.
- 2. All students, staff and faculty will park their cars in designated parking areas. Student parking spaces are identified by white painted lines; yellow-lined spaces are reserved for faculty and staff.
- 3. Students will comply with all local and state traffic regulations at all times. College Police Officers will issue citations to drivers disobeying stop signs or driving at an excessive speed on campus property. Vehicles will yield to pedestrians and bicycles at all times.

- 4. Students are not allowed to park in any space not designated for student parking. The following areas are available for student parking:
- a. Lots along 15th Avenue, except restricted areas.
- b. Lot at 15th Avenue and Thomas, except restricted areas.
- c. Lot at 11th Avenue and Flower, except restricted areas.
- d. Curbs that border Phoenix College property, except restricted areas.
- e. Lot at 11th Avenue and Osborn, except restricted areas.
- f. All bicycles must be locked to bike racks situated at various locations on campus.
- Riding a bicycle on campus is prohibited. Bicycle operators are asked, therefore, to walk their bicycles to the bike rack. Bicycles parked illegally or attached to trees, doors, poles, etc., may be impounded by College Police personnel and a citation issued.
- 5. Any car parked in such a manner as to obstruct traffic will be subject to removal by College Police and the driver will be cited.
- 6. College Police Officers have access to a list of all license plates issued by the State of Arizona and are able to identify each car driven on campus.
- 7. All citations are entered into a computer and kept on file. All outstanding citations at the end of the semester will be traced to the violator and that student's transcripts will be held pending payment of all fines and late charges.

### **Violations & Penalties**

# FOR A COMPLETE LISTING OF PARKING VIOLATIONS AND PENALTIES, SEE PARKING FINES

Please note the following cautions:

- 1. Vehicles parked in handicapped spaces are required to have Handicapped plates or the handicapped placard properly displayed. Vehicles without a valid permit, or that have an improperly displayed placard, will receive a \$50.00 penalty and may be subject to towing, at the owner's expense. The Placard is issued to an individual and is not transferable. Handicap placard owners need to ensure that they are current to avoid being cited.
- 2. All penalties not paid within fifteen working days will be doubled.
- 3. All traffic accidents are to be immediately reported to College Police.
- 4. Vehicles parked in violation of parking regulations may be towed away at the owner's expense.
- 5. Abandoned vehicles may be towed away after 72 hours.

# Counseling Department (602.285.7392)

https://www.phoenixcollege.edu/students/counseling

The Counseling Department's primary purpose is to assist students in achieving their personal, academic, and career goals. Appointments are available for students who would like to meet with a counseling faculty member. Walk-ins are also welcome. The Counseling Department is located on the lower level of the HC (Hannelly Center) building.

### **Services**

- Assist you to explore career options, choose or change majors, and develop skills for career advancement.
- Identify strategies to balance school, work, and social life.
- Offer classes to guide you in accomplishing your personal, educational, and career goals.
- · Connect you to campus and community resources.

### Resources Available

- · Career assessments, information, and exploration
- Information about and referral to community resources
- Resources to assist you with study skills and strategies on time management, test taking, note taking, handling stress, and much more.
- Financial planning

### Delivery of Instruction

Phoenix College offers a wide variety of classes in many subjects and also provides a choice of different levels, formats, and types of classes to fit your schedule, learning style, and lifestyle. Visit the Types of Classes page for more options: https://www.phoenixcollege.edu/academics/types-classes

HONORS – The Honors Program is designed to enhance the intellectual experience of students through enrollment in Honors courses, independent study options, and increased contact with Honors students at Phoenix College and within the Maricopa District. Students who have met the Honors Program requirements are eligible to enroll in honors classes and require written approval from the Honors Program Office.

There are two different types of classes that you can take as an Honors student. The first type of class is the **Honors Program Section**. These classes are offered concurrently within a regular section but

include additional honors project requirements. Your instructor will provide you the opportunity to design an honors project that will enable you to critically think through the course subject matter. The second type is the **Honors Only Cohort** class which is comprised only of Honors students. Participating in an Honors Only Cohort class provides a sense of community, encourages independent learning, and helps develop leadership skills. For more information, please contact the Honors Program Office at 602.285.7305.

HYBRID – Hybrid courses offer a combination of inperson classroom instruction with an online component which enables you to limit the amount of on-campus class activity, saving you commute time and money, giving you an opportunity to balance your work/life responsibilities, and even helping out the environment by minimizing the miles you drive. This format does not reduce the amount of student work or effort required to succeed in the course. For example, in a 3-credit course, students spend 1 hour 15 minutes each week focusing on in-person, experiential learning and clarification of concepts. Students spend the remaining time working online to complete class assignments, participate in online discussions, and reviewing online materials.

FLEX-START – Jump in anytime! No more waiting until a new semester begins to start college. Flex-Start classes provide a great opportunity to begin classes after a semester begins.

INTERNET — In Internet courses, all activities are done online; there are no classroom meetings. Online courses are designed for motivated, self-disciplined, technology-literate students. Communication will be through email, and reliable Web access is needed. Exams may be delivered online, or may require onsite attendance. Due to the changing nature of technology training, always check with an academic advisor for the most current requirements for your program of study. This format does not reduce the amount of student work or effort required to succeed in the course. Online classes are delivered through Learning Management Systems such as CANVAS. \*Please note that all Online classes start on a Monday.

# Disability Resources and Services (DRS) 602.285.7477

https://www.phoenixcollege.edu/drs

Disability Resources and Services provides student support services for registered students with a disability. To receive services, students must register with Disability Resources and Services and provide appropriate documentation supporting reasonable requested accommodations (please call or visit the website for any questions regarding documentation). The staff in Disability Resources and Services provides a variety of services and accommodations to meet the disability-related needs in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. as amended. Services available for students with a disability may include providing access to extended testing times, American Sign Language (ASL) interpreters, and adaptive technology. All services are determined on a case-by-case basis each semester.

DRS is located on the first floor of the Hannelly Center. For more information, visit <a href="https://www.phoenixcollege.edu/drs">www.phoenixcollege.edu/drs</a>

# Discrimination Complaint 602.285.7228

https://www.maricopa.edu/legal/harassment/ dcpstudent.htm

# ND-2 Discrimination Complaint Procedures for Students

- I. This procedure provides for the prompt and equitable resolution of discrimination and harassment complaints brought by students against a member of the college community that is based on membership in a "protected class/category" (not otherwise addressed in the Title IX Sexual Misconduct Policy).
- 1. Complaints may be brought under this procedure for discrimination based on membership in a protected group: race, color, religion, national origin, citizenship status (including document abuse), sex (including pregnancy and sexual harassment), (not including those cases under the Title IX Policy Jurisdiction), sexual orientation, gender identity, age, veteran status, physical or mental disability, or genetic information.
- 2. All members of the college community should act promptly upon receipt of an allegation of conduct

- that might constitute harassment and/or discrimination. Any member of the college community should refer a person who might be a victim of such conduct to the college's equal opportunity & Title IX Regional Director [Regional Director] (or designee) or to the district's Title IX, ADA/504 Coordinator who are both responsible for resolving complaints of unlawful harassment/discrimination.
- 3. Students who believe they are experiencing sexual harassment in violation of Title IX should submit a written complaint under <u>Administrative</u> <u>Regulation 5.1.16</u>, <u>Title IX Sexual Harassment</u> Policy.
- 4. Students who wish to file a complaint related to disability accommodations should first exhaust the remedies outlined under <u>A.R. 2.8 Students with</u> Disabilities.
- 5. Students who feel they have been treated unfairly or unjustly by a faculty member regarding instruction or a grade **not involving discrimination based on membership in a protected group (as outlined above)** should utilize the S-6 Instructional Grievance Process.
- II. College officials should take all necessary steps to ensure the prompt and equitable resolution of any complaint of harassment/discrimination. The typical time period to resolve allegations under this policy is sixty (60) business days. MCCCD will make a good faith effort to complete the resolution process within this period. Any extenuating circumstances that extend this time period will be communicated to the complainant and respondent and noted in the investigative file.
- 1. The term 'Complainant" refers to an individual who has experienced the alleged prohibited conduct. Only the person who has experienced the alleged prohibited conduct may file a complaint under this policy. The term "Respondent" refers to an individual who has been accused of engaging in prohibited conduct.
- 2. The written complaint must identify the action, decision, conduct, or basis that the student believes constitutes prohibited discrimination or harassment. If the complaint does not contain the above-referenced information, the Regional Title IX Director or district Title IX, ADA/504 Coordinator will request clarification.
- 3. Every effort will be made to address the complaint consistent with the complainant's desires. However, under certain circumstances, the MCCCD may have a legal obligation to identify and remedy discrimination or harassment, irrespective of whether a formal complaint is

actually filed and even if the complainant would prefer no action be taken.

# III. Optional Informal Resolution of Discrimination Complaints

- 1.Before filing a formal complaint under this procedure, the student may attempt to resolve the problem through informal discussions with the respondent. Students are not required to use the informal resolution process before filing a formal complaint.
- 2. The student should work with the Regional Director to schedule and facilitate the informal resolution meeting.
- 3. The informal resolution process consists of: **a**) the discussion between parties regarding the allegations, **b**) the response to the allegations, and **c**) a written resolution agreement between the parties as to the disposition of the allegations. The Regional Director shall be involved with the drafting of the written resolution agreement.
- 4. Both parties must sign the written resolution agreement in order to deem the matter closed.
- 5. There is no appeal to the informal resolution process. The Regional Director is charged with ensuring the disposition (and any actions stated therein) is completed.
- 6. At any time before the signing of the resolution agreement, the student can end the informal process and initiate the formal process.
- 7. If the complaint cannot be informally resolved to the satisfaction of the student, the student has the right to file a formal complaint and to proceed under the formal resolution procedures.

# IV. Formal Resolution of Discrimination Complaints

- 1.A student who contends that unlawful or MCCCD-prohibited discrimination has occurred may file a formal complaint by contacting the Regional Director at each respective college or center or the district's Title IX, ADA/504 Coordinator if the respondent is a district office employee.
- 2. A formal complaint is a signed and dated document submitted by the complainant (an email from the student will suffice) alleging a policy violation by a respondent, a summary of allegations, and requesting that the MCCCD investigate the allegation(s).
- 3. The formal process consists of a signed complaint, preliminary assessment, an investigation, a determination regarding the allegation, appropriate corrective action or sanctions when the complaint is substantiated, and an offered appeal process.

- 4. Upon receipt of a formal complaint of discrimination or harassment, the Regional Director shall conduct a preliminary assessment to determine whether, if substantiated, the behavior or conduct reported would constitute a violation of MCCCD policy. The Regional Director has sole discretion to determine whether further investigation is necessary in any particular case. In circumstances where a complaint will not be investigated, the complaint will be notified.
- 5. Following the determination that an investigation should take place; the Regional Director shall appoint two (2) trained investigators to investigate the allegations. The complainant, respondent and/or investigators shall disclose any potential conflicts of interest or bias regarding the complaint to the Regional Director.
- 6. Regional Director will provide written notice of allegations (the "NOA") to the respondent upon commencement of the formal resolution process. The NOA will include: a) a summary of all allegations, b) specific policies implicated, c) a statement of the potential sanctions/corrective actions that could result, d) a statement that the applicable evidentiary standard is a preponderance of the evidence, e) a statement that the MCCCD presumes the respondent is not responsible for the reported misconduct unless and until the evidence supports a determination of a policy violation, f) the name(s) of the assigned investigator(s), g) detail on how the party may request disability accommodations during the interview process, **h**) a statement about MCCCD's policy on retaliation, and i) an instruction to preserve any evidence that is directly related to the allegations.
- 7. Amendments and updates to the NOA may be made as the investigation progresses and more information becomes available. Notice is presumed to have been given upon emailing the NOA to the respondent's MCCCD-owned email address.
- 8. The investigators shall review all information provided to the Regional Director and will interview individuals who potentially possess relevant evidence as identified by the parties and determined by the investigators. The investigators shall focus on the allegation(s) of policy violation, assess the relevance of witnesses and evidence, and work efficiently to conclude the investigation promptly (within 60 business days), as outlined in this procedure. The investigators shall deliver to the Regional Director the investigation report, which shall include: a) a summary of the

- allegations, **b**) a written determination (including rationale) regarding the allegation and whether a policy violation is substantiated or unsubstantiated, and, **c**) any recommendation(s) addressing substantiated findings.
- 9. Within ten (10) business days following receipt of the results of the investigation the Regional Director will accept or recommend further investigation. The Regional Director will provide a written notification of the investigation outcome simultaneously to the complainant and respondent. This outcome notification will include a summary of the investigator's written findings.

### V. Sanctions and Corrective Action

- 1. The Vice President of Student Affairs will implement student sanctions as appropriate under A.R. 2.5 Student Rights and Responsibilities Policy. If the respondent is an employee, the Vice President of Student Affairs will report the findings of fact and policy conclusions to the college or District Human Resources who will issue appropriate disciplinary sanctions or corrective action.
- 2.MCCCD has clear policy goals to prevent and correct discrimination or harassment, therefore, possible sanctions include, but are not limited to: written warning, counseling, suspension, transfer, mandatory training, or dismissal of the respondent. As appropriate to remedy the effects of policy violations, action on behalf of complainants, such as employee assistance, professional counseling, voluntary transfer, etc., may also be offered. The institution will take appropriate steps to prevent further occurrences.

### VI. Supportive Measures

For any allegation of unlawful discrimination, the MCCCD may provide supportive measures to assist or protect the parties during the pendency of the investigation. Such measures may include academic adjustments, arranging for changes in class schedules, or other appropriate temporary measures.

### VII. Appeal Right

1.A complainant or respondent who is not satisfied with the outcome has five (5) business days to submit an appeal of the decision, in writing, to the College President. If a conflict of interest prevents the College President from serving as the appeal officer, then the district Provost shall serve as the appeal officer. For respondents who are district office employees, the Provost shall serve as the appeal officer. If the Provost has a conflict of interest, a College President may serve as the appeal officer. Conflicts of interest requiring a

change of appeal officer shall be communicated to the requesting party.

**Grounds for Appeal**. Appeals are limited under the following grounds: **a)** Procedural irregularity that affected the outcome of the matter; *OR*, **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.

- 2. The appeal request must state the grounds for appeal and why the complainant or respondent believes the outcome was improper.
- 3. Denials based on lack of grounds shall be communicated to the requesting party within five(5) business days of the request for appeal being received by the appeal officer.
- 4. If any grounds for appeal are met, the appeal officer will review the results of the investigation and written findings and respond to the request within ten (10) business days from receipt of the request. The ten-day review and response period may be extended for extenuating circumstances, with notice to all parties. The appeal officer may accept, reject, or modify the investigatory outcome. If the appeal officer determines that it is necessary to remedy a substantial deficiency caused by one of the appeal grounds above, the case file will be reopened and assigned for further investigation. If necessary, other investigator(s) may be assigned. If the appeal officer determines that the investigation was thorough and complete and that the decision is supported by the evidence, the appeal officer will affirm the investigation outcome. At this point, the student has exhausted the Discrimination Complaint Procedure for Students.

### VIII. Maintenance of Documentation

Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be maintained in accordance with state and MCCCD document retention guidelines, <u>A.R. 4.15</u>
<u>Retrieval</u>, <u>Disclosure and Retention of Records</u>.

### IX. Confidentiality of Proceedings

Every effort will be made by the college and MCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD's legal obligation to investigate and resolve issues of discrimination.

### X. 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. As per A.R. 5.1.15 Retaliation Prohibited, "MCCCD strictly prohibits an adverse action that might deter a reasonable person from participating in activity protected by antidiscrimination laws."

### XI. 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 under the Student Conduct Code or appropriate employee Administrative Regulation.

**External Filing of Discrimination Complaint** 

MCCCD encourages students to use the MCCCD Discrimination Complaint Procedure for Students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR) Denver Office

U.S. Department of Education Federal Building 1244 Speer Boulevard, Suite 310

Denver, Colorado 80204-3582

Phone: 303-844-5695 Fax: 303-844-4303 TDD: 303-844-3417

E-mail: OCR\_Denver@ed.gov

AMENDED through the Administrative Regulation Approval Process, June 12, 2023

### Dress Code (602.285.7228)

https://www.phoenixcollege.edu

State Health Department laws and college policy require that all students wear shoes and a shirt in addition to other apparel. Dress codes in individual departments/programs, not limited to, Fitness Center, Massage Therapy Program, Health Enhancement, Dental Hygiene, Health Information Technologies, etc., will be enforced by the department chair and/or appropriate administrator.

# Early College Programs (602.285.7743)

earlycollege@phoenixcollege.edu

The Early College Programs are designed to help prepare high school students for college by providing college preparatory advising and academic support. The programs offered are ACE (Achieving a College Education), the Hoop of Learning (HOL) and Dual Enrollment.

### Achieving a College Education (ACE) Program

The Achieving a College Education Program (ACE) is a nationally recognized program designed to help at-risk students obtain a college education. This program is specifically designed to help students make a smooth transition from high school to an accredited community college, then move on to a university in order to complete a bachelor's degree.

### **ACE Program Highlights**

- The ACE Program recruits high school students in their sophomore year to participate in the program in their high school junior and senior years.
- ACE students are enrolled in college courses while in high school.
- Students attend college classes on the Phoenix College campus during the summer and on Saturdays during the fall and spring semester.
- Students can earn up to 24 college credits by the time they graduate from high school.

### Program Structure

During the summer between sophomore and junior year, a student takes college classes totaling six credit hours. During the fall and spring semesters a student takes one Saturday class totaling three credit hours. The cycle repeats again starting the summer between the junior and senior year of high school. Students participate in the program as a cohort. Students and

their families participate in an orientation and a series of ongoing activities and events, such as financial aid and career workshops, designed to keep them informed and connected throughout the two years.

The ACE cycle takes two years and integrates the nine essential elements: Academic Advising, Assessment, Career Exploration, College Preparation and Application Assistance, Enrichment Seminars, Financial Aid and Scholarship Workshops, Mentoring Parent/Guardian Workshops, Summer and University Bridge Programs and Tutoring and Study Skills Workshops.

### **Hoop of Learning Program**

The Hoop of Learning Program at Phoenix College is designed to provide Native American high school students the opportunity to earn college credit while still in high school. The program offers cultural courses, support for academic achievement, community connection, financial assistance and leadership.

The program will guide students through the college process and provide them with support services to ensure academic success. The program structure includes general education offerings, courses in American Indian Studies, and many other career exploration courses. Participants in this program will have the opportunity to build relationships with other students, staff, and faculty. Program Goals

### 1 TOGTAIN GOALS

- Increase high school retention and graduation rates.
- Increase Native American enrollment and participation in college.
- Empower Native American students to reach their goals.
- Enhance Native American culturally relevant curriculum.
- Strengthen partnerships with external Native American communities, school districts, and other agencies.

### **Dual Enrollment**

Phoenix College partners with Valley high schools to offer dual enrollment credit for academic and occupational classes. Dual enrollment courses are held on high school campuses and are taught by high school instructors who have met dual enrollment instructor qualifications. The dual enrollment program strives to increase academic confidence and college attainment of high school students.

What Dual Enrollment Can Do For You:

- Dual enrollment provides quality learning opportunities and helps high school students prepare for college.
- Students experience college level courses the curriculum and text have been approved by Maricopa County Community College District. These challenging courses enhance high level thinking skills and provide incentive to advance beyond the high school level. Best of all, transition from high school to college begins early and occurs conveniently in a familiar, comfortable environment.

### "One-Stop" Enrollment Center – Hannelly Center Building

### (602.285.7777)

https://www.phoenixcollege.edu/students/enroll/enrollment-center

The "One-Stop" Enrollment Center has everything students need to experience a streamlined student process:

- · Admissions, Records and Registration
- · Academic Advisement
- Student Business Services Cashiers
- · Dean of Student Affairs
- Disability Resources and Services (DRS)
- · Financial Aid and Scholarships
- International Education Program
- · Recruitment and Retention
- · Student ID Cards
- Testing Services
- · Transfer Services
- Veterans Services
- · Welcome Center

### Faculty Office Hours at Phoenix College

https://www.phoenixcollege.edu/academics/programs/department

The Faculty Office Hours vary and are posted for public access to students. Telephone numbers are presented within the academic department's Web pages at the link above or see pages 24-25 for Student Services and pages 218-222 for Instructional Departments.

# Financial Aid and Scholarships (480.731.8900)

https://www.phoenixcollege.edu/faid

### **Philosophy**

The role of the Financial Aid Office is to assist students in obtaining resources to help pay education costs. The Financial Aid program is designed to provide financial assistance to eligible students from federal, state, institutional, and private funding sources. The program also provides information to families about sources of funding, application procedures, and advice on financial and budgeting issues.

### **General Information**

Financial assistance can help you manage college costs and pay for college tuition, fees, and books.

Financial aid options include:

- Grants
- · Loans
- Federal Work-Study (FWS) Programs
- Scholarships

To apply, students must complete and submit the Free Application for Federal Student Aid (FAFSA) in October.

### **Scholarships**

Thanks to the generosity of many individuals, corporations, organizations and other donors, Phoenix College students have access to hundreds of scholarships that are available to assist both academically deserving students and those who demonstrate financial need.

Students may search for scholarships and apply through Maricopa Community Colleges District Scholarship Database: https://maricopa. academicworks.com. Students are also encouraged to regularly review the Scholarship, Honors and Financial Aid department blogs for additional scholarship opportunities:

https://www.phoenixcollege.edu/beartracks/blogs

### **Eligibility Requirements**

To be considered to receive federal financial aid funds, students must have a high school diploma or G.E.D. certificate; be a U.S. citizen or eligible noncitizen; have a valid social security number; have registered with the Selective Service, if required; and not be in default on a federal loan or owe repayment

of a federal grant. Some of the aid programs are designed for students who have calculated financial need.

Federal regulations state that students must, to continue receiving federal aid, meet and maintain satisfactory academic progress standards as determined by the institution. These standards are applicable even for those semesters of enrollment when federal aid was not received. Students may apply for aid at full or part-time enrolled status. Students enrolled in less than six credit hours within a semester may apply for Federal Pell Grant only.

### **Federal Aid Programs**

The U.S. Department of Education offers the following major student financial aid programs which are administered by the Financial Aid Office.

### **Grants**

**Pell Grant:** A Federal Pell grant, unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. (In some cases, however, a student enrolled in a post baccalaureate teacher certification program might receive a Federal Pell Grant.) The amount you get will depend on your:

- · Financial need
- · Your cost of attendance
- Your enrollment status
- Your plans to attend school for a full academic year or less

# **Federal Supplemental Educational Opportunity Grant (SEOG):** To get an FSEOG, you must fill out the Free Application for Federal Student Aid (FAFSA) so your college can determine how much financial need you have. Students who will receive Federal Pell Grants and have the most financial need will receive FSEOGs first. The FSEOG does not

Leveraging Education Assistance Partnership: A program available to residents of Arizona who are enrolled at least half- time and have demonstrated financial need as determined by federal requirements and state procedures. Students with exceptional need will be considered priority to be awarded. Funding is limited.

### **Employment**

need to be repaid.

**Federal Work Study:** Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community

service work and work related to the student's course of study.

Here's a quick overview of Federal Work-Study:

- It provides part-time employment while you are enrolled in school.
- It's available to students with financial need.
- It's available to full-time or part-time students.
- It's administered by schools participating in the Federal Work-Study Program. Check Jobs and Employment page

(https://www.phoenixcollege.edu/students/careerservices) for open positions.

### Loans

**Direct Student Loan:** Either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays the interest on the loan until the student begins repayment and during authorized periods when payment is deferred.

An unsubsidized loan is not awarded on the basis of need. Students may choose to pay interest as it accrues or have interest accumulated and added to the principal; the later will increase repayment amount.

Students may receive a subsidized and/or an unsubsidized loan for the same enrollment period, if eligible. In addition to filing the federal financial aid application, a separate student loan application is necessary. The form is available in the Financial Aid Office.

Federal PLUS Loan - Enables parents with good credit history to borrow to pay the education expenses of each child who is a dependent student and enrolled at least half-time. The yearly limit on the PLUS Loan is equal to the cost of education for the student minus any other financial aid the student expects to receive. The interest is variable, but will not exceed 9%. Interest is charged from the time the loan is disbursed and continues to be charged until the loan is paid in full. Parents must begin repaying the principal and interest while the student is still in school.

The Financial Aid Office is located in the Hannelly Center. Please call 480.731.8900 for additional information.

For more information, visit www.phoenixcollege.edu

International Education Program
International Main Line: 602.285.7424
ESL Hotline: 602.285.7375

isc@phoenixcollege.edu
https://www.phoenixcollege.edu/becomestudent/international-students

The International Education Program is available in the Hannelly Center to students from diverse countries, cultures, and languages. The staff is committed to providing quality services that support the educational goals and enhance student life opportunities for the Phoenix College international community in a culturally-sensitive environment.

Types of services offered include:

- ESL and general advisement
- · Admission and registration assistance
- · Referrals for citizenship and immigration services
- · I-20 application information and processing
- Comprehensive services and information for F-1 students
- International Club support by serving as staff advisor to the international student leaders

For more information:

Email: ISC@phoenixcollege.edu Online Chat - https://www.phoenixcollege.edu/chat Email or call us to request an in-person, phone or video appointment

### **Learning Commons**

(602.285.7486)

learningcommons@phoenixcollege.edu https://www.phoenixcollege.edu/current-students/tutoring

The Learning Commons (LC), located in the Lower Level of the Fannin Library, provides tutoring and academic support for students to develop skills to become independent lifelong learners. Tutoring is provided FREE in-person or online for MCCCD students for select subjects, including Writing, Math, Science, and English/ESL. The LC tutors can also assist you with developing your reading, writing, and study skills for any class, and with common technology questions, such as accessing and using Canvas, using the online tutoring services, and using a graphing calculator. Anatomy models, graphing calculators and some textbooks are available to check out for use in the LC. The LC also provides popular HESI workshops for aspiring nurses and ESL

Conversation Circles to practice your listening and speaking skills in English. View our hours and/or connect with our online services by visiting the Learning Commons Web page.

### Hours

See our Web page for current hours of operation. The Learning Commons follows the Phoenix College Academic Calendar.

### **Learning Communities**

(602.285.7887)

https://www.phoenixcollege.edu/schedule (Keyword:

Learning Community)

Learning Communities offer a wonderful way to learn more! Students are enrolled in at least two courses generally linked around a theme designed to enhance the connections between the two or more courses. Benefits to you include forming closer relationships with your instructors and fellow students; earning credit for courses with common assignments; and increasing your success at Phoenix College and beyond. Learning Communities classes are identified in class schedules, with new Learning Communities continually being developed. For specific offerings, consult with the Instructor and/or with an Academic Advisor.

### Library

(602.285.7473)

https://www.phoenixcollege.edu/academics/library

Fannin Library provides reference services, information resources, and space to study. Reference service is available in person, by phone and online through the Ask a Librarian 24/7 service, as well as by individual appointments through our Research Coach service.

Your active student MEID account allows you to check out books and media from our shelves and also enables your online access to ebooks, articles, and streaming videos.

A variety of seating options are available for use, including individual and group study rooms reservable through our online booking system. Our open computing environment on the main floor is equipped with workstations, printers, scanners, and

course-related software. Assistance is available for various software/hardware questions.

Our Library homepage serves as the gateway to information about all services and materials available. Visit us online at the web address above.

Library contacts:

Circulation 602.285.7473 Reference 602.285.7470

### Student ID Cards

(602.285.7777)

https://www.phoenixcollege.edu/students/enrollment-steps/ student-ids

All students should have a Phoenix College Student ID card. Cards may be obtained in the One-Stop Enrollment Center within the Hannelly Center Building. To qualify for a Phoenix College Student ID card, individuals must be enrolled in the current semester, and present another form of approved photo ID as proof of identity. The first card is free; replacement cards are \$5.00, and must be paid for at the Student Business Services (formerly Cashiers) Office. Cards do not need to be updated each semester.

### Student Life And Leadership

(602.285.7231)

https://www.phoenixcollege.edu/students/student-life

College activities serve as an important part of any person's college experience, regardless of age or background. College activities provide an opportunity for people to interact socially, develop leadership skills, and utilize classroom theories.

The mission of Student Life and Leadership is to serve the needs of students in leadership development, campus and community involvement, and group interaction. Participation in student activities teaches students how to be successful in organizing programs, setting goals, solving problems, budgeting, managing, and making decisions. The opportunity to work in group situations is prevalent, which assists students in understanding social relations, forming friendships, and appreciating diversity.

Student Life and Leadership unites the campus by promoting contact between students, faculty, and employees through clubs, social justice, and service learning. Students interested in becoming part of any Phoenix College club, event and/or activity may inquire at the Office of Student Life and Leadership, located in the Student Union Building.

### Student Union

### (602.285.7231)

https://www.phoenixcollege.edu/students/student-life

Also known as the "Bears' Den," the Student Union provides club work-group areas, meeting rooms, computer workstations, a game room, and a spacious patio. The Student Union is home to the following:

- · ACE
- Bear's Brew Coffee Bar
- Dual Enrollment
- Hoop of Learning
- Student Life and Leadership
- · Student Government/Club Offices
- · Game Rooms
- Student Lounge
- Kitchenette

### **Testing Services**

### (602.285.7844)

https://www.phoenixcollege.edu/students/ testing-services Our colleges now accept multiple placement measures to determine college course placement for students:

**High School GPA** (Unweighted, cumulative HS GPA of 2.6 or higher, based on a 4.0 scale. 2+ years of high school work within the last 10 years).

**ACT, SAT, GED** scores valid for 5 years.

Maricopa EdReady [online exams] (English, College Reading, Critical Reading and Critical Thinking, Quantitative Reasoning, Algebra & Statistic and College Algebra) - this placement does not expire.

ACCUPLACER Exams [In person administer on walk-in basis] (WritePlacer, Reading, Arithmetic, Elementary Algebra, and College Math). Sentence Skills is not accepted – scores valid for 2 Years.

**CELSA/ESL Exam** scores valid for 2 years

There is no charge for placement testing. Students must have a Student Information Form on file with the Admissions and Records Office prior to placement testing. Students will need an approved photo ID and their 8-digit PC Student Number or MEID for all testing services. Please refer to the Web site for additional details.

**Location** Hannelly Center, Lower Level

### Transcripts

(602.285.7777)

transcripts@phoenixcollege.edu https://www.phoenixcollege.edu/becomestudent/admissions-and-records/transcripts

Maricopa transcripts are issued upon request and contain all courses taken at all Maricopa Community Colleges. Official transcripts will not be issued for students who have outstanding debts to any of the Maricopa Community Colleges. Students may request transcripts through their Student Center at www.maricopa.edu or call 602.285.7777 for assistance.

All incoming transcripts to Phoenix College must be sent directly from the institutions attended to Admissions, Records and Registration, Phoenix College, 1202 W. Thomas Rd., Phoenix, AZ 85013. International college transcripts must be evaluated from an accredited agency. See Admissions, Records and Registration for a list of suggested agencies. College transcripts from a regionally accredited institution will be evaluated upon receipt. Call 602.285.7777 to verify receipt of transcript.

Students will receive a notice in their Message Center through their Student Center informing them when a transcript(s) has been evaluated. After transcripts are evaluated, students should make an appointment with their advisor for a review of the articulated credit and degree requirements.

### **Veterans Services**

(602.285.7342)

https://www.phoenixcollege.edu/veterans

Veterans Services is located in the One-Stop Enrollment Center within the Hannelly Center Building and offers all veterans, dependents, and active-duty members assistance with educational benefits, enrollment and transcript information, tutorial assistance, referral for personal, career and academic counseling and other miscellaneous veteran information.

Phoenix College Veterans Services has been approved to certify eligible veterans, dependents, and active-duty members for educational benefits. The following information is provided to assist the student in understanding Department of Veteran's Affairs (VA) certification requirements. The student must notify the Veterans Services office each semester of enrollment if planning to use VA benefits.

If you are concurrently enrolled in more than one institution while attending Phoenix College, you must notify the Veterans Services Office at EACH school in order to ensure the correct payment of benefits.

If you are using your educational benefits for the first time at Phoenix College, it usually takes 5-6 weeks to receive your first educational benefit payment. Veterans wishing to receive advance pay should apply with Veterans Services at least 45 days prior to the first day of classes. Post-9/11 educational benefit recipients are not eligible for advance pay. Continuing students may not be eligible for advanced pay. Tuition deferments may be available for veterans/ dependents using educational benefits.

VA educational benefits will only pay for prerequisites and required courses under a specific program of study. The one exception to this applies when the student is in their last semester of their degree program. As long as the student is fulfilling all of their degree requirements, the VA will pay for any desired courses offered for that semester. In addition, the VA will pay for courses that do not meet for the entire term, and funding is only for the duration of the class. The payment of benefits may change as courses begin and end. Any questions regarding funding should be referred to Veterans Services.

Every student receiving educational benefits is responsible for notifying Veterans Services of any change in his/her schedule in order to ensure appropriate funding based on the student's enrollment.

VA regulations state that veterans, dependents, and active-duty members who drop classes after the drop/add period may be liable for overpayment back

to the beginning of the term. Veterans who receive a grade of "Z" (no credit), "W" (withdrawal), or "Y" (withdrawal failing) may be responsible for repayment of funds. All drops after the refund period must be made with the instructor of the course.

VA regulations require the college to have official copies of transcripts from every college/university attended, including military transcripts, if the veteran is applying for educational benefits. Veterans of all branches of the military, except for the Air Force, should request that an official copy of their JST (Joint Services Transcript) be sent to Phoenix College. Air Force veterans should request that an official copy of their transcript be sent by the Community College of the Air Force (CCAF) to Phoenix College. All transcripts must be requested by the student and should be sent directly to the Admissions, Records and Registration Office at Phoenix College, 1202 W. Thomas Rd., Phoenix, AZ 85013. Email inquiries sent may be to: pc-veteranservices@phoenixcollege.edu.

### Welcome Center

(602.285.7777)

https://www.phoenixcollege.edu

The primary purpose of the Welcome Center, located in the Hannelly Center, is to assist students and guests to the campus with information, the admissions and enrollment process, student e-mail, MEID and password, college programs and events, and provide assistance with www.maricopa.edu, the online student center.

### **Services**

- Provide students with basic information and instructions to facilitate the admissions, registration, advising, and financial aid processes.
- · Provide information on most upcoming events.
- Provide assistance to non-English-speaking individuals when possible.

### **Materials**

- Accuplacer/CELSA Test Schedules
- Brochures and flyers from academic and student services departments
- · Final Exam Schedules
- Online PC catalog information
- Online PC class offerings
- Student Information and Registration Forms
- Campus maps

# **Important Numbers**

SERVICE	CONTACT
Academic Advisement	602.285.7777
	https://www.phoenixcollege.edu/students/advisement
Accident Insurance	602.285.7231
	https://www.phoenixcollege.edu/students/student-
	<u>life/student-resources</u>
Admissions, Records and Registration	602. 285.7777
	ar@phoenixcollege.edu
	https://www.phoenixcollege.edu/become-
	student/admissions-and-records
Adult Basic Education - GED® Test	(480) 517-8110
Preparation and English Classes	gedinfo@riosalado.edu, www.riosalado.edu/abe
Office of Alumni and Development	602.285.7337
/Phoenix College Alumni Association	https://www.phoenixcollege.edu/alumni
(PCAA)	
Athletics	602. 285.7175
	https://athletics.phoenixcollege.edu
Bookstore	602. 285.7489
Cofotonio (Boon Como Cofó)	www.phoenixcollegeshop.com
Cafeteria (Bear Cave Café)	https://www.phoenixcollege.edu/dining/bear-cave-cafe 602. 285.7420
Career Services	https://www.phoenixcollege.edu/careerservices
Child Care	602.560.0000
Clind Cure	https://www.phoenixcollege.edu/current-students/support-
	services/child-care https://www.swhd.org/programs/head-start/
College Police (Public Safety)	• 480.784.0911 Emergency (in-progress and medical emergencies)
	• 480.784.0900 Non-Emergency (requests to unlock
	doors, delayed reporting)
	• 602.285.7254 Campus Business (parking decals, etc.)
	dl-pc-safety@phoenixcollege.edu,
	www.phoenixcollege.edu/raveguardian
Counseling Department	(480) 517-8110
g o unisoming 2 opuiturions	gedinfo@riosalado.edu, www.riosalado.edu/abe
Disability Resources and Services	602.285.7667, 602.285.7652 or 602.285.7337
-	https://www.phoenixcollege.edu/drs
Discrimination Complaint	602. 285.7228
Duran Carla	https://www.maricopa.edu/legal/harassment/dcpstudent.htm 602. 285.7228
Dress Code	https://www.phoenixcollege.edu
Early College Programs – (ACE,	602. 285.7743
Hoop of Learning, and Dual	earlycollege@phoenixcollege.edu
Enrollment)	7 20. 2 L
Emonnent)	

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Enrollment Center	602. 285.7777
	https://www.phoenixcollege.edu/students/enroll/enrollment-
	center
Financial Aid	480.731.8900
	https://www.phoenixcollege.edu/faid
International Education Program	602. 285.7424 (International Main Line), 602.285.7375
	(ESL Hotline)
	isc@phoenixcollege.edu
	https://www.phoenixcollege.edu/become-
	student/international-students
Learning Commons	602. 285.7486
	learningcommons@phoenixcollege.edu
	https://www.phoenixcollege.edu/current-students/tutoring
Learning Communities (Keyword:	602. 285.7887
Learning Community)	https://www.phoenixcollege.edu/schedule
Library	602.285.7473
3	https://www.phoenixcollege.edu/academics/library
Student ID Cards	602. 285.7777
	https://www.phoenixcollege.edu/students/enrollment-steps/
	student-ids
Student Life and Leadership	602. 285.7231
1	https://www.phoenixcollege.edu/students/student-life
Student Union	602. 285.7231
	https://www.phoenixcollege.edu/students/student-life
Testing Services	602. 285.7844
	https://www.phoenixcollege.edu/students/testing-services
Transcripts	602. 285.7777
_	transcripts@phoenixcollege.edu
	https://www.phoenixcollege.edu/become-student/admissions-
	and-records/transcripts
Transfer Center	602. 285.7116
	https://www.phoenixcollege.edu/become-
	student/transfers/transfer-university
Veterans Services	602. 285.7342
	https://www.phoenixcollege.edu/veterans
Welcome Center	602. 285.7777
	https://www.phoenixcollege.edu

### **Student Clubs/Organizations**

Student extracurricular activities are an important part of the collegiate experience for all students attending Phoenix College. In addition to our many student clubs and organizations, many opportunities for involvement exist in areas such as athletics, music, art, theatre, community service, and campus events. For more information about clubs and other involvement opportunities, or for information about forming a new student organization, please visit the Office of Student Life and Leadership, located in the Student Union, or visit https://www.phoenixcollege.edu/studentlife.

Club activities must be scheduled through the Office of Student Life and Leadership. Please contact the Office of Student Life and Leadership for more information.

Some of the student leadership and involvement opportunities throughout campus include:

Acapella Club

American Choral Directors Association ASL Super Signers Club
CGI (Comics, Gaming, and Interface) Club Christian Club
Educators Rising eSports Club Fashion Design Club Garden Club
Green Team Club Health Science Association
Interior Design Club International Club
Male Empowerment Network (MEN)

Movimiento Estudiantil Chicanos de Aztlan (M.E.Ch.A)

NAACP/Black Student Union (BSU)

National Alliance of Mental Illness (NAMI)

Native American Student Association (NASA) Pantry Club

PC3 = Phoenix College Clay Club

PC CAN! (PC Climate Action Network)

PC United Student Council

Phi Beta Lambda Business Club

Phi Theta Kappa International Honor Society (PTK)

Rainbow Spectrum Club –Queer & Transgender Advocacy

Robotics Club

Phoenix College American Dental Hygienist Association (ADHA) Student Chapter Social Justice Organization Spilled Ink Club

STEAM Club

Student Nurses Organization (SNO) Student Sustainability Club (SUS) Veterans Association (PCVA) Women Rising



# **Programs**



### Fields of Interest, Degrees and Certificates

Programs are presented in their Field of Interest in alphabetical order by the Title.

- Behavioral Science and Human Services Help people, serve your community, and improve the lives of those in need with a rewarding career in healthcare, counseling, and more.
- Business, Entrepreneurialism, and Management We've designed our Business, Entrepreneurialism, and Management pathway to give you the skills you need to be an economic and social leader.
- Computer and Information Technology—Get the knowledge and real-world experience you need to excel in gaming, programming, tech support, web design, and more.
- Culture and Society—Tackle complex global issues in a wide range of fulfilling career fields, from communication and sociology to history, economics, and beyond.
- Education—If you love learning and want to help students reach their potential, start your career as a teacher, instructional designer, administrator, and more.
- Health Sciences—Help people live better, safer, healthier lives when you pursue a career as a nurse, EMT, physical therapist, personal trainer, and more.
- STEM—Creatively solve problems and explore new frontiers with a challenging STEM career.
- Visual and Performing Arts—Unleash your creativity while honing your craft as you pursue a career in visual art, design, dance, music, fashion, film, or theater.

### Bachelor's Degree Programs

Maricopa Community Colleges is excited to launch our first-ever bachelor's degree programs!

Our programs are affordable, convenient, and high quality—offering personalized support, small class sizes, and flexible schedules to guarantee your success. Up to 90 credits may be taken at any of the 10 Maricopa Community Colleges toward your degree completion.

A bachelor's degree is a great investment in your future—providing you with the skills and education you need to be well prepared for a career in a fast-growing field with higher annual earnings, greater job security, and more opportunities for advancement.

# Behavioral Science and Human Services

**CONTACT:** Ms. C. Shehorn, Program Director: (602) 285.7971 and/or cari.shehorn@phoenixcollege.edu

### Administration of Justice Certificate of Completion — CCL 5007N 15 Credits

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 n Applied Science (AAS) in Administration of Justice.

**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.

Admission Criteria: None.

**Program Prerequisites:** None.

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

Restricted Electives: None.

**CONTACT:** Ms. C. Shehorn, Program Director: (602) 285.7971 and/or cari.shehorn@phoenixcollege.edu

### Administration of Justice Studies Associate in Applied Science — AAS 3181 61-65 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required AJS101 AJS109 AJS123	Courses: 28-30 Credits Introduction to Criminal Justice Substantive Criminal Law Ethics and the Administration	. 3
	of Justice	. 3
AJS200 OR	Current Issues in Criminal Justice (3)	
AJS/EMT/	FSC258 Victimology and Crisis	
	Management (3)	. 3
AJS212 AJS225	Juvenile Justice Procedures	
AJS230	The Police Function	

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AJS240	The Correction Function	AJS/FSC148	Fundamentals of Emergency
AJS260	Procedural Criminal Law 3		Management3
		AJS/FSC149	Hazard Mitigation3
FYE101	Introduction to College,	AJS195	International and Domestic
	Career and Personal Success		Terrorism 3
	(1) OR		
FYE103	Exploration of College,	The following cour	rses fulfill the requirements for
	Career and Personal Success	the Law Enforcem	ent certificate (5987N):
	(3)1-3	AJS205	<b>Effective Communication</b>
		and Report Writing	g in Criminal Justice3
Restricted	l Electives: 12-13 Credits	AJS275	Criminal Investigation I 3
Complete	twelve to thirteen (12-13) credits from		
the course	options below. Some of these options	The following cour	rses fulfill the requirements for
fulfill requ	irements for one or more related	the Legal Studies of	certificate (5966N):
certificates	s of completion (CCLs). Consult with an	AJS201	Rules of Evidence3
AJS facult	y advisor, program director, and/or	AJS205	<b>Effective Communication</b>
academic	advisor to identify coursework that best		and Report Writing in
aligns with	n academic and professional goals.		Criminal Justice3
		AJS210	Constitutional Law3
AJS113	Criminal Justice Crime		
	Control Policies and		rses fulfill the requirements for
	Practices3	the Victimology ce	
AJS119	Computer Applications in	AJS162	Domestic Violence3
	Justice Studies3	AJS255	Mental Health Conditions
AJS270	Community Relations3		and the Criminal Justice
			System 3
	ving courses fulfill the requirements for	AJS+++++	Any AJS Administration of
	tions certificate (5776N):		Justice Studies course not
AJS205	Effective Communication		listed under the Required
	and Report Writing in		Courses area3
	Criminal Justice	G 171 4	0.60
AJS255	Mental Health Conditions	General Electives	
	and the Criminal Justice		ourses 100-level or higher to
A 10075	System3	-	num total program credits
AJS275	Criminal Investigation I 3	required for this de	egree.
The fellow	ving accounts fulfills the magninements for	Calast saymass mot	almandy listed in Daguinad
	ving course fulfills the requirements for Scene Investigation (5964) and		already listed in Required re Electives, or General
	t Identification and Photography	,	nents. Consult with an AJS
(5010N):	t identification and I notography	-	ogram director, and/or academic
AJS290B1	N Courtroom Testimony	•	coursework that best aligns with
AJS270DI	Seminar 1	academic and profe	
	Schillar	academic and profi	essional goals.
The follow	ving courses fulfill the requirements for	General Education	n: 16-22 Credits
	and Security (5322N):	CORE: 12-18 Cre	
AJS/FSC1		First-Year Comp	
- 10 2, 1 5 2 1	Terrorism3	-	ear Composition + (3) OR
AJS/FSC1			ear Composition for $ESL + (3)$
	Ø7 -1	AND	1

ENG102	First-Year Composition + (3) OR		
ENG108 First-Year Composition for ESL + (3).6			
Oral Con	nmunication:		
COM100	Introduction to Human Communication		
(3) OR			
	Interpersonal Communication (3) OR		
	Public Speaking + (3) OR		
COM230	Small Group		
	Communication (3)3		
Critical F			
CRE101	College Critical Reading and		
	Critical Thinking + (3) OR		
-	t as indicated by assessment0-3		
Mathema			
	College Mathematics + (5) OR		
MAT141	8		
MAT142	. ,		
MAT145	College Mathematics with Review (6)		
OR			
	College Mathematics with Review (6)		
_	OR		
Any higher approved general education course in			
the Mathematics area3-6			
	UTION: 4 Credits		
	es, Arts and Design:		
•	JS123 in the Required Courses area0		
	havioral Sciences:		
•	JS101, AJS200, AJS225 or		
	FSC258 in Required Courses area0		
Natural S			
	oved general education course from the		
	ciences area.		
Recomme			
FOR105	Forensic Science: Physical		
	Evidence (4) OR		
FOR106	Forensic Science: Biological		
	Evidence (4) OR		
	a course with the [SQ] or		
	[SG] general education		
	designation (4)4		

Students at any Maricopa Community College may need to complete courses at more than one of our colleges.

**CONTACT:** (602) 285.7651 and/or PC-Liberal-Arts@phoenixcollege.edu

### Adolescent Studies Certificate of Completion — CCL 5357N 9 Credits

The Certificate of Completion (CCL) in Adolescent Studies focuses on adolescent development, problem solving, and family relationships in contemporary America. Included are courses that center on the development of skills and techniques to work with adolescents and their families, and strengthen adolescent and family relationships. This certificate is designed for students who are preparing to work or those who are presently employed in professions that require interaction with adolescents and/or adolescent-related issues.

**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.

### **Required Courses:** 9 Credits

CFS130	Demystifying Adolescence. 1
CFS182	Parenting the Early
	Adolescent: Ages Ten to
	Fourteen 1
CFS183	Contemporary Issues in
	Adolescence3
CFS277	Adolescent-Adult Interaction 3
CFS281	Adolescent School Success 1

**CONTACT:** Mr. O. Alcordo, Program Director:

(602) 285.7125

orlando.alcordo@phoenixcollege.edu

# **Community Emergency Response Team** (CERT): Level I

# Certificate of Completion — CCL 5448N 1.5 Credits

The Certificate of Completion (CCL) in Community Emergency Response Team (CERT): Level I provides basic training for participation on a CERT in accordance with the Federal Emergency Management Agency (FEMA). **Program Notes:** Students must earn a grade of C or better in all courses within the program. This program is not eligible for Title IV Federal Financial Aid.

Admission Criteria: None.

Program Prerequisites: None.

**Required Courses:** 1.5 Credits

AJS/FSC115 Community Emergency

**CONTACT:** Ms. C. Shehorn, Program Director: (602) 285.7971 and/or cari.shehorn@phoenixcollege.edu

### **Corrections**

# Certificate of Completion — CCL 5776N 15 Credits

The Certificate of Completion (CCL) in Corrections program is designed for students intending to pursue careers in various correctional components of the justice system, including parole, probation, jail, and prisons. Focus is broader learning about the correction function in the context of overall administration of justice system.

**Program Notes:** 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.

Admission Criteria: None.

**Program Prerequisites:** None.

Kequired	Courses: 15 Credits
AJS101	Introduction to Criminal Justice 3

AJS123	Ethics and the Administration	
	of Justice (3) OR	
AJS255	Mental Health Conditions and the	
	Criminal Justice System	3
AJS212	Juvenile Justice Procedures	3
AJS240	The Correction Function	3

AJS205	Effective Communication and Report	
Writing in	Criminal Justice (3) OR	
AJS275	Criminal Investigation (3)3	

Restricted Electives: None.

**CONTACT:** Mr. B. Little, Program Director:

(602) 285.7776 and/or

bret.little@phoenixcollege.edu

# Crime Scene Investigation Certificate of Completion — CCL 5964 16-18 Credits

The Certificate of Completion (CCL) in Crime Scene Investigation is designed to develop knowledge and skills required to investigate and reconstruct crime scenes using scientific evidence and logical analysis. The program provides instruction in criminal investigation procedures, collection and preservation of physical and biological evidence, death investigation techniques, crime scene reconstruction methodology and presentation of testimony in court.

**Program Notes:** Students must earn a grade of C or better in all courses within the program. + indicates course has prerequisites and/or corequisites.

Admission Criteria: None.

**Program Prerequisites:** None.

<b>Required Courses:</b> 1	6-18 Credits
AJS213	Evidence
	Technology/Fingerprints 3
AJS243	Crime Scene Reconstruction +.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	ASL200 ASL201
		ASL202
AJS214	Evidence	ASL203
	Technology/Photography3	ASL204
AJS275 AJS290BN	Criminal Investigation I 3 Courtroom Testimony	ASL212
110029021	Seminar	CRE101

Restricted Electives: None.

**CONTACT:** Mx. S. Stone, Program Director: serena.stone@phoenixcollege.edu

# Deaf Studies Certificate of Completion — CCL 5333 36-47 Credits

The Certificate of Completion (CCL) in Deaf Studies is designed to provide students with intermediate sign language skills and an overview of cultures and communities within the Deaf, the Hard of Hearing, and the Deaf Blind populations. This program will not prepare students as interpreters; it will enhance their ability to provide services to these populations.

**Program Notes:** Students must earn a grade of B or better in CRE101, ENG101 or ENG107, IPP205, IPP207, ASL202, ASL203, ASL204, and ASL212, and must earn a grade of C or better for all remaining courses required within the program. + indicates course has prerequisites and/or corequisites. Students must complete one- hundred (100) clock hours of community involvement defined by the Program Director.

**Admission Criteria:** High school diploma, or GED, or equivalent.

Program Prerequisites: None.

Required	Courses: 36-47 Credits
ASL101	American Sign Language I (4) OR
Permission	n of Program Director (0)0-4
ASL102	American Sign Language II + (4) OR
Permission	n of Program Director (0)0-4
ASL110	Fingerspelling +3

ASL201 ASL202 ASL203 ASL204 ASL212	American Sign Language III +
CRE101 Equivalen	College Critical Reading and Critical Thinking + (3) OR t as indicated by assessment (0)0-3
ENG101 ENG107	First-Year Composition + (3) OR First-Year Composition for ESL + (3) 3
ENG102 ENG108	First-Year Composition + (3) OR First-Year Composition for ESL + (3) 3
IPP198 IPP205 IPP207	Careers in Deaf Studies: Observation +1 Introduction to Interpreting +

Restricted Electives: None.

**CONTACT:** Mr. O. Alcordo, Program Director: (602) 285.7125 orlando.alcordo@phoenixcollege.edu

### Driver Operator Certificate of Completion — CCL 5418N 8 Credits

The Certificate of Completion (CCL) in Driver Operator program is designed for students who need (1) advanced training as professional firefighters, (2) preparation courses for career advancement opportunities in fire services, and/or (3) more comprehensive information about the role and function of an emergency vehicle driver/operator.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program. This program is not eligible for Title IV Federal Financial Aid.

**Admission Criteria:** Acceptance into the program and permission of Program Director is required.

## Program Prerequisites: None

Required	Courses: 8 Credits
FSC111	Emergency Vehicle Driver Operator2
FSC117	Fire Apparatus
FSC118	Fire Hydraulics

**CONTACT:** Mr. O. Alcordo, Program Director: (602) 285.7125 orlando.alcordo@phoenixcollege.edu

# Emergency Communications and Deployment Certificate of Completion — CCL 5775N 2 Credits

Tactical methods of communication, interview, interrogation, assessment, and deployment. Communication devices include radio, telephone, computer-aided dispatch; mobile digital transmitter. Highlights of human anatomy, physiology disease profiles, and approach to interventions in life-threatening situations. Persuasive delivery of pre-arrival instructions, most dispatch communications, basic life support techniques for all age groups. Communication with law enforcement on all levels within the community and the state. Contribution to research, quality assurance, and prevention. Education and training to help student function as an emergency dispatch professional.

**Program Notes:** Students must earn a grade of C or better in all courses within the program. This program is not eligible for Title IV Federal Financial Aid. + indicates course has prerequisites and/or corequisites.

Program Prerequisites: None.

Admission Criteria: None.

-	Courses: 2 Credits Basic Life Support/Cardiopulmonary
	Resuscitation (CPR) for Health Care Providers
EMT116	Emergency Medical Communications (EMD) + 1.5

**CONTACT:** Mr. O. Alcordo, Program Director: (602) 285.7125 orlando.alcordo@phoenixcollege.edu

# Emergency Management Certificate of Completion — CCL 5304 18 Credits

The Certification of Completion (CCL) in Emergency Management provides the student with knowledge and skills required to conduct a comprehensive emergency management program. The program prepares students to manage emergency operations, hazardous materials incidents, tactics, strategy, and safety of firefighting activities, and customer service in the public sector. The student will be prepared for positions such as Emergency Manager, Emergency Management Planner, Emergency Operations Coordinator, Environmental Compliance Planner, and Emergency Management Specialist, working in state, local, federal, and international governments, business and industry, military installations, and health care facilities.

**Program Notes:** Students must earn a grade of C or better in all courses within the program. + indicates course has prerequisites and/or corequisites.

Admission Criteria: None.

Program Prerequisites: None.

Required	<b>Courses:</b>	18	Credits
----------	-----------------	----	---------

Emergency Response to
Terrorism3
Disaster Recovery
Operations 3
Emergency Preparedness 3
Fundamentals of Emergency
Management3
Hazard Mitigation3
Incident Command Systems3

**Restricted Electives:** None.

Students at any Maricopa Community College may need to complete courses at more than one of our colleges.

**CONTACT:** Mr. B. Little, Program Director: (602) 285.7776 and/or bret.little@phoenixcollege.edu

# Fingerprint Identification and Photography Certificate of Completion — CCL 5010N 10 Credits

The Certificate of Completion (CCL) in Fingerprint Identification and Photography is designed to prepare students for entry level positions in the field of fingerprint classification and identification. It is one pathway to the Associate in Applied Science (AAS) in Forensic Science.

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

Admission Criteria: None.

**Program Prerequisites:** None.

Required	Courses: 10 Credits	
AJS101	Introduction to Criminal Justice 3	)
AJS213	Evidence Technology/Fingerprints 3	,
AJS214	Evidence Technology/Photography 3	)
AJS290BN	Courtroom Testimony Seminar 1	_

Restricted Electives: None.

**CONTACT:** Mr. O. Alcordo, Program Director: (602) 285.7125 orlando.alcordo@phoenixcollege.edu

Students wishing to apply for the CCL program in Firefighter Operations must speak to an EMT/Fire Science advisor.

# Firefighter Operations Certificate of Completion — CCL 5557 16.5-33 Credits

The Certificate of Completion (CCL) in Firefighter Operations provides the opportunity for individuals seeking careers in the fire service to acquire minimum standard firefighting skills and prepare for state and/or national certifications, including the Firefighter I and II Certification. An Associate in Applied Science (AAS) in Fire Science is also available.

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

**Admission Criteria:** Formal application and admission to the program is required.

**Program Prerequisites:** None.

**Required Courses:** 16.5-33 Credits EMT101 Basic Life

Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5)

OR

Current validation in Basic Life Support (BLS) Health Care Provider/ Professional Rescuer (0) AND

AND

EMT104AB Applied Practical Studies for Emergency Medical Technology +

(0.5) AND

EMT104L Emergency Medical Technology Practicum (2) OR

Arizona State EMT Certification (0) OR Arizona State Paramedic Certification (0) OR Permission of Program Director (0)......0-12.5

FSC102 Fire Department Operations +11

FSC105 Hazardous Materials

Awareness and Operations

(3) OR

Permission of Program Director.....0-3

FSC130 Fitness for

Firefighters/CPAT (1) OR

Verification of CPAT completion (0) ...... 0-1

FSC134 Fitness and Conditioning for

Firefighters +......3

FSC174 Functions of Command +... 2

Restricted Electives: None.	EMT104A	ΔB	Applied Practical Studies for Emergency Medical
CONTACT: Mr. O. Alcordo, Program Director: (602) 285.7125 orlando.alcordo@phoenixcollege.edu  Fire Science Associate in Applied Science — AAS 3205 61.5-92 Credits The Associate in Applied Science (AAS) in Fire	State Para Permission FSC101	tate EMT C medic Certi n of Program Introduction and Entry	Technology + (0.5) AND Emergency Medical Technology Practicum (2)  Certification (0) OR Arizona dification (0) OR m Director (0) 0-12.5  on to Fire Service Selection (4) OR as a firefighter as determined
Science provides the opportunity for individuals seeking careers in the fire service to acquire standard firefighting skills and prepare for state	by the Pro	ogram Direc	etor. (0) 0-4
and/or national certifications, including the Firefighter I and II Certification. Students will gain broad knowledge and skills necessary to work	FSC102 FSC105	-	rtment Operations + 11  s Materials Awareness and
effectively in the fire service as firefighters. A Certificate of Completion (CCL) in Firefighter	Permission	Operations n of Program	s (3) OR m Director (0)0-3
Operations is also available.  Program Notes: Students must earn a grade of C	FSC108 OR		itals of Fire Prevention (3)
or better for all courses required within the program. + indicates course has prerequisites and/or corequisites. Consult with your faculty	FSC110 (FSC110 i	Wildland lis recommen	Firefighter (3) 3 nded)
mentor or academic advisor to determine educational requirements, including possible university transfer options, for your chosen career field.	FSC113 FSC117 FSC118 FSC119	Fire Appar Fire Hydra	on to Fire Suppression
<b>Admission Criteria:</b> Admission to program is required. See Program Director for details.	FSC130 Verification		Firefighters/CPAT (1) OR completion (0) 0-1
Program Prerequisites: None.	FSC134	Fitness and Firefighter	d Conditioning for rs (3) OR
Required Courses: 38.5-61 Credits  EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR  Current validation in Basic Life Support (BLS)	`	Candidates is recommen	d Wellness for Firefighter s + (3)
Health Care Provider/ Professional Rescuer (0) AND Credit By Evaluation (0.5)	FSC174 FSC208	Firefighter	of Command +
EMT104 Emergency Medical Technology + (10) AND	FSC215	Customer	Service in the Public Sector. 3
	FYE101		on to College, Career and access (1) OR

FYE103	Exploration of College, Career and Personal Success (3)1-3	Social and Behavioral Sciences [SB] area3
Restricted	Electives: 1-3 Credits	Natural Sciences:
FSC++++		Any approved general education course from the
	Technology course.	Natural Sciences [SG/SQ] area4
Recommen	nd the following:	
FSC202	Supervisory Training for Firefighters 3	
FSC204	Firefighting Tactics and Strategy +3	<b>CONTACT:</b> Mr. O. Alcordo, Program Director:
FSC282AC	Service-Learning Experience in	(602) 285.7125
	Fire Science +3	orlando.alcordo@phoenixcollege.edu
FSC296WC	Cooperative Education +3	
~		Fire Service Management
	Education: 22-28 Credits	Associate in Applied Science — AAS 3207
	2-18 Credits	61-63 Credits
	r Composition:	The Associate in Applied Science (AAS) in Fire
	First-Year Composition + (3) OR	Service Management can be used by professional
	First-Year Composition for $ESL + (3)$	firefighters for promotional opportunities within
AND		the Fire Services. The program provides courses for
	First-Year Composition + (3) OR	experienced professional firefighters who desire to
	First-Year Composition for ESL + (3).6	learn advanced fireground tactics and strategy,
	munication:	building construction, practical incident command,
	Introduction to Human Communication	supervisory training of personnel, public
(3) OR	Intermorphical Communication (2) OD	administration, basic finance, and human resource
	Interpersonal Communication (3) OR	management. Students can select from a variety of
	Public Speaking + (3) OR Small Group Communication (3) 3	fire science electives to meet their professional
	is recommended.	goals. A Certificate of Completion (CCL) in Fire
Critical R		Service Management is also available.
	College Critical Reading and Critical	Dunguam Natage Students must some a grade of C
Thinking -		<b>Program Notes:</b> Students must earn a grade of C or better in all courses within the program. +
_	as indicated by assessment0-3	indicates course has prerequisites and/or
Mathema		corequisites.
	College Mathematics + (5) OR	corequisites.
MAT141	College Mathematics + (4) OR	Admission Criteria: Current employment as a
	College Mathematics + (3) OR	firefighter and/or Firefighter I and II Certification
	College Mathematics with Review (5)	and/or related experience as determined by the
OR	. ,	Program Director.
MAT146	College Mathematics with Review (6)	Tiogram Director.
OR	. ,	Program Prerequisites: None.
Equivalent	or higher-level mathematics course in	
-	natical Applications [MA] area. 3-6	Required Courses: 30-32 Credits
		ENG111 Technical and Professional Writing + 3
DISTRIB	UTION: 10 Credits	
Humaniti	es, Arts and Design:	FYE101 Introduction to College, Career and
Any appro	ved general education course from the	Personal Success (1) OR
	s, Fine Arts and Design [HU] area3	FYE103 Exploration of College, Career and
Social-Bel	navioral Sciences:	Personal Success (3)1-3
Any appro	ved general education course from the	

FSC119	Introduction Fire Service Ethics3	Any approved general education course from the
FSC167	Fire Captain Academy +6	Humanities, Fine Arts and Design [HU] area3
FSC202	Supervisory Training for Firefighters 3	Social-Behavioral Sciences:
FSC204	Firefighting Tactics and Strategy +3	Any approved general education course from the
FSC208	Firefighter Safety and Building	Social and Behavioral Sciences [SB] area
120200	Construction +	SOC101 is recommended.
		Natural Sciences:
FSC214	Human Resources Management in Fire	Any approved general education course from the
12021.	Service +	Natural Sciences [SG/SQ] area
FSC220	Fire Officer +5	BIO100, or BIO160, or (CHM130 AND
- 2		CHM130LL) is recommended.
Restricted	Electives: 3-9 Credits	,
Students sl	hould select 3-9 credit hours from the	
following	courses in consultation with a Program	
Director.		<b>CONTACT:</b> Mr. O. Alcordo, Program Director:
FSC+++++	Any Fire Science Technology course(s)3-9	(602) 285.7125
		orlando.alcordo@phoenixcollege.edu
General E	Education: 22-28 Credits	
<b>CORE:</b> 12	2-18 Credits	Fire Service Management
First-Year	r Composition:	Certificate of Completion — CCL 5420
ENG101	First-Year Composition $+$ (3) OR	21 Credits
ENG107	First-Year Composition for $ESL + (3)$	The Certificate of Completion (CCL) in Fire
AND		Service Management can be used by professional
ENG102	First-Year Composition + (3) OR	firefighters for promotional opportunities within
	First-Year Composition for $ESL + (3).6$	the Fire Services. The program provides courses for
	munication:	experienced professional firefighters who desire to
	Introduction to Human Communication	learn advanced fireground tactics and strategy,
(3) OR		building construction, practical incident command,
	Interpersonal Communication (3) OR	supervisory training of personnel, public
	Public Speaking + (3) OR	administration, basic finance, and human resource
	Small Group Communication (3) 3	management. An Associate in Applied Science
	is recommended.	(AAS) in Fire Service Management is also
Critical R	8	available.
CRE101	College Critical Reading and Critical	
Thinking -		<b>Program Notes:</b> Students must earn a grade of C
_	t as indicated by assessment0-3	or better in all courses within the program. +
Mathemat		indicates course has prerequisites and/or
	College Mathematics + (5) OR	corequisites.
	College Mathematics + (4) OR	
	College Mathematics + (3) OR	Admission Criteria: Current employment as a
	College Mathematics with Review (5)	firefighter and/or Firefighter I and II Certification
OR	Callege Mathematics with Daview (6)	and/or related experience as determined by the
	College Mathematics with Review (6)	Program Director.
OR Equivalent	tor higher level methometics course in	D D 14 M
-	t or higher-level mathematics course in matical Applications [MA] area 3-6	Program Prerequisites: None.
uie iviauiei	manear Applications [MA] area 3-0	Dogwined Councer 21 Condite
DISTRIR	UTION: 10 Credits	<b>Required Courses:</b> 21 Credits FSC119 Introduction Fire Service Ethics 3
Humanities. Arts and Design:		FSC119 Introduction Fire Service Ethics

FSC202	Supervisory Training for Firefighters 3	Required	l Courses: 32-44 Credits
FSC204	Firefighting Tactics and Strategy +3	AJS101	Introduction to Criminal Justice 3
FSC208	Firefighter Safety and Building	AJS123	Ethics and the Administration of Justice. 3
	Construction + 3	AJS275	Criminal Investigation I
FSC214	Human Resource Management in Fire Service + 3		NCourtroom Testimony Seminar
Restricte	d Electives: None.	AJS215 OR	Criminalistics: Physical Evidence (3)
	a Electives. I tolle.	AJS219	Crime Scene Technology: Physical Evidence (3) OR
~~~		FOR 105	Forensic Science: Physical Evidence (4).3-4
	CT: Mr. B. Little, Program Director:		
	5.7776 and/or	AJS216	Criminalistics: Biological Evidence (3)
bret.little	@phoenixcollege.edu	OR	
ъ.	G •	FOR106	Forensic Science: Biological Evidence (4) 3-4
Forensic		EXE 101	
	e in Applied Science — AAS 3183	FYE101	Introduction to College, Career and
60-64 Cr		FYE103	Personal Success (1) OR  Exploration of College Conserved
	sciate in Applied Science (AAS) in Science provides the student with a	F1E103	Exploration of College, Career and Personal Success (3)
	1		reisoliai success (3)1-3
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		Students	should select courses from one of the
			g emphases based on career goals.
			ation 1: Crime Scene (15 credits)
strategies. The program provides students with an		AJS109	Substantive Criminal Law
_	t knowledge base for investigative	AJS210	Constitutional Law 3
	ation in a wide range of disciplines and	AJS213	Evidence Technology/ Fingerprints 3
-	This degree pathway also provides students	AJS214	Evidence Technology/Photography 3
with the o	opportunity to complete two Certificates etion (CCL) in Crime Scene	AJS260	Procedural Criminal Law3
-	tion, and Fingerprint Identification and	Specializa	ation 2: Lab Science (23 credits)
Photography.		BIO181	
	•	BIO182	General Biology (Majors) II +4
Program	<b>Notes:</b> Students must earn a grade of C		General Chemistry I +3
or better i	in all courses within the program. +	CHM151	LL General Chemistry I Laboratory + 1
indicates	course has prerequisites and/or		General Chemistry II +3
corequisit	tes.	CHM152	LLGeneral Chemistry II Laboratory + 1
		FOR286	Principles of Forensic Science +4
Admissio	on Criteria: None.		
D	D	•	se or combination of courses that include
Program	Prerequisites: None.	designation	nd either G or H General Education ons. 3
		Restricte	d Electives: 3 Credits
	ed to complete courses at more than one		must complete 3 credits of restricted

Students interested in Specialization 1: Crime Scene

of our colleges.

electives.

CIS105	Survey of Computer Information		UTION: 0-4 Credits
BPC110	Systems (3) OR Computer Usage and Applications (3)	Humanities, Arts and Design: Met by AJS123 in Required Courses area 0	
OR	Computer Couge and Appreciations (3)		havioral Sciences:
	-Any AJS Administration of Justice		IS101 in Required Courses area 0
	Studies course not listed in the Required	Natural S	<u>-</u>
	Courses area		alization 1: Crime Scene
		-	oved general education course from the
Students in	nterested in Specialization 2: Lab		eiences area (4) OR
Science	nerested in Specialization 2. Eas		et by FOR105 or FOR106 in Required
CIS105	Survey of Computer		rea (0)
010100	Information Systems (3) OR	Recomme	
BPC110	Computer Usage and Applications (3). 3		Fundamental Chemistry + (3) AND
DICIIO	computer coage and rippireations (5)15		Fundamental Chemistry Laboratory +
General F	Electives: 0-13 Credits	(1) OR	is uniquiniting continuity and orderly
	nust choose zero to thirteen (0-13)	` /	General Chemistry I + (3) AND
	credits of General Elective courses.		General Chemistry I Laboratory + (1)
	ber of General Electives required will	OR	Technology Chemistry 1 Zuc crutory (1)
	pend upon specialization selected.	FOR 105	Forensic Science: Physical Evidence (4)
10118017 001	of on specialization solution.	OR	1 01011010 201011001 1 111/01011 2 1 11101100 (1)
General E	Education: 12-21 Credits	FOR106	Forensic Science: Biological Evidence
	2-17 Credits		(4)
	r Composition:		
	First-Year Composition + (3) OR	For Specia	alization 2: Lab Science:
ENG107	<u> </u>	-	HM151 and CHM151LL in Required
AND	1	Courses ar	<u> =</u>
ENG102	First-Year Composition + (3) OR		
ENG108	First-Year Composition for ESL + (3).6		
Oral Com	munication:		
COM225	Public Speaking +3	CONTAC	CT: Dr. R. Villegas-Gold,
Critical R	leading:	Departmen	nt Chair:
CRE101	College Critical Reading and Critical	(602)-285-	-7392
	Thinking $+$ (3) OR	roberto.villegas.gold@phoenixcollege.edu	
	t by assessment (0)0-3		
Mathemat			ons of Behavioral Sciences
-	llization 1: Crime Scene		e of Completion — CCL 5522N
	College Mathematics + (5) OR	18 Credit	
	College Mathematics + (4) OR		ram is currently not Title IV Federal
	College Mathematics + (3) OR		Aid eligible.
_	arse with an [MA] general education	The Certificate of Completion (CCL) in	
designation	n3-5	Foundations of Behavioral Sciences is designed to	
		-	udents with a foundational study of
-	dization 2: Lab Science		navior and prepare them to assist, as part
	College Algebra/Functions + (5) OR		al team, in the care of individuals and
	College Algebra/Functions + (4) OR		ealing with mental illness, comorbid
	College Algebra/Functions + (3) OR	medical conditions, and challenging behaviors. The	
_	arse with an [MA] general education	program includes courses designed to provide	
designation	n3-5		ith the skills necessary to deliver
		essential b	ehavioral health and social services. The

core focus of the program is practical training and service-learning experiences. This program prepares students for industry certification and is embedded in the CCL in Advanced Behavioral Sciences, the Associate in Applied Science (AAS) in Behavioral Sciences, and the Bachelors of Science (BS) in Behavioral Sciences available at MCCCD.

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

Admission Criteria: None.

**Program Prerequisites:** None.

Required	Courses: 18 Credits
BHS150	Introduction to Behavioral Health and
	Social Services3
BHS155	Professional Resiliency and Well-Being 3
BHS160	Ethical, Legal, and Professional Issues
	in Counseling Services3
BHS165	Applied Therapeutic Communication
	Skills3
BHS170	Case Management and Clinical
	Documentation3
BHS180	Child, Family, and Adult Advocacy 3

Restricted Electives: None.

**CONTACT:** Mr. O. Alcordo, Program Director: (602) 285.7125 orlando.alcordo@phoenixcollege.edu

# Hazardous Materials Response Certificate of Completion — CCL 5682 36 Credits

The Certificate of Completion (CCL) in Hazardous Materials Response includes training in the use of chemical protective clothing, respiratory protection, air monitoring, equipment field sampling, spill control technology, decontamination, and controlling and stabilizing chemical releases to assist professionals to cope with hazardous materials incidents.

**Program Notes:** Students must earn a grade of C or for all courses required within the program. + indicates course has prerequisites and/or corequisites.

Admission Criteria: None.

**Program Prerequisites:** None.

_	Courses: 36 Credits
EMT/	D 16 18 1
FSC104	Emergency Medical
	Technology9
FSC105	Hazardous Materials Awareness and
	Operations
FSC108	Fundamentals of Fire Prevention 3
FSC113	Introduction to Fire Suppression 3
FSC125	Hazardous Materials Emergency Scene
	Management1
FSC127	Codes/Regulations and Contingency
	Planning for Hazardous Materials
	Response 1
FSC128	Hazardous Materials Air
	Monitoring/Breathing Protection 1
FSC129	Physical Properties of Hazardous
Materials	1
FSC132	Personnel Protective Equipment for
120102	Emergency Spill Control at Hazardous
Materials	Incidents
FSC204	
FSC208	<i>E E</i>
	ion +
FSC211	Fundamentals of Flammable Hazardous
- ~	+
FSC212	Dangerous and Explosive Hazardous
	+
	Hazardous Categorization (Haz Cat) 1
100213	Trazardous Caregorization (Traz Car) 1

**CONTACT:** Ms. C. Shehorn, Program Director: (602) 285.7971 and/or cari.shehorn@phoenixcollege.edu

# Homeland Security Certificate of Completion — CCL 5322N 15 Credits

The Certificate of Completion (CCL) in Homeland Security program is designed to provide students with the knowledge and skills needed to conduct a homeland security evaluation and to assess, investigate and respond to terrorism incidents. It also provides criminal justice practitioners with an opportunity for academic growth and the development of specialized skills in homeland security.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses required within the program.

Admission Criteria: None.

**Program Prerequisites:** None.

**Required Courses:** 12 Credits

AJS/	
FSC139	Emergency Response to Terrorism 3
AJS	
/FSC147	Emergency Preparedness
AJS/	
FSC148	Fundamentals of Emergency Management. 3
AJS/	
FSC149	Hazard Mitigation3
AJS195	International and Domestic Terrorism . 3

Restricted Electives: None.

**CONTACT:** Ms. M. Monahan, Program Director: (602) 285.7837 or michelle.monahan@phoenixcollege.edu

## Interpreter Preparation Associate in Applied Science — AAS 3332 60 Credits

Note: This program requires a G.P.A. of 2.5. The Associate in Applied Science (AAS) in Interpreter Preparation is designed to emphasize skills in American Sign Language (ASL), spoken English, Deaf culture, intercultural communication, and professional behavior for interpreters. In addition, it combines the Deaf Studies and Interpreter Preparation Certificates and prepares students for transfer to a bachelor's program. Additionally, theoretical and practical training in interpreting prepares students to meet Arizona\*

licensure requirements and sit for the following exams: the Educational Interpreter Performance Assessment (EIPA), the Board for Evaluation of Interpreters (BEI), and the written portion of the National Interpreter Certification (NIC) of the Registry of Interpreters for the Deaf (RID), the other two portions of which can be completed upon attainment of a bachelor's degree. A Certificate of Completion (CCL) is also available.

The AAS Interpreter Preparation program is accredited by The Commission on Collegiate Interpreter Education (CCIE): www.ccie-accreditation.org.

\*May apply to other states' requirements.

**Program Notes:** Admission into the Interpreter Preparation Program is available to a limited number of applicants.

Application is available in the Office of ASL-IPP the first week of February and is due the first week of March for the fall semester. See an academic advisor for application requirements and procedures. Students accepted into the program begin the following fall semester.

Students must earn a grade of B or better in IPP209, IPP211, IPP215, IPP216, IPP218, IPP219, IPP220, IPP221, IPP230AA, IPP230AB and IPP242 to graduate. Students must earn a grade of C or better for all remaining courses required within the program. Students must seek Academic Advisement prior to enrollment in IPP216, IPP219, IPP221, IPP230AA, IPP230AB, and IPP242. Students must complete two-hundred (200) clock hours of community involvement defined by the Program Director.

Students intending to transfer are strongly encouraged to meet with an academic and faculty advisor once they have selected their transfer institution to ensure all requirements for achieving junior standing are satisfied.

**Admission Criteria:** Students must have a high school diploma, or GED, or equivalent.

Completion of the Certificate of Completion (CCL) in Deaf Studies (5333).

Formal application and acceptance into program is required. There are two options:

- 1) A one-year full-time day program
- 2) A two-year part-time evening program

Acceptance into the program requires a video demonstrating English fluency and an in-person interview to demonstrate ASL fluency.

Program Application fee (nonrefundable) supports actual cost for the Sign Language Proficiency Interview. A receipt from the Phoenix College Student Business Services Office is required.

The exit criteria of successful completion of capstone skills courses (IPP216, IPP219, IPP221, IPP230AA, 230AB and IPP242) with a B or better will be required and documented for graduation.

### Program Prerequisites: None.

Required	Courses: 29-32 Credits
COM225	Public Speaking +
FYE101	Introduction to College, Career and
	Personal Success (1) OR
FYE103	Exploration of College, Career and
	Personal Success (3)1-3
IPP209	Introduction to Educational Interpreting + 2
IPP210	Research in the Field of Interpreting + 3
IPP211	Preparation for Interpreting +1
IPP215	ASL to English Consecutive
	Interpreting +2
IPP216	ASL to English Simultaneous
	Interpreting +3
IPP218	English to ASL Consecutive
	Interpreting +2
IPP219	English to ASL Simultaneous
Interpr	eting +

### DID YOU KNOW...

Phoenix College has been accepted into the Achieving the Dream Network (ATD) as a new ATD college. Visit achievingthedream.org for more information.

IPP220	Interactive Interpreting I + 3
IPP221	Interactive Interpreting II +3
IPP229	Interpreter Preparation Internship
Semin	ar + 1
IPP230AA	Interpreter Preparation Program
IPP230AE	Internship + (1) OR Interpreter Preparation Program
	Internship + (2)1-2
IPP242	Educational Interpreting Skills + 1

### Restricted Electives: None.

### General Electives: 3-12 Credits

Select additional courses 100-level or higher to complete the 60 minimum credits required for this degree if needed. Consult with the Program Director or an Academic Advisor for recommendations. Recommend students apply coursework from Deaf Studies CCL 5333 to meet this requirement.

# **General Education:** 19-25 Credits

**CORE:** 9-15 Credits **First-Year Composition:** 

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

**Oral Communication:** 

Met by COM225 in Required Courses area......... 0

**Critical Reading:** 

CRE101 College Critical Reading and Critical Thinking + (3)

OR Equivalent as indicated by assessment. (0).. 0-3 **Mathematics:** 

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

MAT156 College Algebra/Functions with Review + (6) OR

Higher level mathematics course.....3-6

## 

**CONTACT:** Ms. M. Monahan, Program Director: (602) 285.7837 or michelle.monahan@phoenixcollege.edu

# Interpreter Preparation Certificate of Completion — CCL 5332 28-29 Credits

Note: This program requires a G.P.A. of 2.5.

The Certificate of Completion (CCL) in Interpreter Preparation is designed to emphasize skills in American Sign Language (ASL), spoken English, Deaf culture, intercultural communication, and professional behavior for interpreters. Additionally, theoretical and practical training in interpreting prepares students to meet Arizona\* licensure requirements and/or sit for the following exams: the Educational Interpreter Performance Assessment (EIPA), the Board for Evaluation of Interpreters (BEI), and the written portion of the National Interpreter Certification (NIC) of the Registry of Interpreters for the Deaf (RID), the other two portions of which can be completed upon attainment of a bachelor's degree. An Associate in Applied Science (AAS) degree is also available.

The CCL Interpreter Preparation program is accredited by The Commission on Collegiate Interpreter Education (CCIE): www.ccie-accreditation.org.

\*May apply to other states' requirements.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the

State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:** Admission into the Interpreter Preparation Program is available to a limited number of applicants.

Application is available in the Office of ASL-IPP the first week of February and is due the first week of March for the fall semester. See an academic advisor for application requirements and procedures. Students accepted into the program begin the following fall semester.

Students must earn a grade of B or better in IPP209, IPP211, IPP215, IPP216, IPP218, IPP219, IPP220, IPP221, IPP230AA, IPP230AB and IPP242 to graduate. Students must earn a grade of C or better for all remaining courses required within the program.

Students must seek Academic Advisement prior to enrollment in IPP216, IPP219, IPP221, IPP230AA, IPP230AB, and IPP242.

Students must complete two-hundred (200) clock hours of community involvement defined by the Program Director.

Students intending to transfer are strongly encouraged to meet with an academic and faculty advisor once they have selected their transfer institution to ensure all requirements for achieving junior standing are satisfied.

**Admission Criteria:** Students must have a high school diploma, or GED, or equivalent.

Completion of the Certificate of Completion (CCL) in Deaf Studies (5333).

Formal application and acceptance into program is required. There are two options:

- 1) A one-year full-time day program
- 2) A two-year part-time evening program

Acceptance into the program requires a video demonstrating English fluency and an in-person interview to demonstrate ASL fluency.

Program Application fee (nonrefundable) supports actual cost for the Sign Language Proficiency Interview. A receipt from the Phoenix College Student Business Services Office is required.

The exit criteria of successful completion of capstone skills courses (IPP216, IPP219, IPP221, IPP230AA, IPP230AB and IPP242) with a B or better will be required and documented for graduation.

**Program Prerequisites:** None.

Required	Courses: 28-29 Credits	
COM225	Public Speaking +3	
IPP209	Introduction to Educational Interpreting + 2	
IPP210	Research in the Field of Interpreting + 3	
IPP211	Preparation for Interpreting +1	
IPP215	ASL to English Consecutive	
	Interpreting +2	
IPP216	ASL to English Simultaneous	
	Interpreting +3	
IPP218	English to ASL Consecutive	
	Interpreting +2	
IPP219	English to ASL Simultaneous	
	Interpreting +3	
IPP220	Interactive Interpreting I + 3	
IPP221	Interactive Interpreting II +	
IPP229	Interpreter Preparation Internship	
	Seminar +	
IDD220 A A	Leterment on Durantina Durantina	
IPP230AA	Interpreter Preparation Program	
IDD220 A D	Internship + (1) OR	
IPP230AB	Interpreter Preparation Program	
	Internship + (2)1-2	
IPP242	Educational Interpreting Skills + 1	
Restricted Electives: None.		

**CONTACT:** Ms. C. Shehorn, Program Director: (602) 285.7971 and/or cari.shehorn@phoenixcollege.edu

# Law Enforcement Certificate of Completion — CCL 5987N 15 Credits

The Certificate of Completion (CCL) in Law Enforcement is designed for students who are interested in pursuing a course of study specifically focused on law enforcement. The certificate program specializes in training and education related to the duties of law enforcement. The program is designed for the student with no Arizona police academy experience and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

**Program Notes:** 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: None.

**Program Prerequisites:** None.

Required	Courses: 15 Credits	
AJS101	Introduction to Criminal Justice	. 3
AJS123	Ethics and the Administration	
	of Justice	. 3
AJS205	Effective Communication and Report	
	Writing in Criminal Justice	. 3
AJS230	The Police Function	. 3
AJS275	Criminal Investigation I	. 3

**Restricted Electives:** None.

**CONTACT:** Ms. C. Shehorn, Program Director: (602) 285.7971 and/or cari.shehorn@phoenixcollege.edu

# **Leadership in Public Safety Organizations Certificate of Completion** — CCL **5211N 6 Credits**

The Certificate of Completion (CCL) in Leadership in Public Safety Organizations program builds the

industry knowledge and skills for individuals to transition to leadership positions in the field of public safety. This CCL will introduce students to the fundamental concepts and skills of professionalism, organizational culture and management, characteristics of effective teams, conflict resolution, motivation, systems-thinking, problem-solving, and leadership as applicable to public safety organizations. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of frontline leadership positions within the fields of public safety including law enforcement, fire service, and public safety support operations such as communication operators and property and records management.

**Program Notes:** 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.

**Admission Criteria:** This is a closed program for Public Safety professionals. Please see the Program Advisor for admission requirements.

Program Prerequisites: None.

## **Required Courses:** 6 Credits

LET173	Introduction to Leadership in	
	Public Safety	2
LET174	Organizational Culture and	
	Leadership +	3
LET175	Public Safety Leadership Capstone +	1

Restricted Electives: None.

**CONTACT:** Ms. C. Shehorn, Program Director: (602) 285.7971 and/or cari.shehorn@phoenixcollege.edu

# Legal Studies Certificate of Completion — CCL 5966N 15 Credits

The Certificate of Completion (CCL) in Legal Studies is designed for students who are interested in pursuing a course of study specifically focused on legal studies. It is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

**Program Notes:** 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.

Admission Criteria: None.

<b>Program Prerequisites:</b> None.				
Required	Courses: 15 Credits			
AJS109	Substantive Criminal Law			
AJS201	Rules of Evidence			
AJS123 (3) OR	Ethics and the Administration of Justice			
AJS205	Effective Communication and Report			
Writing in	Criminal Justice (3)			
AJS210	Constitutional Law			
AJS260	Procedural Criminal Law 3			

Restricted Electives: None.

**CONTACT:** Mr. O. Alcordo, Program Director: (602) 285.7125 orlando.alcordo@phoenixcollege.edu

# Non-Sworn Fire Service Professional Certificate of Completion — CCL 5486 18 Credits

The Certificate of Completion (CCL) in Non-Sworn Fire Service Professional program is designed for students who need basic preparation courses to pursue a non-sworn career as a fire service professional and/or more comprehensive information about life safety, fire hazards, and prevention. A unique feature of the program is that the instructors are professional fire service personnel including firefighters.

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

Admission Criteria: None.

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

FSC105	Hazardous Materials Awareness and
	Operations 3
FSC106	Introduction to Fire Protection3
FSC108	Fundamentals of Fire Prevention3
FSC113	Introduction to Fire Suppression3
FSC208	Safety and Building Construction + 3
FSC215	Customer Service in the Public Sector. 3

Restricted Electives: None.

**CONTACT:** Paralegal Studies Advisor (602) 285.7224 and/or law@phoenixcollege.edu

# Paralegal Studies Associate in Applied Science — AAS 3384 63-74 Credits

The Associate in Applied Science (AAS) in Paralegal Studies Program is designed to prepare students for entry-level employment in law offices. The curriculum is designed to provide students with practical legal skills enabling them to draft legal documents with minimum supervision, and to familiarize them with fundamental concepts of substantive areas such as torts and business law. In addition, emphasis is placed on the development of effective written and oral communication skills, team work, critical thinking skills, computer proficiency, and legal research techniques. Legal theory and related practical applications are integrated throughout the program, as are how to manage practical ethical dilemmas commonly encountered as working paralegals, and how to avoid the unauthorized practice of law by nonlawyers. A paralegal is qualified by education, training, or work experience to work for a law office, corporation, governmental agency, or other entity, performing specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are also referred to as Legal Assistants in some legal settings. Except as specifically authorized by the Supreme Court of Arizona, persons not admitted to the State Bar of Arizona are prohibited from practicing law. A Certificate of Completion (CCL) is also available.

The Paralegal Studies Program is approved by the American Bar Association (ABA), Standing Committee on Paralegals, (321 N. Clark Street, 19th Floor, Chicago, IL 60654-7598).

Program Notes: Students who already possess an Associate's degree, or higher, from an accredited institution, must pursue the Certificate of Completion (CCL) in Paralegal Studies. Students who do not yet have a college degree, cannot pursue the Certificate option, and instead, must pursue the Associate's degree option. The Certificate of Completion (CCL) will not be awarded until an official college transcript verifying attainment of an Associate's degree or higher from an accredited institution is on file with the Phoenix College Admissions Office.

Students who have not yet earned their first college degree are not eligible for the Certificate option, and must pursue the Associate in Applied Science (AAS) in Paralegal Studies. The Associate in Applied Science (AAS) will not be awarded until a record of the high school diploma or GED is on file with the Phoenix College Admissions Office.

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

Equivalent paralegal courses, as determined by the Paralegal Studies Program Director, taken at other institutions, will be considered for transfer credit if taken at a regionally accredited institution, within a Paralegal Program that was approved by the American Bar Association (ABA) at the time the courses were completed, and that were completed with a grade of B or higher within six (6) years of the date of admission or readmission to the Paralegal Studies Program; a maximum of six (6) semester hours of qualifying coursework can be transferred and applied to LAS101 and/or a paralegal (LAS) Restricted Elective course at Phoenix College. Students must complete a minimum of 18 credits in legal specialty courses as defined by the ABA. Paralegal Studies Courses required by this program are not applicable if taken more than six (6) years prior to admission or readmission to the Paralegal Studies Program.

Students must take at least nine semester credits of
legal specialty courses through synchronous
instruction (i.e., either in-person or "Live Online").
Consult with the Paralegal Studies Program
Advisor for complete information.

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:

1. An additional course with the Humanities, Arts and Design [HU] general studies designation...

- 3... Additional courses that meet the [C] and [G] or [H] designations (may be shared with other core requirements).
- 4. If exempt from CRE101, an additional course in Literacy and Critical Inquiry [L] (may be shared with other core requirements)

Admission Criteria: Formal application and admission to the program is required. In addition, students wishing to enroll in the Paralegal Studies Program must complete a Verification of Eligibility form to be officially accepted in the program. Contact a Paralegal Studies advisor.

High school diploma or GED equivalency. Completion of First-Year Composition Eligibility for enrollment in:

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

# **Program Prerequisites:** 3-6 Credits

BPC110... Computer Usage and Applications (3) OR

CIS105 Survey of Computer Information Systems (3) OR Permission of Program Director ......0-3

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

Required	Courses: 38-40 Credits			
FYE101 Introduction to College, Career and				
	Personal Success (1) OR			
FYE103 Exploration of College, Career and				
Person	nal Success (3)1-3			
T 1 0101				
LAS101	Introduction to Law			
LAS107	The Paralegal Profession			
LAS109	Civil Procedures I +			
LAS110	Civil Procedures II +			
LAS131	Writing + 3			
LAS203	Ethics and Professional Practice + 3			
LAS204	Contract Law +			
LAS211	Legal Research +			
LAS212	Tort Law +			
LAS214	Business Organizations + 3			
LAS225	Legal Research, Analysis,			
L110223	and Writing +3			
LAS229	Litigation Technologies +			
LAS280	Paralegal Studies Portfolio Capstone + 1			
2110200	Turanegur studies Fortione Supstone Fr			
Restricted	d Electives: 3 Credits			
LAS+++	Any LAS Paralegal Studies course(s) not			
used in the Required Courses area 3				
~				
General 1	Electives: None			
General Education Requirements: 19-25 Credits				
COPF. 0	-15 Credits			
	r Composition:			
ENG101 OR ENG107 met by Program				
Prerequisites area.				
ENG102 First-Year Composition + (3) OR				
ENG108 . First-Year Composition for ESL + (3). 3				
Oral Communication:				
COM110Interpersonal Communication (3) OR				
Control of the contro				

COM225 .. Public Speaking + (3) OR

**Critical Reading:** 

Thinking + OR

**Mathematics:** 

COM230.. Small Group Communication (3)...... 3

Equivalent as indicated by assessment......0-3

CRE101....College Critical Reading and Critical

MAT145 .. College Mathematics with Review (5)

MAT140...College Mathematics + (5) OR MAT141...College Mathematics + (4) OR MAT142...College Mathematics + (3) OR

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OR
MAT146 College Mathematics with Review (6)
OR
higher level Mathematics course3-6
<b>DISTRIBUTION:</b> 10 Credits
Humanities, Arts and Design:
AJS123 Ethics and the Administration of Justice
(3) OR
HIS103 United States History to 1865 (3) OR
HIS 108 United States History 1945 to the Present
(3) OR
PHI101 Introduction to Philosophy (3) OR
PHI103Introduction to Logic (3)
Social-Behavioral Sciences:
ECN211 Macroeconomic Principles (3) OR
ECN212 Microeconomic Principles (3) OR
HIS104 United States History 1865 to Present
(3) OR
POS110 American National Government (3) OR
POS120 International Relations (3) OR
PSY101 Introduction to Psychology (3) OR
SOC101 Introduction to Sociology (3)
Natural Sciences:
BIO100 Biology Concepts (4) OR
BIO105 Environmental Biology (4) OR
BIO160 Introduction to Human Anatomy and
Physiology (4) OR
CHM107 Chemistry and Society (3) AND
CHM107LL Chemistry and Society
Laboratory + (1) OR
FON241 Principles of Human Nutrition (3) AND
FON241LL Principles of Human
Nutrition Laboratory + (1)

**CONTACT:** Paralegal Studies Advisor (602) 285.7224 and/or law@phoenixcollege.edu

# Paralegal Studies Certificate of Completion — CCL 5384 40-43 Credits

The Certificate of Completion (CCL) in Paralegal Studies Program is designed to prepare students for entry-level employment in law offices. The curriculum is designed to provide students with practical legal skills enabling them to draft legal documents with minimum supervision, and to familiarize them with fundamental concepts of

substantive areas such as torts and business law. In addition, emphasis is placed on the development of effective written and oral communication skills, team work, critical thinking skills, computer proficiency, and legal research techniques. Legal theory and related practical applications are integrated throughout the program, as are how to manage practical ethical dilemmas commonly encountered as working paralegals, and how to avoid the unauthorized practice of law by nonlawyers. A paralegal is qualified by education, training, or work experience to work for a law office, corporation, governmental agency, or other entity, performing specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are also referred to as Legal Assistants in some legal settings. Except as specifically authorized by the Supreme Court of Arizona, persons not admitted to the State Bar of Arizona are prohibited from practicing law. An Associate in Applied Science (AAS) is also available.

The Paralegal Studies Program is approved by the American Bar Association (ABA), Standing Committee on Paralegals, (321 N. Clark Street, 19th Floor, Chicago, IL 60654-7598).

Program Notes: Students who already possess an Associate's degree, or higher, from an accredited institution, must pursue the Certificate of Completion (CCL) in Paralegal Studies. Students who do not yet have a college degree, cannot pursue the Certificate option, and instead, must pursue the Associate's degree option. The Certificate of Completion (CCL) will not be awarded until an official college transcript verifying attainment of an Associate's degree or higher from an accredited institution is on file with the Phoenix College Admissions Office.

Students who have not yet earned their first college degree are not eligible for the Certificate option, and must pursue the Associate in Applied Science (AAS) in Paralegal Studies. The Associate in Applied Science (AAS) will not be awarded until a record of the high school diploma or GED is on file with the Phoenix College Admissions Office.

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

Equivalent paralegal courses, as determined by the Paralegal Studies Program Director, taken at other institutions, will be considered for transfer credit if taken at a regionally accredited institution, within a Paralegal Program that was approved by the American Bar Association (ABA) at the time the courses were completed, and that were completed with a grade of B or higher within six (6) years of the date of admission or readmission to the Paralegal Studies Program A maximum of six (6) semester hours of qualifying coursework can be transferred and applied to LAS101 and/or a paralegal (LAS) Restricted Elective course at Phoenix College. Students must complete a minimum of 18 credits in legal specialty courses as defined by the ABA. Paralegal Studies Courses required by this program are not applicable if taken more than six (6) years prior to admission or readmission to the Paralegal Studies Program.

Students must take at least nine semester credits of legal specialty courses through synchronous instruction (i.e., either in-person or "Live Online"). Consult with the Paralegal Studies Program Advisor for complete information.

Admission Criteria: Formal application and admission to the program is required. In addition, students wishing to enroll in the Paralegal Studies Program must complete a Verification of Eligibility form to be officially accepted in the program. Contact a Paralegal Studies advisor.

Admission to the Certificate option requires that students possess an Associate's Degree or higher from an institution that is accredited by an accrediting agency acceptable to the ABA Standing Committee on Paralegals.

 $https://www.americanbar.org/content/dam/aba/adm inistrative/paralegals/downloads/accrediting agencies \\. authcheckdam.pdf$ 

**Program Prerequisites**: 0-3 Credits BPC110... Computer Usage and Applications (3) OR CIS105.... Survey of Computer Information Systems (3) OR

Permission of Program Director0-3
Required Courses: 37 Credits
LAS101Introduction to Law
LAS107The Paralegal Profession
LAS109Civil Procedures I +
LAS110 Civil Procedures II +
LAS131Legal Writing +3
LAS203 Ethics and Professional Practice + 3
LAS204Contract Law +
LAS211Legal Research +
LAS212 Tort Law +
LAS214 Business Organizations +
LAS225Legal Research, Analysis, and
Writing +3
LAS229 Litigation Technologies +
LAS280 Paralegal Studies Portfolio Capstone +1
Restricted Electives: 3 Credits
LAS+++ Any LAS Paralegal Studies course(s)
not used in the Required Courses area3

**CONTACT:** Ms. C. Shehorn, Program Director: (602) 285.7971 and/or cari.shehorn@phoenixcollege.edu

# Public Safety Administration Bachelor of Applied Science — BAS 9303 120 Credits

The Bachelor of Applied Science (BAS) in Public Safety Administration prepares students with the skills necessary to coordinate, develop, and direct the resources of a variety of public safety agencies. Courses within this program analyze the legal, political, and social factors related to public safety, and provide an overview of topics such as organizational theory, public policy, resource management, leadership, and ethics. Prior to completion of this program, students will complete a capstone project within the field of public safety administration, applying the concepts covered throughout the program.

**Program Notes:** Students must earn a grade of C or better in each course in the program. The BAS in Public Safety Administration is aligned with current Maricopa CCL and AAS awards and supports students seeking professional

advancement.

Admission Criteria: Students seeking admission into one of the Specializations presented below must meet the specified requirements. Consult with a Program Director or an Academic Advisor in the field of interest.

Corrections and Detention Specialization This specialization is offered through an educational partnership. Employment by the partnership organization is required for admission.

### Fire Science Specialization

Students must be current and in good standing with the Arizona Department of Health Services Bureau of Emergency Medical Services-Certified Technician. EMT certification preparatory courses are available at Maricopa County Community Colleges. Contact an academic advisor for details. Admission to specialization is required. See Program Director for details.

Fire Management Specialization Students must be currently employed as a firefighter and/or Firefighter I and II Certification and/or related experience as determined by the Program Director.

Law Enforcement Specialization Must meet AzPOST minimum requirements for a law enforcement officer and meet any physical requirements by the Academy Director. This program is offered as an educational partnership at Rio Salado College.

### Paramedicine Specialization

Students must be current and in good standing with the Arizona Department of Health Services Bureau of Emergency Medical Services-Certified Technician. EMT certification preparatory courses are available at Maricopa County Community Colleges. Contact an academic advisor for details. Students must complete an application and selection process.

### **Program Prerequisites:** None.

-	Courses: 38-49 Credits		
FYE101	Introduction to College, Career and		
	Personal Success (1) OR		
FYE103	Exploration of College, Career and		
	Personal Success (3)1-3		
PAD100	21st Century Public Policy and Service3		
PSA301	Foundations of Public Safety		
	Administration		
PSA305	Communication Strategies for Public		
	Safety Professionals +		
PSA310	Research Methods for Public Safety		
	Administration +4		
PSA315	Public Policy and Public Safety		
	Organizations +		
PSA320	Human Capital Management for Public		
	ganizations 3		
PSA401	Public Safety Leadership3		
PSA405	Public Safety Finance and Budget 3		
PSA410	Program Planning and Evaluation for		
	Public Safety Organizations +3		
PSA490	Public Safety Administration		
	Capstone +		
must comp	ation with an academic advisor, students plete one (1) of the following focus areas lete a minimum of six (6) credits of ision (400) level:		
	Justice Focus Area (6-12 credits)		
AJS275	2		
LET225	$\mathcal{E}$		
••••	Certification + (6)3-6		
PSA450 PSA460 Safety Pro PSA470	21st Century Public Safety Practices 3 Crime Scene Coordination for Public ofessionals +3 Administrative Law for Public Safety Professionals		
Emergence AJS/	ey Management Focus Area (15 credits)		
FSC147 AJS/	Emergency Preparedness3		
FSC148	Fundamentals of Emergency Management		
AJS/ FSC149	Hazard Mitigation 3		

PSA439	Critical Incident Management for	SOC101	Introduction to Sociology 3
PSA449	Public Safety Professionals +	Related A	Area Course (3-4 credits)
PSA449 Strategic Hazard Mitigation +			ee to four (3-4) credits from the category
Restricted	l Electives: 32-55 Credits		at best aligns with academic and
	nust choose and complete all courses in		nal goals. Consult with an academic,
	lization below that best aligns with your	-	r program advisor.
-	and professional goals.	•	Responsiveness and Society:
	tion 1: Corrections (Closed to General	AFR/ASE	
-	n) (41-43 credits)	CCS202	Ethnic Relations in the United States 3
LET160	Correctional System Ethics and	REL100	World Religions
	Professionalism +	SOC110	Drugs and Society
LET162	Introduction to Inmate Management +. 3	SOC241	Race and Ethnic Relations
LET164	Correctional Information Systems + 1	SOC245	Social Deviance 3
LET166	Correction Officers Safety and Weapons	SPH245	Hispanic Heritage in the Southwest 3
LLITOO	Training + 2	5111213	Thispanie Heritage in the Southwest 3
LET168	Inmate Security Procedures I +2	Managem	nent and Leadership:
LET169	Inmate Security Procedures II +3	_	Management and Leadership II + 3
LET170	Security, Custody and Control		++Any PAD Public Administration
Procedure			Course
LET172	Conflict and Crisis Management + 2		
LET176	Medical and Mental Health +2	Psycholog	gv:
LET178	Physical Fitness and Self Defense	PSY266	Psychological Disorders + 3
	Training +	PSY270	Personal and Social Adjustment + 3
Note: Con	appletion of the above courses fulfills the	- 2	
	nts of the CCL in Basic Corrections	Spanish:	
(5698N)		SPA101	Elementary Spanish I4
,		SPA102	Elementary Spanish II +4
COM110	Interpersonal Communication (3) OR	SPA115	Beginning Spanish Conversation I 3
COM263	Elements of Intercultural		
	Communication (3)	Specializa	ation 2: Detention (Closed to General
	` '	-	n) (38-40 credits)
COM230	Small Group Communication3		Detention Officer Training +2
	1	LET132	Introduction to Correctional Law + 3
LET167	Correctional Sergeant Leadership + (2)	LET134	Special Needs Issues and
OR			Communication +
MGT229	Management and Leadership I (3)2-3	LET135	Problem Solving and Crisis
			Management +2
POS220	U.S. and Arizona Constitution (3) OR	LET136	Detention Security Procedures + 2
POS221	Arizona Constitution (1) AND	LET138	Detention Officer Emergency
POS222	U.S. Constitution (2)		Procedures +1
	(-)	LET139	Detention Facility Training +2
PSY101	Introduction to Psychology (3) OR	LET141	Detention Defensive Tactics +4
PSY132	Psychology and Culture (3)		mpletion of the above courses fulfills the
	- J		ents of the CCL in Basic Detention
	DID YOU KNOW	(5699N)	
Phoenix	College has earned the Seal of Excelencia.	(= ->/- 1)	

Visit www.edexcelencia.org/seal-excelencia for more information.

COM110	Interpersonal Communication (3) OR	Psycholog	·v·	
	Elements of Intercultural	PSY266	Psychological Disorders +	3
001,1205	Communication (3)3	PSY270	Personal and Social Adjustment +	
COM230	Small Group Communication3	Spanish:		
MGT229	Management and Leadership I 3	SPA101	Elementary Spanish I	4
		SPA102	Elementary Spanish II +	
POS220	U.S. and Arizona Constitution (3) OR	SPA115	Beginning Spanish Conversation I	
POS221	Arizona Constitution (1) AND			
POS222	U.S. Constitution (2)	Specializa	tion 3: Juvenile Corrections (Closed to	
PSY101	Introduction to Psychology (3) OR	-	opulation) (41 credits)	
PSY132	Psychology and Culture (3)3	LET112	Introduction to Juvenile Corrections	2
		LET113	Juvenile Corrections Procedures	
SOC101	Introduction to Sociology3	LET114	Juvenile Corrections Officer Skills	
		LET115	Crisis Intervention in Juvenile	
Related A	rea Course (2-4 credits)	Correction	as 2	
	to four (2-4) credits from the category	LET116	Adolescent Treatment Issues	3
	best aligns with academic and	LET117	Juvenile Corrections Supervision	3
	al goals. Consult with an academic,	LET118	Legal Issues in Juvenile Corrections	
faculty, or	program advisor.	LET120	Juvenile Corrections Housing	
•			Unit Operations	2
Cultural R	esponsiveness and Society:	Note: Con	npletion of the above courses fulfills the	
AFR/ASB	/		nts of the CCL in Juvenile Corrections	
CCS202	Ethnic Relations in the United States 3	(5829N)		
REL100	World Religions3			
SOC110	Drugs and Society3	CFS205	Human Development	3
SOC241	Race and Ethnic Relations3	CFS277	Adult-Adolescent Interaction	3
SOC245	Social Deviance3			
SPH245	Hispanic Heritage in the Southwest3	COM110	Interpersonal Communication (3) OR	
		COM263	Elements of Intercultural	
Managem	ent and Advanced Training in Detention:		Communication (3)	3
	Detention Officer Field Training +2			
LET148	Detention Officer Field Training Lab +3	COM230	Small Group Communication	3
LET150	Firearms I +3			
LET151	Firearms II +	POS220	U.S. and Arizona Constitution (3) OR	
LET155	General Instructor Certification3	POS221	Arizona Constitution (1) AND	
LET201	Physical Fitness Instructor Certification	POS222	U.S. Constitution (2)	3
+ 3 LET225	Criminal Investigations Certification +6	PSY101	Introduction to Psychology (3) OR	
MGT230	Management and Leadership II +3	PSY132	Psychology and Culture (3)	3
	-+Any PAD Public Administration	151132	1 by enology and Caltare (3)	_
	Course	SOC101	Introduction to Sociology	3
		Spacializa	tion A. Administration of Justice Studies	,
- ·		(39-40 cre	tion 4: Administration of Justice Studies	,
	s at any Maricopa Community College	(39-40 cre AJS101	Introduction to Criminal Justice	2
-	ed to complete courses at more than one	AJS101 AJS109	Substantive Criminal Law	
or our c	olleges.	AJS109 AJS123	Ethics and the Administration of Justice	

AJS200 OR	Current Issues in Criminal Justice (3)	SOC101 REC120	Introduction to Sociology (3)
AJS/EMT/FSC258 Victimology and Crisis		SWU171	Introduction to Social Work
AJO/LIVIT/I	Management in Public Safety (3)3	500171	introduction to Social Work
	Wanagement in Tubic Safety (3)	Specializa	tion 5: Forensic Science - Crime Scene
AJS212	Juvenile Justice Procedures	(37-39 cre	
AJS212 AJS225	Criminology3	AJS101	Introduction to Criminal Justice 3
AJS223 AJS230	The Police Function	AJS101 AJS109	Substantive Criminal Law
AJS230 AJS240	The Correction Function	AJS103 AJS123	Ethics and the Administration of Justice
AJS240 AJS260	Procedural Criminal Law	AJS123	Eulics and the Administration of Justice
	d Area Course (12-13 credits)	AJS210	Constitutional Law
	lve to thirteen (12-13) credits from the	AJS210 AJS213	Evidence Technology/ Fingerprints 3
		AJS213 AJS214	
	elow that best aligns with academic and	AJ3214	Evidence Technology/Photography 3
-	al goals. Consult with an academic,	AJS215	Criminalistics: Physical Evidence (2)
racuity, or	program advisor.	OR	Criminalistics: Physical Evidence (3)
AJS113	Criminal Institute Crima Control Policies		Crima Caana Taahnalaayu Dhysical
	Criminal Justice Crime Control Policies	AJS219	Crime Scene Technology: Physical
and Practic		EOD 105	Evidence (3) OR
AJS119	Computer Applications in Justice	FOR105	Forensic Science: Physical
Studies	3		Evidence (4) 3-4
AJS162	Domestic Violence	A TOO1 6	
	ictimology certificate requirement)	AJS216	Criminalistics: Biological Evidence (3)
AJS201	Rules of Evidence	OR FOR 106	F ' C' - D' 1 ' 1
	egal Studies certificate requirement)	FOR106	Forensic Science: Biological
AJS205	Effective Communication and Report		Evidence (4)
_	Criminal Justice	1.100.60	D 1 10: 11
	orrections, Law Enforcement and Legal	AJS260	Procedural Criminal Law
	rtificate requirement)	AJS275	Criminal Investigation I
AJS210	Constitutional Law	AJS290BI	N Courtroom Testimony Seminar 1
	egal Studies certificate requirement)	GTG 1 0 F	
AJS255	Mental Health Conditions and the	CIS105	Survey of Computer Information
(T. 1011 C	Criminal Justice System3	DDC110	Systems (3) OR
	Corrections and Victimology certificate		Computer Usage and Applications (3)
requireme	·	OR	
AJS270	Community Relations	AJS++++	+Any AJS Administration of Justice
AJS275	Criminal Investigation I		Studies course not listed in the required
*	orrections and Law Enforcement		courses area. (3)
	requirement)	COM225	Public Speaking + 3
AJS290B1	NCourtroom Testimony Seminar 1		
		-	tion 6: Forensic Science - Lab Science
	+Any AJS Administration of Justice	(48-55 cre	,
Studies co	urse not listed under Required Courses	AJS101	Introduction to Criminal Justice 3
area (3) Ol		AJS123	Ethics and the Administration
BPC110	Computer Usage and Applications (3)		of Justice3
OR		AJS275	Criminal Investigation I
CIS105	Survey of Computer Information		NCourtroom Testimony Seminar1
Systems (3		AJS215	Criminalistics: Physical Evidence (3)
	EExcel Spreadsheet	OR	
PSY101	Introduction to Psychology (3) OR		

AJS219	Crime Scene Technology: Physical	AJS205	Effective Communication and Report	
	Evidence (3) OR		n Criminal Justice3	
FOR105	Forensic Science:	AJS210	Constitutional Law	
	Physical Evidence (4)3-4	AJS215	Criminalistics: Physical Evidence 3	
		AJS230	The Police Function	
AJS216	Criminalistics: Biological Evidence (3)		Procedural Criminal Law	
OR	Crimmanshes. Biological Evidence (3)		Community Relations	
FOR106	Forensic Science: Biological Evidence		Criminal Investigation I	
(4) 3-4	Totoliste Science. Biological Evidence		NCourtroom Testimony Seminar1	
` /	Forensic Anthropology4	A35270D	1 Courtoom Testimony Seminar	
	General Chemistry I +3	Specializa	ation 8: Fire Science Selective	
	LLGeneral Chemistry I	-	ns (38-48 credits)	
CHWHJH	Laboratory +1	FSC101	Introduction to Fire Service Selection and	
CHM152	· · · · · · · · · · · · · · · · · · ·	130101		
	General Chemistry II +		Entry (4) OR	
CHWI 1321	LL General Chemistry II		Current employment as a firefighter as	
CIC 1 05	Laboratory +		determined by the	
CIS105	Survey of Computer Information		Program Director. (0)0-4	
Systems (3		E0C100	F' D ( (0 (' ) )	
BPC110	Computer Usage and Applications (3) 3	FSC102	Fire Department Operations + 11	
COM225	Public Speaking +3	F0.010.5	** 1 36	
3.5.4574.50		FSC105	Hazardous Materials Awareness and	
	College Algebra/Functions + (5) OR		Operations (3) OR	
	College Algebra/Functions + (4) OR		Permission of Program Director (0)0-3	
	College Algebra/Functions + (3) AND			
	Plane Trigonometry $+$ (3) OR	FSC108	Fundamentals of Fire Prevention (3)	
	Precalculus + (5) OR	OR		
	r level course in the Mathematical	FSC110	Wildland Firefighter (3)3	
Applicatio	ons [MA] area3-8		(FSC110 is recommended)	
PHY111	General Physics I +4	FSC113	Introduction to Fire Suppression 3	
PHY112	General Physics II +4	FSC117Fire Apparatus		
1111112	General Thysics II +	FSC118 Fire Hydraulics		
Any course	e with the HU, C and G general education		Introduction Fire Service Ethics 3	
designation		150117		
_	the with the HU, C and H general	FSC130	Fitness for Firefighters/CPAT (1) OR	
•	designations (3)3		cation of CPAT completion (0)0-1	
education	designations (3)	V CIIII	cation of Cl A1 completion (0)0-1	
Specializa	tion 7: Law Enforcement Training	FSC134	Fitness and Conditioning for	
-	General Population) (40 credits)	150151	Firefighters (3) OR	
AJS101	Introduction to Criminal Justice3	FSC234	Fitness and Wellness for Firefighter	
AJS101 AJS109	Substantive Criminal Law	150254	Candidates + (3)	
AJS107 AJS113	Criminal Justice Crime Control Policies	(FSC234	is recommended for students who have	
AJS113	and Practices	*		
AJS151	Firearms I 1	•	ompleted the Fire Academy equivalent of	
		FSC102)		
AJS153	Firearms II/Handguns +	ECC174	Functions of Command	
AJS154	Firearms III/Long Weapons	FSC174	Functions of Command +	
AJS162	Domestic Violence	FSC208	Firefighter Safety and Building	
AJS201	Rules of Evidence		ion +	

Related Area (1-3 credits)		PAD122 Public Sector Human Resources		
Select one to three (1-3) credits from the category		Management + 3		
below that best aligns with academic and		PAD170.	PAD170 Public Sector Organizational Behavior 3	
professional goals. Consult with an academic,			American National Government 3	
	program advisor.			
•	+Any FSC Fire Science Technology	Related A	area Course (21 credits)	
	course3		enty-one (21) credits from the category	
Recomme	nd the following:		t best aligns with academic and	
FSC202	Supervisory Training for Firefighters 3		nal goals. A student may choose no more	
FSC204	Firefighting Tactics and Strategy + 3		(9) credits within a discipline. Consult	
	Service-Learning Experience in		cademic, faculty, or program advisor.	
100202110	Fire Science +		Accounting Principles I	
ESC296WC	Cooperative Education +3	1100111	recounting rameiples r	
150270110	Cooperative Education 1	ACC112	Accounting Principles II + (3) OR	
Specializa	tion 9: Fire Service Management	ACC230	Uses of Accounting	
-	Admissions (32-38 credits)	7100230	Information I + (3)3	
	Technical and Professional Writing +3		information 1 + (3)	
	Introduction Fire Service Ethics 3	ACC212	Managerial Accounting + (3) OR	
	Fire Captain Academy +6	ACC240	Uses of Accounting	
	Supervisory Training for Firefighters 3	ACC2+0	Information II + (3)	
	Firefighting Tactics and Strategy +3		information if $+$ (3)	
FSC204	Firefighting factors and Strategy + 5	ECN211	Macroeconomic Principles 3	
T3C200	Construction +	ECN211 ECN212	Microeconomic Principles	
FSC214	Human Resource Management in Fire	GBS151	Introduction to Business	
TSC214	Service +	GBS131 GBS205		
FSC220	Fire Officer +	GB3203	Legal, Ethical, and Regulatory Issues	
F3C220	rife Officer +	GBS233	in Business	
D 1 ( 1 A C (2 O 1'))			Business Communication +	
	rea Course (3-9 credits)	MGT175	Business Organization and	
	te to nine (3-9) credits form the category	MCTOO	Management 3	
	best aligns academic and professional	MGT229	Management and Leadership I	
goals. Consult with an academic, faculty, or		POS221	Arizona Constitution	
program a		PSY101	Introduction to Psychology	
FSC++++	+Any FSC Fire Science Technology		Introduction to Sociology	
	course		Gender and Society	
a		CIS++++	+ Any CIS Computer Information	
Specialization 10: Public Administration (39		***	Systems course(s)	
credits)		HCC+++-	++Any HCC Health Core Curriculum	
	courses fulfill the requirements for the		course(s)	
Certificate of Completion in Public Administration		HCR+++	++Any HCR Health Care Related	
(5691)			course(s)	
CIS114DEExcel Spreadsheet3		LEO+++-	++Any LEO Law Enforcement Operations	
			course(s)	
	Introduction to Human Communication	LET++++	-+ Any LET Law Enforcement Technology	
(3) OR			course(s)	
COM230 . Small Group Communication (3) 3		PAD+++-	++Any PAD Public Administration	
			course(s)	
PAD107	Public Finance Administration + 3			

Specialization 11: Paramedicine Selective Admissions (45-51 credits)		PME281AA	Paramedicine Clinical Practicum: Phase I + (1) AND
BIO160	Introduction to Human Anatomy and	PME281AB	Paramedicine Clinical Practicum:
210100	Physiology4	1112201112	Phase II + (1)
	Introduction to ECG Rhythm Analysis	PME288	Paramedicine Comprehensive Field
-	retation for EMS Professionals (3) OR n of Program Director (0)0-3	PME289	Internship Practicum +
PME191	Introduction to Pharmacology for EMS		Credendamig +
	nals (3) OR	Specializa	tion 12: Public Safety, General (29-70
	n of Program Director (0)0-3	credits) Choose 29-70 industry/job specific course credits from the list below. Consult with a faculty	
PME201	Advanced Cardiac Life Support		rogram director, and/or academic advisor
	nitial Provider in Paramedicine + 1	_	coursework that best aligns with
. ,	Pediatric Advanced Life Support	•	and professional goals.
	nitial Provider in Paramedicine + 1		-+Any ACC Accounting course(s)
PME203	Pediatric Emergencies for Prehospital Professionals (PEPP) Initial Provider in		+Any AJS Administration of Justice Studies course(s)
	Paramedicine +	CWE+++-	+Any CWE Career Work Experience
PME204	Neonatal Resuscitation Provider (NRP)		course(s)
	in Paramedicine + 0.5	DPR++++	+Any DPR Disaster Preparedness and
PME205	Advanced Medical Life Support		Emergency Response course(s)
	(AMLS) Initial Provider	ECN++++	+Any ECN Economics course(s)
	in Paramedicine +1	EMT++++	+Any EMT Emergency Medical
PME206	International Trauma Life Support		Technology course(s)
	(ITLS) Provider/Pre-Hospital Trauma		+Any FOR Forensic Science course(s)
	Life Support (PHTLS) +1	FSC++++	+Any FSC Fire Science Technology
PME240	Pharmacology in Paramedicine + 3		course(s)
PME245 Airway and Ventilatory Management in Paramedicine +		GBS+++++Any GBS General Business course(s) HCC++++Any HCC Health Core Curriculum	
PME250	Comprehensive Patient Assessment in		course(s)
	Paramedicine + 1	HCR++++	-+Any HCR Health Care Related
PME251	Medical Emergencies in		course(s)
	Paramedicine I +4		+Any LAS Paralegal Studies course(s)
PME252	Medical Emergencies in	LEO++++	+Any LEO Law Enforcement Operations
D) (E) (2)	Paramedicine II +4		course(s)
PME253	Medical Emergencies in	LET++++	+Any LET Law Enforcement Training
DME054	Paramedicine III +	MOT	course(s)
PME254	Technical Operations in	MG1+++-	++Any MGT Management
DME260	Paramedicine	DAD	course(s)
PME260	Trauma Patient Management in	PAD++++	+Any PAD Public Administration
PME270	Paramedicine +2 Immersive Total Patient Management	DAD	course(s) +Any PAR Paralegal course(s)
FWIE270	_		-+Any PME Paramedicine course(s)
PME280	Experience (ITPME) +		+Any POS Political Science course(s)
1 1/11/200	Practicum +		+Any PSA Public Safety Administration
PME281	Paramedicine Clinical Practicum:	course(s)	Ting 1571 Laone Salety Manningation
- 1,111201	Comprehensive + (2) OR	` '	+Any PSY Psychology course(s)
	r		J J

SOC+++++Any SOC Sociology course(s)	numamues, Arts and Design [nU]:
	Any approved general education courses in the
Arizona General Education Curriculum	Humanities, Arts and Design [HU] area3-6
(AGEC) AGEC-A: 12-39 Credits	
A single course with an [HU], [SB], [L], or	Social-Behavioral Sciences [SB]:
[SQ]/[SG] designation may also be used to satisfy	Any approved general education courses in the
the Oral Communication, Critical Reading, or	Social-Behavioral Sciences [SB] area0-6
Awareness Area ([C], [G] and/or [H])	May be met by AJS101, AJS225, AJS200,
requirement(s). See the AGEC matrix on	AJS/EMT/FSC258, PSY101,
aztransfer.com for course designations.	SOC101 in Restricted Elective Courses.
First-Year Composition [FYC]:	SOCIOI III Resulcted Elective Courses.
<u> </u>	Ni-A1 C-1
ENG101 First-Year Composition + (3) OR	Natural Sciences:
ENG107 First-Year Composition for ESL + (3)	Any approved general education course in the
AND	Natural Sciences (Quantitative) [SQ] area4
ENG102 First-Year Composition + (3) OR	AND
ENG108 First-Year Composition for ESL + 6	Any approved general education course in the
*FYC may be met with fewer than 6 credits if	Natural Sciences (Quantitative) [SQ] area or the
student has transfer credit from ASU, NAU or	Natural Sciences (General) [SG] area (4)0-8
UAZ for a single course that meets FYC in full.	
C	May be met by BIO160, CHM151 and
Literacy and Critical Inquiry [L]:	CHM151LL, PHY111, PHY112 in Restricted
Any approved general education course in the	Elective Courses.
Literacy and Critical Inquiry [L] area3	Elective Courses.
Energe and Critical inquiry [15] area	Awareness Area Credits0-6
Mathematics [MA]:	These requirements may be shared with Core
	- · · · · · · · · · · · · · · · · · · ·
MAT140 College Mathematics + (5) OR	Requirements.
MAT141 College Mathematics + (4) OR	
MAT142 College Mathematics + (3) OR	Cultural Diversity in the US [C]:
MAT145 College Mathematics with Review (5)	Any approved general education course with the
OR	Cultural Diversity in the U.S. [C] awareness area
MAT146 College Mathematics with Review (6)	designation0-3
OR	
Higher level course in the Mathematical	Historical/Global Awareness [H]/[G]:
Applications [MA] area 0-6	Any approved general education course with the
May be met by MAT150, MAT151, MAT152	Historical [H] or Global [G] awareness area
AND MAT182, or MAT187 in Restricted Elective	designation0-3
Courses.	
Courses.	MCCCD Additional Requirements0-3
Computer/Statistics/Quantitative Applications	Courses in this area may also be applied to
[CS]:	the AGEC Core Requirements. To minimize
	<u>*</u>
MAT206 Elements of Statistics + (3) OR	total credits required for degree and maximize
PSY230 Introduction to Statistics + (3) OR	transferable credits, it is recommended that
PSY230 Introduction to Statistics + (3) AND	courses be selected that meet more than one
PSY231 Laboratory for Statistics + (1) OR	requirement wherever possible. Oral
PSY230WLIntroduction to Statistics	Communication (COM):
with $Lab + (4) OR$	COM100Introduction to Human Communication
SWU225 Statistics for Social Research/Justice	(3) OR
and Government + (3)3-4	COM110Interpersonal Communication (3) OR
	COM225Public Speaking + (3) OR

COM230 . Small Group Communication (3) 3	<b>CONTACT:</b> Mr. O. Alcordo, Program Director:
COMOCO EL CALLA LA LA	(602) 285.7125
COM263. Elements of Intercultural	orlando.alcordo@phoenixcollege.edu
Communication (3)	
May be met by COM100, COM225, or COM230 in	Terrorism Liaison Training: Level I
Restricted Elective Courses.	Certificate of Completion — CCL 5240N 5 Credits
General Electives:	The Certificate of Completion (CCL) in Terrorism
Select courses 100-level or higher to complete a	Liaison Training: Level I program is designed to
minimum of 120 semester credits. Consult with a	
faculty advisor, program director, and/or academic	provide students with the knowledge and skills
advisor to identify coursework that best aligns	needed to be a Terrorism Liaison Officer including
•	conduct threat assessments for terrorism, natural
with academic and professional goals0-38	and man-made disasters and to assess, investigate
ACC+++++Any ACC Accounting course(s)	and respond to terrorism incidents. Also provides
AJS+++++Any AJS Administration of Justice	criminal justice and fire science professionals with
Studies course(s)	an opportunity for academic growth and the
CWE+++++Any CWE Career Work Experience	development of specialized skills in homeland
course(s)	security.
DPR+++++Any DPR Disaster Preparedness and	
Emergency Response course(s)	<b>Program Notes:</b> This program is not eligible for
ECN+++++Any ECN Economics course(s)	Title IV Federal Financial Aid. Students must earn
EMT++++Any EMT Emergency Medical	a grade of C or better for all courses required
Technology course(s)	within the program.
FOR+++++Any FOR Forensic Science course(s)	
FSC++++Any FSC Fire Science Technology	Admission Criteria: This program is offered
course(s)	through an educational partnership. Employment
GBS+++++Any GBS General Business course(s)	by a governmental organization is required for
HCC++++Any HCC Health Core Curriculum	admission.
course(s)	udiniosion.
HCR+++++Any HCR Health Care Related	Program Prerequisites: None.
course(s)	110gram 11crequisites. 14one.
JAS+++++Any JAS Justice and Government	Required Courses: 5 Credits
Agencies Administration course(s)	AJS/
JUD+++++Any JUD Judicial Studies course(s)	FSC276 Terrorism Liaison +4
LAS+++++Any LAS Paralegal Studies course(s)	AJS/
LET+++++Any LET Law Enforcement Training	
course(s)	FSC277 Threat Vulnerability Assessment + 1
MGT+++++Any MGT Management course(s)	Dest to LEIL At the N
	Restricted Electives: None.
PAD+++++Any PAD Public Administration	
course(s)	
PAR+++++Any PAR Paralegal course(s)	
PME+++++Any PME Paramedicine course(s)	
POS+++++Any POS Political Science course(s)	
PSA++++Any PSA Public Safety Administration	Students at any Maricopa Community College
course(s)	may need to complete courses at more than
PSY+++++Any PSY Psychology course(s)	one of our colleges.
SOC+++++Any SOC Sociology course(s)	

**CONTACT:** Mr. O. Alcordo, Program Director: (602) 285.7125 orlando.alcordo@phoenixcollege.edu

## Terrorism Liaison Training: Level II Certificate of Completion — CCL 5253 9-14 Credits

The Certificate of Completion (CCL) in Terrorism Liaison Training: Level II program is designed to provide additional knowledge and skills needed to be a Terrorism Liaison Officer for criminal justice and fire science professionals seeking advancement in the field of homeland security. Including but not limited to threat assessment for terrorism, hostile intent, hazmat materials used by terrorists, and the assessment, investigation and responses to terrorism incidents.

**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.

**Admission Criteria:** This program is offered through an educational partnership. Employment by a governmental organization is required for admission.

**Program Prerequisites:** None.

**Required Courses:** 9-14 Credits

The following courses are required and included in CCL Terrorism Liaison Training: Level I:

AJS/

FSC276 Terrorism Liaison + (4) AND

AJS/

FSC277 Threat Vulnerability Assessment + (1)

OR

Permission of Program Director.....0-5

The following courses are required and included in CCL Terrorism Liaison Training: Level II: AJS/

FSC278 Hostile Intent and Intervention Training + . 2 AJS/

FSC279 Field Intelligence Team Training + ..... 3

AJS/

FSC280 Terrorism Hazmat First Responder

Training + . . . . . . . . . . . . . . . . 4

Restricted Electives: None.

**CONTACT:** Ms. C. Shehorn, Program Director: (602) 285.7971 and/or cari.shehorn@phoenixcollege.edu

## Victimology Certificate of Completion — CCL 5392N 15 Credits

The Certificate of Completion (CCL) in Victimology is designed for students who are interested in pursuing a course of study specifically focused on crisis intervention, community services, and victim rights. It is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

**Program Notes:** 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.

Admission Criteria: None.

**Program Prerequisites:** None.

Required	Courses: 15 Credits
AJS101	Introduction to Criminal Justice 3
AJS162	Domestic Violence3
AJS225	Criminology3
AJS255	Mental Health Conditions and the
	Criminal Justice System 3
AJS/EMT/	
FSC258	Victimology and Crisis Management in
	Public Safety

Restricted Electives: None.

### DID YOU KNOW....

Phoenix College has been accepted into the Achieving the Dream Network (ATD) as a new ATD college. Visit achievingthedream.org for more information.

Business	s, Entrepreneurialism, and		
Manage	ment		Intermediate Accounting I +
_		CIST14DI CIS105	E Excel Spreadsheet
		C15105	Survey of Computer Information Systems
	CT: Mr. D. Northway, Program Director:		Systems
https://ww	w.phoenixcollege.edu/business	FYE101	Introduction to College, Career and
Aggaunti	ng.		Personal Success (1) OR
Accounting Associate	in Applied Science — AAS 3149	FYE103	Exploration of College, Career and
62-73 Cr			Personal Success (3)1-3
	ciate in Applied Science (AAS) in	CDC151	
Accountin	ng program is one of several options for	GBS151 GBS205	Introduction to Business
	eeking to gain skills and knowledge in the	ODS203	Legal, Ethical, and Regulatory Issues in Business
	counting. Possible entry-level jobs for		Business
1 0	am include accounting clerk, accounts	GBS120	Workplace Communication Skills (3)
	eceivable clerk, claims clerk, credit clerk, e bookkeeper, accounting intern, or	OR	-
_	le positions. A Certificate of Completion	GBS233	Business Communication + (3) 3
	also available.	D 4 . 2 . 4 .	
			d Electives: 6 Credits must select six (6) credits from the list
_	<b>Notes:</b> Students must earn a grade of C	below:	must select six (0) credits from the list
	n all courses required within the program.	ACC+++-	++ Any additional ACC
	on with an Academic Advisor is nded for course selection.	Accounting course(s) except ACC111, ACC112,	
recomme	ided for course selection.	ACC211, ACC212, ACC230, ACC2400-6	
Admission Criteria: None.		CDC121	Provinces Colombations
		GBS131 GBS220	Business Calculations
Program	Prerequisites: None.	GBS221	Business Statistics +
ъ	Q 24.20 Q 11:	GBS261	Investments I
_	Courses: 34-39 Credits		
	Accounting Principles I (3) AND Uses of Accounting Information I + (3)		Techniques of Supervision (3) OR
AND	oses of freedmang information 1 + (3)	MGT175	Business Organization and
ACC240	Uses of Accounting Information II + (3)	MCTOO	Management (3) OR
OR	_	MG1229	Management and Leadership I (3) 3
ACC111	Accounting Principles I (3) AND	General 1	Education Requirements: 22-28 Credits
ACC112	Accounting Principles II + (3) AND		2-18 Credits
ACC212 OR	Managerial Accounting + (3)	First-Yea	r Composition:
ACC211	Financial Accounting (3) AND		First-Year Composition $+$ (3) or
ACC212	Managerial Accounting + (3)6-9		First-Year Composition for $ESL + (3)$
		AND ENC102	First Vaca Composition + (2) or
ACC105	Payroll, Sales and Property Taxes (3)		First-Year Composition + (3) or First-Year Composition for ESL + (3). 6
OR			nmunication:
ACC222	Payroll Accounting + (3)3		Introduction to Human Communication
ACC115	Computarized Accounting 1	(3) OR	
ACC115 ACC121	Computerized Accounting +3 Income Tax Preparation (3) OR		Interpersonal Communication (3) OR
ACC221	Tax Accounting + (3)3	COM225	Public Speaking + (3) OR
1100221			

COM230	Small Group Communication (3) 3
Critical R	leading:
CRE101	College Critical Reading and Critical
	Thinking + (3) OR
Equivalent	t as indicated by assessment (0)0-3
Mathema	tics:
Any appro	ved general education course from the
Mathemati	ics [MA] area3-6
DISTRIB	UTION: 10 Credits
Humaniti	es, Arts and Design:
Any appro	ved general education course from the
Humanitie	s, Arts and Design [HU] area3
Social-Bel	navioral Sciences:
ECN211	Macroeconomic Principles (3) OR
ECN212	Microeconomic Principles (3) OR
SBU200	Society and Business (3)3
Natural S	ciences:
Any appro	ved general education course from the
Natural Sc	iences area 4
CONTAC	<b>CT:</b> Mr. D. Northway, Program Director:
https://ww	w.phoenixcollege.edu/business

# Accounting

# Certificate of Completion — CCL 5665 24-27 Credits

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.

### DID YOU KNOW....

Phoenix College has earned the Seal of Excelencia. Visit www.edexcelencia.org/seal-excelencia for more information.

**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.

Admission Criteria: None.

**Program Prerequisites:** None.

Required Courses: 24-27 Credits	
ACC111 Accounting Principles I (3) AND	
ACC230 Uses of Accounting Information I	+(3)
AND	
ACC240 Uses of Accounting Information II	+(3)
OR	
ACC111 Accounting Principles I (3) AND	
ACC112 Accounting Principles II + (3) AN	D
ACC212 Managerial Accounting + (3) OR	
ACC211 Financial Accounting (3) AND	
ACC212 Managerial Accounting + (3)	6-9
ACC105 Payroll, Sales and Property Taxes	(3)
OR	
ACC222 Payroll Accounting + (3)	3
ACC121 Income Tax Preparation (3) OR	
ACC221 Tax Accounting + (3)	3
ACC115 Computerized Accounting +	
CIS114DEExcel Spreadsheet	3
CIS105 Survey of Computer Information	
Systems	
GBS151 Introduction to Business	3

**CONTACT:** Ms. S. Celaya, Program Director: https://www.phoenixcollege.edu/business

# Administrative Professional Associate in Applied Science — AAS 3680 62-70 Credits

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

	Restricted Electives: 15 Credits	
<b>Program Notes:</b> Students must earn a grade of C	Students should select fifteen (15) credits from the	
or better in all courses required within the program.	following courses, except courses used to satisfy	
+ indicates course has prerequisites and/or	the Required Courses area, in consultation with a	
corequisites. ++ indicates any suffixed courses.	program advisor:	
· · · · · · · · · · · · · · · · · · ·	ACC+++ Any ACC Accounting prefixed course	
Admission Criteria: None	(except ACC115) 3	
	MGT251 Human Relations in Business	
Program Prerequisites: None	MGT126 Customer Service Skills and Strategies 3	
Togram Tree equipment Trong	CIS133DAInternet/Web Development: Level I 3	
Required Courses: 25-27 Credits	CIS214DE Advanced Excel Spreadsheet: Level II 3	
BPC110 Computer Usage and Applications (3)	CIS103 Introduction to Social Media	
OR	MKT110 Marketing and Social Networking 3	
CIS105 Survey of Computer Information	CIS117DMMicrosoft Access: Database	
Systems (3) 3	Management	
Systems (3)	GBS205 Legal, Ethical, and Regulatory Issues in	
ACC115 Computerized Accounting +	Business	
CIS113DEMicrosoft Word: Word Processing 3	MKT271 Principles of Marketing	
	WK12/1 Finciples of Warketing	
CIS114DEExcel Spreadsheet3	Compared Education Descriptor anter 22 20 Cardita	
EVE 101 Introduction to College Corner and	General Education Requirements: 22-28 Credits	
FYE101 Introduction to College, Career and	CODE: 12 10 Condito	
Personal Success (1) OR	CORE: 12-18 Credits	
FYE103 Exploration of College, Career and	First-Year Composition:	
Personal Success (3) 1-3	ENG101 First-Year Composition + (3) OR	
	ENG107 First-Year Composition for ESL + (3)	
GBS120 Workplace Communication Skills 3	AND FIGURE 1 AND CONTRACT (2) OR	
GBS131 Business Calculations	ENG102 First-Year Composition + (3) OR	
GBS151 Introduction to Business	ENG108 First-Year Composition for ESL + (3). 6	
	Oral Communication:	
Select three (3) of the following courses:	COM100 Introduction to Human Communication	
BPC101AA Introduction to Computers I1	(3) OR	
BPC/OAS111AA Computer Keyboarding I 1	COM110 Interpersonal Communication (3) OR	
CIS121AEWindows Operating System: Level I 1	COM225 Public Speaking + (3) OR	
CIS121AI Mac Operating System1	COM230 Small Group Communication (3) 3	
CIS122AEWindows Operating System: Level II +	Critical Reading:	
1	Any approved general education course from the	
CIS133AA Internet/Web Development	Critical Reading area OR	
Level I-A 1	Equivalent as indicated by assessment0-3	
	Mathematics:	
	Any approved general education course from the	
	Mathematics area OR	
	Equivalent as indicated by assessment3-6	
	<b>DISTRIBUTION:</b> 10 Credits	
	Humanities, Arts and Design:	
	Any approved general education course from the	
	Humanities, Arts and Design area3	
	Social-Behavioral Sciences:	

SBU200 Society and Business .......3

### **Natural Sciences:**

Any approved general education course from the Natural Sciences area 4

**CONTACT:** Ms. S. Celaya, Program Director: https://www.phoenixcollege.edu/business

## Administrative Professional Certificate of Completion — CCL 5677 18 Credits

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

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

Admission Criteria: None

**Program Prerequisites:** None

Required	Courses: 18 Credits
BPC110	Computer Usage and Applications (3)

OR	
CIS105	Survey of Computer Information
	Systems (3)3
CIS113DE	EMicrosoft Word: Word Processing 3
GBS120	Workplace Communication Skills 3
GBS131	Business Calculations
GBS151	Introduction to Business
Select thre	ee (3) of the following courses:
BPC101A	AIntroduction to Computers I1
BPC/	
OAS111A	AComputer Keyboarding I1
CIS121AF	EWindows Operating System: Level I 1
CIS121AI	Mac Operating System1
CIS122AF	EWindows Operating System: Level II . 1
CIS133AA	A Internet/Web Development
	Level I-A1

Restricted Electives: None

General Electives: None

**CONTACT:** Mr. D. Northway, Program Director: https://www.phoenixcollege.edu/business

# Banking and Finance Associate in Applied Science — AAS 3091 62-69 Credits

The Associate in Applied Science (AAS) in Banking and Finance program has been developed in cooperation with the Central Arizona Chapter of the American Institute of Banking and the Institute of Financial Education for entry or advancement in the banking profession. The program is designed to prepare students for the many challenges of the world of finance, since the role of the modern banker today demands specialized knowledge, flexible job performance, communication skills and customer service. A Certificate of Completion (CCL) in Banking and Finance is available.

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

Admission Criteria: None.

**Program Prerequisites:** None.

Required ACC111 ACC112 CIS105	Courses: 31-33 Credits Accounting Principles I
FYE101	Introduction to College, Career and
Personal S	uccess (1) OR
FYE103	Exploration of College, Career and
Personal S	uccess (3) 1-3
GBS103	Principles of Banking3
GBS120	Workplace Communication Skills 3
GBS131	Business Calculations
GBS151	Introduction to Business3
GBS205	Legal, Ethical, and Regulatory Issues in
	Business3
GBS294	Consumer Credit3
MGT126	Customer Service Skills and Strategies 3

Restricte	d Electives: 9 Credits	Natural S	Sciences:	
ACC212	Managerial Accounting +3		oved general education course from the ciences area 4	
ACC270A	ACAccounting Internship + (3) OR			
GBS270A	CBusiness Internship + (3)3			
		CONTAC	CT: Mr. D. Northway, Program Director:	
CIS114DE Excel Spreadsheet3		https://wv	vw.phoenixcollege.edu/business	
GBS206	Business Law (UCC)3			
GBS207	Business Law (General Corporate)3	Banking	and Finance	
GBS261	Investments I	Certificat	te of Completion — CCL 5627	
		27 Credit	ts	
MKT267	Principles of Sales (3) OR	The Certi	ficate of Completion (CCL) in Banking	
	Principles of Marketing (3)3		ice program has been developed for entry	
			ement in the banking profession. The	
General 1	Education Requirements: 22-27 Credits		s designed to prepare students for the	
	2-17 Credits		many challenges of the world of finance, since the	
First-Yea	r Composition:	role of the	role of the modern banker today demands	
ENG101	First-Year Composition + (3) OR	specialize	d knowledge, flexible job performance,	
	First-Year Composition for ESL + (3)		mer service expertise. An Associate in	
AND	•		Science (AAS) in Banking and Finance is	
ENG102	First-Year Composition + (3) OR	available.		
	First-Year Composition for ESL + (3). 6			
Oral Communication:		Program	<b>Notes:</b> Students must earn a grade of C	
COM100	Introduction to Human Communication	_	n all courses within the program.	
(3) OR			1 0	
	Interpersonal Communication (3) OR	Admissio	on Criteria: None.	
	Public Speaking + (3) OR			
	Small Group Communication (3)3	Program	Prerequisites: None.	
Critical I	<u>-</u>	C	•	
CRE101	College Critical Reading and Critical	Required	Courses: 27 Credits	
Thinking +		ACC111	Accounting Principles I3	
_	t as indicated by assessment0-3	ACC112		
Mathematics:		CIS105	Survey of Computer Information	
Any approved general education course from the			Systems 3	
Mathemat		GBS103	Principles of Banking3	
		GBS131	Business Calculations	
DISTRIE	BUTION: 10 Credits	GBS151	Introduction to Business	
Humanities, Arts and Design:		GBS205	Legal, Ethical, and Regulatory Issues in	
Any approved general education course from the		Business	3	
Humanities, Arts and Design area		GBS294	Consumer Credit	
	havioral Sciences:	MGT126		
ECN211	Macroeconomic Principles (3) OR			
ECN212	Microeconomic Principles (3) OR	Restricte	d Electives: None.	
SBU200	Society and Business (3)3			

**CONTACT:** Mr. D. Dopp, Department Chair https://www.phoenixcollege.edu/business

# Business Administration Fastrack Certificate of Completion — CCL 5152 27 Credits

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 for all courses in the program. + indicates course has prerequisites and/or corequisites.

Admission Criteria: None

**Program Prerequisites:** None

-	Courses: 27 Credits Understanding and Using Accounting Systems (3) OR
ACC111	Accounting Principles I (3)3
BPC110 OR	Computer Usage and Applications (3)
CIS105	Survey of Computer Information Systems (3)
GBS120	Workplace Communication Skills 3
GBS151	Introduction to Business3
GBS205	Legal, Ethical, and Regulatory Issues in Business
MGT126	Customer Service Skills and Strategies 3
MGT175	Business Organization and
MGT251 MKT271	Management3Human Relations in Business3Principles of Marketing3

**Restricted Electives:** None

**CONTACT:** Mr. M. Sassetti, Program Director: https://www.phoenixcollege.edu/business

# Certified Bookkeeping Certificate of Completion — CCL 5977N 9 Credits

The Certificate of Completion (CCL) in Certified Bookkeeping program helps to prepare students for a Certified Bookkeeper Examination. This program is designed to prepare students to work for CPA firms, tax preparation firms, corporate accounting departments, and small businesses or offer freelance bookkeeping services. A Certificate of Completion (CCL) in Accounting and an Associate in Applied Science (AAS) in Accounting are 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 each course in the program.

Admission Criteria: None

**Program Prerequisites:** None

Required	Courses: 9 Credits
ACC105	Payroll, Sales and Property Taxes (3)
OR	
ACC222	Payroll Accounting + (3)3
ACC111	Accounting Principles I3
ACC260	Certified Bookkeeper (CB)
	Preparation+3

Restricted Electives: None

Students at any Maricopa Community College may need to complete courses at more than one of our colleges. **CONTACT:** M. Sassetti, Program Director: https://www.phoenixcollege.edu/business

## Enrolled Agent Certificate of Completion — CCL 5958 17-18 Credits

The Certificate of Completion (CCL) in Enrolled Agent program helps to prepare students for the Enrolled Agent Examination. The Internal Revenue Service (IRS) Enrolled Agent credential allows tax practitioners to represent taxpayers before the IRS when it comes to collections, audits, and appeals. Enrolled Agents' expertise in the continually changing field of taxation enables them to effectively represent taxpayers at all administrative levels within the IRS. Students who successfully complete this CCL may also seek employment as tax preparers.

**Program Notes:** Students must earn a grade of C or better in all courses in the program. Consultation with an Academic Advisor is recommended for course selection. The Volunteer Income Tax Assistance (VITA) program internship is only available in the spring semester. Contact a program advisor for more information.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15 Credits		
ACC111	Accounting Principles I (3) OR	
ACC211	Financial Accounting (3)3	
ACC121	1	
ACC221	Tax Accounting +3	
ACC224	Tax Practice Administration and	
Business Entity Analysis +3		
CIS105	Survey of Computer Information Systems	

Restricted Electives: 2-3 Credits				
Students should select 2-3 credits from the list				
below:				
ACC105	Payroll, Sales and Property Taxes 3			
ACC111	Accounting Principles II + 3			
ACC115	Computerized Accounting + 3			
ACC222	Payroll Accounting +3			
ACC230	Uses of Accounting Information I + 3			
ACC270A	AB Accounting Internship + 2			
ACC270A	AC Accounting Internship + 3			

**CONTACT:** Mr. D. Dopp, Department Chair https://www.phoenixcollege.edu/business

# Entrepreneurial Studies Level I Certificate of Completion — CCL 5819N 10-11 Credits

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.

**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.

Admission Criteria: None

**Program Prerequisites:** None

Required Courses: 10-11 Credits			
EPS150	Introduction to Entrepreneurship 3		
EPS160	New Venture Creation2		
EPS162	Introduction to Social		
	Entrepreneurship (3) OR		
<b>EPS195</b>	Business Start-Up and Planning (2)2-3		

GBS132 Personal and Family Financial **CONTACT:** Mr. D. Dopp, Department Chair: https://www.phoenixcollege.edu/business Restricted Electives: None. **Esports** Certificate of Completion — CCL 5335 18 Credits The Certificate of Completion (CCL) in Esports is designed for students pursuing careers in **CONTACT:** Mr. D. Dopp, Department Chair: hospitality, marketing, business, management, https://www.phoenixcollege.edu/business event management, creative writing, computer technology, and/or video game production who are **Entrepreneurial Studies Level II Certificate of Completion — CCL 5820** interested in utilizing those skills to gain entry level **18-19 Credits** employment in the field of esports. Students completing this certificate will acquire specialized The Certificate of Completion (CCL) in Entrepreneurial Studies Level II program is knowledge of the field of esports that will enhance designed to prepare students to acquire additional the ability to gain entry level employment in the skills, tools and knowledge necessary for world of esports. successful venture opportunities. A Certificate of Completion (CCL) in Entrepreneurial Studies **Program Notes:** Students must earn a grade of C Level I is also available and fully embedded in this or better in each course in the program. program. Admission Criteria: None. **Program Notes:** Students must earn a grade of C or better for all courses within the program. **Program Prerequisites:** None. Admission Criteria: None. **Required Courses:** 15 Credits A+ Exam Prep: Computer Hardware BPC170 Configuration and Support...... 3 **Program Prerequisites:** None. CIS120DAIntroduction to Adobe Premiere (3) OR **Required Courses:** 18-19 Credits CIS120DKIntroduction to Digital EPS150 Introduction to Entrepreneurship ....... 3 EPS160 COM100 Introduction to Human Communication **EPS162** Introduction to Social (3) OR Entrepreneurship (3) OR COM110 Interpersonal Communication (3) OR COM230 Small Group Communication (3) ...... 3 Business Start-Up and Planning (2)..2-3 EPS195 Personal and Family Financial GBS109 Introduction to Business Practices in GBS132 Esports Security ......3 ......3 MKT110 Marketing and Social Networking...... 3 New Venture Law and Finance (3) OR **EPS161** EPS180 Technology Business Planning (3) ..... 3 New Venture Feasibility Analysis ...... 2 **EPS165** Owning and Operating a Small MGT253 Business ......3

Restricted Electives: None.

#### **Restricted Electives:** 3 Credits

Complete courses as directed, choosing options that best align with your academic and professional goals. Consult with an academic, faculty, or program advisor to prevent exceeding your award's maximum credits.

ACC105	Payroll, Sales and Property Taxes	. 3
ACC111	Accounting Principles I	. 3
CIS111	Ethics in Information Technology	. 3
CRW150	Introduction to Creative Writing	. 3
CRW176	Writing Narrative for Video Games	. 3
CRW190	Introduction to Screenwriting	. 3
ENH110	Introduction to Literature	. 3
ENH140A	ASports in Literature and Film +	. 3
GBS151	Introduction to Business	. 3
MGT175	Business Organizational Management	. 3
MGT229	Management and Leadership I	. 3
MGT253	Owning and Operating a Small	
	Business	. 3
MKT101	Introduction to Public Relations	. 3
MKT111	A pplied Marketing and Social	
	Networking +	. 3
MKT271	Principles of Marketing	. 3

**CONTACT:** Ms. S. Celaya, Program Director: https://www.phoenixcollege.edu/business

# Fashion Merchandising Associate in Applied Science — AAS 3266 62-72 Credits

The Associate in Applied Science (AAS) in Fashion Merchandising program places students at the intersection of fashion, business and marketing. Our curriculum stresses the importance of leadership, teamwork, creativity, and effective communication throughout the product life cycle process. Students will leave this program equipped with knowledge of fashion theory; the societal and technological aspects of the textile and apparel industry; and the creation, promotion, distribution, and retailing of consumer goods in a global environment. This program provides a foundation for students to pursue a wide range of careers in the fashion industry. A Certificate of Completion (CCL) in Fashion Merchandising program is also available.

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

Admission Criteria: None.

**Program Prerequisites:** None.

	-		
Required Courses: 28-30 Credits			
BPC110 OR	Computer Usage and Applications (3)		
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		
MGT251	Human Relations in Business3		
MKT/			
TEC109	Introduction to Fashion Merchandising 3		
MKT/	B. 1 177 177 1 17 1 17 1		
TEC151	Display and Visual Merchandising 3		
MKT/	D + 'I D - '		
TEC200	Retail Buying		
MKT263	Advertising Principles		
MKT268 MKT271	Merchandising		
TEC222	Principles of Marketing		
TECZZZ	Textiles		
	l Electives: 6-12 Credits		
	hould select a total of 0-12 credits from		
	ing courses in consultation with a		
-	nt Advisor.		
	Introduction to Business		
	Introduction to International Business . 3		
MG1+++-	++Any MGT Management course except		
	courses used to satisfy Required Courses area		
MVT	Courses area		
IVIIX I TTT	courses used to satisfy Required		
	Courses area		
TEC++++	+Any TEC Textiles and Clothing course		
	except courses used to satisfy Required		
	Courses area		

General Electives: None.

General Education Requirements: 22-28 Credits CORE: 12-18 Credits		<b>Program Notes:</b> Students must earn a grade of C or better in all courses required within the program.		
	r Composition:		r · O	
	First-Year Composition + (3) OR	Admissio	on Criteria: None.	
	First-Year Composition for ESL + (3)			
AND	•	Program	Prerequisites: None.	
ENG102	First-Year Composition + (3) OR	C	•	
ENG108 First-Year Composition for ESL + (3).6		Required Courses: 21 Credits		
	imunication:	BPC110		
	Introduction to Human Communication	OR		
(3) OR		CIS105	Survey of Computer Information	
. ,	Interpersonal Communication (3) OR		Systems (3)	
	Public Speaking + (3) OR			
	Small Group Communication (3)3	MKT/		
Critical R	<u> -</u>	TEC109	Introduction to Fashion Merchandising 3	
	College Critical Reading and Critical	MKT/		
	Thinking + (3) OR	TEC151	Display and Visual Merchandising 3	
Equivalent	t as indicated by assessment (0)0-3	MKT/TE	± •	
Mathema			Merchandising 3	
Any appro	oved general education course from the	MKT271		
	ics [MA] area3-6	TEC222	Textiles	
<b>DISTRIB</b>	UTION: 10 Credits	Restricte	d Electives: 3 Credits	
<b>Humanities, Arts and Design:</b>		Students should select from the following courses		
TEC105	Cultural Aspects of Clothing3	in consult	ation with a Department Advisor:	
	havioral Sciences:	MKT+++	++Any MKT Marketing course except	
SBU200	Society and Business3		courses used to satisfy Required Courses	
<b>Natural S</b>	ciences:		area3	
	oved general education course from the	TEC+++-	++Any TEC Textiles and Clothing course	
Natural Sc	eiences area4		except courses used to satisfy Required	
			Courses area	
CONTAC	CT: Ms. S. Celaya, Program Director:	Conoral	Electives: None.	
	w.phoenixcollege.edu/business	General	Electives. None.	
1				
	<b>Ierchandising</b>		CT: Mr. D. Dopp, Department Chair:	
Certificat	e of Completion — CCL 5266	https://wv	vw.phoenixcollege.edu/business	
24 Credit	S			
The Certif	icate of Completion (CCL) in Fashion	General 1	Business	
Merchand	ising program is designed for students	Associate	e in Applied Science — AAS 3148	
whose per	sonal interests and needs can be met by	62-69 Cr	edits	
concentrat	ion on a core program of Fashion	The Asso	ciate in Applied Science (AAS) in	
Merchand	ising courses. This program is designed	General E	Business program is designed to meet the	
to develop	competencies essential for success in a	needs of s	students who wish a broad overview of	

business and desire not to enroll in a specialized

acquaint students with major subject areas of

business, to improve the student's business vocabulary, and to provide students with an

curriculum in business. The program is designed to

variety of occupations including retail buying,

Science (AAS) degree is also available.

management, store planning, visual display, and

wholesale merchandising. An Associate in Applied

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. Although many courses will transfer to a four-year institution, some courses do not. This curriculum is not designed to meet the needs of students who wish to transfer to a four-year institution. A Certificate of Completion (CCL) in General Business is available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required	Courses: 22-24 Credits
ACC111	Accounting Principles I3
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
GBS205	Legal, Ethical and Regulatory Issues in
	Business3
MGT175	Business Organization and
	Management (3) OR
MGT251	Human Relations in Business (3)3
MKT271	Principles of Marketing3

Restricted	l Electives: 18 Credits		
Students should select eighteen (18) credits from			
the following courses. Any 100/200 level prefixed			
courses may be selected, except courses used to			
satisfy the Required Courses area.			
•	-+Any ACC Accounting course(s)		
neemm	CIS114DE Excel Spreadsheet		
CICITADA	M Microsoft Access: Database		
CISTITUE			
CIC 100D	Management 3		
	A 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)		
	++Any MKT Marketing course(s)		
	+Any REA Real Estate course(s)		
	+Any SBS Small Business Management		
SDSTTTT	course(s)		
TOM			
TQM+++	Any TQM Total Quality Management		
	course(s)		
General I	Electives: None.		
General E	Education Requirements: 22-27 Credits		
General E	Education Requirements: 22-27 Credits 2-17 Credits		
General F CORE: 12 First-Yea	Education Requirements: 22-27 Credits 2-17 Credits r Composition:		
General F CORE: 11 First-Yea ENG101	Education Requirements: 22-27 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR		
General E CORE: 12 First-Yea ENG101 ENG107	Education Requirements: 22-27 Credits 2-17 Credits r Composition:		
General F CORE: 11 First-Yea ENG101	Education Requirements: 22-27 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR		
General E CORE: 12 First-Yea ENG101 ENG107	Education Requirements: 22-27 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR		
General E CORE: 12 First-Yea ENG101 ENG107 AND ENG102	Education Requirements: 22-27 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR First-Year Composition for ESL (3) +		
General E CORE: 12 First-Yea ENG101 ENG107 AND ENG102 ENG108	Education Requirements: 22-27 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR First-Year Composition for ESL (3) + First-Year Composition (3) + OR		
General E CORE: 13 First-Yea ENG101 ENG107 AND ENG102 ENG108 Oral Com	Education Requirements: 22-27 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR First-Year Composition for ESL (3) + First-Year Composition (3) + OR First-Year Composition for ESL (3) +. 6 amunication:		
General E CORE: 12 First-Yea ENG101 ENG107 AND ENG102 ENG108 Oral Con COM100	Education Requirements: 22-27 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR First-Year Composition for ESL (3) + First-Year Composition (3) + OR First-Year Composition for ESL (3) +. 6		
General E CORE: 12 First-Yea ENG101 ENG107 AND ENG102 ENG108 Oral Com COM100 (3)	Education Requirements: 22-27 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR First-Year Composition for ESL (3) + First-Year Composition (3) + OR First-Year Composition for ESL (3) +. 6 Immunication: Introduction to Human Communication		
General E CORE: 13 First-Yea ENG101 ENG107 AND ENG102 ENG108 Oral Con COM100 (3) COM110	Education Requirements: 22-27 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR First-Year Composition for ESL (3) + First-Year Composition (3) + OR First-Year Composition for ESL (3) +. 6 Immunication: Introduction to Human Communication Interpersonal Communication (3)		
General E CORE: 12 First-Yea ENG101 ENG107 AND ENG102 ENG108 Oral Com COM100 (3) COM110 COM225	Education Requirements: 22-27 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR First-Year Composition for ESL (3) +  First-Year Composition (3) + OR First-Year Composition for ESL (3) +. 6 munication: Introduction to Human Communication  Interpersonal Communication (3) Public Speaking + (3) OR		
General E CORE: 12 First-Yea ENG101 ENG107 AND ENG102 ENG108 Oral Com COM100 (3) COM110 COM225 COM230	Education Requirements: 22-27 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR First-Year Composition for ESL (3) +  First-Year Composition (3) + OR First-Year Composition for ESL (3) +. 6  Introduction: Introduction to Human Communication  Interpersonal Communication (3) Public Speaking + (3) OR Small Group Communication (3) 3		
General E CORE: 12 First-Yea ENG101 ENG107 AND ENG102 ENG108 Oral Com COM100 (3) COM110 COM225 COM230 Critical E	Education Requirements: 22-27 Credits 2-17 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR First-Year Composition for ESL (3) +  First-Year Composition for ESL (3) + OR First-Year Composition for ESL (3) + . 6 amunication: Introduction to Human Communication  Interpersonal Communication (3) Public Speaking + (3) OR Small Group Communication (3) 3 Reading:		
General E CORE: 12 First-Yea ENG101 ENG107 AND ENG102 ENG108 Oral Com COM100 (3) COM110 COM225 COM230	Education Requirements: 22-27 Credits 2-17 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR First-Year Composition for ESL (3) +  First-Year Composition for ESL (3) +. 6 Immunication: Introduction to Human Communication  Interpersonal Communication (3) Public Speaking + (3) OR Small Group Communication (3)		
General E CORE: 12 First-Yea ENG101 ENG107 AND ENG102 ENG108 Oral Com COM100 (3) COM110 COM225 COM230 Critical E CRE101	Education Requirements: 22-27 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR First-Year Composition for ESL (3) +  First-Year Composition (3) + OR First-Year Composition for ESL (3) +. 6  amunication: Introduction to Human Communication  Interpersonal Communication (3) Public Speaking + (3) OR Small Group Communication (3) 3  Reading: College Critical Reading and Critical Thinking + (3) OR		
General E CORE: 12 First-Yea ENG101 ENG107 AND ENG102 ENG108 Oral Com COM100 (3) COM110 COM225 COM230 Critical E CRE101	Education Requirements: 22-27 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR First-Year Composition for ESL (3) +  First-Year Composition for ESL (3) + OR First-Year Composition for ESL (3) + . 6  Introduction: Introduction to Human Communication  Interpersonal Communication (3) Public Speaking + (3) OR Small Group Communication (3) 3  Reading: College Critical Reading and Critical Thinking + (3) OR t by assessment		
General E CORE: 12 First-Yea ENG101 ENG107 AND ENG102 ENG108 Oral Com COM100 (3) COM110 COM225 COM230 Critical E CRE101	Education Requirements: 22-27 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR First-Year Composition for ESL (3) +  First-Year Composition for ESL (3) + OR First-Year Composition for ESL (3) + . 6  Introduction: Introduction to Human Communication  Interpersonal Communication (3) Public Speaking + (3) OR Small Group Communication (3) 3  Reading: College Critical Reading and Critical Thinking + (3) OR t by assessment		
General E CORE: 12 First-Yea ENG101 ENG107 AND ENG102 ENG108 Oral Com COM100 (3) COM110 COM225 COM230 Critical E CRE101 Equivalent Mathema	Education Requirements: 22-27 Credits 2-17 Credits r Composition: First-Year Composition (3) + OR First-Year Composition for ESL (3) +  First-Year Composition for ESL (3) + OR First-Year Composition for ESL (3) + . 6  Introduction: Introduction to Human Communication  Interpersonal Communication (3) Public Speaking + (3) OR Small Group Communication (3) 3  Reading: College Critical Reading and Critical Thinking + (3) OR t by assessment		

<b>DISTRIBUTION:</b> 10 Credits			
Humanities	s, Arts and Design:		
Any approv	yed general education course in the		
Humanities, Arts and Design area			
Social-Beha	avioral Sciences:		
ECN211	Macroeconomic Principles (3) OR		
ECN212	Microeconomic Principles (3) OR		
SBU200	Society and Business (3)3		
<b>Natural Sc</b>	iences:		
Any approv	yed general education course in the		
Natural Sci	ences area4		
CONTACT	<b>Г:</b> Mr. D. Dopp, Department Chair:		
https://www	v.phoenixcollege.edu/business		
-	-		

#### General Business Certificate of Completion — CCL 5683 21 Credits

The Certificate of Completion (CCL) in General Business is designed to provide business training for various entry-level positions in business. The courses include an introduction to business concepts, accounting and computer principles, and legal issues related to business. An Associate in Applied Science (AAS) is also available.

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

Admission Criteria: None

**Program Prerequisites:** None

Required Courses: 12 Credits		
ACC111	Accounting Principles I3	
CIS105	Survey of Computer Information	
	Systems	
GBS151	Introduction to Business3	
GBS205	Legal, Ethical, and Regulatory Issues in	
	Business 3	

#### **Restricted Electives:** 9 Credits

Students should select nine (9) credits from the following courses. Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.

ACC+++++Any ACC Accounting course(s)

CIS114DEExcel Spreadsheet
CIS117DMMicrosoft Access: Database
Management3
CIS133DAInternet/Web Development Level I 3
EPS++++Any EPS Entrepreneurial Studies
course(s) 1-3
GBS+++++Any GBS General Business course(s)
IBS+++++ Any IBS International Business
course(s)
3.50m
MGT+++++Any MGT Management course(s)
MGT+++++Any MGT Management course(s) MKT+++++Any MKT Marketing course(s)
MKT++++Any MKT Marketing course(s)
MKT++++Any MKT Marketing course(s) REA+++++Any REA Real Estate course(s)
MKT+++++Any MKT Marketing course(s) REA+++++Any REA Real Estate course(s) SBS+++++Any SBS Small Business Management
MKT+++++Any MKT Marketing course(s) REA+++++Any REA Real Estate course(s) SBS+++++Any SBS Small Business Management course(s)

**CONTACT:** Mr. D. Dopp, Department Chair:

https://www.phoenixcollege.edu/business

General Electives: None.

Human Resources: Compensation and Benefits Certificate of Completion — CCL 5023 33 Credits

This program is currently not Title IV Federal Financial Aid eligible.

The Certificate of Completion (CCL) in Human Resources: Compensation and Benefits is designed to provide skills necessary for employment in the human resources field. The program provides coursework with an emphasis in the knowledge needed to work within compensation and benefits. Upon completion of this program, possible entrylevel positions include payroll clerk, compensation specialist, benefits specialist, benefits coordinator, payroll administrator, or payroll specialist. A CCL in Human Resources Management is also available.

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

**Admission Criteria:** None

**Program Prerequisites:** None

Required Courses: 33 Credits  The following courses are required and included in the CCL in Human Resources Management:  BPC110 Computer Usage and Applications (3)  OR  CIS105 Survey of Computer Information  Systems (3)		human resources. Graduates may be employed in Employment (recruiting, interviewing, and hiring); Benefits Administration; Compensation; and Employee Relations. A Certificate of Completion (CCL) in Human Resources: Compensation and Benefits is also available.	
GBS131 Business Calculations (3) OR MAT112 Mathematical Concepts and Applications + (3) OR		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.	
Satisfactory completion of higher-level Mathematics course (3)		Admission Criteria: None	
GBS120 GBS205	Workplace Communication Skills 3 Legal, Ethical, and Regulatory Issues in	Program	Prerequisites: None
	Business	Required	Courses: 24 Credits
MGT229	Management and Leadership I 3	BPC110	Computer Usage and Applications (3)
MGT251	Human Relations in Business	OR	
MGT276	Personnel/Human Resources	CIS105	Survey of Computer Information
	Management 3		Systems (3)
MGT286	Human Resource Employment		
1,101200	Management +3	GBS205	Legal, Ethical, and Regulatory Issues in Business
The following courses are also required for the			
CCL in Human Resources: Compensation and Benefits:		MAT112	Mathematical Concepts and Applications + (3) OR
ACC105 Payroll, Sales and Property Taxes3		Satisfactory completion of higher-level	
CIS114DI	E Excel Spreadsheet	Mathematics course OR	
MGT247 Compensation and Benefits3		GBS131	Business Calculations (3)
Restricted Electives: None.		GBS120	Workplace Communication Skills 3
			Management and Leadership I 3
General 1	Electives: None.		Human Relations in Business
General	ziectives. Tone.		Personnel/Human Resources
		WIG1270	Management
CONTACT: Mr. D. Donn Danartmant Chaire		MGT286	Human Resource Employment
CONTACT: Mr. D. Dopp, Department Chair: https://www.phoenixcollege.edu/business		WIG1260	2 4
nttps.//ww	w.phoemixconege.edu/ousiness		Management +3
Human Resources Management Certificate of Completion — CCL 5580		Restricte	d Electives: None.
24 Credits The Certificate of Completion (CCL) in Human		General 1	Electives: None.

Students at any Maricopa Community College may need to complete courses at more than one of our colleges.

Resources Management program is designed to provide skills necessary for careers in human

provide students a series of courses with an

emphasis in management and is designed to prepare students for an entry-level position in

resources management. The program is designed to

CONTACT: Mr. D. Dopp, Department Chair: https://www.phoenixcollege.edu/business		MGT230	Management and Leadership I
Managem	ent		
Management Associate in Applied Science — AAS 3070 62-69 Credits  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. Some of these programs are available at select colleges. Please check with your local college for program		Restricted Electives: 18 Credits Students should select eighteen (18) credits from the following courses in consultation with a Department Advisor. Courses cannot be shared with Required Courses.  ACC110 Understanding and Using Accounting Systems (3) OR  ACC112 Accounting Principles II + (3)	
availability	y.	TOM230	Teamwork Dynamics2
<b>Program Notes:</b> Students must earn a grade of C or better for all courses required within the program.			Project Management in Quality
		General 1	Electives: None
Admissioi	n Criteria: None.	Canaral 1	Education: 22-27 Credits
Program Prerequisites: None.		CORE: 1	2-17 Credits r Composition:
Required	Courses: 22-24 Credits	ENG101	First-Year Composition + (3) OR
ACC111	Accounting Principles I3	ENG107 AND	First -Year Composition for ESL + (3)
BPC110 OR	Computer Usage and Applications (3)	ENG102 ENG108	First-Year Composition + (3) OR First-Year Composition for ESL + (3). 6
CIS105	Survey of Computer Information		nmunication:
	Systems (3)	COM100	Introduction to Human Communication (3) OR
FYE101	Introduction to College, Career and		Interpersonal Communication (3) OR
	Personal Success (1) OR		Public Speaking + (3) OR
FYE103	Exploration of College, Career and		Small Group Communication (3) 3
GD G140	Personal Success (3)1-3	Critical I CRE101	College Critical Reading and Critical
GBS120	Workplace Communication Skills 3	D 1	Thinking + (3) OR
GBS151 GBS205	Introduction to Business	Equivalen	t as indicated by assessment (0)0-3

Mathema	atics:	GBS205	Legal, Ethical, and Regulatory Issues in		
Any approved general education course from the		Business	3		
Mathema	tics [MA] area. +3	MGT229 Management and Leadership I 3			
			Human Relations in Business3		
	BUTION: 10 Credits		CT: Ms. S. Celaya, Program Director:		
	ies, Arts and Design:	https://wv	vw.phoenixcollege.edu/business		
	oved general education course from the				
	es, Arts and Design [HU] area3	Marketin			
	ehavioral Sciences:		te of Completion — CCL 5094		
	Society and Business3	21 Credit			
Natural S			ficate of Completion (CCL) in Marketing		
	oved general education course in the	program meets students` needs by providing skills			
	ciences (Quantitative) [SQ] area or	•	necessary for marketing careers. The program is		
the Natur	al Sciences (General) [SG] area4	_	to develop competencies essential for		
			Marketing. By completing this program,		
~~~			vill be better equipped for successful		
	CT: Mr. D. Dopp, Department Chair:		nce in a variety of marketing/		
https://wv	ww.phoenixcollege.edu/business		ent occupations including wholesaling,		
		_	professional sales, and entrepreneurship.		
Managen			riate in Applied Science (AAS) in		
	te of Completion — CCL 5729	Marketing	g and Sales is available.		
18 Credi		ъ.	N. a.		
	ficate of Completion (CCL) in	_	<b>Notes:</b> Students must earn a grade of C		
	nent is designed to provide skills for		for all courses required within the		
_	ent careers. Students completing this	program.			
	are better equipped to apply competencies	A designin	- Critoria None		
	or successful performance in management	Admissio	on Criteria: None.		
-	ons such as manufacturing, wholesaling,	Ducanam	Duomaguicitage Nama		
_	and service industries. An Associate in	Program	Prerequisites: None.		
	Science (AAS) in Management is also	Dogginad	Courses 10 Condita		
available.		_	Computer Heavy and Applications (2)		
Drogram	Notes: Students must earn a grade of C	OR	Computer Usage and Applications (3)		
		CIS105	Survey of Computer Information		
	for all courses required within the	CIS103	Systems (3)		
program.			Systems (3)		
A dmissio	on Criteria: None.	GBS120	Workplace Communication Skills 3		
Aumssi	on Criteria. None.	GBS120	Introduction to Business		
Program	Prerequisites: None.	MKT263			
Trogram	Trerequisites. Trone.	MKT267			
Required	l Courses: 18 Credits	MKT271	Principles of Marketing		
ACC111		WIIX 1 2 / 1	1 incipies of Marketing		
7100111	Timespies 1	Restricte	d Electives: 3 Credits		
BPC110	Computer Usage and Applications (3)		should select from the following courses		
OR	Computer Osage and Applications (5)		ation with Department Advisor.		
CIS105	Survey of Computer Information	CIS103	Introduction to Social Media3		
210100	Systems (3)	MKT101			
	~, ~, ~, ~, ~, ~, ~, ~, ~, ~, ~, ~, ~, ~		Marketing and Social Networking 3		
GBS151	Introduction to Business3		Merchandising		
~					

CONTACT: Ms. S. Celaya, Program Director: https://www.phoenixcollege.edu/business  Marketing and Sales Associate in Applied Science — AAS 3094 62-69 Credits 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		Restricted Electives: 15 Credits Students should select 15 credits from the following courses in consultation with a Department Advisor. CIS103 Introduction to Social Media	
	eurship. Certificates of Completion (CCL) ing and Social Media Marketing are	General Education: 22-27 Credits CORE: 12-17 Credits	
available.	ing and Social Media Marketing are	First-Year Composition:	
		Any approved general education courses from the	
Program	<b>Notes:</b> Students must earn a grade of C	First-Year Composition area +6	
_	or all courses required in the program	Oral Communication:	
		COM100 Introduction to Human	
Admission	n Criteria: None.	Communication (3) OR	
Program Prerequisites: None.		COM110 Interpersonal Communication (3) OR COM225 Public Speaking + (3) OR COM220 Small Crown Communication (2)	
Doguirod	Courses: 25-27 Credits	COM230 Small Group Communication (3) 3 Critical Reading:	
-	Accounting Principles I	CRE101 College Critical Reading and Critical Thinking + (3) OR	
BPC110 OR	Computer Usage and Applications (3)	Equivalent as indicated by assessment (0)0-3  Mathematics:	
CIS105	Survey of Computer Information Systems (3)	Any approved general education course from the Mathematics area3-5	
	~ <i>y = 1022225</i> (e)		
FYE101	Introduction to College, Career and	<b>DISTRIBUTION:</b> 10 Credits	
	Personal Success (1) OR	Humanities, Arts and Design:	
FYE103	Exploration of College, Career and	Any approved general education course from the	
	Personal Success (3)1-3	Humanities, Arts and Design area3	
		Social-Behavioral Sciences:	
GBS151	Introduction to Business3	SBU200 Society and Business	
GBS120	Workplace Communication Skills (3)	Any approved general education course from the	
OR		Natural Sciences area4	
GBS233	Business Communication + (3)3		
MKT110	Marketing and Social Networking 3		
MKT263	Advertising Principles3	DID YOU KNOW	
MKT267	Principles of Sales	Phoenix College has been accepted into the Achieving	
MKT271	Principles of Marketing3	the Dream Network (ATD) as a new ATD college. Visit	

achievingthedream.org for more information.

**CONTACT:** Mr. D. Dopp, Department Chair: https://www.phoenixcollege.edu/business

#### Organizational Leadership Certificate of Completion — CCL 5731 18 Credits

The Certificate of Completion (CCL) in Organizational Leadership is designed to prepare students with knowledge and skills needed in today's changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. The CCL in Organizational Leadership is fully embedded in an Associate in Applied Science (AAS) in Organizational Management.

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

Admission Criteria: None

Program Prerequisites: None

Poquired	Courses: 18 Credits	
BPC110 OR	Computer Usage and Applications (3)	
CIS105	Survey of Computer Information Systems (3)	
GBS110	Human Relations in Business and Industry (3) OR	
MGT251	Human Relations in Business (3)3	
GBS120 GBS151	Workplace Communication Skills 3 Introduction to Business	
MGT175	Business Organization and Management (3) OR	
TQM240	Project Management in Quality Organizations (3)	
MGT101 MGT229	Techniques of Supervision (3) OR Management and Leadership I (3)3	
Restricted Electives: None.		

**CONTACT:** Mr. D. Dopp, Department Chair: https://www.phoenixcollege.edu/business

#### Organizational Management Associate in Applied Science — AAS 3727 61-68 Credits

The Associate in Applied Science (AAS) in Organizational Management program is designed with a customized curriculum specific to the student's individual needs in addition to the knowledge and skills needed in today's changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. A Certificate of Completion (CCL) in Organizational Leadership is fully embedded in this AAS.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program. + indicates course has prerequisites and/or corequisite.

**Admission Criteria:** None

#### **Program Prerequisites:** None

Required FYE101	Courses: 19-22 Credits Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3)	
Certificate of Completion in Organizational Leadership (5731)		
-	ents listed below: Computer Usage and Applications (3)	
CIS105	Survey of Computer Information Systems (3)	
GBS110	Human Relations in Business and Industry (3) OR	
MGT251	Human Relations in Business (3) 3	
GBS120 GBS151	Workplace Communication Skills 3 Introduction to Business	

MGT175 Business Organization and	Natural Sciences:		
Management (3) OR	Any approved general education course in the		
TQM240 Project Management in Quality	Natural Sciences (Quantitative) [SQ] area or		
Organizations (3)3	the Natural Sciences (General) [SG] area4		
MGT101 Techniques of Supervision (3) OR			
MGT229 Management and Leadership I (3)3	CONTACT: Mr. D. Dopp, Department Chair: https://www.phoenixcollege.edu/business		
Restricted Electives: 20 Credits			
Students must choose 20 industry/job related	Retail Management		
course credits from any MCCCD occupational	Associate in Applied Science — AAS 3048		
program and/or Academic Certificate. Industry/job	62-67 Credits		
related course credits must include a minimum of 9	The Associate in Applied Science (AAS) in Retail		
credits with a common subject or theme. Program	Management degree is designed to prepare		
of study must be approved by the business	individuals working in the retail management, food		
department chair or designee.	industry, and related fields, for the mid-level management position challenges of the future. The		
General Electives: None.	curriculum encompasses business essentials and also emphasizes the skill sets needed for effective		
<b>General Education Requirements:</b> 22-27 Credits	management and communication in the work		
CORE: 12-17 Credits	environment. Instruction will provide the		
First-Year Composition:	background and knowledge necessary for students		
ENG101 First-Year Composition + (3) or	to develop the judgment skills they must exercise		
ENG107 First-Year Composition for ESL + (3)	as business managers. A Certificate of Completion		
AND	(CCL) in Retail Management is also available.		
ENG102 First-Year Composition + (3) or			
ENG108 First-Year Composition for ESL + (3).6	<b>Program Notes:</b> Students must earn a grade of C		
Oral Communication:	or better in all courses within the program.		
Any approved general education course from the			
Oral Communication area3	Admission Criteria: None.		
Critical Reading:			
CRE101 College Critical Reading and Critical Thinking + (3) OR	Program Prerequisites: None.		
Equivalent by assessment0-3	Required Courses: 28-33 Credits		
Mathematics:	Choose one of the following three accounting		
Any approved general education course from the	sequences:		
Mathematics area3-5	ACC111 Accounting Principles I (3) AND		
	ACC230 Uses of Accounting Information I + (3)		
<b>DISTRIBUTION:</b> 10 Credits	AND		
Humanities, Arts and Design:	ACC240 Uses of Accounting Information II + (3)		
Any approved general education course from the	OR		
Humanities, Arts and Design [HU] area3	ACC111 Accounting Principles I (3) AND		
Social-Behavioral Sciences:	ACC112 Accounting Principles II + (3) AND		
Any approved general education course from the	ACC212 Managerial Accounting +(3)		
Social-Behavioral Sciences [SB] area3	OR		
	ACC211 Financial Accounting (3) AND		
	ACC212 Managerial Accounting + (3) 6-9		

BPC110	Computer Usage and Applications (3)	ENG102 or ENG108 recommended for students
OR		pursuing a bachelor's degree at an Arizona
CIS105	Survey of Computer Information	university.
	Systems (3)	Oral Communication:
		COM100 Introduction to Human
FYE101	Introduction to College, Career and	Communication3
	Personal Success (1) OR	Critical Reading:
FYE103	Exploration of College, Career and	CRE101 College Critical Reading and Critical
	Personal Success (3)1-3	Thinking $+$ (3) OR
		Equivalent as indicated by assessment0-3
MGT101	Techniques of Supervision (3) OR	Mathematics:
MGT229	Management and Leadership I (3) 3	Any approved general education course from the
	1 \ /	Mathematics area
MGT180	Retail Management (3) OR	
MKT268		<b>DISTRIBUTION:</b> 10 Credits
	8 (-)	Humanities, Arts and Design:
MGT251	Human Relations in Business3	Any approved general education course from the
MGT276	Personnel/Human Resources	Humanities, Arts and Design area3
11101270	Management	Social-Behavioral Sciences:
MKT271	<u> </u>	Met by SBU200 in Required Courses area.
SBU200	Society and Business	Natural Sciences:
SDC 200	Society and Dusiness	Any approved general education course from the
Rostricto	d Electives: 9-15 Credits	Natural Sciences area4
	nust complete additional nine (9) to fifteen	Natural Sciences area4
	ts from GBS, MGT, and/or MKT	
. ,		CONTACT: Mr. D. Donn Danartmant Chair
•	courses (except courses used to satisfy	CONTACT: Mr. D. Dopp, Department Chair:
_	Courses area) to complete a minimum of	https://www.phoenixcollege.edu/business
-	rogram credits. Must include at least one	D-4-21 Management
MKT cou		Retail Management
	+Any GBS General Business course(s)	Certificate of Completion — CCL 5286
	++Any MGT Management course(s)	24 Credits
MKT+++	++Any MKT Marketing course(s)	The Certificate of Completion (CCL) in Retail
		Management is designed to prepare individuals
General 1	Electives: None.	working in the retail industry, and related fields, for
		the industry training needs in supervision and
	Education: 19-24 Credits	management, marketing, financial management,
CORE: 1	2-17 Credits	and business planning. The curriculum
First-Yea	r Composition:	encompasses several business essentials and also
ENG101	First-Year Composition + (3) OR	emphasizes the skill sets needed for effective
ENG107	First-Year Composition for ESL + (3)	management and communication in the work
AND		environment. An Associate in Applied Science
ENG102	First-Year Composition + (3) OR	(AAS) in Retail Management is also available.
ENG108	First-Year Composition for ESL + (3)	Program Notes: + indicates course has prerequisites
OR	•	and/or corequisites. Students must earn a C or
ENG111	Technical and Professional	better in all courses within the program.
	Writing + (3)6	r - 8
	<i>5</i> ( ,	Admission Criteria: None.

**Program Prerequisites:** None.

Required Courses: 24 Credits		Completion (CCL) and Associate in Applied	
ACC111	Accounting Principles I (3) OR	Science (AAS) in Banking and Finance are also	
ACC211	Financial Accounting (3)3	available.	
BPC110 OR	Computer Usage and Applications (3)	<b>Program Notes:</b> Students must earn a grade of or better in all courses within the program. This	
CIS105	Survey of Computer Information	Certificate of Completion (CCL) is intended for	
	Systems (3)	current or prospective securities industry	
		professionals who are interested in expanding th	
COM100	Introduction to Human	knowledge in the area of financial securities to	
	Communication3	enhance their employment opportunities.	
MGT251	Human Relations in Business3		
		Admission Criteria: None	
	Techniques of Supervision (3) OR		
MGT229	Management and Leadership I (3)3	Program Prerequisites: None	
MGT180	Retail Management (3) OR	Required Courses: 16 Credits	
MKT268	Merchandising (3)3	GBS120 Workplace Communication Skills	
		GBS151 Introduction to Business	
MGT276	Personnel/Human Resources	GBS261 Investments I	
	Management3	GBS261LLSecurities Industry Essentials	
MKT271	Principles of Marketing3	(SIE) Exam Prep	
		MGT126 Customer Service Skills and Strategi	
Restricted	d Electives: None.		
		MKT267 Principles of Sales (3) OR	
General Electives: None.		MKT271 Principles of Marketing (3)	
		Recommend MKT267 if career goal in the field	
		finance is sales.	
CONTAC	T• Mr D Donn Department Chair:		

**INTACT:** Mr. D. Dopp, Department Chair: https://www.phoenixcollege.edu/business

#### **Securities Industry Essentials** Certificate of Completion — CCL 5907 16 Credits

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

a grade of C gram. This ntended for ıstry

xpanding their curities to ties.

on Skills......3 .....3 ...... 3 tials and Strategies 3

R 3)......3 in the field of

Restricted Electives: None.

**CONTACT:** Mr. D. Dopp, Department Chair: https://www.phoenixcollege.edu/business

#### **Security Industry Essentials: Pre-licensure** Certificate of Completion — CCL 5931N 4 Credits

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 entrylevel positions in the security industry.

**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.

Admission Criteria: None		SBS204	Small Business Marketing and Advertising (2) OR		
Program Prerequisites: None		SBS220	Internet Marketing for Small Business (2) OR		
Required	Courses: 4 Credits	MKT271	Principles of Marketing (3)2-3		
GBS261	Investments I 3		1		
GBS261L	LSecurities Industry Essentials	SBS213	Hiring and Managing Employees 1		
	(SIE) Exam Prep1	SBS214	Small Business Customer Relations 1		
Restricted Electives: None.		Restricted	Restricted Electives: None.		
	CT: Mr. D. Dopp, Department Chair:		CT: Mr. D. Dopp, Department Chair:		
https://ww	w.phoenixcollege.edu/business	https://ww	w.phoenixcollege.edu/business		
	siness Management Level I		siness Management Level II		
	e of Completion — CCL 5153N		te of Completion — CCL 5978		
10-12 Cre		16-18 Cre			
	icate of Completion (CCL) in Small  Management Level I program is designed		Ficate of Completion (CCL) in Small  Management Level II program is		
	e needs of individuals who wish to own		o focus on aspects critical to a specific		
	nage a small business. Prepares students	_	individual's small business. Prepares students to		
	the skills, tools and knowledge necessary		lditional skills, tools and knowledge		
-	sful start-up and operations of a business.	-	necessary for successful start-up and operations of		
	1	•	. A Certificate of Completion (CCL) in		
Program	<b>Notes:</b> This program is not eligible for	Small Bus	siness Management Level I is also		
	ederal Financial Aid. Students must earn	available a	and fully embedded in this program.		
_	C or better required for all courses	_			
within the	program.	_	<b>Notes:</b> Students must earn a grade of C		
A dmission	n Cuitarias Nana	or better fo	or all courses within the program.		
Aumssio	n Criteria: None	Admissio	n Criteria: None		
Program	Prerequisites: None	Aumssio	ii Citteria. None		
110514111	Trefequiates. I volic	Program	Prerequisites: None		
Required	Courses: 10-12 Credits				
EPS195	Business Start-Up and Planning (2) OR	Required	Courses: 10-12 Credits		
SBS216	Planning for a Small Business + (2) OR	EPS195	Business Start-Up and Planning (2) OR		
MGT253	Owning and Operating a Small	SBS216	Planning for a Small Business + (2) OR		
	Business (3)2-3	MGT253	Owning and Operating a Small		
ap agon			Business (3)		
SBS200	Small Business Operations	GD GOOO			
SBS202	Small Business Bookkeeping and Tax	SBS200	Small Business Operations		
SBS203	Preparation (1) AND Financing and Cash Management for a	SBS202	Small Business Bookkeeping and Tax Preparation (1) AND		
50203	Small Business (1) OR	SBS203	Financing and Cash Management for a		
SBS230	Financial and Tax Management for	515203	Small Business (1) OR		
	Small Business (2)	SBS230	Financial and Tax Management for		
			Small Business (2)2		

SBS204	Small Business Marketing and	<b>CONTACT:</b> Ms. S. Celaya, Program Director:	
	Advertising (2) OR	https://www.phoenixcollege.edu/business	
SBS220	Internet Marketing for		
	Small Business (2) OR	Social Media Marketing	
MKT271	Principles of Marketing (3)2-3	Certificate of Completion — CCL 5830	
		17-18 Credits	
SBS213	Hiring and Managing Employees 1	The Certificate of Completion (CCL) in Social	
SBS214	Small Business Customer Relations 1	Media Marketing is designed to provide useful skills important in a variety of strategic marketing	
Restricte	d Electives: 6 Credits	areas, e.g., social media, digital communications,	
	credits from the restricted electives	integrated marketing, media relations, and brand	
	ourses cannot be shared with Required	management. An Associate in Applied Science	
Courses.	burses cumot be shared with Required	(AAS) in Marketing and Sales is also available.	
EPS150	Introduction to Entrepreneurship 3	(in is) in retaineous and sures is used a valuable.	
EPS195	Business Start-Up and Planning2	Program Notes: Students must earn a grade of C	
MGT253	Owning and Operating a Small	or better for all courses within the program.	
11101200	Business	of better for an courses within the program.	
MKT271	Principles of Marketing3	Admission Criteria: None	
SBS202	Small Business Bookkeeping and Tax		
	Preparation1	Program Prerequisites: None	
SBS203	Financing and Cash Management For a		
	Small Business 1	Required Courses: 15 Credits	
SBS204	Small Business Marketing and	CIS103 Introduction to Social Media	
	Advertising2	GBS120 Workplace Communication Skills 3	
SBS215	Managing Stress in Small Business 1	MKT110 Marketing and Social Networking 3	
SBS216	Planning for a Small Business +2	MKT111 Applied Marketing and Social	
SBS217	Starting/Managing a Home Business 1	Networking +3	
SBS218	Establishing an Import/Export	MKT271 Principles of Marketing3	
	Business1	•	
SBS220	Internet Marketing for Small Business. 2	Restricted Electives: 2-3 Credits	
SBS221	Social Media Marketing for Small	MKT101 Introduction to Public Relations 3	
	Business2	MKT280ABMarketing Internship +	
SBS230	Financial and Tax Management for	MKT298ABSpecial Projects +2	
	Small Rusiness 2	•	

# Computer and Information Technology

**CONTACT:** Mr. W. Tagart, Program Director: (602) 532.8712

wallace.tagart@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Amazon Web Services Cloud Associate Certificate of Completion — CCL 5330N 3-6 Credits

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

**Program Notes:** This 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.

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

Required (	Courses: 3-6 Credits
CLD110 .	Amazon Web Services Cloud
]	Foundations (3) OR
Certificate	of Completion in Amazon Web Services
Cloud Pract	titioner (5141N) (3) OR
<b>AWS</b> Certif	fied Cloud Practitioner certification
badge (0) C	)R
Permission	of Program Director (0)0-3
CLD120	Amazon Web Services Cloud Architect
	Associate +

Restricted Electives: None.

**CONTACT:** Mr. W. Tagart, Program Director: (602) 532.8712

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#### Amazon Web Services Cloud Practitioner Certificate of Completion — CCL 5141N 3 Credits

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

Program Notes: 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.

Admission Criteria: None.

**Program Prerequisites:** None.

Restricted Electives: None.

**CONTACT:** Mr. W. Tagart, Program Director: (602) 532.8712

wallace.tagart@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Amazon Web Services Cloud Specialist Certificate of Completion — CCL 5331N 3-9 Credits

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.

**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.

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

Restricted Electives: None.

CIS150

## **CONTACT:** Mr. W. Tagart, Program Director: (602) 532.8712

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#### Android App Development Certificate of Completion — CCL 5834N 9-12 Credits

The Certificate of Completion (CCL) in Android App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Android mobile apps. This CCL will help prepare students to take the Associate Android Developer industry certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development, and Certificate of Completion (CCL) in Native Mobile App Development, available at select colleges. Please check with your local college for program availability.

**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 should consult with a Department Advisor in arranging their schedules.

Admission Criteria: None.

**Program Prerequisites:** None.

**Required Courses:** 9-12 Credits

CIS105 Survey of Computer Information Systems (3) OR

Permission of Program Director, Department or Division Chair (0) ......0-3

CIDIO	1 Togramming Tanaamentalis + (3) Oft
CIS150AE	Object-Oriented Programming
	Fundamentals + (3) OR
CIS156	Python Programming: Level I + (3) OR
CIS159	Visual Basic Programming I + (3) OR
CIS162AI	OC# Level I + (3) OR
CIS163AA	AJava Programming: Level I + (3)3
with no pro	CIS150AB recommended for students ogramming experience or who plan to the AAS 3099 or CCL 5193 in Mobile lopment.
CIS165DA	AIntroduction to Android Application Development+
CIS265DA	AAdvanced Android Application
	Development +3
Restricted	l Electives: None.

Programming Fundamentals + (3) OR

**CONTACT:** Mr. R. Idris, Program Director: (602) 532.8716

rami.idris@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Cisco Network Administration: CCNA Certificate of Completion — CCL 5969N 12-15 Credits

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 also available at

select colleges. Please check with your local college for program availability.

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: None.

**Program Prerequisites:** None.

**Restricted Electives:** None.

**CONTACT:** Mr. R. Idris, Program Director: (602) 532.8716 rami.idris@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Cisco Network Administration: CCNP Certificate of Completion — CCL 5037 28-31 Credits

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.

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.

Admission Criteria: None.

**Program Prerequisites:** None.

Required	Courses: 28-31 Credits
CIS105	Survey of Computer Information
	Systems (3) OR
Permission	n of program director (0)0-3
CNT140A	BIntroduction to Networks4
CNT150A	BSwitching, Routing, and Wireless
	Essentials +
CNT160A	BEnterprise Networking, Security, and
	Automation+4
CNT240	Cisco Certified Network Professional: Enterprise Core + (8) OR

CNT240AACisco Certified Network Professional:

Enterprise Core + I (4) AND

CNT240A	BCisco Certified Network Professional: Enterprise Core II + (4)8
	Enterprise Core II + (4)
CNT250	Cisco Certified Network Professional:
	Enterprise Advanced Routing and
	Services + (8) OR
CNT250A	ACisco Certified Network Professional:
	Enterprise Advanced Routing and
	Services I + (4) AND
CNT250A	BCisco Certified Network Professional:
	Enterprise Advanced Routing and
	Services II + (4)
Restricted	l Electives: None.

**CONTACT:** Mr. B. Olsen, Program Director: (602) 532.8711

brad.olsen@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Computer System Configuration and Support Certificate of Completion — CCL 5038N 6-9 Credits

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 at select colleges. Please check with your local college for program availability.

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 area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

**Program Prerequisites:** None.

Restricted Electives: None.

**CONTACT:** Mr. B. Olsen, Program Director: (602) 532.8711

brad.olsen@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### **Computer System Configuration and Support, Linux**

Certificate of Completion — CCL 5039N 9-12 Credits

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.

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 area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None

**Program Prerequisites:** None

 CIS126DL Linux Operating System (3) OR CIS126RHRed Hat System Administration I (3) .. 3

**Restricted Electives:** None.

**CONTACT:** Mr. B. Olsen, Program Director: (602) 532.8711

brad.olsen@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

## **Computer System Configuration and Support, Network**

Certificate of Completion — CCL 5044N 9-13 Credits

The Certificate of Completion (CCL) in Computer System Configuration and Support, Network program is designed to prepare students for entrylevel 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 area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

**Program Prerequisites:** None.

Required	Courses: 9-13 Credits	
CIS105	Survey of Computer Information	
	Systems (3) OR	
Permission	n 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	
CNT140ABIntroduction to Networks (4)3-4		

Restricted Electives: None.

**CONTACT:** Mr. B. Olsen, Program Director: (602) 532.8711 brad.olsen@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Computer System Configuration and Support, Security Certificate of Completion — CCL 5040N

#### 9-19 Credits

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.

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. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

**Program Prerequisites:** None.

Required	Courses: 9-19 Credits		
CIS105	Survey of Computer Information		
	Systems (3) OR		
Permission of program director (0)0-3			
BPC170	A+ Exam Prep: Computer Hardware		
	Configuration and Support +3		
BPC270	A+ Exam Prep: Operating System		
	Configuration and Support + 3		

Select from	n one of the following areas of	
specializat	ion. Specialization 1 (3-6 credits)	
CIS270	Essentials of Network and Information	
	Security + (3) OR	
ITS110	Information Security	
	Fundamentals + (3) AND	
CIS126DL	Linux Operating System (3) OR	
CIS126RF	IRed Hat System Administration I (3)3-6	
Specializa	tion 2 (9-10 credits)	
CNT140A	BIntroduction to Networks (4) OR	
CIS190	Introduction to Networking (3)3-4	
CIS250	Management of Information Systems 3	
Restricted Electives: None.		

**CONTACT:** Mr. W. Tagart, Program Director: (602) 532.8712 wallace.tagart@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Cross-Platform App Development Certificate of Completion — CCL 5067 18-21 Credits

The Certificate of Completion (CCL) in Cross-Platform App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Windows Mobile apps and web apps. This CCL will help students prepare to take the Microsoft Technology Associate (MTA) Software Development Fundamentals C# certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

Program Notes: Students must earn a grade of C or better in all courses within the program. Program requirements for CCL 5833N Windows App Development and CCL 5835N Web App Development may be taken in the CCL 5067 Cross-Platform App Development. 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: None.		
Program Prerequisites: None.		
Required Courses: 18-21 Credits		
CIS105 Survey of Computer Information		
Systems (3) OR		
Permission of Program Director, Department or		
Division Chair (0)0-3		
CIS133DAInternet/Web Development		
Level I +3		
CIS162ADC#: Level I		
CIS165DBC#/VB.NET: Windows 8 App		
Development + (3) OR		
CIS165DCXamarin/C# Cross Platform		
Development + (3)		
CIS166AAIntroduction to JavaScripting + 3		
CIS233DAInternet/ Web Development Level II + 3		
CIS262ADC# Level II +		
Postricted Flortives: None		

**CONTACT:** Mr. R. Idris, Program Director: (602) 532.8716 rami.idris@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

## Cyber Engineering Certificate of Completion — CCL 5149 42-43 Credits

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 The following courses are required in the CCL in in Applied Science (AAS) in Cybersecurity is also Cyber Engineering: available. CIS119DOIntroduction to Oracle: SQL + (3) OR CIS276++ Any SQL Database course + (3).......... 3 **Program Notes:** Students must earn a grade of C or better for all courses required within the program. CIS162++ Any C Programming: Level I course + 3 Assembler Language......3 Courses within any of the following prefixes must **CIS227** be taken within five (5) years prior to completion of the program to be applied toward this award: CIS238DL Linux System Administration + (3) OR AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST. CIS238RHRed Hat System Admission Criteria: None. CIS250 Management of Information Systems +3 CIS262++ Any C Programming: Level II **Program Prerequisites:** None. **Required Courses:** 42-43 Credits The following courses are required and included in Restricted Electives: None. the CCL in Cybersecurity Fundamentals: BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR **CONTACT:** Mr. R. Idris, Program Director: MST150++Any Microsoft Windows course (3).... 3 (602) 532.8716 rami.idris@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti CIS 105 Survey of Computer Information **Systems** .....3 Cybersecurity Associate in Applied Science — AAS 3197 CIS111 Ethics in Information Technology (3) 62-77 Credits OR Legal, Ethical and Regulatory ITS120 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 CIS126DL Linux Operating System (3) OR CIS126RHRed Hat System Administration I (3) .. 3 operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain **CIS156** Python Programming: Level I + ...... 3 security on mission-critical networking and server systems. The program is designed to meet the CIS190 Introduction to Networking + (3) OR CNT140ABIntroduction to Networks (4).....3-4 training needs of government and industry employees. The program covers a variety of Essentials of Network and Information information security technologies and structured CIS270 languages. The Cybersecurity program also focuses Security + (3) OR **Information Security** on the skills needed for internationally recognized ITS110 IT certifications and high demands in business, industry, and government. Certificates of Completion (CCLs) are also available in the ITS240 Ethical Hacking and Network following areas: Cybersecurity Fundamentals, Defense + 3..... Cyber Operations, Linux System Administration,

Microsoft, Cisco Networking CCNA Security,

Some of to colleges.	gineering, and Critical Infrastructure. hese programs are available at select Please check with your local college for availability.	FYE101 FYE103	Introduction to College, Career and Personal Success (1) OR Exploration of College, Career and Personal Success (3)
_	<b>Notes:</b> Students must earn a grade of C n all courses within the program.	ITS240	Ethical Hacking and Network Defense +
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.		Restricted Electives: 12-18 Credits 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	
Admissio	n Criteria: None.		ration, Cisco Network Administration and
Program	Prerequisites: None.	Security, Cyber Engineering, and/or Critical Infrastructure are noted. Courses cannot be repeated for credit.	
Required	Courses: 25-31 Credits	-	
	A+ Exam Prep: Operating System Configuration and Support + (3) OR -+Any Microsoft Windows course (3) 3	Specializa BPC170	ation I: Cyber Operations (17 credits) A+ Exam Prep: Computer Hardware Configuration and Support +
(MST150++ required for Microsoft System Administration specialization and Critical Infrastructure specialization)		CIS238DL Linux System Administration + (3) OR CIS238RHRed Hat System	
CIS105	Survey of Computer Information		Administration II + (3)3
	Systems3		
		CIS290A	C Computer Information Systems
CIS111	Ethics in Information Technology (3)	GTG 6 0 0 1	Internship + (3) OR
OR		CIS298A	CSpecial Projects + (3)3
ITS120	Legal, Ethical and Regulatory	ITC201	Commenter Formation Formation 4
	Issues (3)3	ITS291 ITS292	Computer Forensics Foundations + 4 Advanced Computer Forensics + 4
CIS126DI	L Linux Operating System (3) OR	110272	Advanced Computer Forensies
CIS126RHRed Hat System Administration I (3) 3		Specialization II: Linux System Administration (15 credits)	
CIS156	Python Programming: Level I + 3	CIS238D	L Linux System Administration + (3) OR HRed Hat System
CIS190	Introduction to Networking + (3) OR		Administration II + (3)3
	ABIntroduction to Networks (4)3-4	CICAGOD	
(CNT140AB required for Cisco Network		CIS239D	LLinux Shell Scripting +3
Administration and Security specialization and		CICAAOD	J. I. in and N. J. A. J. in interesting (2)
Critical Infrastructure specialization)		OR	L Linux Network Administration + (3)
CIS270 Essentials of Network and Information Security + (3) OR			HRed Hat System Administration III (3) 3
ITS110	Information Security	CIDZTOR	Tirked that System Administration in (3) 3
Fundamentals + (3)			L Linux Security + (3) OR
	equired for Cyber Operations		HRed Hat System
	tion; CIS270 required for Critical		Administration IV + (3)
Infrastructure specialization)			

CIS275DLLinux Capstone +3		Specialization VI: Critical Infrastructure		
		(16 credits)		
Specialization III: Cloud System Administration (15-16 credits)		CIS143	Introduction to Critical Infrastructure Protection +	
*	Advanced Server Computer	CIS201	Introduction to Operational	
DI C274	Maintenance: Server+ Prep +3	C15201	Technology +	
CIS121AH	Microsoft PowerShell/Command Line	CIS202	Introduction to Smart Grid Security +.3	
C101217111	Operations	CIS202	Principles of the Risk Management	
CICAZODI	Linux Shell Scripting +3	CI5203	Framework +3	
C13237D1	Zeniux Shen Scripting +	CNT150	ABSwitching, Routing, and Wireless	
MST160	Azure Administrator + (4), OR	C1111301	Essentials + 4	
CLD110	Amazon Web Services		Lissentials	
CLDIII	Cloud Foundations + (3)3-4		<b>Education Requirements:</b> 22-28 Credits 12-18 Credits	
MST260	Microsoft Azure Cloud Development		ar Composition:	
1,101200	and Operations + (3) OR		First-Year Composition + (3) OR	
CLD120	Amazon Web Services Cloud Architect		First-Year Composition for ESL + (3)	
0220120	Associate + (3)	AND	That Tem composition for ESE (c)	
	1155001410		First-Year Composition + (3) OR	
Specializa	tion IV: Cisco Network Administration		First-Year Composition for ESL + 6	
_	ity (12 credits)		mmunication:	
	BSwitching, Routing, and		Introduction to Human	
01/110011	Wireless Essentials + 4	001/1100	Communication (3) OR	
CNT160A	BEnterprise Networking, Security, and	COM110	Interpersonal Communication (3) OR	
	Automation +		Public Speaking + (3) OR	
			Small Group Communication (3) 3	
CNT202	Cisco Secure Firewall Appliance		required for students intending to transfer	
	Configuration + (4) OR		West to earn a Bachelor of Science in	
CNT205	Cisco Certified Network Associate		Computing (Cybersecurity).	
	Security + (4)	Critical Reading:		
	•		College Critical Reading and Critical	
Specializa	tion V: Cyber Engineering (18 credits)		+ (3) OR	
	OIntroduction to Oracle: SQL + (3) OR		nt as indicated by assessment0-3	
	Any SQL Database course + (3)3	-	·	
	•	Mathema	atics:	
CIS162++	Any C Programming: Level I course + 3	Any appr	oved general education course in the	
(Students	intending to transfer to U of A South	Mathema	tics area	
should tak	e CIS162 C Programming)			
		DISTRI	BUTION: 10 Credits	
CIS227	Assembler Language3	Humanit	ties, Arts and Design:	
		Any appr	roved general education course(s) in the	
CIS238DI	Linux System Administration + (3) OR	Humaniti	es, Arts and Design area3	
CIS238RF	HRed Hat System	Social-Bo	ehavioral Sciences:	
	Administration II + (3)3		roved general education course(s) in the	
			ehavioral Sciences area	
CIS250	Management of Information Systems +3		Sciences:	
CIS262++	Any C Programming: Level II		roved general education course(s) from the	
	course +3	Natural S	Sciences area4	

**CONTACT:** Mr. R. Idris, Program Director: (602) 532.8716 rami.idris@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Cybersecurity Fundamentals Certificate of Completion — CCL 5154 24-25 Credits

The Certificate of Completion (CCL) in Cybersecurity Fundamentals is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to provide applied skills necessary for government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

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

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: None.

Program Prerequisites: None.

-	Courses: 24-25 Credits A+ Exam Prep: Operating System
DI C270	Configuration and Support + (3) OR
MST150+	+Any Microsoft Windows course (3) 3
CIS105	Survey of Computer Information Systems
CIS111 OR	Ethics in Information Technology (3)

ITS120	Legal, Ethical and Regulatory Issues + (3)
	Linux Operating System (3) OR IRed Hat System Administration I (3) 3
CIS156	Python Programming: Level I + 3
	Introduction to Networking + (3) OR BIntroduction to Networks (4)3-4
CIS270 OR	Essentials of Network and Information Security + (3) OR
ITS110	Information Security Fundamentals + (3)
ITS240	Ethical Hacking and Network Defense +

**CONTACT:** Mr. B. Olsen, Program Director: (602) 532.8711 brad.olsen@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

Restricted Electives: None.

#### Desktop Support Certificate of Completion — CCL 5043 19-22 Credits

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. **CONTACT:** Mr. W. Tagart, Program Director: (602) 532.8712 wallace.tagart@phoenixcollege.edu and/or **Program Notes:** Students must earn a grade of C or better in all courses within the program. All https://www.phoenixcollege.edu/iti courses within the Required Courses and Restricted Electives areas are not applicable if taken more Foundations of Mobile App Development than five (5) years prior to the completion of the Certificate of Completion — CCL 5793 program. Consult with an Academic Advisor or 18-21 Credits Program Director for exceptions. The Certificate of Completion (CCL) in the Foundations of Mobile App Development prepares Admission Criteria: None. students for employment in entry-level coding, programming, and software development positions with foundational experience in a variety of **Program Prerequisites:** None. platforms, including iOS, Android, Windows and web app development. Courses in this certificate **Required Courses:** 18-19 Credits can apply toward the Associate in Applied Science BPC170 A+ Exam Prep: Computer Hardware Configuration and Support +......3 (AAS) in Mobile App Development and A+ Exam Prep: Operating System Certificate of Completion (CCL) in Mobile App BPC270 Configuration and Support +......3 Development. Survey of Computer Information CIS 105 **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. CIS126DL Linux Operating System (3) OR CIS126RHRed Hat System Administration I (3) .. 3 Admission Criteria: None. Introduction to Networking + (3) OR CIS190 CNT140ABIntroduction to Networks (4).....3-4 Program Prerequisites: None. (Note: CNT140AB is recommended for students interested in pursuing their Cisco Network **Required Courses:** 18-21 Credits Administration Certification) **CIS105** Survey of Computer Information Systems (3) OR Permission of Program Director, Department or **Restricted Electives:** 1-3 Credits ......0-3 Students must select one to three (1-3) credits from Division Chair (0) the following: BPC171 Recycling Used Computer Technology 1 CIS120DF Introduction to Adobe Photoshop....... 3 CIS290AAComputer Information Systems CIS133DAInternet/Web Development Level I +.. 3 Internship + ...... 1 CIS290ABComputer Information Systems CIS290ACComputer Information Systems DID YOU KNOW.... Phoenix College has earned the Seal of Excelencia. Visit www.edexcelencia.org/seal-excelencia for more CIS296WCCooperative Education +......3 information.

CIS165	Introduction to IOS Application	_	Courses: 33-41 Credits		
CIC165DA	Development +	FYE101	Introduction to College, Career and		
CISTOSDA	Introduction to Android Application Development +	FYE103	Personal Success (1) OR Exploration of College, Career and		
CIS165DI	BC#/VB.NET: Windows 8 App	111103	Personal Success (3)1-3		
CISTOSDI	Development + (3) OR		1 crsonar success (3)1-3		
CIS165D	Xamarin/C# Cross Platform	Complete	all courses in the specialization below		
	Development + (3)3	_	aligns with your academic and		
	1		professional goals. Consult with an academic,		
Restricted	d Electives: None.		r program advisor.		
		Specializa	ation 1: Cybersecurity Fundamentals		
CONTAC	CT: Mr. B. Olsen, Program Director:	(33-34 cre	•		
(602) 532	<u> </u>	,	on Technology Core (24-25 credits)		
	@phoenixcollege.edu and/or	BPC270	A+ Exam Prep: Operating System		
https://ww	w.phoenixcollege.edu/iti		Configuration and Support + (3) OR		
		MST150-	++Any Microsoft Windows course (3) 3		
Informati	ion Technology				
	in Applied Science — AAS 3196	CIS105	Survey of Computer Information		
60-69 Cre			Systems3		
	ciate in Applied Science (AAS) in				
	on Technology (IT) program is designed	CIS117D	MMicrosoft Access: Database		
-	students with skills to meet information	CICIAOD	Management (3) OR		
0.	y needs across industries. This program		OIntroduction to Oracle: SQL + (3) OR		
	nstruction in the principles of computer		AMySQL Database + (3) OR		
	components and business software,	CIS2/0D	BSQL Server Database + (3)3		
	ing, databases, networking, customer eb development, and information systems	CIS126D	LLinux Operating System (3) OR		
	et management. Coursework helps		HRed Hat System Administration I (3) 3		
	udents for a variety of industry-	CISTZON	Tired that System Administration 1 (3) 3		
	d examinations and certifications. This	CIS133D	AInternet/Web Development Level I 3		
	o provides students with the opportunity	CIS156	Python Programming: Level I + 3		
_	e of the following Certificate of	010100	1 y		
	on (CCL): Cybersecurity Fundamentals,	CIS190	Introduction to Networking + (3) OR		
	Development, Desktop Support,	CNT140A	ABIntroduction to Networks (4) 3-4		
	ns of Mobile App Development,				
Microsoft	Office Professional, Microsoft System	CIS224	Project Management Microsoft Project		
	ation, Programming and Systems		for Windows (3) OR		
Analysis I	Level I, Oracle Database Operations, Red	CIS250	Management of Information		
Hat Linux	Engineer, and Web Foundations.		Systems + (3)3		
Program	<b>Notes:</b> Students must earn a grade of C	Cybersec	urity Fundamentals (9 credits)		
or better in	n all courses within the program.	CIS111	Ethics in Information Technology (3)		
		OR			
Admission	n Criteria: None.	ITS120	Legal, Ethical and Regulatory		
_			Issues + (3)		
Program	Prerequisites: None.	~			
		CIS270	Essentials of Network and Information		
		Security -	+ (3)		

OR ITS110	Information Security	CIS250	Management of Information Systems (3)	
	Fundamentals + (3)			
			Development (15 credits)	
ITS240	Ethical Hacking and Network	CIS117D	MMicrosoft Access: Database	
	Defense +3		Management (3) OR	
		CIS154	Database Modeling and Design + (3) 3	
	rea (0-5 credits)			
	rses with one of the following prefixes to a minimum of 61 credits for the Associate	CIS150+-	+ Programming Fundamentals + 3	
	Science (AAS) in Information	CIS164A	BOracle: PL/SQL Programming + (3)	
Technolog	•	OR		
BPC++++	+Any BPC Business-Personal		AMySQL Database + (3) OR	
	Computers courses	CIS276D	BSQL Server Database + (3) 3	
CIS++++	-Any CIS Computer Information			
	Systems courses	CIS217A	MAdvanced Microsoft Access: Database	
	+Any CLD Cloud Computing courses		Management $+$ (3) OR	
CNT++++	+Any CNT Cisco Network Technology courses	CIS276D	BSQL Server Database + (3)3	
ITS++++	- Any ITS Information Technology	CIS225A	BObject-Oriented Analysis	
	Security courses		and Design +	
MST++++	-+Any MST Microsoft Technology			
	courses	Related A	area (0-2 credits)	
			arses with one of the following prefixes to	
Specializa	tion 2: Database Development (36-38		a minimum of 61 credits for the Associate	
credits)	•	-	d Science (AAS) in Information	
Informatio	on Technology Core (21-22 credits)	Technolo		
BPC270	A+ Exam Prep: Operating System	BPC+++	++Any BPC Business-Personal	
	Configuration and Support + (3) OR		Computers courses	
CIS126DL	Linux Operating System (3) OR	CIS++++ Any CIS Computer Information		
CIS126RE	IRed Hat System Administration I (3)		Systems courses	
OR		CLD+++++Any CLD Cloud Computing courses		
MST150+	+Microsoft Windows (3)3	CNT+++	++Any CNT Cisco Network Technology	
			courses	
CIS105	Survey of Computer Information	ITS++++	+ Any ITS Information Technology	
	Systems		Security courses	
CIS119DO	OIntroduction to Oracle: SQL +3	MST+++	++Any MST Microsoft Technology	
CIS133DA	AInternet/Web Development Level I 3		courses	
CIS156	Python Programming: Level $I + (3)$ OR	Specializa	ation 3: Desktop Support (32-38 credits)	
CIS162++	Any C Programming: Level I course +	Informati	on Technology Core (24-25 credits)	
(3) OR		BPC270	A+ Exam Prep: Operating System	
CIS163AA	AJava Programming: Level I+ (3)3		Configuration and Support +3	
		CIS105	Survey of Computer Information	
CIS190	Introduction to Networking + (3) OR		Systems	
	BIntroduction to Networks (4)3-4		-	
	` '	CIS117D	MMicrosoft Access: Database	
CIS224	Project Management Microsoft Project		Management (3) OR	
	for Windows (3) OR	CIS119De	OIntroduction to Oracle: SOL + (3) OR	

Information Technology Core (21-22 credits) CIS105 Survey of Computer Information Systems 3	
DDGGGG A F D O I G	
BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR	
CIS126DL Linux Operating System (3) OR CIS126RHRed Hat System Administration I (3)	
OR MST150++Microsoft Windows (3)3	
CIS117DM Microsoft Access: Database Management (3) OR	
CIS119DOIntroduction to Oracle: SQL + (3) OR CIS276DAMySQL Database + (3) OR CIS276DBSQL Server Database + (3)	
CIS133DAInternet/Web Development Level I 3	
CIS162++ Any C Programming: Level I course + 3	
CIS190 Introduction to Networking + (3) OR CNT140ABIntroduction 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 (12 credits)	
CIS120DF Introduction to Adobe Photoshop 3	
CIS165 Introduction to IOS Application	
Development + 3	
CIS165DA Introduction to Android Application	
Development +3	
CIS165DBC#/VB.NET: Windows 8 App	
Development + (3) OR	
CIS165DC Xamarin/C# Cross Platform	
Development + (3) 3	
Related Area (0-5 credits)	
Select courses with one of the following prefixes to	
complete a minimum of 61 credits for the Associate in Applied Science (AAS) in Information Technology:	

Related Area Credits (0-8 credits)		
Select courses with one of the following prefixes to		
complete a minimum of 61 credits for the Associate		
in Applied Science (AAS) in Information		
Technology:		
BPC+++++Any BPC Business-Personal		
Computers courses		
CIS+++++ Any CIS Computer Information		
Systems courses		
CLD+++++Any CLD Cloud Computing courses		
CNT+++++Any CNT Cisco Network Technology		
courses		
ITS+++++ Any ITS Information Technology		
Security courses		
MST+++++Any MST Microsoft Technology		
•		
courses		
C		
Specialization 6: Microsoft Server (36-38 credits)		
Information Technology Core (21-22 credits)		
CIS105 Survey of Computer Information		
Systems		
CIG117DMAC CAR DAIL		
CIS117DMMicrosoft Access: Database		
Management (3) OR		
CIS119DOIntroduction to Oracle: SQL + (3) OR		
CIS276DAMySQL Database + (3) OR		
CIS276DBSQL Server Database + (3) 3		
CIS133DAInternet/Web Development Level I 3		
els is a summer were sever planetic sever i i i i i		
CIS150AB Object-Oriented Programming		
Fundamentals + (3) OR		
CIS156 Python Programming: Level I + (3) OR		
CIS162++ Any C Programming: Level I course +		
(3) OR		
CIS163AAJava Programming: Level I + (3)3		
Clotosta wava i togramming. Level i + (5)		
CIS190 Introduction to Networking + (3) OR		
CNT140ABIntroduction to Networks (4)3-4		
CIVIT-40/1DIMIOUGETION to IVELWORKS (4)3-4		
CIS224 Project Management Microsoft Project		
for Windows (3) OR		
CIS250 Management of Information Systems +(3)3		
C15250 Management of information Systems +(3)5		
MST150++Microsoft Windows		
WIST 130++IVHCIOSOIL WINDOWS		
Microsoft Server (15 credits)		
CIS121AHMicrosoft PowerShell/Command Line		
Operations 2		

MST155	DCInstallation, Storage, and Compute	CIS224	Project Management Microsoft Project
3.60m1.55	with Windows Server +4	CICO FO	for Windows (3) OR
	DCNetworking with Windows Server + 4	CIS250	Management of Information Systems (3)3
MST158	DCIdentity Management with Windows		
Server 2016 +4			atabase Operations (9 credits)
			P Oracle: Database Administration + 3
	Area Credits (0-2 credits)	CIS154	Database Modeling and Design + 3
Select co	ourses with one of the following prefixes to	CIS164A	ABOracle: PL/SQL Programming + 3
complete	e a minimum of 61 credits for the Associate		
in Applie	ed Science (AAS) in Information	Related A	Area Credits (2-8 credits)
Technolo	ogy:	Select co	urses with one of the following prefixes to
BPC+++	++Any BPC Business-Personal		a minimum of 61 credits for the Associate
	Computers courses	-	ed Science (AAS) in Information
CIS+++	++ Any CIS Computer Information	Technolo	
	Systems courses		++Any BPC Business-Personal
CLD+++	++Any CLD Cloud Computing courses		Computers courses
	++Any CNT Cisco Network Technology	CIS++++	-+ Any CIS Computer Information
CIVIII	courses	CISTTT	Systems courses
IT\$	++ Any ITS Information Technology	CI D+++	++Any CLD Cloud Computing courses
115111	Security courses		++Any CNT Cisco Network Technology
MCT	+++Any MST Microsoft Technology	CIVITTT	courses
M19 1 ++-	•	ITC	
	courses	113++++	-+ Any ITS Information Technology
Canadalia	ration 7. Omala Database Operations	MCT	Security courses
-	zation 7: Oracle Database Operations	MIS I +++	++Any MST Microsoft Technology
(32-38 c	•		courses
	ion Technology Core (21-22 credits)	G : 1:	
BPC270	· · · · · · · · · · · · · · · · ·	-	ation 8: Programming and Systems
	Configuration and Support + (3) OR	•	Level 1 (32-38 credits)
	OL Linux Operating System (3) OR		ion Technology Core (21-22 credits)
CIS126RHRed Hat System Administration I (3)		CIS105	Survey of Computer Information
OR			Systems3
MST150	0++Microsoft Windows (3)3		
		CIS119D	OIntroduction to Oracle: SQL + (3) OR
CIS105	Survey of Computer Information	CIS276D	OAMySQL Database + (3) OR
	Systems 3	CIS276D	DBSQL Server Database + (3)
CIS119I	OOIntroduction to Oracle: SQL +3		
	DAInternet/Web Development Level I 3	CIS126D	L Linux Operating System (3) OR
	•		HRed Hat System Administration I (3)
CIS150A	AB Object-Oriented Programming	OR	` '
	Fundamentals + (3) OR		++Microsoft Windows (3)3
CIS156	Python Programming: Level I + (3) OR		(-,
	-+ Any C Programming: Level I course +	CIS133D	OAInternet/Web Development Level I 3
010102	(3) OR		BObject-Oriented Programming
CIS1634	AAJava Programming: Level I + (3)3	01013011	Fundamentals +
C101031			I dilduitorium J
CIS190	Introduction to Networking + (3) OR	CIS190	Introduction to Networking + (3) OR
	ABIntroduction to Networks (4)3-4		ABIntroduction to Networks (4)3-4
C111170	TELLIGICATION TO THE WORKS (T)	C111170	Dimoduction to Networks (+)

CIS224	Project Management Microsoft Project for Windows (3) OR	CIS117DMMicrosoft Access: Database Management (3) OR			
CIS250	Management of Information Systems + (3). 3	CIS119DOIntroduction to Oracle: SQL + (3) OR CIS276DAMySQL Database + (3) OR			
Programn CIS159	ning and Systems Analysis (9 credits) Visual Basic Programming I + (3) OR	CIS276DBSQL Server Database + (3)			
CIS162++ Any C Programming: Level I course + (3) OR		CIS126RHRed Hat System Administration I 3 CIS133DAInternet/Web Development Level I 3			
CIS163A	AJava Programming: Level I + (3) OR				
CIS165++ Any Mobile Application Development course + (3)			AB Object-Oriented Programming Fundamentals + (3) OR		
CIS166++ GBS151	- Any Web Scripting course +		Python Programming: Level I + (3) OR + Any C Programming: Level I course + (3) OR		
D 1 ( 1 A		CIS163A	AJava Programming: Level I + (3) 3		
	rea Credits (1-8 credits)	CIS190	Introduction to Networking + (3) OR		
Select courses with one of the following prefixes to complete a minimum of 61 credits for the Associate in Applied Science (AAS) in Information			AB Introduction to Networks (4)3-4		
Technolog		CIS224	Project Management Microsoft Project for Windows (3) OR		
	Computers courses + Any CIS Computer Information	CIS250	Management of Information Systems + (3).3		
	Systems courses	Redhat L	inux Engineer (6 credits)		
CLD+++-	++Any CLD Cloud Computing courses	CIS238RHRed Hat System Administration II + 3			
CNT+++-	++Any CNT Cisco Network Technology courses	CIS240R	HRed Hat System Administration III + 3		
ITS++++	+ Any ITS Information Technology	Related A	Area Credits (5-11 credits)		
	Security courses	Select courses with one of the following prefixes to			
MST+++	++Any MST Microsoft Technology	complete a minimum of 61 credits for the Associate			
courses		in Applied Science (AAS) in Information			
		Technology:			
	ation 9: Red Hat Linux Engineer	BPC+++	++Any BPC Business-Personal		
(32-38 credits)		CIC	Computers courses		
	on Technology Core (21-22 credits)	CIS+++++ Any CIS Computer Information			
CIS105	Survey of Computer Information	CI D+++	Systems courses CLD+++++Any CLD Cloud Computing courses		
Systems3		CNT+++++Any CNT Cisco Network Technology courses			
		ITS++++	-+ Any ITS Information Technology		
	DID VOLLYNOW	MCT	Security courses		
Dhooniy C	DID YOU KNOW	1/13 1 +++	-++Any MST Microsoft Technology courses		
LINGHIX (	College has been accepted into the Achieving		COUISCS		

the Dream Network (ATD) as a new ATD college. Visit achievingthedream.org for more information.

Specialization 1	0: Web Foundations (36-38 credits)	Related Area Credits (0-2 credits)			
		Select co	urses with one of the following prefixes to		
Information Tec	chnology Core (21-22 credits)	complete a minimum of 61 credits for the Associate			
BPC270 A+ 1	Exam Prep: Operating System	in Applie	d Science (AAS) in Information		
Conf	figuration and Support + (3) OR	Technolo	gy:		
	x Operating System (3) OR	BPC+++-	++Any BPC Business-Personal		
	Hat System Administration I (3)	Computers courses			
OR	(-)	CIS+++++ Any CIS Computer Information			
	rosoft Windows (3) 3		Systems courses		
1,151150111110	rosoft windows (3)	CLD+++	++Any CLD Cloud Computing courses		
CIS105 Surv	ey of Computer Information		++Any CNT Cisco Network Technology		
Syste	•	CIVITIT	courses		
Syste		ITC	+ Any ITS Information Technology		
CIC117DMMio	rosoft Access: Database	113++++			
		MCT	Security courses		
	agement (3) OR	MST++++Any MST Microsoft Technology			
	duction to Oracle: SQL + (3) OR		courses		
	QL Database + (3) OR	G : 1:			
CIS2/6DBSQL	Server Database + (3)	Specialization 11: A related Certificate of			
CICAGOD AT		Completion (CCL) at the discretion of the Program			
CIS133DAInter	rnet/Web Development Level I 3	Director (minimum of 11 credits) AND the			
		following core courses with permission of the			
· ·	ect-Oriented Programming	Program Director.			
	lamentals + (3) OR	Informati	on Technology Core (21-22 credits)		
CIS156 Pyth	on Programming: Level I + (3) OR				
	C Programming: Level I course +	CIS105	Survey of Computer Information		
(3) OR			Systems		
CIS163AAJava	Programming: Level $I + (3) \dots 3$				
		CIS117D	MMicrosoft Access: Database		
CIS190 Intro	duction to Networking + (3) OR		Management (3) OR		
CNT140ABIntr	oduction to Networks (4)3-4	CIS119DOIntroduction to Oracle: SQL + (3) OR			
	` '	CIS276D	AMySQL Database + (3) OR		
CIS224 Proje	ect Management Microsoft Project		BSQL Server Database + (3) 3		
3	Vindows (3) OR		(2)		
	agement of Information Systems + (3). 3	BPC270	A+ Exam Prep: Operating System		
112011		21 0270	Configuration and Support + (3) OR		
Web Foundation	n (15 credits)	CIS126DL Linux Operating System (3) OR			
	duction to Adobe Photoshop3	CIS126RHRed Hat System Administration I (3)			
	tent Management Systems:		OR		
	dPress 3		++Microsoft Windows (3)3		
	eduction to JavaScript +3	WIS 1 150-	++ivilciosoft w indows (3)		
	1	CIC150A	D.Ohioet Oriented Dragmanning		
	DAInternet/Web Development Level II +. 3		BObject-Oriented Programming		
CIS235 e-Co	9mmerce +		ntals + (3) OR		
		CIS156 Python Programming: Level I + (3) OR			
			+ Any C Programming: Level I course +		
		(3) OR	A. D		
		CIS163A	AJava Programming: Level $I + (3)$		

	Introduction to Networking + (3) OR AAIntroduction to Networks (4)3-4		Sciences: oved general education course from the ciences [SG] or [SQ] area4		
CIS133D	AInternet/Web Development Level I3	raturar S			
CIS224	Project Management Microsoft Project for Windows (3) OR	CONTAC (602) 532	CT: Mr. B. Olsen, Program Director:		
CIS250	Management of Information Systems + (3).3	brad.olser	n@phoenixcollege.edu and/or vw.phoenixcollege.edu/iti		
General I	Education Requirements: 22-28 Credits	1			
	2-18 Credits	Informat	ion Technology		
First-Yea	r Composition:	<b>Bachelor</b>	of Applied Science — BAS 9302		
ENG101	First-Year Composition + (3) OR	120 Cred			
ENG107	First-Year Composition for ESL + (3)	The Bach	elor of Applied Science (BAS) in		
AND		Information	on Technology (IT) is designed to provide		
ENG102	First-Year Composition + (3) OR	students v	vith general skills in information		
ENG108	First-Year Composition for ESL + 6	technolog	y foundations, including but not limited		
Oral Con	nmunication:	to database design and management, cyber security,			
COM100 (3) OR	Introduction to Human Communication		nnology, computer architecture, network re, scripting and programming, and		
COM110	Interpersonal Communication (3) OR	operating	systems. Students will be prepared to		
COM225	Public Speaking + (3) OR	pursue a variety of occupations within the IT			
COM230	Small Group Communication (3) 3	industry, such as Network or Database			
Critical I	Reading:	Administr	cators, IT Project Managers or Systems		
CRE101	College Critical Reading and Critical	Analysts,	and Cyber Security Specialists.		
Thinking +	(3) OR				
Equivalen	t as indicated by assessment0-3	_	<b>Notes:</b> Students must earn a grade of C		
			n each course in the program. The BAS in		
Mathema			on Technology is aligned to current		
	College Mathematics + (5) OR		CCL and AAS awards and supports		
	College Mathematics + (4) OR	students s	eeking professional advancement.		
	College Mathematics + (3) OR				
OR	College Mathematics with Review (5)		n Criteria: None.		
OR	College Mathematics with Review (6)	Program	Prerequisites: None.		
Equivalen	t or higher-level mathematics course	Required	Courses: 82-85 Credits		
in the Mat	thematical Applications [MA] area. 3-6	BPC170	A+ Exam Prep: Computer Hardware		
DICTDID	UTION. 10 Credite	DDC270	Configuration and Support		
	SUTION: 10 Credits	BPC270	A+ Exam Prep: Operating System		
Humanities, Arts and Design: Any approved general education course from the		CIS105	Configuration and Support +		
	es, Arts and Design [HU] area3	CISTOS	Survey of Computer Information Systems		
	havioral Sciences:		Systems		
	oved general education course from the	CIS111	Ethics in Information Technology (3)		
	havioral Sciences [SB] area3	OR	Lanes in information reciniology (3)		
Social-De	navioral sciences [SD] alea	ITS120	Legal, Ethical, and Regulatory Issues		
		110120	(3)3		
		CIS119D	OIntroduction to Oracle: SQL + (3) OR		

CIS276DAMySQL Database + (3) OR		Choose two (2) of the following courses for a total		
CIS276DBSQL Server Database + (3) 3		of six (6) credits: COM100 Introduction to Human Communication		
CIS126DL Linux Operating System (3) OR		(3)		
CIS126RHRed Hat System Administration I (3) 3		COM110 Interpersonal Communication (3) COM225 Public Speaking + (3)		
CIS133DAInternet/Web Development Level I3		COM230 Small Group Communication (3) 6 Recommend COM110 and COM225.		
CIS150	Programming Fundamentals + (3) OR	necommend confirm and confirm		
	BObject-Oriented Programming	FYE101 Introduction to College, Career and		
	Fundamentals + (3)3	Personal Success (1) OR		
	` ,	FYE103 Exploration of College, Career and		
CIS156	Python Programming: Level I +3	Personal Success (3)1-3		
CIS190	Introduction to Networking + (3) OR	MST150EIConfiguring Windows 8 (3) OR		
CNT140	ABIntroduction to Networks (4)3-4	MST150SVMicrosoft Windows 7 Configuration (3) OR		
CIS215	Foundations of Data Analytics and	MST150WTInstalling and Configuring Microsoft		
	Programming +3	Windows 10 (3)3		
CIS224	Project Management Microsoft Project	`,		
	for Windows3	Restricted Electives: None.		
CIS250	Management of Information Systems +3			
		Arizona General Education Curriculum		
CIS270	Essentials of Network and Information	(AGEC) AGEC-A: 26-32 Credits		
	Security +	A single course with an [HU], [SB], [L], or		
		[SG]/[SQ] designation may also be used to satisfy		
CIS324	Information Technology Project	the Oral Communication or Awareness Area ([C],		
	Management +3	[G] and/or [H]) requirement(s). See the AGEC		
CIS350	Advanced Information Technology	matrix on aztransfer.com for course designations.		
	Management +4	First-Year Composition [FYC]:		
CIS360	Data Analysis +4	ENG101 First-Year Composition + (3) OR		
CIS376	Database Management and Security +. 4	ENG107 First-Year Composition for ESL + (3)		
CIS390	Network Management +4	AND		
CIS411	Ethics, Regulations, and Legal Issues in	ENG102 First-Year Composition + (3) OR		
	on Technology +	ENG108 First-Year Composition for ESL + 6		
CIS470	Enterprise Cyber Security +	Literacy and Critical Inquiry [L]:		
CIS475	Emerging Trends in Information	ENG111 Technical and Professional Writing + 3		
	Technology +4	Mathematics [MA]:		
		MAT141 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		
		MAT150 College Algebra/Functions + (3) OR MAT151 College Algebra/Functions + (4) OR		
		MAT151 College Algebra/Functions + (4) OR MAT152 College Algebra/Functions + (3) OR		
		MAT152 College Algebra/Functions with Review +		
		1711 1 1 1 3 College Migeoral Fullenous with Keview T		

(5) OR	Awareness Area Credits: 0-6
MAT156 College Algebra/Functions with Review +	Some courses may be used to satisfy both a Core
(6) OR	Area and one or more Awareness Area(s).
MAT187 Precalculus + (5) OR	Cultural Diversity in the US [C]:
Higher approved general education course in the	Any approved general education course with the
Mathematical Applications [MA] area3-6	Cultural Diversity in the U.S. [C] awareness area
	designation0-3
Computer/Statistics/Quantitative Applications	Historical/Global Awareness [H]/[G]:
[CS]:	Any approved general education course with the
Met by CIS105 in Required Courses.	Historical [H] or Global [G] awareness area
	designation0-3
Humanities, Arts and Design [HU]:	
Any approved general education courses in the	MCCCD Additional Requirements:
Humanities, Arts and Design [HU] area6	Oral Communication (COM):
Students are encouraged to choose course work	Met by COM100, COM110, COM225, or
from more than one discipline. Recommend	COM230 in the Required Courses area0
selecting a course that satisfies the Global [G] or	Comonal Elections
Historical [H] awareness area.	General Electives:
Social Dehavional Sciences [SD].	Select courses 100-level or higher to complete a minimum of 120 semester credits. Consult with a
Social-Behavioral Sciences [SB]: Any approved general education course in the	faculty advisor, program director, and/or academic
Social-Behavioral Sciences [SB] area	advisor to identify coursework that best aligns
AND	with academic and professional goals
Met by COM100, COM110, or COM230 in the	with academic and professional goals0-12
Required Courses area.	
OR	<b>CONTACT:</b> Mr. W. Tagart, Program Director:
May be met by two (2) of the following courses:	(602) 532.8712
COM100, COM110, or COM230 in the Required	wallace.tagart@phoenixcollege.edu and/or
Courses area0-3	https://www.phoenixcollege.edu/iti
Natural Sciences [SG/SQ]:	iOS App Development
Any approved general education course in the	Certificate of Completion — CCL 5914N
Natural Sciences (Quantitative) [SQ] area (4) AND	9-12 Credits
Any approved general education course in the Natural	The Certificate of Completion (CCL) in iOS App

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.

Sciences (Quantitative) [SQ] area or the Natural

The lecture courses selected for Natural Sciences

corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components

may be combined or each may carry separate

must include or be accompanied by the

credit.

**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.

Admission Criteria: None.

Program Prerequisites: None.

Restricted Electives: None.

**CONTACT:** Mr. W. Tagart, Program Director: (602) 532.8712

wallace.tagart@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Linux Associate Certificate of Completion — CCL 5046N 6-9 Credits

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.

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. 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 area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

**Program Prerequisites:** None.

**Restricted Electives:** None.

Students at any Maricopa Community College may need to complete courses at more than one of our colleges.

**Required Courses:** 15-18 Credits

# **CONTACT:** Mr. W. Tagart, Program Director: (602) 532.8712

wallace.tagart@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Linux System Administration Certificate of Completion — CCL 5052N 15-18 Credits

The Certificate of Completion (CCL) in Linux System Administration program is designed to help prepare students for a variety of industryrecognized Linux certification exams as well as provide practical hands-on skills for the workplace. The program includes a core of Linux classes including Linux operating system basics, system administration, network administration and network security. The courses in the program will help develop a student's knowledge and skill level in preparation for employment or to improve current professional skills. Students who complete this program may seek employment in a variety of environments. The program helps prepare students for the Red Hat Certified System Administrator (RHCSA), Red Hat Certified Engineer (RHCE), and CompTIA Linux+ certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:** 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. 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. All courses within the Required Courses and Restricted Electives areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

**Admission Criteria:** None.

**Program Prerequisites:** None.

require	Courses. 13-10 Cicuits
CIS105	Survey of Computer Information
	Systems (3) OR
Permissio	on of Program Director (0)0-3
Students	should select from one of the following
two speci	alizations (Linux or Red Hat Enterprise
Linux):	
Specializa	ation: Linux
CIS126D	LLinux Operating System 3
CIS238D	LLinux System Administration + 3
CIS239D	LLinux Shell Scripting +3
CIS240D	LLinux Network Administration + 3
CIS275D	LLinux Capstone + 3
Specializa	ation: Red Hat Enterprise Linux
CIS126R	HRed Hat System Administration I 3
CIS238R	HRed Hat System Administration II + 3
CIS239D	LLinux Shell Scripting +3
CIS240R	HRed Hat System Administration III + 3
CIS275D	LLinux Capstone + 3
	•

Restricted Electives: None.

**CONTACT:** Mr. B. Olsen, Program Director: (602) 532.8711

brad.olsen@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Microsoft Desktop Associate Certificate of Completion — CCL 5030N 3 Credits

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 at select colleges. Please check with your local college for program availability.

**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. Students are encouraged, but not required, to complete CIS105, or CIS190, or CNT140AB prior to beginning this CCL. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

**Program Prerequisites:** None.

**Required Courses:** 3 Credits

Restricted Electives: None.

**CONTACT:** Ms. S. Celaya, Program Director: https://www.phoenixcollege.edu/business

#### Microsoft Office Professional Certificate of Completion — CCL 5132 16-22 Credits

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.

Program Notes: Students must earn a grade of C or better in all courses required within the program. Only Required Courses taken within eight (8) years of completion of the program may be applied towards this certificate. Consult with your faculty mentor or academic advisor.

Admission Criteria: None.

**Program Prerequisites:** None.

Required Courses: 16-22 Credits
BPC/OAS111AA Computer Keyboarding I (1)
1 , 5
OR
Permission of Program Director (0) 0-1
CIS105 Survey of Computer Information
Systems (3) OR
Permission of Program Director (0)0-3
1 chilission of 1 togram Director (0)0-3
CIS113DEMicrosoft Word: Word Processing 3
CIS114DEExcel Spreadsheet
CIS117DMMicrosoft Access: Database
Management
CIS118DBDesktop Presentation: Powerpoint 3
CIST 18DBDesktop Tresentation. Towerpoint
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
CIS124AAProject Management Software: Level I
<u> </u>
(1) AND
CIS124BA Project Management Software: Level II
(1) OR
CIS224 Project Management Microsoft Project
for Windows (3)2-3
• •

**CONTACT:** Mr. B. Olsen, Program Director: (602) 532.8711

brad.olsen@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Microsoft System Administration Certificate of Completion — CCL 5031 18-21 Credits

The Certificate of Completion (CCL) in Microsoft System Administration program is designed to provide students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with computer networks and data communications. The program includes a core of Microsoft courses to develop professionals who implement, manage, and troubleshoot existing network and system environments based on current Microsoft operating systems including active directory, messaging services, file and print servers, and firewalls. The courses in the program are also designed to help prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate and Microsoft Certified Solutions Associate (MCSA) -Windows Server 2016 certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional 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 examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

**Program Prerequisites:** None.

**Restricted Electives:** None.

**Required Courses:** 18-21 Credits

**CONTACT:** Mr. W. Tagart, Program Director: (602) 532.8712

wallace.tagart@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Mobile App Development Associate in Applied Science — AAS 3099 61-67 Credits

The Associate in Applied Science (AAS) in Mobile App Development provides students with the design and programming skills necessary for entrylevel 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.

**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 App Development may be taken in the		Students must select two additional courses from		
AAS 3099 Mobile App Development. An		the following. Courses may not apply to both		
additional CCL within mobile apps may also be		Required Courses and Restricted Electives areas.		
earned based on course selection.		CIS225 Business Systems Analysis		
		and Design +3		
Admission Criteria: None.		CIS233DAInternet/Web Development Level II + 3 CIS262ADC# Level II +3		
Program	Prerequisites: None.	CIS265 Advanced iOS Application		
		Development + 3		
Required	Courses: 25-30 Credits	CIS265DAAdvanced Android Application		
CIS105	Survey of Computer Information	Development +		
	Systems (3) OR	CIS276DA MySQL Database + 3		
Permission	n of Program Director, Department or	CIS276DBSQL Server Database +3		
Division C				
		General Electives: 0-5 Credits		
CIS120DF	FIntroduction to Adobe Photoshop3	Select additional courses 100-level or higher to		
	AInternet/Web Development Level I + 3	complete a minimum of 60 semester credits.		
	Object-Oriented Programming	Consult with the Program Director or an Academic		
	Fundamentals +3	Advisor.		
CIS156	Python Programming: Level I + (3) OR	<b>General Education Requirements:</b> 22-28 Credits		
CIS159	Visual Basic Programming I + (3) OR	CORE: 12-18 Credits		
CIS163AA	AJava Programming: Level I + (3)3	First-Year Composition:		
		ENG101 First-Year Composition + (3) OR		
CIS162AD	OC# Level I + (3)	ENG107 First-Year Composition for ESL + (3)		
CIS165	Introduction to IOS Application	AND		
	Development +3	ENG102 First-Year Composition + (3) OR		
CIS165DA	AIntroduction to Android Application	ENG108 First-Year Composition for ESL + 6		
	Development + 3	Oral Communication:		
	-	COM100 Introduction to Human Communication		
CIS165DE	3C#/VB.NET: Windows 8 App	(3) OR		
	Development + (3) OR	COM110 Interpersonal Communication (3) OR		
CIS165DC	CXamarin/C# Cross Platform	COM225 Public Speaking + (3) OR		
	Development + (3) 3	COM230 Small Group Communication (3) 3		
	-	Critical Reading:		
FYE101	Introduction to College, Career and	CRE101 College Critical Reading and Critical		
	Personal Success (1) OR	Thinking + (3) OR		
FYE103	Exploration of College, Career and	Equivalent as indicated by assessment0-3		
	Personal Success (3)1-3	·		
Restricted	l Electives: 9 Credits			
Students n	nust select one additional course from the			
following.	Course may not apply to both Required			
Courses ar	nd Restricted Electives areas.			
CIS156	Python Programming: Level I + 3			
CIS159	Visual Basic Programming I + 3			
CIS166A	AIntroduction to JavaScript +3			
	E Web Scripting with PHP: Hypertext			
	Preprocessor (PHP) + 3			

#### **Mathematics:** MAT140 College Mathematics + (5) OR **Program Notes:** Students must earn a grade of C MAT141 College Mathematics + (4) OR or better in all courses within the program. MAT142 College Mathematics + (3) OR Students should consult with a Department Advisor MAT145 College Mathematics with Review (5) in arranging their schedules. Program requirements for CCL 5914N iOS App Development may be OR MAT146 College Mathematics with Review (6) taken in the CCL 5193 Mobile App Development. OR An additional CCL within mobile apps may also be earned based on course selection. Equivalent or higher-level mathematics course in the Mathematical Applications [MA] area. 3-6 Admission Criteria: None. **DISTRIBUTION:** 10 Credits **Humanities, Arts and Design: Program Prerequisites:** None. Any approved general education course in the Humanities, Arts and Design area......3 **Required Courses:** 24-27 Credits **Social-Behavioral Sciences: CIS105** Survey of Computer Information Any approved general education course in the Systems (3) OR Permission of Program Director, Department or **Natural Sciences:** Division Chair 0-3 Any approved general education course in the Natural Sciences area ......4 CIS120DF Introduction to Adobe Photoshop....... 3 CIS133DAInternet/Web Development Level I +.. 3 CIS150AB Object-Oriented Programming Fundamentals +......3 **CONTACT:** Mr. W. Tagart, Program Director: (602) 532.8712 wallace.tagart@phoenixcollege.edu and/or **CIS156** Python Programming: Level I + (3) OR https://www.phoenixcollege.edu/iti Visual Basic Programming I + (3) OR CIS159 CIS163AAJava Programming: Level I + (3)........ 3 **Mobile App Development Certificate of Completion — CCL 5193** CIS162ADC# Level I +.....(3) Introduction to IOS Application 33-36 Credits CIS165 The Certificate of Completion (CCL) in Mobile Development + ...... 3 App Development prepares students for CIS165DAIntroduction to Android Application employment in entry-level coding, programming, Development + ...... 3 and software development positions with an emphasis on mobile apps. Students will be prepared CIS165DBC#/VB.NET: Windows 8 App to take the App Developer with Swift Certification Development + (3) OR Level 1, Microsoft C# Software Essentials, and CIS165DCXamarin/C# Cross Platform Associate Android Developer certifications. An Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion **Restricted Electives:** 9 Credits (CCL) in iOS Application Development, Android Students must select one additional course from Application Development, Windows Application the following. Course may not apply to both Development, Web App Development, Native Required Courses and Restricted Electives areas. Mobile App Development, Cross-Platform App Python Programming: Level I +......... 3 CIS156 Development and Foundations of Mobile App Visual Basic Programming I + ...... 3 CIS159 Introduction to JavaScript +3 Development are also available. CIS166AA

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		
CIS233DAInternet/Web Development Level II +.3	3		
CIS262ADC# Level II +	3		
CIS265 Advanced iOS Application			
Development +	3		
CIS265DAAdvanced Android Application			
Development +	3		
CIS276DAMySQL Database +	3		
CIS276DBSQL Server Database +	3		

**CONTACT:** Mr. W. Tagart, Program Director: (602) 532.8712

wallace.tagart@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Native Mobile App Development Certificate of Completion — CCL 5063 18-21 Credits

The Certificate of Completion (CCL) in Native Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on native iOS and Android mobile apps. This CCL will help students prepare to take the App Developer with Swift Certification Level 1 and Associate Android Developer certifications. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

**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/5834N Android Application Development and CCL/5914N iOS App Development may be taken in the CCL/5063 Native Mobile App Development.

**Admission Criteria:** None.

**Program Prerequisites:** None.

Required Courses: 18-21 Credits				
CIS105	CIS105 Survey of Computer Information			
	Systems (3) OR			
Permission	of Program Director, Department or			
Division C	Chair0-3			
CIS150	Programming Fundamentals + (3) OR			
CIS156	Python Programming: Level I + (3) OR			
CIS159	Visual Basic Programming I + (3) OR			
CIS162AI	OC# Level I + (3) OR			
CIS163AA	AJava Programming: Level I + (3) 3			
CIS150AE	Object-Oriented Programming			
	Fundamentals +3			
CIS165	Introduction to IOS Application			
	Development +3			
CIS165DA	Introduction to Android Application			
	Development +			
CIS265	Advanced iOS Application			
	Development + 3			
CIS265DA	CIS265DAAdvanced Android Application			
	Development +			

Restricted Electives: None.

**CONTACT:** Mr. B. Olsen, Program Director: (602) 532.8711

brad.olsen@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Network and Systems Administration Associate in Applied Science — AAS 3189 61-74 Credits

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	(CNT140AB is required for students on the Cisco		
recognized certifications through an embedded	specializa	ition)	
Certificate of Completion (CCL) including, but not	EVE 101		
limited to, Desktop (Desktop Support, Computer	FYE101	Introduction to College, Career and	
System Configuration and Support, Computer		Personal Success (1) OR	
System Configuration and Support, Network,	FYE103	Exploration of College, Career and	
Computer System Configuration and Support,		Personal Success (3) 1-3	
Security, Computer System Configuration and			
Support, Linux), Cisco (Cisco Network CCNA,	Students must also select from one of the following		
Cisco Network CCNP, Cisco Network CCNA	areas of specialization based on their career goals.		
Security), Linux (Red Hat Linux Engineer, Linux	Specialization 1: Cisco System Administration		
Associate, Red Hat Linux Administrator, Linux	(CCNA) and Security (12 credits)		
System Administration), Microsoft (Microsoft	CNT150ABSwitching, Routing, and Wireless		
System Administration, Microsoft Desktop		Essentials +	
Associate), and VMware (VMware Network	CNT160A	ABEnterprise Networking, Security, and	
Administrator, VMware Foundations, VMware	Automation +		
System Administrator). Graduates may pursue			
employment in a variety of information technology	CNT202	Cisco Secure Firewall Appliance	
environments and/or transfer to a university.		Configuration + (4) OR	
	CNT205	Cisco Certified Network Associate	
<b>Program Notes:</b> Students must earn a grade of C	01/1200	Security + (4)	
or better in all courses within the program.		Security (1)	
or better in an eodises within the program.	Specializa	ation 2: Cisco System Administration	
Courses within any of the following prefixes must	(CCNP) (24 credits)		
be taken within five (5) years prior to completion	, , ,	CNT150ABSwitching, Routing, and Wireless	
of the program to be applied toward this award:	C1 <b>\1</b> 1301	Essentials +	
AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.	CNT160/	AB Enterprise Networking, Security, and	
AIM, DIC, CIS, CLD, CIVI, CSC, IIS, and WIST.	CIVITOO	Automation + 4	
Students may receive andit for courses within the		Automation +4	
Students may receive credit for courses within the	CNT240	Cisas Cartified Naturals Professionals	
program based on current industry certifications.	CNT240	Cisco Certified Network Professional:	
A Latara Cara San	CNITEO 40	Enterprise Core + (8) OR	
Admission Criteria: None.	CNT240AACisco Certified Network		
D D 11/ 37	4.315	Professional: Enterprise Core I + (4)	
Program Prerequisites: None.	AND		
	CNT240ABCisco Certified Network Professional		
Required Courses: 31-46 Credits		Enterprise Core II + (4)	
BPC170 A+ Exam Prep: Computer Hardware			
Configuration and Support +3	CNT250	Cisco Certified Network Professional:	
BPC270 A+ Exam Prep: Operating System		Enterprise Advanced Routing and	
Configuration and Support + 3		Services + (8) OR	
CIS102DACustomer User Support3	CNT250A	AACisco Certified Network Professional:	
CIS105 Survey of Computer Information		Enterprise Advanced Routing and	
Systems		Services $I + (4)$ AND	
	CNT250A	ABCisco Certified Network Professional:	
CIS126DL Linux Operating System (3) OR		Enterprise Advanced Routing and	
CIS126RHRed Hat System Administration I (3) 3		Services II + (4)	
· (-) · · -		.,	
CIS190 Introduction to Networking + (3) OR			
CNT140AB Introduction to Networks (4)3-4			

Specialization 3: Linux System Administration		Cisco Electives		
(15 credits)		CNT140ABIntroduction to Networks4		
CIS238DL Linux System Administration +3			BSwitching, Routing, and Wireless	
CIS239DL Linux Shell Scripting +		Essentials		
	Linux Network Administration + 3	CNT160A	ABEnterprise Networking, Security, and	
	LLinux Security +3		Automation + 4	
CIS275DL	LLinux Capstone +	CNT171	CCNA Exam Prep + 1	
-	tion 4: Red Hat Enterprise Linux ation (15 credits)	CNT202	Cisco Secure Firewall Appliance Configuration + (4) OR	
	IRed Hat System Administration II + 3	CNT205	Cisco Certified Network Associate	
	Linux Shell Scripting +3	CN1203	Security + (4)4	
	IRed Hat System Administration III +3		5ccurity   (+)	
	IRed Hat System Administration IV +3	CNT206	Cisco Certified Network Associate	
	Linux Capstone +3	CIVI 200	Wireless + 4	
Specializat	tion 5: Cloud System Administration	Linux Ele	ctives	
(15-16 cred	•		Linux System Administration + (3) OR	
*	Advanced Server Computer		HRed Hat System	
DI C2/4	Maintenance: Server+ Prep +3		ation II + (3)	
CIS121AH	Microsoft PowerShell/Command Line	Aummsu	ation ii + (3)	
CISTZITIII	Operations	CIS239DL Linux Shell Scripting +3		
CIS239DL	Linux Shell Scripting +3			
		CIS240DI	Linux Network Administration + (3)	
MST160	Azure Administrator + (4), OR	OR		
CLD110	Amazon Web Services Cloud Foundations +	CIS240RHRed Hat Systems		
	(3) 3-4	Administr	ation III + (3)	
MST260	Microsoft Azure Cloud Development	CIS275DI	LLinux Capstone + 3	
14151200	and Operations + (3) OR	CIDZIJDI	ZEmux capstone +	
CLD120	Amazon Web Services Cloud Architect	Microsoft	Electives	
CLD120	Associate + (3)3	MST+++++Any MST Microsoft Technology		
	7155001410 + (3)	course		
Specializat	tion 6: VMware Network Administrator	CIS121AI	BMicrosoft Command Line Operations 1	
(12 credits	)	CIS121AI	HMicrosoft PowerShell/Command Line	
CIS293	VMware ESXI Server Enterprise + 4		Operations3	
CIS294	VMware vSphere Operate, Scale and			
	Secure +4	Security E	Electives	
CIS295	VMware NSX: Install, Configure,	CIS270	Essentials of Network and Information	
	Manage +4		Security +3	
		ITS110	Information Security Fundamentals + 3	
Restricted	Electives: 0-8 Credits			
	re to select enough Restricted Elective			
	neet a minimum of 60 credits not used to			
satisfy Required Courses or selected specializations				
within the Required Courses. Consult with an				
	Program, or Faculty Advisor to pick			
courses tha	at align with your career goals.			

VMware I	Electives	Critical I	Reading:
CIS293	VMware ESXI Server Enterprise + 4	CRE101	College Critical Reading and Critical
CIS294	VMware vSphere Operate, Scale and		Thinking $+$ (3) OR
	Secure +	Equivalen	at as indicated by assessment0-3
CIS295 VMware NSX: Install, Configure,		Mathema	
	Manage + 4	MAT140	College Mathematics + (5) OR
Other Info	ormation Technology Electives		College Mathematics + (4) OR
BPC171	Recycling Used Computer		College Mathematics + (3) OR
	Technology1-3		College Mathematics with Review (5)
CIS111	Ethics in Information Technology3	OR	
	AManagement Software: Level I 1		College Mathematics with Review (6)
	A Project Management Software:	OR	C 8 (c)
01012.21	Level II +1		at or higher-level mathematics course in
CIS156	Python Programming: Level I + 3	_	ematical Applications area3-6
CIS190	Introduction to Networking +3	tile iviatile	manear rippinearions area
CIS224	Project Management Microsoft Project	DISTRIB	BUTION: 10 Credits
010221	for Windows		ies, Arts and Design:
CIS240	Local Area Network Planning and		oved general education course from the
C152 10	Design +		es, Arts and Design area
CIS250	Management of Information Systems +3		chavioral Sciences:
CIS266	Network Integration Capstone +4		oved general education course from the
	Computer Information Systems		havioral Sciences area
C1027011	Internship1-3	Natural S	
CIS296±±	Cooperative Education +1-4		oved general education course from the
	Special Projects +1-3		ciences area4
ITS120	Legal, Ethical, and Regulatory Issues + 3	raturar St	Tences area +
110120	Legal, Lancal, and Regulatory Issues 15		
General F	Education Requirements: 22-28 Credits	CONTAC	CT: Mr. W. Tagart, Program Director:
	2-18 Credits	(602) 532	
	r Composition:	, ,	gart@phoenixcollege.edu and/or
	First-Year Composition + (3) OR		ww.phoenixcollege.edu/iti
	First-Year Composition for ESL + (3)	nttps://www	w.phoemzeonege.edu/iti
AND	That Tear Composition for ESE + (3)	Program	ming and Systems Analysis
ENG102	First-Year Composition + (3) OR	_	in Applied Science — AAS 3844
ENG102 ENG108	First-Year Composition for ESL (3) +	62-71 Cre	
OR	That Tear Composition for ESE (5)		ciate in Applied Science (AAS) in
ENG111	Technical and Professional Writing (3) 6		ning and Systems Analysis program
	does not count as an ENG Transfer	_	an in-depth exploration of different
option)	does not count as an Erro Transfer	-	language and technical skills. The
	nmunication:	-	udes, but is not limited to the following:
	Introduction to Human Communication		systems, local area networks, business
(3) OR	introduction to Truman Communication		cation, team roles, and dynamics.
` '	Interpersonal Communication (3) OR		e of Completions (CCLs) in Programming
	Public Speaking + (3) OR		ms Analysis Level I and Level II and iOS
	Small Group Communication (3) 3	•	elopment are also available.
	is recommended for students transferring	App Deve	dopinent are also available.
	n Arizona University.	Program	<b>Notes:</b> Students must earn a grade of C
to reduici	n Anzona Oniversity.	_	n all courses required within the program.
			ion with an Academic Advisor is
		Consultati	ion with an Academic Advisor is

recommended for course selection. Courses within any of the following prefixes must be taken within		FYE101	Introduction to College, Career and Personal Success (1) OR	
five (5) years prior to completion of the program to		FYE103	Exploration of College, Career and	
	toward this award: AIM, BPC, CIS,	112100	Personal Success (3)	
	Γ, CSC, ITS, and MST.		1 <b>0</b> 1301 <b></b> 2 <b>0000</b> 55 (E)	
022, 01	1, 02 0, 112, und 112 11	Select a n	programming language from below that	
Admission	n Criteria: None.	-	s with academic and professional goals (2	
		_	or a total of 6 credits) in one of the	
Program Prerequisites: None.		following		
		CIS156 Python Programming: Level I + (3)		
Required	Courses: 34-37 Credits	AND	1 y 41.011 1 10 gramming, 20 v 01 1 v (e)	
CIS105	Survey of Computer Information	CIS256	Python Programming: Level II + (3)	
C15100	Systems	OR	Tyddon Trogramming. Zever ir v (5)	
GBS151	Introduction to Business	CIS159	Visual Basic Programming I + (3) AND	
ODDICI	indicate to business	CIS259	Visual Basic Programming II + (3) OR	
CIS126DI	Linux Operating System (3) OR		+ Any C Programming: Level I	
	IRed Hat System Administration I (3)	C151021	course + (3) AND	
OR	Thea True System Frammistration 1 (3)	CIS262+-	+ Any C Programming: Level II	
	+Any Microsoft Windows course + (3) 3	C152021	course + (3) OR	
111011301	Tring wheresoft windows course + (3) 3	CIS163A	AJava Programming: Level I + (3) AND	
CIS133D	AInternet/Web Development Level I 3	CIS263AAJava Programming: Level II + (3) OR		
CISTOODA	Amternet web Development Level 13		+ Any Mobile Application Development	
Ctudente is	nterested in pursuing an iOS Certificate	CIS105+-	• • • • • • • • • • • • • • • • • • • •	
		CIS265	course + (3) AND	
-	etion (CCL) are recommended to take	CIS265	Advanced iOS Application	
CIS150AF			Development + (3) 6	
CIS150	Programming Fundamentals + (3) OR	<b>D</b>		
CISTOUAE	3 Object-Oriented Programming	Restricted Electives: 6 Credits		
	Fundamentals + (3)		may not use courses from the Required	
CIC166	A W.1.0	Courses a		
CIS166++	Any Web Scripting course(s) +3	CIS224	Project Management Microsoft Project	
CIC 100	1 . 1 N 1	GTG151	for Windows	
CIS190	Introduction to Networking + (3) OR	CIS151	Computer Game Development-	
	AIntroduction to Networks (4) OR	GIG156	Level I +	
MS1140	Microsoft Networking	CIS156	Python Programming: Level I + 3	
	Essentials + (3)3-4	CIS159	Visual Basic Programming I +	
GTG 6 6 7			+ Any C Programming: Level I course + 3	
CIS225	Business Systems Analysis		AJava Programming: Level I + 3	
GTG 6 6 7 1 T	and Design + (3) OR	CIS165+-	+ Any Mobile Application Development	
CIS225AE	3 Object-Oriented Analysis		course +	
	and Design + (3) OR	CIS251	Computer Game Development	
CIS250	Management of Information		Level II +3	
	Systems + (3)	CIS259	Visual Basic Programming II + 3	
CIC110DC	Natura desetta en da Oscala (GOI) (2) OB			
	OIntroduction to Oracle: SQL + (3) OR			
	AMySQL Database + (3) OR			
CIS276DE	3 SQL Server Database + (3)3			

CIS262++	- Any C Programming: Level II	<b>CONTACT:</b> Mr. W. Tagart, Program Director:
GTGG 60 1	course +3	(602) 532.8712
	AJava Programming: Level II +3	wallace.tagart@phoenixcollege.edu and/or
CIS265	Advanced iOS Application	https://www.phoenixcollege.edu/iti
GD G644	Development +	
GBS211	Legal, Ethical and Regulatory Issues of	Programming and Systems Analysis Level I
	the Internet Studies	Certificate of Completion — CCL 5048
		24 Credits
	Education Requirements: 22-28 Credits	The Certificate of Completion (CCL) in
	2-18 Credits	Programming and Systems Analysis Level I
	r Composition:	provides an exploration of different computer
	First-Year Composition + (3) OR	language and technical skills. The CCL includes,
	First-Year Composition for $ESL + (3)$	but is not limited to the following: operating
AND		systems, local area networks, business
	First-Year Composition + (3) OR	communication, team roles, and dynamics. A
	First-Year Composition for ESL + 6	Certificate of Completion (CCL) in Programming
	nmunication:	and Systems Analysis Level II, Certificate of
	oved general education course in the Oral	Completion (CCL) in iOS App Development and
	cation area3	an Associate in Applied Science (AAS) in
Critical I	0	Programming and Systems Analysis are also
CRE101	College Critical Reading and Critical	available.
	Thinking $+$ (3) OR	
Equivalen	t as indicated by assessment (0)0-3	<b>Program Notes:</b> Students must earn a grade of C
		or better for all courses required within the
Mathema		program. Consultation with an Academic Advisor
	College Algebra/Functions + (5) OR	is recommended for course selection. Courses
MAT151		within any of the following prefixes must be taken
MAT152		within five (5) years prior to completion of the
MAT155	College Algebra/Functions with Review +	program to be applied toward this award: AIM,
(5) OR		BPC, CIS, CLD, CNT, CSC, ITS, and MST.
MAT156	College Algebra/Functions	
	with Review + (6)	Admission Criteria: None.
<b>DISTRIBUTION:</b> 10 Credits		Program Prerequisites: None.
Humaniti	ies, Arts and Design:	•
	oved general education course in the	Required Courses: 24 Credits
	es, Arts and Design [HU] area3	CIS105 Survey of Computer Information
	havioral Sciences:	Systems
ECN211	Macroeconomic Principles (3) OR	CIS119DOIntroduction to Oracle: SQL + (3) OR
ECN212 Microeconomic Principles (3) OR		CIS276DAMySQL Database + (3) OR
SBU200 Society and Business (3)		CIS276DB SQL Server Database + (3)
Natural S	• • • • • • • • • • • • • • • • • • • •	` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` `
	oved general education course in the	CIS126DL Linux Operating System (3) OR
	ciences (Quantitative) [SQ] area or the	CIS126RHRed Hat System Administration I (3)
	ciences (General) [SG] area4	OR
	· · · · · · · · · · · · · · · · · · ·	MST150++. Any Microsoft Windows course + (3) 3

CIS133DAInternet/Web Development Level I3	Admission Criteria: None.
CIS150 Programming Fundamentals + (3) OR CIS150AB Object-Oriented Programming	Program Prerequisites: None.
Fundamentals + (3)3	<b>Required Courses:</b> 33-34 Credits The following courses are required and included in
CIS166++ Any Web Scripting course(s) +3	the Certificate of
GBS151 Introduction to Business	Completion (CCL) in Programming and Systems
	Analysis Level I.
Select a programming language from below that best aligns with academic and professional goals (1	CIS105 Survey of Computer Information Systems
course for a total of 3 credits) in one of the	CICIIODOLetro duction to Occale, COI (2) OD
following areas: CIS156 Python Programming: Level I + (3) OR	CIS119DOIntroduction to Oracle: SQL + (3) OR CIS276DAMySQL Database + (3) OR
CIS150 Tytholi Flogramming: Level I + (3) OR CIS159 Visual Basic Programming I + (3) OR CIS162++ Any C Programming: Level I course +	CIS276DBSQL Server Database + (3)
(3) OR	CIS126DL Linux Operating System (3) OR
CIS163AAJava Programming: Level I + (3) OR CIS165++ Any Mobile Application Development	CIS126RHRed Hat System Administration I (3) OR
course + (3)	MST150++Any Microsoft Windows course + (3) 3
	CIS133DAInternet/Web Development Level I 3
CONTACT: Mr. W. Tagart, Program Director: (602) 532.8712	CIS150 Programming Fundamentals + (3) OR
wallace.tagart@phoenixcollege.edu and/or	CIS150 Programming Fundamentals + (3) OR CIS150AB Object-Oriented Programming
https://www.phoenixcollege.edu/iti	Fundamentals + (3)
Programming and Systems Analysis Level II	CIS156 Python Programming: Level I + (3) OR
Certificate of Completion — CCL 5962	CIS159 Visual Basic Programming I + (3) OR
<b>36-38 Credits</b> The Certificate of Completion (CCL) in	CIS162++ Any C Programming: Level I course + (3) OR
Programming and Systems Analysis Level II	CIS163AAJava Programming: Level I + (3) OR
provides an in-depth exploration of different	CIS165++ Any Mobile Application Development
computer language and technical skills. This CCL	course + (3)3
includes, but is not limited to the following: local	
area networks, team roles, and dynamics. A	CIS166++ Any Web Scripting course(s) + 3
Certificate of Completion (CCL) in iOS	GBS151 Introduction to Business
Application Development and an Associate in	
Applied Science (AAS) in Programming and	The following courses are required for the CCL in
Systems Analysis are available.	Programming and Systems Level II:
Duognom Notoge Students must some a smale of S	CIS190 Introduction to Networking + (3) OR
<b>Program Notes:</b> Students must earn a grade of C	CNT140ABIntroduction to Networks (4) OR
or better for all courses required within the program. Consultation with an Academic Advisor	MST140 Microsoft Networking Essentials + (3)
is recommended for course selection. Courses	Losentials $\pm$ (3)

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.

CIS225	Business Systems Analysis	management including sophisticated manipulation	
GTG G G T T T	and Design + (3) OR	of file structures, backup systems, troubleshooting,	
CIS225AB Object-Oriented Analysis		user account management, hard disk maintenance	
GTG 6 T 0	and Design + (3) OR	and configuration, process monitoring and	
CIS250	Management of Information	prioritizing, and system resource control. This	
	Systems + (3)	program helps prepare students for the Red Hat	
		Certified System Administrator (RHCSA)	
	l Electives: 3-4 Credits	certification exam. Students who complete this	
	of the courses below that best aligns	program may seek employment in a variety of	
	emic and professional goals for a total of	environments. Students can also pursue additional	
	Students may not choose courses they	Certificates of Completion (CCLs) in a variety of	
	n from the Required Courses area.	specializations within the information technology	
CIS151	Computer Game Development	field to deepen their knowledge and skills and help	
	Level I +3	prepare them for multiple industry certification	
CIS156	Python Programming: Level I + 3	examinations. An Associate in Applied Science	
	Visual Basic Programming I + 3	(AAS) in Network and Systems Administration is	
CIS162++	- Any C Programming: Level I course + 3	also available.	
CIS163A	AJava Programming: Level I + 3		
CIS165++	Any Mobile Application Development	<b>Program Notes:</b> This program is not eligible for	
	course +3	Title IV Federal Financial Aid. Students must earn	
CIS224	Project Management Microsoft Project	a grade of C or better for all courses required	
	for Windows3	within the program. Students who pursue this	
CIS251	Computer Game Development-	Certificate of Completion (CCL) should have a	
	Level II +3	basic level of computer literacy including	
CIS256	Python Programming: Level II +3	navigating the internet and computer systems or	
CIS259 Visual Basic Programming II +3		take CIS105 as indicated in the Required Courses	
CIS262++	- Any C Programming: Level II	area. Students with the requisite skills may have the	
	course +3	CIS105 requirement waived by permission of the	
CIS263AA	AJava Programming: Level II +3	Program Director. All courses within the Required	
CIS265	Advanced iOS Application	Courses area are not applicable if taken more than	
	Development + 3	five (5) years prior to the completion of the	
CIS267	Pega System Architect Essentials + 4	program. Consult with an academic advisor or	
GBS211	Legal, Ethical and Regulatory Issues of	program director for exceptions.	
	the Internet Studies		
		Admission Criteria: None.	
CONTAC	CT: Mr. W. Tagart, Program Director:	Program Prerequisites: None.	
(602) 532			
wallace.ta	gart@phoenixcollege.edu and/or	Required Courses: 6-9 Credits	
https://ww	w.phoenixcollege.edu/iti	CIS105 Survey of Computer Information	
		Systems (3) OR	
Red Hat	Linux Administrator	Permission of Program Director (0)0-3	
Certificat	e of Completion — CCL 5049N		
6-9 Credits		CIS126RHRed Hat System Administration I 3	
The Certificate of Completion (CCL) in Red Hat		CIS238RHRed Hat System Administration II + 3	

Restricted Electives: None.

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

**CONTACT:** Mr. W. Tagart, Program Director: (602) 532.8712

wallace.tagart@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Red Hat Linux Engineer Certificate of Completion — CCL 5050N 9-12 Credits

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.

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. 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 area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required	Courses: 9-12 Credits
CIS105	Survey of Computer Information
	Systems (3) OR
Permission	n of Program Director (0)0-3

CIS126RHRed Hat System Administration I....... 3 CIS238RHRed Hat System Administration II + ... 3 CIS240RHRed Hat System Administration III + ... 3

**Restricted Electives:** None.

**CONTACT:** Mr. R. Idris, Program Director: (602) 532.8716 rami.idris@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### VMware Foundations Certificate of Completion — CCL 5035N 4 Credits

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 help prepare students for the VMware Certified Technical Associate (VCTA) 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.

**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: BPC, CIS, CNT, 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 CIS126RHRed Hat System Administration I (3) .. 3

CIS190 Introduction to Networking + (3) OR CNT140A Introduction to Networks (4)......3-4

Students also have the option to complete the full CCL in this program, VMware Network Administrator (major code 5032), that includes the prerequisites and required courses.

Program Prerequisites: None.

**Required Courses:** 4 Credits

CIS293 VMware ESXI Server Enterprise + ..... 4

Restricted Electives: None.

Students at any Maricopa Community College may need to complete courses at more than one of our colleges. **CONTACT:** Mr. R. Idris, Program Director: (602) 532.8716

rami.idris@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### VMware Systems Administrator Certificate of Completion — CCL 5033N 12 Credits

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 Certified Technical Associate (VCTA) and VMware Certified Professional (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.

**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: BPC, CIS, CNT 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	<b>Program Notes:</b> This program is not eligible for Title IV Federal Financial Aid. Students must a grade of C or better for all courses within the
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support + (3) AND	program. Students should consult with a Department Advisor in arranging their schedule
BPC270	A+ Exam Prep: Operating System	Courses within any of the following prefixes m
Configuration and Support + (3) OR MST150++Any Windows Operation Course (3)3-6		be taken within five (5) years prior to complete of the program to be applied toward this award AIM, BPC, CIS, CLD, CNT, CSC, ITS, and M
CIS126D	L Linux Operating System (3) OR	
CIS126R	HRed Hat System Administration I (3) 3	Admission Criteria: None.
	Introduction to Networking + (3) OR ABIntroduction to Networks (4)3-4	Program Prerequisites: None.
	` '	Required Courses: 9-12 Credits
	also have the option to complete the full nis program, VMware Network	CIS105 Survey of Computer Information Systems (3) OR
Administrator (major code 5032), that includes the prerequisites and required courses.		Permission of Program Director, Department o Division Chair (0)
Program	Prerequisites: None.	CIS133DAInternet/Web Development Level I CIS166AAIntroduction to JavaScript +
Required	l Courses: 12 Credits	CIS233DAInternet/Web Development Level I
CIS293	VMware ESXI Server Enterprise + 4	1
CIS294	VMware vSphere Operate, Scale	Restricted Electives: None.
	and Secure +4	
CIS295	VMware NSX: Install, Configure,	
	Manage +4	<b>CONTACT:</b> Mr. B. Olsen, Program Director: (602) 532.8711
Restricted Electives: None.		brad.olsen@phoenixcollege.edu and/or

**CONTACT:** Mr. B. Olsen, Program Director:

brad.olsen@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

(602) 532.8711

#### **Web App Development** Certificate of Completion — CCL 5835N 9-12 Credits

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.

h a ir schedules. orefixes must completion his award: S, and MST.

eligible for ents must earn

mation artment or .....0-3 nt Level I +.. 3

+.....3 nt Level II + 3

Director: brad.olsen@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Web Design/Development Associate in Applied Science — AAS 3185 61-70 Credits

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 ecommerce 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		AVC181 Graphic Design I (3) OR ART112 Two-Dimensional Design (3)3-4	
Development are also available. Some of these programs are available at select colleges. Please		CIS120DAIntroduction to Digital Video Editing:	
check with your local college for program		Adobe Premiere (3) OR	
availabilit	ty.	CIS120DKIntroduction to Digital	
	N	Video Editing (3)3	
_	Notes: Students must earn a grade of C	CIC120DD Commuter Creation Adala Illustrator 2	
	n each course in the program. vithin any of the following prefixes must	CIS120DBComputer Graphics: Adobe Illustrator. 3	
	within five (5) years prior to completion	CIS120DCAdobe Animate: Digital Animation (3)	
	gram to be applied toward this award:	OR	
	C, CIS, CLD, CNT, CSC, ITS, and MST.	CIS220DF Adobe Photoshop Level II: Advanced Digital Imaging + (3) 3	
Admissio	on Criteria: None.		
_		CIS138DADesktop Design and Publishing Using	
Program	Prerequisites: None.	Adobe InDesign +3	
Required	Courses: 22-24 Credits	Students must select 2 to 6 credits in consultation	
_	n to the required course work students	with your program advisor to further develop skills	
must cons	sult with a program advisor to select one	in the areas of Adobe, Art, Social Media,	
-	cializations within the Restricted	Marketing, Business and/or Multimedia.	
Electives	area.	C	
CIS105	Survey of Computer Information	Specialization II: Web Development (18 credits) CIS119DOIntroduction to Oracle: SQL + (3) OR	
CISTOS	Systems3	CIS276++ Database Management Systems	
CIS120DF Adobe Photoshop Level I: Digital		course + (3) 3	
	Imaging3		
	AInternet/Web Development Level I 3	CIS126DL Linux Operating System (3) OR	
CIS136	Content Management Systems:	CIS126RHRed Hat System Administration I (3) 3	
CICICA	WordPress	CIC166 AE Web Coming with DID: Hymoutout	
CIS166AAIntroduction to JavaScript +		CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) + 3	
CIS235	e-Commerce +	Treprocessor (TTF) +	
		Programming Language: Select two courses for a	
FYE101	Introduction to College, Career and	total of 6 credits.	
	Personal Success (1) OR	CIS150ABObject-Oriented Programming	
FYE103	Exploration of College, Career and	Fundamentals +	
	Personal Success (3)1-3	CIS156 Python Programming: Level I +	
Restricte	d Electives: 17-22 Credits	CIS162++ Any C Programming course +	
	all courses in the specialization below	CIS163AAJava Programming: Level I +	
that best aligns with your academic and		CIS165++ Any Mobile Application Development	
professional goals. Consult with an academic,		course + 3	
faculty, or	r program advisor.	CIS256 Python Programming: Level II + 3	
a		CIS262ADC# Level II +	
Specialization I: Web Design (17-22 credits)		CIS263AAJava Programming: Level II +	
AVC183 Digital Graphic Arts I (3) OR AVC100 Introduction to Digital Arts (1) AND		CIS265++ Any Advanced Application Development +	
11 1 C 100	muoducuon to Digital Alto (1) Alto	<b>υ</b> ενειομπειιι + 3	

Students must select 3 credits of any course with a		ASU (Tempe campus) to earn a BS in Graphic		
CIS prefix in consultation with their program advisor to further develop skills in the areas of		Information Technology.		
		Natural Sciences:		
Databases, Information Systems, Programming,		Any approved general education course from the		
and/or Op	perating Systems.	Natural Sciences area4		
	Education: 22-28 Credits			
	2-18 Credits			
	ar Composition:	<b>CONTACT:</b> Mr. B. Olsen, Program Director:		
	First-Year Composition + (3) OR	(602) 532.8711		
	First-Year Composition for ESL + (3)	brad.olsen@phoenixcollege.edu and/or		
AND		https://www.phoenixcollege.edu/iti		
	First-Year Composition + (3) OR			
	First-Year Composition for $ESL + (3).6$	Web Development		
Oral Con	nmunication:	Certificate of Completion — CCL 5988		
Any appr	oved general education course from the	39 Credits		
	munication area	The Certificate of Completion (CCL) in Web		
Critical 1	<u> </u>	Development prepares students to create and		
CRE101	College Critical Reading and Critical	administer interactive and professional websites.		
	Thinking $+$ (3) OR	The program provides students with knowledge and		
Equivaler	at as indicated by assessment (0)0-3	skills in developing dynamic websites, client and		
Mathema	atics:	server-side programs, database structures, and		
Any appro	oved general education course in the	object-oriented design. A Certificate of Completion		
Mathemat		(CCL) in Web Design and an Associate in Applied		
(MAT140, MAT141, MAT142, MAT145, MAT146		Science (AAS) in Web Design/Development are		
College Mathematics) OR		also available. Some of these programs are		
(MAT150, MAT151, MAT152, MAT155,		available at select colleges. Please check with your		
MAT156	College Algebra/Functions) OR	local college for program availability.		
higher ma	th course with the Mathematical			
Application	ons [MA] general education designation	<b>Program Notes:</b> Students must earn a grade of C		
recommen	nded for students intending to transfer to a	or better in each course in the program. Courses		
four-year	institution.	within any of the following prefixes must be taken		
		within five (5) years prior to completion of the		
MAT187	Precalculus is recommended for students	program to be applied toward this award: AIM,		
intending	to transfer to ASU (Tempe campus) to	BPC, CIS, CLD, CNT, CSC, ITS, and MST.		
earn a BS	in Graphic Information Technology.			
DIGERRIA	ATTENDA 10 G 11	Admission Criteria: None.		
	BUTION: 10 Credits	D D 111 W		
	ies, Arts and Design:	Program Prerequisites: None.		
	oved general education course from the	D 1 10 260 11		
	es, Arts and Design area3	Required Courses: 36 Credits		
Social-Behavioral Sciences:		The following courses are required and included in		
Any approved general education course from the		the CCL in Web Foundations.		
Social-Behavioral Sciences area		CIS105 Survey of Computer Information		
	ntroduction to Psychology is	Systems		
recommended for students intending to transfer to		CIS120DF Introduction to Adobe Photoshop 3		
ASU (Polytechnic campus) to earn a BS in		CIS133DAInternet/Web Development Level I 3		
Technical Communication (User Experience) or to		CIS136 Content Management Systems:		

WordPress.....3

CISTOGAA	AIntroduction to JavaScript +
CIS233DA	AInternet/Web Development Level II +. 3
	e-Commerce +3
The follow	ring courses are required for the CCL in
Web Deve	lopment.
CIS166AE	Web Scripting with PHP: Hypertext
	Preprocessor (PHP) +3
	-
CIS119DC	OIntroduction to Oracle: SQL + (3) OR
CIS276++	Any Database Management Systems
	course + (3)
CIS126DL	Linux Operating System (3) OR
CIS126RH	IRed Hat System Administration I (3) 3
Programm	ing Language: Select two courses for a
total of 6 c	redits.
CIS150AB	Object-Oriented Programming
	Fundamentals +3
CIS156	Python Programming: Level I + 3
CIS159	Visual Basic Programming I +3
CIS162++	Any C Programming course +
CIS163AA	AJava Programming: Level I +3
CIS165++	Any Mobile Application Development
	course3
	Python Programming: Level II +3
CIS262AD	OC# Level II +3
CIS263AA	AJava Programming: Level II +3
CIS265++	Any Advanced Application Development
	course +3

#### **Restricted Electives:** 3 Credits

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.

**CONTACT:** Mr. B. Olsen, Program Director: (602) 532.8711

brad.olsen@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Web Foundations Certificate of Completion — CCL 5984 21 Credits

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.

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

Admission Criteria: None.

**Program Prerequisites:** None.

Restricted Electives: None.

**CONTACT:** Mr. W. Tagart, Program Director: (602) 532.8712

wallace.tagart@phoenixcollege.edu and/or https://www.phoenixcollege.edu/iti

#### Windows App Development Certificate of Completion — CCL 5833N 9-12 Credits

The Certificate of Completion (CCL) in Windows App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Windows platform and cross-platform apps. This CCL will help prepare students to take the MTA Software Development Fundamentals C# certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCLs) in Cross- Platform App Development and Mobile App Development.

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 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. Admission Criteria: None.

**Program Prerequisites:** None.

### **Culture and Society**

**CONTACT:** (602) 285.7651 and/or PC-Liberal-Arts@phoenixcollege.edu

#### American Indian Studies Academic Certificate — AC 6208N 15 Credits

The Academic Certificate (AC) in American Indian Studies program explores the unique experiences of the American Indian people living in the Southwest and provides students the opportunity to study the cultures, values, histories, and contemporary lives of the indigenous people of North America. The Certificate includes courses that investigate their

language, literature, arts, philosophy, religions, and politics.

**Program Notes:** 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. Federal Indian policy stipulates tribal preference in hiring, which should be considered in seeking employment with tribal nations and selected federal agencies. Seek advice of the tribal agency for available employment opportunities.

Admission Criteria: None.

**Program Prerequisites:** None.

Required Courses: 12 Credits		
-	First-Year Composition + (3) OR	
	First-Year Composition for $ESL + (3)$ . 3	
	-	
AIS/		
SOC105	Introduction to American	
	Indian Studies	
AIS/		
SOC160	American Indian Law 3	
A TCO10/		
AIS213/	A	
REL203	American Indian Religions + (3) OR	
AIS/	A ' I I' II' (2)	
HIS140	American Indian History (3) 3	
Restricted	d Electives: 3 Credits	
	otal of 3 credits from the following list	
except those used to satisfy Required Courses area.		
AIS+++	* ±	
	course +	
ARH145		
CCS101	•	
ENH259	American Indian Literature 3	
GCU221	Arizona Geography3	
HIS+++	Any HIS History course	
NAV+++	Any NAV Navajo course +1-3	
SPH245	Hispanic Heritage in the Southwest 3	

	<b>CT:</b> (602) 285.7651 and/or	SPA203	Spanish for Spanish-Speaking	
PC-Liberal-Arts@phoenixcollege.edu			Students I +4	
		SPA204	Spanish for Spanish-Speaking	
	and Chicano Studies		Students II +4	
	c Certificate — AC 6230N			
12-13 Cre				
	emic Certificate (AC) in Chicana and		CT: Mr. J. Kilduff (602) 285.7824 and/or	
	tudies explores the unique experiences of	josiah.kilo	luff@phoenixcollege.edu	
	na and Chicano people living in the	~		
	The Certificate provides a study of	Creative	8	
	American life in the society of the United		c Certificate — AC 6224N	
	luding Mexican background, social and	24 Credit		
	fferences, and experiences of		emic Certificate (AC) in Creative Writing	
assimilatio	on.	1 0	s designed to provide students and	
Duaguagua	Notes This was sugar is not aliable for	-	nal writers with access to a community of	
	<b>Notes:</b> This program is not eligible for ederal Financial Aid. Students must earn		d creative writing activities, instruction nce from established authors, and	
	C or better for all courses required	_	upport in improving their writing skills	
within the			eting their work. As students take courses	
within the	program.		gram, they will build a portfolio of	
Admission Criteria: None.			york that may be submitted for	
714111155101	ir Criteria. Profic.	_	on. The program offers classes,	
<b>Program Prerequisites:</b> 3-6 Credits		-	workshops, and other activities such as readings	
ENG101	<del>-</del>	-	sts, which are accessible to writers of all	
ENG107	1 , ,		ardless of academic or professional	
	1	_	The program aims to serve a diverse	
CRE101	College Critical Reading and Critical	_	ty who may be underrepresented in	
	Thinking $+$ (3) OR	traditiona	l creative writing programs. Completion	
Equivalent	t as indicated by assessment0-3		tificate does not lead to a particular	
		degree pro	ogram, but may aid students in their	
Required	Courses: 9 Credits	pursuit of	a career in the writing professions and in	
CCS101	Chicana and Chicano Studies +3	their cont	inued enjoyment of writing for personal	
HIS109	Mexican American History	growth.		
	and Culture3			
SPH245	Hispanic Heritage in the Southwest 3	_	<b>Notes:</b> This program is not eligible for	
			Gederal Financial Aid. Students must earn	
	l Electives: 3-4 Credits	-	C or better for all courses required	
ENH112	Chicano Literature	within the	program.	
HIS145	History of Mexico			
	1		n Criteria: Students wishing to enroll in	
SPA 101	Elementary Spanish I		ve Writing program must complete a	
SPA 102	Elementary Spanish II +	formal ap	plication; contact Program Director.	
SPA103	Elementary Spanish for Spanish	D	Duomognisitos None	
CD A 104	Speakers I +	Program	Prerequisites: None.	
SPA104	Elementary Spanish for Spanish			
	Speakers II +4			

Intermediate Spanish I + .....4

Intermediate Spanish II +.....4

SPA201

SPA202

Required Courses: 21 Credits	<b>Restricted Electives:</b> 3 Credits	
ENG210 may be substituted for CRW150 with	CRW+++++Any CRW Creative Writing prefixed	
permission of Program Director.	course not listed under Required Courses area 1-3	
CRW150 Introduction to Creative Writing3	ENG235 Magazine Article Writing	
CRW200 must be repeated for a total of two (2)	THE260 Film Analysis 3	
credits.	ENH++++Any ENH English Humanities prefixed	
CRW200 Readings for Writers (1)2	course + 3	
	HUM/	
CRW201 Portfolio1	THF210 Contemporary Cinema3	
Students must complete six (6) credits from Series I		
and nine (9) credits from Series II in consultation	<b>CONTACT:</b> (602) 285.7651 and/or	
with a Program Director.	PC-Liberal-Arts@phoenixcollege.edu	
Series I:	International Studies	
Students must complete two (2) of the following	Academic Certificate — AC 6213N	
courses for a total of six (6) credits.	12-13 Credits	
CRW120 Introduction to Writing Children's	The Academic Certificate (AC) in International	
Literature3	Studies program will provide students the	
CRW160 Introduction to Writing Poetry3	opportunity to broaden their horizons and their	
CRW170 Introduction to Writing Fiction3	understanding of our increasingly interdependent global society. The Certificate approaches broad cultural issues and includes a strong emphasis on world politics and religions. It also includes	
CRW172 Introduction to Comic Book Writing3		
CRW180 Introduction to Writing Nonfiction3		
CRW190 Introduction to Screenwriting3		
THE118 Playwriting	developing proficiency in cross-cultural communications and the capacity to navigate world	
Series II:	cultures. Proficiency in a modern language is also	
Students must complete three (3) of the following	an integral part of the Certificate.	
courses for a total of nine (9) credits.	an mograf part of the certificate.	
CRW202 The Writer as Witness +	<b>Program Notes:</b> This program is not eligible for	
CRW203 Dialogue +3	Title IV Federal Financial Aid. Students must earn	
CRW204 Journaling +3	a grade of C or better in all courses required within	
CRW220 Intermediate Writing Children's	the program. Study abroad credit may replace	
Literature +	courses identified as electives with the approval of	
CRW251 Topics in Creative Writing	the Program Director or Department Chairperson.	
CRW260 Intermediate Poetry Writing +	and 110gram 2 needed of 2 openantions champersons	
CRW261 Topics in Writing: Poetry +3	Admission Criteria: None.	
CRW270 Intermediate Fiction Writing +3		
CRW271 Topics in Writing: Fiction +	<b>Program Prerequisites:</b> 3-6 Credits	
CRW272 Planning and Structuring the Novel +.3	ENG101 First-Year Composition + (3) OR	
CRW273 Writing the Novel +3	ENG107 First-Year Composition for ESL + (3). 3	
CRW274 Revising the Novel +	r ==== . (e)/.e	
CRW281 Topics in Writing: Non-Fiction + 3	CRE101 College Critical Reading and Critical	
CRW290 Intermediate Screenwriting +	Thinking $+$ (3) OR	
CRW291 Topics in Writing: Plays +3	Equivalent as indicated by assessment0-3	

Kequirea	Courses: 9 Credits	Program	Notes: This program is not eligible for	
REL100 World Religions3		Title IV Federal Financial Aid. Students must earn		
POS120	International Relations	a grade of the progra	f C or better in all courses required within am.	
POS140	Comparative Government (3) OR	1 0		
POS210	Political Ideologies (3)3	Admissio	on Criteria: None.	
Restricted	l Electives: 3-4 Credits	Program	<b>Prerequisites:</b> 3-6 Credits	
ASB102	Culture in a Globalizing World 3	ENG101	First-Year Composition + (3) OR	
HIS102	History of Western Civilization 1789 to Present	ENG107	First-Year Composition for ESL + (3). 3	
SPH245	Hispanic Heritage in the Southwest 3	CRE101	College Critical Reading and Critical Thinking +(3) OR	
•	e following Foreign Language courses: Any FRE/French course (101, 201) (4)	Equivaler	nt as indicated by assessment (0)0-3	
OR		Required Courses: 13 Credits		
ITA+++	Any ITA/Italian course (101, 201) (4)	BIO109	Natural History of the Southwest 4	
OR	•	GCU221	Arizona Geography3	
JPN+++	Any JPN/Japanese course (101, 201)	HIS105	Arizona History3	
(4) OR		HIS106	Southwest History3	
NAV+++	Any NAV/Navajo course (101, 201) (4)		·	
OR		Restricte	d Electives: 12 Credits	
SPA+++	Any SPA/Spanish course	AIS/		
	(101, 201) (4)4	HIS170	American Indian History of	
			the Southwest3	
		ASB235	Southwest Archaeology3	
	CT: (602) 285.7651 and/or	BIO105	Environmental Biology4	
PC-Libera	l-Arts@phoenixcollege.edu	ENH112	Chicano Literature	
		EDU230	Cultural Diversity in Education 3	
Southwes		ENH259	American Indian Literature 3	
	c Certificate — AC 6209N	ENH260	Literature of the Southwest 3	
25 Credit		HIS109	Mexican American History	
The South	west Studies Program applies a broad,		and Culture3	

HIS145

POS220

SPH245

History of Mexico......3

U.S. and Arizona Constitution........... 3

Hispanic Heritage in the Southwest..... 3

interdisciplinary approach to the study of the

peoples and places of the American Southwest.

Chicano- Chicana Studies, and Southwest Studies

independently of any degree program, but students may also apply course credits toward a degree. Students enrolled in the Southwest Studies

Certificate will study the environment of the region and how people have historically related to that environment. The Certificate approaches the cultural issues more broadly and includes a

stronger emphasis on the ecology, geography, and

political history of the region.

Three certificates in American Indian Studies.

are available. Certificates may be attained

	Education	EED200 Educa	Foundations of Early Childhood tion
		Luuca	uon
CONTAC	CT: (602) 285.7651 and/or	CFS/	
	l-Arts@phoenixcollege.edu	ECH271	Arranging the Environment (1) AND
T C Zioviu	Thus c phoenineonegoieau	CFS282	Inclusion of Young Children with
Early Chi	ldhood Education	ECHAOA	Special Needs (1) AND
Associate	in Applied Science — AAS 3186	ECH282	Discipline/Guidance of Child Groups (1) OR
61-74 Cre		EED212	Guidance, Effective Interactions and the
	riate in Applied Science (AAS) in Early		Environment (3)
	Education (ECE) program is designed		
	individuals for employment as early	CFS123	Health and Nutrition In Early
	professionals in a variety of educational he AAS program includes courses based		Childhood Settings (1) AND
_	ECE theory and practice as well as	CFS125	Safety in Early Childhood Settings (1)
	ucation classes to broaden a student's	AND	
_	owledge. Certificates of Completion are	ECH280	Food Experiences With Young
also availa	ble. Some of these programs are	EED215	Children (1) OR  Forly Logrania Health Safaty
available a	at select colleges. Please check with your	EED215	Early Learning: Health, Safety, Nutrition and Physical Fitness (3) 3
local colle	ge for program availability.		Truthtion and Thysical Thiress (3)
TD .	N. A. G. I. A. G.	EED222	Introduction to the Exceptional Young
_	Notes: Students must earn a grade of C or		Child: Birth to Age Eight (3) OR
	all courses within the program. For some and field experiences (including	EDU222	Introduction to the Exceptional
	courses), students will be required to		Learner (3)
-	rent Identity Verified Print (IVP)	GEG /	
Fingerprint Clearance Card and a current TB		CFS/	Child Come Comingn (1) AND
vaccinatio	n.	ECH269 CFS/	Child Care Seminar (1) AND
		ECH287	Professional Development in Early
Admission	n Criteria: None.	LC11207	Childhood Education (1) OR
Duagua	Duoma anicitas, Nana	EED255	Portfolio Development and Writing for
Program	Prerequisites: None.		the Profession (3)2-3
Required	Courses: 30-37 Credits		
CFS		CFS/	DE LOUIS LE LE LE
/ECH176	Child Development (3) OR		BEarly Childhood Teaching Internship +
CFS235	Developing Child: Theory into Practice,	(3) OR EED260	Early Childhood Infant/Toddler Internship +
	Age Eight (3) OR	(1) AND	Earry Childhood Illiant/Toddler Internship +
EED205	The Developing Child: Prenatal to Age	EED261	Early Childhood Preschool Internship +
EED225	Eight (3)	(1) OR	
EED225	Language and Literacy in the Context	CFS/	
	of Culture and Relationships 3	ECH284A	AEarly Childhood Teaching
CFS101AI	HArt Activities for the Young Child (1)		Internship + (1)2-3
AND	, , , , , , , , , , , , , , , , , , , ,	ECHOZO	
ECH281	Movement/Music for the Young Child	ECH272	Science for the Young Child (1) AND
(1) OR	-	CFS/ ECH273	Math for the Young Child (1) AND
EED210	Creative and Cognitive Play + (3) OR	CFS/	Main for the Toung Child (1) AND
ECH128	Early Learning: Play and the Arts (3)2-3	CI D/	

ECH275	Literacy Development and the Young	Oral Communication:
	Child (1) AND	Any approved general education course from the
ECH279	Early Childhood Curriculum	Oral Communication area
	Development (1) OR	Note: COM225 is recommended for students who
EED278	Early Learning: Curriculum and	wish to transfer to the BAE at ASU.
	Instruction - Birth/Preschool + (3)3-4	Critical Reading:
ECH140	Lagraina Mada Visibla Through	CRE101 College Critical Reading and Critical
	Learning Made Visible Through	Thinking + (3) OR
	tation (1) AND	Equivalent as indicated by assessment0-3
ECH270	Observing Young Children (1) OR	Mathematics:
EED280	Standards, Observation and Assessment of Typical/Atypical Behaviors of Young	MAT112 Mathematical Concepts and Applications + (3) OR
	Children Birth Age Eight +(3)2-3	Satisfactory completion of a higher-level
	emidien Bitti rige Eight (3)2 3	mathematics course3-6
FYE101	Introduction to College, Career and	Note: MAT14+ College Mathematics or any
I ILIUI	Personal Success (1) OR	approved general education course in the
FYE103	Exploration of College, Career and	Mathematical Application [MA] area may be
1.11.103	Personal Success (3)1-3	required for students intending to transfer to a
	1 cisonal success (3)1-3	bachelor's degree program.
<b>P</b> ostrictor	d Electives: 9-12 Credits	bachelor's degree program.
	must select 9-12 credits from the	<b>DISTRIBUTION:</b> 7 Credits
	and must complete a minimum of 60	Humanities, Arts and Design:
_	the degree. Students are encouraged to	Any approved general education course from the
	ith a faculty advisor or student services	Humanities, Arts and Design area
	identify the requirements for their	Recommend: EDU/ENH291 Children's Literature
•	ademic and professional goals:	OR EDU/HUM/STO292 The Art of Storytelling
	Any CFS Child/Family Studies	Social-Behavioral Sciences:
СГЪТТТ	course(s)	Fulfilled by EDU222 or EED222 in Required
ECH	Any ECH Early Childhood Education	Courses area
LCIITTT	course(s)	Natural Sciences:
EDII	Any EDU Education course(s)	Any approved general education course from the
	· · ·	
FCS+++	Any ECS Family and Consumer	Natural Sciences area
rcs+++	Any FCS Family and Consumer	
ITD	Science course(s)	CONT. (CO2) 295 7651 and/on
ITD+++	Any ITD Infant/Toddler Development	CONTACT: (602) 285.7651 and/or
	course(s)	PC-Liberal-Arts@phoenixcollege.edu
Canaral I	Education Requirements: 19-25 Credits	Early Childhood Education
	2-18 Credits	Certificate of Completion — CCL 5056
	r Composition:	36 Credits
ENG101	First-Year Composition + (3) OR	The Certificate of Completion (CCL) in Early
ENG101 ENG107	First-Year Composition for ESL + (3)	Childhood Education program is designed to
AND	Trist-Teal Composition for ESL + (5)	prepare students for employment as early childhood
ENG102	First-Year Composition + (3) OR	teachers in a variety of educational programs.
ENG102 ENG108	First-Year Composition for ESL + (3).6	Students learn effective teaching skills as they
T110100	That Teat Composition for ESL + (3).0	apply developmentally appropriate early childhood
		educational theory in the classroom setting.
		Courses have been selected with a focus on
		developing an educational career ladder. An

Associate	in Applied Science (AAS) in Early	ECH281	Movement/Music for the Young Child
Childhood Education is also available and includes		(1) OR	_
additional early childhood electives and general education classes to broaden the student's base of		ECH128 OR	Early Learning: Play and the Arts (3)
knowledg		EED210	Creative and Cognitive Play + (3) 2-3
_	<b>Notes:</b> Students must earn a grade of C or all courses within the program. For some	EED222	Introduction to the Exceptional Young Child: Birth to Age Eight (3) OR
employme internship	ent and field experiences (including courses), students will be required to rrent Identity Verified Print (IVP)	EDU222	Introduction to the Exceptional Learner (3)
	nt Clearance Card and a current TB	CFS/	
vaccinatio		ECH273 CFS/	Math for the Young Child (1) AND
Admissio	n Criteria: None.	ECH275	Literacy Development and the Young Child (1) AND
Program	Prerequisites: None.	ECH272	Science for the Young Child (1) AND
Dogginad	Courses 20 24 Curdita	ECH279	Early Childhood Curriculum
CFS/	Courses: 29-34 Credits	EED278	Development (1) OR Early Learning: Curriculum and
ECH176	Child Development (3) OR	LLD270	Instruction - Birth/Preschool + (3) 3-4
CFS235	Developing Child: Theory into Practice,		(-)
	Prenatal to Age Eight (3) OR	EED225	Language and Literacy in the Context
EED205	The Developing Child: Prenatal to Age		of Culture and Relationships (3) 3
	Eight (3)	F. CT. 1.10	
EED200	Franklika of Fraks Childhand	ECH140	Learning Made Visible Through
EED200	Foundations of Early Childhood Education	ECH270	Documentation (1) AND Observing Young Children (1) OR
	Education	EED280	Standards, Observation and Assessment
CFS/		LLD 200	of Typical/Atypical Behaviors of Young
ECH271	Arranging the Environment (1) AND		Children Birth Age Eight + (3) 2-3
CFS282	Inclusion of Young Children with		
	Special Needs (1) AND	CFS/	
ECH282	Discipline/Guidance of Child	ECH269	Child Care Seminar (1) AND
EED 242	Groups (1) OR	ECH287	Professional Development in Early
EED212	Guidance, Effective Interactions and the	DDD255	Childhood Education (1) OR
	Environment (3)3	EED255	Portfolio Development and Writing for the Profession (3)
CFS123	Health and Nutrition In Early		
	Childhood Settings (1) AND	CFS/	
CFS125 Safety in Early Childhood Settings (1)			ABEarly Childhood Teaching Internship +
AND	F 15	(3) OR	
ECH280	Food Experiences With Young	EED260	Early Childhood Infant/Toddler Internship +
EED215	Children (1) OR Early Learning: Health, Safety,	(1) AND EED261	Early Childhood Preschool Internship +
EED413	Nutrition and Physical Fitness (3)3	(1) OR	Larry Childhood Freschool Internship +
	Tradition and Figure Fillions (3)	(1) OIC	
CFS101AHArt Activities for the Young Child (1) AND			

CFS/ ECH284AAEarly Childhood Teaching Internship (1)2-3		Fingerprint Clearance Card and a current TB vaccination.	
		Admissio	n Criteria: None.
Students n	l <b>Electives:</b> 2-7 Credits nust select 2-7 credits from the following meet a minimum of 36 credits for the	Program	Prerequisites: None.
	Cannot be shared with Required	_	Courses: 18-19 Credits 176Child Development (3) OR
	Any CFS Child/Family Studies course(s)	CFS235	Developing Child: Theory into Practice, Prenatal to Age Eight (3) OR
ECH+++	Any ECH Early Childhood Education course(s)	EED205	The Developing Child: Prenatal to Age Eight (3)
EDU+++	Any EDU Education course(s)		
EED+++ FCS+++	Any EED Early Education course(s) Any FCS Family and Consumer Science course(s)	EED200	Foundations of Early Childhood Education
ITD+++	Any ITD Infant/Toddler Development	CFS/	
	course(s)	ECH271 CFS282	Arranging the Environment (1) AND Inclusion of Young Children with Special Needs (1) AND
CONTAC	<b>T:</b> (602) 285.7651 and/or	ECH282	Discipline/Guidance of Child Groups (1) OR
	l-Arts@phoenixcollege.edu	EED212	Guidance, Effective Interactions and the Environment (3)
Foundatio	ons of Early Childhood Education		(-)
	e of Completion — CCL 5054	CFS123	Health and Nutrition In Early Childhood Settings (1) AND
	icate of Completion (CCL) in as of Early Childhood Education is	CFS125 AND	Safety in Early Childhood Settings (1)
_	o prepare students with foundational e regarding the growth and development	ECH280	Food Experiences With Young Children (1) OR
physical de	ng child. Topics include cognitive and evelopment of the young child, language a, curriculum development, health and	EED215	Early Learning: Health, Safety, Nutrition and Physical Fitness (3) 3
safety guid	delines, business procedures, and nmunity relationship building. This CCL	CFS101A	HArt Activities for the Young Child (1)
is embedde	ed (can be used to fulfill part of the nts) in a second available CCL, Early	ECH281 (1) OR	Movement/Music for the Young Child
Childhood	Education. Both CCLs are embedded ed to fulfill requirements) in the	ECH128 OR	Early Learning: Play and the Arts (3)
Associate in Applied Science (AAS) in Early Childhood Education.		EED210	Creative and Cognitive Play + (3) 2-3
Program 1	Notes: Students must earn a grade of C or	EED222	Introduction to the Exceptional Young Child: Birth to Age Eight (3) OR
better for all courses within the program. For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP)		EDU222	Introduction to the Exceptional Learner (3)

CFS/

ECH284AAEarly Childhood Teaching Internship + (1) OR

EED260 Early Childhood Infant/Toddler

Internship +(1) OR

EED261 Early Childhood Preschool

Restricted Electives: None.

General Electives: None.

#### Health Sciences

**CONTACT:** Ms. C. Byrd, Program Director: (602) 285.7295 or marty.minton@phoenixcollege.edu

# Basic Phlebotomy Certificate of Completion — CCL 5209N 4 Credits

The Certificate of Completion (CCL) in Basic Phlebotomy program is designed to prepare a person to obtain blood specimens by skin puncture and venipuncture in supervised labs. Students in the Basic Phlebotomy program will be in contact with potentially infectious blood, tissues, and body fluids. The Certificate of Completion (CCL) in Clinical Phlebotomy is also available at select colleges. Please check with your local college for program availability.

Upon satisfactory completion of the program, the students are eligible to take a national certification examination.

**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. This program does not contain a clinical component.

#### PHOENIX COLLEGE STUDENTS:

Formal application and admission to the program is required. For further information, contact a Health Professions academic advisor or the Program Director.

#### GATEWAY COMMUNITY COLLEGE:

GateWay Community College also offers a clock-based certificate in Phlebotomy: https://www.gatewaycc.edu/phlebotomy

#### **Admission Criteria:** ALL STUDENTS:

High School diploma or GED.

Ability to fully participate in classroom and laboratory setting program activities.

#### PHOENIX COLLEGE STUDENTS:

Formal application and admission to the program are required. Applications can be obtained from the Program Director, a Health Professions Advisor, or from the Phoenix College website.

# GATEWAY COMMUNITY COLLEGE STUDENTS:

For program Admission information on the clockbased certificate in Basic Phlebotomy visit: www.gatewaycc.edu/phlebotomy

**Program Prerequisites:** None.

Required	Courses: 4 Credits	
PLB109	Phlebotomy: Basic Skills +	. 2
PLB111	Specimen Processing and Advanced	
	Techniques in Phlebotomy	
	Procedures +	. 2

Restricted Electives: None.

**CONTACT:** (602) 285.7295 or marty.minton@phoenixcollege.edu

#### Clinical Medical Assisting Certificate of Completion — CCL 5291 34-37 Credits

The Certificate of Completion (CCL) in Clinical Medical Assisting provides education and training

for employment as Medical Assistants. Medical assistants are integral members of the administrative and clinical healthcare team in various healthcare settings. Medical assistants act as liaisons between the healthcare providers and patients, and are of vital importance to the success of the medical practice. Upon successful completion of the program, students are eligible to take the national certification exam. An Associate in Applied Science (AAS) in Medical Assisting and a Certificate of Completion (CCL) in Medical Administrative Assisting are also available.

**Program Notes:** Successful completion of each successive MAS course is required to progress in the Clinical Medical Assisting program.

Per programmatic accreditation requirements, students must pass all the psychomotor and affective skills contained within each course in order to successfully complete the course.

Students cannot repeat a course more than once.

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

Admission Criteria: Formal application and admission to the program is required. Students must be at least 18 years of age to apply for admission. Must be a high school graduate or equivalent. Completion of the Certificate of Completion (CCL) in Medical Administrative Assisting (5295), OR Completion of all Medical Assisting courses associated with the CCL, awarded through Prior Learning Assessment.

Submit current CPR/BLS Provider card (American Heart Association approved) and maintain current status throughout the practicum(s). Complete and submit the Allied Health Student Health and Safety Documentation Checklist, with included documentation, signed by a licensed healthcare provider.

#### **Background Check Requirements**

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. Students must maintain current fingerprint clearance throughout the practicum(s). Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

**Program Prerequisites:** None.

Required	Courses: 34-37 Credits
BIO160	Introduction to Human Anatomy and
	Physiology4
	7 23
CRE101	College Critical Reading and Critical
0112101	Thinking + (3) OR
Fauivalent	t as indicated by assessment (0) 0-3
Equivalent	as indicated by assessment (b)0-3
MAS200	Medical Conversions and Calculations
MAS200	Medical Conversions and Calculations
	for Medical Assisting +2
MAS201	Fundamentals of Clinical Medical
	Assisting +6
MAS202	Laboratory Testing in Ambulatory
	Healthcare Settings + 6
MAS203	Medical Assisting Pharmacology + 6
MAS204	Clinical Medical Assisting
	Practicum +4
MAS205	Medical Assisting Program Review + . 2
1.11 1.5200	11201001 112010010 1 10810111 100 110 11 1 1 2
MAT114	College Algebra Prep4
14174 1 1 1 1 4	Conege Aigeora i Tep4

**CONTACT:** Ms. C. Byrd, Program Director: (602) 285.7295 or marty.minton@phoenixcollege.edu

**Restricted Electives:** None.

# Clinical Phlebotomy Certificate of Completion — CCL 5279N 7 Credits

The Certificate of Completion (CCL) in Clinical Phlebotomy program is designed to prepare a person to obtain blood specimens by skin puncture and venipuncture in supervised labs and clinical settings. Students in the Clinical Phlebotomy program will be in contact with potentially infectious blood, tissues, and body fluids. Upon satisfactory completion of the program, the students are eligible to take a national certification examination. A Certificate of Completion (CCL) in Basic Phlebotomy 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 must complete 120 hours in a clinical setting.

#### PHOENIX COLLEGE STUDENTS:

Formal application and admission to the program is required. For further information, contact a Health Professions academic advisor or the Program Director.

#### GATEWAY COMMUNITY COLLEGE:

GateWay Community College also offers a clock-based certificate in Phlebotomy: https://www.gatewaycc.edu/phlebotomy

**Admission Criteria:** ALL STUDENTS: High School diploma or GED. Ability to fully participate in classroom, laboratory, or clinical setting program activities. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Proof of current immunization: Measles, Mumps, and Rubella (MMR), Tuberculosis skin test (TB), Varicella, Tetanus/Diphtheria (Td), and Hepatitis B (HEB) vaccine, and COVID-19 vaccination and/or booster. Maintain compliance in immunization tracker and clinical compliance trackers. Complete and submit the required proof of immunity and health declaration form signed by a licensed healthcare provider. Submit to a drug screening and demonstrate negative results.

#### **Background Check Requirements**

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.

#### PHOENIX COLLEGE STUDENTS:

Formal application and admission to the program are required. Applications can be obtained from the Program Director, a Health Professions Advisor, or from the Phoenix College web site.

# GATEWAY COMMUNITY COLLEGE STUDENTS:

For program Admission information on the clockbased certificate in Phlebotomy visit: www.gatewaycc.edu/phlebotomy

**Program Prerequisites:** None.

Required	Courses: 7 Credits	
PLB109	Phlebotomy: Basic Skills +	2
PLB111	Specimen Processing and Advanced	
	Techniques in Phlebotomy	
	Procedures +	2
PLB122	Practicum: Phlebotomy and Specimen	
	Processing +	3

Restricted Electives: None.

**CONTACT:** Mr. O. Alcordo, Program Director: (602) 285.7125 orlando.alcordo@phoenixcollege.edu

#### Community Health Paramedicine Certificate of Completion — CCL 5017N 8 Credits

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

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn

a grade of C or better in all courses required within the program.

Admission Criteria: Current state Paramedic certification

**Program Prerequisites:** None.

**Required Courses:** 8 Credits

PME291 Community Health Paramedicine ...... 8

Restricted Electives: None.

**CONTACT:** Mr. O. Alcordo, Program Director: (602) 285.7125 orlando.alcordo@phoenixcollege.edu

#### Critical Care Paramedicine Certificate of Completion — CCL 5003N 8 Credits

The Certificate of Completion (CCL) in Critical Care Paramedicine is designed to provide the knowledge, skills and ability to synthesize standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence-based paramedicine in the clinical, out-of-hospital, and inter-facility transport settings. This certificate prepares students for a critical care paramedic credential.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses required within the program.

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

**Program Prerequisites:** None.

**Required Courses:** 8 Credits

Restricted Electives: None.

**CONTACT:** Ms. K. Deela, Program Director: (602) 285.7324

#### Dental Assisting Associate in Applied Science — AAS 3055 60-60.5 Credits

The Associate in Applied Science (AAS) in Dental Assisting prepares students to work collaboratively in a dental setting or transfer to a healthcare related four-year program. Students will be able to assist the dental team in a broad scope of dental procedures, perform office management functions, and provide patient support. A Certificate of Completion (CCL) is also available.

Graduates are eligible to take the Dental Assisting National Board Certification Exams to earn the Certified Dental Assistant (CDA®) credential. Additionally, students are prepared for the required Arizona Radiologic Proficiency Certificate (AZRC) and the Arizona Coronal Polishing Certificate (AZCP).

Dental assisting professionals meeting admissions guidelines may be eligible to participate in an Expanded Functions Dental Assisting (EFDA) program in Arizona.

This full-time Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Suite 1900, Chicago, IL 60611-2637; (312) 440-4653).

**Program Notes:** This is a full-time program and requires approximately 40 hours per week for classroom, clinical, and homework. Students must earn a grade of C or better for all courses within the program.

DID YOU KNOW....

Phoenix College has earned the Seal of Excelencia. Visit www.edexcelencia.org/seal-excelencia for more information.

RIO201XTHuman Anatomy and

Admission Criteria: High school diploma or GED equivalency is required. Completion of Program Prerequisites with a C or better. Acknowledgement of ability to fully participate in classroom, laboratory, or clinical setting program activities. Formal application with unofficial transcripts and admission to the program is required. After acceptance into the program, the following are

required: Arizona Department of Public Safety Level One Fingerprint Clearance Card.

#### **Background Check Requirements**

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 the 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. Health and Immunity Declaration Form signed by a licensed healthcare provider. Submit to a drug screening and demonstrate negative results.

Current CPR card for Healthcare Providers and maintain current status throughout the program. Full compliance with the Maricopa Community Colleges Allied Health Program Students Policies.

**Program Prerequisites:** 0-17.5 Credits The credit hour range is subject to change depending on the student's educational experiences.

Program Prerequisites may be waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa Community College District and with permission of the Program Director.

BIO160	Introduction to Human Anatomy and
	Physiology (4) OR
BIO201	Human Anatomy and Physiology + (4)
OR	

BIO201XTHuman Anatomy and			
	Physiology I (4) AND		
BIO202	Human Anatomy and		
	Physiology II (4)4-8		
	ved general education course in the Oral		
	cation area 3		
Recommen	nd COM110 Interpersonal		
Communic	cation or COM230 Small Group		
Communic	cation.		
CRE101	College Critical Reading and Critical		
	Thinking $+$ (3) OR		
Equivalent	t as indicated by assessment0-3		
ENG101	First-Year Composition + (3) OR		
ENG107	1		
EMT101	Basic Life Support/Cardiopulmonary		
	ion (CPR) for Health Care Providers		
(0.5) OR			
	proved CPR certification at the Health		
Care Provi	ider level (0) 0-0.5		
-	Courses: 28 Credits		
DAE112	Dental Assisting I +		
DAE124	Dental Radiography +2		
DAE131	Dental Radiography Laboratory + 2		
DAE140	Dental Issues Seminar + 1		
DAE156	Dental Assisting II +7		
DAE212	Dental Assisting III +2		
DAE224	General Clinical Practice + 1		
DAE225	Pediatric Clinical Practice + 1		
DAE226	Periodontal Clinical Practice + 1		
DAE227	Orthodontic Clinical Practice + 1		
DAE228	Oral and Maxillofacial Surgery		
	Clinical Practice +		
DAE256	Dental Assisting IV +		

#### Restricted Electives: None.

**General Electives:** 0-10 Credits

Select additional courses 100-level or higher to complete a minimum of 60 semester credits. Consult with the Program Director or an Academic Advisor.

	Education: 12-28 Credits	SOC101 Introduction to Sociology (3)3		
	-18 Credits	Natural Sciences:		
	r Composition:	Any approved general education course from the		
	First-Year Composition + (3) OR	Natural Sciences area (4) OR		
	First-Year Composition for $ESL + (3)$	Met by BIO160, BIO201, BIO201XT, or BIO202		
OR	FNG101 FNG105 : B	in Program Prerequisites area. (0)0-4		
•	ENG101 or ENG107 in Program			
-	tes area. (0) 0-3			
	First-Year Composition + (3) OR			
	First-Year Composition for ESL + (3).3	<b>CONTACT:</b> Ms. K. Deela, Program Director:		
	munication:	(602) 285.7324		
	oved general education course in the Oral			
	cation area (3) OR	Dental Assisting		
•	ral Communication course in the Program	Certificate of Completion — CCL 5483		
-	tes area. (0)0-3	28-45.5 Credits		
	nd COM110 Interpersonal	The Certificate of Completion (CCL) in Dental		
	cation or COM230 Small Group	Assisting prepares students to work collaboratively		
Communic		in a dental setting or transfer to a healthcare related		
Critical R		four-year program. Students will be able to assist		
CRE101	6	the dental team in a broad scope of dental		
г 1 /	Thinking + (3) OR	procedures, perform office management functions,		
-	as indicated by assessment (0) OR	and provide patient support. An Associate in		
•	RE101 or equivalent in Program	Applied Science (AAS) is also available. Students		
-	tes area. (0) 0-3	that meet the CCL requirements in the program		
Mathemat		may proceed to earn their AAS degree. Graduates		
	oved general education course from the	are eligible to take the Dental Assisting National		
Mathemati		Board Certification Exams to earn the Certified		
	nd the following for students seeking	Dental Assistant (CDA®) credential. Additionally,		
university		students are prepared for the required Arizona		
	College Mathematics + (5) OR	Radiologic Proficiency Certificate (AZRC) and the		
	College Mathematics + (4) OR	Arizona Coronal Polishing Certificate (AZCP).		
	College Mathematics + (3) OR	Dental assisting professionals meeting admissions		
	College Mathematics with Review (5)	Dental assisting professionals meeting admissions		
OR	College Methometics with	guidelines may be eligible to participate in an		
WIA 1 140	College Mathematics with	Expanded Functions Dental Assisting (EFDA)		
	Review (6)3-6	program in Arizona. This full-time Dental		
DICTDID	UTION: 6-10 Credits	Assisting program is accredited by the Commission on Dental Accreditation of the American Dental		
	es, Arts and Design:			
	,	Association (211 E. Chicago Ave., Suite 1900,		
	oved general education course from the	Chicago, IL 60611- 2637; (312) 440-4653).		
Humanities, Arts and Design area		This program is designed to most advection		
For students seeking university transfer,		This program is designed to meet education		
recommend selecting a course that meets both		requirements for licensure or certification in the		
Humanities, Arts and Design [HU] designation and meets an Awareness area (Cultural Diversity [C]		State of Arizona. Granting licensure and certification is the sole responsibility of the state		
	· · · · · · · · · · · · · · · · · · ·	• • •		
and/or Global Awareness [G]/Historical Awareness [H]).		board or approval agency. This program is only offered and available to students located in the		
/	navioral Sciences	State of Arizona. The Maricopa County		
Social-Behavioral Sciences:		Same of Anizona. The maneopa County		

Introduction to Psychology (3) OR

PSY101

Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:** This is a full-time program and requires approximately 40 hours per week for classroom, clinical, and homework. Students must earn a grade of C or better for all courses within the program. + indicates course has prerequisites and/or corequisites.

Admission Criteria: High school diploma or GED equivalency is required. Completion of Program Prerequisites with a C or better. Acknowledgement of ability to fully participate in classroom, laboratory, or clinical setting program activities. Formal application with unofficial transcripts and admission to the program is required. After acceptance into the program, the following are required: Arizona Department of Public Safety Level One Fingerprint Clearance Card

#### **Background Check Requirements**

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 the 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. Health and Immunity Declaration Form signed by a licensed healthcare provider. Submit to a drug screening and demonstrate negative results. Current CPR card for Healthcare Providers and maintain current status throughout the program.

**Program Prerequisites:** 0-17.5 Credits The credit hour range is subject to change depending on the student's educational experiences.

Program Prerequisites may be waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa

Communi	ty College District and with permission			
of the Program Director.				
BIO160	e			
	Physiology (4) OR			
BIO201	Human Anatomy and Physiology + (4)			
OR				
BIO201X	THuman Anatomy and			
DIO202	Physiology I (4) AND			
BIO202	Human Anatomy and Physiology II (4)4-8			
	Filysiology II (4)4-8			
Any appro	oved general education course in the Oral			
	cation area3			
	nd COM110 Interpersonal			
	cation or COM230 Small Group			
Communi	cation.			
CRE101	College Critical Reading and Critical			
	Thinking $+$ (3) OR			
Equivalen	t as indicated by assessment0-3			
ENG101	First-Year Composition + (3) OR			
ENGIOT ENGIOT	1 , ,			
EMT101				
LIVITIOI	Resuscitation (CPR) for Health Care			
	Providers (0.5) OR			
Current ar	pproved CPR certification at the Health			
Care Provider level (0) 0-0.5				
D	C			
DAE112	Courses: 28 Credits			
DAE112 DAE124	$\mathcal{E}$			
DAE124 DAE131	Dental Radiography Laboratory + 2			
DAE131	Dental Issues Seminar +			
DAE156	Dental Assisting II +			
DAE212	Dental Assisting III +2			
DAE224	General Clinical Practice +			
DAE225	Pediatric Clinical Practice +			
DAE226	Periodontal Clinical Practice +			
DAE227	Orthodontic Clinical Practice + 1			
DAE228	Oral and Maxillofacial Surgery Clinical			
	Practice + 1			
DAE256	Dental Assisting IV +2			

**CONTACT:** Ms. R. Querry, Program Director: (602) 285.7611

#### Dental Hygiene Associate in Applied Science — AAS 3831 96-115.5 Credits

Note: This program requires a G.P.A. of 3.25. The Associate in Applied Science (AAS) in Dental Hygiene degree prepares students to become primary care oral health professionals. A licensed dental hygienist may provide education, assessment, diagnostic, preventive and therapeutic services, research, and administrative services that support overall health through the promotion of optimal oral health. Hygienists may be employed in general or specialty dental practice in private or public healthcare settings. The program also prepares students for university transfer.

The dental hygiene program offers a rigorous, intensive, science-based curriculum. Students will provide services in clinical settings and will develop a commitment to the community through offsite educational and enrichment experiences serving diverse populations. Successful students will develop and demonstrate critical thinking, as well as ethical and professional behaviors required by the field.

Applicants should possess hand-eye coordination, manual dexterity, attention to detail, and the ability to persevere through a rigorous academic and clinical full-time program workload. Students in an MCCCD Dental Hygiene program will be exposed to bloodborne pathogens and infectious diseases. The program strictly adheres to established policies and procedures regarding infection control as recommended by the Centers for Disease Control and Prevention, American Dental Association, the Organization for Safety and Asepsis Procedures, and the Occupational Safety and Health Administration.

The Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Suite 1900, Chicago, IL 60611-2637; (312) 440-4653) grants accreditation to the Phoenix College, Rio Salado College, and Mesa Community College programs. The Commission is a specialized accrediting body recognized by the

United States Department of Education.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

Program Notes: Students must earn a grade of C or better in all courses in the program. Students must complete the Basic Science courses with a GPA of 3.5 or better and General Education courses with a GPA of 3.25 or better as indicated in the Program Prerequisites. Basic Science courses must have been completed within the last five years upon application submission or as determined by the Dental Health Professions Instructional Council. Students must earn a grade of 75% or better in the Required Courses area within the core program. Students should consult with an advisor prior to applying to the program.

For students pursuing a Concurrent Enrollment Program (CEP) or to complete an AGEC-A: MHL155 and PHI213 are recommended for the Humanities, Arts and Design area for a total of 6 credits in this area. COM225 with the [L] designation is recommended for the Oral Communication area. PSY101 and SOC101 are recommended for the Social-Behavioral Sciences area. MAT140 or MAT141 or MAT142, MAT145 or MAT146 or higher level is required for the Mathematics area. An additional course, MAT206 or PSY230 or PSY230WL, is required to meet the Computer/Statistics area.

Note: Total credits to obtain a Bachelor of Science degree in Dental Hygiene through NAU as part of the CEP program are 124-129. Some of the courses listed in the prerequisites area are for students pursuing the CEP, and thus are not counted as part of the AAS total program credits.

**Admission Criteria:** High school diploma or GED equivalency is required. Completion of program

prerequisites. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Acknowledgement of ability to fully participate in classroom, laboratory, or clinical setting program activities. Formal application and acceptance to the program is required.

After being placed in the program, the following are required: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy. Complete and submit the required proof of immunity and health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Submit current CPR card for Health Care Provider and maintain current status throughout the program.

**Program Prerequisites:** 37–54.5 Credits The credit hour range is subject to change depending on the student's educational experiences.

BIO156	Introductory Biology for Allied Health
+ (4) OR	
BIO181	General Biology (Majors) I + (4) OR
One (1	) year of high school Biology0-4
HCC/	
RES109	CPR for Health Care
	Provider (0.5) OR
Current Cl	PR certification at the health care
provider P	rofessional rescuer level0-0.5
Students n	nust complete the following Basic
Science co	ourses with a GPA of 3.50.
BIO201	Human Anatomy and Physiology I + 4
BIO202	Human Anatomy and Physiology II +.4
BIO205	Microbiology +4
CHM130	Fundamental Chemistry + (3) AND
CHM130L	LFundamental Chemistry Laboratory +
(1) 4 OR	
CHM130A	AAFundamental Chemistry with Lab +
(4) OR	

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CHM151 General Chemistry I +(3) AND
CHM151LLGeneral Chemistry I Laboratory + (1)
4 OR
CHM151AAGeneral Chemistry I with Lab + (4)
CHM152 General Chemistry II + (3) AND
CHM152LLGeneral Chemistry II Laboratory + (1)
4 OR
CHM152AAGeneral Chemistry II + (4) OR
CHM230 Fundamental Organic Chemistry + (3)
AND
CHM230LLFundamental Organic Chemistry
         Laboratory +(1) 4 OR
CHM230AAFundamental Organic Chemistry with
         Lab + (4) OR
CHM235 General Organic Chemistry I + (3)
AND
CHM235LLGeneral Organic Chemistry I
         Laboratory +(1) 4 OR
CHM235AAGeneral Organic Chemistry I with Lab
+ (4) OR
CHM236 General Organic Chemistry IIA + (3)
AND
CHM236LLGeneral Organic Chemistry IIA
         Laboratory +(1) 4 OR
CHM236AAGeneral Organic Chemistry IIA with
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Students who have completed CHM138 and CHM138LL prior to Fall 2019 have fulfilled the CHM requirement for acceptance into the MCCCD Dental Hygiene program. CHM138 and CHM138LL completed Fall of 2019 or after, will no longer meet the MCCCD Dental Hygiene Application Admissions requirement as this class is being phased out. Please note that CHM130 is required for participation in the CEP program through NAU.

Students must complete the following General Education courses with a GPA of 3.25.

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

COM100 Introduction to Human Communication
(3) OR

COM110	Interpersonal Communication (3) OR	MHL155	and PHI213 for a total of 6 credits are	
COM225	Public Speaking + (3) OR	recommer	nded for the Humanities, Arts and Design	
COM230	Small Group Communication (3) 3		udents pursuing a CEP or to complete the	
COM225 i	is recommended for students pursuing a	AGEC-A.		
CEP or to	complete the AGEC-A to meet the Oral			
Communic	cation and the Literacy [L] designation.	Required	Courses: 59-61 Credits	
		DHE110	Pharmacology +3	
MAT112	Mathematical Concepts and	DHE112	Oral Pathology +3	
Applicatio	ns + (3) OR	DHE115	Emergency Medicine +	
MAT140	College Mathematics (5) + OR	DHE117	Dental Radiography +2	
MAT141	College Mathematics (4) + OR	DHE119	Head and Neck Anatomy +3	
MAT142	College Mathematics (3) + OR	DHE120	Pre-Clinical Dental Hygiene + 6	
MAT145	College Mathematics with Review (5) +	DHE121	Dental Anatomy, Embryology and	
OR			Histology +2	
MAT146	College Mathematics with Review (6) +	DHE125	Dental Radiography Laboratory + 1	
OR		DHE127	Prevention of Dental Disease + 3	
satisfactor	y completion of higher-level	DHE132	Dental Hygiene Theory I + 3	
Mathemati	ics course3-6	DHE133	Dental Hygiene Clinic I +3	
MAT140	or MAT141 or MAT142 or MAT145 or	DHE201	Dental Materials +2	
MAT146	or Higher course in the Mathematical	<b>DHE202</b>	Dental Materials Laboratory + 1	
Applicatio	ns [MA] area is required for students	DHE212	Dental Hygiene Theory II +2	
pursuing a	CEP or to complete the AGEC-A.	DHE213	Dental Hygiene Clinic II +5	
	-	DHE219	Practice Management +2	
MAT206	Elements of Statistics + (3) OR	<b>DHE225</b>	Periodontics +	
PSY230	Introduction to Statistics + (3) OR	<b>DHE227</b>	Dental Anesthesia +2	
PSY230W	LIntroduction to Statistics	<b>DHE229</b>	Community Oral Health + 3	
	with Lab + (4)0-4	DHE232	Dental Hygiene Theory III +2	
MAT206	or PSY230 or PSY230WL is required for	<b>DHE233</b>	Dental Hygiene Clinic III +5	
students pi	ursuing a CEP or baccalaureate degree to			
meet the [0	CS] designation.	FYE101	Introduction to College, Career and	
Any SOC-	+++ meeting the Social-Behavioral		Personal Success (1) OR	
Sciences [	SB] designation3	FYE103	Exploration of College, Career and	
Any PSY+	-++ meeting the Social-Behavioral		Personal Success (3)1-3	
Sciences [	SB] designation3			
For studen	ts pursuing a CEP or a baccalaureate and	Restricted	d Electives: None.	
	PSY230 or PSY230WL to meet the [CS]			
designation	n, complete PSY101 to meet the [SB]	General I	Electives: None.	
designation	n and to fulfill the prerequisite for			
PSY230 o	r PSY230WL.	General I	Education: 0 Credits	
		<b>CORE:</b> 0	Credits	
CRE101	College Critical Reading and Critical	First-Yea	r Composition:	
	Thinking $+$ (3) OR	Met by (E	ENG101 or ENG107) and (ENG102 or	
Equivalent	as indicated by assessment0-3	ENG108)	in the Program Prerequisites area. $+ \dots 0$	
Students w	ho are exempt from CRE101 must	Oral Con	nmunication:	
complete a	course with an [L] designation if	Met by Co	OM100 or COM110 or COM225 or	
pursuing a	CEP or to complete the AGEC-A.	COM230 in Program Prerequisites area.		
		COM225	with the [L] Literacy tag is	
Any appro	ved general education course from the	recommer	nded for students pursuing a CEP or	
Humanitie	s, Arts and Design area3-6	to complete the AGEC-A0		

#### **Critical Reading:**

Met by CRE101 or equivalent as indicated by assessment in Program Prerequisites area ...........0 **Mathematics:** 

Met by MAT112 if only completing the AAS or met by MAT140 or MAT141 or MAT142 or MAT145 or MAT146 or Higher course in the Mathematical Applications [MA] area if pursuing a CEP or an AGEC-A......0

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

Met by any approved general education course from the Humanities, Arts and Design area in Program Prerequisites. MHL155 and PHI213 are recommended for the Humanities, Arts and Design area for students pursuing a CEP or to complete the AGEC-A......0

#### **Social-Behavioral Sciences:**

Met by PSY+++ and SOC+++ in the Program Prerequisites area 0

**Natural Sciences:** 

Met by BIO201 in the Program Prerequisites area 0

**CONTACT:** Mr. O. Alcordo, Program Director: (602) 285.7125 orlando.alcordo@phoenixcollege.edu

#### **Emergency Medical Technology** Certificate of Completion — CCL 5643N 13 Credits

The Certificate of Completion (CCL) in Emergency Medical Technology Preparation curriculum provides the student with the necessary knowledge and skills in accordance with the National EMS Scope of Practice published by National Highway Traffic Safety Administration (NHTSA) and the Arizona Department of Health Services. Successful completion of the curriculum and upon licensure, the candidate can seek employment with ambulance service companies, first responder agencies, fire departments, and hospitals as an Emergency Medical Technician (EMT). Emphasis is on the fundamental principles and skills required to provide emergency medical care for the ill or injured. The primary focus of an EMT is to respond to, assess and triage emergent, urgent, and non- urgent requests for medical care, apply basic

knowledge and skills necessary to provide patient care and medical transportation to/from an emergency or health care facility.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**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. EMT104 requires students to complete additional hours in a competency-based clinical, vehicular, and/or scenario-based experience. Depending on the college, this may be completed through EMT/FSC104AB or program directorapproved rotation.

Admission Criteria: None.

**Program Prerequisites:** None.

#### **Required Courses:** 13 Credits

Students who have current validation in Basic Life Support (BLS) are required to receive credit by evaluation.

EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR

Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer (0) AND

**EMT** /FSC104ABApplied Practical Studies for Emergency Medical Technology +....0.5 EMT104 Emergency Medical Technology +.... 10 EMT104LLEmergency Medical Technology 

Restricted Electives: None.

Admission Criteria: None.

**CONTACT:** Mr. O. Alcordo, Program Director: (602) 285.7125 orlando.alcordo@phoenixcollege.edu

#### Emergency Medical Technology Comprehensive Certificate of Completion — CCL 5058 16-17 Credits

The Certificate of Completion (CCL) in Emergency Medical Technology Comprehensive curriculum provides the student with the necessary knowledge and skills in accordance with the National EMS Scope of Practice published by National Highway Traffic Safety Administration (NHTSA) and the Arizona Department of Health Services. This certificate provides students with the expanded knowledge and skills for pre-hospital settings. Successful completion of the curriculum and upon licensure, the candidate can seek employment with ambulance service companies, first responder agencies, fire departments, and hospitals as an Emergency Medical Technician (EMT). Emphasis is on the fundamental principles and skills required to provide emergency medical care for the ill or injured. The primary focus of an EMT is to respond to, assess and triage emergent, urgent, and non-urgent requests for medical care, apply basic knowledge and skills necessary to provide patient care and medical transportation to/from an emergency or health care facility.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:** Students must earn a grade of C or better in all courses within the program. EMT104 requires students to complete additional hours in a competency-based clinical, vehicular, and/or scenario-based experience. Depending on the college, this may be completed through EMT/FSC104AB or program director-approved rotation.

Program	Prerequisites: None.
Students v	Courses: 13 Credits who have current validation in Basic Life BLS) are required to receive credit by
EMT101	Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR
	alidation in Basic Life Support (BLS) re Provider/Professional Rescuer (0)
Credit By	Evaluation (0.5) 0.5
EMT104	104ABApplied Practical Studies for Emergency Medical Technology +0.5 Emergency Medical Technology + 10 LEmergency Medical Technology Practicum +
Restricted AJS/ EMT/	l Electives: 3-4 Credits
FSC258	Victimology and Crisis Management in Public Safety
BIO156	Introductory Biology for Allied Health +4
HCC145	Medical Terminology for Health Care Professionals3
PME190	Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals
PME191	Introduction to Pharmacology for EMS Professionals
	Victimology and Crisis, a Social Perspective
	CT: Ms. S. Celaya, Program Director: ww.phoenixcollege.edu/business

**Health Information: Long Term Care Settings** 

The Certificate of Completion (CCL) in Health

Information: Long Term Care Settings program

Certificate of Completion — CCL 5324

30-37 Credits

prepares individuals for entry-level health information processing positions in long term, home health, and hospice facilities. Students will perform such duties as collecting, analyzing, assembling, releasing, coding, and reporting patient information in both paper and electronic record systems.

**Program Notes:** Students must earn a grade of C or better in all courses required within the program. The following courses must be completed within five (5) years of the Required Course(s) for which they are Prerequisite requirements: BIO156 or BIO156XT, BIO181 or BIO181XT, BIO201 or BIO201XT, BPC110, and HCC145.

Students must be willing to undergo a background check performed by the MCCCD approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, results not sent to the college.)

Admission Criteria: Current English assessment reflecting eligibility for ENG101, ENG107, or permission of Program Director. A grade of C or better in RDG100, or RDG100LL, or higher, or eligibility for CRE101. One year of high school or one semester of college-level biology and chemistry is strongly recommended. High school diploma, or GED, or equivalent. Ability to fully participate in classroom, laboratory settings, if applicable. Formal application and admission to the Program are required. Applications can be obtained from advisement or College website.

#### **Program Prerequisites:** None.

Required	Courses: 30 Credits
BIO201	Human Anatomy and
	Physiology I + (4) OR
BIO201X	ГНиman Anatomy and
	Physiology I + (4)4
BIO202	Human Anatomy and Physiology II + . 4
BPC110	Computer Usage and Applications 3
HCC145	Medical Terminology for Health Care
	Professionals3
HIM103	Long Term Care Delivery +4

HIM106	Legal and Ethical Aspects of Health
	Information Management +3
HIM183	Diagnostic Coding in Long Term Care
	Settings +4
HIM200	Human Pathophysiology and
	Pharmacology for Health Information
	Management (HIM) Professionals + 3
HIM205	Managing Health Information in Long
	Term Care Settings +

#### **Restricted Electives:** 0-7 Credits Students may need to complete the following coursework for entry into BIO201++ if they have not completed one year of high school biology and

are not eligible for CRE101.

Permission of Program Director (0) OR
BIO156 Introductory Biology for
Allied Health + (4) OR
BIO156XTIntroductory Biology for
Allied Health + (4) OR
BIO181 General Biology (Majors) I + (4) OR
BIO181XTGeneral Biology (Majors) I + (4) OR
One year of high school Biology (0) ..............0-4

RDG100 Successful College Reading (3) OR RDG100LLDisciplinary Literacy Lab (1) OR Eligibility for CRE101 College Critical Reading and Critical Thinking (0).......0-3

**CONTACT:** Ms. S. Celaya, Program Director: https://www.phoenixcollege.edu/business

#### Health Information Technology Associate in Applied Science — AAS 3324 72-77 Credits

The Associate in Applied Science (AAS) in Health Information Technology prepares students to meet the increasing demands for formally trained health information management professionals in healthcare agencies such as clinics, hospitals, long-term care facilities, home health agencies, state health departments, and other organizations. Health information technicians are trained in the domains of health informatics, revenue cycle management, data analytics, and information governance. Certificates of Completion (CCL) in Medical

Coding: H	d Coding: Physician-Based, Medical Hospital-Based, or Health Information: m Care Settings are also available.	BIO202 BPC110	Human Anatomy and Physiology II +. 4 Computer Usage and Applications 3
G 1		FYE101	Introduction to College, Career and
examinati Managem	s are eligible to apply to take the on of the American Health Information ent Association for the Registered Health on Technician (RHIT) designation.	FYE103	Personal Success (1) OR Exploration of College, Career and Personal Success (3)
	<b>Notes:</b> Students must earn a grade of C	HCC145	Medical Terminology for Health Care Professionals3
or better i	n all courses required within the program. In this program participate in mandatory	HIM101	Introduction to Health Information Management +
profession	nal practice placements in health care Students must be willing to undergo a	HIM106	Legal and Ethical Aspects of Health Information Management +3
_	nd check performed by the MCCCD	HIM160	Health Data and Content +
_	vendor. (Students who are unsure of their	HIM180	Introduction to Medical Billing and
1 1	nd status may take a preliminary		Reimbursement +2
	nd check at their own expense before	HIM200	Human Pathophysiology and
entering t	he program, results of which will not be		Pharmacology for Health Information
sent to the	e college.)		Management (HIM) Professionals + 3
		HIM203	Healthcare Statistics and
	wing Prerequisite courses must be d within five (5) years of the Required		Data Analytics +3
Course(s)	for which they are requisite	HIM207	Health Information Organizational
-	ents: BIO201, BIO202, BPC110,		Resource Management +3
HCC145,	HCC164, HCC204, and HIM200.	HIM208 HIM219	ICD-CM Diagnostic Coding +
	on Criteria: High school diploma, OR ivalent. Formal application and admission	Systems -	
-	alth Information Technology program is	Restricte	d Electives: 11 Credits
required.	Ability to participate fully in classroom,	Students 1	must select one (1) of the following
	settings, if applicable. Applications from advisement or the College website.	specializa	tions:
	_	Specializa	ation 1: Health Data Management (11
Backgrou	und Check Requirements	credits)	
Program a	applications will not be accepted without	CIS114D	EExcel Spreadsheet
	the Arizona Department of Public Safety	HIM209	Procedural Coding Systems for Non-
	e Fingerprint Clearance Card. Upon	Coders +	3
	al program admission, the student must	HIM225	Health Data Analytics +3
	ith all requirements of the current	HIM231	Health Data Management Seminar + 1
MCCCD	background check policy.	HIM232	Health Data Management Professional Practice +
Program	Prerequisites: None.		
_		-	ation 2: Revenue Cycle Management (11
-	Courses: 43-45 Credits	credits)	
BIO156	Introductory Biology for	HIM210	ICD-PCS Coding and
	Allied Health + (4) OR		ICD Applications +
BIO181	General Biology (Majors) I + (4)4	HIM211	Advanced Applications of Coding and
$\nu u \nu u $	Human Anatomy and Dhystology I + A		Poimburgoment

Reimbursement +......4

Human Anatomy and Physiology I +... 4

BIO201

HIM213	CPT and HCPCS Coding +3	
HIM233	Revenue Cycle Management	
	Seminar + 1	
HIM234	Revenue Cycle Data Management	
	Professional Practice +	
General E	ducation Requirements: 18-21 Credits	
<b>CORE:</b> 12	2-15 Credits	
First-Year	r Composition:	
ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	
AND		
ENG102	First-Year Composition + (3) OR	
ENG108	First-Year Composition for ESL + (3)	
OR		
ENG111	Technical and Professional	
	Writing + (3)6	
	munication:	
	Introduction to Human Communication	
(3) OR		
	Interpersonal Communication (3) OR	
	Public Speaking + (3) OR	
COM230	1	
Critical R	8	
CRE101	College Critical Reading and Critical	
	Thinking $+$ (3) OR	
-	as indicated by assessment (0)0-3	
Mathemat		
	Mathematical Concepts and	
Applicatio	ns +3	
DISTRIB	UTION: 6 Credits	
Humanitie	es, Arts and Design:	
Any appro	ved general education course from the	
Humanitie	s, Arts and Design area3	
Social-Bel	navioral Sciences:	
Any appro	ved general education course from the	
Social-Behavioral Sciences area		
Natural S	ciences:	
Met by BI	O156+ or BIO181+ in the Required	
Courses ar	ea0	

**CONTACT:** Ms. M. Hagan, Program Director: (602) 285.7295 or marty.minton@phoenixcollege.edu

#### Histologic Technology Associate in Applied Science — AAS 3021 61-72 Credits

The Associate in Applied Science (AAS) in Histologic Technology program prepares students to provide clinical support to pathologists and researchers through application of technical expertise in processing body tissues for microscopic examination, frozen section assistance, embedding techniques, microtomy, and special staining techniques. Students in the Histologic Technology program will be in contact with potentially infectious blood, tissues, and body fluids. A Certificate of Completion (CCL) in Histologic Technology is also available.

**Program Notes:** Students must earn a grade of C or better in all courses required within the program. Completion of Anatomy and Physiology, Biology, Chemistry and Mathematics courses within the last eight (8) years is required.

**Admission Criteria:** High school diploma or GED. Completion of Program Prerequisites. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, and Hepatitis B vaccine (HEB) and Seasonal Flu vaccine. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit the health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Ability to fully participate in classroom, laboratory, or clinical setting program activities. A formal application and admission or readmission to the Histologic Technology program is required. Application to the Histologic Technology program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

#### **Background Check Requirements**

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	Social-Behavioral Sciences: Any approved general education course in the Social-Behavioral Sciences area	
Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.	Students must have completed the following BIO and CHM courses within eight (8) years prior to admission or readmission to the Histologic Program:	
	BIO201 Human Anatomy and Physiology I +	
Program Prerequisites: 34-43 Credits	(4) AND	
The credit hour range is subject to change	BIO202 Human Anatomy and Physiology II +	
depending on the student's educational experience.	(4) OR Equivalent courses	
<b>OPTION 1:</b> 34-39 Credits	Equivalent courses	
Option 1 is available for the student who has two or	CHM130 Fundamental Chemistry + (3) AND	
more years of documented work experience in a	CHM130LLFundamental Chemistry	
hospital or reference laboratory.	Laboratory + (1) OR	
•	Equivalent courses OR	
General Education: 22-27 Credits	Completion of higher-level Chemistry courses 4	
CORE: 12-17 Credits	OR	
First-Year Composition:	<b>OPTION 2:</b> 38-43 Credits	
Any approved general education courses in the	HCC130 Fundamentals in Health Care	
First-Year Composition area. +6	Delivery3	
Oral Communication:	HCC145AAMedical Terminology for Health Care	
Any approved general education course in the Oral	Professionals I1	
Communication area. +	C IEI	
Critical Reading:	General Education: 22-27 Credits	
CRE101 College Critical Reading and Critical Thinking + (3) OR	CORE: 12-17 Credits	
Equivalent as indicated by assessment (0)0-3	<b>First-Year Composition:</b> Any approved general education courses in the First-	
Mathematics:	Year Composition area. +6	
MAT140 College Mathematics + (5) OR	Oral Communication:	
MAT141 College Mathematics + (4) OR	Any approved general education course in the Oral	
MAT142 College Mathematics + (3) OR	Communication area. +	
Satisfactory completion of a higher-level	Critical Reading:	
mathematics course3-5	CRE101 College Critical Reading and Critical	
MAT courses must be completed within eight (8)	Thinking + (3) OR	
years prior to admission or readmission to the	Equivalent as indicated by assessment (0)0-3	
Histologic Program.	Mathematics:	
	MAT140 College Mathematics + (5) OR	
<b>DISTRIBUTION:</b> 10 Credits	MAT141 College Mathematics + (4) OR	
<b>Humanities, Arts and Design:</b>	MAT142 College Mathematics + (3) OR	
Any approved general education course in the	Satisfactory completion of a higher-level	
Humanities, Arts and Design area3	mathematics course3-5	
Natural Sciences:	MAT courses must be completed within eight (8)	
BIO156 Introductory Biology for	years prior to admission or readmission to the	
Allied Health + (4) OR	Histologic Program.	
BIO181 General Biology (Majors) I + (4) OR		
Equivalent course4		

DISTRII	BUTION: 10 Credits	Restricted Electives: None
Humanit	ties, Arts and Design:	
Any appr	roved general education course in the	General Electives: 2 Credits
Humaniti	es, Arts and Design area3	Select additional courses 100 level or
Natural	Sciences:	higher to complete the minimum credits required
BIO156	Introductory Biology for	for this degree.
	Allied Health + (4) OR	
BIO181	General Biology (Majors) I + (4) OR	General Education Requirements: 0 Credits
	nt course4	CORE: 0 Credits
-	ehavioral Sciences:	First-Year Composition:
Any appr	oved general education course in the	Met by any approved general education courses
	ehavioral Sciences area	from the First-Year Composition courses
		in the Program Prerequisites area0
Students	must have completed the following BIO	Oral Communication:
	I courses within eight (8) years prior to	Met by any approved general education course
	n or readmission to the Histologic	from the Oral Communication courses
Program:		in the Program Prerequisites area0
BIO201	Human Anatomy and	Critical Reading:
	Physiology I + (4) AND	Met by any approved general education course
BIO202	Human Anatomy and	from the Critical Reading area OR
	Physiology II + (4) OR	Equivalent as indicated by assessment in the
Equivaler	nt courses8	Program Prerequisites area
		Mathematics:
CHM130	Fundamental Chemistry + (3) AND	Met by MAT140, MAT141, or MAT142 or
	LLFundamental Chemistry Laboratory +	Satisfactory completion of a higher-level
(1) OR		mathematics course in the Program Prerequisites
` /	nt courses OR	area
-	on of higher-level Chemistry courses 4	
	<u> g</u>	<b>DISTRIBUTION:</b> 0 Credits
Required	l Courses: 25-27 Credits	Humanities, Arts and Design:
-	Introduction to College, Career and	Met by any approved general education course
1 1 2 1 0 1	Personal Success (1) OR	from the Humanities, Arts and Design
FYE103	Exploration of College, Career and	in the Program Prerequisites area0
1 1 2 1 0 0	Personal Success (3)1-3	Social-Behavioral Sciences:
	1 613 61442 2 6 6 6 6 3 5 6 6 7 6 7 6 7 6 7 6 7 6 7 6 7 6 7 6 7	Met by any approved general education course
HST180	Overview of Histology (Anatomic)	from the Social- Behavioral Sciences
1101100	Laboratory +2	in the Program Prerequisites area0
HST181	Chemistry of Fixation +	Natural Sciences:
HST182	Microtomy +5	Met by BIO156 or BIO181 or Equivalent Biology
HST183	Practicum: Chemistry of Fixation + 1	course in the Program Prerequisites area
HST184	Practicum: Microtomy +1	course in the Program Protequisites area
HST185	Cellular Biological Staining +5	
HST186	Cellular Biological and	
1101100	Immunohistochemical Staining +5	
HST187	Practicum: Cellular Biological	
1101107	Staining +	
HST188	Practicum: Cellular Biological and	
	Immunohistochemical Staining + 1	

**CONTACT:** Ms. M. Hagan, Program Director: (602) 285.7295 or marty.minton@phoenixcollege.edu

#### Histologic Technology Certificate of Completion — CCL 5195 46-51 Credits

The Certificate of Completion (CCL) in Histologic Technology program prepares students to provide clinical support to pathologists and researchers through application of technical expertise in processing body tissues for microscopic examination, frozen section assistance, embedding techniques, microtomy, and special staining techniques. Students in the Histologic Technology program will be in contact with potentially infectious blood, tissues, and body fluids. An Associate in Applied Science (AAS) in Histologic Technology is also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program. Completion of Anatomy and Physiology, Biology, Chemistry and Mathematics courses within the last eight (8) years is required.

**Admission Criteria:** High school diploma or GED. Completion of an Associate's degree or higher in a health science discipline from a regionally accredited institution of higher education recognized by the Maricopa County Community College District. Completion of Program Prerequisites. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, Hepatitis B vaccine (HEB), and Seasonal Flu vaccine. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit the health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Ability to fully participate in classroom, laboratory, or clinical setting program activities. A formal application and admission or readmission to the Histologic Technology program is required. Application to the Histologic Technology program can be obtained from a Health Professions Advisor, the Program

Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

#### **Background Check Requirements**

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.

**Program Prerequisites:** 22-27 Credits The credit hour range is subject to change depending on the student's educational experience.

#### **OPTION 1:** 22-24 Credits

Option 1 is available for the student who has two or more years of documented work experience in a hospital or reference laboratory.

MAT140	College Mathematics + (5) OR		
MAT141	College Mathematics + (4) OR		
MAT142	College Mathematics + (3) OR		
Satisfactory completion of a higher-level			
mathematics course3-5			
MAT courses must be completed within eight (8)			
years prior to admission or readmission to the			
Histologic Program.			

BIO156	Introductory Biology for	
	Allied Health $+$ (4) OR	
BIO181	General Biology (Majors) I + (4) OR	
Equivalent	course	4

Students must have completed the following BIO and CHM courses within eight (8) years prior to admission or readmission to the Histologic Program:

BIO201 Human Anatomy and Physiology I + (4) AND BIO202 Human Anatomy and Physiology II + (4) OR

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Equivalen	t courses8	HST181	Chemistry of Fixation +
CHA120	From the month of the maintain of (2) AND	HST182	Microtomy +
	Fundamental Chemistry + (3) AND	HST183	Practicum: Chemistry of Fixation + 1
CHM1301	LLFundamental Chemistry	HST184	Practicum: Microtomy +
Danissalas	Laboratory + (1) OR	HST185	Cellular Biological Staining +5
	t courses OR	HST186	Cellular Biological and
Completion of higher-level Chemistry courses 4 OR		HST187	istochemical Staining +5 Practicum: Cellular
OK		1131107	Biological Staining +
OPTION	<b>2:</b> 25-27 Credits	HST188	Practicum: Cellular Biological and
	oved general education course in the Oral	1151100	Immunohistochemical Staining + 1
	cation area +3		minunomstochemical Stammig +
Commun		Restricte	d Electives: None
MAT140	College Mathematics + (5) OR		
	College Mathematics + (4) OR	General	Electives: None
	College Mathematics + (3) OR		
	ry completion of a higher-level		
	ics course		
MAT cour	rses must be completed within eight (8)	CONTA	CT: Ms. R. Helminski, Program Director:
years prior	r to admission or readmission to the	(602) 285	.7295 or
Histologic	e Program.	marty.mii	nton@phoenixcollege.edu
Any appro	oved general education course in the	Laborato	ory Assisting
Humanitie	es, Arts and Design area3	Certifica	te of Completion — CCL 5134N
		5-9 Credi	ts
BIO156	Introductory Biology for	The Certi	ficate of Completion (CCL) in Laboratory
	Allied Health $+$ (4) OR	_	program provides education and training
BIO181	General Biology (Majors) I + (4) OR	-	yment in various laboratories. Laboratory
Equivalen			s perform specimen processing, inventory
	nust have completed the following BIO	_	ent, conduct quality control and quality
	courses within eight (8) years prior to		activities, perform point-of-care testing,
	or readmission to the Histologic		omputers to assist in testing and document
Program:		•	activities. Students in the Laboratory
DIO201	TT	_	Program will be in contact with
BIO201	Human Anatomy and	-	y infectious blood, tissues, and body
DIO202	Physiology I + (4) AND		is program contains the courses to satisfy
BIO202	Human Anatomy and	-	ements for the Certificate of Completion
Equivalan	Physiology II + (4) OR	(CCL) in	Phlebotomy, if applicable.
Equivalen	t courses8	Drogram	<b>Notes:</b> This program is not eligible for
CHM130	Fundamental Chemistry + (3) AND		Federal Financial Aid. Students must earn
	LLFundamental Chemistry Laboratory +		f C or better for all courses required
(1) OR	ELI undamental enemistry Laboratory	-	e program. + indicates course has
, ,	t courses OR		ites and/or corequisites.
-	on of higher-level Chemistry courses 4	Prorogard	
- 0p.0		Admissio	on Criteria: High school diploma or
Required	Courses: 24 Credits		ility to participate fully in classroom,
HST180	Overview of Histology (Anatomic)		y, or clinical setting program activities.
	Laboratory +2	•	

Formal application and admission to the program are required. Obtain an Application from the Program Director, a Health Professional Academic Advisor, or the Phoenix College Web site.

**Program Prerequisites:** None.

# Required Courses: 5-9 Credits LBA155 Laboratory Assisting: Principles and Procedures + 5 PLB109 Phlebotomy: Basic Skills + (2) AND PLB111 Specimen Processing and Advanced Techniques in Phlebotomy Procedures + (2) OR

Verification of two years of employment as a clinical lab assistant, specimen processer, or phlebotomist (0) ......0-4

Restricted Electives: None.

**CONTACT:** Ms. N. Albert, Program Director: (602) 285.7295 or marty.minton@phoenixcollege.edu

#### Massage Therapy Associate in Applied Science — AAS 3144 61-71 Credits

The Associate in Applied Science (AAS) in Massage Therapy program is designed to provide students with the foundational and advanced technical skills to meet State of Arizona licensure qualifications and is designed to prepare students for employment as massage professionals. The field of massage therapy is a holistic profession focused on helping people improve their physical and emotional well-being. Partnering with instructors and fellow students in a hands-on learning environment, students will gain a deep understanding of massage therapy integrating classic techniques including Swedish, deep tissue, and therapeutic. Students will have opportunities in onsite clinical and classroom settings working with a variety of individuals. Upon completion of this program students will be prepared to work in a range of settings including private practice, physical therapy clinics, chiropractic offices,

corporate/franchised spas, sports industry, and destination resorts.

**Program Notes:** Students must earn a grade of C or better for all courses in the Program. Students must attend an orientation prior to applying to the program and be advised by the Program Director. A special application must be completed to be officially accepted in the program. Contact the Program Director or Advisement to obtain the Massage Therapy Program packet.

Admission Criteria: High school diploma or GED. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, and Hepatitis B vaccine (HEB). Have the ability to fully participate in classroom, laboratory, or clinical setting program activities. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit the health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Successfully complete an interview process.

Formal application and admission to the program are required.

#### **Background Check Requirements**

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.

Program Prerequisites: None.

Required	Courses: 33-39 Credits
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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MGT253 Owning and Operating a Small	FOCUS AREA: MASSAGE TECHNIQUES	
Business (3) OR	WED120 Massage Therapy: Anatomy Refresher -	
WED204 Establishing a Massage Practice (3) 3	Upper Body 1	
	WED145 Reflexology1	
WED230 Therapeutic Massage Practices I + 6	WED210 Sports Massage +2	
WED231 Therapeutic Massage Practices II + 6	WED220 Gentle Touch for Individuals Living	
WED232 Therapeutic Massage Practices III + 6	with Cancer2	
WED250AA Clinical Practicum: Part I +	WED297AASpecial Topics: Therapeutic Massage1	
(1.5) AND	WED297ABSpecial Topics: Therapeutic Massage 2	
WED250AB Clinical Practicum: Part II +	WED297ACSpecial Topics: Therapeutic Massage 3	
(1.5)3		
	FOCUS AREA: ALTERNATIVE AND	
Students must also complete one of the following	COMPLEMENTARY METHODS	
specializations.	WED125 Reiki: Healing and Symbols2	
	WED151 Introduction to Alternative Medicine 3	
Specialization 1: 12 Credits	WED162 Meditation and Wellness	
BIO160 Introduction to Human Anatomy and	WED172 Overview of Herbal Remedies	
Physiology4	WED176 Flower Essences	
HCC130 Fundamentals in Health Care Delivery 3	WED182 Health Conditions and Popular Herbs 2	
HCC145AAMedical Terminology for	WED183 Introduction to Ayurvedic Principles 2	
Health Care Professionals I	WED218 Aromatherapy	
WED165 Overview of Massage Therapy2	WED225 Reiki: Master Level and Teacher	
WED 103 Overview of Massage Therapy2	Training +	
WED215 Self-Care for Health	Training  2	
Care Professionals	FOCUS AREA: MIND-BODY ACTIVITIES	
Care i foressionais	PED101JUJudo1	
OR	PED1017C3tdto 1 PED101PSPilates 1	
OK	PED102PSPilates - Intermediate	
Specialization 2. 9 Chadita		
Specialization 2: 8 Credits	PED103PSPilates (0.5) (May be repeated)	
Option 2 is for students who have completed an	PED101TCTai Chi 1	
Associate in Applied Science degree or higher	PED102TCTai Chi - Intermediate	
degree in a health science discipline from a	PED103TCTai Chi (0.5) (May be repeated)	
regionally accredited institution of higher education	PED201TCTai Chi - Advanced	
recognized by The Maricopa Community Colleges.	PED101YOYoga 1	
BIO160 Introduction to Human Anatomy and	PED102YOYoga - Intermediate	
Physiology4	PED103YOYoga (0.5) (May be repeated)	
WED165 Overview of Massage Therapy2	PED201YOYoga - Advanced1	
WED215 Self-Care for Health Care Providers 2		
	FOCUS AREA: HEALTH & WELLNESS	
Restricted Electives: 8-10 Credits	FON241 Principles of Human Nutrition 3	
Select courses 100-level or higher to complete a	HES100 Healthful Living	
minimum of 60 semester credits but no more than a	SPT271 Sports Medicine Foundations	
total of 67 semester credits.	REC120 Leisure and the Quality of Life 3	
WED++++Any WED Wellness Education	General Education: 18-24 Credits	
course(s) approved by the Program Director except	CORE: 12-18 Credits	
courses already used to satisfy Required Courses	First-Year Composition:	
and Restricted Electives areas1-4	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 Con	munication:
COM100	Introduction to Human
	Communication (3) OR
COM110	Interpersonal Communication (3) OR
COM225	Public Speaking + (3) OR
COM230	Small Group Communication (3) 3
Critical F	Reading:
CRE101	College Critical Reading and Critical
	Thinking + (3) OR
Equivalen	t as indicated by assessment0-3
Mathema	
MAT140	$\mathcal{E}$
MAT141	College Mathematics + (4) OR
MAT142	College Mathematics + (3) OR
MAT145	College Mathematics with Review (5)
OR	
	College Mathematics with Review (6)
OR	
-	t or higher-level mathematics course in
the Mathe	matical Applications [MA] area 3-6
DICEDID	TITION CC P
	UTION: 6 Credits
	es, Arts and Design:
	oved general education course from the
	es, Arts and Design area3
	havioral Sciences:
	Leisure and the Quality of Life (3) OR
	Introduction to Psychology (3)
Natural S	
Met by Bl	O160 in Required Courses area 0
CONTAC	CT: Ms. N. Albert, Program Director:
(602) 285	,
(004) 403	. <i>1473</i> Ul

#### Massage Therapy Certificate of Completion — CCL 5144 36-40 Credits

marty.minton@phoenixcollege.edu

The Certificate of Completion (CCL) in Massage Therapy program is designed to provide students with the foundational and advanced technical skills to meet State of Arizona licensure qualifications and is designed to prepare students for employment

as massage professionals. The field of massage therapy is a holistic profession focused on helping people improve their physical and emotional well-being. Partnering with instructors and fellow students in a hands-on learning environment, students will gain a deep understanding of massage therapy integrating classic techniques including Swedish, deep tissue, and therapeutic. Students will have opportunities in onsite clinical and classroom settings working with a variety of individuals. Upon completion of this program students will be prepared to work in a range of settings including private practice, physical therapy clinics, chiropractic offices, corporate/franchised spas, sports industry, and destination resorts. Credits earned in the CCL directly apply to the Associate in Applied Science (AAS) in Massage Therapy degree.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:** Students must earn a grade of C or better for all courses required within the program. Students must attend an orientation prior to applying to the program and be advised by the Program Director. A special application must be completed to be officially accepted in the program. Contact the Program Director or Advisement to obtain the Massage Therapy Program packet.

GateWay Community College also offers a clockhour based Massage Therapy certificate: www.gatewaycc.edu/massage-therapy

Admission Criteria: High school diploma or GED. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, and Hepatitis B vaccine (HEB). Successful completion of interview process. Have the ability to fully participate in

Specialization 2: 8 Credits

Option 2 is for students who have completed an

Associate in Applied Science degree or higher

classroom, laboratory, or clinical setting program activities. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit the health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results.

Formal application and admission to the program are required.

#### **Background Check Requirements**

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.

#### Program Prerequisites: None.

Required	Courses: 32-36 Credits		
MGT253	Owning and Operating a Small		
	Business (3) OR		
WED204	Establishing a Massage Practice (3) 3		
WED230	Therapeutic Massage Practices I + 6		
WED231	Therapeutic Massage Practices II + 6		
WED232	Therapeutic Massage Practices III + 6		
	AAClinical Practicum: Part I + (1.5)		
AND			
WED250A	ABClinical Practicum: Part II + (1.5)3		
Students n	nust also complete one of the following		
Options.			
Specializa	tion 1: 12 Credits		
BIO160	Introduction to Human Anatomy and		
	Physiology4		
HCC130	Fundamentals in Health Care Delivery 3		
HCC145AAMedical Terminology for Health Care			
	Professionals I		
	Overview of Massage Therapy2		
WED215			
	Professionals2		

#### OR

degree in a h regionally ac	health science discipline from a ceredited institution of higher education by The Maricopa Community Colleges.
	ntroduction to Human Anatomy and Physiology
WED165 C	Overview of Massage Therapy
Students mu	Electives: 4 Credits st select courses from those listed total of four (4) credits.
	Any WED Wellness Education
	proved by the Program Director except
	ady used to satisfy Required Courses ed Electives areas1-4
FOCUS AR	EA: MASSAGE TECHNIQUES
	Massage Therapy: Anatomy Refresher -
	Upper Body
	Ports Massage +
WED220	Gentle Touch for Individuals Living with Cancer
	ASpecial Topics: Therapeutic Massage 1
	Special Topics: Therapeutic Massage 2
	Special Topics: Therapeutic Massage 3
FOCUS AR	EA: ALTERNATIVE AND
COMPLEM	ENTARY METHODS
	Reiki: Healing and Symbols2
	ntroduction to Alternative Medicine 3
	Meditation and Wellness
	Overview of Herbal Remedies 1
WED176 F	Tower Essences

WED225 Reiki: Master Level and Teacher

FOCUS AREA: MIND-BODY ACTIVITIES

PED101JUJudo

PED101PSPilates	. 1
PED102PSPilates - Intermediate	. 1
PED103PSPilates (0.5) (May be repeated)	. 1
PED101TCTai Chi	. 1
PED102TCChi - Intermediate	. 1
PED103TCTai Chi (0.5) (May be repeated)	. 1
PED201TCTai Chi - Advanced	. 1
PED101YOYoga	. 1
PED102YOYoga - Intermediate	. 1
PED103YOYoga (0.5) (May be repeated)	. 1
PED201YOYoga - Advanced	. 1
FOCUS AREA: HEALTH & WELLNESS	
FON241 Principles of Human Nutrition	. 3
HES100 Healthful Living	. 3
SPT271 Sports Medicine Foundations	. 3
REC120 Leisure and the Quality of Life	. 3

**CONTACT:** (602) 285.7295 or marty.minton@phoenixcollege.edu

#### Medical Administrative Assisting Certificate of Completion — CCL 5295 23-28 Credits

The Certificate of Completion (CCL) in Medical Administrative Assisting is designed to provide education and training for employment in various administrative health care settings. Medical Administrative Assistants are healthcare professionals who are key members of the administrative medical office team. They foster a friendly and positive patient experience while performing numerous administrative duties that adhere to all state and federal standards. Upon successful completion of the program, students are eligible to take the Certified Medical Administrative Specialist exam. A Certificate of Completion (CCL) in Clinical Medical Assisting and an Associate in Applied Science (AAS) in Medical Assisting are also available.

**Program Notes:** Formal application and acceptance into program is required. Per programmatic accreditation requirements, students must pass all the psychomotor and affective skills contained within each course in order to successfully complete the program. Students cannot repeat a course more than once. Successful

completion of each successive MAS is required to progress in the Medical Administrative Assisting program. Students must earn a grade of C or better for all courses required within the program.

#### **Background Check Requirements**

The 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. Students must maintain current fingerprint clearance throughout the practicum(s). Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

**Admission Criteria:** High school diploma or GED equivalence is required.

Student must be 18 years of age.

Formal application and acceptance to the program is required.

Completion of program prerequisites.

**Program Prerequisites:** 7-9 Credits

Prior Learning Assessment credit may be awarded for completion of all Medical Assisting courses associated with this CCL.

0	•
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 who wish to
transfer to	NAU BS in Health Sciences - Medical
Assisting.	
ENG101	First-Year Composition + (3) OR
ENG107	First-Year Composition for $ESL + (3).3$

Introduction to College Career and

Exploration of College, Career and

Personal Success (3) ......1-3

Personal Success (1) OR

FYE101

FYE103

Required	Courses: 16-19 Credits
MAS101	Introduction to Medical Assisting3
MAS102	Fundamentals of Administrative
	Medical Assisting +6
MAS103	Basic Anatomy, Physiology, and
	Medical Terminology +3
MAS104	Medical Administrative Assisting
	Practicum +4
RDG100	Successful College Reading + (3) OR
Successful	placement test score (0)0-3

**CONTACT:** (602) 285.7295 or marty.minton@phoenixcollege.edu

Restricted Electives: None.

General Electives: None.

#### Medical Assisting Associate in Applied Science — AAS 3291 66-74 Credits

The Associate in Applied Science (AAS) in Medical Assisting is designed to provide education and training for employment as Medical Assistants along with a transfer pathway to a baccalaureate degree. Medical assistants are integral members of the administrative and clinical healthcare team in various healthcare settings. Medical assistants act as liaisons between the healthcare providers and patients, and are of vital importance to the success of the medical practice. Upon successful completion of the program, students are eligible to take the national certification exam. In addition, obtaining the associate degree is designed to provide an opportunity for advancement in the healthcare field. Certificates of Completion (CCLs) in Medical Administrative Assisting and Clinical Medical Assisting are also available.

**Program Notes:** Students must be admitted to the program and cannot self-enroll in courses.

Successful completion of each MAS course is required to progress in the Medical Assisting program.

Per programmatic accreditation requirements,

students must pass all the psychomotor and affective skills contained within each course in order to successfully complete the course.

Students cannot repeat a course more than once.

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

Students interested in transferring to the NAU BS in Health Science-Medical Assisting can satisfy the relevant Arizona General Education Curriculum (AGEC) and transfer requirements by completing the following courses:

COM225 is recommended for students who wish to transfer to NAU BS in Health Sciences - Medical Assisting.

One of the following courses for students who are interested in transferring to a university:

MAT140 College Mathematics + (5) OR

MAT141 College Mathematics + (4) OR

MAT142 College Mathematics + (3) OR

MAT145 College Mathematics with Review (5) OR

An additional course with the

Recommend

MAT206 Elements of Statistics (3) OR PSY230 Introduction to Statistics (3) OR PSY230WL Introduction to Statistics with Laboratory (4)

**Admission Criteria:** High school diploma or GED equivalence is required.

Student must be at least 18 years of age.

Acceptance to the program.

-	on of the Certificate of Completion (CCL) al Administrative Assisting (5295)	FYE103	Exploration of College, Career and Personal Success (3)	
Completio	on of the Certificate of Completion (CCL) l Medical Assisting (5291)	MAS101 MAS102	Introduction to Medical Assisting 3 Fundamentals of Administrative Medical Assisting +	
Completio	on of all Medical Assisting courses I with both CCLs, awarded through Prior	MAS103	Basic Anatomy, Physiology, and Medical Terminology +	
	Assessment.	MAS104	Medical Administrative Assisting Practicum +	
	arrent CPR/BLS Provider card (American ociation approved) and maintain current	+ RDG10	0 Successful College Reading (3) OR	
status thro	bughout the practicum(s). Complete and e Allied Health Student Health and Safety	Successful placement test score (0)0-3		
Documen	tation Checklist, with included ation, signed by a licensed healthcare	AND		
provider.	ation, signed by a needsed nearthcare	Met by the	e Certificate of Completion (CCL) in	
			Medical Assisting (5291)	
_	and Check Requirements	Credits: 3		
	n to an Allied Health program requires nts be in compliance with the Maricopa	BIO160	Introduction to Human Anatomy	
	ommunity College District Supplemental		and Physiology4	
•	nd Check policy. Program applications	CRE101	College Critical Reading and Critical	
will not b	e accepted without a copy of an Arizona		Thinking + (3) OR	
	nt of Public Safety Level One Fingerprint Card. Students must maintain current	Equivalen	at as indicated by assessment (0)0-3	
	t clearance throughout the practicum(s).	MAS200	Medical Conversions and Calculations	
_	ditional program admission, the student	3.5.4.63.6.4	for Medical Assisting +	
	ply with all requirements of the current background check policy.	MAS201	Fundamentals of Clinical Medical	
WICCCD	buckground eneck policy.	MAS202	Assisting +6 Laboratory Testing in Ambulatory	
Program	Prerequisites: None.	1411 15202	Healthcare Settings + 6	
	_	MAS203	Medical Assisting Pharmacology + 6	
_	Courses: 57-65 Credits	MAS204	Clinical Medical Assisting	
Met by the Certificate of Completion (CCL) in			Practicum +4	
	Administrative Assisting (5295)		Medical Assisting Program Review + 2	
Credits: 2		MAT114	College Algebra Prep4	
COMITOO	Introduction to Human Communication (3) OR	<b>D</b> 4 . 2 . 4 .	I Tale 4° and NI	
COM110	Interpersonal Communication (3) OR	Restricted	d Electives: None.	
	Public Speaking + (3) OR	Conoral I	Education Requirements: 9 Credits	
	Small Group Communication (3) 3	CORE: 3	-	
	1		r Composition:	
ENG101 First-Year Composition + (3) OR			NG101 OR ENG107 in the Required	
ENG107	First-Year Composition for ESL + (3) 3	Courses a		
		AND		
FYE101	Introduction to College, Career and		First-Year Composition + (3) OR	
	Personal Success (1) OR	ENG108	First-Year Composition for ESL $+ (3).3$	

#### **Oral Communication:** Met by COM100, COM110, COM225, or COM230 in the Required Courses area......0 **Critical Reading:** Met by CRE101 or Equivalent as indicated by assessment in the Required Courses area. ............0 **Mathematics:** Met by MAT114 in the Required Courses area. .... 0 **DISTRIBUTION:** 6 Credits **Humanities, Arts and Design:** Any approved general education course from the Humanities, Arts and Design area......3 **Social-Behavioral Sciences:** Any approved general education course from the PSY101 Introduction to Psychology (3) is recommended for students interested in transferring to the NAU BS in Health Sciences - Medical

**CONTACT:** Ms. S. Celaya, Program Director: https://www.phoenixcollege.edu/business

Met by BIO160 in the Required Courses area. .....0

Assisting.

**Natural Sciences:** 

#### Medical Billing and Coding: Physician- Based Certificate of Completion — CCL 5014 36 Credits

The Certificate of Completion (CCL) in Medical Billing and Coding: Physician-Based is designed to prepare individuals for entry-level medical billing and coding positions in ambulatory care treatment centers such as clinics, physician practices, managed care organizations, private billing services, and insurance companies.

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

Students must be willing to undergo a background check performed by the MCCCD approved vendor. (Students who are unsure of their background status may take a preliminary background check at

their own expense before entering the program, results of which will not be sent to the college.)

The following courses must be completed within five (5) years of the Required HIM Course(s): BIO201, BIO202, and BPC110.

#### **PHOENIX COLLEGE:**

Phoenix College offers a credit-based certificate.

#### **GATEWAY COMMUNITY COLLEGE:**

GateWay Community College offers a clock-based certificate in Medical Billing and Coding

Admission Criteria: High school graduate or GED. Formal application and admission to the Medical Billing and Coding: Physician-Based certificate program is required. Ability to fully participate in professional practice in the health care settings. Applications can be obtained from advisement or from the College website.

#### **Background Check Requirements**

Program applications will not be accepted without a copy of the 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.

Program Prerequisites: None.

Required	Courses: 36 Credits
BIO156	Introductory Biology for
	Allied Health $+$ (4) OR
BIO181	General Biology (Majors) I + (4) 4
BIO201	Human Anatomy and Physiology I + 4
BIO202	Human Anatomy and Physiology II +. 4
BPC110	Computer Usage and Applications 3
HCC145	Medical Terminology for Health Care
	Professions
HIM101	Introduction to Health Information
	Management +3
HIM180	Introduction to Medical Billing and
	Reimbursement +2
HIM181	Medical Claims Processing +3

HIM200	Human Pathophysiology and	
	Pharmacology for Health Information	
	Management (HIM) Professionals +3	
HIM208	ICD-CM Diagnostic Coding +2	
HIM213	CPT and HCPCS Coding +3	
HIM215	Physician-Based Billing and Coding	
	Seminar +	
HIM216	Professional Practice in Physician-	
Based Billing and Coding +		

**CONTACT:** Ms. S. Celaya, Program Director: https://www.phoenixcollege.edu/business

#### Medical Coding: Hospital-Based Certificate of Completion — CCL 5092 42 Credits

The Certificate of Completion (CCL) in Medical Coding: Hospital- Based is designed to prepare individuals for diagnostic and procedural coding positions in hospitals and hospital-based settings such as outpatient clinics, emergency departments, and surgery centers. The program is approved by the American Health Information Management Association (233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5800) and is designed to provide the foundation needed for comprehensive entry-level coding certification examinations.

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

Students must be willing to undergo a background check performed by the MCCCD approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, the results of which will not be sent to the college.).

The following courses must be completed within five (5) years of the Required HIM Course(s): BIO201, BIO202, BPC110, and HIM200.

**Admission Criteria:** High school graduate or GED. Formal application and acceptance to the Medical Coding: Hospital-Based certificate program is required. Applications can be obtained

from Advisement or from the College website. Ability to fully participate in classroom laboratory, and professional practice settings.

#### **Background Check Requirements**

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.

**Program Prerequisites:** None.

-	Courses: 42 Credits
BIO156	Introductory Biology for
	Allied Health $+$ (4) OR
BIO181	General Biology (Majors) I + (4) 4
BIO201	Human Anatomy and Physiology I + 4
BIO202	Human Anatomy and Physiology II +. 4
BPC110	Computer Usage and Applications 3
HCC145	Medical Terminology for Health Care
	Professionals3
HIM101	Introduction to Health Information
	Management +3
HIM180	Introduction to Medical Billing and
	Reimbursement +2
HIM181	Medical Claims Processing +3
HIM200	Human Pathophysiology and
	Pharmacology for Health Information
	Management (HIM) Professionals + 3
HIM208	ICD-CM Diagnostic Coding +
HIM210	ICD-PCS Coding and
	ICD Applications +2
HIM211	Advanced Applications of Coding and
	Reimbursement +4
HIM213	CPT and HCPCS Coding +3
HIM221	Medical Coding Seminar + 1
HIM222	Professional Practice in Medical
	Coding +

**Restricted Electives:** None.

**CONTACT:** Ms. R. Helminski, Program Director: (602) 285.7295 or marty.minton@phoenixcollege.edu

# Medical Laboratory Science Associate in Applied Science — AAS 3028 71-83 Credits

The Associate in Applied Science (AAS) in Medical Laboratory Science degree provides education and training for employment in various medical, clinical and bioscience laboratories. Medical Laboratory Technicians (MLT's) perform technically precise laboratory precise laboratory procedures using quality assurance and process improvement knowledge in compliance with appropriate regulatory guidelines to ensure quality patient care, work safety, and medico-legal standards by conducting a variety of tests on various specimens submitted to medical and clinical laboratories. Students in the Medical Laboratory Science program may be exposed to potentially infectious blood tissues, and body fluids. A Certificate of Completion (CCL) in Medical Laboratory Science is also available.

Program Notes: Students must earn a grade of C or better for all courses required within the program. Please note the additional GPA requirements in the Program Prerequisites area. Completion of Anatomy and Physiology, Biology, Chemistry, Mathematics and Phlebotomy courses within the last eight (8) years is required. Courses must be completed within eight (8) years as part of the degree completion for admission or readmission to the Medical Laboratory Science Program. ASU courses may be taken concurrently.

Admission Criteria: High school diploma or GED equivalent. Completion of Program Prerequisites. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, Hepatitis B vaccine (HEB), and Seasonal Flu vaccine. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Ability to fully participate in classroom, laboratory,

or clinical setting program activities. A formal application and admission or readmission to the Medical Laboratory Science Program is required. Application to the Medical Laboratory Science program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

#### **Background Check Requirements**

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.

**Program Prerequisites:** 34-44 Credits Please note the specific GPA requirements.

**BIO181** 

Students must have completed the following courses within eight (8) years prior to admission or readmission to the Medical Laboratory Science Program with a GPA of 3.5 or higher:

General Riology (Majors) I + (4) OR

DIOTOI	Ochcial Diology (Majors) 1 + (4) OK	
BIO181X	ΓGeneral Biology (Majors) I + (4) OR	
Equivalent	t (4)	4
BIO160	Introduction to Human	
	Anatomy and Physiology (4) OR	
BIO201	Human Anatomy and	
	Physiology I + (4) OR	
BIO201X	ΓHuman Anatomy and	
	Physiology $I + (4) OR$	
Equivalent	t (4)	4
BIO205	Microbiology +	4

## **2024-2025** Phoenix College Catalog and Student Handbook

CHM130	Fundamental Chemistry + (3) AND	Required	Courses: 37-39 Credits
	LLFundamental Chemistry	FYE101	Introduction to College, Career and
	Laboratory + (1) OR		Personal Success (1) OR
Satisfacto	ory completion of higher-level chemistry	FYE103	Exploration of College, Career and
course (4)			Personal Success (3)1-3
MAT140	College Mathematics + (5) OR	MDL190	Clinical Laboratory Operations + 2
MAT141	College Mathematics + (4) OR	MDL240	Clinical Urinalysis and Body Fluid
MAT142	College Mathematics + (3) OR		Analysis + 3
MAT145	College Mathematics	MDL241	Practicum: Clinical Urinalysis and
	with Review $+$ (5) OR		Body Fluid Analysis +1
MAT146	College Mathematics		Clinical Hematology and Hemostasis +6
	with Review $+$ (6) OR	MDL243	Practicum: Clinical Hematology and
Satisfacto	ory completion of a higher-level		Hemostasis +1
mathemat	tics course	MDL244	Clinical Immunohematology and
			Immunology + 6
PLB109	Phlebotomy: Basic Skills + (2) AND	MDL245	Practicum: Clinical Immunohematology
PLB111	Specimen Processing and Advanced		and Immunology + 1
	Techniques in Phlebotomy		Clinical Microbiology +6
	Procedures + (2) OR	MDL247	Practicum: Clinical Microbiology + 1
Verificati	on of two years of employment as a	MDL248	Clinical Chemistry +6
clinical la	b assistant, specimen processer, or	MDL249	Practicum: Clinical Chemistry + 1
phlebotor	mist (0)0-4	MDL252	Clinical Preparation I +0.5
		MDL263	Clinical Preparation II +0.5
The follo	wing courses must be completed with a	MDL291	Medical Laboratory Science Program
GPA of 3	.25 or better:		Capstone + 1
First-Yea	ar Composition:	Restricted	l Electives: None.
Any appr	oved general education courses in the		
	r Composition area. +6	General I	Electives: None.
Oral Cor	nmunication:		
	oved general education course in the Oral		Education: 0 Credits
	ication area. +3	<b>CORE:</b> 0	Credits
COM225	recommended for transfer [L].	First-Yea	r Composition:
Critical 1	Reading:	Met by an	y approved general education courses
CRE101	College Critical Reading and Critical		First-Year Composition courses in the
	Thinking $+$ (3) OR		Prerequisites area0
Equivaler	nt as indicated by assessment (0)0-3	Oral Con	ımunication:
	ies, Arts and Design:	-	y approved general education course
Any appr	oved general education course in the		Oral Communication courses in the
	es, Arts and Design area3	Program F	Prerequisites area. COM225
	ehavioral Sciences:		nded for transfer (L) 0
	oved General Education course in the	Critical F	e
Social-Be	chavioral Sciences area	•	y approved general education course
			Critical Reading area OR Equivalent as
			by assessment in the Program
		Prerequisi	tes area0

#### **Mathematics:**

Met by MAT140 or M	IAT141 or MAT142 or
Satisfactory completic	on of a higher-level
mathematics course in	the Program Prerequisites
area	0

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

#### **Social-Behavioral Sciences:**

Met by any approved general education course from the Social-Behavioral Sciences in the Program Prerequisites area......0

#### **Natural Sciences:**

**CONTACT:** Ms. R. Helminski, Program Director: (602) 285.7295 or marty.minton@phoenixcollege.edu

#### Medical Laboratory Science Certificate of Completion — CCL 5493 63-74 Credits

The Certificate of Completion (CCL) in Medical Laboratory Science degree provides education and training for employment in various medical, clinical and bioscience laboratories. Medical Laboratory Technicians (MLT's) perform technically precise laboratory precise laboratory procedures using quality assurance and process improvement knowledge in compliance with appropriate regulatory guidelines to ensure quality patient care, work safety, and medico-legal standards by conducting a variety of tests on various specimens submitted to medical and clinical laboratories. Students in the Medical Laboratory Science program may be exposed to potentially infectious blood tissues, and body fluids. An Associate in Applied Science (AAS) in Medical Laboratory Science is also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program. Please note the additional GPA requirements in the Program Prerequisites area. Completion of

Anatomy and Physiology, Biology, Chemistry, Mathematics and Phlebotomy courses within the last eight (8) years is required. Students must have completed these courses within eight (8) years as part of the degree completion for admission or readmission to the Medical Laboratory Science Program.

Admission Criteria: High school diploma or GED equivalent. Completion of an Associate's degree or higher in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

Completion of Program Prerequisites. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, Hepatitis B vaccine (HEB), and Seasonal Flu vaccine. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Ability to fully participate in classroom, laboratory, or clinical setting program activities. A formal application and acceptance or readmission into the Medical Laboratory Science program is required. Application to the Medical Laboratory Science program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

#### **Background Check Requirements**

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.

_	<b>Prerequisites:</b> 27-38 Credits e the specific GPA requirements.		The following courses must be completed with a GPA of 3.25 or better:	
i icase not	e die speeme Grit requiements.		Composition:	
Students n	nust have completed the following		First-Year Composition + (3) OR	
	ithin eight (8) years prior to admission or		First-Year Composition for ESL + (3)	
	on to the Medical Laboratory Science	AND	That-Teal Composition for Lat. (3)	
	with a GPA of 3.5 or higher:		First-Year Composition + (3) OR	
_			<u> </u>	
	General Biology (Majors) I + (4) OR		First-Year Composition for ESL + (3). 6	
	TGeneral Biology (Majors) I + (4) OR		munication:	
Equivalen	t (4)4	COM100	Introduction to Human	
DIO160	T	GON #110	Communication (3) OR	
BIO160	Introduction to Human Anatomy		Interpersonal Communication (3) OR	
D.T.O.D.O.4	and Physiology (4) OR		Public Speaking + (3) OR	
BIO201	Human Anatomy and		Small Group Communication (3) 3	
	Physiology I + (4) OR	Critical R	•	
BIO201X	THuman Anatomy and	CRE101	College Critical Reading and Critical	
	Physiology I + (4) OR		Thinking $+$ (3) OR	
Equivalen	t (4)4	Equivalen	t as indicated by assessment (0)0-3	
BIO205	Microbiology +4	-	Courses: 36 Credits	
		MDL190	Clinical Laboratory Operations + 2	
	Fundamental Chemistry + (3) AND	MDL240	Clinical Urinalysis and Body Fluid	
CHM130L	LFundamental Chemistry		Analysis + 3	
	Laboratory + (1) OR	MDL241	Practicum: Clinical Urinalysis and	
Satisfactory completion of higher-level chemistry			Body Fluid Analysis + 1	
course (4)		MDL242	Clinical Hematology and Hemostasis +6	
` /			Practicum: Clinical Hematology and	
MAT140	College Mathematics + (5) OR		Hemostasis +1	
	College Mathematics + (4) OR	MDL244	Clinical Immunohematology and	
	College Mathematics + (3) OR		Immunology +6	
	College Mathematics	MDI 245	Practicum: Clinical Immunohematology	
	with Review + (5) OR	1,12,22.0	and Immunology + 1	
MAT146	College Mathematics	MDI 246	Clinical Microbiology +6	
1/11/11/10	with Review + (6) OR		Practicum: Clinical Microbiology + 1	
Satisfactor	ry completion of a higher-level		Clinical Chemistry +	
	ics course (3-6)3-6		Practicum: Clinical Chemistry + 1	
manicman	ies course (3-0)	MDL252	•	
PLB109	Phlebotomy: Basic Skills + (2) AND	MDL252 MDL263	<u> -</u>	
PLB111			-	
PLDIII	Specimen Processing and Advanced	MDL291	·	
	Techniques in Phlebotomy		Capstone +1	
<b>V</b> . C	Procedures + (2) OR	D	1 T21 N.	
	on of two years of employment as a	Kestricted	d Electives: None.	
	b assistant specimen processer, or			
phlebotom	nist (0) 0-4			

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## The Maricopa Community Colleges Allied Health or Nursing Program (S-13)

## 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 which may contain exposures to risks inherent in patient-oriented educational experiences, such as but not limited to, bodily injury or communicable and infectious diseases. Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

#### **Use of Confidential Information**

Students enrolled in 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 students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCD has instituted two specific background check requirements in order for a student to enroll in a program. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in Arizona Revised Statute § 41-1758.07 (https://www.azleg.gov/viewdocument/?docName= https://www.azleg.gov/ars/41/01758-07.htm). Additionally, students must also obtain a "pass"

status on a MCCCD supplemental background check from MCCCD's authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCD's clinical experience partners.

The sole program for which the background check requirements are different is the Emergency Medical Technician program. For that program, students must have obtained a Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety. They are also required, at the time of their clinical assignments, to submit to, pay for and pass any additional background check requirements of the clinical agencies to which their EMT program places students.

Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

The MCCCD supplemental background check review may include searches of the following databases and information but MCCCD reserves the right to change the search criteria and the program background check requirements at any time without notice:

- 1. National Federal Health Care and Abuse Databases
- 2. Social Security Verification
- 3. Residency History
- 4. Arizona Statewide Criminal Records
- 5. Nationwide Criminal Databases
- 6. Nationwide Sexual Offender Registry
- 7. Homeland Security Search

Examples of background information that will result in a "fail" status on the supplemental background check include:

- 1. Social Security number does not belong to the applicant
- 2. Any inclusion on any registered sex offender database
- 3. Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists

Any conviction of a felony no matter what age of the convictions

- 4. Any warrant any state
- 5. Any misdemeanor conviction for the following no matter how long ago:
- A. Violent crimes
- B. Sex crime of any kind including nonconsensual 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
- 6. Any misdemeanor-controlled substance conviction in last 7 years
- 7. Any other misdemeanor conviction within last 3 years [EXCEPTIONS: Any misdemeanor traffic (DUI is NOT considered traffic.)]

The information that MCCCD uses for the "pass/fail" background check is subject to change at any time without notice.

MCCCD 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 MCCCD'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 MCCCD'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 MCCCD 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**

MCCCD has no obligation to make repeated attempts to place a student when the reason for MCCCD'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**

MCCCD 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.

**CONTACT:** Ms. C. Powers, Department Chair: (602) 532.8615

#### Nursing Associate in Applied Science -- 3812 62-75 Credits

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.

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 MaricopaNursing Program:

Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program. Students must submit the Health Declaration Form signed by a licensed health care provider. Students must test negative on a timed urine drug screen.

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.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**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.

MaricopaNursing is aligned with Nurse of the Future Competencies: Person-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 (course must include an in-person clinical component) or certification or licensure as a Nurse Assistant is required to complete an application. The Nurse Assistant course does not have to be completed at a Maricopa college and certification or licensure is not required to apply. There is currently no time limit on when the Nurse Assistant course was taken.

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. Advanced placement applications are maintained for two years from the date of application. After two years, the applicant is required to review, update, and resubmit the 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 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.			
_	<b>Required Courses:</b> 40-48 Credits BIO156 Introductory Biology for Allied Health +(4) OR			
	General Biology (Majors) I (4) + OR of high school biology (0)0-4			
BIO201 H	Iuman Anatomy and Physiology I + 4			
	Fundamental Chemistry + (3) AND LL Fundamental Chemistry Laboratory (1) + OR			
CHM130A	AA Fundamental Chemistry with Lab + (4) OR			
Satisfactor	of high school chemistry (0) OR ry completion of higher-level college- nistry course and corresponding lab 0-4			
NUR152 NUR172 NUR252 NUR283	Nursing Theory and Science I +9  Nursing Theory and Science II +9  Nursing Theory and Science III +9  Nursing Theory and Science IV +9			
General Education: 22-27 Credits CORE: 9-14 Credits				
	r Composition:			
ENG101	<del>-</del>			
ENG107 AND	First-Year Composition for ESL + (3)			
	First-Year Composition + (3) OR			
ENG102	First-Year Composition for ESL + (3). 6			
	munication:			
Waived	0			
Critical F				
CRE101	College Critical Reading and Critical Thinking + (3) OR			
Equivalen	t as indicated by assessment0-3			
Mathema	•			
MAT140	College Mathematics + (5) OR			
MAT141	College Mathematics + (4) OR			
MAT142	College Mathematics + (3) OR			
	ry completion of higher-level			
mathematics course				

<b>DISTRIBUTION:</b> 13 Credits				
Humaniti	<b>Humanities, Arts and Design:</b>			
Any appro	oved general education course in the			
Humanitie	Humanities, Arts and Design area2			
Social-Behavioral Sciences:				
PSY101	Introduction to Psychology3			
Natural Sciences:				
BIO202	Human Anatomy and			
	Physiology II + (4) AND			
BIO205	Microbiology + (4) 8			

**CONTACT:** Mr. O. Alcordo, Program Director: (602) 285.7125 orlando.alcordo@phoenixcollege.edu

#### Paramedicine Associate in Applied Science — AAS 3889 63.5-75.5 Credits

The Associate in Applied Science (AAS) in Paramedicine is a nationally accredited program designed to prepare students to become Paramedics. This program is a formal education in such paramedicine topics as anatomy and physiology, pathophysiology, cardiology, pulmonary, pharmacology, pediatrics, geriatrics hematology, and toxicology. Paramedicine builds upon EMT education and includes paramedic scope of practice. Paramedicine is integrated with fire service, law enforcement, ground transport services, flight transport services, search and rescue, hospitals, clinical setting, community paramedicine, and EMS education. There is a Certificate of Completion (CCL) in Paramedicine available.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

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

Admission Criteria: Students must be current and in good standing with the Arizona Department of Health Services Bureau of Emergency Medical Services-Certified as an Emergency Medical Technician. EMT certification preparatory courses are available at Maricopa County Community Colleges. Contact an academic advisor for details.

Students must complete an application and selection process.

#### **Program Prerequisites:** None

Required Courses: 45.5-51.5 Credits			
BIO160	Introduction to Human Anatomy and Physiology4		
EMT101	Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers		
PME190	Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals (3) OR		
Permission	n of Program Director (0)0-3		
PME191	Introduction to Pharmacology for EMS Professionals (3) OR		
Permission	n of Program Director (0)0-3		
PME201	Advanced Cardiac Life Support (ACLS) Initial Provider in Paramedicine + 1		
PME202	Pediatric Advanced Life Support (PALS) Initial Provider in Paramedicine +		
PME203	Pediatric Emergencies for Prehospital Professionals (PEPP) Initial Provider in Paramedicine +		
PME204	Neonatal Resuscitation Provider (NRP) in Paramedicine + 0.5		
PME205	Advanced Medical Life Support (AMLS) Initial Provider in Paramedicine +		

PME206	International Trauma Life Support	COM230 Small Group Communication (3) 3
	(ITLS) Provider/Pre-Hospital Trauma	COM225 recommended for students who intend to
D) (EQ 10	Life Support (PHTLS) + 1	transfer to satisfy the AGEC-A literacy
PME240	Pharmacology in Paramedicine +3	requirement. COM110 or COM230 recommended
PME245	Airway and Ventilatory Management in	for students who do not intend to transfer.
D1 500 50	Paramedicine +3	Critical Reading:
PME250	Comprehensive Patient Assessment in Paramedicine +	CRE101 College Critical Reading and Critical Thinking + (3) OR
PME251	Medical Emergencies in	Equivalent as indicated by assessment0-3
	Paramedicine I +4	Mathematics:
PME252	Medical Emergencies in	MAT126 Intermediate Algebra with Review + (6)
	Paramedicine II +4	OR
PME253	Medical Emergencies in	MAT120 Intermediate Algebra + (5) OR
	Paramedicine III + 4	MAT121 Intermediate Algebra + (4) OR
PME254	Technical Operations in	MAT122 Intermediate Algebra + (3)3-6
	Paramedicine +	MAT150, or MAT151, or MAT152 recommended
PME260	Trauma Patient Management in	for students who intend to transfer.
	Paramedicine + 2	
PME270	Immersive Total Patient Management	<b>DISTRIBUTION:</b> 6 Credits
	Experience (ITPME) +2	Humanities, Arts and Design:
PME280	Preparation for Paramedicine	Any approved general education course from the
	Practicum + 1	Humanities, Arts and Design area 3 Social-Behavioral Sciences:
PME281	Paramedicine Clinical Practicum:	Any approved general education course from the
	Comprehensive + (2) OR	Social and Behavioral Sciences area
PME281A	AParamedicine Clinical Practicum:	Natural Sciences:
	Phase $I + (1)$ AND	Met by BIO160 in the Required Courses area 0
PME281A	ABParamedicine Clinical Practicum:	
	Phase II + (1)2	
PME288	Paramedicine Comprehensive Field	CONTACT: Mr. O. Alcordo, Program Director:
	Internship Practicum +5	(602) 285.7125
PME289	Preparation for Paramedic National	orlando.alcordo@phoenixcollege.edu
	Credentialing +2	
<b>D</b> 4 . ! . 4	LTIL. A' NI	Paramedicine and a second seco
Restricted	d Electives: None.	Certificate of Completion — CCL 5990
Comonal I	Education Deguinamenta, 19 24 Credita	45.5 Credits
	Education Requirements: 18-24 Credits 2-18 Credits	The Certificate of Completion (CCL) in
	r Composition:	Paramedicine is a nationally accredited program
	First-Year Composition + (3) OR	designed to prepare students to become
	First-Year Composition for ESL + (3)	Paramedics. This program is a formal education in
	First-Year Composition + (3) OR	such paramedicine topics as anatomy and
ENG102 ENG108	First-Year Composition for ESL + (3).6	physiology, pathophysiology, cardiology,
	munication:	pulmonary, pharmacology, pediatrics, geriatrics
	Introduction to Human	hematology, toxicology. Paramedicine builds upon
CO111100	Communication (3) OR	EMT education and includes paramedic scope of
COM110	Interpersonal Communication (3) OR	practice. Paramedicine is integrated with fire service, law enforcement, ground transport
	Public Speaking + (3) OR	services, flight transport services, search and
	- acino obominio i (o) ore	services, inght hansport services, search and

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rescue, hospitals, clinical setting, community paramedicine, and EMS education. There is an		PME206	International Trauma Life Support (ITLS) Provider/Pre-Hospital Trauma
	in Applied Science (AAS) in	D) (E2.40	Life Support (PHTLS) +
Paramedic	cine available.	PME240	Pharmacology in Paramedicine + 3
TTI ·		PME245	Airway and Ventilatory Management in
	ram is designed to meet education	DME250	Paramedicine +
-	ents for licensure or certification in the	PME250	Comprehensive Patient Assessment in
	rizona. Granting licensure and	D) 4E051	Paramedicine +
	on is the sole responsibility of the state	PME251	Medical Emergencies in
	approval agency. This program is only	D) (E) (5)	Paramedicine I +
	d available to students located in the	PME252	Medical Emergencies in
	rizona. The Maricopa County	D) (E) (5)	Paramedicine II +
	ty College District and colleges define	PME253	Medical Emergencies in
	cation within Administrative Regulation		Paramedicine III+ 4
2.2.3(7).		PME254	Technical Operations in
			Paramedicine +
_	<b>Notes:</b> Students must earn a grade of C	PME260	Trauma Patient Management in
or better i	n all courses within the program.		Paramedicine +
		PME270	Immersive Total Patient Management
Admissio	n Criteria: Students must be current and		Experience (ITPME) +
in good st	anding with the Arizona Department of	PME280	Preparation for Paramedicine
Health Se	rvices Bureau of Emergency Medical		Practicum + 1
Services-0	Certified as an Emergency Medical		
Technicia	n. EMT certification preparatory courses	PME281	Paramedicine Clinical Practicum:
are availal	ble at Maricopa County Community		Comprehensive + (2) OR
Colleges. Contact an academic advisor for details.		PME281A	AAParamedicine Clinical Practicum:
Students must complete an application and Phase $I + (1)$ AND			Phase $I + (1)$ AND
		ABParamedicine Clinical Practicum:	
•		Phase II + (1)	
Program	Prerequisites: None.		· /
O	•	PME288	Paramedicine Comprehensive Field
Required	Courses: 45.5 Credits		Internship Practicum + 5
BIO160	Introduction to Human Anatomy and	PME289	Preparation for Paramedic National
	Physiology4		Credentialing +2
EMT101	Basic Life Support/Cardiopulmonary		
	Resuscitation (CPR) for Health Care	Restricted	d Electives: None.
	Providers		
PME201	Advanced Cardiac Life Support (ACLS)		
	Initial Provider in Paramedicine + 1		
PME202	Pediatric Advanced Life Support (PALS)	CONTAC	CT: Mr. O. Alcordo, Program Director:
1 1111111111111111111111111111111111111	Initial Provider in Paramedicine + 1	(602) 285	
PME203	Pediatric Emergencies for Prehospital		cordo@phoenixcollege.edu
1 WIL 203	Professionals (PEPP) Initial Provider	oriando.ai	cordo e priocinizconege.edu
	in Paramedicine +	T4:11	
PME204			Emergency Casualty Care
1 WILZU4	Neonatal Resuscitation Provider (NRP)		te of Completion — CCL 5998N
PME205	in Paramedicine +	2.5 Credi	
FIVIEZUS	Advanced Medical Life Support		ficate of Completion (CCL) in Tactical
	(AMLS) Initial Provider in	_	y Casualty Care is designed to provide
	Paramedicine + 1	the knowl	edge, skills and ability to synthesize

standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence-based paramedicine in the tactical emergency setting. This certificate prepares students for a tactical emergency casualty care paramedic credential.

**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 required within the program.

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

**Program Prerequisites:** None.

Required Courses: 2.5 Credits

PME293 Tactical Emergency Casualty Care
(TECC) . . . . . . . . 2.5

# Science, Technology, Engineering and Mathematics

**CONTACT:** Dr. S. Thorpe, Department Chair: (602) 285.7819 and/or steve.thorpe@phoenixcollege.edu

#### Environmental and Natural Resource Stewardship Academic Certificate — AC 6227N 25-27 Credits

The Academic Certificate (AC) in Environmental and Natural Resource Stewardship program develops knowledge and understanding of the environmental and natural resource issues, problems, and policies through the study of selected courses. Students will examine the ethical theories and moral principles of global environmental issues, explore methods of inquiry, and the human impact on ecosystems and human policy related to natural resources.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all the courses within the program.

Admission Criteria: None

A grade of High school BIO100	Prerequisites: 0-7 Credits of C or better in: ool Biology (0) OR Biology Concepts (4) OR
BIO181X Permissio	General Biology (Majors) I + (4) OR TGeneral Biology (Majors) I + (4) OR n of Instructor0-4
BIO181X	,
	selecting BIO181 or BIO181XT must with a grade of C or better:
RDG100 RDG100I	Successful College Reading + (3) OR LLDisciplinary Literacy Lab + (1) OR
_	vel reading course (3) OR v for CRE101, College Critical Reading
	al Thinking, as indicated by appropriate placement test score. One year of high
school or	one semester of college-level biology
	istry is strongly recommended0-3
Required BIO105	Courses: 19 Credits Environmental Biology (4) OR
BIO103	
	TGeneral Biology (Majors) I + (4) OR
ABS274	
	Management + (4) 4
ECN211	Macroeconomic Principles (3) OR
ECN212	Microeconomic Principles (3)
PHI216	Environmental Ethics
POS110	American National Government 3
SSH111	Sustainable Cities
SUS110	Sustainable World
Restricte	d Electives: 6-8 Credits
ASB102	Introduction to Cultural Anthropology 3
ASB222	Buried Cities and Lost Tribes: Old World
ASB223	Buried Cities and Lost Tribes: New
BIO108	World

CHM107	Chemistry and Society (3) AND	
CHM107L	L Chemistry and Society	
	Laboratory (1)	4
ECN211	Macroeconomic Principles (Except if	
	used for Required Courses area.)	3
ECN212	Microeconomic Principles (Except if	
	used for Required Courses area.)	3
FSC110	Wildland Firefighter	3
HIS190	Environmental History	3
POS285	Political Issues and Public Policy	3
RPM150A	BOutdoor Adventure Skills	3

#### Visual and Performing Arts

**CONTACT:** Ms. C. Brandom (602) 285.7287 and/or char.brandom@phoenixcollege.edu

#### Alteration Specialist Certificate of Completion — CCL 5556 19-27 Credits

The Certificate of Completion (CCL) in Alteration Specialist is designed to prepare students for employment in alterations for the apparel industry. Students will develop skills in advanced clothing construction, tailoring and couture techniques appropriate for a variety of fabrics and designs, and fitting techniques for all types of apparel. They will develop the ability to select appropriate fashion fabrics, interfacing, and lining materials for specific items of apparel. Students completing this certificate will be able to alter and repair readymade garments in entry level positions in the alteration profession for retailers, dry-cleaning industry or their own alteration establishment. An Associate in Applied Science (AAS) in Fashion Design is also available.

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

Admission Criteria: None.

Required	Courses: 19-27 Credits
TEC110	Beginning Apparel

**Program Prerequisites:** None.

Construction (3) OR
Permission of Program Director.....0-3

TEC111 Intermediate Apparel
Construction + (3) OR

Parmission of Program Director

Permission of Program Director.....0-3

TEC130 Alteration of Readymade Garments + . 3 TEC222 Textiles 3

TEC277++Any Alteration Internship course +.. 1-3

Restricted Electives: None.

**CONTACT:** Mr. E. Erspamer, Coordinator, Graphic Arts Studies: (602) 285-7171

# Animation Certificate of Completion — CCL 5169 40 Credits

The Certificate of Completion (CCL) in Animation develops knowledge and skills in the area of digital animation, including but not limited to the production of still and time-based media, animation techniques, narrative development, character design, compositing, motion graphics, and interactive design. The curriculum is designed to provide the student with an understanding of animation techniques, use of production equipment, animation terminology, media and interactivity applications, and industry practices. This certificate prepares students for employment and upgrades the skills of persons employed in occupations such as digital animators, media producers, storyboard artists, media artist/designers, and interaction designers.

Certificates of Completion (CCL) in Video Game Production, and Associate in Applied Science (AAS) degrees in Animation and Time- Based Media and Video Game Production, are also available. Some of these programs are available at select colleges. Please check with your local college for program availability.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program. This CCL is designed for individuals who already have a degree or relevant experience in the field or who are currently employed in the field.

Admission Criteria: None.

**Program Prerequisites:** None.

Required	Courses: 40 Credits
AVC169	2D Media Design + (3) OR
AVC178	Digital Arts Studies + (3)3
AVC177 AVC/	Digital Photographic Imaging I +3
MMT184	Digital Animation I +3
AVC100	Introduction to Digital Arts1
ART111	Drawing I3
ART116	Life Drawing I3
AVC150 CRW150 CRW172	Multimedia Storytelling (3) OR Introduction to Creative Writing (3) OR Introduction to Comic Book Writing (3)
OR	
CRW176 OR	Writing Narrative for Video Games (3)
FMT121	Story Theory for Film, Television and Media (3)
AVC170 AVC/	3D Computer Design + (3) OR
THO246	Digital Fabrication (3)3
AVC/ MMT185 AVC200	3D Modeling and Animation I +
AVC240	Animation and Interactivity +
A V C 240	Cinematography and Directing for 2D/3D Animation +
AVC284 ART/	Digital Animation II +

MMT285	Modeling and Animation II +	3
AVC287	3D Character Animation +	3

Restricted Electives: None.

**CONTACT:** Mr. E. Erspamer, Coordinator, Graphic Arts Studies: (602) 285-7171 and/or dana.belmonte@phoenixcollege.edu

### Animation and Time-Based Media Associate in Applied Science — AAS 3199 69-77 Credits

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

**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: 17-19 Credits	AVC/	
	2D Media Design + (3) OR		3D Modeling and Animation II + 3
	Digital Arts Studies + (3)	AVC287	
	Digital Photographic Imaging I + 3		
AVC/		Specializa	tion 2: Time-Based Media (30 credits)
MMT184	Digital Animation I +3	ART111	· · · · · · · · · · · · · · · · · · ·
AVC100	Introduction to Digital Arts1	ART116	Life Drawing I (3)3
AVC248	Design Self Promotion (3) OR	AVC142	Introduction to Digital Photography 3
	Art Marketing (3)3		
AVC280A	CDigital Media Arts and	AVC150	Multimedia Storytelling (3) OR
	Design Capstone +3	FMT121	Story Theory for Film, Television and Media (3) OR
FYE101	Introduction to College, Career and	JRN213	Writing for Online + (3)
EVE102	Personal Success (1) OR  Exploration of College Corpor and	A V/C202	Madia Draductions I + (2) OD
FYE103	Exploration of College, Career and	AVC202	Media Productions I + (3) OR Video Production (3)
	Personal Success (3)1-3	FMP108	Video Production (3)
Restricted	l Electives: 30 Credits	AVC279	Media Productions II + (3) OR
Specializa	tion 1: Digital Animation (30 credits)	FMP215	Digital Video Effects + (3)3
	Drawing I3		
	Life Drawing I3	MUC191	Electronic Music I (3) OR
	-	MUC122	Sound Design I (3)
AVC150	Multimedia Storytelling (3) OR		
CRW150	Introduction to Creative Writing (3) OR	Complete	twelve (12) credits from courses not
CRW172	Introduction to Comic Book Writing (3)		lected in the Required Courses area.
OR		Students n	nay choose from one emphasis or from
CRW176	Writing Narrative for Video Games (3)	among mu	altiple emphasis areas according to their
OR		occupation	nal needs.
FMT121	Story Theory for Film, Television and		
	Media (3)3		hy Emphasis
		ART131	Photography I3
	3D Computer Design (3) OR	AVC138	Commercial Photography I + 3
AVC/		AVC140	C 1 2
THO246	Digital Fabrication (3)3		Intermediate Digital Photography + 3
		AVC270	Digital Photographic Imaging II + 3
AVC/			
	3D Modeling and Animation I + 3	Audio Em	-
	A nimation and Interactivity +3		Audio Production +3
AVC240	Cinematography and Directing for		Electronic Music I
	2D/3D Animation +		Electronic Music II +3
AVC284	Digital Animation II +3		Sound Design I
			Studio Music Recording I 3
		MUC222	Sound Design II +3

DID YOU KNOW....

Phoenix College has earned the Seal of Excelencia. Visit www.edexcelencia.org/seal-excelencia for more information

Media Pro	oduction Emphasis	<b>Mathematics:</b>
ART/	•	Any approved general education course from the
COM/		Mathematics area3-6
STO145	Digital Storybook 1	Recommended for students planning to transfer to a
AVC/		four-year university:
MMT190	Art of Web Site Design+3	MAT140 College Mathematics + (5) OR
AVC192	Advanced Web Presentation Design +. 3	MAT141 College Mathematics + (4) OR
AVC/		MAT142 College Mathematics + (3) OR
THO246	Digital Fabrication3	MAT145 College Mathematics
CIS133DA	AInternet/Web Development Level I 3	with Review (5) OR
FMP204	Advanced Video Production + 3	MAT146 College Mathematics
FMP215	Digital Video Effects +3	with Review (6)3-6
FMT151	TV and New Media Production + 3	
		<b>DISTRIBUTION:</b> 10 Credits
Motion G	raphics Emphasis	Humanities, Arts and Design:
ART116	Life Drawing I3	ARH101 Art from Prehistory Through Middle
ART174	Electronic Color Principles + 1	Ages (3) OR
AVC/		ARH102 Art from Renaissance to Modernism (3)
MMT185	3D Modeling and Animation I + 3	OR
AVC200	Animation and Interactivity +3	ARH115 History of Photography (3) OR
AVC240	Cinematography and Directing for	HUM/
	2D/3D Animation +	THF205 Introduction to Cinema (3)
AVC273A	ACSpecial Topics: Multimedia Arts + 3	Social-Behavioral Sciences:
AVC287	3D Character Animation +3	Any approved general education course from the
FMP215	Digital Video Effects +3	Social-Behavioral Sciences area3
		Natural Sciences:
General I	Education Requirements: 22-28 Credits	Any approved general education course from the
CORE: 12-18 Credits		Natural Sciences area4
First-Yea	r Composition:	
ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	<b>CONTACT:</b> Ms. C. Brandom
AND		(602) 285.7287 and/or
ENG102	First-Year Composition + (3) OR	char.brandom@phoenixcollege.edu
ENG108	First-Year Composition for ESL + (3).6	
Oral Con	nmunication:	Apparel Construction
COM100	Introduction to Human	Certificate of Completion — CCL 5953
	Communication (3) OR	26-32 Credits
COM110	Interpersonal Communication (3) OR	The Certificate of Completion (CCL) in Apparel
COM225	Public Speaking + (3) OR	Construction is designed for students to learn
COM230 Small Group Communication (3) 3		advanced sewing techniques appropriate for custom
Critical F	Reading:	apparel. Students will develop abilities to select
CRE101	College Critical Reading and Critical	appropriate materials and notions for specific items
	Thinking $+$ (3) OR	of apparel.
Equivalen	t as indicated by assessment0-3	
		<b>Program Notes:</b> Students must earn a grade of C

or better in all courses within the program.

Admission Criteria: None.  Program Prerequisites: None.		<b>Program Notes:</b> Students must earn a grade of C or better for all courses required within the		
		program.		
Required	Courses: 26-32 Credits	Admission	n Criteria: None.	
TEC110	Beginning Apparel			
	Construction (3) OR	Program	Prerequisites: None.	
Permission	n of Program Director (0)0-3			
		Required	Courses: 31-34 Credits	
TEC111	Intermediate Apparel	In addition	n to the required course work, students	
	Construction + (3) OR	must cons	ult with a program advisor to select nine	
Permission	n of Program Director (0)0-3	credits wit	thin the Restricted Electives area.	
		FYE101	Introduction to College, Career and	
TEC112A	QPattern Alteration and Fit +2		Personal Success (1) OR	
TEC116	Textiles: Stitchery and Embellishment. 1	FYE103	Exploration of College, Career and	
TEC120	Specialty Apparel Construction + 3		Personal Success (3) 1-3	
TEC122	Sewing with Knits +			
TEC124	Advanced Apparel Construction + 3	MTC101	Introduction to Music Theory 3	
TEC129	Sewing with a Serger	MUC191	Electronic Music I	
TEC143	Industrial Sewing I +2	MUC192	Electronic Music II +	
TEC222	Textiles3	MUC109	Music Business: Content Creation and	
TEC223	Tailoring + 3		Copyright	
TEC227	Couture Sewing +3			
		MUC110	Music Business: Marketing and	
Restricted	d Electives: None.		Monetization (3) OR	
		MUC145	Recording Studio Business	
			Operations (2)2-3	
CONTAC	CT: Mr. J. Weddle, Coordinator,			
Commerc	ial Music Studies:	MUC111	Digital Audio Workstation I	
(602) 285	-7555 and/or		(DAW I) +	
dana.belm	onte@phoenixcollege.edu	MUC194	Introduction to Audio Mixing	
			Techniques +	
Audio Pro	oduction Technologies			
Associate	in Applied Science — AAS 3024	MUC195	Studio Music Recording I (3) OR	
62-71 Cre	edits	MUC195	AAStudio Music Recording I (3)	
The Associ	ciate in Applied Science (AAS) in Audio			
Production	n Technologies program offers students	MUC196	Studio Music Recording II + OR	
hands-on study of audio engineering and related		MUC196	AAStudio Music Recording II + (3) 3	
media fiel	ds. Students learn and apply the concepts			
and theories associated with music recording, live		MUC197	Live Sound Reinforcement I	
sound rein	forcement, and sound design. The			
	s designed to give students foundational		AAAudio Production Internship + (1) OR	
_	e and experience essential in the field of		WACooperative Education + (1) OR	
-	luction. An embedded Certificate of	MUC298	AA Special Projects (1) 1	
-	on (CCL) in Audio Production			
Technolog	gies is also available.			

Restricted	l Electives: 9 Credits	<b>Mathematics:</b>		
Students must select a total of nine (9) credits from		Any approved general education course from the		
the list below in consultation with an academic		Mathematics area. Students who intend to transfer		
advisor. NOTE: at least one (1) of the following		must take		
	ust be completed: MUC281, MUC289,	MAT140 College Mathematics + (5) OR		
	or MUC295.	MAT141 College Mathematics + (4) OR		
	Computer-Based Sound Synthesis + 3	MAT142 College Mathematics + (3) OR		
	Electronic Music III +3	MAT145 College Mathematics		
	Digital Audio Workstation II	with Review (5) OR		
	(DAW II) +	MAT146 College Mathematics		
MUC122	Sound Design I3	with Review (6)3-6		
	Live Sound Reinforcement II +3	` /		
	Sound Design II +3	<b>DISTRIBUTION:</b> 10 Credits		
MUC289	Live Sound Reinforcement III +3	Humanities, Arts and Design:		
MUC292	Sound Design III +3	Any approved general education courses from the		
MUC295	Studio Music Recording III +3	Humanities, Arts and Design area3		
		MHL140 or MHL145 or MHL153 are		
General E	Education Requirements: 22-28 Credits	recommended.		
<b>CORE:</b> 1:	2-18 Credits	Social-Behavioral Sciences:		
First-Yea	r Composition:	Any approved general education course from the		
ENG101	First-Year Composition + (3) OR	Social-Behavioral Sciences area		
ENG107	First-Year Composition for ESL + (3)	PSY101 is recommended.		
AND		<b>Natural Sciences:</b>		
ENG102	First-Year Composition + (3) OR	Any approved general education course from the		
ENG108	First-Year Composition for ESL + (3)	Natural Sciences area 4		
OR				
ENG111	Technical and Professional			
	Writing + (3)6	<b>CONTACT:</b> Mr. J. Weddle, Coordinator,		
Oral Con	nmunication:	Commercial Music Studies:		
COM100	Introduction to Human	(602) 285-7555		
	Communication (3) OR			
	Interpersonal Communication (3) OR	Audio Production Technologies		
COM225	Public Speaking + (3) OR	Certificate of Completion — CCL 5334		
COM230	Small Group Communication (3) 3	39-40 Credits		
COM110 is recommended.		The Certificate of Completion (CCL) in Audio		
Critical Reading:		Production Technologies program offers students		
CRE101	College Critical Reading and Critical	hands-on study of audio engineering and related		
	Thinking $+$ (3) OR	media fields. Students learn and apply the concepts		
equivalent	as indicated by assessment0-3	and theories associated with music recording, live		
		sound reinforcement, and sound design. The		
		and anomalis designed to size students form detional		

program is designed to give students foundational knowledge and experience essential in the field of audio production. An Associate in Applied Science

(AAS) is also available.

<b>Program Notes:</b> Students must earn a grade of C or better in all courses within the program. + indicates course has prerequisite and/ or corequisites.		MUC281	Computer-Based Sound Synthesis + 3 Electronic Music III +
Admission Criteria: None.		MUC198	Sound Design I
Program Prerequisites: None.		MUC289	Live Sound Reinforcement III +
In addition	Courses: 30-31 Credits  to the required course work, students alt with a program advisor to select one		Studio Music Recording III +
	cializations within the Restricted		CT: Ms. J. Laffoon, Coordinator,
MTC101	Introduction to Music Theory	(602) 285-	hy Studies: -7280
MUC192	Electronic Music II +	Certificat 35-36 Cre	
MUC110	Music Business: Marketing and Monetization (3) OR	Commerc	Ficate of Completion (CCL) in ial and Freelance Photography includes of both the digital and film aspects of
MUC145	Recording Studio Business Operations (2)2-3	photograp students d	hy. The program is structured to help evelop an understanding of exposure, camera operations and functions, digital
MUC111	Digital Audio Workstation I (DAW I) +3	photograp	hic materials, film-based strategies, atting, and the basics of running a
MUC194	Introduction to Audio Mixing Techniques +	freelance j designed t	photography business. This certificate is to provide knowledge and experience to those hoping to work as freelance
	Studio Music Recording I (3) OR AAStudio Music Recording I (3)	photograp commerci	hers, wedding photographers, al photographers, photography editors, hy assistants, or photo lab technicians. An
	Studio Music Recording II + OR AAStudio Music Recording II + (3)3		in Applied Science (AAS) in hy is also available.
MUC197	Live Sound Reinforcement I 3	_	<b>Notes:</b> Students must earn a grade of C all courses within the program. There
	AAAudio Production Internship + (1) OR		sts for supplies and equipment in this
	VACooperative Education + (1) OR AASpecial Projects (1)	Admission	n Criteria: None
Students not the list bel advisor. N	l Electives: 9 Credits nust select a total of nine (9) credits from ow in consultation with an academic NOTE: at least one (1) of the following ust be completed: MUC281, MUC289,	Program	Prerequisites: None

MUC292, or MUC295.

Required	Courses: 27 Credits	In consultation with an advisor or program
ART112	Two-Dimensional Design3	coordinator, choose one (1) course from the
ART131	Photography I	following list to best fulfill goals:
ART132	Photography II +3	
AVC100	Introduction to Digital Arts1	ARH115 History of Photography3
AVC138	Commercial Photography I +3	ART116 Life Drawing I3
		ART137 Alternative Photographic Processes3
AVC140	Portrait Photography + (3) OR	ART255 Art Marketing
AVC237		AVC181 Graphic Design I + 3
		AVC232 Studio Lighting +3
AVC142	Introduction to Digital Photography 3	FMP108 Video Production
AVC143		SBS204 Small Business Marketing and
	8 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	Advertising2
ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3). 3	
Livoror	That Tem Composition for 252 (c).5	CONTACT: Ms. C. Brandom
SBS200	Small Business Operations2	(602) 285.7287 and/or
525200	Sman Business operations2	char.brandom@phoenixcollege.edu
Restricted	d Electives: 8-9 Credits	enar.orandom e priocinixeonege.eaa
	must complete one (1) of the two (2)	Costume Design and Production, Level I
	specializations:	Certificate of Completion — CCL 5406
ionowing	specializations.	28-34 Credits
Specializa	ation I: Freelance Photography (8 credits)	The Certificate of Completion (CCL) in Costume
SBS204	Small Business Marketing and	Design and Production, Level I trains students to
5D520 <del>T</del>	Advertising	design and make costumes for theatre, film, opera,
	Advertising	dance and period reproductions. A Certificate of
In consult	ation with an advisor or program	Completion (CCL) in Costume Design and
In consultation with an advisor or program coordinator, choose two (2) courses from the		Production, Level II and an Associate in Applied
	list to best fulfill goals:	Science (AAS) in Fashion Design are also
Tonowing	list to best fulfill goals.	available.
A DU115	History of Photography 2	avanable.
ART116	History of Photography	Dragram Natage Students must some a grade of C
ART110 ART137	Life Drawing I	<b>Program Notes:</b> Students must earn a grade of C
ART137 ART234		or better for all courses required within the
ART255	Color Photography +	program.
AVC139	Commercial Photography II +3	Admission Criteria: None.
AVC139 AVC181		Admission Criteria: None.
AVC181 AVC232	Graphic Design I +	Duagnam Duanaguigitage Nana
	Studio Lighting +	Program Prerequisites: None.
FMP108	Video Production3	D
C :-1:	4: II. C	Required Courses: 25-31 Credits
-	ntion II: Commercial Photography (8-9	TEC105 Cultural Aspects of Clothing (3) OR
credits)		THO115 Makeup for Stage and Screen (3) 3
	Color Photography +	TECOLOG III' A CE 1'
AVC139	Commercial Photography II +3	TEC106 History of Fashion
	DID YOU KNOW	TEC110 Beginning Apparel Construction (3)
Phoeniy C		OR
Phoenix College has been accepted into the Achieving the Dream Network (ATD) as a new ATD college. Visit		Permission of Program Director0-3
	evingthedream.org for more information.	
5.0.110	J J	

TEC111 (3) OR	Intermediate Apparel Construction +	twentieth- illustration	century design, and digital fashion n.
THP206	Introduction to Costume Construction for Theatre (4)3-4	_	<b>Notes:</b> + indicates course has tes and/or corequisites. Students must
	· ,		de of C or better in all courses within the
TEC120 OR	Specialty Apparel Construction + (3)	program.	
TEC124 OR	Advanced Apparel Construction + (3)	Admissio	n Criteria: None.
TEC227	Couture Sewing + (3)3	Program	Prerequisites: None.
TEC122	Sewing with Knits +3	Required	Courses: 33-39 Credits
TEC134	Fashion Illustration I3	The follow	wing courses are required and included in
TEC225	Pattern Design I +3	CCL Cos	tume Design and Production, Level I:
TEC226	Draping for Fashion Design +3	TEC105	Cultural Aspects of Clothing (3) OR
		THO115	Makeup for Stage and Screen (3) 3
TEC278+	+Any Costume Design and Production Internship course(s) (1-3) OR	TEC106	History of Fashion
THP201+ OR	-+Any Theatre Production course(s) (1-2)	TEC110 OR	Beginning Apparel Construction (3)
	ACTheatre Production I	_	n of Program Director0-3
11102021	Costume Shop (1)1-3	1 CHIIISSIO	ii of Frogram Director0-5
	Costume Shop (1)1-3	TEC111	Intermediate Apparel Construction + (3) OR
Restricte	d Electives: 3 Credits	THP206	Introduction to Costume Construction
TEC113	Textiles: Dyeing	1111 200	for Theatre (4)3-4
TEC113	Textiles: Block Printing/Silk Screening1		101 Theatre (4)
TEC114	Textiles: Hand Painting	TEC120	Specialty Apparel Construction + (3)
TEC116	Textiles: Stitchery and Embellishment. 1	OR	Specialty Apparel Constitution + (3)
TEC110	Creative Sewing Machine Use +3	TEC124	Advanced Apparel Construction + (3)
TEC121		OR	Advanced Apparer Construction + (3)
1	Digital Machine Embroidery Laboratory	TEC227	Courting Couring (2)
TEC222	Textiles 3	IEC221	Couture Sewing + (3)
	Textiles 3 C113, TEC114, TEC115, TEC116,	TEC122	Sawing with Vnite   2
			Sewing with Knits +
IEC1011	may be repeated for up to three (3) credits.	TEC134	Fashion Illustration I
		TEC225	Pattern Design I +
CONTRA		TEC226	Draping for Fashion Design + 3
	CT: Ms. C. Brandom	<b>EE</b> C <b>25</b> 0	
, ,	5.7287 and/or	TEC278+	+Any Costume Design and Production
char.bran	dom@phoenixcollege.edu		Internship course(s) (1-3) OR
			+Any Theatre Production course(s) (1-2)
Costume	Design and Production, Level II	OR	
Certificate of Completion — CCL 5426		THO202 <i>A</i>	ACTheatre Production I
36-42 Credits			Costume Shop (1)1-3
	ficate of Completion (CCL) in Costume		
Design ar	nd Production, Level II expands students'		
skills in c	ostuming for theatre, film, opera, dance		
and perio	d reproductions. Students learn enhanced		

techniques for costume fit and construction,

The following courses are required and included in CCL Costume and Design Production, Level II:	<b>Program Notes:</b> Students must earn a grade of C or better in all courses within the program	
TEC112AQPattern Alteration and Fit +	Admission	n Criteria: None.
	Program	Prerequisites: None.
Restricted Electives: 3 Credits		
TEC113 Textiles: Dyeing	_	Courses: 32-34 Credits
TEC114 Textiles: Block Printing/Silk Screening1	AVC169	$\mathcal{E}$
TEC115 Textiles: Hand Painting	AVC177	
TEC116 Textiles: Stitchery and Embellishment. 1	AVC100	Introduction to Digital Arts1
TEC121 Creative Sewing Machine Use +3		
TEC161 Digital Machine Embroidery	ART111	Drawing I (3) OR
Laboratory 1	ART116	Life Drawing I (3)3
TEC222 Textiles	AVC142	Introduction to Digital Photography 3
<b>Note:</b> TEC113, TEC114, TEC115, TEC116,	AVC181	Graphic Design I +
TEC161 may be repeated for up to three (3) credits.	AVC/	
		Digital Animation I +
GOVERN CENTRAL TO THE CONTRACT OF THE	AVC200	•
<b>CONTACT:</b> Mr. E. Erspamer, Coordinator,	AVC248	Design Self Promotion3
Graphic Arts Studies:		
(602) 285-7171 and/or	AVC280A	ACDigital Media Arts and Design
dana.belmonte@phoenixcollege.edu	A 14 CO O C	Capstone + (3) OR
D. I. 125 H. A.	AVC297+	-+Computer Graphic Design
Digital Media Arts		Internship + (3)
Associate in Applied Science — AAS 3567	EVE 101	
66-74 Credits	FYE101	Introduction to College, Career and
The Associate in Applied Science (AAS) in Digital	EXTE 1.00	Personal Success (1) OR
Media Arts is designed for the student who wishes	FYE103	Exploration of College, Career and
to develop skills in the area of graphic design,		Personal Success (3)1-3
imaging, photography, animation, time-based,	IDMO10	W. '.' C O I'
interactivity, and media production. The program	JRN213	Writing for Online +3
emphasizes critical thinking, written	D44	I El-4: 12 C 1:4-
communication, and teamwork by challenging		d Electives: 12 Credits
students to develop their own design method,	-	twelve (12) credits from the following
production workflow, and conceptual aesthetic.	courses:	Constitution Design II .
The program provides students with a broad	AVC182	Graphic Design II +3
understanding of media design and its place in	AVC/	2D M 11' 1A' ' I . 2
society as a means to communicate. It allows for		3D Modeling and Animation I + 3
the development of an individual's personal interest	AVC210	Design Tools for Imagery, Production,
in this area, prepares students for employment, and	A 37/C240	and Publishing +
upgrades skills of those already employed in this	AVC240	Cinematography and Directing for
field. Upon completion of the program, students	CIC122D	2D/3D Animation +
will have compiled a professional portfolio.		AInternet/Web Development Level I 3
Employment opportunities include, but are not	FMP108	Video Production 3
limited to, graphic design, animation, web design,	FMP215	Digital Video Effects +
and video production. Based on course selections,	MUC191	
students may also pursue transfer opportunities.	MIUC122	Sound Design I

General Education Requirements: 22-28 Credits CORE: 12-18 Credits First-Year Composition:		<b>CONTACT:</b> Ms. C. Brandom (602) 285.7287 or	
			First-Year Composition + (3) OR
ENG107	First-Year Composition for ESL + (3)	Fashion 1	Design
AND	•	Associate	e in Applied Science — AAS 3355
ENG102	First-Year Composition + (3) OR	63-74 Cr	
ENG108	First-Year Composition for ESL + (3).6	The Asso	ciate in Applied Science (AAS) in
Oral Con	munication:	Fashion D	Design guides students in developing
COM100	Introduction to Human	technical	and creative design skills for employment
	Communication (3) OR	opportuni	ties in the fashion industry or self-
COM110	Interpersonal Communication (3) OR	employm	ent in fashion design. The program
COM225	Public Speaking + (3) OR	includes t	raining in multiple levels of apparel
	Small Group Communication (3) 3	constructi	on, design, fashion illustration,
Critical R	Reading:	patternma	aking, and draping, and supports students
CRE101	College Critical Reading and Critical	in buildin	g inspirational sources through analysis of
	Thinking $+$ (3) OR		nistorical, and contemporary works of
Equivalent	t as indicated by assessment0-3	fashion ar	nd design.
Mathema	tics:		-
Any appro	oved general education course from the	Program	<b>Notes:</b> Students must earn a grade of C
Mathemat	=	or better i	n all courses within the program.
Recomme	nded for students planning to transfer to a		
	university:	Admissio	on Criteria: None.
	College Mathematics + (5) OR		
	College Mathematics + (4) OR	Program	Prerequisites: None.
	College Mathematics + (3) OR		-
	College Mathematics	Required	Courses: 38-43 Credits
	with Review (5) OR	FYE101	Introduction to College, Career and
MAT146	College Mathematics		Personal Success (1) OR
	with Review (6)3-6	FYE103	Exploration of College, Career and
			Personal Success (3) 1-3
DISTRIB	UTION: 10 Credits		
Humaniti	es, Arts and Design:	TEC105	Cultural Aspects of Clothing 3
Students v	who intend to transfer should choose	TEC106	History of Fashion 3
either ARI	H102 or HUM/THF205 to fulfill the		•
[HU] requ	irement for transfer.	TEC110	Beginning Apparel Construction (3)
ARH102	Art from Renaissance to Modernism (3)	OR	
OR		Permissio	on of Program Director (0)0-3
ARH110	History of Graphic Design (3) OR		
HUM/		TEC111	Intermediate Apparel Construction + 3
THF205	Introduction to Cinema (3)3	TEC122	Sewing with Knits +3
Social-Behavioral Sciences:		TEC124	Advanced Apparel Construction + 3
Any approved general education course from the		TEC125	Fashion Design
Social-Behavioral Sciences area		TEC134	Fashion Illustration I3
Natural S		TEC221	Computer-Assisted Fashion Design + 3
Any appro	oved general education course from the	TEC222	Textiles3
	ciences area4	TEC223	Tailoring3
		TEC225	Pattern Design I +3
		TEC226	Draning for Fashion Design + 3

TEC236 Portfolio Development + (1) OR	<b>DISTRIBUTION:</b> 10 Credits
TEC271AAFashion Design Internship (1) OR	Humanities, Arts and Design:
TEC277AAAlteration Internship (1) OR	ARH100 Introduction to Art (3) OR
TEC278AACostume Design and Production	ARH101 Art from Prehistory Through Middle
Internship (1)1	Ages (3) OR
	ARH102 Art from Renaissance to Modernism (3)
Restricted Electives: 4-6 Credits	OR
Select 4 to 6 credits from the following except	INT115 Historical Architecture and
courses used in the Required Courses area:	Furniture (3) OR
courses used in the fine courses them.	INT120 Modern Architecture and Furniture (3) 3
ART113 Color3	ARH100, ARH101, or ARH102 recommended for
TEC+++++Any TEC Textiles and Clothing	university transfer.
course1-3	Social-Behavioral Sciences:
000220	Any approved general education course in the
General Education: 22-28 Credits	Social-Behavioral Sciences area
CORE: 12-18 Credits	Natural Sciences:
First-Year Composition:	Any approved general education course from the
ENG101 First-Year Composition + (3) OR	Natural Sciences area4
ENG107 First-Year Composition for ESL + (3)	
AND	
ENG102 First-Year Composition + (3) OR	CONTACT: Ms. C. Brandom
ENG108 First-Year Composition for ESL + (3).6	(602) 285.7287 or
Oral Communication:	char.brandom@phoenixcollege.edu
COM100 Introduction to Human	
Communication (3) OR	Fashion Design: Entrepreneur
COM110 Interpersonal Communication (3) OR	Certificate of Completion — CCL 5854
COM225 Public Speaking + (3) OR	19 Credits
COM230 Small Group Communication (3) 3	The Certificate of Completion (CCL) in Fashion
Critical Reading:	Design: Entrepreneur introduces students to
CRE101 College Critical Reading and Critical	building a sustainable fashion design business.
Thinking + (3) OR	Students develop business and industry-specific
Equivalent as indicated by assessment (0)0-3	skills based upon fashion marketing,
Mathematics:	merchandising, and production.
MAT140 College Mathematics + (5) OR	
MAT141 College Mathematics + (4) OR	<b>Program Notes:</b> Students must earn a grade of C
MAT142 College Mathematics + (3) OR	or better in all courses required within the program.
MAT146 College Mathematics	
with Review (6) OR	Admission Criteria: None.
Equivalent or higher-level mathematics course	
in the Mathematical Applications [MA]	Program Prerequisites: None.
area (3-6). 3-6	•
. ,	Required Courses: 19 Credits
	MKT109 Introduction to Fashion Merchandising 3
	MKT110 Marketing and Social Networking (3)
Students at any Maricopa Community College may	OR
need to complete courses at more than one of our	MKT151 Display and Visual Merchandising (3) 3
colleges.	MKT267 Principles of Sales

TEC103

TEC125

**CONTACT:** Ms. C. Brandom TEC150 TEC240 Apparel Production Management ...... 2 (602) 285.7287 or char.brandom@phoenixcollege.edu Restricted Electives: None. Fashion Design, Level II Certificate of Completion — CCL 5939 **CONTACT:** Ms. C. Brandom 42-45 Credits (602) 285.7287 or The Certificate of Completion (CCL) in Fashion Design: Level II program provides students with char.brandom@phoenixcollege.edu more advanced skills necessary to design apparel, illustrate fashions, and create patterns. Students **Fashion Design: Level I** Certificate of Completion — CCL 5355 completing this certificate will enter the fashion 27-30 Credits industry at entry-level positions and above. An Associate in Applied Sciences (AAS) in Fashion The Certificate of Completion (CCL) in Fashion Design: Level I includes training in design, fashion Design is also available. illustration, patternmaking, and draping, and supports students in building inspirational sources **Program Notes:** Students must earn a grade of C through analysis of cultural, historical, and or better in all courses within the program. contemporary fashion and design. Students completing this certificate will enter the fashion Admission Criteria: None. industry at entry-level positions. A Certificate of Completion (CCL) in Fashion Design: Level II and **Program Prerequisites:** None. an Associate in Applied Science (AAS) in Fashion Design are also available. **Required Courses:** 42-45 Credits The following courses are required and included in CCL Fashion Design Level I: **Program Notes:** Students must earn a grade of C Cultural Aspects of Clothing......3 or better in all courses within the program. TEC105 TEC106 Admission Criteria: None. Beginning Apparel Construction (3) TEC110 **Program Prerequisites:** None. OR Permission of Program Director (0)..................0-3 **Required Courses:** 27-30 Credits Cultural Aspects of Clothing......3 TEC105 TEC111 Intermediate Apparel Construction +... 3 TEC106 History of Fashion ......3 TEC125 TEC134 TEC221 Computer-Assisted Fashion Design +.. 3 TEC110 Beginning Apparel Construction (3) TEC222 Textiles ......3 OR Permission of Program Director (0)......0-3 TEC225 TEC226 Draping for Fashion Design +................................. 3 Intermediate Apparel Construction +...3 TEC111 **TEC125** The following courses are also required for CCL Fashion Illustration I......3 Fashion Design Level II: TEC134 TEC221 Computer-Assisted Fashion Design +.. 3 TEC135 Fashion Illustration II + (3) ORTEC222 ......3 TEC138 Fashion Illustration: Menswear  $+ (3) \dots 3$ TEC225 Pattern Design I +......3 TEC226 TEC227

Restricted Electives: None.

TEC234

Couture Sewing + (3) OR

TEC228	Advanced Draping for	
	Fashion Design +	. 3
TEC230	Pattern Design II +	. 3
TEC270	Design Studio +	. 3

**CONTACT:** Ms. C. Brandom (602) 285.7287 or char.brandom@phoenixcollege.edu

## Fashion Illustration Certificate of Completion — CCL 5941 26 Credits

The Certificate of Completion (CCL) in Fashion Illustration includes an advanced study of proportion and techniques used in drawing fashion figures and flats. Various art supplies are used to illustrate fabrics, textures, and patterns. An Associate in Applied Science (AAS) in Fashion Design is also available.

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

Admission Criteria: None.

**Program Prerequisites:** None.

### Required Courses: 26 Credits

TEC115	Textiles: Hand Painting1
TEC125	Fashion Design
TEC134	Fashion Illustration I3
TEC135	Fashion Illustration II +3
TEC136	Fashion Illustration III +3
TEC138	Fashion Illustration: Menswear 3
TEC139	Fashion Illustration: Children's Wear3
TEC221	Computer-Assisted Fashion Design + 3
TEC222	Textiles3
TEC236	Portfolio Development + 1

Restricted Electives: None.

**CONTACT:** Mr. E. Erspamer, Coordinator, Graphic Arts Studies: (602) 285-7171 and/or dana.belmonte@phoenixcollege.edu

### Graphic Design Associate in Applied Science — AAS 3201 61-68 Credits

The Associate in Applied Science (AAS) in Graphic Design develops the knowledge and skills required in the areas of photography, digital imaging, and graphic design. The coursework includes creating graphic designs, including images, layouts, typography, packaging, motion and interactive graphics, and branding in various print and digital media. This degree prepares students for employment and upgrades the skills of persons employed in occupations such as production artists, graphic designers, freelance artist-designers, and art directors. A Certificate of Completion (CCL) in Graphic Design is also available.

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

Admission Criteria: None.

**Program Prerequisites:** None.

-	Courses: 33-37 Credits	
AVC169	2D Media Design +	3
	Digital Photographic Imaging I +	
AVC183	Digital Graphic Arts I	3
AVC248	Design Self Promotion (3) OR	
ART255	Art Marketing (3)	3
AVC100	Introduction to Digital Arts	1
AVC283	Digital Graphic Arts II +	
ART111	Drawing I (3) OR	
ART116	Life Drawing I (3)	3
ART113	Color (3) OR	
AVC114		2
AVCI14	Digital Color (3)	. 3

	Introduction to Digital Photography 3		Education Requirements: 22-28 Credits
AVC178	Digital Arts Studies +3		2-18 Credits
			ar Composition:
AVC/	A CANAL GLAD		First-Year Composition + (3) OR
MMT190	Art of Web Site Design3	ENG107 AND	First-Year Composition for ESL + (3)
Capstone/	Internship Course:	ENG102	First-Year Composition + (3) OR
AVC280+	++ Digital Media Arts and Design	ENG108	First-Year Composition for ESL + (3). 6
	Capstone + (1-3) OR	Oral Con	nmunication:
AVC297+	++ Computer Graphic Design	COM100	Introduction to Human
	Internship (1-3) +1-3		Communication (3) OR
			Interpersonal Communication (3) OR
FYE101	Introduction to College, Career and		Public Speaking + (3) OR
	Personal Success (1) OR		Small Group Communication (3) 3
FYE103	Exploration of College, Career and	Critical 1	C
	Personal Success (3)1-3	CRE101	College Critical Reading and Critical Thinking + (3) OR
	d Electives: 3 Credits		at as indicated by assessment 0-3
	must select three (3) credits from the	Mathema	
_	list of courses:		oved general education course from the
AVC103	Typography in the Digital Age +3	Mathema	
AVC150	Multimedia Storytelling +3		ended for students planning to transfer to a
AVC175	Electronic Publishing Design I +3	•	university:
AVC192	Advanced Web Presentation Design +. 3		College Mathematics + (5) OR
AVC200	Animation and Interactivity +		College Mathematics + (4) OR
AVC210	Design Tools for Imagery, Production,		College Mathematics + (3) OR
ANG	and Publishing +	MA1145	College Mathematics
AVC/	Disital Estadadian	N/A/T146	with Review (5) OR
THO246	Digital Fabrication	MA 1 146	College Mathematics
AVC289	Computer Illustration +3		with Review (6)3-6
	Electives: 0-3 Credits		BUTION: 10 Credits ies, Arts and Design:
	litional courses 100-level or higher to the minimum credits required for this		who intend to transfer should choose
-	onsult with the Program Director or an		H101 or ARH102 to fulfill the [HU]
_	Advisor.		ent for transfer.
Academic	Advisor.	ARH101	Art from Prehistory Through Middle
		ARCITIOT	Ages (3) OR
		ARH102	Art from Renaissance to Modernism (3)
	DID YOU KNOW	OR	The from Renaissance to Wodernism (3)
Phoeniy C	College has been accepted into the Achieving		History of Graphic Design (3)3
	n Network (ATD) as a new ATD college. Visit		chavioral Sciences:
	evingthedream.org for more information.		oved general education course from the
3.5.110	3		Phavioral Sciences area
		Natural S	
			oved general education course from the
			ciences area

**CONTACT:** Mr. E. Erspamer, Coordinator, Graphic Arts Studies: (602) 285-7171 and/or dana.belmonte@phoenixcollege.edu

## Graphic Design Certificate of Completion — CCL 5173 34 Credits

The Certificate of Completion (CCL) in Graphic Design develops the knowledge and skills required to create graphic designs, including images, layouts, typography, packaging, motion and interactive graphics, and branding in various print and digital media. This certificate prepares students for employment and upgrades the skills of persons employed in occupations such as production artists, graphic designers, and art directors. An Associate in Applied Science (AAS) in Graphic Design is also available.

**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: 31 Credits
AVC169	2D Media Design +
AVC177	Digital Photographic Imaging I +3
AVC183	Digital Graphic Arts I3
AVC248	Design Self Promotion (3) OR
ART255	Art Marketing (3)
AVC283	Digital Graphic Arts II +3
AVC100	Introduction to Digital Arts1
ART111	Drawing I (3) OR
ART116	Life Drawing I (3)3
ART113	Color (3) OR
AVC114	Digital Color (3)
AVC142	Introduction to Digital Photography 3
AVC178	Digital Arts Studies +3

AVC/	
MMT190	Art of Web Site Design3
	č
Restricted	l Electives: 3 Credits
Students n	nust select 3 credits from the following
list of cou	rses:
AVC103	Typography in the Digital Age + 3
AVC150	Multimedia Storytelling +3
AVC175	Electronic Publishing Design I + 3
AVC192	Advanced Web Presentation Design +. 3
AVC200	Animation and Interactivity + 3
AVC210	Design Tools for Imagery, Production,
	and Publishing +3
AVC/	_
THO246	Digital Fabrication
AVC289	Computer Illustration +3
	1

**CONTACT:** Mr. E. Erspamer, Coordinator, Graphic Arts Studies: (602) 285-7171 and/or dana.belmonte@phoenixcollege.edu

### Illustration

## Certificate of Completion — CCL 5174 31 Credits

The Certificate of Completion (CCL) in Illustration develops knowledge and skills in creating visual narratives through traditional and digital media. The program emphasizes art principles, knowledge, and skills needed to solve design and compositional problems. Focus areas include graphic arts, publications, and storyboarding for animation, video, and media. This certificate prepares students for employment and upgrades the skills of persons employed in occupations such as freelance artist-designer, concept artist, visual development artist for gaming/film, and storyboarder. Students may also pursue an Associate in Applied Science (AAS) in Illustration and Sequential Art.

**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: 25 Credits	<b>CONTACT:</b> Mr. E. Erspamer, Coordinator,
AVC169	2D Media Design + 3	Graphic Arts Studies:
AVC177	Digital Photographic Imaging I + 3	(602) 285-7171 and/or
		dana.belmonte@phoenixcollege.edu
AVC248	Design Self Promotion (3) OR	
ART255	Art Marketing (3)3	Illustration and Sequential Art
		Associate in Applied Science — AAS 3203
AVC289	Computer Illustration +3	61-74 Credits
AVC100	Introduction to Digital Arts 1	The Associate in Applied Science (AAS) in
ART111	Drawing I3	Illustration and Sequential Art is designed for the
A D/T/1/2	G 1 (2) OB	student who wishes to develop an area of
ART113	Color (3) OR	specialization in illustration and comics and
AVC114	Digital Color (3)	sequential art. Students will develop narratives
A DT116	Life Drawing I	through traditional and digital media. The program
ART116 AVC178	Life Drawing I	emphasizes art principles, knowledge, and skills
AVC176	Digital Arts Studies +	needed to solve design and compositional problems. Areas of emphasis include comic book
Restricted	d Electives: 6 Credits	and sequential art, illustration for publications, and
	nust select six (6) credits from the	storyboarding. It allows for the development of an
	list of courses. Students may select from	individual's personal interest in this area, prepares
_	asis or may select from different	students for employment, and upgrades skills of
-	to fulfill the six (6) credit requirement.	those already employed in this field. Employment
Ι	(1)	opportunities are available in a variety of fields
Animatior	r Focus Area	including, but not limited to, freelance artist-
AVC/		designer, concept artist, comics/sequential art,
MMT184	Digital Animation I +3	visual development artist for gaming/film, and
AVC/		story boarder. A Certificate of Completion (CCL)
MMT185	3D Modeling and Animation I + 3	in Illustration and in Sequential Art is also
		available.
	Focus Area	
	Life Drawing II +3	<b>Program Notes:</b> Students must earn a grade of C
	Art Anatomy +	or better for all courses required within the
ART122	Drawing and Composition II +3	program.
Daintina E	Janua Ama	Admission Criteria: None.
ART165	Focus Area Watercolor Painting I +3	Admission Criteria: None.
ART165 ART166	Watercolor Painting II +3	Program Prerequisites: None.
ART167	Painting I +	110gram 11erequisites. 1vone.
ART168	Painting II +	Required Courses: 24-28 Credits
ART263	Figure Painting +	AVC169 2D Media Design +
1111200	- 1-15w-1 - 1 was-1-15w-1	AVC177 Digital Photographic Imaging I + 3
		AVC289 Computer Illustration +3
		AVC100 Introduction to Digital Arts
		ART111 Drawing I3
		-
		ART113 Color (3) OR
		AVC114 Digital Color (3)
		ART116 Life Drawing I3

AVC178	Digital Arts Studies +3	Drawing Emphasis
EVE 101		ART117 Life Drawing II +
FYE101	Introduction to College, Career and	ART118 Art Anatomy +
EVE102	Personal Success (1) OR  Explanation of College Corner and	ART122 Drawing and Composition II +
FYE103	Exploration of College, Career and	Deluction Frankesia
	Personal Success (3)1-3	Painting Emphasis
Canatanal	Internal in Course	ART165 Watercolor Painting I +
-	Internship Course:	ART166 Watercolor Painting II +
A V C 280A	ADigital Media Arts and Design	ART167 Painting I +
A \$10000 A	Capstone + (1) OR	ART168 Painting II +
A V C 280A	ABDigital Media Arts and Design	ART263 Figure Painting +
A V/C290A	Capstone + (2) OR	Conoral Electives 0.6 Credits
A V C 200P	ACDigital Media Arts and Design	General Electives: 0-6 Credits
	Capstone + (3)1-3	Select additional courses 100-level or higher to
Dogtwieter	d Electives: 9-18 Credits	complete the minimum credits required for this degree. Consult with the Program Director or an
	tion 1: Sequential Art (18 credits)	Academic Advisor.
	• • • • • • • • • • • • • • • • • • • •	Academic Advisor.
	Penciling for Sequential Art	General Education Requirements: 22-28 Credits
AVC120 AVC219		CORE: 12-18 Credits
A V C 2 1 9	Coloring, Toning and Lettering for Sequential Art3	First-Year Composition:
AMC220	1	ENG101 First-Year Composition + (3) OR
AVC220 AVC221	Publishing for the Comic Industry3 Comics Creation	ENG107 First-Year Composition for ESL + (3)
AVCZZI	Connes Creation	AND
CRW172	Introduction to Comic Book Writing (3)	ENG102 First-Year Composition + (3) OR
OR	introduction to come Book writing (5)	ENG108 First-Year Composition for ESL + (3). 6
	Writing Narrative for Video Games (3)	Oral Communication:
OR	(a)	COM100 Introduction to Human
	Introduction to Screenwriting (3)3	Communication (3) OR
01111170	initial desired to server with the server with	COM110 Interpersonal Communication (3) OR
Specializa	tion 2: Illustration (9 credits)	COM225 Public Speaking + (3) OR
	Design Self Promotion (3) OR	COM230 Small Group Communication (3) 3
	Art Marketing (3)	Critical Reading:
		CRE101 College Critical Reading and Critical
Students n	nust select six (6) credits from the	Thinking + (3) OR
	list of courses. Students may select from	Equivalent as indicated by assessment 0-3
_	asis or may select from different	Mathematics:
-	to fulfill the six (6) credit requirement.	Any approved general education course from the
r	(1)	Mathematics area
Animation	n Emphasis	Recommended for students planning to transfer to a
AVC/	Γ	four-year university:
	Digital Animation I +3	MAT140 College Mathematics + (5) OR
AVC/	6	MAT141 College Mathematics + (4) OR
	3D Modeling and Animation I + 3	MAT142 College Mathematics + (3) OR
		MAT145 College Mathematics
		with Review (5) OR
		MAT146 College Mathematics
		with Review (6) 3-6

<b>DISTRIBUTION:</b> 10 Credits		Required Courses: 30-37 Credits	
Humanities, Arts and Des		-	Beginning Apparel Construction (3)
ARH101 Art from Prehist	_	OR	
Ages (3) OR	,	Permissio	on of Program Director (0)0-3
ARH102 Art from Renais	sance to		
	3	TEC111	Intermediate Apparel
Social-Behavioral Science			Construction + (3) OR
Any approved general educ	cation course from the	THP206	Introduction to Costume Construction
Social-Behavioral Sciences			for Theatre (4) OR
Natural Sciences:		Permissio	n of Program Director (0)0-4
Any approved general educ	cation course from the		
Natural Sciences area		TEC120	Specialty Apparel Construction +
		TEC122	Sewing with Knits +
		TEC124	Advanced Apparel Construction + 3
CONTACT: Ms. C. Brand	om	TEC129	Sewing with a Serger
(602) 285.7287 and/or		TEC130	Alteration of Ready-Made Garments + 3
char.brandom@phoenixcoll	ege.edu	TEC143	Industrial Sewing I +
r	6	TEC144	Industrial Sewing II +
Industrial Sewing		TEC146	Manufacturing Sewing Methods I + 2
Certificate of Completion	— CCL 5970	TEC147	Manufacturing Sewing Methods II + 2
30-37 Credits	002011		AQPattern Alteration and Fit +
The Certificate of Completi	on (CCL) in Industrial	TEC116	Textiles: Stitchery and Embellishment.
Sewing is designed to prepare		TEC120	Specialty Apparel Construction +
employment or small busine		TEC122	Sewing with Knits +
piecework construction for	-	TEC124	Advanced Apparel Construction +
in the fashion industry inclu	_	TEC129	Sewing with a Serger
advanced apparel construct	•	TEC143	Industrial Sewing I +
variety of fabrics and mater	_	TEC222	Textiles
skills on the use of industria		TEC223	Tailoring +
professional sewing technic		TEC227	Couture Sewing +
professional sewing teeming	lucs.	TEC227	Couture Sewing +
Program Notes: Students r	nust earn a grade of C	In consult	ation with the program director, select 6
or better in each course in the	he program. Students	credits of	coursework from the following:
are encouraged to consult w	ith the Program	INT/	
Director before starting the	program.	TEC126	Sewing for the Home
		TEC112A	AUSewing Clothing Accessories +
Admission Criteria: None		TEC121	Creative Sewing Machine Use +
		TEC161	Digital Machine Embroidery
<b>Program Prerequisites:</b> N	one.		Laboratory
		TEC224	Pattern Drafting + (2) OR
		TEC225	Pattern Design I + (3) OR
		TEC226	Draping for Fashion Design(3)2-3
		TEC232	Costume Construction +3
		TEC233	Computer-Assisted Pattern Making +3
		TEC240	Apparel Production Management +2
		120210	Try men I rouse tron miningenione  2

Restricted Electives: None.

	CT: Ms. M. Jospitre, Program Director:	INT101	Introduction to Interior Design
` ′	.7608 and/or	INT115	Historical Architecture and Furniture 3
maryse.jospitre@phoenixcollege.edu		INT120	Modern Architecture and Furniture 3
		INT122	Digital Visualization for Design 3
Interior I	_	INT145	Drawing and Rendering Studio 3
	in Applied Science — AAS 3191	INT160	Fabrics for Interiors
65-73 Cr		INT165	Space Planning Studio + 3
	ciate in Applied Science (AAS) in Interior	INT201	Color and Design
- 1	epares students to work in an entry-level		Communication Studio +
	esign position. The program provides both	INT205	Custom Design Studio +
_	nd interior design education, which	INT210	Interior Materials Studio +
	lesign, color theory and application,	INT212	Kitchen and Bath Studio +
	ral and furniture history, drafting and	INT222	Residential Design Studio + 3
	-aided design (CAD) for interior design,	INT242	Interior Design Professional
	nning, interior materials, rendering, and es and regulations. Studio projects allow		Practices +3
students to	o identify, research, solve, and present oblems. Certificates of Completion (CCL)	Restricte	d Electives: None.
	f specialization are also available and I within the AAS.	General	Electives: None.
		General 1	<b>Education Requirements:</b> 19-25 Credits
	in Interior Design transfers to Northern	CORE: 1	2-18 Credits
	University Bachelor of Science (BS) in		ar Composition:
Interior Design. NAU will accept up to 73 credits		ENG101	First-Year Composition + (3) OR
as part of this degree program. Please speak with an NAU transfer specialist for details about this		ENG107 AND	First-Year Composition for ESL + (3)
transfer option.		ENG102	First-Year Composition + (3) OR
-		ENG108	First-Year Composition for ESL + 6
Program	<b>Notes:</b> Students must earn a grade of C	Oral Cor	nmunication:
or better f	or all courses required within the	COM100	Introduction to Human
program.			Communication (3) OR
		COM110	Interpersonal Communication (3) 3
Admissio	n Criteria: None.	COM110	is recommended for students who intend
		to transfe	r to Northern Arizona University.
Program	Prerequisites: None.	Critical 1	Reading:
		CRE101	College Critical Reading and Critical
Required	Courses: 46-48 Credits		Thinking $+$ (3) OR
	Architectural CAD I: Introduction (3)	-	nt as indicated by assessment0-3
AND		Mathema	
ARC142	Architectural CAD II: Plans and		College Mathematics + (5) OR
	Elevations + (3) OR		College Mathematics + (4) OR
INT131	Introduction to CAD for		College Mathematics + (3) OR
	Interior Design (3) AND		College Mathematics with Review (5)
INT132	Advanced CAD for	OR	
	Interior Design + (3)		College Mathematics with Review (6)
FYE101	Introduction to College, Career and	OR	
	Personal Success (1) OR		nt or higher-level general education course
FYE103	Exploration of College, Career and Personal Success (3)1-3	in the Ma	thematics area3-6

<b>DISTRIBUTION:</b> 7 Credits	Admission Criteria: None.	
Humanities, Arts and Design:		
Met by INT115 or INT120 in the Required	Program	Prerequisites: None.
Courses area0		
Social-Behavioral Sciences:	Required	Courses: 45 Credits
PSY101 Introduction to Psychology3	ARC141	Architectural CAD I: Introduction (3)
Natural Sciences:	AND	
Any approved general education course in the	ARC142	Architectural CAD II: Plans and
Natural Sciences area4		Elevations $+$ (3) OR
Recommended:	INT131	Introduction to CAD for
BIO108 Plants and Society (4) OR		Interior Design (3) AND
GLG101 Introduction to Geology I - Physical	INT132	Advanced CAD for
Lecture (3) AND		Interior Design (3) 6
GLG103 Introduction to Geology I - Physical		
Lab (1) OR	INT101	Introduction to Interior Design
FON241 Principles of Human Nutrition (3) AND	INT115	Historical Architecture and Furniture 3
FON241LLPrinciples of Human Nutrition	INT120	Modern Architecture and Furniture 3
Laboratory (1)4	INT122	Digital Visualization for Design 3
	INT145	Drawing and Rendering Studio + 3
	INT165	Space Planning Studio + 3
	INT201	Color and Design Communication
<b>CONTACT:</b> Ms. M. Jospitre, Program Director:		Studio +
(602) 285.7608 and/or	INT205	Custom Design Studio + 3
maryse.jospitre@phoenixcollege.edu	INT210	Interior Materials Studio + 3
	INT212	Kitchen and Bath Studio + 3
Interior Design Kitchen and Bath	INT241	Advanced Kitchen and Bath Design + . 3
Certificate of Completion — CCL 5070	INT242	Interior Design Professional

Restricted Electives: None.

**INT265** 

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

The Certificate of Completion (CCL) in Interior

45 Credits

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

Science (AAS) in Interior Design is also available.

**CONTACT:** Ms. M. Jospitre, Program Director: (602) 285.7608 and/or maryse.jospitre@phoenixcollege.edu

Building Systems +......3

### Interior Design Technology Certificate of Completion — CCL 5071 30 Credits

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. Please check with your local college for program availability.

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

Admission Criteria: None.

**Program Prerequisites:** None.

Required	Courses: 30 Credits	
ARC141	Architectural CAD I: Introduction (3)	
AND		
ARC142	Architectural CAD II: Plans and	
	Elevations +(3)	
OR		
INT131	Introduction to CAD for Interior	
	Design (3) AND	
INT132	Advanced CAD for Interior	
	Design +(3)6	
ARC250	Basic Revit (3) AND	
ARC251	Intermediate Revit (3)	
OR		
INT250	Basic Revit (3) AND	
ARC265/		
INT251 Sketchup I: Introduction to Sketchup (3) 6		
INT101	Introduction to Interior Design	
INT122	Digital Visualization for Design3	
INT145	Drawing and Rendering Studio + 3	
INT201	Color and Design Communication	
	Studio +	
INT260	Interior Codes and Regulations + 3	
INT265	Building Systems +3	

Restricted Electives: None.

**CONTACT:** Ms. M. Jospitre, Program Director: (602) 285.7608 and/or maryse.jospitre@phoenixcollege.edu

## **Interior Design Upholstery and Soft Goods Production**

## Certificate of Completion — CCL 5074 30 Credits

The Certificate of Completion (CCL) in Interior Design Upholstery and Soft Goods Production is intended to provide students with the knowledge and creative skills important to operating current commercial machinery and upholstery. The program prepares students for an entry-level career as an upholsterer or soft goods fabricator for residential and commercial applications. Students will study design principles, history and use of fabrics and textiles, colors, and upholstery techniques utilized in upholstery and soft goods production. Elective coursework also allows students to take specific courses preparing them for a particular segment of the industry they are most interested in pursuing. An Associate in Applied Science (AAS) in Interior Design is also available.

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

Admission Criteria: None.

**Program Prerequisites:** None.

Required	Courses: 27 Credits
INT101	Introduction to Interior Design
INT115	Historical Architecture and Furniture 3
INT120	Modern Architecture and Furniture 3
INT/	
TEC126	Sewing for the Home (3) OR
TEC128	Home Upholstery (3)3
INT156	Furniture Upholstery I3
INT157	Furniture Upholstery II +3
INT158	Furniture Upholstery III +3
INT159	Furniture Upholstery IV +3
INT160	Fabrics for Interiors (3) OR
TEC222	Textiles (3)

### **Restricted Electives:** 3 Credits

Select one of the courses from the list for a total of 3 credits:

TEC114 Textiles: Block Printing/Silk Screening1 (May be repeated for a total of 3 credits)
TEC116 Textiles: Stitchery and Embellishment. 1 (May be repeated for a total of 3 credits)

**CONTACT:** Ms. M. Jospitre, Program Director: (602) 285.7608 and/or maryse.jospitre@phoenixcollege.edu

### Interior Merchandising and Home Staging Certificate of Completion — CCL 5429 18 Credits

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.

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

Admission Criteria: None.

**Program Prerequisites:** None.

Students at any Maricopa Community College may need to complete courses at more than one of our colleges.

Required	Courses: 18 Credits	
INT101	Introduction to Interior Design	. 3
INT115	Historical Architecture and Furniture	. 3
INT120	Modern Architecture and Furniture	. 3
INT145	Drawing and Rendering Studio	. 3
INT160	Fabrics for Interiors	. 3
MGT251	Human Relations in Business (3) OR	
MGT253	Owning and Operating a Small	
	Business (3)	3

Restricted Electives: None.

**CONTACT:** Mr. J. Weddle, Coordinator, Commercial Music Studies: (602) 285-7555 and/or dana.belmonte@phoenixcollege.edu

### Music Industries: Music Business Associate in Applied Science — AAS 3017 61-70 Credits

The Associate in Applied Science (AAS) in Music Industries: Music Business is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines theoretical and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. Students will choose a focus area among business and marketing, commercial performance, and music production. They will employ analytical and communication skills and explore aesthetic, cultural, and historical perspectives relevant to the music industry.

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

Admission Criteria: None.

**Program Prerequisites:** None.

Required	Courses: 26-29 Credits	Music Pro	oduction
FYE101	Introduction to College, Career and	MTC+++	Any MTC Music: Theory/Composition
	Personal Success (1) OR		course(-s)
FYE103	Exploration of College, Career and	MUC+++	Any MUC Music: Commercial/Business
	Personal Success (3)1-3		course(-s)
MGT253	Owning and Operating a Small	Commerc	ial Performance
	Business 3	MTC+++	Any MTC Music: Theory/Composition
	Marketing and Social Networking 3		course(-s)
MKT271		MUP+++	Any MUP Music: Performance
MUC109			course(-s)
	Copyright3	~	
MUC110	Music Business: Marketing and		Electives: 0-1 Credits
	Monetization3		arses 100-level or higher to complete a
MTC100			of 60 semester credits. Consult with an
OR	Computer Literacy for Musicians + (3)	Academic	and/or Program Advisor.
MUC180	Computer Literacy for the Music	General I	Education Requirements: 22-28 Credits
	Business (3)	CORE: 1	2-18 Credits
	lents who have not already completed		r Composition:
	must take MUC180.		First-Year Composition + (3) OR
	Music Industry Entrepreneurship + 3		First-Year Composition for $ESL + (3)$
MUC293	Self Promotion for Music	AND	
			First-Year Composition + (3) OR
	ustry Capstone Experience		First-Year Composition for $ESL + (3)$
	AAMusic Business Internship + (1) OR	OR ENC111	Tashuisal and Dusfassional
	WACooperative Education + (1) OR AASpecial Projects + (1)1	ENG111	Technical and Professional Writing + (3)6
WIUC290F	AASpecial Flojects + (1)1	ENG101	or ENG107 and ENG102 or ENG108 is
Overview	of Music Genres		nded for students who intend to transfer.
	Music Genres and Styles (2) OR		amunication:
	Survey of American Music (3)2-3		Introduction to Human
WIIILISS	Survey of American Music (3)		Communication (3) OR
Restricted	l Electives: 12-13 Credits		Interpersonal Communication (3) OR
	hould work with their program advisor to		Public Speaking + (3) OR
	3 credits from courses that align with the		Small Group Communication (3) 3
	career goals and further their		with an academic advisor about specific
	ent in the areas of music business and		uirements if intending to transfer.
marketing	, music production, and commercial	Critical I	Reading:
performan	ce. Courses from Required Courses area	CRE101	College Critical Reading and Critical
may not b	e used.		Thinking $+$ (3) OR
			t as indicated by assessment0-3
	and Marketing	Mathema	
	Any GBS General Business course(-s)		College Mathematics + (5) OR
	Any MKT Marketing course(-s)		College Mathematics + (4) OR
MUC+++	Any MUC Music: Commercial/		College Mathematics + (3) OR
	Business course(-s)	MAT145	College Mathematics
			with Review (5) OR

	College Mathematics		Marketing and Social Networking (3)
	with Review (6)3-6	OR	D: 11 (M 1 () (2)
DICTDIRI	JTION: 10 Credits	MIK 12/1	Principles of Marketing (3) 3
	s, Arts and Design:	MUC100	Music Business: Content Creation and
	ved general education course from the	WICCIO	Copyright 3
	Arts and Design [HU] area3	MUC110	1. 0
	avioral Sciences:		Monetization
	ved general studies education from the	MUC293	
	avioral Sciences [SB] area3		
Natural Sc	ciences:	MTC180	Computer Literacy for Musicians + (3)
Any approv	ved general studies education from the	OR	
Natural Sci	ences area 4	MUC180	Computer Literacy for the Music
			Business (3)3
			dents who have not already completed
CONTRACT		MTC180	must take MUC180.
	<b>T:</b> Mr. J. Weddle, Coordinator,	Dogtwioto	d Electives: None.
	al Music Studies: 7555 and/or	Restricted	Liectives: None.
, ,	onte@phoenixcollege.edu		
dana.ocimo	mic @phocinixeonege.edu	CONTAC	CT: Mr. J. Weddle, Coordinator,
Music Busi	iness I		ial Music Studies:
	of Completion — CCL 5106		-7555 and/or
16 Credits	•	` ′	onte@phoenixcollege.edu
The Certific	cate of Completion (CCL) in Music		
Business I i	is designed to provide aspiring music	Music Bu	siness II
• -	ofessionals with a broad background in		te of Completion — CCL 5258
	agement, production, and	35-37 Cre	
	arship activities. The program combines		ficate of Completion (CCL) in Music
	al and applied learning experiences to		II is designed to provide aspiring music
	ts gain a strategic understanding of	• •	rofessionals with a broad background in
	I music as both an art and profession.		nagement, production, and eurship activities. The program combines
	Certificate of Completion (CCL) in ness II available as well as an Associate		and applied learning experiences to help
	Science (AAS) in Music Industries:		ain a strategic understanding of
Music Busi		_	al music as both an art and profession.
1114510 2451	1200		iate in Applied Science (AAS) in Music
Program N	Notes: Students must earn a grade of C		: Music Business is available.
	r all courses required within the		
program.	-	Program	<b>Notes:</b> Students must earn a grade of C
		or better f	or all courses within the program.
Admission	Criteria: None.		
_		Admissio	n Criteria: None.
Program P	Prerequisites: None.	<b>D</b>	<b>D</b>
D 1 4	G	Program	Prerequisites: None.
_	Courses: 16 Credits	Dogwins	Compage 25 26 Chadita
	Owning and Operating a Small Business	_	Courses: 25-26 Credits Owning and Operating a Small
	DUSHINAS)	1VICI 1 ∠. ). )	OWNER AND CHARRES A SHIAN

Marketing and Social Networking 3	Commerc	ial Performance		
Principles of Marketing3	MTC+++	Any MTC Music: Theory/Composition		
Music Business: Content Creation and		course		
Copyright3	MUP+++	Any MUP Music: Performance course		
Monetization3	General	Electives: None.		
Computer Literacy for Musicians + (3)				
	CONTAC	CT: Ms. C. Brandom		
` '		.7287 and/or		
	char.brand	dom@phoenixcollege.edu		
nust take MOC100.	Pattern I	Design, Level I		
Music Industry Entrepreneurship + 3		te of Completion — CCL 5947		
* * *		_		
Jen Homotion for Music		ficate of Completion (CCL) in Pattern		
ustry Canstone Experience		evel I trains students to create patterns		
* *	_	patterns, draping methods, and grading.		
	_	eate of Completion (CCL) in Pattern		
• • • • • • • • • • • • • • • • • • • •		Design: Level II is also available.		
Tropecial frojects (1)	Dosign. E	ever if is also available.		
of Music Genres	Program	<b>Notes:</b> Students must earn a grade of C		
Music Genres and Styles (2) OR	or better i	n all courses within the Required Courses		
Survey of American Music (3)2-3	area.			
l Electives: 10-11 Credits	Admissio	n Criteria: None.		
	Program	Prerequisites: None.		
	S	•		
	Required	Courses: 17-23 Credits		
	_	Beginning Apparel Construction (3)		
ce. Courses from Required Courses area	OR			
e used.	permissio	n of Program Director0-3		
giness and Marketing	TEC111	Intermediate Apparel Construction +		
		micrinediate Apparei Constituction +		
· ·	` ′	n of Program Director0-3		
•	1 CHIIISSIO	ii of Frogram Director0-3		
•	TEC1124	QPattern Alteration and Fit +2		
course		Sewing with Knits +		
duction		Advanced Apparel Construction + 3		
		Pattern Design I +		
		Draping for Fashion Design +		
		Pattern Grading +		
•	110231	I amorn Grading		
	Restricte	d Electives: None.		
	Principles of Marketing	Principles of Marketing		

**CONTACT:** Ms. C. Brandom (602) 285.7287 and/or char.brandom@phoenixcollege.edu

### Pattern Design, Level II Certificate of Completion — CCL 5949 35-41 Credits

The Certificate of Completion (CCL) in Pattern Design, Level II enhances skills for advanced flat pattern design, draping pattern drafting, computer-assisted pattern making, and pattern making for industry.

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

Admission Criteria: None

Program Prerequisites: None.

### **Required Courses:** 35-41 Credits

TEC122	Sewing with Knits +	3
TEC124	Advanced Apparel Construction +	3
TEC225	Pattern Design I +	3
TEC226	Draping for Fashion Design +	3
TEC231	Pattern Grading +	3
	E	

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The follow	ving courses are required and included in
CCL/5949	Pattern Design, Level II (18 credits):
TEC224	Pattern Drafting +2
TEC228	Advanced Draping for Fashion Design
+ 3	
TEC230	Pattern Design II +3
TEC233	Computer-Assisted Pattern Making + 3
TEC234	Vintage Fashion Design +3
TEC238	Industry Patternmaking Standards + 1
TEC270	Design Studio +3

Restricted Electives: None.

CONTACT: Ms. J. Laffoon, Coordinator, Photography Studies: (602) 285-7280 and/or dana.belmonte@phoenixcollege.edu

### **Photography**

## Associate in Applied Science — AAS 3195 61-67 Credits

The Associate in Applied Science (AAS) in Photography program is designed for the student who wishes to pursue a career in photography, either commercial or fine arts. Students will study digital and traditional film-based (darkroom) media, content and image selection, and the theory and practice of visual communication.

**Program Notes:** Students must earn a grade of C or better in all courses within the program. There will be costs for supplies and equipment in this program.

Admission Criteria: None.

Program Prerequisites: None.

### 

ARH115	History of Photography	3
	Two-Dimensional Design	
ART113	Color	3
ART131	Photography I	3

ART132	Photography II +3		ACStudio Art Photography	
۸ DT255	Art Marketing (3) OR		EC Studio Art: Photography + DA Art Workshop/	. 3
	ABThe Portfolio (1)1-3	AK 1 2931	Seminar: Photography +	1
AK 1 233F	ABTHE FORHOHO (1)1-3	A DT2051		. 1
AVC100	Introduction to Digital Auto 1	AK I 2931	DB Art Workshop/	2
	Introduction to Digital Arts	4 DT2051	Seminar: Photography +	. 2
AVC142		AK 1 2931	OCArt Workshop/	2
AVC143	Intermediate Digital Photography + 3	A 1./C1.60	Seminar: Photography +	
		AVC169	$\mathcal{E}$	
EVE 101		AVC177		
FYE101	Introduction to College, Career and	AVC178	C	
EXTE 4.00	Personal Success (1) OR	AVC181	1 &	
FYE103	Exploration of College, Career and	AVC232		
	Personal Success (3)1-3		Digital Photographic Imaging II +	
_			DP Art Studio: Digital Photography +	
	d Electives: 8-20 Credits		AA Commercial Art Internship + (1) OR	
	all courses in the specialization below		AB Commercial Art Internship + (2) 1	
that best a profession	aligns with your academic and	FMP108	Video Production	.3
Proression	an Source	Specializa	ation 2: Fine Art Photography (8-15	
Specializa	ation 1: Commercial Photography (13-20	credits)	ation 2. Time Tift I notography (6-15	
credits)	ation 1. Commercial Photography (13-20	ART133	Photography III +	3
,	Commercial Photography I +3	ART133	Alternative Photographic Processes	
	Commercial Photography II +			. 5
			credits from the following:	_
AVC140	Portrait Photography + (3) OR		Drawing I	
AVC237	Fashion Photography + (3)3	ART116	Life Drawing I	
		ART134	Photography IV +	
SBS200	Small Business Operations2	ART234	Color Photography +	
		ART250	Introduction to Printmaking +	
MKT110	Marketing and Social Networking (3)		ACStudio Art +	
OR			ECStudio Art: Photography +	3
	Advertising Principles (3) OR	ART295I	DAArt Workshop/Seminar:	
MKT271	Principles of Marketing (3) OR		Photography +	. 1
SBS204	Small Business Marketing and	ART295I	DBArt Workshop/Seminar:	
	Advertising (2)2-3		Photography +	2
		ART295I	DCArt Workshop/Seminar:	
In consult	tation with advisor or program		Photography +	3
coordinate	or, choose up to six (6) credits of	AVC169	2D Media Design +	3
	rk from the following list to best fulfill		Digital Photographic Imaging I +	
	complete a minimum of 60 credits	AVC178		
_	or this degree.	AVC232	C	
-	Drawing I		Digital Photographic Imaging II +	
	Life Drawing I3		Digital Photographic Imaging III +	
ART137	_		DP Art Studio: Digital Photography +	
ART234	Color Photography +3		AACommercial Art Internship +	
		SBS200	Small Business Operations	
		SBS204	Small Business Marketing and	. <b>-</b>
		220201	Advertising	. 2
			· · · · · · · · · · · · · · ·	

General 1	Electives: 0-7 Credits	Natural Sciences:			
Select courses 100-level or higher to complete the		Any approved general education course in the			
minimum	total program credits required for this	Natural So	ciences area4		
degree. Co	onsult with the Program Director or an				
Academic	Advisor.				
		CONTAC	CT: Ms. M. Jospitre, Program Director:		
Recomme	and that students interested in transferring		.7608 and/or		
	year institution to earn a bachelor's degree	, ,	spitre@phoenixcollege.edu		
•	ses that fulfill any unmet Arizona General	<i>y</i> 3			
	Curriculum (AGEC) requirements.	Residenti	al Interior Design		
	(		te of Completion — CCL 5300		
General 1	Education: 19-25 Credits	48 Credit	•		
	2-18 Credits		gram is currently not Title IV Federal		
	r Composition:		! Aid eligible.		
	First-Year Composition + (3) OR		ficate of Completion (CCL) in Residential		
ENG107	First-Year Composition for ESL + (3)		esign prepares students to work in an		
AND	Trist-Tear Composition for ESE + (3)		el interior design position. The program		
	First-Year Composition + (3) OR	•	nterior design position. The program		
	First-Year Composition for ESL + (3). 6	-	blor theory and application, architectural		
	nmunication:	_	• 11		
	Introduction to Human Communication		and furniture history, drafting and computer-aided		
	introduction to Human Communication	•	AD) for interior design, space planning,		
(3) OR	International Communication (2) OD		aterials, digital rendering, basic codes and		
	Interpersonal Communication (3) OR	_	s, and building systems. Studio projects		
	Public Speaking + (3) OR		lents to identify, research, solve, and		
COM230 Small Group Communication (3) 3		present design problems. This certification is			
Critical Reading:		designed for students who already hold a college			
CRE101	College Critical Reading and Critical	_	another discipline and want to re-career		
n · 1	Thinking + (3) OR	as an inter	rior designer.		
	t as indicated by assessment0-3	-			
Mathema		_	<b>Program Notes:</b> Students must earn a grade of C		
	College Mathematics + (5) OR	or better in	n all courses within the program.		
	College Mathematics + (4) OR				
	College Mathematics + (3) OR	Admissio	n Criteria: None.		
	College Mathematics with Review +				
(5) OR		Program	Prerequisites: None.		
	College Mathematics with Review (6)				
OR		_	Courses: 48 Credits		
	er approved general education course in	ARC141	Architectural CAD I: Introduction (3)		
the Mathe	matics area (3-6)3-6	AND			
		ARC142	Architectural CAD II: Plans and		
DISTRIB	SUTION: 7 Credits		Elevations + (3)6		
Humaniti	ies, Arts and Design:				
Met by Al	RH101 OR ARH102 OR ARH115 OR	INT101	Introduction to Interior Design		
ART131 i	in Required Courses0	INT115	Historical Architecture and Furniture 3		
Social-Be	havioral Sciences:	INT120	Modern Architecture and Furniture 3		
Any appro	oved general education course in the	INT122	Digital Visualization for Design 3		
	havioral Sciences area3	INT145	Drawing and Rendering Studio + 3		
		INT160	Fabrics for Interiors		

INT165

Space Planning Studio + ...... 3

INT201	Color and Design Communication	
	Studio +	3
INT205	Custom Design Studio +	3
INT210	Interior Materials Studio +	
INT212	Kitchen and Bath Studio +	3
INT222	Residential Design Studio +	3
INT242	Interior Design Professional	
	Practices +	3
INT265		

Restricted Electives: None.

CONTACT: Mr. E. Erspamer, Coordinator, Graphic Arts Studies: (602) 285-7171 and/or dana.belmonte@phoenixcollege.edu

## Sequential Art Certificate of Completion — CCL 5177 40 Credits

The Certificate of Completion (CCL) in Sequential Art develops knowledge and skills in the area of sequential art, including but not limited to comics, graphic novels, anime, children's books, selfpublishing, digital illustration, and storyboarding for digital media. Students will develop diverse narratives that reflect cultural, historical, and social diversity. The program provides the student with an understanding of writing for sequential art, illustration techniques, and digital media tools for illustration, layout and publication. This certificate prepares students for employment and upgrades the skills of persons employed in occupations such as illustrator, comic book artist, storyboarder, cartoonist, penciler, inker, colorist, letterer, production artist, game designer, and comic book writer. An Associate in Applied Science (AAS) in Illustration and Sequential Art is also available.

**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: 40 Credits

AVC177	Digital Photographic Imaging I + 3
AVC289	Computer Illustration +3
AVC100	Introduction to Digital Arts1
ART111	Drawing I
	<u> </u>
ART113	Color (3) OR
AVC114	Digital Color (3) 3
ART116	Life Drawing I
AVC119	Penciling for Comic and
	Sequential Art3
AVC120	Inking for Comic and Sequential Art 3
AVC178	Digital Arts Studies +
AVC219	Coloring, Toning and Lettering for
	Comic and Sequential Art3
AVC220	Publishing for the Comic Industry 3
AVC221	Comics Creation
CRW172	Introduction to Comic Book Writing (3)
OR	
CRW176	Writing Narrative for
21111110	Video Games (3)
	, 1000 Sumos (5)

Restricted Electives: None.

**CONTACT:** Dr. C. Marín, Program Director: (602) 285.7303 and/or christina.marín@phoenixcollege.edu

### Technical Theatre Certificate of Completion — CCL 5462 21-48 Credits

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,	THO269 Technical Theatre Portfolio
and hair/makeup artist in a range of settings	Development
including live theatre, television and film, conferences and events, attractions and shows.	THP296++Cooperative Education +1-4
conferences and events, attractions and shows.	Restricted Electives: 7-25 Credits
Students can earn an embedded Certificate of	Students must also select and complete one of the
Completion (CCL) in Stage Crew along with one	following specialization areas in Technical Theatre
additional area: Audio Technician, Costuming,	based on their personal, academic, and professional
Group/Solo Cosplay, Hair and Makeup, Lighting,	goals. Speak to a program director or academic
Properties, Puppetry, and Set/Scenic construction.	advisor for details.
An Associate in Arts, Fine Arts (AAFA), Emphasis	
in Theatre is also available for students interested	Specialization 1: Audio Technician (10-11 credits)
in university transfer.	MUC122 Sound Design I +3
	MUC197 Live Sound Reinforcement I
<b>Program Notes:</b> Students must earn a grade of C	MUC198 Live Sound Reinforcement II + 3
or better for all courses required within the	
program. Students should select an area of	THP201AATheatre Production I (1) OR
specialization based on their personal, academic,	THP201ABTheatre Production II (2) OR
and professional goals. Students should speak to a	THP202 Theatre Production Projects (1) OR
program director or academic advisor for details.	THO202ABTheatre Production I Electrics (1) 1-2
Admission Criteria: None.	Specialization 2: Cosplay I (12-13 credits)
	TEC111 Intermediate Apparel Construction (3)
Program Prerequisites: None.	OR
•	THP206 Introduction to Costume Construction
Required Courses: 14-23 Credits	for Theatre (4)3-4
ENG101 First Year Composition +0-3	
Students who intend to take THE220 must take	THO115 Makeup for Stage and Screen
ENG101.	THO208 Costume Play Solo Performance
	Practicum3
THE111 Introduction to Theatre	THO250 Stage Properties
THE220 Modern Drama + (3) OR	Specialization 3: Cosplay II (24-25 credits)
THO225 Visual Script Analysis (3) OR	CIS103 Introduction to Social Media (3) OR
THP291ACSummer Conservatory: Script Analysis	MKT110 Marketing and Social Networking (3) 3
(ACT) + (1)1-3	
·	TEC111 Intermediate Apparel Construction (3)
THP201ABTheatre Production II (2) OR	OR
ΓHO203 Technical Theatre Production (3 2-3	THP206 Introduction to Costume Construction
	for Theatre (4)
ΓΗΡ213 Introduction to Technical Theatre4	
ΓΗΟ251 Safety Practices in Theatre and Film	THO115 Makeup for Stage and Screen
Production1	THO215 Advanced Makeup Techniques for
ΓΗΟ266 Production Careers in Technical	Stage and Screen +3
Theatre1	THO216 Wig and Hair Production for Theatre
	and Film3

THO208	Costume Play Solo Performance	-	ation 7: Properties (7-9 credits)
	Practicum3		ATheatre Production I (1) OR
THO209	Costume Play Group Performance	THP201ABTheatre Production II (2) OR	
	Practicum	THO202A	AATheatre Production I Scene Shop (1)
THO250	Stage Properties	OR	
a . 1.		1 HO202A	ACTheatre Production I
-	tion 4: Costuming (8-9 credits) ATheatre Production I (1) OR		Costume Shop (1)1-2
	BTheatre Production II (2) OR	THP206	Introduction to Costume Construction
	ACTheatre Production I	1 HP200	for Theatre (4) OR
11102027	Costume Shop (1)1-2	THO267	Painting Techniques for Film, TV and
	Costume Shop (1)1-2	1110207	Theatre + (3)
THP206	Introduction to Costume Construction		(-)
	for Theatre4	THO250	Stage Properties
Students s	hould work with their program advisor to	Specializa	ation 8: Puppetry (14-15 credits)
select 3 cr	edits that align with the academic/career	THP112	Acting I (3) OR
goals and	further their development in the area of	THP151	Theatre for Youth (3)3
Costuming	-		
TEC113	Textiles: Dyeing (1) AND	THP201A	ATheatre Production I (1) OR
TEC114	Textiles: Block Printing/Silk Screening	THP201A	ABTheatre Production II (2) OR
(1) AND		THO202A	AATheatre Production I Scene Shop (1)
TEC115	Textiles: Hand Painting (1) OR	OR	
TEC225	Pattern Design I (3) OR	THO202A	ACTheatre Production I
THO115	Makeup for Stage and Screen (3)3		Costume Shop (1)1-2
Specializa	tion 5: Hair and Makeup (10-11 credits)	THP206	Introduction to Costume Construction
THO115	Makeup for Stage and Screen3		for Theatre4
THO215	Advanced Makeup Techniques for	THO219	Introduction to Puppetry 3
	Stage and Screen +3	THO250	Stage Properties
THO216	Wig and Hair Production for Theatre		
	and Film3	Specializa credits)	ation 9: Set/Scenic Construction (10-11
THP201A	ATheatre Production I (1) OR	ARC141	Architectural CAD I: Introduction (3)
	BTheatre Production II (2) OR	OR	
	CTheatre Production I	CAD100	Fundamentals of 2D AutoCAD (3) 3
	Costume Shop (1)1-2		
	- · · ·	THP201A	ATheatre Production I OR (1)
Specializa	tion 6: Lighting (7-8 credits)	THP201A	ABTheatre Production II (2) OR
THP201AATheatre Production I (1) OR		THO202A	AATheatre Production I
THP201A	BTheatre Production II (2) OR		Scene Shop (1) 1-2
	ABTheatre Production I Electrics (1)1-2		
		THO263	Entertainment Industry Drafting I:
THO218	Beginning Stage Lighting3		2D CAD3
THO263	Entertainment Industry Drafting I:		
	2D CAD3	THO267	Painting Techniques for Film, TV and Theatre + (3) OR
		WI D102	Rasic Welding Metal Sculpture (3) 3

### Technical Theatre: Audio Technician Certificate of Completion — CCL 5077N 11-12 Credits

The Certificate of Completion (CCL) in Technical Theatre: Audio Technician is designed to prepare students to apply live sound reinforcement in theatre productions. Classes include instruction in live sound reinforcement, setting up equipment, and sound design for theatrical productions. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

**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.

Admission Criteria: None.

**Program Prerequisites:** None.

Required	Courses: 11-12 Credits
MUC122	Sound Design I +3
MUC197	Live Sound Reinforcement I
MUC198	Live Sound Reinforcement II $+\dots 3$
THP201A	ATheatre Production I (1) OR
THP201A	BTheatre Production II (2) OR
THP202	Theatre Production Projects (1) OR
THO202A	BTheatre Production I Electrics (1) 1-2
THO251	Safety Practices in Theatre and Film Production
Restricted	l Electives: None.

**CONTACT:** Dr. C. Marín, Program Director: (602) 285.7303 and/or christina.marin@phoenixcollege.edu

### Technical Theatre: Costuming Certificate of Completion — CCL 5090N 8-9 Credits

The Certificate of Completion (CCL) in Technical Theatre: Costuming is designed to provide students with skills in the acquisition, construction, alteration, and maintenance of costumes for theatrical performances. Courses include instruction in costume construction, theory and period styles. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

**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.

Admission Criteria: None.

Program Prerequisites: None.

**Required Courses:** 5-6 Credits

THP201AATheatre Production I (1) OR		
THP201A	BTheatre Production II (2) OR	
THO202A	CTheatre Production I	
	Costume Shop (1)1-2	
THP206	Introduction to Costume Construction	
	for Theatre	
D41-41		
Restricted	l Electives: 3 Credits	
	hould select courses for a total of 3	
Students sl		
Students sl credits bas	hould select courses for a total of 3	
Students sl credits bas Program D	hould select courses for a total of 3 ed on their career goal. Speak to a	
Students sl credits bas Program D TEC113	hould select courses for a total of 3 ed on their career goal. Speak to a Director for additional information.	
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Students sl credits bas Program D TEC113 TEC114	hould select courses for a total of 3 ed on their career goal. Speak to a Director for additional information.  Textiles: Dyeing	

### Technical Theatre: Lighting Certificate of Completion — CCL 5095N 12-13 Credits

The Certificate of Completion (CCL) in Technical Theatre: Lighting is designed to provide students with skills in lighting for theatrical performances. Courses Include instruction in basic circuiting and dimmer application, lighting plots, programming, hanging and focus of lighting instruments, light board operation, and safety in the theatre. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

**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.

Admission Criteria: None.

**Program Prerequisites:** None.

**Required Courses:** 12-13 Credits

THP201A	ATheatre Production I (1) OR	
THP201A	BTheatre Production II (2) OR	
THO202ABTheatre Production I Electrics (1)1-2		
THP213	Introduction to Technical Theatre	. 4
THO218	Beginning Stage Lighting	. 3
THO251	Safety Practices in Theatre and Film	
	Production	. 1
THO263	Entertainment Industry Drafting I:	

2D CAD ......3

Restricted Electives: None.

**CONTACT:** Dr. C. Marín, Program Director: (602) 285.7303 and/or christina.marin@phoenixcollege.edu

### Technical Theatre: Properties Certificate of Completion — CCL 5098N 12-14 Credits

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.

**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.

Admission Criteria: None.

**Program Prerequisites:** None.

Required	Courses: 12-14 Credits
THP201A	ATheatre Production I (1) OR
THP201A	BTheatre Production II (2) OR
THO202A	ATheatre Production I
	Scene Shop (1) OR
THO202A	ACTheatre Production I
	Costume Shop (1)1-2
THP206	Introduction to Costume Construction
	for Theatre (4) OR
THO267	Painting Techniques for Film, TV and
	Theatre + (3) 3-4
THP213	Introduction to Technical Theatre4
THO250	Stage Properties
THO251	Safety Practices in Theatre and Film
	Production1

Restricted Electives: None.

## Technical Theatre: Puppetry Certificate of Completion — CCL 5148N 15-16 Credits

The Certificate of Completion (CCL) in Technical Theatre: Puppetry is designed to provide students with skills in puppetry for theatrical performances. Courses include instruction in the creation and operation of puppets in performance. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

**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.

Admission Criteria: None.

**Program Prerequisites:** None.

Required	Courses: 15-16 Credits
THP112	Acting I (3) OR
THP151	Theatre for Youth (3)3
THP201A	ATheatre Production I (1) OR
THP201A	BTheatre Production II (2) OR
THO202A	ATheatre Production I
	Scene Shop (1) OR
THO202A	CTheatre Production I
	Costume Shop (1)1-2
THP206	Introduction to Costume Construction
	for Theatre4
THO219	Introduction to Puppetry3
THO250	Stage Properties
THO251	Safety Practices in Theatre and Film
	Production1

Restricted Electives: None.

**CONTACT:** Dr. C. Marín, Program Director: (602) 285.7303 and/or christina.marin@phoenixcollege.edu

### Technical Theatre: Set/Scenic Construction Certificate of Completion — CCL 5096N 9-10 Credits

The Certificate of Completion (CCL) in Technical Theatre: Set/Scenic Construction is designed to provide students with skills in the construction of sets for theatrical performances. Courses include instruction in theatrical set and scene construction, use of scene shop tools, materials and hardware. Plan reading and safety for set and scenic construction are also emphasized. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

**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.

Admission Criteria: None.

**Program Prerequisites:** None.

Required	Courses: 9-10 Credits	
THP201AATheatre Production I (1) OR		
THP201ABTheatre Production II (2) OR		
THO202A	ATheatre Production I	
	Scene Shop (1)1-2	
THP213 THO251	Introduction to Technical Theatre 4 Safety Practices in Theatre and Film Production	
THO267	Painting Techniques for Film, TV and Theatre + (3) OR	
WLD102	Basic Welding Metal Sculpture (3) 3	

Restricted Electives: None.

### Technical Theatre: Stage Crew Technician Certificate of Completion — CCL 5099N 6-7 Credits

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.

**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.

Admission Criteria: None.

**Program Prerequisites:** None.

Required Courses: 6-7 Credits
THP201AATheatre Production I (1) OR
THP201ABTheatre Production II (2) OR
THO202AATheatre Production I
Scene Shop (1) OR
THO202ABTheatre Production I Electrics (1)... 1-2
THP213 Introduction to Technical Theatre....... 4
THO251 Safety Practices in Theatre and Film

Production ......1

Restricted Electives: None.

**CONTACT:** Mr. E. Erspamer, Coordinator, Graphic Arts Studies: (602) 285-7171 and/or dana.belmonte@phoenixcollege.edu

### Time-Based Media Certificate of Completion — CCL 5170 40 Credits

The Certificate of Completion (CCL) in Time-Based Media develops knowledge and skills in the area of time-based media, including but not limited to the production of still and time-based media, media production techniques, compositing, motion graphics, and interactive design. The curriculum is designed to provide the student with an understanding of media and photographic techniques, use of production equipment, media production terminology, media and interactivity applications, and industry practices. This certificate prepares students for employment and upgrades the skills of persons employed in occupational areas such as media production, marketing, publishing, motion graphics, photography, freelance artist designer, and web and interactivity design. An Associate in Applied Science (AAS) in Animation and Time-Based Media is also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program. This CCL is designed for individuals who already have a degree or relevant experience in the field or who are currently employed in the field.

Admission Criteria: None.

**Program Prerequisites:** None.

Required Courses: 28 Credits			
AVC169	2D Media Design + (3) OR		
AVC178	Digital Arts Studies + (3)3		
AVC177 AVC/	Digital Photographic Imaging I + 3		
MMT184	Digital Animation I + 3		
AVC100	Introduction to Digital Arts1		
AVC142	Introduction to Digital Photography 3		

ART111	Drawing I (3) OR	Media Pro	oduction Focus Area
ART116	Life Drawing I (3)	ART/	
		COM/	
AVC150	Multimedia Storytelling (3) OR	STO145	Digital Storybook 1
FMT121	Story Theory for Film, Television and	AVC/	
	Media (3) OR		Art of Web Site Design +
JRN213	Writing for Online + (3)3	AVC192 AVC/	Advanced Web Presentation Design +. 3
AVC202	Media Productions $I + (3)$ OR	THO246	Digital Fabrication
FMP108	Video Production (3)3		AInternet/Web Development Level I 3
		FMP204	Advanced Video Production + 3
AVC279	Media Productions II + (3) OR	FMP215	Digital Video Effects +3
FMP215	Digital Video Effects + (3)3	FMT151	TV and New Media Production + 3
MUC191	Electronic Music I (3) OR	Motion G	raphics Focus Area
MUC122	Sound Design I (3)	ART116	Life Drawing I3
		ART174	Electronic Color Principles + 1
Restricted	l Electives: 12 Credits	AVC/	
Complete	twelve (12) credits from courses not	MMT185	3D Modeling and Animation I + 3
already sel	lected in the Required Courses area.	AVC200	Animation and Interactivity3
Students n	nay choose from one emphasis or from	AVC240	Cinematography and Directing for
among mu	altiple emphasis areas according to their		2D/3D Animation + 3
occupation	nal needs.	AVC273A	ACSpecial Topics: Multimedia Arts + 3
Photograp	hy Focus Area	AVC287	3D Character Animation +3
ART131	Photography I3	FMP215	Digital Video Effects +3
AVC138	Commercial Photography I +3		
AVC140	Portrait Photography +3		
AVC143	Intermediate Digital Photography + 3		
AVC270	Digital Photographic Imaging II +3		
Audio Foo			
FMP114	Audio Production +3		
	Electronic Music I		
	Electronic Music II +		
MUC122	Sound Design I3		
	Studio Music Recording I3		
MUC222	Sound Design II +3		

### DID YOU KNOW....

Phoenix College has been accepted into the Achieving the Dream Network as a new ATD college. Visit achievingthedream.org for more information

# Bachelor's Degree Programs

Maricopa Community Colleges is excited to launch our first-ever bachelor's degree programs!

- <u>Behavioral Sciences (Bachelor of Science)</u>
- <u>Data Analytics and Programming (Bachelor of Applied Science)</u>
- Early Childhood Education–Dual Language (Bachelor of Arts)
- Elementary and Special Education (Bachelor of Arts)
- <u>Information Technology (Bachelor of Applied Science)</u>
- <u>Nuclear Medicine Technology and Computed</u> <u>Tomography (Bachelor of Applied Science)</u>
- <u>Public Safety Administration (Bachelor of Applied Science)</u>

If you're thinking about getting your bachelor's degree, this is an excellent time to do it.

Our programs are affordable, convenient, and high quality—offering personalized support, small class sizes, and flexible schedules to guarantee your success. Up to 90 credits may be taken at any of the 10 Maricopa Community Colleges toward your degree completion.

A bachelor's degree is a great investment in your future—providing you with the skills and education you need to be well prepared for a career in a fast-growing field with higher annual earnings, greater job security, and more opportunities for advancement.

Learn more about our <u>bachelor's degree</u> opportunities.

## **HONORS PROGRAM**

CONTACT: Honors Program Office (602) 285.7305

Honors opportunities at Maricopa Community Colleges provide academically outstanding students a way to achieve the maximum benefit of their educational services. These learning opportunities include Honors courses, Honors scholarships, the Honors Forum Lecture Series, Phoenix Symphony performances, and Districtwide co-curricular activities.

The Phoenix College Honors Program provides opportunities for bright and talented students to make the most of their higher education through access to small classes, outstanding faculty, campus involvement, community service, travel, and interaction with other like-minded students. We promote intellectual, social, and personal development to help prepare you for an increasingly complex world.

There are two pathways into the Honors Program. Recent high school graduates may qualify by graduating with a 3.25 GPA or higher. Current Phoenix College students qualify once they have earned at least 12 college-level Maricopa credits and carry a cumulative GPA of 3.25 or higher. See the application for complete eligibility requirements. Qualified students must apply for the Program in the Honors office (Room HB-111).

To graduate with Honors Program designation, Honors students must complete at least 15 semester hours of Honors courses at Phoenix College and earn a cumulative GPA of 3.5. Call 602.285.7305 for more information.

Honors offerings vary from semester to semester: check with the Honors Office to verify.

## **MILITARY SCIENCE**

**CONTACT:** Mr. B. Williams (602) 285.7234

Reserve Officers Training Corps (ROTC) — Aerospace Studies/Military Science
Through an arrangement with Arizona State
University at Tempe, students at Phoenix College
can take freshman and sophomore year classes in
ROTC. Students register for the classes at Phoenix
College and take the courses at Arizona State
University. The goal of the ROTC classes is to
provide a foundation of military knowledge and
skills needed by junior officers in the military.
Students may take ROTC credit in (Army) Military
Science or (Air Force) Aerospace Studies. For
further information, see below or contact Army
ROTC at (480) 965.3318 or Air Force ROTC at
(480) 965.3181.

### **AEROSPACE (AIR FORCE)**

Purpose: The Department of Aerospace Studies curriculum consists of the general military course and history for freshmen and sophomores (AES 101, 102, 201, 202) and the Professional Officer Course for juniors and seniors (AES 301, 302, 401, 402).

General Qualifications: A man or woman entering

Air Force Reserve Officer Training Corps (AFROTC) must be the following: (1) a citizen of the United States (noncitizens may enroll, but must obtain citizenship before commissioning); (2) of sound physical condition; and (3) at least 17 years of age for scholarship appointment or admittance to the Professional Officer Course (POC). Additionally, scholarship recipients must be able to fulfill commissioning requirements by age 25. If designated for flying training, the student must be able to complete all commissioning requirements prior to age 26 and a half; other categories must be able to complete all commissioning requirements before age 30.

Four-Year Program (GMC and POC). A formal application is not required for students entering the four-year program. A student may enter the program by simply registering for one of the

general military course (GMC) classes at the same time and in the same manner as other courses. GMC students receive two semester hours of credit for each AES 100 and 200 class completed a total of eight semester hours. GMC students not on AFROTC scholarship incur no military obligation. Each candidate for commissioning must pass an Air Force aptitude test and a physical examination and be selected by a board of Air Force officers. If selected, the student then enrolls in the POC the last two years of the Air Force ROTC curriculum. Students attend a four-week field training course at an Air Force base normally between the sophomore and junior year. Upon successful completion of the POC and the college requirements for a degree, the student is commissioned in the U.S. Air Force as a second lieutenant. The new officer then enters active duty or may be granted an educational delay to pursue graduate work.

Two-Year Program (POC). The basic requirement for entry into the two-year program is that the student have two academic years of college work remaining, either at the undergraduate or graduate level. Applicants seeking enrollment in the two-year program must pass an Air Force aptitude and medical examination and be selected by a board of Air Force officers. After successfully completing a six- week field training course at an Air Force base, the applicant may enroll in the professional officer course in the AFROTC program. Upon completion of the POC and the college requirements for a degree, the student is commissioned.

Qualifications for Admittance to the Professional Officer Course (POC). (1) The four-year student must successfully complete the general military course and the four-week field training course. (2) The two-year applicant must complete a six-week field training course. (3) All students must pass the Air Force Officer Qualifying Test (AFOQT). (4) All students must pass the Air Force physical examination. (5) All students must maintain the minimum GPA required by the college. Pay and Allowances. POC members in their junior and senior years receive \$200 per month for a maximum of 20 months of POC attendance. Students are also paid to attend field training. In addition, uniforms, housing, and meals are

provided during field training at no cost to the student. Students are reimbursed for travel to and from field training.

Scholarships. AFROTC offers scholarships annually to outstanding young men and women on a nationwide competitive basis. Scholarships cover full college tuition for resident and non-resident students and provide an allowance for books, fees, supplies, and equipment, and a monthly tax-General allowance of \$200. Scholarships are available on a four-, three, and two-year basis. To qualify for the four-year scholarship, a student must be a U.S. citizen and submit an application before December 1 of the senior year in high school. Interested students should consult their high school counselors or call AFROTC at ASU for application forms to be submitted to: HQ. AFROTC, Maxwell AFB, Alabama 36112-6633. Male and female students enrolled in AFROTC at ASU are eligible for three- and two-year scholarships. Those students interested must apply through the Department of Aerospace Studies. Consideration is given to academic grades, the score achieved on the AFOQT, and physical fitness. A board of officers considers an applicant's personality, character and leadership potential. Flight Screening Program (FSP). A cadet designated to enter U.S. Air Force Undergraduate Pilot Training after graduation participates in FSP after the junior year in college. This program trains and motivates pilot candidates.

#### MILITARY SCIENCE (ARMY)

Purpose: The Department of Military Science, or Army ROTC (Reserve Officers' Training Corps), is a four-year or two-year program that consists of the basic and the advanced courses. It is one of the best leadership courses in the country and is part of a student's college curriculum. The curriculum prepares students with the tools, training, and experiences that will help them succeed in any competitive environment. During classes and field training, students learn firsthand what it takes to lead others and motivate groups and how to conduct missions as an officer in the U.S. Army. Upon successful completion of the advanced course and college graduation, students will earn a commission in the U.S. Army as a second

lieutenant and become a leader for life. In addition to the military science curriculum, courses in national defense studies are both an integral and parallel source of the department's program.

#### **GENERAL INFORMATION**

Basic Course. Any student who is enrolled in ASU (or approved by the professor of military science) can enroll in military science basic courses. The basic course (MIS 101, 102, 201, and 202) takes place during the first two years in college as elective courses. Each course includes a lab each semester. Students learn basic military skills and the fundamentals of leadership and begin the groundwork toward becoming an Army leader. Students may enroll in basic course classes without a military commitment.

Leader's Training Course (Two-Year Program). Scholars who want to achieve something even greater than a college degree and aspire to be leaders may join the Army ROTC program by attending a four-week summer Leader's Training Course (LTC) that consists of intense classroom and field training. This course is an accelerated version of the two-year basic course listed above and qualifies students for enrollment in the advanced course provided they have two years of college remaining (undergraduate or graduate). Students who attend this course receive a stipend; transportation to and from Fort Knox, Kentucky; housing; and meals. Those who want to receive four semester hours credit for this course may enroll in the ASU summer program, MIS 205 Leader's Training Course. Students who attend this course may also qualify for a two-year scholarship upon successful completion.

Advanced Course. The advanced course takes place during a student's last two years in college as elective courses (MIS 301, 302, 401, and 402). Each course includes a lab each semester plus a summer leadership camp. Students learn advanced military tactics and gain experience in team organization, planning, and decision making. To benefit from the leadership training in the advanced course, all students must have completed either the basic course (four-year program) or have attended the LTC (two-year program). Students must meet the following qualifications to be enrolled in the advanced course:

- be a citizen of the United States;
- be of sound physical condition and pass the U.S. Army physical fitness test;
- meet the required professional military educational requirements;
- be at least 17 years of age for entrance into the advanced course and be able to complete all commissioning requirements before age 30 (which can be waivered to age 32); and
- commit to accept a commission and serve as an officer in the U.S. Army on Active Duty or in a Reserve Component (U.S. Army Reserve or Army National Guard) upon college graduation.

Leadership Development and Assessment Course (Advanced Course Program). Every ROTC cadet who enters into the Advanced Course attends the Leader Development and Assessment Course. It is a four-week summer course designed to evaluate and train all Army ROTC cadets. This course normally takes place between the junior and senior years of college and is conducted at Fort Lewis, Washington. Students who attend this course receive a stipend, transportation to and from camp, housing, and meals. Those who want to receive four semester hours credit for this course may enroll in the ASU summer program, MIS 303 National Advanced Leadership Camp.

The Commitment. Army ROTC cadets who receive an Army ROTC scholarship or enter the Army ROTC Advanced Course must commit to being commissioned a second lieutenant in the U.S. Army and to completing a period of service with the Army. Students may serve full-time on active duty, part-time in either the U.S. Army Reserve or the Army National Guard, or a combination of full-time and part-time.

Scholarship Programs. Students who accept an Army ROTC scholarship must also commit to accepting a commission and serving as an Officer in the U.S. Army on Active Duty or in a Reserve Component (U.S. Army Reserve or Army National Guard) upon college graduation. Scholarships provide either 100 percent costs for tuition, labs, and fees; or, costs for room and board up to the amount of tuition costs. In addition, scholarship students receive a book stipend of \$450 per

semester. Army ROTC offers two-, three-, and four-year scholarship programs to outstanding young men and women based on the time remaining to complete a degree.

Scholarships are awarded based on a student's merit and grades, not financial need. High School four-year: The national high school four-year, active-duty scholarship is for high school students planning on attending a four-year college program. Applications should be submitted by November 15. Applications submitted past that date are considered; however, late applications may not be as competitive due to selection time frames. Applications may be obtained at armyrotc.com/edu/azstate/index.htm.

- College four-year: These active-duty scholarships are for college freshmen in their First-Year of a five-year undergraduate plan. Contact the department for more information.
- College three- and two-year: These active-duty scholarships are for students already enrolled in a college or university with three or two academic years remaining.
- Guaranteed Reserve Forces Duty: These reserve component, two- and three-year scholarships are strictly dedicated for those students desiring to serve in the U.S. Army Reserve or Army National Guard.
- Living Expenses. Scholarship and all Advanced Course students also receive a monthly, nontaxable living allowance for each school year. The amount depends on a student's level in the ROTC curriculum: freshman: \$300; sophomore: \$350; junior: \$450; senior: \$500 per month.

Simultaneous Membership Program. Under this program, ROTC students may simultaneously be members of the Army Reserve or the National Guard. The combination of advanced course living allowance and pay for Army Reserve or National Guard participation can provide between \$550 and \$1,000 per month.

Graduate and Professional Studies Programs. Graduate students may also enroll in the ROTC program. Outstanding students who desire to earn graduate or professional degrees may request and receive an educational, active-duty delay of up to

#### four years.

Nurse Program. By joining Army ROTC, nursing students can enhance their leadership skills and critical-thinking abilities while obtaining financial support. Besides great scholarship opportunities, Army ROTC nurse cadets may also qualify for cash bonuses. In addition, nurse cadets have an opportunity for a unique summer nursing experience. The paid, three-week Nurse Summer Training Program assigns cadets to Army hospitals throughout the U.S. and Germany. This program is designed to introduce nurse cadets to the Army Medical Department and to the roles and responsibilities of an Army nurse. Cadets work under the supervision of an Army nurse and obtain hands-on experience. This one-on-one clinical experience allows students to hone their clinical skills, develop their problem- solving techniques, and become comfortable with developing their professional skills as a member of the U.S. Army Healthcare Team.

Being an Army nurse provides opportunities not found in the civilian world. Army nurses also have the opportunity to train and serve in a variety of specialties.